



***Online Health & Wellness Solutions***

# ***User Guide***

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## Introduction



Welcome to your personalized wellness program---your key to optimizing your fitness, dietary and wellness goals. You have the power to proactively regain control and transform your life. This guide will enable first time users to easily plan their fitness, dietary and health goals to achieve healthy lifestyles via an extensive array of interactive tools.

This step-by-step guide will walk you through the most powerful and popular features on the site. Don't worry too much about knowing how to do everything right from the start. The site has been structured to allow you to start small and go at your own pace. Use this guide to navigate through the site and embark on a future full of hope, challenge and excellence in wellness!

This guide describes all the program's available tools. Your administrator may have chosen to not include some of the tools in your program, or change names or labels of particular tools. Some parts of this guide may not apply directly to your unique program.

## Quick Start

An extensive array of tools may seem daunting to some, but you'll quickly see how easy they are to use. Listed below are four simple actions that can help new and returning members get started.

- 1. Create Your Personal Profile:** You have already taken the first step on your life's journey towards wellness. When you logged in for the first time, you were prompted for the pertinent personal information related to your wellness goals. From this data, we are then able to create a nutritional needs summary, and get the information to reconnect an appropriate wellness plan.
- 2. Complete Your Health Risk Assessment (HRA):** Following the initial setup, you will be prompted to answer a series of questions pertaining to your health, diet, fitness and lifestyle. This health risk assessment will help track your current health, identify any health-related risk factors, and create a baseline report from which to measure your improvement and success. It's okay if you aren't sure of some answers. Your HRA can be saved and updated at your leisure.
- 3. Track Your Daily Food Intake:** Tracking your daily food intake is an essential skill of a healthy lifestyle. The Food Log will not only help you accurately track your meals, but will also analyze your daily nutrition and eliminate the guesswork from your diet. To begin, simply click **Food Log** under the **Diet** section in the left navigation of your Dashboard (home) page. We recommend you track your entire food intake for at least 2 weeks to set a clear picture of your nutritional information.
- 4. Become Physically Active:** Becoming physically active is one of the most important changes you need to make in order to transform your lifestyle. Whether you are a beginner or a seasoned athlete, the use of the Strength Training Log, Cardio Log and Pedometer Tracker to plan and track your progress will help you reach your fitness goals. To begin, select an exercise plan by clicking **Exercise Planner** under the **Exercise** section in the left navigation of your Dashboard (home) page.

# Dashboard (Home)

After your initial registration and account set-up, signing into your wellness account will always open the Dashboard page. Your personalized dashboard will help facilitate your wellness program with specialized tools to track and analyze your personal health, nutrition and fitness data. The easily accessible links and individual biometric information are designed to help you stay on top of your wellness plan and keep you informed of your progress.

Your Dashboard may be personalized according to specific Challenges and/or Workshops that you participate in.

**Wellness**

- [Dashboard](#)
- [Track My Weight](#)
- [Progress Report](#)
- [Wellness Workshops](#)
- [Manage Workshops](#)
- [Healthy Habits](#)
- [Wellness Plan](#)
- [Surveys](#)

**Health**

**Diet**

**Exercise**

**Community**

**Reference**

**Challenge Test1 - 5/12/2011**  
 Signup Message!  
**Goal:** 300 minutes of exercise from 5/12/2011 to 5/19/2011 [Signup Now!](#)



Rotator Test1

**Rewards Tracker**

Total Points: 1 [Redeem](#) [Details](#)



0 1 2 3 4 5

**Upcoming Events**

Name	Dates
Event Test2	May 12, 2011 to May 13, 2011
Event Test1	May 12, 2011 to May 13, 2011

[click here to see all upcoming events](#)

**Wellness Blog**

- [Smoketest document.docx](#)  
5/12/2011 by mike
- [Smoketest document.docx](#)  
5/12/2011 by mike
- [Article Test1](#)  
5/12/2011 by Mike

**Health Snapshot**

**Wellness Score**



Goal

**Weight**



Goal

**Calories**



Goal

**Steps**



Goal




**Fruit & Vegetable Tracker**



Servings  
0  
clear

**ACTIVATE SMARTPHONE**



## **Navigation**

Each of the tabs located on the navigation includes a dropdown menu of user tools. You can use this navigation to access your wellness tools and features. The following tools are found in your navigation menu—**Note:** Some may not be available in your particular program.

### **Health**

**Health Logs:** The Health Logs allow you to track and monitor your blood glucose, blood pressure, cholesterol and heart rate.

**Health Log Intervals:** Enter how often you want to be responsible for updating your Blood Pressure, Cholesterol, and Blood Glucose. If you go beyond your due date, you'll receive a reminder to update the area in a periodic email that your administrator send to remind you of various areas in you wellness program that need updating.

**Health Assessment:** Completion of your Health Assessment (sometimes referred to as HRA) will allow you to identify your primary health risks and will provide a more complete understanding of your overall health and wellness. You will also be able to take action to improve your personal health risks by signing up for specifically targeted workshops.

**Health Assessment Report:** After you complete your wellness program's Health Assessment, you'll automatically be brought to your Report page. You can always access this resource to track your overall health with the risk score, each individual health area, assess what you may be at risk for, and edit your personal health information to try and reduce your risk level and improve your wellness score.

**My Health Articles:** This tool serves as a catalog of informational sources about various areas of personal health. The articles are sorted based on their topic, and you can freely browse through them all or search for a specific topic or article.

**Risk Advisor:** This tool identifies your primary health risks based on your responses to the Health Assessment. Here you can access useful information and register for workshops that are specifically targeted to each health risk. With the Risk Advisor, you have the necessary tools to learn about and take action to improve your personal health risks.

**Screening Results:** View your HRA results and risk score and find information on improving your specific health risks. Screening Results also provides your personal biometric data.

## Wellness

**Body Measurements:** Here you can enter very specific body measurements that can give you a clearer picture of your current health, and another tool for tracking your progress. Your waist/hip ratio (WHR) is also calculated automatically based on your entries for waist and hip measurements.

**Wellness Workshops:** When you are enrolled in a workshop, this page serves as a reference resource to access the workshops you're currently enrolled in. Information about the workshop's goals, weekly tasks, and your progress can be found here.

**Manage Workshops:** This tool give you direct access to managing your wellness workshops. Here, you can view and register for all available workshops and can queue up to ten workshops. Once you finish the workshop you're currently enrolled in, each queued workshop will automatically activate in the order that they have been queued up by you.

**Progress Report:** Your Progress Report can help you measure results and track the specifics of your health and wellness progress. Here you can check out your daily totals of calories burned versus calories consumed, track your weight and exercise, find an analysis of your personal nutrient recommendations, and view your weekly diet and fitness summary.

**Weekly Summary:** You can access general information about daily nutritional intake and exercise for 7 days prior to what is selected with the calendar at the top. By default, this page will be default to the week prior to today.

**Track My Weight:** The weight management tool allows you to keep track of your progress towards and maintenance of, your weight goals. This tool provides weight measurement and tracking, as well as Body Mass Index (BMI) calculation and body fat percentage.

**Wellness Plan:** Your Wellness Plan provides an overview of the tools that you are utilizing and offers selections for those that you are not. Your Wellness Plan also provides the ability to set interval (in days) for which you wish to update your blood pressure, cholesterol and blood glucose values (as seen on the 'My Status' tool).

## Diet/Nutrition

**Add/Analyze Recipes:** Add personal recipes to your wellness account and save them for private or public use. As you add ingredients, nutritional value will be automatically calculated for you.

**Analyze My Diet:** Provides you with a breakdown of your nutritional intake for the day, based on what you've entered in the food log.

**Compare Days:** Using this tool, you can create graphs that compare your nutritional intake over different days. This can help you see days where you had success, and perhaps those where you could have improved.

**Diets:** This page provides you with a resource to learn about different dietary plans, and help you make the right dietary choice for you.

**Find Healthy Recipes:** Search for recipes within your personally added recipes archive, or search from the public recipes library.

**Food Log:** Keeping track of your food intake will help you stick with your meal plan. Maintain your daily Food Log to help analyze patterns and customize your diet. You can search our extensive food database, view nutritional information of specific foods, create your own custom foods and recipes, and select foods previously entered.

**Meal Planner:** A healthy diet helps to control and prevent chronic conditions such as cardiovascular disease, diabetes, obesity and some cancers, and also helps maximize exercise results. You can quickly select a meal plan based on your caloric and dietary needs and goals. The caloric ranges that are recommended are determined by your exercise level, weight goals, and other factors. You can then choose to print the meal plan and food options, or generate a shopping list of foods.

**My Nutritional Needs:** Find an analysis of your personal dietary and nutrient recommendations with breakdowns of each nutrient.

**Sports Nutrition:** This is an informational page designed to give you useful perspective on how to remain healthy while training for a sport.

**Today's Totals:** This tool gives you your daily nutritional intake based on the foods and beverages you have entered in the food log for this day.

## Exercise

**Cardio Log:** Tracking your regular cardio exercise and the approximate amount of calories burned per exercise will demonstrate your progress and keep you motivated.

**Exercise Examples:** View exercise demonstrations and written instructions of a variety of core exercises, upper body exercise, lower body exercises and stretches.

**Exercise Planner:** Choose from numerous different exercise plans depending on your needs and fitness level. Cardio components of the plan will be displayed in the Cardio Log and strength training components will be displayed in the Strength Training Log.

**Pedometer Log:** The pedometer tracker can help you gauge your general activity level. Steps are converted into calories burned and to help you keep track of your daily progress.

**Strength Training Log:** Choose from our pre-developed exercise plans or create your own, then use the strength training log to record and track your workouts.

**Stretching Examples:** Here are some useful demonstrations of effective stretching exercises.

**Track My Exercise:** Here you can access a graphical representation of your 10 most recent exercise entries. You can see the date you entered each exercise, what the exercise was, and the number of calories that were burned (automatically calculated or manually entered by you).

## Community

**Wellness Blog:** Read about health and wellness-related topics, posted by your administrator.

**Member Forums:** Click on any wellness forum name to view and/or post messages within that forum.

**Event Registration:** Read about and sign up for any upcoming wellness events here.

**Diet Buddy:** Use the Diet Buddy function to find a 'wellness buddy' who you can communicate with via the Message Center. Diet buddies can monitor your progress and help motivate you to continue on your path toward health and wellness, and likewise, you can monitor and motivate them, in return.

**Message Center:** Your Message Center is where you can send and receive message to and from dietitians, trainers, nurses, wellness buddies or other program users.

**Talk to a Dietitian:** Use this tool to send a nutrition related question to a registered dietitian.

**Talk to a Trainer:** Use this tool to send an exercise related question to a certified trainer.

**Talk to a Nurse:** Use this tool to send questions about your medications, medical conditions and/or treatment for health conditions.

## Reference

**About Us:** Here you can find background information about the organization that is providing this online wellness program.

**Health Library:** Accessing this tool will bring you to an online resource where you can access information related to personal health.

**Healthy Habits:** These are special, custom tasks added by your site's administrator to give you even more ways to improve your health. Depending on how the task is set by the administrator, you can earn incentive points by completing tasks. Some tasks may require verification.

**Incentive Summary:** This report gives you a snapshot of the incentive points you have earned.

**Monthly Newsletter:** This link is updated monthly with information that is helpful to you for managing your wellness and promoting positive behavior.

**Profile:** Edit your wellness profile information, update our notification settings, change your password, opt in/out of health coaching, or disable your account here.

**User Guide:** This is the link that opens our comprehensive User Guide to help you learn about and use our site.

**Terms & Conditions:** When you first registered for the wellness portal you may have been required to a Terms & Conditions document. You can always reference them with this link.

**Surveys:** Here you can reference all the surveys your administrator has built for members in your organization, or just at your location, to complete. You can access results for completed surveys, or select surveys that you haven't completed yet.

### **Additional Dashboard Features**

**Challenges:** Any upcoming wellness challenge information can be viewed at the top of your dashboard page. To learn more about a challenge and/or to register for an upcoming challenge, click on the **Signup Now** button. After you register for an event, any pertinent information will appear at the top of the dashboard. Once the challenge starts, a bar graph will be displayed here to help each user stay on pace with the challenge goal.

**My To-Do List:** If you participate in a workshop or challenge, a To-Do list with your specified tasks for the workshop/challenge will appear in the center of your dashboard page. Click **Do This Now** to complete a task on your To-Do list. Recently completed tasks can be seen at the bottom of the list as “Just Completed:” items.

**A. Completing Tasks:** To complete a task, simply click the DO THIS NOW button and follow the instructions to complete the task.

**B. Challenge Tasks vs. Workshop Tasks:**

If you are currently participating in a Wellness Workshop, any workshop tasks will be displayed in the To-Do List along with the challenge tasks. Tasks will be differentiated according to the italicized Challenge or Workshop name.

**C. Completed Tasks:** Tasks that you have completed can be seen at the bottom of the task list as “Just Completed”. To see a full listing of completed tasks, click on **Show Activities**.

**Upcoming Events:** Events, such as a health screening or wellness event, can be viewed under Upcoming Events. To learn more about an event and/or to register for a time slot, click on the event name.

Upcoming Classes	
Name	Dates
<a href="#">Wellness Lecture Series: Dietary Fiber</a>	✓ Jan 19, 2011 to Dec 19, 2011
<a href="#">Review your Wellness Progress with a Coach</a>	✓ Jun 15, 2011 to Oct 6, 2011
<a href="#">Health Fair and Biometric Screenings</a>	✓ Oct 10, 2011 to Oct 12, 2011
<a href="#">Lunch and Learn</a>	Oct 19, 2011
<a href="#">Maintaining Wellness Lunch N' Learn</a>	✓ Oct 19, 2011
<a href="#">Rate Your Plate Lunch N' Learn</a>	Oct 31, 2011

[Click here to see all upcoming classes](#)

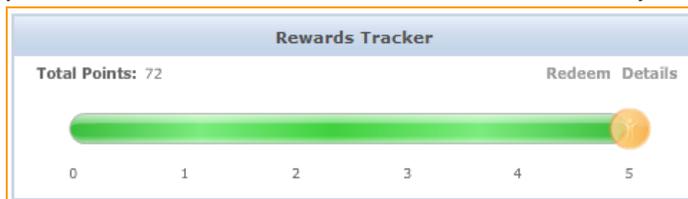
**Health Snapshot:** This tool gives you a quick snapshot of your wellness progress for the day, and gives you notifications of messages you've received and upcoming events. You can see how you are doing in each area, and how close or far you are from your personal goal. The Wellness Score goal is always set to 100. You set your weight goal in your Profile. Your daily calorie goal is set based on your weight loss goals, your current weight, and your exercise level. You can set your daily step goal in your Pedometer log.



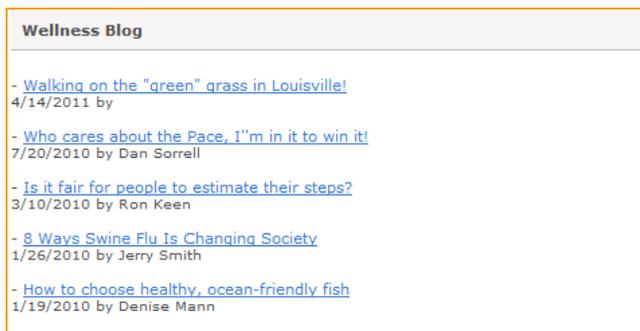
**Image Rotator:** The Dashboard Image Rotator, managed by your administrator, shows you images that each function as links to areas within the wellness portal or to external locations.



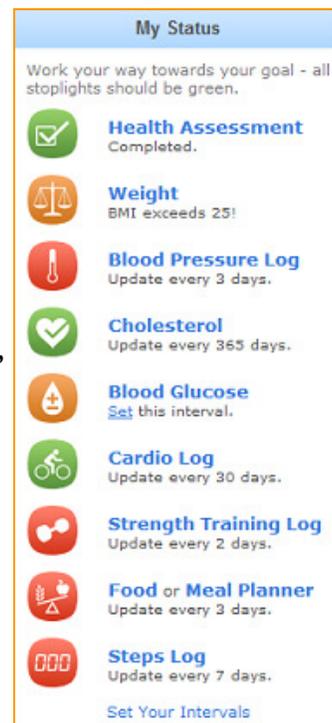
**Rewards Tracker:** When your site administrator has initiated an incentive campaign (see the section on *Incentive Campaigns* for more detailed information) you will see a rewards tracker on your dashboard. It displays the number of points you have earned through various activities, and how many points you need to receive the prizes that are included in your site’s current incentive campaign. Click **Redeem** to trade in points for a reward. Click **Details** to see where you have earned incentive points.



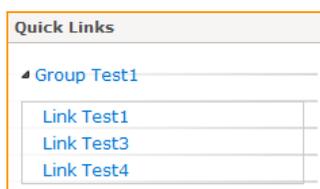
**Wellness Blog:** This area of the dashboard contains useful links to health-related content, posted by your administrator. These links may go to an article, a video, a word document, or an external source.



**My Status:** This displays whether you’re up-to-date and on track with your wellness program. Each health-area’s status is displayed with green, yellow or red “stoplights” to indicate if any area needs updated information or improvement. How often each area needs updating depends on the interval that is set—some are customizable.

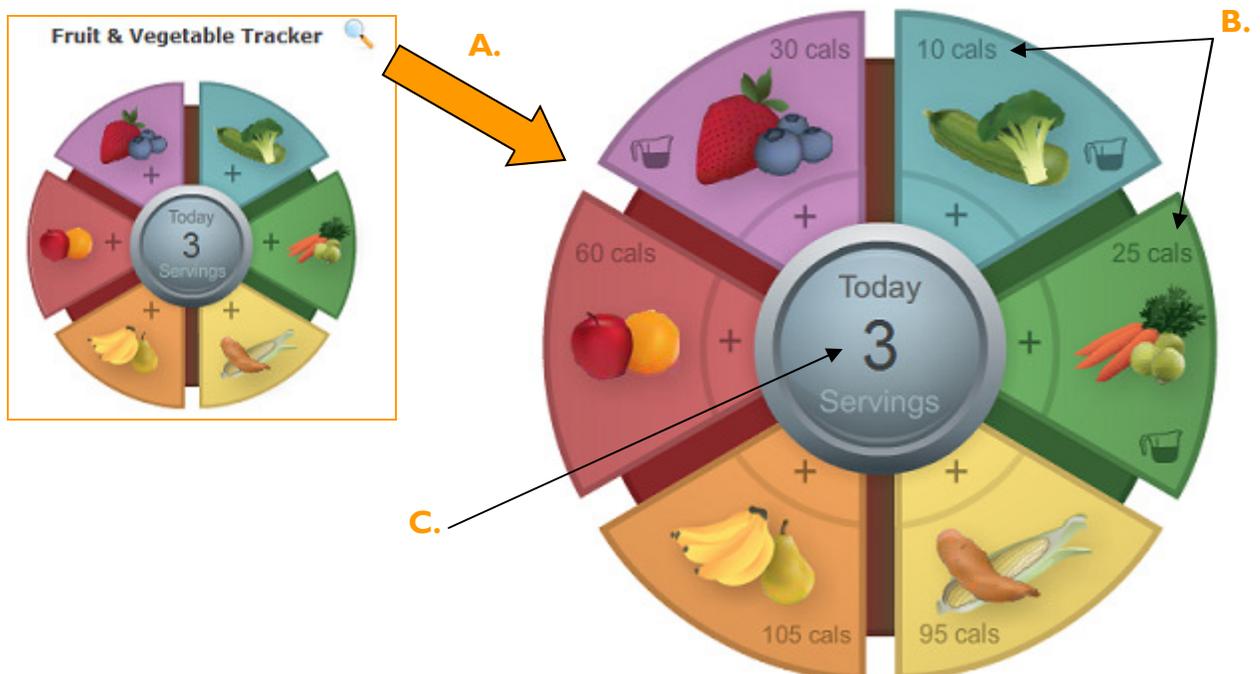


**Quick Links:** These are links, which are created by your site administrator, that will navigate you to important or useful areas to help you with your personal wellness. Links may be clumped together as part of the same group—this is merely a way of organizing the links for your convenience.



**Fruit & Vegetable Tracker:** The Fruit & Vegetable Tracker allows you to quickly and easily log and track the number of fruits and vegetables you eat on a daily basis.

- A. Magnify View:** Maximize the Fruit & Vegetable Tracker by clicking the magnifying glass icon. A magnified view of the Fruit & Vegetable Tracker will show enhanced images of the fruits and vegetables found in each category, as well as calorie ranges and serving size.
- B. Fruit & Vegetable Categories:** The Fruit & Vegetable Tracker includes 6 categories; 3 fruit categories and 3 vegetable categories. Each category is separated according to similarity in calories and nutritional value. For example, the fruits categories include fruits in the 30 calorie range, the 60 calorie range and 105 calorie range. All fruits within each category contain similarly nutrient value. The vegetable categories include vegetables in the 10 calorie range, the 25 calorie range, and the 95 calorie range. All vegetables within each category contain similar nutrient value. Additionally, hovering over each category will present a list of example fruits or vegetables that fall within that specific category.
- C. Logging Fruit & Vegetable Servings:** To log a fruit or vegetable serving in the Fruit & Vegetable Tracker, simply click the fruit or vegetable category that most closely matches the type and amount of fruit or vegetable that you consumed. Once a fruit or vegetable serving has been logged, the serving will be tallied under **Today Servings** in the center of the Fruit & Vegetable Tracker. Fruits and vegetables logged from the Fruit & Vegetable Tracker will also be displayed in the Food Log as a general “Fruit” or “Vegetable”.



**Activate Smartphone:** The Activate Smartphone icon on your Dashboard page, allows you to apply a mobile version of your wellness site, to your mobile phone. This mobile web application is available for: **iPhone, Blackberry, Android and Windows Mobile**

Click on the Activate Smartphone icon on your Dashboard page, then follow the directions to access the mobile application.



## ACTIVATE SMARTPHONE

### Cell Phone Information

The Mobile application enables you to extend the reach of your wellness initiatives on your mobile phone.

Enter your Phone Number and a four-digit Personal Identification Number (PIN) and we'll send you a text message with a link to access the mobile application.



**Phone Number:**  -  -

**Cell Carrier:**

**Create a PIN:**  Example: 1234

Send to SMS (text message)

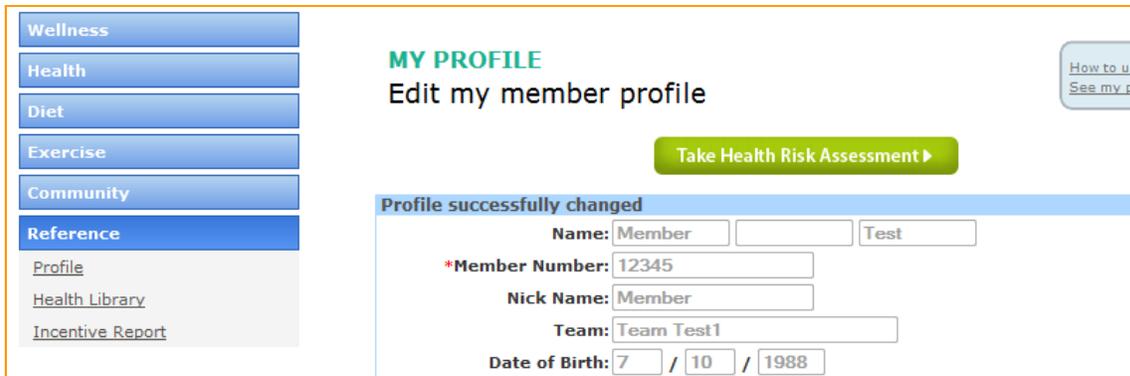
Send to email (address must be accessible on smartphone)

Once accessible, the mobile web application provides mobile access to your essential wellness tools. Each wellness tool link is located at the top of the application screen for easy retrieval. Wellness tools include:

- ◆ Dashboard
- ◆ Weight Log
- ◆ Meal Plan
- ◆ Food Log
- ◆ Strength Training Log
- ◆ Articles (Recommended Reading)
- ◆ Add Food
- ◆ Pedometer Log
- ◆ Cardio Log

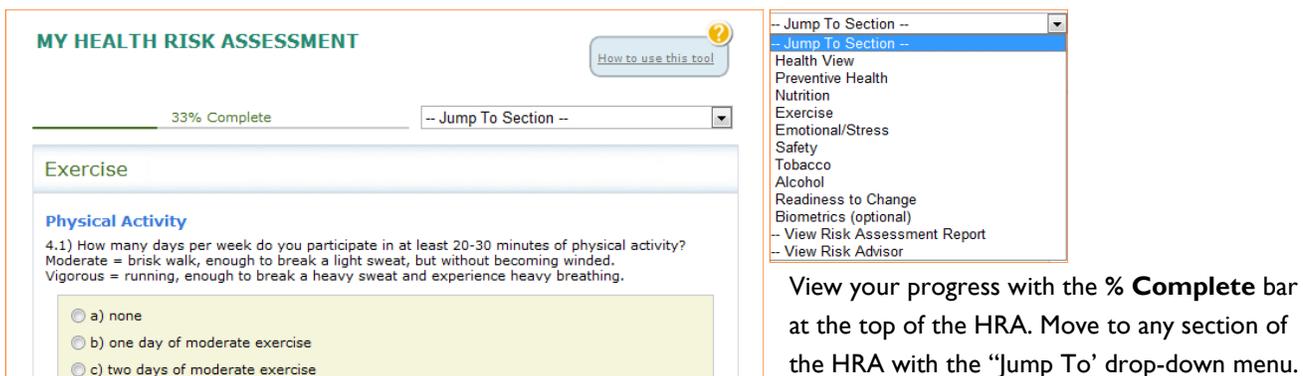
# Health Assessment & Risk Advisor

By completing and regularly updating your Health Assessment (HA) you can keep track of your current health risks and take a major step towards a proactive approach to diet, fitness and wellness. These surveys will help you evaluate your current physical and mental health, set goals, and provide a foundation from which your progress can be demonstrated and documented.



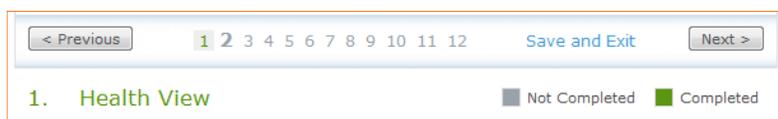
**Wellness for You:** After you have updated your profile information for the very first time, you'll be asked to take the Health Risk Assessment. You will respond to questions for eleven crucial health factors: preventive health, nutrition, exercise, emotional health, safety, tobacco, drug and alcohol use, body mass index (BMI), blood pressure, blood glucose, and cholesterol. Your responses here will introduce you to health-related materials and activities that are specifically tailored to your individual health information.

**Health Risk Assessment Questionnaire:** Here you can begin entering information about your current health. You will be asked questions that address the eleven health risk areas defined by the HRA. Our new questionnaire's look and feel makes it simple for you to navigate through the questions and monitor your progress in completing the questionnaire.



View your progress with the % Complete bar at the top of the HRA. Move to any section of the HRA with the "Jump To" drop-down menu.

Move to the next or previous page of the HRA with the bottom navigation tool. Also, view which of the nine pages you are currently on.



**Primary Risks:** After completing your HRA, you will be prompted to view your primary risks. These are your top health risks that were identified in your HRA. Any health factor that was identified as a High Risk area will be displayed here, along with Moderate Risk areas if you have less than three High Risks. This area automatically provides you with pertinent materials and information to help you target each specific health risk. To view and engage in these materials, you must select the green **Take Action Now** button. You can learn more about each risk area by clicking the **Learn More** tool, which will expand the window to provide you with relevant textual information.

### MY DRUG AND ALCOHOL RISK Take Action Now

Based on your answers, your **Drug and Alcohol** is at **HIGH** risk.  
**Take Action Now** will provide you a list of tailored Wellness Workshops to help you address this risk.



Drinking more than 5 drinks in less than 2 hours is considered binge drinking and usually results in intoxication. Binge drinking is a form of alcohol abuse and can cause long term health issues or injuries.

Additional Resources  
[Alcoholism Center](#)

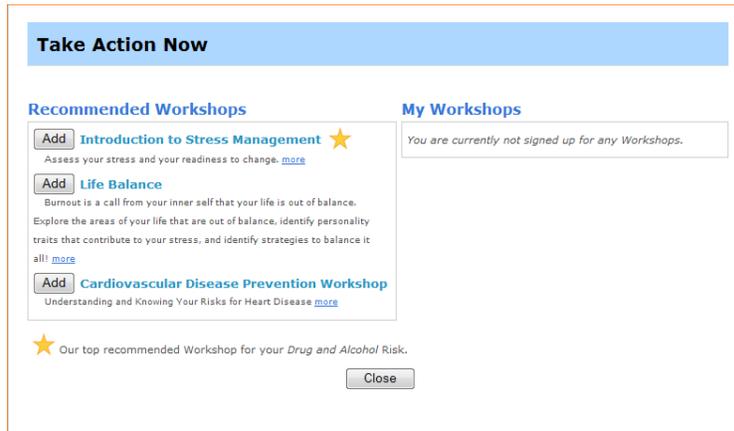
Learn More

Take Action Now

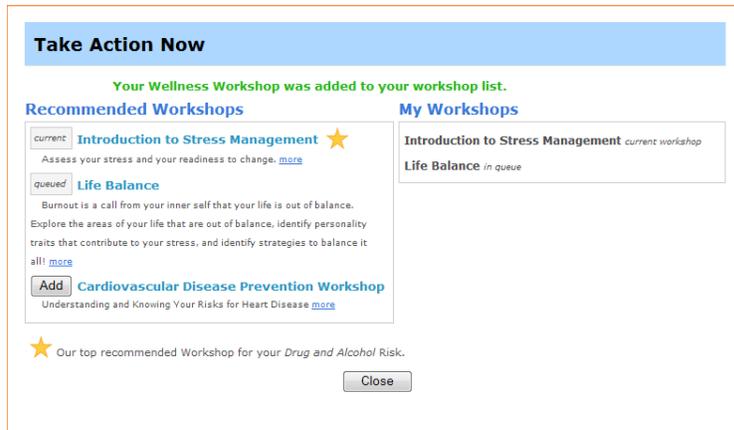
< Previous      1 2 3      Next >

With the bottom navigation tool you can see clearly where in the sequence of your health risks you are viewing, and easily navigate to your next or previous health risk.

**Taking Action Now:** When you **Take Action Now** for a risk area, you'll be able to target that risk by enrolling in useful workshops that can promote healthy activity and improvement in your personal health risk. All the recommended workshops for that risk area will be displayed under **Recommended Workshops**. The workshop marked with a star is the top recommended workshop for the particular risk area.



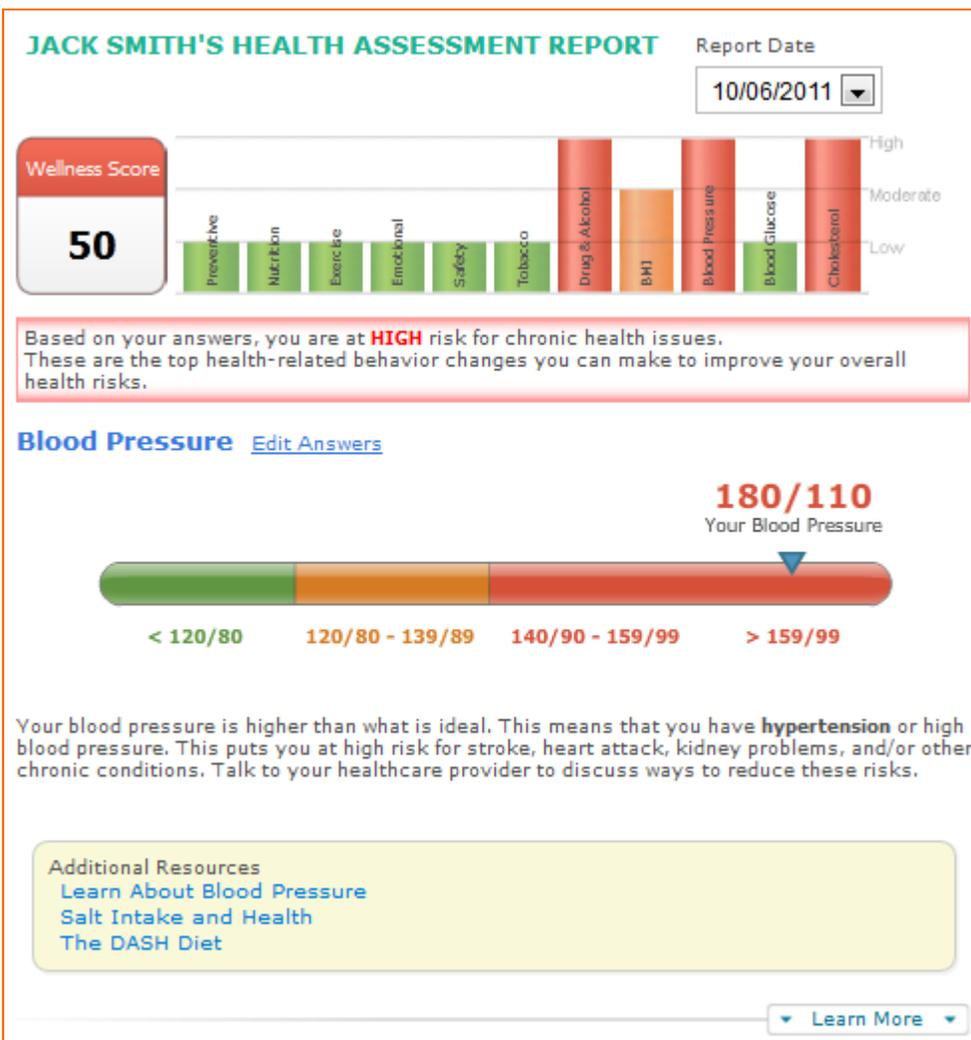
You can enroll in these workshops by clicking **Add**; the first workshop you enroll in is your current workshop which will display on your user dashboard. Other workshops you add will be displayed in your queue and can be completed later.



After you have taken action for a risk area, the **Take Action Now** buttons will display a checkmark to indicate the positive step you have taken to making improvements in your health



**HRA Report:** After viewing all your top health risks, you can continue onto your HRA Report, which gives you detailed analysis of how you responded to the eleven risk areas on the HRA. You can view this area at any time during the completion of your HRA—incomplete sections will be left blank. Get a general impression of your overall health with the Risk Score. Use the top bar graph to view all your potential risk areas, and see which areas fall into the High, Moderate, or Low risk categories. Have a visual representation of which areas need extra work and which areas you’re doing well in. Investigate each risk area and get detailed information using the graphs and **Learn More** tool.



**Previous HRA Reports:** Here you can view your past HRA Reports by selecting the date from the **Report Date** drop down menu in the top right corner.

## Meal Planner

The Meal Planner allows you to choose from a variety of meal plans and calorie ranges based on your dietary needs and preferences. Easily access your Meal Planner from your dashboard, from the left menu column, or by selecting the blue Meal Plan tab.

### Choose a Meal Plan:

- A. Caloric Amount:** Select a meal plan within a specified calorie range calculated to meet your personal weight goals.
- B. Food Plan:** Choose from the Fast & Convenient, Heart Healthy, Low Dairy, Low Glycemic, No Restrictions, Vegetarian and Vegan meal plans.
- C. Preview/Save:** Preview a week's worth of meals for each plan and then save the plan you choose to use.
- D. Food Planner:** Once you have selected and saved your chosen meal plan, you can then customize your plan by clicking **go to food planner**.
- E. Remove:** De-select a chosen (saved) meal plan by selecting **Remove**.

**MY MEAL PLANNER**

**Add Food** **Meal Plan**

To maintain your weight, we recommend you consume 1906 calories a day. Select the food plan most suitable for your individual needs. Note: Before you set up your daily menu, you'll need to choose a food plan.

Choose Your Food Plan

caloric amount **A.** 1800 - 2000

food plan **B.** Diabetic Diet

Diabetic Diet  
This plan is 40% carbohydrate, 30% protein, 30% fat and limits refined sugars.

**save** **preview** **C.**

**next step**  
Customize your food plan or log what you've eaten. **go to food planner** **D.**

**remove** **E.**

Diabetic Diet  
Heart Healthy  
Low Lactose  
Metabolic Syndrome  
No Restrictions  
Vegetarian  
Vegan

**Meal Planner/Food Planner:** After choosing and saving a meal plan, your selected plan will display under **Meal Planner** on the left navigation or by selecting **Go to Food Planner**. You can also access your Meal Plan by first selecting **Food Log** and then clicking on the **Meal Plan** tab at the top of the page. Your plan will provide suggested meals and menu items, chosen by our Registered Dietitians, with portion sizes designed to meet your nutritional needs within your recommended caloric range. You can either utilize these suggested meals, alter specific food items, or change your day's meals completely.

**MY MEAL PLANNER** Sun, Apr 17, 2011

**Add Food** | **Meal Plan**

**Your Plan: Heart Healthy 1800-2000 calories** [change plan](#)

Use the Meal Planner to help you achieve and maintain a healthy diet. Choose from among the Heart Healthy, No Restrictions, Fast & Convenient, Low Glycemic, Low Dairy, Vegetarian and Vegan meal plans, for the plan that best fits your dietary requirements.

[How to use this tool](#)  
[Learn about nutrition](#)

Print Meal Plan | Print Food Options | Print Shopping List

0 out of 1500 daily calories

[Copy Meal Choices](#) | [Save Meal Choices](#)

**Breakfast**

amt	unit	food	calories	carbs	protein	fat
<input type="text" value="2"/>	whole(s)	Egg, Medium	130	0	12	8
<input type="text" value="1 1/2"/>	cup(s)	Cereals, Unsweetened Re	161	36	5	2
<input type="text" value="1"/>	cup(s)	Milk, Skim, Nonfat	86	12	8	0
<input type="text" value="1/2"/>	large	Grapefruit Raw	53	13	1	0
<input type="text" value="7"/>	halves	Nuts, Pecans Or Walnuts,	69	1	1	7
<input type="text" value="1"/>	package(s)	Sugar Substitute, (splendi	4	1	0	0
<input type="text" value="8"/>	ounce(s)	Coffee, Brewed, Regular	2	0	0	0

**Morning Snack**

amt	unit	food	calories	carbs	protein	fat
<input type="text" value="15"/>	piece(s)	Grapes Red Or Green, Mu	60	15	0	0
<input type="text" value="1/2"/>	cup(s)	Gelatin Desserts, Sugar F	9	1	1	0

**Evening Snack**

amt	unit	food	calories	carbs	protein	fat
<input type="text" value="5 1/2"/>	whole(s)	Cookie, Gingersnaps	160	28	0	6
<input type="text" value="1/2"/>	cup(s)	Frozen Yogurt, Fat Free	95	21	3	0
<input type="text" value="8"/>	ounce(s)	Water, Plain, Carbonated	1	0	0	0

plan totals	1914	267	103	47
logged totals	0	0	0	0
recommended totals	1500	75	187.5	50
remaining for today	1500	75	188	50

[View nutritional summary](#) calories carbs protein fat

**Your Meal Plan:** You can select or alter each day's meals as you go, or plan an entire day or week of meals all at once.

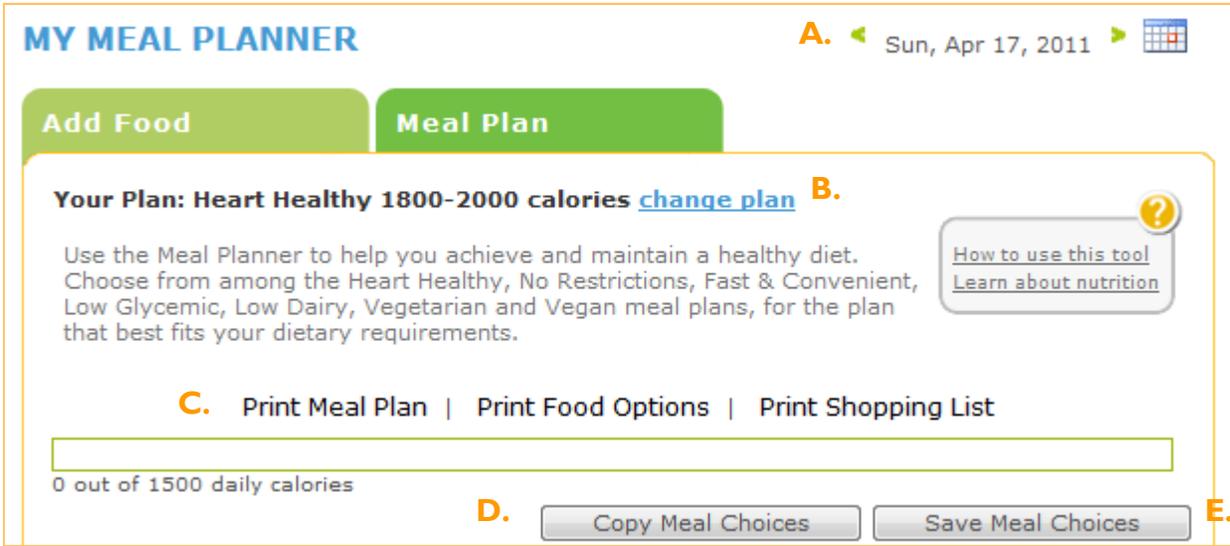
**A. Calendar:** The Meal Planner will automatically default to the current date. Select another week day to view and/or edit by clicking the forward or back arrows ◀ ▶ next to the current day, or by clicking the calendar  icon to the right of the date.

**B. Change Plan:** Click here to choose an alternate meal plan.

**C. Print Meal Plan/Food Options/Shopping List:** These tools allow you to print information about your current meal plan.

**D. Copy Meal Choices:** Here, you can choose to copy meals from one day to another. Simply click **Copy Meal Choices** and choose from the ensuing dropdown boxes which day you want to copy a day's meals from, and which day you want to copy a day's meals to.

**E. Save Meal Choices:** Clicking **Save Meal Choices** will update food items to your Meal Plan. (See [Update Drop Down Menu Food Options on the following page](#))



**MY MEAL PLANNER** A. ◀ Sun, Apr 17, 2011 ▶ 

**Add Food** **Meal Plan**

**Your Plan: Heart Healthy 1800-2000 calories** [change plan](#) **B.**

Use the Meal Planner to help you achieve and maintain a healthy diet. Choose from among the Heart Healthy, No Restrictions, Fast & Convenient, Low Glycemic, Low Dairy, Vegetarian and Vegan meal plans, for the plan that best fits your dietary requirements.

[How to use this tool](#)  
[Learn about nutrition](#)

**C.** [Print Meal Plan](#) | [Print Food Options](#) | [Print Shopping List](#)

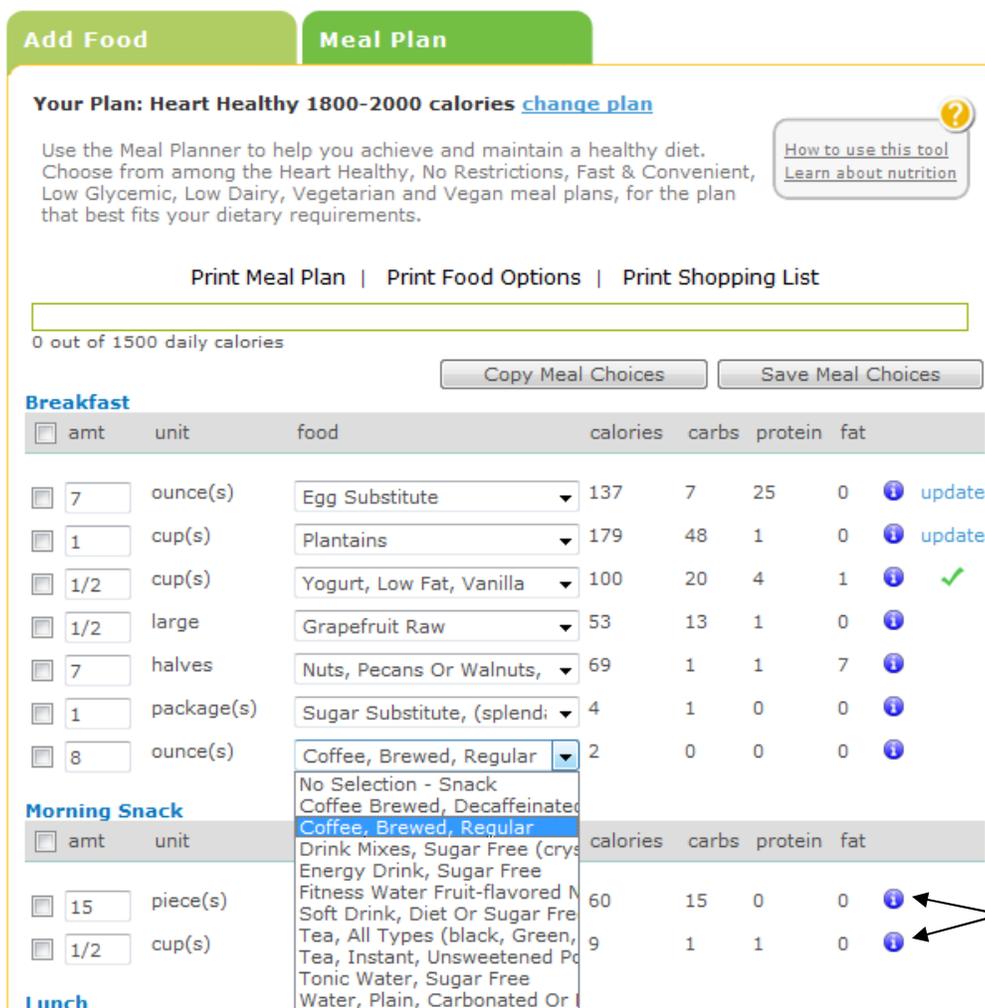
0 out of 1500 daily calories

**D.** [Copy Meal Choices](#) [Save Meal Choices](#) **E.**

**Drop Down Food Menu:** To view alternate food options in any particular food category, access the drop down menu.

**A. Update Drop Down Menu Foods:** Once any alternate food options have been selected from your drop down menu, the word “update” will appear to the right of your food choice. Click it to save your selected food choice as a default food in your Meal Plan. A green checkmark will indicate the food has been updated. The food item saved will now act as the new default food for that particular day of the week. For example, saving low-fat Swiss to your breakfast on Monday will automatically update that food as a default breakfast item for all succeeding Mondays unless altered by you. Clicking **Save Meal Choices** will also update these food items to your Meal Plan in the same manner.

**B. Nutritional Information:** Select the blue “info”  icon on the far right of each food item to view that food’s detailed nutritional information. From the drop down menu, select the food item that you wish to view a nutritional analysis of.



**Your Plan: Heart Healthy 1800-2000 calories** [change plan](#)

Use the Meal Planner to help you achieve and maintain a healthy diet. Choose from among the Heart Healthy, No Restrictions, Fast & Convenient, Low Glycemic, Low Dairy, Vegetarian and Vegan meal plans, for the plan that best fits your dietary requirements.

[How to use this tool](#) | [Learn about nutrition](#)

Print Meal Plan | Print Food Options | Print Shopping List

0 out of 1500 daily calories

[Copy Meal Choices](#) [Save Meal Choices](#)

**Breakfast**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	7	ounce(s)	Egg Substitute	137	7	25	0	update
<input type="checkbox"/>	1	cup(s)	Plantains	179	48	1	0	update
<input type="checkbox"/>	1/2	cup(s)	Yogurt, Low Fat, Vanilla	100	20	4	1	✓
<input type="checkbox"/>	1/2	large	Grapefruit Raw	53	13	1	0	
<input type="checkbox"/>	7	halves	Nuts, Pecans Or Walnuts,	69	1	1	7	
<input type="checkbox"/>	1	package(s)	Sugar Substitute, (splendi	4	1	0	0	
<input type="checkbox"/>	8	ounce(s)	Coffee, Brewed, Regular	2	0	0	0	

**Morning Snack**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	15	piece(s)	Energy Drink, Sugar Free	60	15	0	0	
<input type="checkbox"/>	1/2	cup(s)	Tea, All Types (black, Green, Tea, Instant, Unsweetened Po	9	1	1	0	

**Lunch**

A.

B.

**Editing Meals:** Each day consists of three meals (breakfast, lunch, dinner) and one snack, with foods chosen by registered dietitians to meet your nutrient needs and food requirements. You may alter any, or all, of the pre-selected foods and/or serving sizes by selecting from the drop down menu for each food category and updating the amount information to the left of the food item.

**A. Calories & Energy Nutrients:** View the exact number of calories for each food selected from the drop down menu, as well as the total carbohydrate, protein and fat grams.

**B. Printable Lists:** At the bottom of the Meal Planner page, you can opt to print your meal plan, print all food options from your meal plan, or print a grocery list of foods from your plan to better facilitate shopping for your customized meal plan. Foods are listed according to their respective food groups. After generating your grocery list, you can also choose to email the list to any desired email account by clicking **Email list to me** from the top right corner.

**C. Portion Sizes (Amount & Unit):** Pre-selected portion sizes will display for each food item. These portion sizes are pre-determined to meet your nutritional needs while staying within your caloric range. Edit any desired portion size by simply changing the numerical value in the amount (“amt”) box. Any changes to portion sizes will result in an automatic and immediate update of calories, carbohydrates, protein and fat.

**D. Amount Checkbox (Saving Foods to the Food Log):** Once you have selected appropriate portion sizes of any foods, click the checkbox to the left of the portion size to save the amount as you want it. To save all food amounts in a meal at one time, click the checkbox to the left of **amt**. Checking one or all of these checkboxes will save the food information to your Food Log. Simply de-select any marked checkboxes to delete the food item from your Food Log and alter amounts.

**E. Totals:** To help keep you on track, a summary of your plan’s caloric and nutrient totals, logged totals, recommended totals, and remaining totals for the day can be viewed at the bottom of your Meal Planner. You can also view a summary of your nutrient intake by selecting **View Nutritional Summary**.

**F. Food Log:** Once your meal plan has been adjusted to your liking, click the **Add Food** tab at the top of the page, or select **Food Log** from the left navigation to finalize your daily meals, add foods that may be missing from your plan, and/or log additional foods.

MY MEAL PLANNER

Sun, Apr 17, 2011

**F.** Add Food | Meal Plan

Your Plan: Heart Healthy 1800-2000 calories [change plan](#)

Use the Meal Planner to help you achieve and maintain a healthy diet. Choose from among the Heart Healthy, No Restrictions, Fast & Convenient, Low Glycemic, Low Dairy, Vegetarian and Vegan meal plans, for the plan that best fits your dietary requirements.

[How to use this tool](#)  
[Learn about nutrition](#)

**B.** Print Meal Plan | Print Food Options | Print Shopping List

0 out of 1500 daily calories

Copy Meal Choices | Save Meal Choices

**Breakfast**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	7	ounce(s)	Egg Substitute	137	7	25	0	<a href="#">update</a>
<input type="checkbox"/>	1	cup(s)	Plantains	179	48	1	0	<a href="#">update</a>
<input type="checkbox"/>	1/2	cup(s)	Yogurt, Low Fat, Vanilla	100	20	4	1	<a href="#">update</a> ✓
<input type="checkbox"/>	1/2	large	Grapefruit Raw	53	13	1	0	<a href="#">update</a>
<input type="checkbox"/>	7	halves	Nuts, Pecans Or Walnuts,	69	1	1	7	<a href="#">update</a>
<input type="checkbox"/>	1	package(s)	Sugar Substitute, (splendi	4	1	0	0	<a href="#">update</a>
<input type="checkbox"/>	8	ounce(s)	Coffee, Brewed, Regular	2	0	0	0	<a href="#">update</a>

**Morning Snack**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	15	piece(s)	Grapes Red Or Green, Mu	60	15	0	0	<a href="#">update</a>
<input type="checkbox"/>	1/2	cup(s)	Gelatin Desserts, Sugar F	9	1	1	0	<a href="#">update</a>

**C.** [points to amount input]  
**D.** [points to checkboxes]

**A.** [points to fat column]

**Dinner**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	3/4	cup(s)	Lentils, Beans, Or Peas, C	173	30	14	1	<a href="#">update</a>
<input type="checkbox"/>	1	large	Yam, Sweet Potato, Cook	162	37	4	0	<a href="#">update</a>
<input type="checkbox"/>	1/3	cup(s)	Tomato, Marinara Sauce,	26	5	1	1	<a href="#">update</a>
<input type="checkbox"/>	1/2	cup(s)	Peppers, Sweet Green, Ci	25	6	1	0	<a href="#">update</a>
<input type="checkbox"/>	2 1/4	teaspoon(s)	Oil, (corn, Canola, Safflo	90	0	0	11	<a href="#">update</a>
<input type="checkbox"/>	8	ounce(s)	Water, Plain, Carbonated	1	0	0	0	<a href="#">update</a>

**Evening Snack**

<input type="checkbox"/>	amt	unit	food	calories	carbs	protein	fat	
<input type="checkbox"/>	5 1/2	whole(s)	Cookie, Gingersnaps	160	28	0	6	<a href="#">update</a>
<input type="checkbox"/>	1/2	cup(s)	Frozen Yogurt, Fat Free	95	21	3	0	<a href="#">update</a>
<input type="checkbox"/>	8	ounce(s)	Water, Plain, Carbonated	1	0	0	0	<a href="#">update</a>

**E.** [points to summary table]

plan totals	1953	294	108	38
logged totals	0	0	0	0
recommended totals	1500	75	187.5	50
remaining for today	1500	75	188	50
<a href="#">View nutritional summary</a>	calories	carbs	protein	fat

# Food Log

The Food Log can help you make the best nutritional choices to maintain your wellbeing. Careful tracking of your food and serving quantities can help you achieve your fitness and health goals. For this reason, daily use of your Food Log and Meal Planner is recommended. Your Food Log analyzes the adequacy of your diet, in addition to helping you understand your caloric input. Foods and meals can also be individually planned and recorded according to your caloric goals. Easily access your Food Log from your dashboard, from the left menu column, or by selecting the green **Add Food** tab.

**MY FOOD LOG**

 ◀ Tue, Apr 19, 2011 ▶

Add Food

Meal Plan

The Food Log is designed to make tracking and recording your nutritional intake as quick and easy as possible. [more...](#)

0 out of 1500 daily calories

**Search Database**

Full Food List   
  Quick Food List

**Your Foods** | [Create New Custom Food](#)

select ...

**Today's Food Log**

Ready to log the foods you've eaten today?  
 Record items eaten from your food plan and those from outside your plan.

actual totals	0	0	0	0
recommended totals	1500	75	187.5	50
<a href="#">View nutritional summary</a>	calories	carbs	protein	fat

?  
[How to use this tool](#)  
[Learn about nutrition](#)

### Food Search:

**A. Calendar:** The Food Log will automatically default to the current date. Select an alternate date to add foods to your Food Log by clicking the forward or back arrows ◀ ▶ next to the current day, or by clicking the calendar  icon to the right of the date.

**B. Search Database:** You can choose to look your food up in our **full food list** or **quick food list**. Enter specific keywords such as HAMBURGER, CANNED CARROT or FROZEN BLUEBERRY to find the closest match to your food. (To view nutritional information, select the food name.) Enter the desired amount and then select the meal you would like to add the food item to (breakfast, lunch, dinner, snack) by selecting it from the drop down box. Then add the food item to your Food Log by clicking **add to log**.

#### MY FOOD LOG ◀ Tue, Apr 19, 2011 ▶

Add Food
Meal Plan

The Food Log is designed to make tracking and recording your nutritional intake as quick and easy as possible. [more...](#)

0 out of 1500 daily calories

**Search Database**

Full Food List
  Quick Food List

How to use this tool  
[Learn about nutrition](#)

#### Search Database

Full Food List
  Quick Food List

**15** results containing the word(s) *canned carrots*

Carrots, No Salt Added, Undrained, Slices, Canned - 1/2 cup(s) (28 calories)

Carrots, Boiled, Drained, Without Salt, Canned - 1 whole(s) (16 calories)

Carrots, Drained, Canned - 1 can(s) (71 calories)

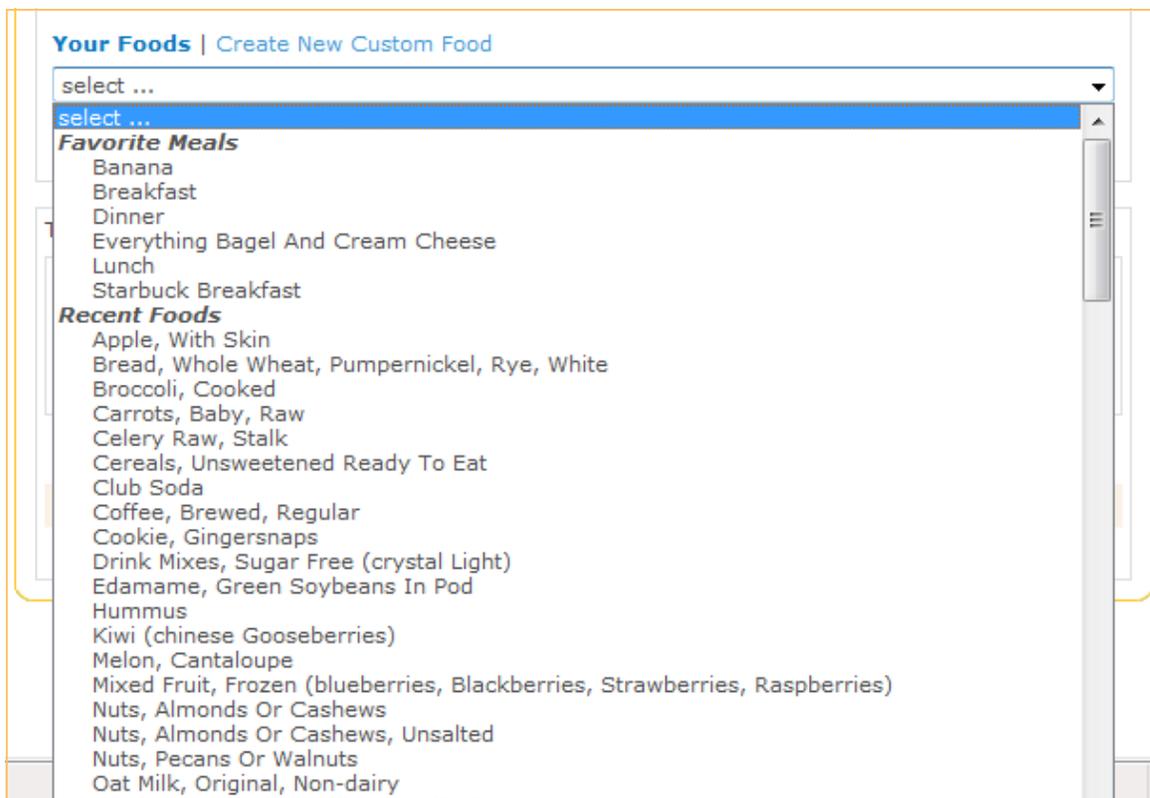
Carrots, Drained, Canned - 1 slice(s) (1 calories)

Carrots, Drained, Mashed, Canned - 1 cup(s) (57 calories)

*amt	unit	food name	calories	group	*meal
1/2	cup(s)	Carrots, No Salt Added, Undrained, Slices, Canned	28	Vegetables	breakfast ▼

[+ add to log](#)

**C. Your Foods:** You can also access your personally customized foods, which have been saved, on the **Your Foods** drop down menu.



You can also select **Create New Custom Food**. Enter the amount, unit, food name, calories, the food group, and meal (breakfast, lunch, dinner, snack) that you would like to add the food to. You can also opt to enter additional nutrient information if so desired. Then select **save** to save your custom foods for future use, or select **save and add to log** to add your newly created food to the day's Food Log.

The screenshot shows the "Your Foods | Create New Custom Food" form. The form has the following fields:

*amt	*unit	*food	*calories	*group	*meal
1	cup(s)	My Smoothie	300	Beverage	snack

Below the form, there is a checkbox labeled "Other nutritional information". At the bottom right, there are two buttons: "save" and "save & add to log".

**Saving Meals:** Once you have selected and logged your foods, you can choose to save any meal for future access. If you regularly eat the same meal for breakfast, for instance, you may save your logged breakfast foods as a meal. This allows you to log an entire meal at once, rather than logging each individual food separately.

**A. Save this Meal:** After your desired foods have been added to the Food Log, click **Save this Meal** to save the meal for future use.

Today's Food Log

**Breakfast**

amt	unit	food	calories	carbs	protein	fat
6	inches	Tortillas Ready-to-bake Or -fry Flour	94	15	2	2
1	ounce(s)	Cheese, Mozzarella, Part Skim Milk, Low Moisture, Slice	85	1	7	6
8	ounce(s)	Orange Juice, With Calcium	110	27	2	0
1	tablespoon(s)	I Can't Believe It's Not Butter 70% Whipped	90	0	0	10
2	ounce(s)	Egg Substitute, Better'n Eggs, Morningstar Farms	26	0	5	0
actual totals			405	43	16	18
recommended totals			1500	75	187.5	50
remaining for today			1095	32	171.5	32

[View nutritional summary](#) calories carbs protein fat

**Save this Meal**

**B. Enter Meal Name:** Enter a name for your meal, such as “Tortilla Breakfast”, uncheck any food items you do not wish to include in the meal, then click **Save**.

**FAVORITE MEALS**

Do you always eat the same things everyday? You can use this tool to build meals from foods you've previously logged so you can log them again quicking in the future.

Enter Meal Name:

**Breakfast**

	amt	unit	food	calories	carbs	protein	fat
<input checked="" type="checkbox"/>	6	inches	Tortillas Ready-to-bake Or -fry Flour	94	15	2	2
<input checked="" type="checkbox"/>	1	ounce(s)	Cheese, Mozzarella, Part Skim Milk, Low Moisture, Slice	85	1	7	6
<input checked="" type="checkbox"/>	8	ounce(s)	Orange Juice, With Calcium	110	27	2	0
<input checked="" type="checkbox"/>	1	tablespoon(s)	I Can't Believe It's Not Butter 70% Whipped	90	0	0	10
<input checked="" type="checkbox"/>	2	ounce(s)	Egg Substitute, Better'n Eggs, Morningstar Farms	26	0	5	0
meal totals				405	43	16	18

**C. Locate Saved Meals:** All saved meals will be listed in **Your Foods** under **Favorite Meals** for future use. To add a saved meal to your Food Log, click on the desired meal from your list of favorite meals , then click **add to log**.



**Calorie Bar Graph:** As foods and meals are logged in the Food Log, view your calorie intake in the calorie bar graph located at the top of the Food Log page. A green bar signifies that you have not yet reached your daily caloric allowance, an orange bar notifies that you are closing in on your daily caloric allowance, and a red bar signals that you have surpassed your daily caloric allowance.



**Today's Food Log:** Once an individual food, meal, or an entire day's meals have been logged (from your meal plan, the food database, or your list of custom foods/favorite meals), these logged foods will be displayed under **Today's Food Log**. View a nutritional analysis of any food by clicking the blue "info"  icon to the right of any food item you wish to view. Delete foods from your Food Log by selecting the black "X"  icon to the right of the food item you wish to delete.

**Totals:** A summary of your daily recommended, consumed, and remaining calories, carbohydrates, protein and fat can be viewed at the bottom of your Food Log, as can a detailed nutritional summary of your nutrient intake.

Today's Food Log							
<b>Breakfast</b>							<a href="#">Save this Meal</a>
amt	unit	food	calories	carbs	protein	fat	
6	inches	Tortillas Ready-to-bake Or -fry Flour	94	15	2	2	 
1	ounce(s)	Cheese, Mozzarella, Part Skim Milk, Low Moisture, Slice	85	1	7	6	 
8	ounce(s)	Orange Juice, With Calcium	110	27	2	0	 
1	tablespoon(s)	I Can't Believe It's Not Butter 70% Whipped	90	0	0	10	 
2	ounce(s)	Egg Substitute, Better'n Eggs, Morningstar Farms	26	0	5	0	 
<b>Lunch</b>							<a href="#">Save this Meal</a>
amt	unit	food	calories	carbs	protein	fat	
3	ounce(s)	Beef, Ground, (90% Lean Meat/10% Fat), Cooked	173	0	23	8	 
2	medium	Rolls Dinner Whole-wheat	192	36	6	4	 
1	cup(s)	Lettuce, Cos Or Romaine, Raw	14	3	1	0	 
1	cup(s)	Oranges, Raw, All Varieties	85	21	2	0	 
1	tablespoon(s)	Salad Dressing, Green Goddess	64	1	0	7	 
<b>Dinner</b>							<a href="#">Save this Meal</a>
amt	unit	food	calories	carbs	protein	fat	
50	grams	Beans & Chips, Pinto, Rubios	126	19.06	2.52	0	 
1	cup(s)	Rice, Wild, Cooked	166	35	7	1	 
1	cup(s)	Tomato Sauce, Marinara	78	17	3	1	 
3	ounce(s)	Fruit Or Juice Bars	80	19	1	0	 
1	teaspoon(s)	Oil, Olive	40	0	0	5	 
actual totals			1423	194.06	61.52	44	
recommended totals			1500	75	187.5	50	
remaining for today			77	-119.06	125.98	6	
<a href="#">View nutritional summary</a>			calories	carbs	protein	fat	

## Exercise Planner

The **Exercise Planner** provides numerous exercise plans, created by our professional trainers. Each plan involves a weekly regimen of cardiovascular and strength training exercises. Select the plan that fits your physical activity goals and needs, within a routine that you can easily follow. Once your exercise plan has been selected, any cardio and strength training exercises that correspond to your chosen exercise plan will appear at the top of your Cardio and Strength Training Logs, respectively. You can choose to create your own exercise plan, or add exercises to your existing plan, by selecting **Create your own exercise plan** at the bottom of the page. Access your Exercise Planner from the **Exercise** section.

### MY EXERCISE PLANS

Below are a range of exercise plans which have been created by our team of professional Trainers. Select a plan to have it placed at the top of the [Cardio](#) and [Strength Training Log](#) pages. If you want to create your own exercise plan or add exercises to your existing plan, simply click the Create your own exercise plan link at the bottom.

[How to use this tool](#)  
[Learn about exercise plans](#)

#### Athletic Interval Walker (Advanced)

The Athletic Interval Walker plan is designed for those looking to increase cardiovascular fitness and enhance fat burning potential in a challenging walking program

Show full description

Select Plan

Print Plan

#### Boot Camp Fitness

The Boot Camp Fitness program is an intense 4-6 week course designed by a Marine Corps sergeant to provide a strength training regimen that can be done anywhere.

Show full description

Select Plan

Print Plan

#### Core Fitness

The Core Fitness program is designed to strengthen the lower back and abdominal regions.

Show full description

Select Plan

Print Plan

#### Cyclist Trainer I

The Cyclist Trainer I plan is designed for bicycle conditioning, or for those wanting to increase their cardiovascular strength and cycling performance.

Show full description

Select Plan

Print Plan

#### Cyclist Trainer II

The Cyclist Trainer II plan is designed for more intensive bicycle conditioning, or for those wanting to increase their cardiovascular strength and cycling performance after completing the Cyclist Trainer I program.

Show full description

Select Plan

Print Plan

### Exercise Plan:

- A. Show full description:** View the description and specific exercise routine of each plan
- B. Select plan:** Once you have viewed the different exercise plans, select your plan. Your chosen plan will then appear at the top of the exercise logs.
- C. Print plan:** Print your plan for easy access when you exercise, and simply update your exercise logs at a later time.

#### Boot Camp Fitness

The Boot Camp Fitness program is an intense 4-6 week course designed by a Marine Corps sergeant to provide a strength training regimen that can be done anywhere.

Show full description

Select Plan

Print Plan

**A.**

**B.**

**C.**

## Cardio Log

The Cardio Log is used to record physical activity in minutes, the number of calories burned, and heart rate. Every time you engage in physical activity you burn calories. This easy-to-use tool will help you keep track of your physical activity, ranging from aerobics to whitewater rafting. If by chance you participate in an activity which is not listed, simply create a custom exercise. Easily access your Cardio Log from your dashboard left navigation.

### MY CARDIO LOG How to use this tool [Track your progress](#) [Track your heart rate](#)

Track the activities and exercises you do, and see the calories burned from each activity and then use the reports to see how far you've come. The Cardio Log can help you reach your fitness goals. It's online, so you can use it anywhere you have Internet access.

### MY EXERCISE PLAN

**Day 1** [Edit Exercise Plan](#)

Warm up: light walk	5 Minutes
Walk: 50-60% of MHR	20 Minutes
Cool down: light walk	5 Minutes
Stretches (see below):	5 Minutes

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 >

**Option 1** Select from our list of common exercises:

Exercise:

Minutes:

Heart Rate:

---

**Option 2** Or create a custom exercise:

Custom Exercise:

Amount:  (e.g. 10 laps - omitting the Units will default to "minutes")

Calories Burned:

Heart Rate:

Comments for THURSDAY, 11/4/10 [view all](#) / [print all](#)

Date	Exercise	Amount	Heart Rate	Calories Burned	Edit
11/4/10	Walking, 3.0 mph, mod. pace, walking dog - 4744 steps	45 minutes	0	186	<a href="#">Edit</a>
11/3/10	Bicycling, stationary, moderate effort - 6300 steps	30 minutes	0	247	<a href="#">Edit</a>
11/3/10	Walking, 3.0 mph, mod. pace, walking dog - 3163 steps	30 minutes	0	124	<a href="#">Edit</a>
11/1/10	Bicycling, stationary, moderate effort - 4208 steps	20 minutes	0	165	<a href="#">Edit</a>
11/1/10	Walking, 3.5 mph, uphill - 3596 steps	20 minutes	0	141	<a href="#">Edit</a>

**End of Listing**

**My Exercise Plan:** Once an exercise plan has been chosen from the Exercise Planner, any daily cardiovascular exercise listed in your chosen exercise plan will be displayed at the top of your Cardio Log.

MY EXERCISE PLAN	
<b>Day 1</b> <a href="#">Edit Exercise Plan</a>	
Warm up: light walk	5 Minutes
Walk: 50-60% of MHR	20 Minutes
Cool down: light walk	5 Minutes
Stretches	5 Minutes

**Add Exercises to Your Cardio Log:** Recording your physical activity, date, time, heart rate, and calories burned can help you realize your fitness goals. You can choose to add cardio exercises to your Cardio Log in one of two ways. (Options 1 and 2). As your list of logged physical activities increases, so will your motivation and sense of accomplishment.

**A. Option 1:** Select from our list of common exercises. Choose the exercise that best describes the physical activity you have completed. Record the time in minutes and if applicable, your heart rate, and the number of calories burned will be calculated automatically. Be sure to click **Add Exercise** after you have completed the entry. Multiple exercises can be added to your Exercise Log for a specific date. Selected exercises will be displayed at the bottom of the screen.

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 > 

**Option 1** Select from our list of common exercises:

Exercise:

Minutes:

Heart Rate:

**B. Option 2:** Create a custom exercise. The list of common exercises is extensive, however, if you engage in an activity that does not correspond to one listed, you can create your own custom exercise. Give your custom exercise a name, then record the amount of time spent exercising or distance traveled. Enter the approximate number of calories burned per session, as well as your heart rate (if you know it). Click **Add Exercise** once you have completed your entry.

**Option 2** Or create a custom exercise:

Custom Exercise:

Amount:  (e.g. 10 laps - omitting the Units will default to "minutes")

Calories Burned:

Heart Rate:

**Exercise Display List:** All logged/added cardio exercises can be seen in a display list at the bottom of the Cardio Log page.

**A. Date:** From the display list, you can view the date that each exercise has been added to the Cardio Log.

**B. Exercise:** From the display list, you can locate specific exercises according to the exercise name.

**C. Steps:** The display list converts all exercises into approximate steps walked (find approximate steps underneath the exercise name).

**D. Amount:** From the display list, you can view amount of time that you allotted to each individual exercise.

**E. Heart Rate (if added):** From the display list, you can view and compare your added heart rate during each exercise.

**F. Calories Burned:** The display list automatically calculates the approximate number of calories burned during each exercise.

**G. Edit:** Find the exercise you wish to delete or edit, then click **Edit** in the right-hand column. After updating your exercises, click **Save Exercise**. To delete an exercise from your log, select **Delete Exercise**.

**H. Track Your Progress:** Stay motivated and measure your success with daily progress reports. Charts and bar graphs illustrations of your exercise log will help you measure your results and help you visualize and assess the efficiency of your calorie burning exercises.

A.	B.	D.	E.	F.	
Date	Exercise	Amount	Heart Rate	Calories Burned	Edit
11/4/10	Walking, 3.0 mph, mod. pace, walking dog - 4744 steps	45 minutes	0	186	<a href="#">Edit</a>
11/3/10	Bicycling, stationary, moderate effort - 6300 steps	30 minutes	0	247	<a href="#">Edit</a>
11/3/10	Walking, 3.0 mph, mod. pace, walking dog - 3163 steps	30 minutes	0	124	<a href="#">Edit</a>
11/1/10	Bicycling, stationary, moderate effort - 4208 steps	20 minutes	0	165	<a href="#">Edit</a>
11/1/10	Walking, 3.5 mph, uphill - 3596 steps	20 minutes	0	141	<a href="#">Edit</a>
End of Listing					
<b>H</b> <a href="#">TRACK YOUR PROGRESS</a>					

# Strength Training Log

While cardiovascular (aerobic) exercise is an excellent way to lose weight, strength training can increase your metabolism and promote lean muscle growth, improve muscle strength, muscle tone, cardiovascular fitness, and help prevent depression and osteoporosis. By planning and tracking your strength training exercise, and recording your sets and repetitions, you will be able to get the most out of your training routine. Easily access your Strength Training Log from your dashboard or from the left menu column.

## MY STRENGTH TRAINING LOG

Use this tool to create a strength training plan, and track your anaerobic workouts. Just add strength training components from the list below and record your sets and reps.

How to use this tool  
Learn about strength training

---

### MY EXERCISE PLAN

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 >

**Day 1**

Exercise	Sets	Reps	Weight	Finished
<a href="#">Seated Hamstring Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Hip Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Lower back/hips</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Hip Flexors</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Hip Flexors</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Standing Calf Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Standing Calf Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add an Exercise to My Plan](#)

---

### CUSTOM EXERCISE

Exercise	Sets	Reps	Weight	
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="add"/>

---

Comments for THURSDAY, 11/4/10

[view all](#) / [print all](#)

---

Date	Exercise	Sets	Reps	Weight	Edit
<a href="#">11/3/10</a>	Hip Flexors	0	0	0	<input type="button" value="Edit"/>
<a href="#">11/3/10</a>	Lower back/hips	0	0	0	<input type="button" value="Edit"/>
<a href="#">11/3/10</a>	Hip Stretch	0	0	0	<input type="button" value="Edit"/>
<a href="#">11/3/10</a>	Seated Hamstring Stretch	0	0	0	<input type="button" value="Edit"/>
<a href="#">6/1/10</a>	Crunches	3	10	0	<input type="button" value="Edit"/>
<a href="#">3/15/10</a>	black jack	1	1	10	<input type="button" value="Edit"/>

**End of Listing**

**My Exercise Plan:** Once you have chosen an exercise plan, any daily strength training exercises listed in the chosen plan will appear at the top of the Strength Training Log.

**Add Exercises to Your Strength Training Log:** You can choose to add strength training exercises to your Strength Training Log in one of two ways: (A.) Log exercises already listed in your exercise plan or (B.) Add exercises not listed in our exercise plan or (C.) Create and add custom strength training exercises to your exercise plan. As your list of logged exercises increases, so will your motivation and sense of accomplishment.

**A. Log Exercises Listed in Your Exercise Plan:** First, choose the appropriate day to enter your exercises. Your log will automatically list exercises for that day. To enter exercise for another day, select the desired day from the calendar icon to the right of the date, or by clicking the forward or back arrows (< or >) located on either side of the date. Enter sets, reps and weight as desired, and then check off each exercise that has been performed (finished). Once you have completed and checked off your exercises, click **Log Exercises**.

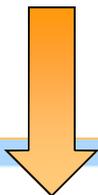
MY EXERCISE PLAN

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 >

Day 1

Exercise	Sets	Reps	Weight	Finished
<a href="#">Seated Hamstring Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Hip Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Lower back/hips</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Hip Flexors</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Hip Flexors</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Standing Calf Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Standing Calf Stretch</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

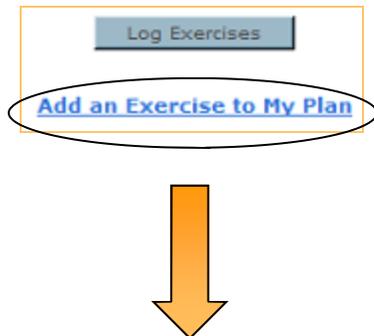
Log Exercises



Date	Exercise	Sets	Reps	Weight	Edit
<a href="#">11/3/10</a>	Hip Flexors	0	0	0	<a href="#">Edit</a>
<a href="#">11/3/10</a>	Lower back/hips	0	0	0	<a href="#">Edit</a>
<a href="#">11/3/10</a>	Hip Stretch	0	0	0	<a href="#">Edit</a>
<a href="#">11/3/10</a>	Seated Hamstring Stretch	0	0	0	<a href="#">Edit</a>
<b>End of Listing</b>					

Logged exercises will then be displayed at the bottom of the page.

**B. Add Exercises Not Listed in Your Exercise Plan:** Select this option to place additional exercises in your weekly exercise plan. Choose from our list of core exercises, lower body exercises, upper body exercises and stretches, by checking the desired exercise, then enter sets, reps and weight as desired. Finally, from the Day drop down list, select the day that you wish the exercise to appear in your exercise plan under (Day 1—7), then click **Add**.



Anaerobic Exercises			
Core Exercises	Lower Body Exercises	Upper Body Exercises	Stretches
<b>Body Weight Exercises</b>		<b>Dumbbell Exercises</b>	
<u>Back Extension</u>	<input type="radio"/>	Weighted Back Extension	<input type="radio"/>
<u>Crunch</u>	<input type="radio"/>	Weighted Crunch	<input type="radio"/>
<u>Horse Stance</u>	<input type="radio"/>	Weighted Russian Twist	<input type="radio"/>
<u>Lower Body Russian Twist</u>	<input type="radio"/>	<u>Windmill</u>	<input type="radio"/>
Oblique Crunch	<input type="radio"/>	<u>Woodchop</u>	<input type="radio"/>
<u>Prone Cobra</u>	<input type="radio"/>		
<u>Reverse Hyperextension</u>	<input type="radio"/>		
<u>Russian Twist</u>	<input type="radio"/>		
<u>Superman</u>	<input type="radio"/>		
<u>Swiss Ball Crunch</u>	<input type="radio"/>		
Or Enter a Custom Exercise: <input type="text"/>			
Sets: <input type="text"/>	Reps: <input type="text"/>	Weight: <input type="text"/>	Day 1 <input type="button" value="ADD"/>

**C. Create and Add a Custom Exercise:** If you wish to add a strength training exercise to your exercise plan that is not currently in your plan, and is not present in the list of common core, lowery body, upper body and stretching exercises, you may create your own custom exercise. Click **Add Exercises to Log**. Enter an exercise name at the bottom of the page, then choose sets, reps and weight based on your usage. Next, from the Day drop down list, select the day that you wish your custom exercise to appear in your exercise plan under (Day 1—7), then click **Add**.



**Custom Exercise:** Create a *one-time* custom exercise to add to the day’s exercise regime. Choose the sets, reps and weights, then click **Add**. Your custom exercise will then appear at the bottom of the page along with your regularly added exercises for the day.

The image shows a form titled 'CUSTOM EXERCISE'. It contains a table with the following structure:

Exercise	Sets	Reps	Weight	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

**Exercise Display List:** All logged/added strength training exercises, as well as logged sets, reps and weights can be seen (with logging date) in a display list at the bottom of the Strength Training Log page. Click on a specific date to add exercises to that day, or click **Edit** to edit or delete sets, reps and/or weights of any specific exercise.

Date	Exercise	Sets	Reps	Weight	Edit
11/4/10	Standing Calf Stretch	0	0	0	<input type="button" value="Edit"/>
11/3/10	Hip Flexors	0	0	0	<input type="button" value="Edit"/>
11/3/10	Lower back/hips	0	0	0	<input type="button" value="Edit"/>
11/3/10	Hip Stretch	0	0	0	<input type="button" value="Edit"/>
11/3/10	Seated Hamstring Stretch	0	0	0	<input type="button" value="Edit"/>
<b>End of Listing</b>					

# Pedometer Log

Using a pedometer can help you determine how active you are throughout a typical day. Keeping track of your steps and the distance you walk each day can motivate you to walk even more. Just 30 minutes of walking (approximately 10,000 steps) each day can significantly increase your overall health and wellness! Access your **Pedometer Log** from your dashboard left navigation or from your dashboard **Today** display.

### MY PEDOMETER LOG

This tool will show you the overall picture of how active you are. [more...](#)

How to use this tool  
Learn about pedometers

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 >

- STEPS FOR 11/4/2010 **4,744**

*Source: Cardio Log*

Distance (miles)	2.25
Calories Burned	0
STEP GOAL	3500
TOTAL STEPS	4744
<b>STEPS OVER GOAL</b>	<b>+ 1244</b>

Stride:  feet

Steps:

Hour:

Calories:   override calories

\* calories calculated based on walking 3.0 MPH

Today's Steps
Week's Steps
Month's Steps
All Steps

04744

Your Steps

Date	Daily Steps	Miles	Source	Calories	Edit
11/4/10	4,744 steps	2.25	Cardio Log	186	
11/3/10	6,300 steps	2.98	Cardio Log	247	
11/3/10	3,163 steps	1.5	Cardio Log	124	
11/1/10	4,208 steps	1.99	Cardio Log	165	
11/1/10	3,596 steps	1.7	Cardio Log	141	
8/24/10	6,784 steps	3.21	self entered	264	<input type="button" value="Edit"/>
8/23/10	23,000 steps	10.89	self entered	896	<input type="button" value="Edit"/>
8/19/10	5,000 steps	2.37	self entered	195	<input type="button" value="Edit"/>
Total: 412,371		148.85		11968	

\*Cardio Log steps are not displayed in Today's Graph.  
 \*Calories listed in *italics* are for display only, and are not included in totals.

1 of 2
>
>|

Totals by Month:			
Month	Steps	Miles	Calories
November, 2010	22,011 steps	10.42	863
August, 2010	75,919 steps	35.95	2957
July, 2010	132,350 steps	62.67	5156

**Today's Steps:** View your steps, distance traveled in miles, calories burned, steps goal and steps from goal, for the day. Here, you can also enter a steps goal that you would like to achieve daily. Do this by clicking **Not Set** to the right of the STEP GOAL and entering the number of steps you would like to walk each day. This will become your daily steps goal.

Enter your exercise for THURSDAY	
- STEPS FOR 12/2/2010	<b>0</b>
Distance (miles)	0
Calories Burned	0
STEP GOAL	<a href="#">Not Set</a>
TOTAL STEPS	0

**Steps Display List:** Steps can be displayed in the Pedometer Log Steps Display List 3 ways: 1.) Uploaded steps from your pedometer 2.) Self-entered steps data and 3.) Steps converted from exercises in your Cardio Log. Date, daily steps, distance in miles, steps source and calories burned will be presented in the Display List. Edit or delete any entry by selecting the edit button. View additional entry pages by clicking the arrow > boxes.

Date	Daily Steps	Miles	Source	Calories	Edit
10/27/10	8,034 steps	4.26	Cardio Log	294	
10/26/10	7,855 steps	4.17	Cardio Log	288	
10/25/10	9,006 steps	3.499	SportBrain	255	
10/24/10	11,353 steps	4.301	SportBrain	308	
10/23/10	1,000 steps	0.53	self entered	37	<input type="button" value="Edit"/>
10/22/10	12,701 steps	4.26	self entered	343	<input type="button" value="Edit"/>
<b>Total:</b>	<b>2,182,618</b>	<b>146.40</b>		<b>10070</b>	

\*Cardio Log steps are not displayed in Today's Graph.  
 \*Calories listed in *italics* are for display only, and are not included in totals.

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**Uploaded Steps from Sportbrain Pedometer:** Your wellness account can automatically upload steps from your pedometer.

**A. Download Sportbrain Software and Register Pedometer:** If you are using a company-issued Sportbrain pedometer, you must first download the Sportbrain software to your computer and register your pedometer on your computer. Do this by clicking on the related icons on your dashboard. (Note: If you do not have the **Register or Replace** icon on your dashboard, you may also register your pedometer by first plugging your pedometer into your computer via the USB cable. This will automatically generate the registration window). *For specific instructions, see Sportbrain Set-Up Instructions and FAQs documents.*



**B. Upload Steps to your Wellness Account:** When you are ready to upload steps to your computer, do so by plugging your pedometer into your computer via the USB cable. This will open a window that will automatically upload steps from your pedometer to your wellness account.

**C. View Uploaded Steps:** View your uploaded steps by then logging into your account and clicking on the **Pedometer Log** under the **Exercise** section, or by clicking on **Today's Steps** located in the **Today** display on the right hand side of your dashboard page. Steps will be displayed in the **Steps Display List**. Steps uploaded via a Sportbrain pedometer will be listed as a "Sportbrain" source.

Date	Daily Steps	Miles	Source	Calories
10/22/10	12,701 steps	4.601	SportBrain	343
10/21/10	9,006 steps	3.499	SportBrain	255
10/20/10	11,353 steps	4.301	SportBrain	308

## Self-Enter Steps:

**A. Enter Steps:** To manually enter steps, enter the length of your stride and the number of steps you walk in a given day. Your calories burned will be automatically calculated for you. You can choose to override the auto-calculation if you know the exact number of calories burned. Log your steps by clicking **Add Steps**.

Enter your exercise for THURSDAY, < Thu, Nov 4, 2010 >	
- STEPS FOR 11/4/2010	<b>4,744</b>
	Source: Cardio Log
Distance (miles)	2.25
Calories Burned	0
STEP GOAL	3500
TOTAL STEPS	4744
STEPS OVER GOAL	+ 1244
Stride	2.5 feet
Steps	
Hour	2:00 PM
Calories	<input type="checkbox"/> override calories
* calories calculated based on walking 3.0 MPH	
<b>Add Steps</b>	

**B. View Self-Entered Steps:** View self-entered steps in the **Steps Display List**. Steps entered manually will be listed as a “self entered” source.

Date	Daily Steps	Miles	Source	Calories
10/14/10	8,102 steps	2.988	self entered	207
10/13/10	9,063 steps	3.646	self entered	263
10/12/10	4,952 steps	1.864	self entered	137

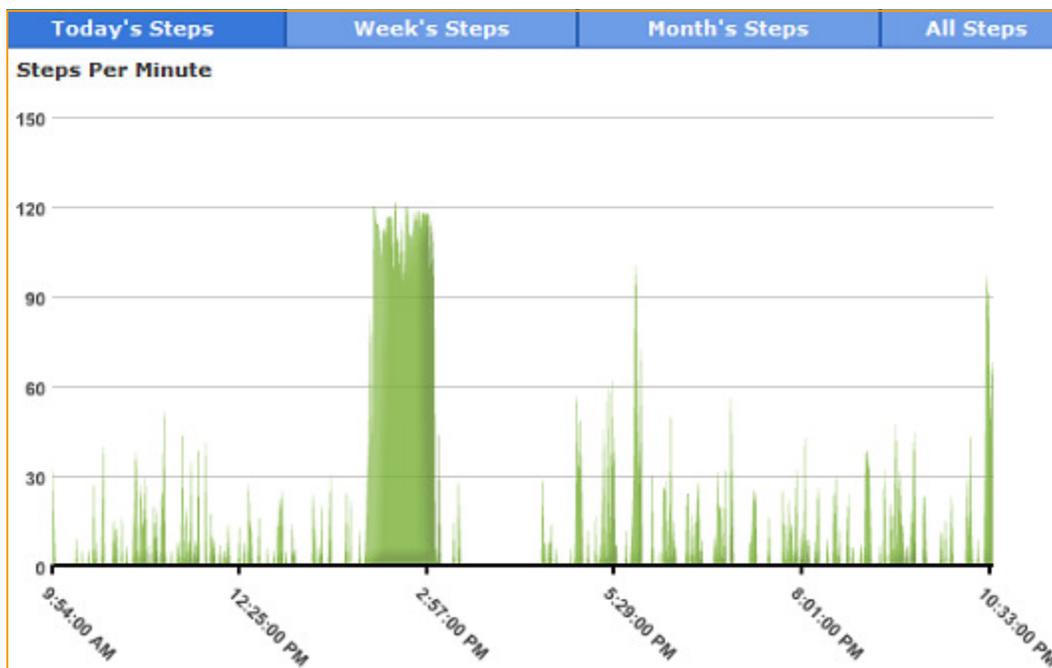
## Steps Converted from Cardio Log:

**A. Entering Activities:** When you enter activities into your Cardio Log, the activities are automatically converted into approximate steps in your Pedometer Log.

**B. View Steps Converted from Cardio Log:** View converted steps in the **Steps Display List**. Calories burned from activities converted to steps are listed (in italics) in the Display List for *viewing purposes only* and are not included in the Steps Display List calorie totals. Instead, calories burned for these activities are tallied in the Cardio Log. Steps converted from the Cardio Log will be listed as a “Cardio Log” source.

Date	Daily Steps	Miles	Source	Calories
10/26/10	1,860 steps	0.99	Cardio Log	68
10/25/10	8,049 steps	4.27	Cardio Log	295
10/24/10	7,855 steps	4.17	Cardio Log	288

**Steps Graph:** Step activity will be graphed as you log steps.



**Totals by Month:** Track your step totals, distance and calories burned per month.

<b>Totals by Month:</b>			
<b>Month</b>	<b>Steps</b>	<b>Miles</b>	<b>Calories</b>
October, 2010	123,316 steps	45.7	3251
September, 2010	72,291 steps	38.33	2645
August, 2010	9,034 steps	4.79	331
July, 2010	187,939 steps	99.02	6800

# Exercise Examples

Periodic exercise maintains and improves physical fitness, overall health, brain function, and is an essential component in the prevention of many illnesses. Correct technique prevents injuries and maximizes results. We provide animated illustrations and detailed guidelines on the fundamentals of core, lower body, upper body and stretching exercises. Learn new exercises and master old ones by perusing our **Exercise Examples**. Access the **Exercise Examples** from the **Exercise** section.

**Exercise Categories:** Diversify your exercise routine to avoid boredom and maximize results and benefits of physical exercise. The synergy nature of a well-rounded strength training program consisting of lower body exercises, upper body exercise, and stretches, will help build lean body mass and improve overall health and wellness.

<a href="#">Core Exercises</a>	<a href="#">Upper Body Exercises</a>	<a href="#">Lower Body Exercises</a>	<a href="#">Stretches</a>
<p><b>Strengthening your core</b>                      Core strengthening requires the regular and proper exercise of your body's 29 core muscles. Examples of exercises that will enhance your core fitness are listed below.</p> <p><b>CORE EXERCISES</b>                      Core exercises are an extremely important part of overall fitness training that are often overlooked. To get your core muscles in better shape, it's important to understand how you can strengthen it. Your body's core, or the area around your trunk and pelvis, is where your center of gravity is located. When you have good core stability, the muscles in your abdomen, pelvis, lower back, and hips work in unison. They provide support to your spine for just about any physical activity. A weak core can make you prone to poor posture, lower back pain and muscle injuries, where strong core muscles provide the brace of support needed to help prevent such pain and injury.</p> <p><b>Strengthening your core</b>                      Core strengthening requires the regular and proper exercise of your body's 29 core muscles. Examples of exercises that will enhance your core fitness are listed below.</p>			
	<a href="#">Back Extension</a>		<a href="#">Swissball Crunch</a>
	<a href="#">Lower Body Russian Twist</a>		<a href="#">Woodchop</a>
	<a href="#">Prone Cobra</a>		<a href="#">Supine Hip Extension Back on Ball</a>
	<a href="#">Horse stance horizontal</a>		<a href="#">Reverse Hyperextension</a>

**Specific Exercises:** Master exercises you already know, and then learn new exercises to train the same muscle groups in different ways. Learn proper technique from animations and text guidelines. View the animations to help you develop a versatile repertoire of exercises.

## Core Exercises

Core exercises are an extremely important part of overall fitness training that are often overlooked. To get your core muscles in better shape, it's important to understand how you can strengthen it. Your body's core, or the area around your trunk and pelvis, is where your center of gravity is located. When you have good core stability, the muscles in your abdomen, pelvis, lower back, and hips work in unison. They provide support to your spine for just about any physical activity. A weak core can make you prone to poor posture, lower back pain and muscle injuries, where strong core muscles provide the brace of support needed to help prevent such pain and injury.

### Strengthening your core

Core strengthening requires the regular and proper exercise of your body's 29 core muscles. Examples of exercises that will enhance your core fitness are listed below.



[Back Extension](#)



[Swissball Crunch](#)



## Swissball Crunch



**Exercise Focus:**  
(Abdominals)

### Exercise Instruction:

Lay supine (face up) over a Swiss ball. Allow your head to fall back and your back to conform to the ball. Place your tongue on the roof of your mouth behind the front teeth and gently pull your bellybutton in towards your spine. Now curl your body up starting with your head. Focus on moving one vertebrae at a time starting with C1, the vertebrae at the base of the skull. So you will begin by curling up the neck, then torso, then abdominals. Lower yourself in the same fashion uncurling one vertebrae at a time starting at the base of your spine. To add resistance hold a weight on your chest. Be sure to stabilize your feet if using resistance as a counterbalance.

**Exercise Focus:** Learn the specific muscles and the pattern of motion you will utilize for each exercise to assist you in correctly engaging multiple muscle groups in different ways.

**Exercise Instruction:** In addition to animated depictions of correct form, peruse the text for detailed instruction on the proper techniques involved in a particular exercise.

### Swissball Crunch



**Exercise Focus:**  
(Abdominals)

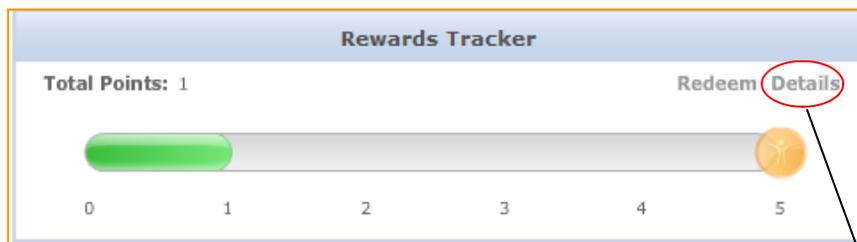
**Exercise Instruction:**

Lay supine (face up) over a Swiss ball. Allow your head to fall back and your back to conform to the ball. Place your tongue on the roof of your mouth behind the front teeth and gently pull your bellybutton in towards your spine. Now curl your body up starting with your head. Focus on moving one vertebrae at a time starting with C1, the vertebrae at the base of the skull. So you will begin by curling up the neck, then torso, then abdominals. Lower yourself in the same fashion uncurling one vertebrae at a time starting at the base of your spine. To add resistance hold a weight on your chest. Be sure to stabilize your feet if using resistance as a counterbalance.

## Incentive Campaigns

Incentive campaigns can be created by your administrator to help motivate you to be active in your wellness by establishing point values for a wide array of health and wellness objectives. Your administrator can create these incentive campaigns to run within a specific period of time and can assign points based on incentive campaign goals. Standard incentive points can then be awarded for objectives including: logging weight, logging foods, logging cardio exercises, logging strength training exercises, logging steps, and/or completing the HRA. Your administrator may also add custom incentives, known as “Healthy Habits”, to the campaign. These Healthy Habits are accessible in the left navigation under **Wellness**.

**Incentive Summary:** Access your incentive summary from your **Rewards Tracker** on your dashboard. Click on **Details** to see a point-by-point breakdown of your incentive point earnings and how they were earned.



Track and update incentive points by clicking on any one of the listed activities or objectives and completing the required steps. View points received and total points earned here.

### MY INCENTIVE SUMMARY

Keep up the work, and you'll see the rewards sooner than you think!

Start Date: 4/8/2011    End Date: 5/26/2011    Total Available Points: 22 points

Fitness Tracking	Received
2 points daily for weigh-in	18 points
2 points a day for food entered in food log/meal planner	4 points
2 points a day for exercises performed (6 max)	2 points

---

Proactive Preventative Activity	Received
Biometrics logged	0 points

Total Points Earned: 24 points

Total Available Points: 22 points

Points Redeemed: (-2) points

**Healthy Habits:** Track and update your Healthy Habits through the **Healthy Habits** link under **Wellness**. Healthy Habits are custom-made by your administrator and are self-reported incentives that you can complete by checking the checkbox. Administrators can also upload healthy habits *for you*.

Some healthy habits your administrator creates will require you to fill out a text field to complete. This information is necessary for him/her to award you points for logging the healthy habit.

**My Essential Health Habits for MONDAY, 5/16/2011**

Custom Test1 5 points

Enter Activity Name / Code:

Description:

Completed Date:  (MM/DD/YYYY)

Location:

Custom Test2 10 points

After you log a healthy habit, it will appear below. If you would like to un-log a Healthy Habit, click the black 'x'. Any incentive points you earned for it will be rolled back.

Date	Activity	Delete
5/5/11	Custom Test2	<input type="button" value="x"/>

Administrators also have the capability of creating Healthy Habits that are **Read Only**. These custom incentives will not be visible in your Healthy Habits page until your administrator uploads them for you. In this case, a **Read Only** incentive will appear in your Healthy Habit page like this...

**My Essential Health Habits for TUESDAY, 10/4/2011**

Swim 1/2 a mile 5 points

Date	Activity	Delete
10/4/11	Swim 1/2 a mile	-

Notice that the **Read Only** incentive is already automatically checked off for you, and then logged below. You cannot un-log or delete a **Read Only** Healthy habit that has been uploaded for you by your administrator. All other **Non-Read Only** healthy habits can be deleted by you, even if they were uploaded by your administrator originally.

# Wellness Workshops

The **Wellness Workshops** are week-by-week guided programs designed to provide you with the means to establish and maintain healthy habits. Through a series of program-specific articles, tips sheets, wellness tools and tasks, each workshop offers the information necessary to make healthy changes, and the guidance to take action in further developing and advancing these healthy behavioral changes. Said workshops include health and wellness tips and activities specifically involving nutritional, exercise, diabetes prevention, cardiovascular disease prevention, weight management, walking, smoking cessation or stress-related materials, according to the workshop chosen.

To enroll in a workshops and add workshops to your queue, first select **Manage Workshops** from the left column menu.

**Workshops**

Here you can signup and manage which workshops you would like to enroll in. You can do this by selecting a desired workshop and selecting 'Signup' to start. Additional workshops can then be added to the queue to setup enrollment automatically as you complete workshops.

**Current Workshop A.**

None - Please select workshops and select signup to enroll

**Add Workshop B.**

All Workshops
 

- Diabetes Prevention Workshop
- Cardiovascular Disease Prevention Workshop
- Nutrition Workshop
- Exercise Workshop

**Workshop Details C.**

Select a workshop to view its details here.
 

All Workshops
 

- All Workshops
- Blood Glucose
- Blood Pressure
- Body Mass Index (BMI)
- Cholesterol
- Drug and Alcohol
- Emotional Health
- Exercise
- Nutrition
- Preventive Health
- Safety
- Smoking

**Queue D.**

No workshops currently in queue.

**A. Current Workshop:** The workshop you're currently participating in.

**B. Add Workshop:** You can browse workshops to add to your queue here.

**C. Workshops Details:** Description of the workshop you've selected.

**D. Queue: Workshops:** Any additional workshops you have chosen to participate in after you complete your current workshop.

Once you have enrolled in a workshop you'll have the option to add other workshops to your queue to be completed later. Once you finish your current workshop, you'll automatically be enrolled in the next workshop in your queue.

You can reset your current workshop by hitting **Reset**, and you can also cancel your current workshop by hitting **Move to Next**—This will cancel your current workshop and enroll you in the next one in your queue. (If you do not have another workshop in your queue, the option to Move to Next will become **Cancel**). If you reset or cancel your current workshop, your progress will not be saved and you'll collect no incentive points.

### Workshops

Here you can start and manage your workshop enrollment. To start, select a desired workshop and the 'Signup' button. You can then add workshops to your queue to setup enrollment automatically as you complete workshops. To reorder your queue, simply drag the workshop names to their desired positions. The next upcoming workshops appear at the top of your queue.

#### Current Workshop

ACC Cardiovascular Disease Prevention Workshop
week 1 of 4

Reset
Move to Next

#### Add Workshop

Diabetes Prevention Workshop	- queue -	⬆
Cardiovascular Disease Prevention Workshop		
Nutrition Workshop	- queue -	⬆
Exercise Workshop	- queue -	⬆

Add to Queue

You can delete workshops from your queue by clicking the **red/white X** next to the workshop.

### Queue

Nutrition Workshop	✕
Personal Goal Setting	✕
Weight Management Workshop (HWCS)	✕

**Your Current Workshop:** Once you have enrolled in a workshop, you can view **Week One** of the workshop you're enrolled in. To do this, access the **Wellness Workshop** tool in the left column menu.

The screenshot shows the 'Nutrition Workshop' interface. At the top, there are navigation links: 'Back to Dashboard', 'My To Do List', 'My Progress', 'About This Workshop', and 'Change Workshop'. A 'How to use this tool' link is also present. The main heading is 'Nutrition Workshop' with the subtitle 'Establish Better Eating Habits'. The current view is 'Week One' on 'Day 1 of 7'. The 'Week 1: Getting Started' section includes a goal to 'Become Familiar with the Basic Food Groups' and a tip to 'Replace Your Juice or Soda with Ice Cold Water, Adding Lemon for a Little Extra Flavor!'. Below this is a table of tasks with checkboxes:

Status	Task Description
<input type="checkbox"/>	<a href="#">Learn All About Nutrition Basics</a>
<input type="checkbox"/>	<a href="#">Log Your Foods Worksheet</a>
<input type="checkbox"/>	<a href="#">Weigh In</a>
<input type="checkbox"/>	<a href="#">Review Tips on Creating a Healthy Pantry and Clean out Yours</a>
<input type="checkbox"/>	<a href="#">Replace Soda or Juice with Water</a>

On the right side, there are two sections: 'Useful Tools' featuring a red toolbox icon and links to 'Meal Planner', 'Food Log', 'Track My Weight', and 'My Nutritional Needs'; and 'Learn More' featuring an open book icon and links to 'MyPyramid.gov', 'www.eatright.org', 'Fruits & Veggies', 'Dietary Guide', and 'Portion Distortion Quiz'. At the bottom, a 'Coming Up Next' section is titled 'What to do Next' with the task 'Learn About Food Labels and Serving Sizes'.

For convenience, once you have enrolled in a workshop, your workshop's tasks will also display in the **My To-Do List** on your Dashboard.

The screenshot shows the 'My To-Do List' section. It contains four tasks, each with a document icon, the task name, the workshop name 'Nutrition Workshop', and a 'DO THIS NOW' button:

- [Learn All About Nutrition Basics](#) (Nutrition Workshop) [DO THIS NOW]
- [Log Your Foods Worksheet](#) (Nutrition Workshop) [DO THIS NOW]
- [Replace Soda or Juice with Water](#) (Nutrition Workshop) [DO THIS NOW]
- [Review Tips on Creating a Healthy Pant...](#) (Nutrition Workshop) [DO THIS NOW]

**Note:** To access all features of your current workshop (in addition to the to-do list), select **Wellness Workshops**. To manage, change or add/delete workshops in your queue, select **Manage Workshops**.

**Weekly Tasks:** Each week you will be presented with a weekly objective, goal and tip, as well as a list of tasks to be completed. You will be prompted to complete each task for that week, and must complete each task before progressing to the next week’s goals and tasks. To complete any task, click on the task and follow the instructions that are presented. Instructions may guide you to read an article or tip sheet, watch a video, use a specific wellness tool, or complete a wellness assessment.

Please read the following article and then click the 'OK' button at the bottom of the page.

Title: What are the basic food groups?

### WHAT ARE THE BASIC FOOD GROUPS?

Foods are grouped together when they share similar nutritional properties. Recommendations are based on your age, sex, and activity level. To find out your personal nutrition recommendations visit MyPlate.gov.

Food Groups	Examples	
Grains	Whole wheat bread and rolls, whole wheat pasta, English muffin, pita bread, bagel, cereals, grits, oatmeal, brown rice, unsalted pretzels and popcorn	
Fruits	Apples, apricots, bananas, dates, grapes, oranges, grapefruit, grapefruit juice, mangoes, melons, peaches, pineapples, raisins, strawberries, tangerines, and 100% fruit juice	
Vegetables	Broccoli, carrots, collards, green beans, green peas, kale, lima beans, potatoes, spinach, squash, sweet potatoes, tomatoes	
Fat-free or low-fat milk and milk products	Fat-free (skim) or low-fat (1%) milk or buttermilk, fat-free, low-fat, or reduced-fat cheese, fat-free or low-fat regular or frozen yogurt	
Lean meats, poultry, fish, and beans	Meat, poultry, fish, dry beans or peas, eggs, nuts, and seeds (Dry beans and peas are part of this group as well as the vegetable group.)	
Nuts, seeds, and legumes	Almonds, hazelnuts, mixed nuts, peanuts, walnuts, sunflower seeds, peanut butter, kidney beans, lentils, split peas	

Adapted from Center for Disease Control and Prevention, [http://www.cdc.gov/nccdohq/dnqa/nutrition/nutrition\\_for\\_everyone/basics/food\\_groups.htm](http://www.cdc.gov/nccdohq/dnqa/nutrition/nutrition_for_everyone/basics/food_groups.htm)

OK Print

Week One Day 2 of 7

**Week 1: Getting Started**

**Goal:** Become Familiar with the Basic Food Groups

**Tip:** Replace Your Juice or Soda with Ice Cold Water, Adding Lemon for a Little Extra Flavor!

Status	Task Description
<input checked="" type="checkbox"/>	<a href="#">Learn All About Nutrition Basics</a>
<input type="checkbox"/>	<a href="#">Log Your Foods Worksheet</a>
<input type="checkbox"/>	<a href="#">Weigh In</a>
<input checked="" type="checkbox"/>	<a href="#">Review Tips on Creating a Healthy Pantry and Clean out Yours</a>
<input type="checkbox"/>	<a href="#">Replace Soda or Juice with Water</a>

Once a particular task has been completed, it will be automatically checked off your task list. You must complete all tasks (all tasks must be checked off) before continuing on to the next week’s tasks.

## Additional Features:

**A. My To Do List:** Find your list of weekly tasks to be completed here.

**B. My Progress:** Track your progress by selecting **My Progress**. This feature will allow you to view workshop status, weeks completed and tasks completed.

**C. About This Workshop:** View a summary of your chosen Wellness Workshop as well as a list of the weekly goals.

**D. Change Workshop:** You may participate in only a single workshop at a time. At any time, can opt to reset or select an alternate Wellness Workshop by selecting **Change Workshop**. View summaries of all workshops here and select an alternate if so desired. If you opt to change workshops before completing the current workshop, any progress made in the current Wellness Workshop will not be saved, and you will collect no incentive points.

**E. Useful Tools & Learn More:** Each Wellness Workshop includes a topic-specific “Useful Tools” and “Learn More” feature. The Useful Tools feature provides quick links to wellness tools within the product that may be helpful throughout the course of the workshop. The Learn More feature provides links to additional topic-specific information from other reputable resources.

The screenshot displays the 'Nutrition Workshop' interface. At the top, there is a navigation bar with a 'Back to Dashboard' button and four tabs: 'My To Do List' (labeled A.), 'My Progress' (labeled B.), 'About This Workshop' (labeled C.), and 'Change Workshop' (labeled D.). Below the navigation is the title 'Nutrition Workshop' and a sub-header 'Establish Better Eating Habits'. The main content area is divided into two columns. The left column shows 'Week One' (Day 1 of 7) with the title 'Week 1: Getting Started'. It includes a goal: 'Become Familiar with the Basic Food Groups' and a tip: 'Replace Your Juice or Soda with Ice Cold Water, Adding Lemon for a Little Extra Flavor!'. Below this is a table with a 'Status' column and a 'Task Description' column. The tasks listed are: 'Learn All About Nutrition Basics', 'Log Your Foods Worksheet', 'Weigh In', 'Review Tips on Creating a Healthy Pantry and Clean out Yours', and 'Replace Soda or Juice with Water'. The right column contains two sections: 'Useful Tools' with a red toolbox icon and links for 'Meal Planner', 'Food Log', 'Track My Weight', and 'My Nutritional Needs'; and 'Learn More' with an open book icon and links for 'MyPyramid.gov', 'www.eatright.org', 'Fruits & Veggies', 'Dietary Guide', and 'Portion Distortion Quiz'. A blue box labeled 'How to use this tool' is located in the top right corner. A large arrow labeled 'E.' points to the 'Useful Tools' and 'Learn More' sections.

## Wellness Challenges

Wellness Challenges can be created by your administrator to help further motivate you to be active in your wellness by creating competitive walking, exercise and weight challenges. This tool is designed to host friendly wellness competitions between individuals, teams and locations. Any upcoming challenge information can be seen at the top of your Dashboard page. To participate in a challenge, click on **Signup Now** and register for the challenge.

*There are active challenges available. Sign up now and get involved!* ?

**Walk at Work!** 11/28/2011 - 12/12/2011 11:59:59 PM

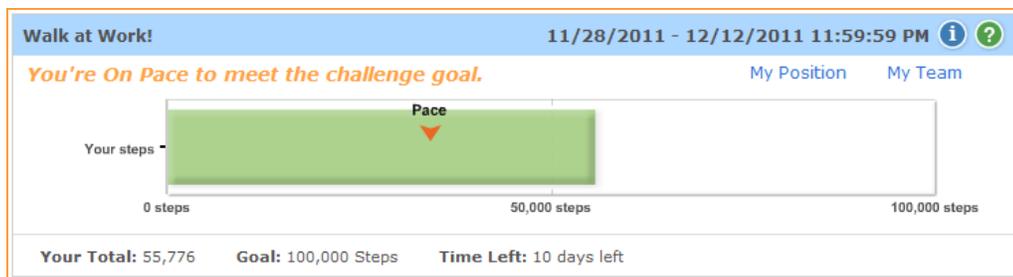
 Signup for this challenge and walk with your buddy at the workplace. Signup Now!

**Goal: 100,000 Steps**

Once signed up for a Wellness Challenge, you should see the **Your Challenges** icon on your Dashboard page. Members may click on this icon to see their personal status, as well as team or location **status** in the Challenge.

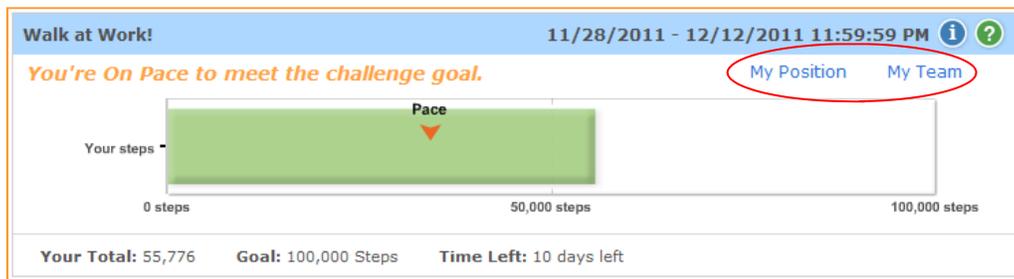


When the Challenge starts, a graph at the top of the Dashboard page will show individual status in the challenge as it relates to the set pace, as well as information about the challenge goal and the start and end date.



**Update Your Challenge Progress:** Regularly input your progress throughout the challenge to keep your challenge status up-to-date. Updating progress depends upon the challenge type. A Walking Challenge, for example, requires you to regularly upload, or enter your daily steps into your wellness account.

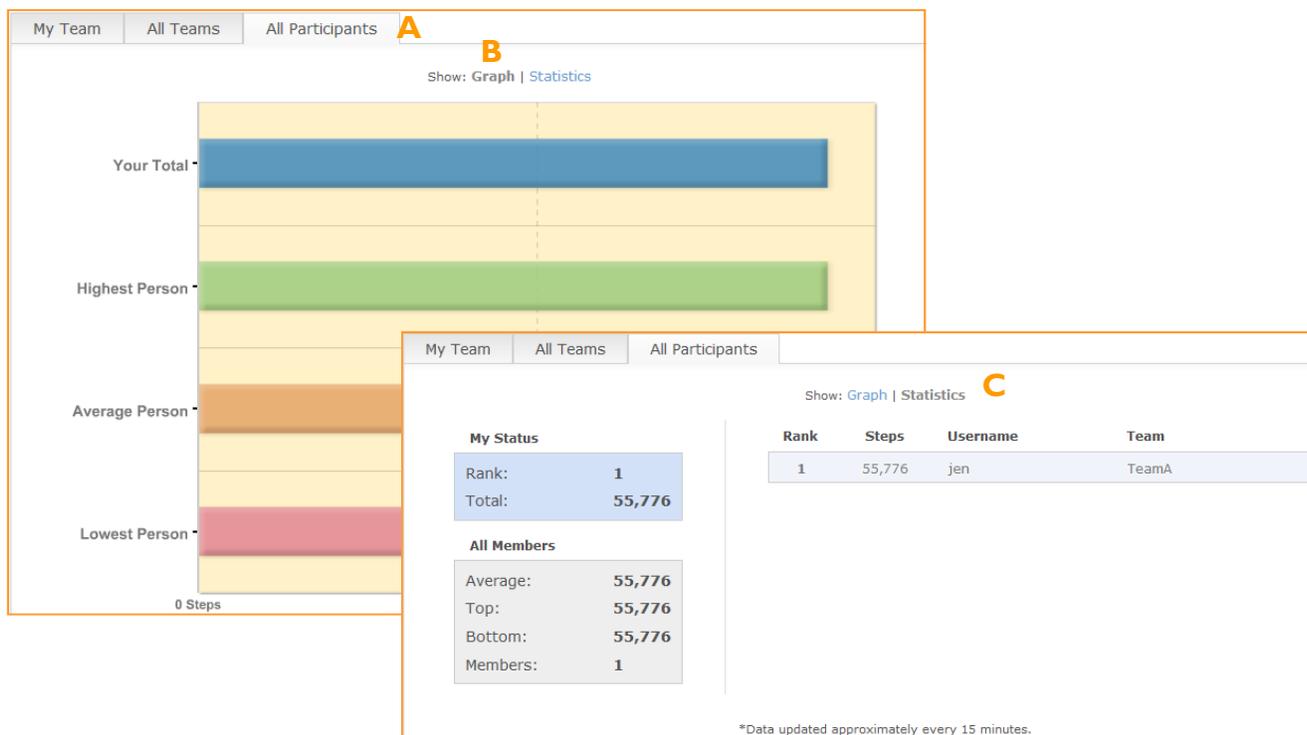
**Challenge Page:** You can access information about your team’s/organization’s progress in the challenge so far by selecting **My Position** or **My Team/Location**.



**A. Opponent Rankings:** You can view data (in either graph or statistical representation) for the participants on your own team/location, for how all teams/locations are averaging, and for how all the individual participants are doing in the challenge. (For some challenges, you may see only the **All Participants** tab)

**B. Graph:** View a graphical representation of the data you want to view.

**C. Statistics:** See a statistical breakdown of the data you want to view.



\*Data updated approximately every 15 minutes.

**Comment Board:** On the Challenge Page, you can also access the Comment Board, where you can post comments for other challenge participants to see and respond to.

- A. All Participants vs. My Location/Team:** You can view posts made by all the participants in the challenge, or just posts that are made by members in your own Location/Team.
- B. Post Comment:** Type in your post and select post for it to appear at the top of the list of posts.
- C. Post Reply:** You can reply directly to other members' posts. Replies are highlighted.

The screenshot displays a comment board interface. At the top, there are two tabs: "All Participants" and "My Location", with a red letter "A" next to "My Location". Below the tabs is a text input field with the placeholder text "Post to all challenge members here" and a green "Post" button with a red letter "B".

The first comment is from "Jen (A)" dated "12/5/2011 7:27 AM" with the text "Pick it up!". Below it is a "Reply" button with a red letter "C".

The second comment is also from "Jen (A)" dated "12/5/2011 7:27 AM" with the text "I'm gonna whoop all of you!". Below this comment is a "Hide Replies" button.

The third comment is from "Mike (ACI)" dated "12/5/2011 7:28 AM" with the text "Yeah, right!". To the right of the text are "Delete" and "Reply" buttons. Below the comment is a text input field with the placeholder text "Post reply to comment here" and a green "Reply" button.

**View Challenge Progress:** To view your standings in the challenge, click on the Your Challenges button.  You can also click **How do I compare?** from the team/organization progress page.

- A.** How your progress compares to the rest of your team. Click **Overall** to compare your progress to every other individual participating in the challenge.
- B.** **% Complete:** How much of the challenge you have completed. The percent represents your progress towards the challenge’s goal.
- C.** All the challenges you’ve participated in.

Once you are finished, click 'Close' to return.

Walk With Your Buddy!



**Mike Sorrell**  
Walk With Your Buddy!  
Your Team: 7 of 9  
You in Team: 2 of 2  
You Overall: 13 of 19

Your Team
Overall



0 steps      200,000 steps      400,000 steps

Average Challenge Completion



0 percent      25 percent      50 percent      75 percent      100 percent



All Challenges

Challenge Name	Team Rank	Percent Completed	Completed Date
 Walk With Your Buddy!	7 of 9	56%	<i>Still Running</i>

\* This page is updated every 15 minutes.

**A.** ← points to the Overall tab in the comparison chart.

**B.** → points to the progress bar in the Average Challenge Completion section.

**C.** → points to the All Challenges table.

## Coming Soon—Version 2 Food Log

Soon we will be updating our current Meal Plan and Food Log tools with our V2 *Food Log*. Here is a very brief description of the updated tool.

The screenshot displays the 'Food' application interface. At the top, there is a navigation bar with a 'Food' icon and a search bar. Below this, the 'Entry' section shows the current date as 'Today - 10/6/2011' and a search bar with the text 'Find foods'. A list of favorite foods is shown, including 'Oven-fried Parmesan Chicken - 1 unit(s) (194 calories)'. The 'Today's Food Log' section contains a table with columns for 'Serving', 'Food', 'Calories', 'Carbs', 'Protein', 'Fat', and 'Latest'. The table lists three items: 'Vegetable (90-115 calorie range)', 'Bagel - Cinnamon Raisin', and 'Cereal, Lucky Charms, General Mills'. The 'Today's Goals' section shows a progress bar for 'Calories' and a 'Food Log Points: 0' indicator. Below this, a table compares 'Consumed' and 'Recommended' values for 'Calories', 'Carbs', 'Protein', and 'Fat'. The 'Education' section lists three links: 'Eating a Diet Low in Fat', 'Eating a Diet Rich in Fruits and Vegetables', and 'Food and Nutrition'.

**Entry**

Today - 10/6/2011

★ Favorite (72) Recent (50) Search All Foods (122)

Oven-fried Parmesan Chicken - 1 unit(s) (194 calories)

Oven-fried Parmesan Chicken - 1 unit(s) (194 calories)

Oven-fried Parmesan Chicken - 1 serving(s) (194 calories)

Oven-fried Parmesan Chicken - 1 unit(s) (194 calories)

Oven-fried Parmesan Chicken - 1 unit(s) (194 calories)

★ Manage Favorites

**Today's Food Log**

Serving	Food	Calories	Carbs	Protein	Fat	Latest
<b>Breakfast</b> <input type="button" value="★ Add to Favorites"/>						
1 cup(s)	Vegetable (90-115 calorie range)	200	36	4	0	<input type="button" value="i"/> <input type="button" value="x"/>
1 Serving	Bagel - Cinnamon Raisin	358	72	13	2	<input type="button" value="i"/> <input type="button" value="x"/>
2 cup(s)	Cereal, Lucky Charms, General Mills	228	50	4	2	<input type="button" value="i"/> <input type="button" value="x"/>

**Today's Goals**

Calories

Goal

Calories	Carbs	Protein	Fat
786	158	21	4
<b>Consumed</b>			
1500	75	188	50
<b>Recommended</b>			
714	-83	167	46
<b>Remaining</b>			
<a href="#">Nutritional Summary</a>			

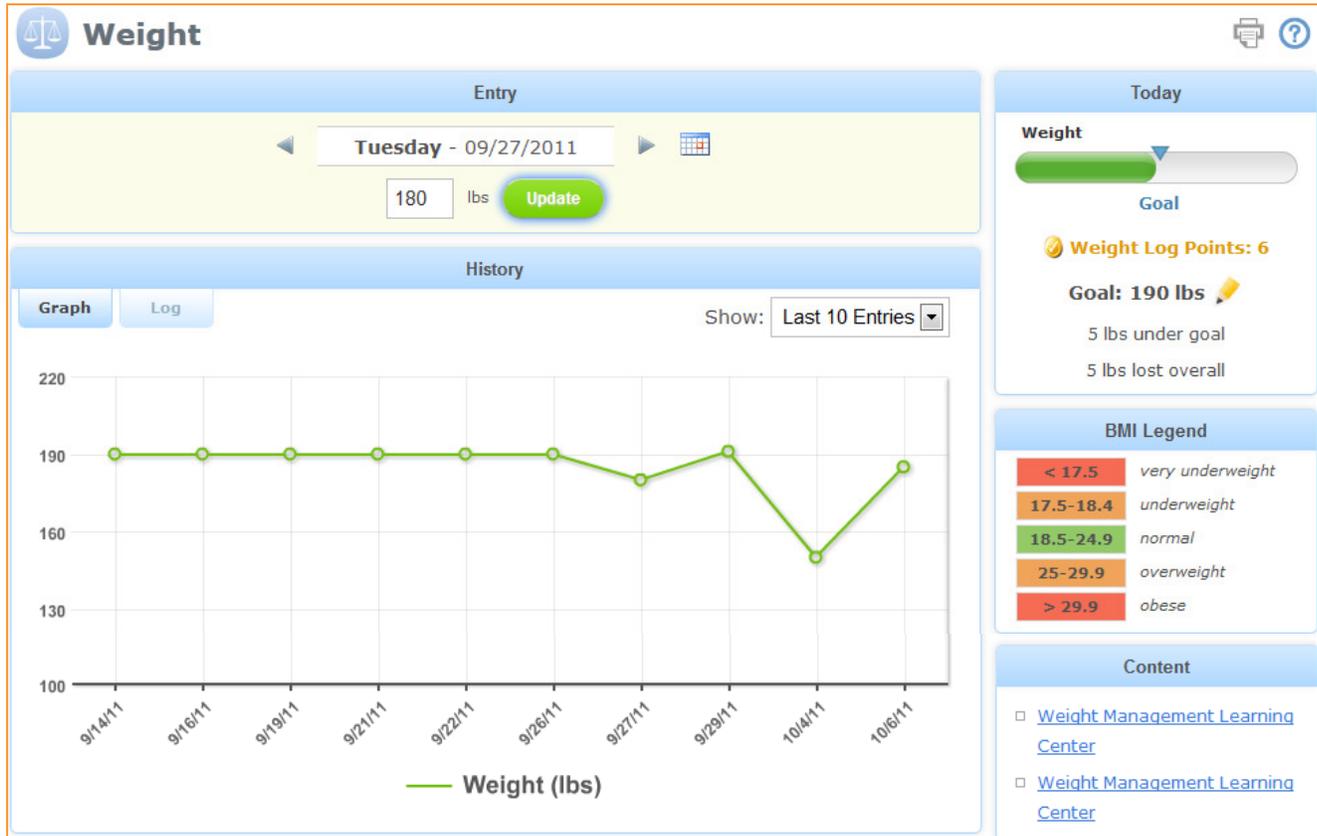
**Education**

- [Eating a Diet Low in Fat](#)
- [Eating a Diet Rich in Fruits and Vegetables](#)
- [Food and Nutrition](#)

This new food log tool will enhance your ability to track your daily nutritional intake. You'll quickly be able to access and log your favorite foods, search for new foods, see today's nutritional breakdown, see how many points you've earned today for logging food, access nutritional information, access educational resources, and much more all on a single page.

## Coming Soon—Version 2 Weight Log

Soon we will be updating our current weight tracking tool with our V2 Weight Log. Here is a very brief description of the updated tool.



This new log will have a cleaner look and feel, and give you the ability to track your weight history with a user friendly graph or with a historical list. Your log will also display your BMI as red, orange, or green to display risk. You'll also have a display of your weight goal progress, any points you have earned today for logging your weight, and access to educational resources.

# Coming Soon—Version 2 Health Logs

Soon we will be updating our current blood pressure, blood glucose, cholesterol, and heart rate logs with a new look and feel.

These new health logs will all have a cleaner look and feel, and each function as user-friendly, one stop areas for tracking and entering your blood pressure, blood glucose, cholesterol, and heart rate.

The image displays three overlapping screenshots of health log interfaces. The top-left screenshot shows the 'Cholesterol' log, the middle-right shows 'Blood Glucose', and the bottom-left shows 'Heart Rate'. Each interface includes an 'Entry' section for data input, a 'History' section with a graph, and a 'Content' section with related articles. The 'Cholesterol' log features a table for legend values, the 'Blood Glucose' log has a legend for fasting and random glucose levels, and the 'Heart Rate' log includes a goal slider and a fitness goal description.

### Cholesterol Log

**Entry**  
 Today - 10/6/2011  
 Total Cholesterol (mg/dL) [ ] HDL (mg/dL) [ ] LDL (mg/dL) [ ] Triglycerides (mg/dL) [ ] **Update**

**History**  
 Graph Log Show: Last 10 Entries

Total	HDL	LDL	TG	Ratio
(mg/dL)	(mg/dL)	(mg/dL)	(mg/dL)	
> 239	< 40	> 159	> 199	> 5

### Blood Glucose Log

**Entry**  
 Today - 10/6/2011  
 Time: 12:00 PM Glucose (mg/dL) [ ] Medication (optional) [ ] **Update**

**History**  
 Graph Log Show: Last 10 Entries

Fasting	Random
(mg/dL)	(mg/dL)
> 125	> 199
100 - 125	140 - 199
70 - 99	80 - 139

### Heart Rate Log

**Entry**  
 Today - 10/6/2011  
 [ ] bpm **Update**

**History**  
 Graph Log Show: Last 10 Entries

**Today**  
 Heart Rate [Slider]  
 Goal [Slider]  
 Fitness Goal: Cardiovascular  
 You need to exercise at a heart rate between 113 and 130 to achieve your goal

**Content**  
 Fitness and Exercise

# Wellness Made Easy