



Conference Captain Guide

CONGRATULATIONS . . .

You've been selected as a conference captain for a wellness challenge!

The orange "Conf Captain" button on your personal DailyEndorphin dashboard confirms that you've been assigned conference captain rights.

HELLO, MIKE | FAQs | REPORT ISSUE | LOG OUT

DAILY ENDORPHIN Wellness Challenges

Only have a few seconds? QUICK LOG WEEK LOG

DASHBOARD | PROFILE

Mike Marketer
t3@dailyendorphin.com
Joined: 11/19/12
Resting Heart Rate: 166 BPM
Max Heart Rate: 182 BPM
Target Heart Rate: 127-154 BPM
Body Mass Index: 26.78
Basal Metabolic Rate: 2003 calories per day
Your weight has been logged today
EDIT PROFILE

Entry	hr:min	Measure	Points
5/20			
Running	1:00		113
2/2			
Workout	0:20		26
Wellness			12
Nutrition			12
2/1			
Workout	0:20		26
Wellness			12
Nutrition			12

View More
Click a date to see all workouts for that day.
Log Nutrition & Wellness

Group	Competition/Goal	Team
DailyEndorphin CONF CAPTAIN	Get Fit Summer 2013 LEADERBOARD - 1ST	EAT MY DUST
DailyEndorphin	Conf Admin Test Results are hidden until 5/21	TEAM 3
DailyEndorphin	Test ENDED 5/1	
DailyEndorphin	Test2 ENDED 5/1	

>> VIEW ALL START A NEW CHALLENGE

Stats	Since: 2013-05-20	Minutes	Weight Lost	Nutrition Pts
	Daily Average Weekly Average Total	60.0	0.00%	

If you don't see this option, you'll need to contact the individual within your organization who is the challenge administrator.

WELLNESS CHALLENGE WITH CONFERENCES


The following example shows a points-based team challenge divided into 2 conferences of 2 teams each

Get Fit Summer 2013

Description:
Let's all gear up for a great summer of fitness!

Rules:
Honesty policy in full effect.

Reward:
Winning team gets a free entry into the 4th of July 5k.

 Mike Marketer

Results are from 5/20 through 6/16

Standings - points

Team totals are **averaged** over the number of team members.
[View Team Standings based on Categories](#)
[View Individual Standings](#)

Hard Core Conference

Rank	Team Name	Average			Overall Rank
		Duration	Points	Calories	
1	Eat My Dust	60	72	644	1
2	No Pain No Gain	44	50	371	2

Recreational Conference

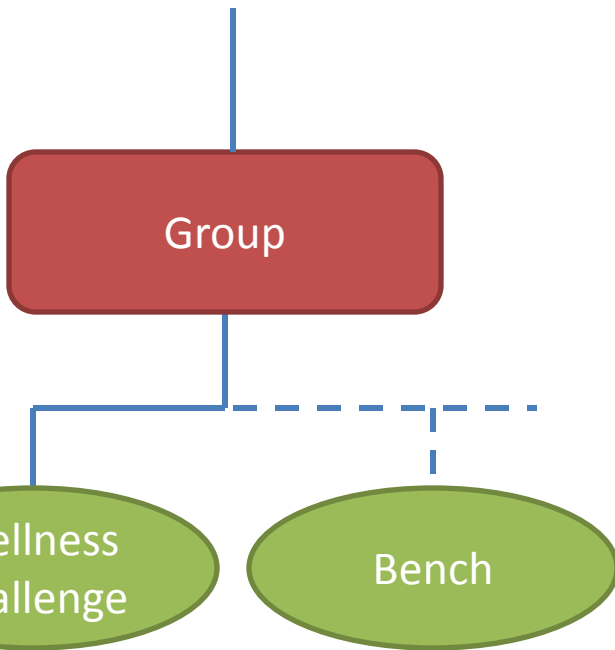
Rank	Team Name	Average			Overall Rank
		Duration	Points	Calories	
1	Lovin' Exercise			195	3
2	Noon Walkers			139	4

Lovin' Exercise
Bethany Beaker
Ernie Exec
Missy Marketer

As a conference captain, you might be assigned to the Hard Core Conference

EXISTING WITHIN THE DAILYENDORPHIN WORLD

Knowing how your organization is setup in DailyEndorphin will help you understand how wellness challenges work



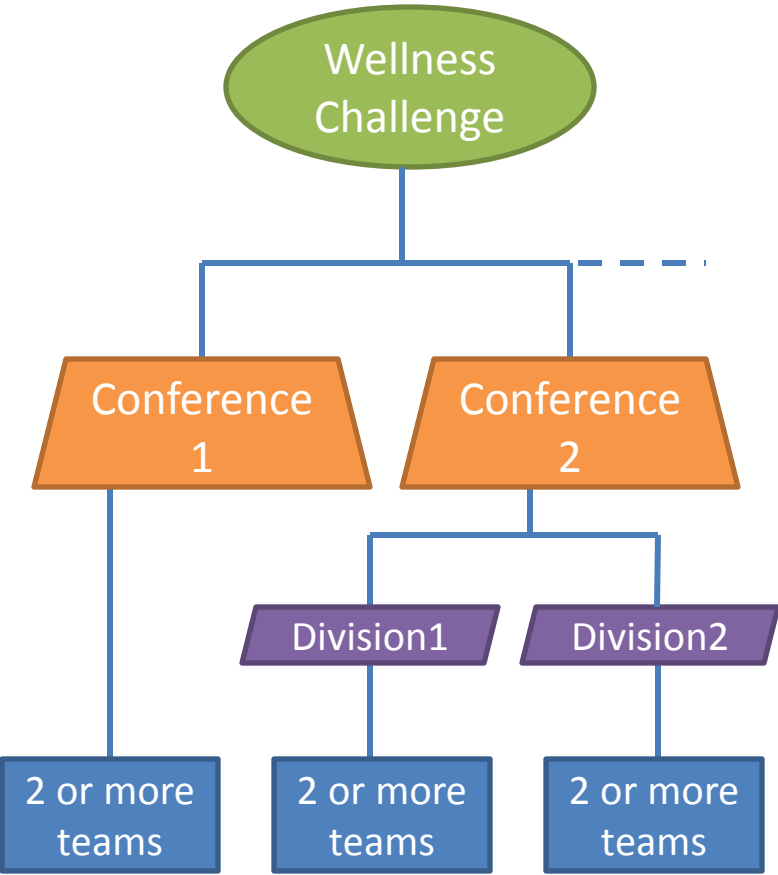
A Group is your organization, workplace, family, etc. The person who set up the group is the Group Administrator. He/she invites others to join the Group via an email invitation containing a link for invitees to click.

Users joining the Group select a wellness challenge to participate in. If no selection is made, users are placed on the Bench but are still eligible to participate in future challenges.

Note: Existing user within the Group can join challenges directly from their personal DailyEndorphin dashboard, or the Group Admin can assist.

WELLNESS CHALLENGE FORMAT

Understanding how a wellness challenge is organized will help you understand your role as a conference captain



Challenges can contain multiple Conferences. Each conference can have one or more captains to help manage the teams within that conference.

Conferences can optionally contain divisions.

Challenge participants reside on teams and can only be on one team. Each team has one team captain.

Note: Conference captains are assigned to each wellness challenge separately. You may be a conference captain in one challenge but not another.

CONFERENCE CAPTAIN CHECKLIST

Following this simple checklist will ensure your conference will have a successful challenge

Prior to the Challenge Starting

- Invite members of your organization to join your conference
- Balance the membership within your teams by moving individuals between teams (drag-and-drop)
- Assign a team captain to any teams without one

During the Challenge

- Monitor the challenge standings and motivate your teams and individual participants when necessary
- Reset passwords for any of your conference members who forgot theirs

If You Have Problems

- Contact your challenge administrator (also referred to as the Group Administrator)

WELLNESS CAPTAIN DASHBOARD

Click the “Conf Captain” button on your main dashboard to access your conference captain dashboard, where you can:



Invite others within your organization directly to your conference

- Move participants between teams
- Email entire teams
- Assign team captains

- Email users individually
- Reset passwords
- Assign conference captain rights

Email all the challenge participants in your conference only

Email the challenge administrator

MANAGING TEAMS & TEAM MEMBERS

Click the “Manage Division/Team” button on your Conference Captain dashboard to access your teams:

- Move (drag-and-drop) participants between teams
- Move participants off the challenge and onto the bench
- Assign team captains

The screenshot shows a web browser window with the URL 'm/de/conferenceadmir' and a page titled 'Fitness Dashboard'. The main content area is 'Your Team Structure for the Get Fit Summer 2013 Challenge'. It includes instructions: 'Move teammates, teams, or divisions by clicking the desired bubble or member name and drag to the desired location.', 'Contact your Group Administrator to have someone removed from your conference.', and 'When done, remember to click the "save" button at the bottom of the page.' There are two team sections: 'Eat My Dust' and 'No Pain No Gain'. Each team has a list of members with icons for 'Make Team Captain', 'Move To Bench', and 'Email'. A 'BENCH MEMBERS' section lists members like Henry Human, Holly Human, Mark Mad, Molly Mad, Oliver Owl, Olivia Owl, Timmy Teeter, and Tina Teeter. A 'SAVE' button is at the bottom left.

Email an entire team

Double click on the icons next to each team member to...

- Make Team Captain
- Move To Bench
- Email

Move (drag-and-drop) bench members onto teams above so they can participate in the challenge

NOTE: the bench is shared by all members of your overall organization. Those listed on the bench may not belong to your conference.

Don't forget to save when you are done performing an action!

Notes

- Challenges weeks are defined as a full 7 days.
- When joining a team challenge, participants may join an existing team or create their own team and recruit others.
- Team captains may choose and edit their team name.
- Challenge standings are hidden four days prior to the conclusion of the challenge to increase anticipation prevent manipulation.

Tech Talk

- Be sure to have your client or company IT administrators enable access to DailyEndorphin, placing it on a list of trusted sites (called a “white list”) that is deployed to firewalls and company computers/browsers. If you don’t do this you may find that access to the site or and other features are blocked by your company browser settings or firewall settings.
- For optimal site performance, it will be best for all users to be running the most up to date Internet browser of their choice. This can be done online in just a few minutes and is free.

DE “Speak” - Glossary of Terms

Group: your over-riding collective entity that can stay open & active for as long as you have an active DE group membership. Is often your company or organization name.

Challenge: a finite period of time (has a start & end date) whereby you or someone else within your “group” starts a competition using DE.

Team: a smaller entity consisting of other DE group members within a teams-based challenge and competes against other teams in the challenge. It could be you and your immediate colleagues, friends, and family.

Conference: a bigger entity consisting of “teams” within a DE group & challenge. Is often used to break down large challenges into smaller entities to facilitate the ability to offer incentives at multiple levels and keep everyone engaged throughout the challenge. A conference can have a captain.

Division: an entity within a conference consisting of “teams” within a DE group & challenge. Is often used as another way to break down VERY large groups and facilitate multiple incentives at different levels.

Star Endorpher: the term for individual group & challenge participants. Is another way for groups to incentivize/reward at the individual level as well as group/challenge/conference/division/team levels. DE buckets exercises into 7 easy categories: top overall, cardio indoor, cardio outdoor, sports, strength training, walking & other. Star Endorphers are also tracked at the team level as well.

*** Endorphin Points:** DailyEndorphin uses a proprietary formula to calculate exercise based on each exercise, its intensity, and the duration. It does not account for bodyweight, so participants of differing weights can earn the same number of points for each exercise done at the same intensity and duration. Nutrition and wellness parameters offer 4 points per day per item for the Hybrid Challenge.