# Joining MyHealics Challenges

## User Instructions

### How to Join the Monthly Exercise Challenges

Monthly challenges are available beginning the first of the month. You will need to join the challenge to log completion.  You can join the challenge at any time during the month.  You must log completion of the challenge by the 15th of the following month. Points will be award following the due date.

1. Click **View All Challenges** on the home page of you MyHealics Dashboard
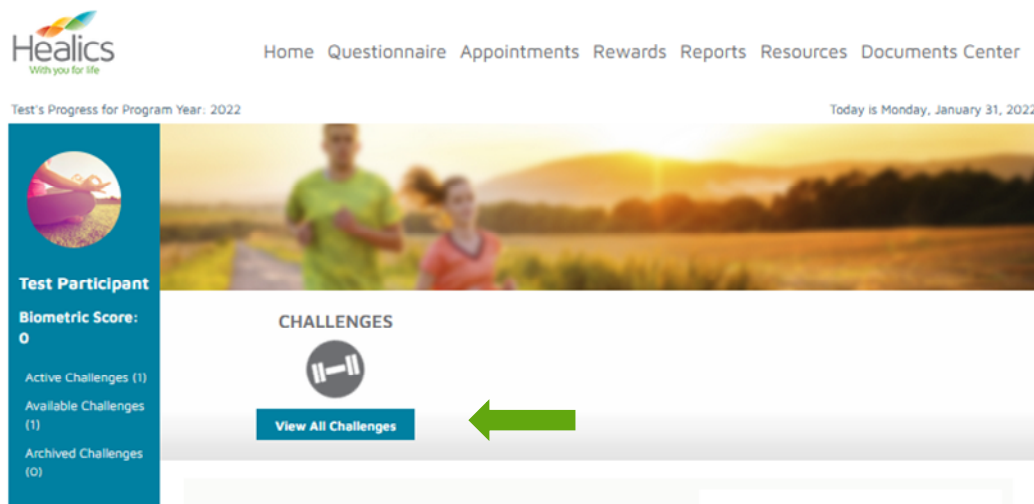


2. Complete your Public Profile Sign-Up. Select a Screen Name and Upload a Profile Pic (or select a default picture).  Your name and picture will display to other members of the challenge. Click **Save** to proceed. Your screen name and picture can be updated under *My Profile.*

It's important to note that your name and picture will be displayed to other members of the challenge. For this reason, screen names must be unique and may only contain alpha-numeric characters, underscores, or dashes. Spaces will not be accepted. You will be prompted to change your screen name in the event it has already been used by another member.

Note: your screen name and picture may be updated at any time by navigating to "my profile" at the top of your dashboard.
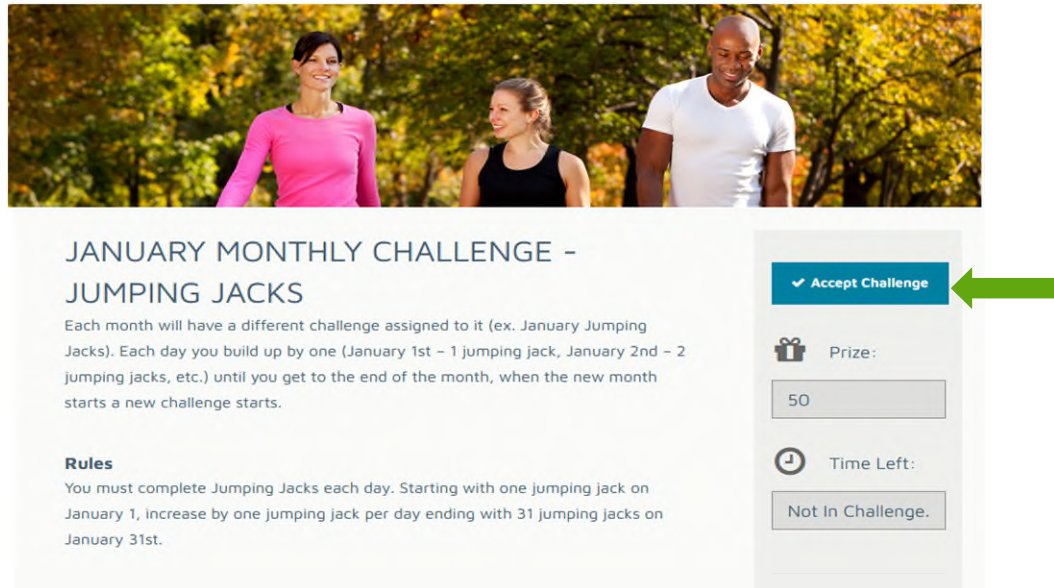
3. A confirmation will appear once your profile has been saved. Click **Ok** to continue
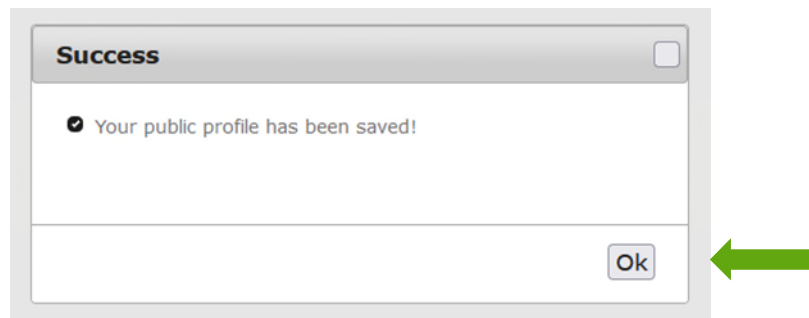


4. Click **Accept** to join a challenge or **View Details** to view the challenge information
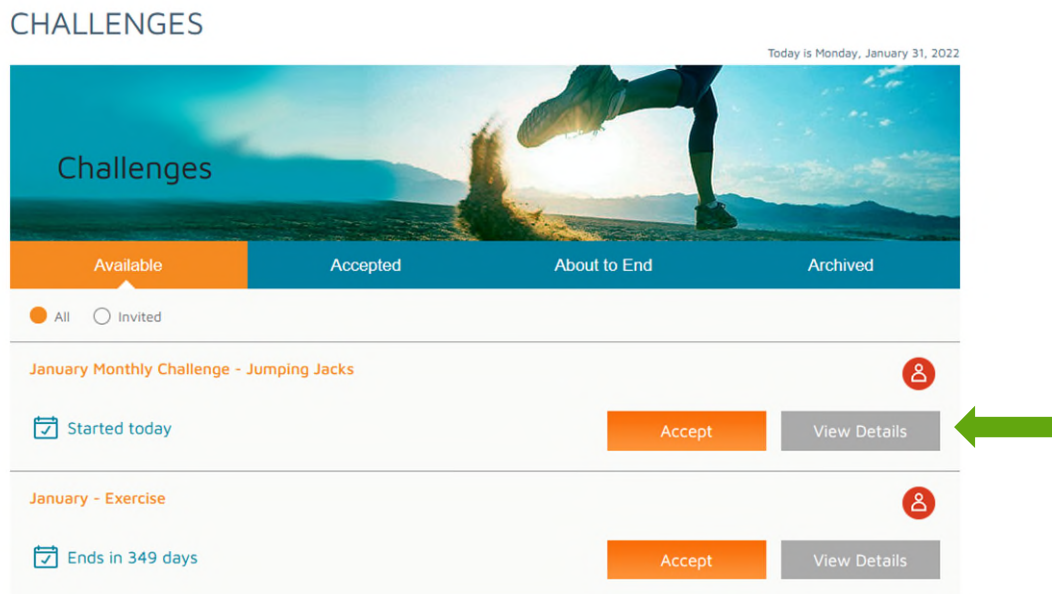
5. Once you've reviewed the rules, click **Accept Challenge** to participate (if you haven't already)
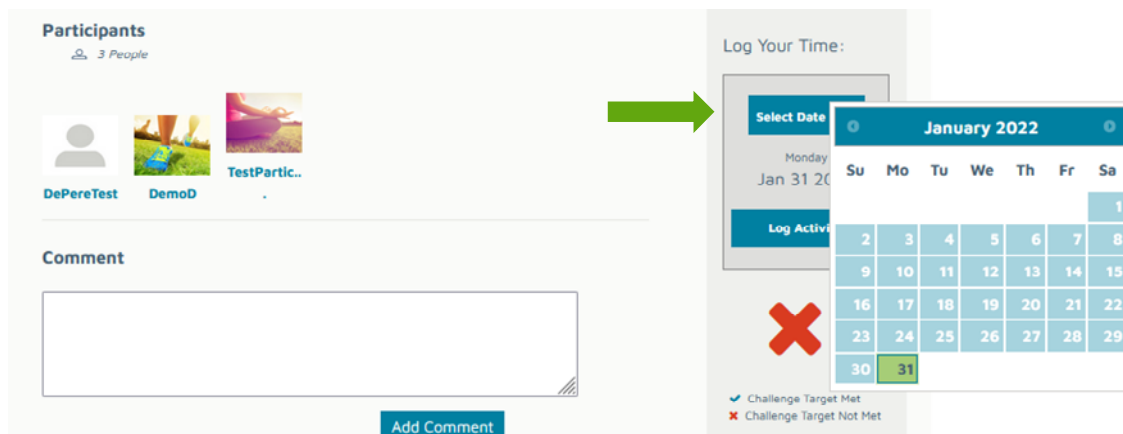


6. Once you're ready to log your completion of the challenge, click **Select Date**, select your desired date (the date at which you met the activity's minimum requirement i.e. last day of the month for the monthly challenge, or any date after the 15th of the month for the exercise challenge), and click **Log Activity.**

> Please note: You do not track each day that you completed the activity, you only track the date that you have completed the minimum requirements.

7. A blue checkmark will appear once the activity has been logged. Clicking **Remove Activity** will delete the logged activity.



8. View active challenges, available challenges, archived challenges on your home page or by clicking **View All Challenges**.