

Starting a wellness4one Walking Group

In order to start a walking group (or any other group) in wellness4one, you can use the following steps:

1. Sign the organization up to use wellness4one at: <https://www.wellness4one.com/neworg.aspx>
2. As part of the process, the group administrator will sign up for a free membership as well.
3. Once the new membership is created, the new administrator will click **Admin** in the menu bar and then click **Group Admin**.
4. On the **Group Admin** page, click the **Add Group** button and enter the name of your new group in the **New Group Name** box (e.g. Walking Group) and click **Add**.
You may also use the default group titled **Basic** if you do not need a specific name and will not be creating any new groups.
5. Select **User Admin** from the **Admin** menu.
6. On the **User Admin** page, select the desired group from the **Group** drop down box (e.g. Walking Group) and then click the **Select Group** button.
7. Click the **Add User** button and then enter the email addresses of everyone you wish to invite to join this group separated with a semicolon. An email will be sent to each invitee with instructions on joining the group. Once the users accept the invitation, they will show up in the **Users** drop down box. If you wish to invite additional users later, you may do so using this process.
8. You may also wish to add a fitness challenge at this time for most pounds or inches lost or most time spent exercising. You can invite members by selecting the **Fitness Challenge** option from the **Admin** menu. An email will be sent to each invitee with instructions on joining the challenge.

Each prospective member of your group will be sent an email invitation from the wellness4one system. In order for each prospective member to join the group, they should complete the following steps:

1. Click on the link from the invitation email.
2. Fill out the membership information on the **New Member** page.
3. The user should add the exercises that they will be using in the group by selecting **My Exercises** from the **Fitness** menu. For a walking group, the user would select Hamstring from the **Muscle Group** drop down box and then click the Add ">" button.
4. Log exercises by selecting **Workout Log** from the **Fitness** menu. Enter a date for the workout (e.g. Walking) and then click the **Edit** button. Fill in the distance, duration and optional pulse fields.
5. Optionally, you may enter **Checkup, Aerobic Testing, Anaerobic Testing** and **Goals** data from the **Evaluation** menu. This information will help determine your current fitness level and set benchmarks for future checkups.