

2015 WHOI Fitness Challenge: Weekly Exercise Log Instructions

Weeks run from Sunday to Saturday. The deadline to submit weekly exercise logs is 5:00 p.m. (EST) on the following Monday.

- Spend at least 2 hours per week participating in any of the many activities listed on the Points Allocation Sheet to be eligible for weekly prizes.
- Record your progress on the online Weekly Exercise Log form
- Team Captains are responsible for making sure their team members complete their weekly activity logs on time.
- How to fill out Log Sheet:
 - First, check to be sure you are filling in your activity for the correct week
 - Click on the first box within a points category under the "Type of Exercise" column. A drop down box will appear listing all activities in that point range. Select the appropriate activity and enter the *Minutes* you exercised. The points will be automatically calculated and pro-rated appropriately.
 - Bonus Points! You can earn bonus points when you participate in extra challenges or added Healthy Behavior Rewards as outlined on the Points Allocation Sheet. We will announce organized activities/events throughout the 10-week period that are eligible for you to earn extra bonus points. **IMPORTANT:** This section is recorded by entering *Points*, not minutes. To receive credit for the allocated points, the activities in this section must be completed based on the # of times completing the specific activity. For example, if you complete the WHOI Fitness Trail, enter "1" in the box and it will automatically calculate 5 Points.
 - Participants can earn up to 10 extra Points each week for positive weight loss. To promote a healthy weight-loss, points are capped at a 2-lb maximum per week. Weight-loss should only be counted as positive weight loss from your beginning weight at the start of the Challenge. For example, if you weigh 150 lbs. on May 11th and lose 2 lbs during Week One, you can only count additional weight loss if below 148 lbs, and so on...
 - **IMPORTANT:** Be sure to 'save the log' before exiting to ensure your activity will be accepted and processed.

If at least 4 of your team members meet the 2-hour per week requirement and logs are submitted on time, your team will qualify for a chance to win the Weekly TEAM Prize!

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