

FOR COUNTY OF SANTA CLARA EMPLOYEES

Health FOR THE Holidays™

— User Guide —



Employee Wellness Division
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www.sccgov.org/wellness

Health FOR THE Holidays™

How to Log Activities

CAMPAIGN GOAL

Earn at least **15 inches of snow a week** by logging the following from November 15 to December 12, 2021:

- *Be Active:* Log at least 6,000 steps a day.
- *Eat Healthy:* Complete at least 2 out of the 4 daily activities.
- *Gift Box:* Complete the daily activity.

① Go to [State of Wellness](#)* and click **Enter**. On the homepage, click **Log**.



(*You must be on a County-issued device and on the County network to access the Health for the Holidays platform. You will be redirected to an external website outside of the County network, and you will be required to agree to the Privacy and Terms of Use by Health Enhancement Systems.)

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- ② To log physical activity, use the step converter dropdown or enter steps manually. Click **Convert & Save** / **Save**.

The screenshot shows a form titled "Be Active" with a snowflake icon and a value of "6000+ steps". Below the title is a dropdown menu labeled "Choose an activity" with a three-dot menu icon. Below the dropdown is a "Manual Steps" input field with a "Steps" button. To the right of the dropdown is a green button labeled "Convert & Save". To the right of the "Steps" button is a green button labeled "Save".

- ③ To log healthy eating or gift box activities, check the boxes. Click **Save**.

The screenshot shows two sections: "Eat Healthy (aim for 2+)" and "Gift Box". The "Eat Healthy" section has a snowflake icon, a link "What's This?*", and four checkboxes, all of which are checked: "5+ produce servings", "No sugar-added drinks", "No after-dinner eating", and "Breakfast". The "Gift Box" section has a snowflake icon, a link "Upcoming*", and one checked checkbox: "Gather to share at least 1 meal with friends, family, or colleagues." At the bottom of the form are "Cancel" and "Save" buttons, and a "0''" label.

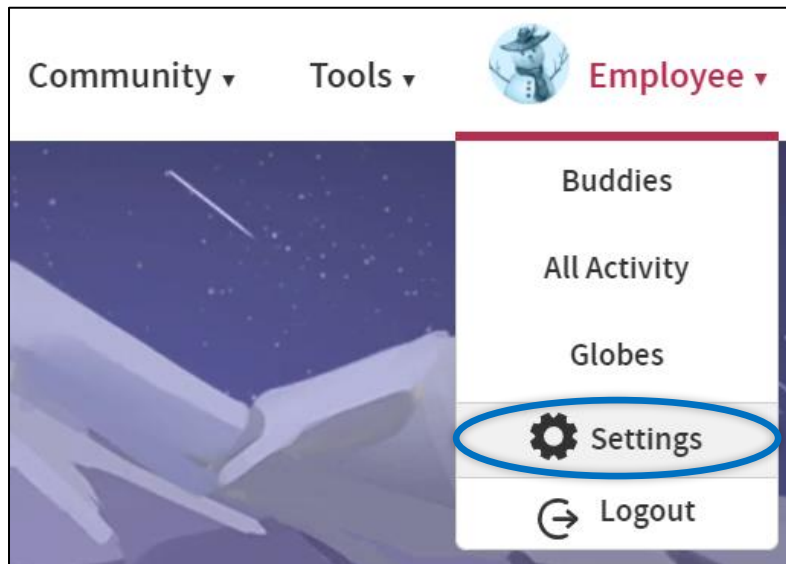
**For more details, click What's This? or Upcoming.*

- ④ Click **Paint Your Scene**. → **Paint Your Scene** ▶

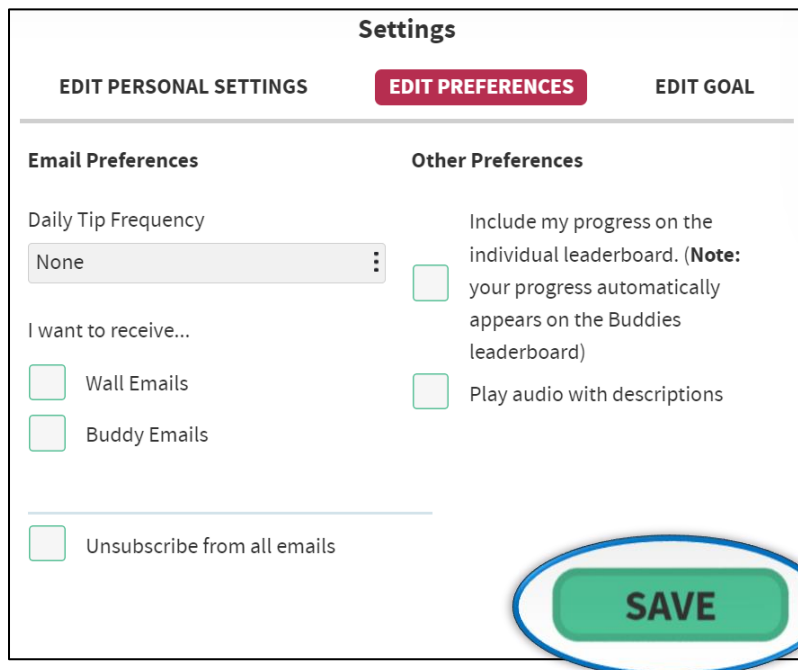
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How to Edit Settings

- ① Under your name, select **Settings** to edit personal settings, preferences, and goal.



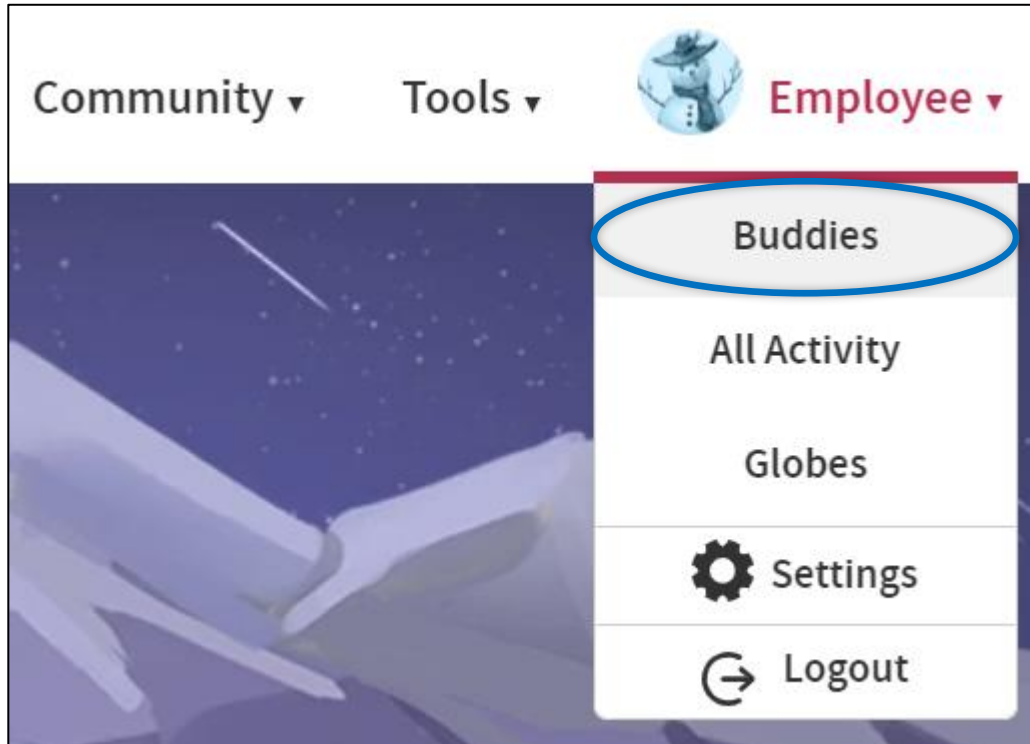
- ② Under Edit Preferences, you can opt in/out to emails and the leaderboard. Click **Save**.

A screenshot of the 'Settings' page. The page has three tabs: 'EDIT PERSONAL SETTINGS', 'EDIT PREFERENCES' (which is selected and highlighted in red), and 'EDIT GOAL'. Under 'EDIT PREFERENCES', there are two columns: 'Email Preferences' and 'Other Preferences'. Under 'Email Preferences', there is a 'Daily Tip Frequency' dropdown menu set to 'None', and a section 'I want to receive...' with checkboxes for 'Wall Emails' and 'Buddy Emails'. At the bottom of this section is a checkbox for 'Unsubscribe from all emails'. Under 'Other Preferences', there is a checkbox for 'Include my progress on the individual leaderboard. (Note: your progress automatically appears on the Buddies leaderboard)' and a checkbox for 'Play audio with descriptions'. At the bottom right of the page, there is a large green 'SAVE' button circled in blue.

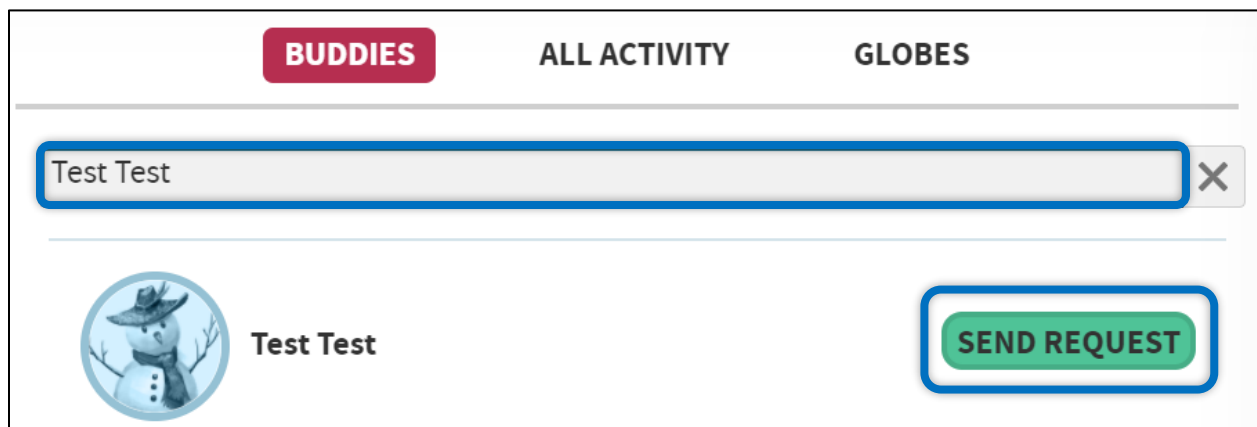
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How to Add Buddies (OPTIONAL)

- ① Under your name, select **Buddies**.



- ② Enter a name or email address in the search bar. Click **Send Request**.




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③ Under Pending Requests, you can **remove** or **resend** a request.

BUDDIES ALL ACTIVITY GLOBES

Invite by name or email Q

▼ Pending Requests

 **Test Test** Request Sent November 2

Remove Request **Resend**