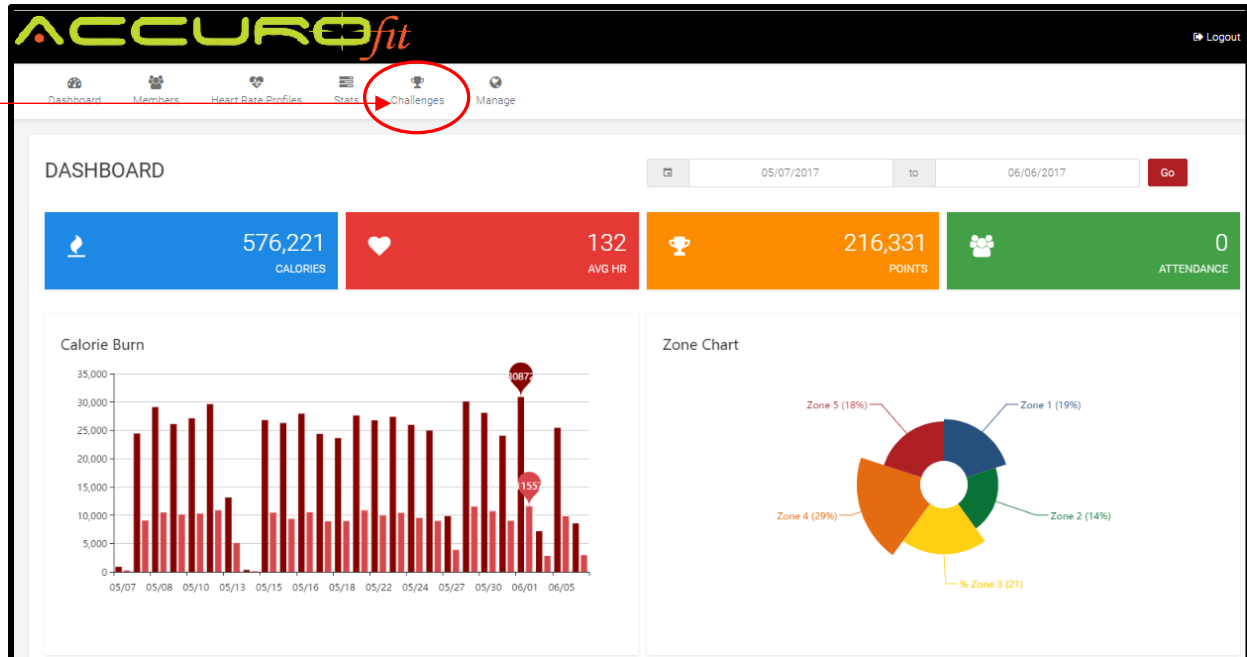
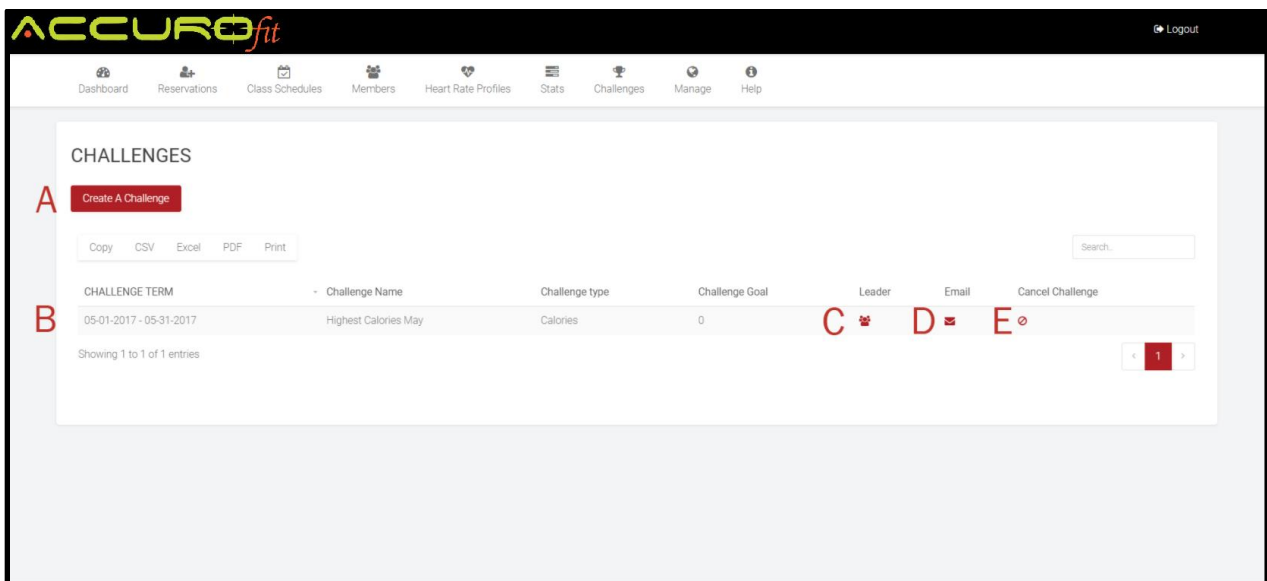


How to Create a Challenge with Dashboard



This section will show you how to create challenges for your studio. To create a challenge, first, click on "Challenges" at the top menu. This will bring you to the screen below.



A- Click on the **Create Challenge** button to create a challenge.

B- This list will display all your challenges that you have created. This will list out your challenge details such as challenge type and goals, etc.

C- Clicking on the **Leader** button will display the leader for the current challenge.

D- Clicking on the **Email** button will allow you to send an update email to all your clients.

E- Clicking on the **Cancel Challenge** button will allow you to cancel it.

[How to Create a Challenge with Dashboard](#)

The screenshot shows the 'CREATE CHALLENGE' interface in the ACCUREfit dashboard. The form is divided into several sections:

- Challenge Name (A):** A text input field.
- Date (B):** A date range selector showing '05/24/2017' to '06/23/2017'.
- Challenge Type (C):** A dropdown menu currently set to 'Zone Time'.
- Goal Selection (D):** A toggle switch labeled 'I don't want to set a goal'.
- Challenge Goal (E):** A text input field for the goal duration in minutes.
- First to goal wins (F):** A toggle switch.
- Select Included Zones (G):** A row of five colored buttons with checkboxes: Zone 1 (blue), Zone 3 (green), Zone 3 (yellow), Zone 4 (orange), and Zone 5 (red).
- Select Participating Locations (H):** Two boxes: 'Available Locations' containing 'PIQ Test Site' and an empty 'Selected Locations' box.
- Buttons:** 'select all' and 'deselect all' buttons below the location boxes; 'Save without emailing participants' (I), 'Save and email all participants' (J), and 'Cancel' buttons at the bottom.

When you click on the "Create Challenge" button, it will bring you to a screen like above. You will have to set the parameter for the challenge.

A- Enter a name of the challenge. This name will be what the challenge is called.

B- Select the dates for the challenge

C- Select the challenge type

- Zone Time - Time spent in certain zones
- Zone Points - Points accumulated in certain zones
- Calories - Calorie burn challenge
- Workouts - Total workouts accumulated

D- If you do not want to set a goal, you can check this option off.

E- Enter your goal for the challenge

F- If you check this button off, the contest will end once the goal is met.

G- Depending on the challenge you will see these zones. You can select which zones you want to focus on.

H- Select the location that you would like to participate in this challenge.

I- Click on this button if you DO NOT want to send an email to notify all the members of your club that owns a Heart rate monitor. (Your challenge will be created)

J- Click on this button if you WANT to send an email to notify all the members of your club that owns a Heart rate monitor. (You will be taken to the screen below to create the participant email)

[How to Create a Challenge with Dashboard](#)

The screenshot shows the ACCUROfit dashboard interface. At the top, there is a navigation menu with icons for Dashboard, Reservations, Class Schedules, Members, Heart Rate Profiles, Stats, Challenges, Manage, and Help. The main content area is titled "Example Challenge" and includes a "Back" button. Below the title, the challenge details are shown: "05/24/2017 - 06/23/2017" and "Zone Time Challenge" with a color-coded bar. The "Email Content" section is a rich text editor with a toolbar and a text area containing a template. The template text is: "Hello [first_name], We have created a new [challenge_name] challenge for you. The challenge will be taking place between [start_date] to [end_date]. This challenge will focus on [challenge_type] and the highest number wins. Good Luck!". At the bottom of the editor, there are "Send an email to all participants" and "Cancel" buttons.

When you click on the "Save Challenge and email Participants" button, it will bring you to a screen like above. You will have to create the email for your participants

A- This Section will contain your challenge details.

B- This section will contain your email template for your email. You can manually enter information into the template or you can use our predefined characters. If these characters are inserted into the template they will pull the information from the challenge and insert it into the email.

[first_name] = First name of participant

[challenge_name] = Challenge Name

[start_date] = Challenge start date

[end_date] = Challenge end date

[challenge_type] = Challenge Type (Zone time, Zone Points, Attendance, Calories)

[goal] = Challenge Goal