

2018 Live Healthy America Administrator Form

Thank you for your request to start a Live Healthy America challenge within your business, community or organization! In order for Navigate Wellbeing Solutions to complete the setup of your group, please complete the following form and return to info@navigatewell.com. For questions, please contact Navigate Wellbeing Solutions.

Administrator Contact Information:

Company/Organization: _____ Eligible Population: _____

Name: _____ Title: _____

E-mail: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Administrator access will be given to the individual listed above unless otherwise directed.

Challenge Options & Payment Method:

Select which challenges you would like to participate in (check all that apply) and choose how you plan to pay for enrollment.

___ **Elevate 10 Week Challenge**- January 29 - April 8, 2018 (\$24.99 per participant- includes t-shirt)

Payment Method:

- ___ Company pays entire fee
- ___ Company pays \$___ of fee and participants pay the remaining amount
- ___ Participants pay entire fee

**Program incentives will be shipped in bulk to the designated team captain.*

___ **Water You Up To Challenge**- June 4- July 1, 2018 (\$12.99 per participant)

Payment Method:

- ___ Company pays entire fee
- ___ Company pays \$___ of fee and participants pay the remaining amount
- ___ Participants pay entire fee

___ **Step Up Your Game Challenge**- August 6 - September 16, 2018 (\$12.99 per participant)

Payment Method:

- ___ Company pays entire fee
- ___ Company pays \$___ of fee and participants pay the remaining amount
- ___ Participants pay entire fee

___ **Holiday Holdout Challenge**- November 5 - December 16, 2018 (\$12.99 per participant)

Payment Method:

- ___ Company pays entire fee
- ___ Company pays \$___ of fee and participants pay the remaining amount
- ___ Participants pay entire fee

New for 2018- Live Healthy America Challenge Subscription: Flat fee includes access to the portal, standard portal resources and access to all 2018 Live Healthy America challenges and challenge marketing materials. \$39.99 per participants- includes t-shirt if enrolled in Elevate 10 Week Challenge

Payment Method:

- Company pays entire fee
- Company pays \$___ of fee and participants pay the remaining amount
- Participants pay entire fee

*If Challenge Subscription is selected every participant that joins the portal will be charged the \$39.99 per participants fee no matter how many challenges they participate in. If company selects to pay for participant, invoices will be sent on a monthly basis for the number of participants who joined the portal during that month

Captain’s Challenges are included with each of the Live Healthy America national challenges above. Captain’s Challenges are weekly mini challenges that are sent to team captains as an optional activity to participate in with their team members. One winning team across the entire challenge will be selected each week and sent prizes.

If multiple challenges are selected above, the options indicated below will be applied to each challenge selected.

Eligibility File: (Optional) Would you like to have an eligibility file uploaded to verify participants are employees? Navigate will send template for file format. Please contact Navigate for more information on eligibility file verification methods.

Yes No

Department/Location List: (Optional) Would you like to break down your teams by department or location? If so, please send a list and Navigate will program it into your site.

Yes No

Logo: (Optional) Would you like to add your organization’s logo to the challenge marketing materials?

Logo attached No logo

Marketing Materials & Communications: Navigate Wellbeing Solutions will provide you with template PDF marketing materials to help promote the challenge, personalized with your organization’s Group ID. Marketing Materials include: Coming Soon Poster, Poster and Registration Flyer. Navigate Wellbeing Solutions will send weekly communications to all registered participants throughout the duration of the challenge including: E-Newsletters, Recording Reminders, and Captain’s Challenges.

Statement of Agreement: The undersigned acknowledges that _____ (Organization) will participate in the Navigate Wellbeing Solutions challenges selected above. Cancellation of a challenge after the administrator form is signed will result in a \$250 fee. This fee will also apply if there are no participants registered for the selected challenges.

Signature: _____

Printed Name: _____

Date: _____

For Office Use Only:
Assigned Group ID: _____
Date Materials Sent: _____