

# Activity Tracking

## How-to Guide

Activity Tracking allows you to easily keep track of your activity to move you closer to your overall activity goal. As you work towards your goal, you'll be able to ask donors to pledge to give for every activity you complete!

When viewing the Activity Tracking tab, you'll be able to log activity, edit your personal and/or team activity goal, and view your current streak or longest streak, which will help motivate you and your team to keep being active towards your goal. Family, friends, and supporters can view your personal or team fundraising page at anytime to see how much activity you've completed, such as how many steps or miles you've already accomplished, while being inspired by your dedication to the cause!

### STEP 1: Log-In

If you are registered for the event and you visit your event's website, you should see **Welcome, FIRST NAME** at the top right of the website (example below). Once logged in, select **Activity Tracking** to get started.



If you see Login at the top right of the menu bar instead of **Welcome, FIRST NAME**, you should be able to login with your registration information and then see the **Welcome, FIRST NAME** on the top right (like the image above) after you've successfully logged in. If you do not remember your login information, please contact fundraising@efa.org to and we will help reset your password/ensure you are registered

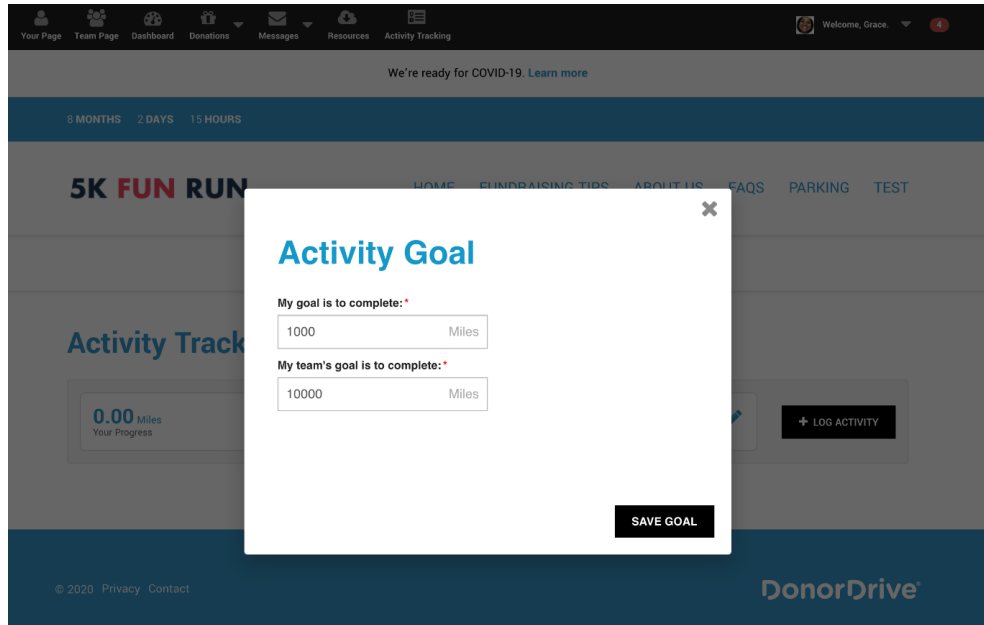
### STEP 2: Set a Personal Activity Goal

1. Once logged in and you've selected **Activity Tracking** on the Dashboard, click the pencil icon for **Your Progress**.
2. Under **My goal to complete is:** enter your activity goal.
3. Click **Save Goal**. You can update your Activity Goal at anytime following these steps.

Note: If you are a team captain, you will also see: **My team's goal to complete is:**



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## STEP 3: Set a Team Activity Goal (Team Captains only)

1. Once logged in and you've selected **Activity Tracking** on the Dashboard, click the pencil icon for **Team Progress**.
2. Under **My team's goal to complete is:** enter your team's activity goal.
3. Click **Save Goal**.

## STEP 4: Log Activity

1. Once logged in and you've selected **Activity Tracking** on the Dashboard, click **Log Activity**.
2. For **Units** (such as steps, miles, kilometers, minutes, or reps), enter your amount you've completed.
3. For **Activity Date**, select the date you completed this activity.
4. For **Activity Description**, enter a description of the activity you completed, such as "Walked with Mom." (optional).
5. Click **Save**.

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8 MONTHS 2 DAYS 15 HOURS

## 5K FUN RUN

HOME FUNDRAISING TIPS ABOUT US FAQs PARKING TEST

HOME ABOUT THE RUN PARKING FAQs

### Activity Tracking

5K Fun Run

**50.00** Miles  
Your Progress

**0.00** Miles  
Team Progress

**1**  
Current Streak  
Longest Streak: 1 Day

**+ LOG ACTIVITY**

Date	Miles	Description
July 31	50	Ran with friend

Viewing 1-1 of 1

You're all set! Your friends and family can view your Activity Progress at any time by visiting your Fundraising Page and viewing **I Completed X Activity**.

Questions? Be sure to contact your local event staff under the **Contact Us** tab