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HEALTH AND EMPLOYEE BENEFITS POOL

PATH ADVENTURES

AN OLYMPIC CHALLENGE



*A Coordinator's Packet
For Registration and Getting Started*





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“WHAT IS A PATH ADVENTURE?”





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PATH ADVENTURE

AT A GLANCE



In a Nutshell:

Participants who join this 10-week program receive a **T-shirt** or a hat, and a **Pedometer** to log miles on their **Web Account** as they “virtually” walk through Olympic history.

Each person also receives a “**Log Book**” with “**Missions**” (guided weekly health goals) to accomplish. Also included in the book are interesting facts about various sports.

Participants track and record their progress then check in with a local, on-site Coordinator each week.

On their Healthy County PATH Account, participants can:

- Track progress interactively — they’ll see how they move along the virtual map as they enter activities.
- Receive weekly motivational emails.
- Read newsletters with tips on meeting their missions.
- View “stops” along the map with exciting information on Greek gods and Olympic champions.
- Use the “Cool Tools” activity-to-steps and calorie calculators.

It takes great county volunteers, called “Wellness Coordinators” to make this happen at the worksite. The job of a Coordinator includes:

1. Marketing the Healthy County PATH Adventure.
2. Help registering participants.
3. Handing out materials and getting participants started.
4. Drawing people’s attention to the weekly online newsletters.
5. Helping participants track their progress.
6. Collecting weekly progress summaries from participants.
7. Encouraging participants to fill out the final ending survey.



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WHAT'S UNIQUE ABOUT THE OLYMPIC CHALLENGE:

- **A Log Booklet that is Olympic Caliber**—the book is for tracking progress and for working on health goals called “Missions.” The Olympic booklet also includes:
 - Quotes by Greek philosophers Aristotle and Hypatia
 - Sports history & trivia
 - Weekly strength & stretch exercises



- **Weekly Missions (Health Goals) Focus on the 5 Olympic Ideals**—Fair Play, Hope, Friendship, Joy in Effort, and Dreams & Inspiration.
- **Route Stops on the Olympic Progress Map**—we call them “Medal Ceremonies,” or Olympic Village Route stops, that feature bios of ancient Greek Gods and Olympic Champions.





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*** COORDINATOR CHECKLIST ***

- Hang advertising posters up at various locations.
- Distribute the Registration *Participant Brochure* to employees which provides information about the program and instructions.
- Register yourself for the Adventure (P. 13).
- Help others Register for the Adventure (P. 17).
- Distribute PATH materials (T-shirts, hat, pedometers, and paper booklet). These will arrive the week of March 22nd. Check your box against your Roster to be sure you have what you need. NOTE: Distribute shirts based on your Roster (not on what people “think” they ordered).
- The Adventure Begins on Monday, March 29th!
- Collect Log Book Tickets or Web Summary Sheets each Monday. NOTE: You don’t have to do anything with them, just collecting them makes a difference in creating a feeling of accountability for the participant.
- Help people access the website, encouraging them to fill in progress each week. You can also make entries for them from your Roster. They’ll get credit for each week they record progress which may result in prizes.
- On week 10 encourage people to fill out the final *Participant Survey* so the Healthy County PATH folks can make the program even better next time around.
- Thank you for a job well done!





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Registration Instructions

Please read carefully & go to:

<http://mybenefits.county.org>

- Click: Get Connected
- Click: PATH Challenge

**Registration Deadline:
Friday, March 6, 2010**

If you have trouble with registration,
please find a computer and web savvy person who can help you.



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Step-By-Step Instructions:

STEP 1:

Finalize your new PATH Account if you haven't already done so.

STEP 2:

Register for
"PATH: An Olympic Challenge"

STEP 3:

Help REGISTER *Participants* who don't do so themselves.

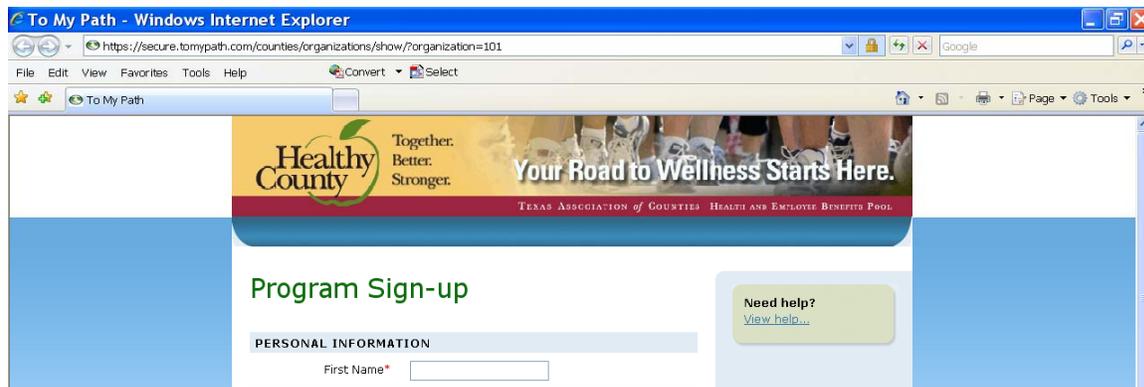
STEP 1 — IF YOU ARE NEW TO PATH

Enroll = Finalize Your Account:

1. Go to **MyBenefits.county.org**
2. Select: **Get connected**
3. Select: **PATH**
4. Your **“My Profile”** page will appear as a **“Program Sign-up”** form that is partially filled in. **Fill in** the missing information and tell us you are **“Coordinator.”**

NOTE: You will only need to do this once, the first time you log in to Healthy county PATH. Next time you log in you'll arrive at your dashboard.

Here's What To Look For:



Fill out the form, and **be sure to click “Yes” in the box next to the question “Are You A Coordinator”.**



ALSO: You are **NOT** a Retiree. Be sure that the Retiree option is **NOT** checked before proceeding.



State: [SELECT ONE...]

Zip*

Retiree? Check this box if you are a retiree

Don't forget to click "Sign-up" at the very bottom to finalize your account!



Enter your answer

Sign up >

Congratulations! You have successfully Enrolled (Finalized your Healthy County PATH Account). This account will be used as long as you are employed at this county. Your account will still be here next year when and if you return to Coordinate (or just participate in) PATH.

If you were successful, you'll get a screen that looks like this (see below). This is your "**DASHBOARD**". You'll land here each time you log in to our website.



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Your Road to Wellness Starts Here.

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DASHBOARD MY PROFILE COOL TOOLS CONTACT US Logged in as Amy Gilbert (Logout)

You are currently viewing your Dashboard

Welcome to Healthy County, Your PATH to Wellness

Texas Association of Counties Health Employee Benefits Pool (TAC HEBP) brings you your 2009 Healthy County Program. Thank you for taking advantage of a chance to improve your health by participating in the Healthy County PATH program. We're committed to providing you fun activities and great ways to make healthy choices. Please let your PATH Coordinator know if you have any questions, comments, or improvements to any of the activities we offer.

My Info
Me: Amy Gilbert
Username: agilbert.tac

path community
Welcome to the PATH Community! We hope you have fun!

AN OLYMPIC CHALLENGE
Get out and get moving!



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STEP 2 Register for "An Olympic Challenge"

From your Dashboard, click on "An Olympic Challenge." Then click on "Register for this PATH Adventure."

DASHBOARD MY PROFILE COOL TOOLS CONTACT US Logged in as Sadie Pike (Logout)

TAC Healthy County Olympic Challenge 2010

It's time to get out and move!

Registration is Open!
Click the button below to begin the registration process.

[Register for this PATH Adventure »](#)

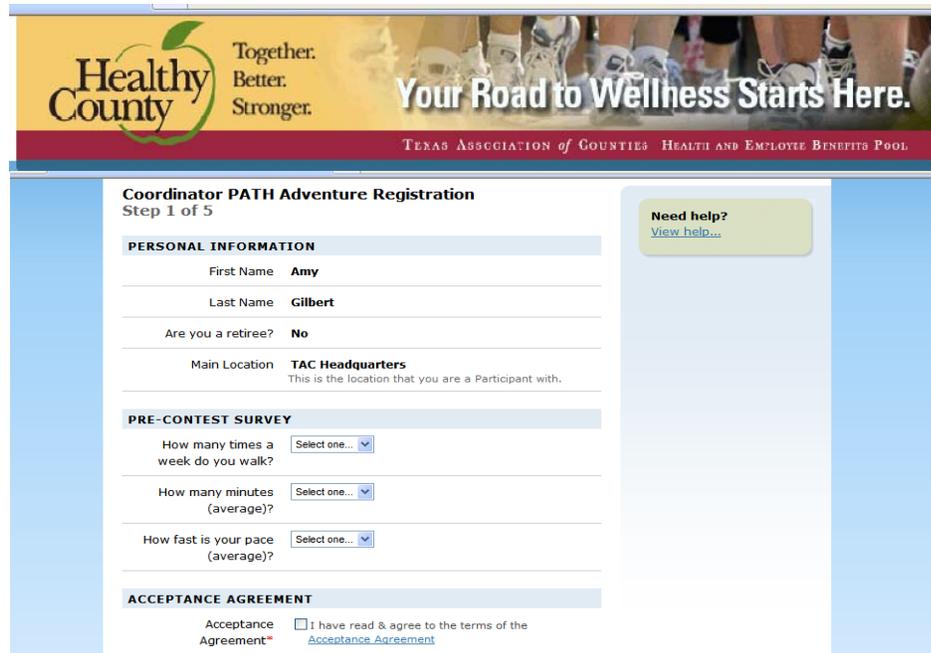
Please Note:
If you are a **coordinator**, please click on the **My Profile** link above and change your answer to the "Are you a coordinator?" to "Yes" before registering.

TAC Healthy County HEB brings you this exciting new PATH Adventure! Get out and get moving like the champion you are!

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Web site by Bluehouse Group

Now Register for the Adventure in 5 Easy Steps:

- 1) A registration form will appear. Verify your name, answer the **Pre-survey questions** (optional), read and click on the **Acceptance of Responsibility**, then click **“Next”**.



Coordinator PATH Adventure Registration
Step 1 of 5

PERSONAL INFORMATION

First Name **Amy**

Last Name **Gilbert**

Are you a retiree? **No**

Main Location **TAC Headquarters**
This is the location that you are a Participant with.

PRE-CONTEST SURVEY

How many times a week do you walk?

How many minutes (average)?

How fast is your pace (average)?

ACCEPTANCE AGREEMENT

Acceptance Agreement* I have read & agree to the terms of the [Acceptance Agreement](#)

Need help?
[View help...](#)

- 2) From the list, select the **County or Counties** for which you'll be a Coordinator and click **“Next”**.

NOTE: IT IS VERY IMPORTANT THAT YOU SELECT ONLY THE COUNTY(IES) THAT YOU NEED TO VIEW. IF YOU DO NOT SELECT YOUR PROPER COUNTY(IES) NOW, YOU WILL NOT BE ABLE TO VIEW ROSTERS FOR THIS COUNTY(IES) LATER.



Coordinator PATH Adventure Registration
Step 2 of 5

COORDINATOR LOCATION SELECTION

Select which locations you are a coordinator for. Choose all that apply.

Texas Association of Counties

<input checked="" type="checkbox"/> TAC Headquarters	<input type="checkbox"/> Cooke County
<input type="checkbox"/> Grayson County	<input type="checkbox"/> Crockett County
<input type="checkbox"/> Scurry County	<input type="checkbox"/> Crosby County
<input type="checkbox"/> Taylor County	<input type="checkbox"/> Culberson County
<input type="checkbox"/> Panola County	<input type="checkbox"/> Dallam County

Need help?
[View help...](#)



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- 3) Tell us where you want your group's materials shipped. You can choose the default, which is the physical address of the building in which you work. You can also choose to enter a different address, or, if applicable, you can choose to let another coordinator make this decision. If no one chooses a Ship-To Location, the default will be used. Then click "Next".

Coordinator PATH Adventure Registration
Step 3 of 5

PATH CONFERENCES
There are no conferences to register for at this time.

MATERIALS SHIP-TO LOCATIONS

TAC Headquarters

Amy Gilbert
TAC Headquarters
1210 San Antonio St
Austin, TX 78701

Please ship this location's items to the following alternate address:

Note: We cannot ship to P.O. Boxes

Another coordinator will specify this location's ship-to address.

[Next »](#)

Need help?
[View help...](#)

- 4) Tell us what you would like for your **Registration Gift** (this is the gift all Participants receive for registering). Then click "Next".

Coordinator PATH Adventure Registration
Step 4 of 5

PATH ADVENTURE STORE
Click on any thumbnail image to view a larger image of that product.



An Olympic Revolution T-Shirt
White, unisex, short-sleeve t-shirt with logo

An Olympic Challenge - T-Shirt Small	Free	Quantity: 0
An Olympic Challenge - T-Shirt Medium	Free	Quantity: 0
An Olympic Challenge - T-Shirt Large	Free	Quantity: 0
An Olympic Challenge - T-Shirt XL	Free	Quantity: 0
An Olympic Challenge - T-Shirt XX-Large	Free	Quantity: 0



An Olympic Revolution Hat Free Quantity: 0

I prefer not to select an item from the store.

Your order total and payment options will be displayed on the next page.

[Next »](#)



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5) Confirm your order and click the “Submit Registration” button to complete the process.

Coordinator PATH Adventure Registration
Step 5 of 5

REGISTRATION ITEMS

Store Items	Price	Qty	Ext Price
You did not purchase any items from the Store.			
Registration Fee			
Fee			\$0.00
AMOUNT DUE:			

PAYMENT INFORMATION

Payment method*

A Registration Confirmation will load. Your registration is complete. To get to the “Coordinator Tools” page, click “Jump to your PATH Adventure Dashboard”.

Thank You for Your Registration
If you provided us with an e-mail address, a registration summary e-mail has been sent to you.

- [Jump to your PATH Adventure Dashboard »](#)

Registration Summary
Please print this for your records.

REGISTRATION INFORMATION	
Registrant	Amy Gilbert
E-mail Address	none provided
Location	TAC Headquarters
Organization	Texas Association of Counties
Registration Date	2008-11-26 11:40:10

PURCHASED ITEMS	
An Olympic Challenge Registration - Medium T-shirt	1 @ \$0.00 \$0.00
Order Total	\$ 0.00

Need help?
[View help...](#)

STEP 3 Help Others Register:

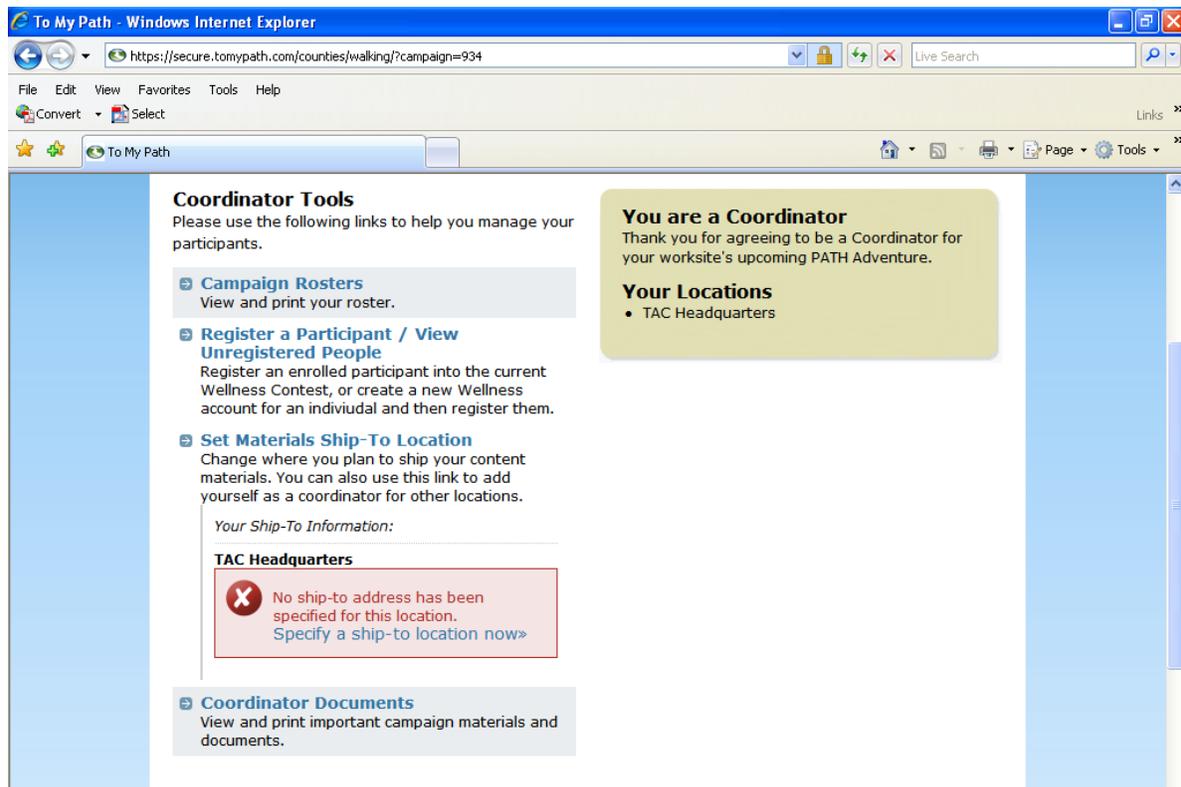
Once you have finalized your Healthy County PATH Account *and* **Registered** for this PATH Adventure, you can begin helping those who cannot register themselves. The *Participant Brochure* includes steps for participants to follow to register themselves. You can find this online in your “Coordinator Documents” under Coordinator Tools.

REMEMBER:

The more people who register themselves, the less work for you.

Here’s how to **Register** another person:

- 1) Each time you log in, you will land on your Dashboard. From there, click on the **Olympic Challenge** icon. This will land you at your **Coordinator Tools** page until the Adventure gets underway. This is the same page that you “jumped to” from your registration confirmation in step 5 above.



Coordinator Tools
Please use the following links to help you manage your participants.

- Campaign Rosters**
View and print your roster.
- Register a Participant / View Unregistered People**
Register an enrolled participant into the current Wellness Contest, or create a new Wellness account for an individual and then register them.
- Set Materials Ship-To Location**
Change where you plan to ship your content materials. You can also use this link to add yourself as a coordinator for other locations.
Your Ship-To Information:
TAC Headquarters
No ship-to address has been specified for this location. Specify a ship-to location now»
- Coordinator Documents**
View and print important campaign materials and documents.

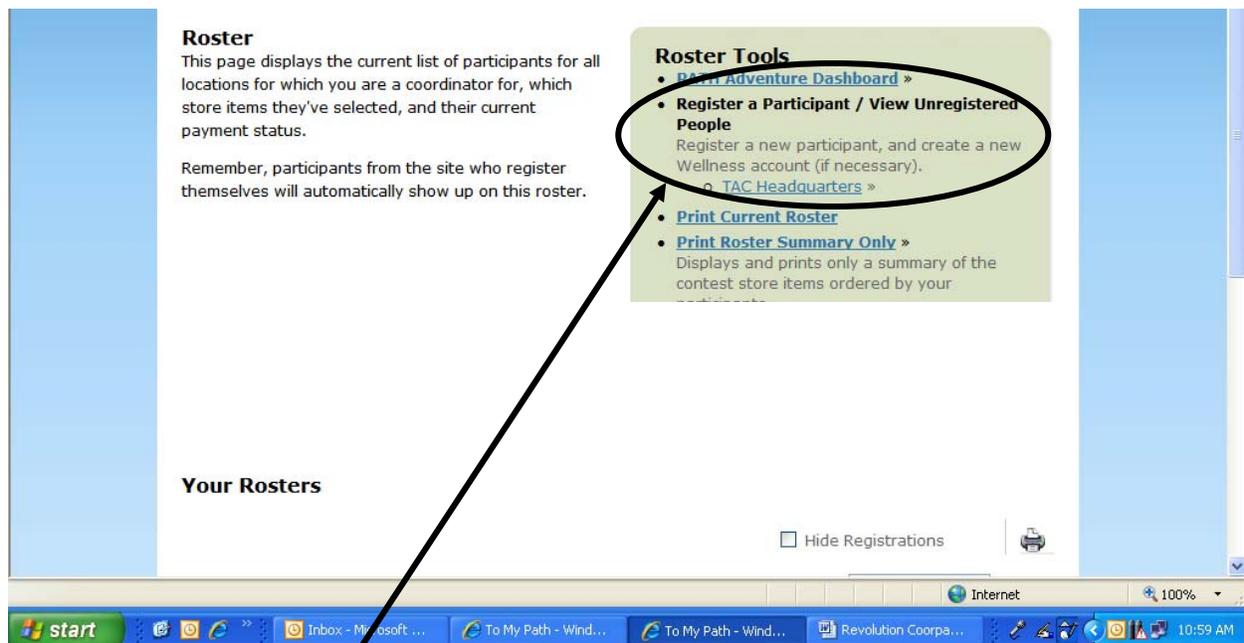
You are a Coordinator
Thank you for agreeing to be a Coordinator for your worksite's upcoming PATH Adventure.

Your Locations

- TAC Headquarters

2) To add Participants or to make sure they are **Registered**, click on **Campaign Roster(s)** from the Coordinator Tools page.

Here's what you'll see:



Under “**Register a Participant/View Unregistered People**”, click on your **location**. NOTE: If you are responsible for more than one county, you will see all of your selected counties listed here. You can toggle between those rosters by clicking the button at the top of the Roster with the location name you want to view.

*** **TO FIND PEOPLE:** You will find your people in one of two places:

- A) **On your Roster** — which means the person is all set (i.e. he/she has a proper account AND has Registered for the Adventure); OR...
- B) **On the list of people who have an account but have not Registered for the Adventure.** If you have a person who isn't on either list, contact the Healthy County program for assistance.

*** **MOST IMPORTANT MESSAGE:** Registration is a SEPARATE step. Everyone has to register even if their accounts are established. Otherwise, we won't know they want materials for the Adventure, nor will we know their T-shirt size. If a person didn't pick a t-shirt or hat, he or she did not register!



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3) A list of people who are currently enrolled (people who have a valid Healthy County PATH account) will appear under **Enrolled Participants**. You can now **Register** these people for the Adventure.

Participant Enrollment and PATH Adventure Registration

Below is a list of all individuals from **TAC Headquarters** who are already enrolled in the ToMyPath.com Web site and who are NOT registered for the current PATH Adventure. Click on a name to enroll that person in the current contest.

- [PATH Adventure Dashboard](#) »

Enrolled Participants at TAC Headquarters
Click on the name you wish to register below.

Adkins, Annette »	Alexander, Liz »	Arseneau, Michele »	Baker, Karen »
Beaman, Teresa »	Bell-Hovland, Lee »	Brannen, Cynthia »	Bristol, Alan »

What does it mean to be enrolled?
Enrolled participants are individuals who have already created an account on the ToMyPath.com Web site. Enrolled participants are not automatically registered in the current PATH Adventure. **Enrollment and Registration** are separate this year—a change from previous years.

To do so, click on the person’s name from the “Enrolled Participants” list and register them as you did for yourself :

- Step 1: Pre-Survey (optional) and Acceptance of Responsibility
- Step 2: Indicate Registration gift size
- Step 3: Confirmation

PATH Adventure Registration - Step 1 of 3

PERSONAL INFORMATION

First Name: Cleo
Last Name: Gilbert
Are you a retiree?: No
Location: TAC Headquarters
Are you a coordinator for this location?: No

PRE-CONTEST SURVEY

How many times a week do you walk?: [Select one...]
How many minutes (average)? [Select one...]
How fast is your pace (average)? [Select one...]

PATH ADVENTURE STORE
Click on any thumbnail image to view a larger image of that product.

An Olympic Revolution T-Shirt
White, unisex, short-sleeve t-shirt with logo

An Olympic Challenge - T-Shirt Small	Free	Quantity: [0]
An Olympic Challenge - T-Shirt Medium	Free	Quantity: [0]
An Olympic Challenge - T-Shirt Large	Free	Quantity: [0]
An Olympic Challenge - T-Shirt XL	Free	Quantity: [0]
An Olympic Challenge - T-Shirt XX-Large	Free	Quantity: [0]

An Olympic Revolution Hat Free Quantity: [0]

I prefer not to select an item from the store.

Your order total and payment options will be displayed on the next page.

[Next >](#)

Registration - Step 3 of 3

ITEMS

ITEMS	Price	Qty	Ext Price
tion T-Shirt - Large	\$0.00	1	Free
			\$0.00
			\$0.00

PAYMENT INFORMATION

Payment method: [Select...]

[Submit Registration >](#)

CAUTION: Do not register an enrolled Participant without their permission. They may want to register on their own.



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MARKETING IDEAS:

- Sign up as many administrators and department heads as you can – this provides top-down support and role modeling.
- Promote the Adventure at staff meetings (if applicable).
- Do Broadcast Emails** to all employees:
 - 1) reminding them they can register themselves online if they want
 - 2) telling them you'll be coming around to collect paper registrations if they can't get online
 - 3) promoting other features of the wellness program and website
 - 4) by the way... where else can they get such an exiting wellness program along with a t-shirt or hat, a pedometer, AND a chance to win money?!
- Hand out articles on the benefits of exercise and eating well.
- Get help from “cheerleaders.” Find at least two people who you know would be the first on ANYONE’s party list and ask them to help with sign-ups.
- Hold competitions to see who can recruit the most people.
- Hand out *Participant Brochures* at the front door one morning.
- Knock on doors – tell them the benefits of doing the program. Face-to-face is the best approach.



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WHAT YOU CAN TELL PEOPLE AT THE BEGINNING:



(The following can be used as a script or handed out to people)

- This is a great health and wellness program that should be fun. Enjoy the process.
- If any of your materials are defective, let me know right away and we'll order you a replacement.
- The PATH website is a little different from the Healthy County site. If you have trouble logging in, please refer to your TAC BCBSTX UID on your insurance card. TO log in, start with <http://MyBenefits.county.org>.
- If you're not going to go on the web at all, let me know so that I can give you important information and materials in paper form.
- Turn in your progress to me each week on _____ (usually Monday is the best day). You can use the tear-off in the booklet or print out a summary sheet from the web. Put these weekly progress summaries _____.
- No one is going to be the "steps police". Turn in your progress each week to let me know you're still alive. If you haven't gone the minimum, no one is coming after you with a pitch fork (unless you want them to). Just kidding.
- If you have any website trouble related to the PATH web pages, click on the "Contact Us" link. Be sure to give PATH as much detail as possible about your technological difficulty (e.g. the page where the error occurs, what the error states, etc).
- Don't forget to take advantage of the following along the way:
 - Weekly newsletters to help you accomplish your "Missions"
 - Weekly motivational emails (feel free to reply to them with questions on health)
 - Stories about the Olympic games, sports, gods, and heroesNOTE: All of the above are on the website or you can get hard copies from me
- Try not to get overwhelmed by all the information. It's like a health buffet table! Take what works for you and leave the rest for others. Remember, the point (beyond your health) is to have fun!



Healthy County PATH Adventure: An Olympic Challenge

TIMELINE

Coordinator Conference	February 3-4, 2010
Coordinator Webcast Trainings	February 9, 2010 February 10, 2010
Registration Begins	Monday, February 8, 2010
Registration Closes	10:59 pm Saturday, March 6, 2010
Materials Ordered, Packed, & Shipped	March 8-19, 2010
Materials arrive to counties	March 22-26, 2010
Adventure Begins	Monday, March 29, 2010
Week 1	March 29-April 4, 2010
Week 2	April 5-11, 2010
Week 3	April 12-18, 2010
Week 4	April 19-25, 2010
Week 5	April 26 - May 2, 2010
Week 6	May 3-9, 2010
Week 7	May 10-16, 2010
Week 8	May 17-23, 2010
Week 9	May 24-30, 2010
Week 10	May 31 - June 6, 2010
Adventure Ends	Sunday, June 6, 2010
Participant Survey Closes* <i>*Last chance to enter progress!</i>	10:59 pm Wednesday, June 30, 2010
Campaign Off Dashboard	10:59 pm Saturday, July 31, 2010