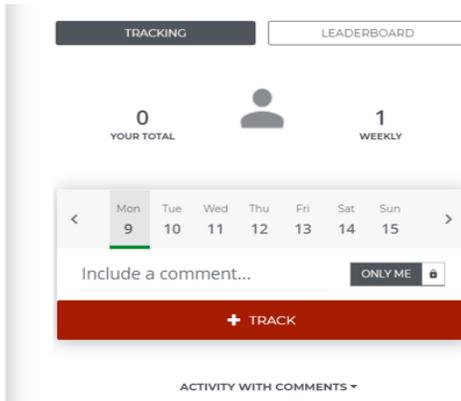


Helpful Tips for the Harvard Pilgrim Limeade Wellness Site

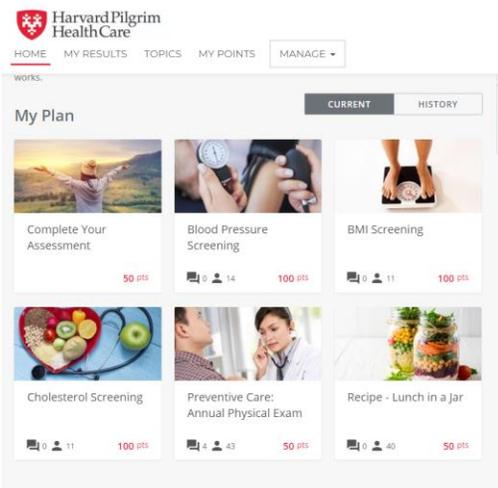
- **How can I complete activities and earn points on the wellness site?**

You will find activities currently available in the program on the home page of the site under the “MY PLAN” and “OTHER THINGS TO DO” sections. To participate in an activity, you will need to click on it. Once you have clicked on the activity you will see a brief description of the activity pop up in larger box. At the bottom of the box there will be a red button that says, “GET STARTED.” If you click the get started button, you can choose to either start tracking your activity in the tile immediately by clicking the red “TRACK” button, or if you would prefer to come back and track it later, the activity will move to the section of the home page called “MY PLAN.” See example below:

TRACK button:



MY PLAN section:

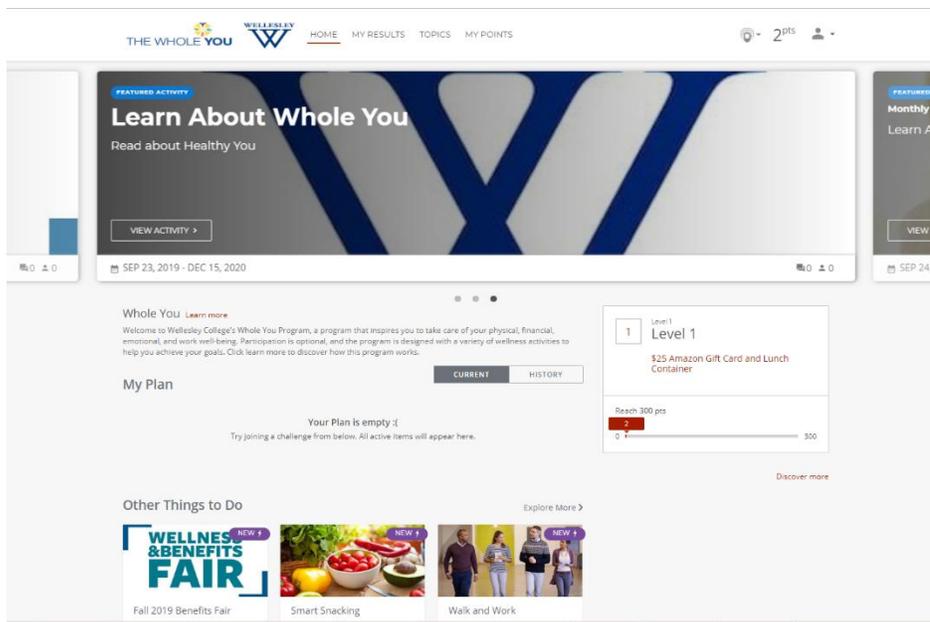


- **How do I know how many points I have and what level I am on?**

On your homepage, which you will be directed to upon logging in to your wellness account, you will see a box on the right hand side of the screen that will show what level you are in currently, how many points you have earned, and the amount of points you will need to earn to complete that level.

When you complete an activity, this box will reflect this automatically.

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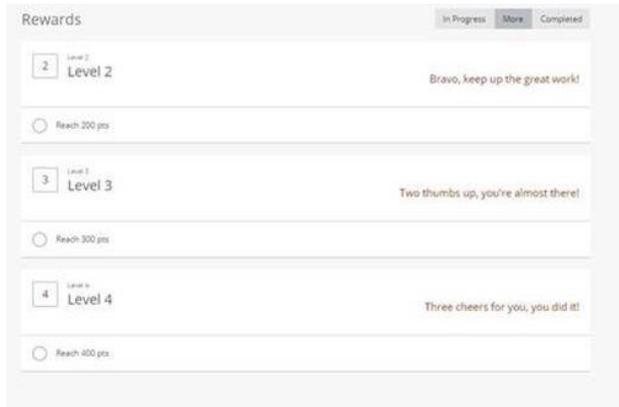


You can also access level and point information if you click on the “MY POINTS” tab, located at the top of the page a few tabs over from the Wellesley College logo. Once in the “MY POINTS” page, you will see the tabs “In Progress”, “More”, and “Completed”. The “In Progress” tab will show you how many points you have and what level you are in the program currently:

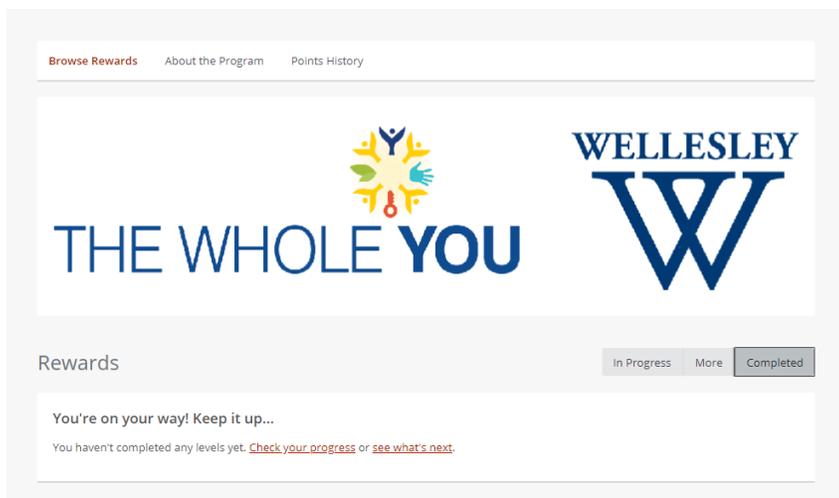


The “More” tab will show how many more levels are available in the program to complete and how many points you will need to earn to do so:

Helpful Tips for the Harvard Pilgrim Limeade Wellness Site



The "Completed" tab will show the program levels that you have already completed by earning the necessary points. So for example once you earn 100+ points, you will see Level 1 move to this tab:



- **What are the incentives being offered for participating in the 2019- 2020 Whole You online program?**

The Wellesley College Whole You program offers three separate levels worth increasing point and gift card values.

Levels & Rewards:

Level 1: Earn **300** points to complete level 1 and receive a **\$25** Amazon gift card and lunch container.

Level 2: Earn **500** points to complete Level 2 and receive a **\$50** Amazon gift card

Level 3: Earn **1000** points to complete Level 3 and receive an **\$100** Amazon gift card.

*Please note: Gift cards will be sent to the email address entered when creating your wellness account in the month following completion of a level. Lunch containers can be picked up from HR the month following completion of Level 1.

- **How do I earn the incentives?**

To earn points in the program, participants can complete activities including attending onsite workshops, webinars, and fitness classes, completing a meQuilibrium Gold Badge, and participating in a variety of online HPHC Limeade activities. Please note that spouses are welcome to interact with and complete activities on the wellness platform however will earn their reward upon completion of the Wellbeing Assessment in 2020.

Wellness Accounts

Helpful Tips for the Harvard Pilgrim Limeade Wellness Site

Activities will be added to the **“Other Things to Do”** section of your home page throughout the year for new and fun ways to earn points. You will see points reflected in your account once you have clicked on an activity and completed it by clicking the **“TRACK”** button. Some activities may require tracking on multiple days to be completed.

- **What is the username I created? How will it be used? Can it be changed?**

Your Username (also called Sign-in Name) appears throughout the platform as you track progress, share comments, and compete on the leader boards. You can change your Username to remove any personal, identifiable information. Feel free to be creative when selecting a Username!

To change your Username, please click on the small icon of a person in the upper right-hand corner of the home page screen. From there, click the **“Settings”** button. A new screen will load. Once this new page has loaded, the first option should read **“Sign-In Information”**. Please click the button that says, **“Change Sign-In Name”**. Type in the new username you wish to use and click **“Change Sign-In Name”**.

THE WHOLE YOU WELLESLEY
HOME MY RESULTS TOPICS MY POINTS MANAGE

Settings

Profile Photo Notification Settings Language Apps & Devices

SIGN-IN INFORMATION
(shared with other members in community forums, challenge comments, etc.)
Sign-In Name: WellesleyCollegeAdmin [Change Sign-In Name](#)

BASIC INFORMATION
(not shared with other members)
Preferred Name:
First Name: WellesleyCollege
Last Name: ProgramAdmin

BIOMETRICS
(not shared with other members)
Height: Feet Inches
Weight: lbs
Body Mass Index:
Waist Measurement:
Body Fat:
Cholesterol/Lipids: LDL HDL Total Triglyceride mg/dL
Blood Pressure: Systolic Diastolic mm Hg
Blood Glucose: Glucose mg/dL Non-fasting
Hemoglobin A1C:

[Save Profile and Setting Changes](#)

- **Can I keep my activity on the site private?**

Just above the red **“GETTING STARTED”** button that appears when you have clicked into an activity, you will also see a grey box where you can toggle between everyone in the program being able to see your comments and participation in the activity, or only you.

Set your default privacy settings for this activity. You can always change it from the tracking section.

GET STARTED >

Helpful Tips for the Harvard Pilgrim Limeade Wellness Site

 Set your default privacy settings for this activity. You can always change it from the tracking section. ONLY ME 

GET STARTED >

Did you know?

You can also change this setting in the tracking stage of the activity. After clicking on the getting started button, the activity box will expand and will have the activity description on the left side of the box, and the “TRACK” button and calendar on the right side. Before clicking the track button to attest to doing the activity, clicking on the button directly above can also change your activity from being seen by everyone to “ONLY ME.”

SEP 1 – SEP 30 50 pts/wk

Become a Novice Again

To complete this challenge, work on desired skills or personal development on at least 1 day each week.

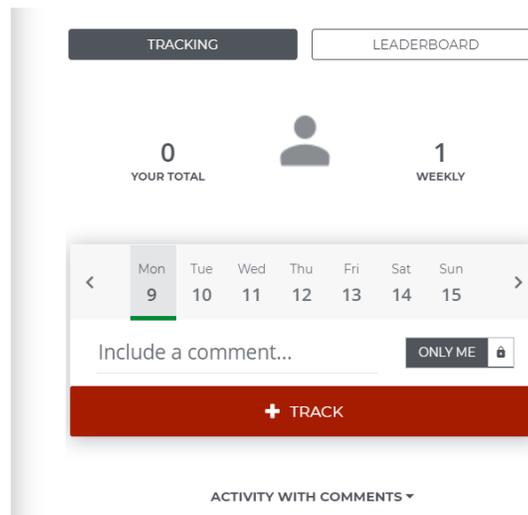
About this activity

Expanding your skills or knowledge is necessary for personal growth and development. For this activity, identify one or more skills you'd like to work on, and set aside time to focus on that at least one day each week.

More information

Become a lifelong learner! Continually seeking out opportunities for learning and growth helps us live our best lives. Try some of these tips:

- **Find the missing gaps:** Identify difficult tasks that have prevented you from reaching your goals. Would learning a new skill help you move forward?
- **Invest time:** Developing a new skill is not easy. You have to set structured time aside and focus on progress.
- **Seek opportunities:** There are plenty of resources to help you perfect a new skill. Read books or online tutorials. talk to friends or colleagues who can mentor you.



TRACKING | LEADERBOARD

0 YOUR TOTAL | 1 WEEKLY

Mon 9 | Tue 10 | Wed 11 | Thu 12 | Fri 13 | Sat 14 | Sun 15

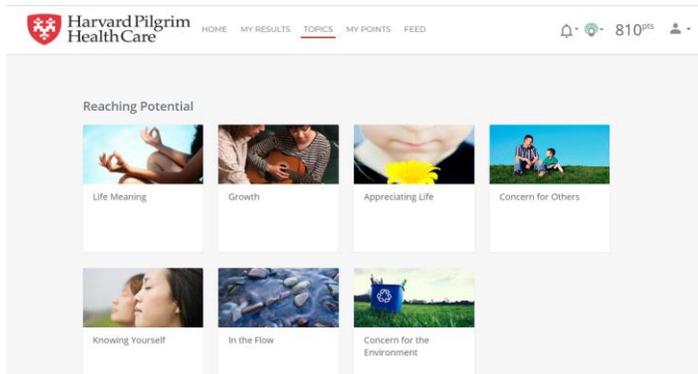
Include a comment... ONLY ME 

+ TRACK

ACTIVITY WITH COMMENTS ▾

- **I have completed all activities on the home page, now what can I do to stay engaged in the platform?**

At the top of the HOME page, you will see multiple tabs that you may click through to learn more about the Whole You online program. One of these tabs is titled “TOPICS”. If you click into this tab you will find various wellness categories that allow for you to explore specific areas of your wellness. When you click into one of these categories you will find additional activities that you may participate in to further explore wellness areas that are particularly pertinent to you. These activities may not award you points in the Whole You program. Please see below:



Harvard Pilgrim HealthCare | HOME | MY RESULTS | TOPICS | MY POINTS | FEED | 810pts

Reaching Potential

- Life Meaning
- Growth
- Appreciating Life
- Concern for Others
- Knowing Yourself
- In the Flow
- Concern for the Environment