HOW TO CREATE A TEAM – HIT THE ROAD WITH THE BUCKEYES

Step 1

- Team captains should log in at http://yp4h.osu.edu and find the “Hit the Road with the Buckeyes” challenge
  - It will be listed under the “Other things to do” section on your homepage and in the “Find Challenges” tab
- Join the challenge and click on “Start your own team” on the right-hand side of the page (see below):

Hit the Road with the Buckeyes

The Ohio State University DEMO challenges you to Hit the Road with the Buckeyes, from September 4, 2013 through November 4, 2013.

After the start date, select a team on the right or start your own to accept this challenge! Teams must have a minimum of four members to be eligible for the reward.

Log the miles our football team travels to away games!
Step 2

- When you click “Start your own team” a pop-up window will appear.
- In this pop-up window, type in your team name and hit “Create Team” (see below):

Step 3

- Once you hit “Create Team” the system will take you to your team’s challenge page.
- On this page, click on “Invite another person to this team” to invite your teammates.
- REMINDER: Even though the system will allow you to invite up to 12 people, your team can only consist of 4 to 6 people total to be eligible to win prizes in Hit the Road.
- Your team’s challenge page will look similar to the following:
Hit the Road with the Buckeyes

To meet the challenge, your team must collectively exercise at least 1,000 miles. Each member of a successful team will receive the following:

100 Your Plan for Health (Demo Site) points

You can connect to a device or app to track.

Log the miles our football team travels to away games!

How do team challenges work?

Superstars

<table>
<thead>
<tr>
<th>CURRENTLY</th>
<th>TOTAL</th>
<th>TEAM LEADER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>0</td>
<td>TeamPlayer1</td>
</tr>
</tbody>
</table>

How many miles did you exercise?

0

0

0
Step 4

- When you click “Invite another person to this team” a pop-up window will open (see below).
- In the pop-up window, enter the e-mail address for one team member at a time.
  - This e-mail address should be the address your teammate has listed as his or her primary e-mail in the YP4H system.
  - Your teammates can locate their primary e-mails by logging in at http://yp4h.osu.edu, clicking on Settings in the upper right-hand corner, and going to the E-mail tab.
- Once you’ve entered your teammate’s e-mail address, click “Send Invitation”.
  - This will send an e-invite to your teammate’s e-mail.
- The system will notify you that your teammate “has been invited to the team”.
- Continue to invite teammates like this until all teammates are invited.