

CAPTAINS: MUST KNOW

1. Register your team(s) on or by Monday, September 24.
2. You may only use the Miles for Wellness Challenge 18: The Trail of Amusing Museums Captains Spreadsheet for reporting steps for this competition.
3. Captains Spreadsheets contain two pages:
 - a.) Team roster - for entering your team members' contact information; and
 - b.) Captains Tracking - for reporting of team step totals.
4. The only way to add team member names to the Captains Spreadsheet is through the Team Roster Tab. The only thing that CAN be typed onto the Captains Tracking Tab (sheet) are the step totals of your team members.
5. You may add or substitute team members on the Team Roster before Week 2 reporting. After that first report is submitted, all teams remain the same for the duration of the competition. You can't make any new additions or substitutions. However, you can remove members throughout the entirety of the challenge.
6. You are responsible for collecting and keeping the signed Liability Waiver forms from all team members. Also, at the end of the challenge, captains must gather and keep all Participant Spreadsheets until official announcement of winners.
7. You must advise team members who use conversions to remove their tracking device while performing the activity for which a conversion will be used, in order to avoid "double-dipping".
8. You should encourage your team members throughout the competition and lead by example.
9. Unfortunately, the Office of State Human Resources does not have pedometers to give out to participants.
10. You are asked to assist in our Arthritis Awareness efforts by sharing how many team members have arthritis. This information is completely voluntary and may be left blank on the captain's roster page.
11. You will receive the link to report step totals via an email from Milesforwellness@nc.gov
12. You are responsible for recording team step totals on or before the dates below (also listed at the bottom of the Captains Spreadsheet):
 - a.) Team Total Steps for Weeks 1 and 2 (**BLUE BOX**) are due by Wednesday, October 10.
 - b.) Team Total Steps for Weeks 1 - Week 4 (**BLUE BOX**) are due by Wednesday, October 24.
 - c.) Team Total Steps for Weeks 1 - Week 6 (**BLUE BOX**) are due by Wednesday, November 7.
 - d.) Final Team Total Steps for Weeks 1 - Week 8 (**BLUE BOX**) are due by Wednesday, November 28.

FINAL STEPS MUST BE REPORTED BY November 28.

Registration takes place starting August 20th through September 24 at: [MilesforWellness.nc.gov](https://oshrc.nc.gov/state-employee-resources/benefits/wellness/miles-wellness/miles-wellness-challenge-18)
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Prior to each report, captains will receive an electronic REPORTING LINK.

******Winners will be announced to captains via email on or before Wednesday, December 5!**

Final team step submissions received after the November 28 deadline will not be eligible to win.