



## Coordinator's Guide

Welcome to the Lighten Up Nashua Challenge! It's time to get your teams together, and compete to lose the greatest percentage of weight, accumulate the most fitness minutes, and of course, get healthy! We encourage all organizations to join us, and help their employees get healthier in 2015.

Throughout the year-long program, Lighten Up Nashua will help educate participants on how maintaining a healthy body weight, and exercising can improve their overall health which can reduce the risk of developing chronic diseases including heart disease, diabetes and stroke.

Beginning January 19, 2015 and throughout the year, organizations, and the community at-large are invited to form teams, and compete for prizes. There are three -16 weeks sessions, and registration is ongoing so participants are welcomed to register at any time through the year. There is no limit to the number of teams you can have from your organization and you can form as many teams as you'd like to compete.

### How to Start

As a Lighten Up Nashua Coordinator, you can help rally your business colleagues and friends to form teams. These teams will compete with each other to lose the greatest percentage of body weight, and accumulate the most exercise minutes. Teams can choose their own weight loss, and exercise plan, but many helpful diet, and exercise resources such as; recipes, exercise videos, and nutrition information, can be found at [www.LightenUpNashua.org](http://www.LightenUpNashua.org)

### Remember as a coordinator you are a cheerleaders for team participation!

As coordinators you can help organize healthy lunches, walking groups, and goal setting for your teams. **To help you with additional resources available at St. Joseph Hospital click [here](#).**

**Begin** by tell your colleagues to sign up by visiting [www.LightenUpNashua.org](http://www.LightenUpNashua.org). To register their teams of 4, they will need the following information:

- Names, email addresses, team name (Encourage them to be as creative or silly as they please!) and phone numbers of all participating team members to complete the online registration form.
- Once all their information is submitted on the registration form, **their email address will become their Lighten Up Nashua Unique ID.**
- Each team member will receive an email with a link to complete their survey registration.

They will use this Unique ID and the PIN# they create during registration when they submit their weight and exercise minutes, and to be eligible to win prizes.

## How to Track Their Progress

How to Submit Your Weight and Exercise Minutes

- Each individual will submit their weight and exercise minutes using the blue “Progress Tracker” button found on the [www.LightenUpNashua.org](http://www.LightenUpNashua.org) homepage – upper left corner.

The best results happen when coordinators remind participants about weighing in, and tracking their exercise minutes. It is important to encourage participants to weigh themselves on the same scale to insure consistent weight throughout the competition. Some organizations supply a scale or scales.

## Weight submission dates:

### 1st 16 week session

Final Weigh-in for the first 16-week session is May 8, 2015.

Note: For participants to be eligible for prizes they need to submit their weight and their exercise minutes at least once a month.

### 2nd 16 week session

Final Weigh-in for the second 16-week session is September 4, 2015.

Note: For participants to be eligible for prizes they need to submit their weight and their exercise minutes at least once a month.

### 3rd & Final 16 week session

Final Weigh-in for the third 16-week session is December 31, 2015.

Note: For participants to be eligible for prizes they need to submit their weight and their exercise minutes at least once a month.

**Remember confidentiality is important!** All participant information should be kept confidential.

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## Lighten Up Nashua 16-Week Sessions

January 19 – May 8, 2015 | May 25 – Sept 4, 2015 | Sept 14, 2015 – December 31, 2015

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## Lighten Up Nashua Team Challenge Marketing Materials

- **Lighten Up Nashua Announcement Letter for employees-** Use this letter (link on the Q&A Page) to announce the Lighten Up Nashua Challenge to your employees. You can use it as a letter or copy and send it out in an email.