

# A Guide to the Active Switch Online Tracking Tool

Active Switch is an engaging health and wellness program that focuses on motivating users to get from 'Point A to B' using active and healthy travel options.

The Active Switch interactive online tool allows users to:

**Set a goal:** Definable goals help you stay on track. Every minute, step and kilometre counts towards achieving your goal.

**Track progress:** Measuring the progress towards your goal is easy with the detailed dashboard. Track your personal goal and monitor your progress to make sure you're on the right track.

**Stay motivated:** The kilometres you log will be converted to illustrate the amount of calories you have burned and greenhouse gas emissions you have saved. Feel good about your progress and how you are improving your own health and the health of the environment.

**Reap the rewards:** Log your active trips for a chance to win monthly prizes!

Track your progress online at [www.activeswitch.ca/workplace](http://www.activeswitch.ca/workplace)

## Registering for Active Switch

### Homepage

#### 1. Register

To register an account, click on the 'Register' link. It will take you to the 'Create an Account' page, where you are required to fill in the necessary information to register an account.

#### 2. Login

The 'Login' link will take you to the login page, where you can input your email address and password in order to log into your account.

#### 3. Contact Us

Click on the 'Contact Us' tab if you are having issues using the website and would like to contact us.

#### 4. Resources

Click on the 'Resources' tab to view resources that can assist you in making an Active Switch.

#### 5. Promotions

Click on the 'Promotions' tab to view information about upcoming events, campaigns and contests.

### Login page

#### 6. Log into your account

Enter the e-mail address and password that you originally selected upon registration and click on the 'Login' button.

#### 7. Forgot your password

Click on the 'Forgot your password' link and enter your e-mail address to reset your password.

### Homepage

The screenshot shows the Active Switch homepage. At the top right is the logo 'active switch' with the tagline 'A PROGRAM OF SUSTAINABILITY'. Below the logo is a navigation bar with links: Home, Resources, Promotions, Testimonials, Join Us, Supporters, and Contact Us. On the right side of the navigation bar are links for 'Login' and 'Register'. A large banner in the center features the text '3 GREAT NEW FEATURES' and lists three features: 'Visualize your progress with the dashboard', 'Reap rewards for the activity you track with virtual models', and 'Share your achievements with family and friends on Facebook and Twitter'. Below the banner is a 'Welcome to the Active Switch Workplace Program' section with a paragraph about physical activity and a list of features: 'Set a goal', 'Track progress', 'Stay motivated', and 'Reap the rewards'. On the right side of the page are four buttons: 'REGISTER', 'LOGIN', 'HELP', and 'MAILING LIST'. At the bottom right is a section titled 'CHECK OUT OUR ACTIVE SWITCH ENTHUSIASTS!' with a photo of a group of people.

### Login Page

The screenshot shows the Active Switch login page. At the top right is the logo 'active switch' with the tagline 'A PROGRAM OF SUSTAINABILITY'. Below the logo is a navigation bar with links: Home, Resources, Promotions, Testimonials, Join Us, Supporters, and Contact Us. On the right side of the navigation bar are links for 'Login' and 'Register'. The main content area is titled 'Login' and contains a form with fields for 'Email' and 'Password', and a 'Login' button. Below the form are links for 'Forgot your password' and 'Register'. On the right side of the page is a section titled 'Get started by registering an account with the Active Switch online tool and discover how the easy-to-use online tool can help you:' with a list of benefits: 'Set personal goals and targets', 'Log your trips', 'Monitor your personal progress', 'Track your kilometres/steps taken and calories burned', and 'Track how many greenhouse gas emissions you saved!'.

## Online Tracking Tool Features - Activity Log Page -

**1. Log Activity:** To log your activity simply select the date of your activity, purpose for your trip, type of activity and enter the distance.

Trip Purposes	
Commute	Business
Exercise	Personal

Activities	
Walking	Cycling
Running	Rollerblading
Skateboarding	Other

**2. View/Edit Activity:** View and edit your tracked activity by selecting the date of the activity you would like to view or edit and click on the 'Edit' button.

**3. Annual Progress:** This section provides you with a visual representation of your annual progress.

**4. Your Individual Goal:** The first time you log into your account, you are prompted to set a daily goal for your activity. The tool automatically converts this information to provide you with weekly, monthly and yearly breakdowns. To edit your goal, click on the 'Edit Your Goal' button.

**5. Workplace Goal:** Your workplace has set a collective goal that you contribute towards every time you log an activity online.

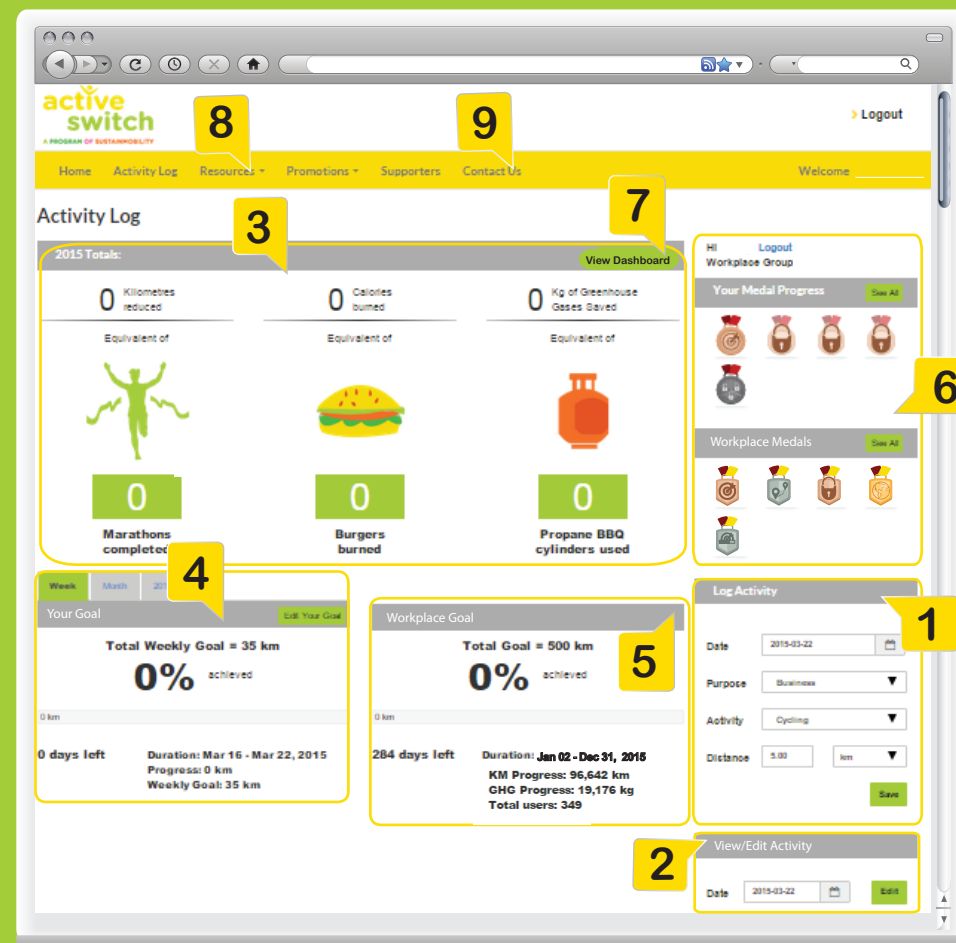
**6. Virtual Medals:** Get rewarded for the activity you track with virtual medals and see how you are contributing to the success of your workplace. View your individual medal progress or the progress of your workplace by clicking on the 'See All' button. You can share your achievements with family and friends on Facebook and Twitter.

**7. View Dashboard:** To view your tracked activity in rich graphs and charts, click on the 'View Dashboard' button to go to the 'Activity Dashboard' page.

**8. Resources:** We have scoured the net to compile a list of useful information and tips about walking, cycling and other active travel modes.

A printable activity tracking sheet is also available for download from the 'Tools' page under Resources.

**9. Contact Us:** Click on the 'Contact Us' tab if you have a comment, question or suggestion.



### Monthly Rewards Program

**Every month, be entered for a chance to win great prizes when you log your activity on the Active Switch online tool.**

## Activity Dashboard Page

View your tracked activity on the Activity Dashboard page. Learn about the distance you have travelled, the calories you have burned and the harmful emissions that you have prevented from entering the environment.

### Data search options:

You are able to filter your data search using the following search options:

- 1. Breakdown:** View your activity by day, week or month.
- 2. Trip Purpose:** View your activity by a specific trip purpose, or all purposes.
- 3. Trip Activity:** View your activity for a specific activity type, or all types.
- 4. Time Frame:** Set a time frame for the activity that you wish to view.
- 5. Search:** After selecting your search options, click on the 'Search' button to generate your 'Activity Summary' and 'Activity Graphs'.

### Activity Summary:

An activity summary table is generated based on the selected data search options:

- 6. Download Summary Chart:** Click on the 'Export as CSV file' button to download the 'Activity Summary' chart in Excel format.

### Activity Graphs:

The following charts are generated based on the selected data search options:

- 7. Distance Travelled:** This chart displays your logged kilometres on the tool.
- 8. Calories Burned:** This chart illustrates the amount of calories you have burned.
- 9. Emissions Saved:** This chart illustrates the harmful emissions that you have prevented from entering the environment.
- 10. Activity Type and Purpose:** Scroll over the charts to view data further broken-down by activity type and purpose.
- 11. Download Activity Graphs:** Click on the chart icon to print/download the graphs. The graphs can be downloaded in the following formats: png, jpeg, pdf and svg vector image.

## Active Switch Virtual Medals

Be rewarded for the activity you log with virtual medals. As you log your activity, come back and visit 'Your Active Switch Medals' page to view your individual medal progress and be sure to check the 'Workplace Medals' page to view the overall medal progress of your workplace.

- 12. View Medals:** Click on a medal to view its requirements or what has been done to accomplish it.

- 13. Medal Description:** When you click on a medal, you will be directed to this space, where medal details will be outlined.

- 14. Medal History:** Click on the trophy icon to view medal progress for the past year.

