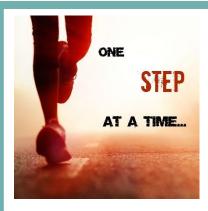
# VCS Vitality



# 2021 One Step at a Time Challenge

Participant Sign-up Directions for FHCP and non-FHCP Members

## Sign-up between January 25 – February 5

### **Employee with FHCP:**

- 1. Go to FHCP.com
- 2. Click on member portal (upper left corner)
- 3. Login in (or create your account if you have not done so in the past)

#### Once you are in member portal:

- 4. Click on Welcome to Wellness (on left side of page)
- 5. A new page will open up welcoming you to VCS Vitality Wellness Page
- 6. Scroll down until you reach challenges
- 7. Under the One Step at a Time challenge you will see View and/or Enroll
  - o If you see enroll, click on enroll
  - If you see only view, click on view
- 8. This will take you to the page to join
- 9. Click on join begin to type in school name and your team should show up for you to join
- 10. Once your team school name appears click on the request button

#### **Once Request Accepted by Team Captain:**

- 11. Main challenge page will show up on your wellness page
- 12. Select Tracker to begin tracking activity

#### To log data:

- 1. follow directions above 1-7
  - o click on view
- 2. click on members
- 3. you can enter your data

#### **Employee without FHCP:**

Please reach out to your wellness champion, or me, for a manual tracker.

