

Welcome to Shape US Up, Team Captains!

Shape US Up runs on a simple principle of a team competition between groups of 2 to 10. Every team has a captain, and if you're reading this, it's most likely you – So... Welcome aboard!

Enclosed you'll find all you need to get your team started with Shape US Up! Whether you're brand new to the program or coming back for another session, the following information will get you up and **running** and **healthy** in no time!

Let's get started in registering your team!

Registration:

The registration page can be found from your homepage by clicking "Register" or by going directly to <http://www.shapeusup.com/register.php>. Once there, you'll find the starting page as seen in Figure 1 (right)

Here you will be given the option to return as a team from a previous session or join the program as a brand new team.

Don't worry though previous captains; if other members of your team aren't joining this year, it doesn't mean you have to re-enter all your information! Check out the RETURNING CAPTAIN section on [page 4](#) in this manual.

If you're a new team, read on to [page 2](#). If you are a returning team from a previous section, jump ahead to [page 3](#).



Figure 1

Register a New Team:

Welcome new team captain! You are about to embark on a great session with your friends, family and/or co-workers that will leave you fit and healthy!

Registering a new team is very simple (see Figure 2). You don't need private information from your team mates, you only need to know the:

- Total number of teammates joining (in addition to the captain)
- Their First and Last Names
- Their Email Addresses

First, select NEW TEAM from the NEW OR RETURNING drop-down menu.

Step 1 and Step 2 will show up to the right.

- In **Step 1: START A NEW TEAM**, enter your **TEAM NAME**
 - it can be anything you'd like. If another team has chosen the same name, the system will notify you automatically.
- Next, select your **COMPANY**
 - if applicable.
- Lastly, enter your **COMPANY NAME**
 - provided you are with an organization. This is not a required entry, so feel free to leave it blank if you are registering as family or friends
- In **Step 2: Team Captain Information**, select the option whether you're a **NEW Team Captain** or a **RETURNING Team Captain**.
 - If you are a **NEW** team captain, see [Page 3](#). If you are **RETURNING**, see [page 4](#).

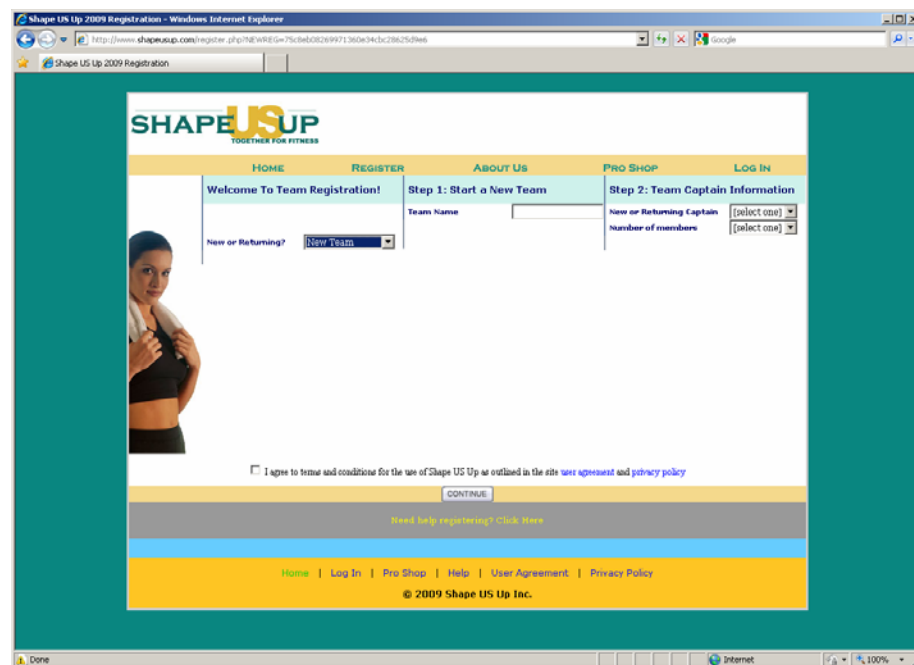


Figure 2

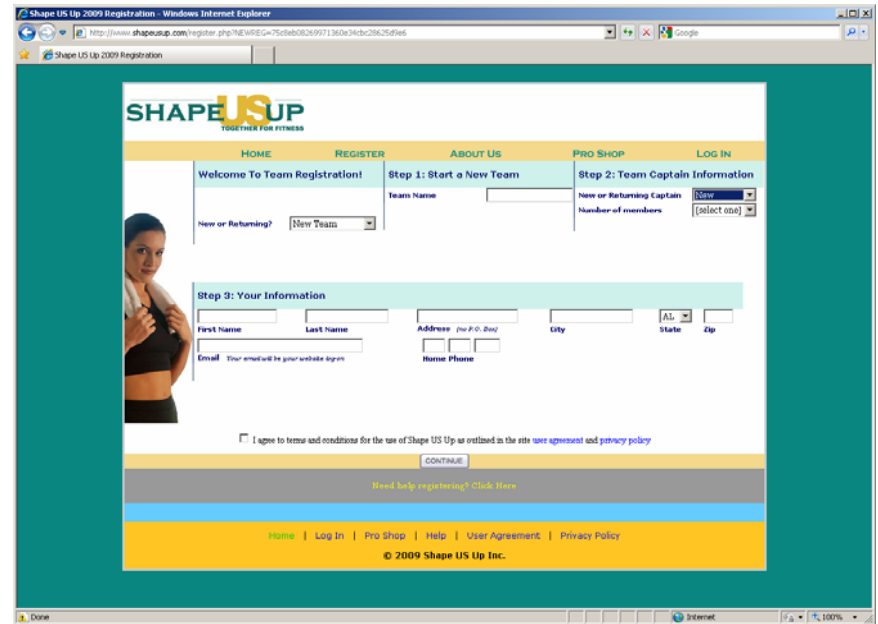
New Team Captain:

Once you select NEW in the NEW OR RETURNING CAPTAIN section, **Step 3: Your Information** will come up (see figure 3)

The questions here are quite simple and should take no time to answer. To start, we only ask for your:

- First Name and Last Name
- Street Address
- City
- State
- Zip Code
- Current email address
- And a contact number

Please Note: Rest assured, no information is shared outside of our organization, and we only use the information we collect to provide the best, personalized experience for you and your team. For more information on how we handle information, feel free to review our User Agreement and Privacy Policy; listed at the bottom of every page on our website.

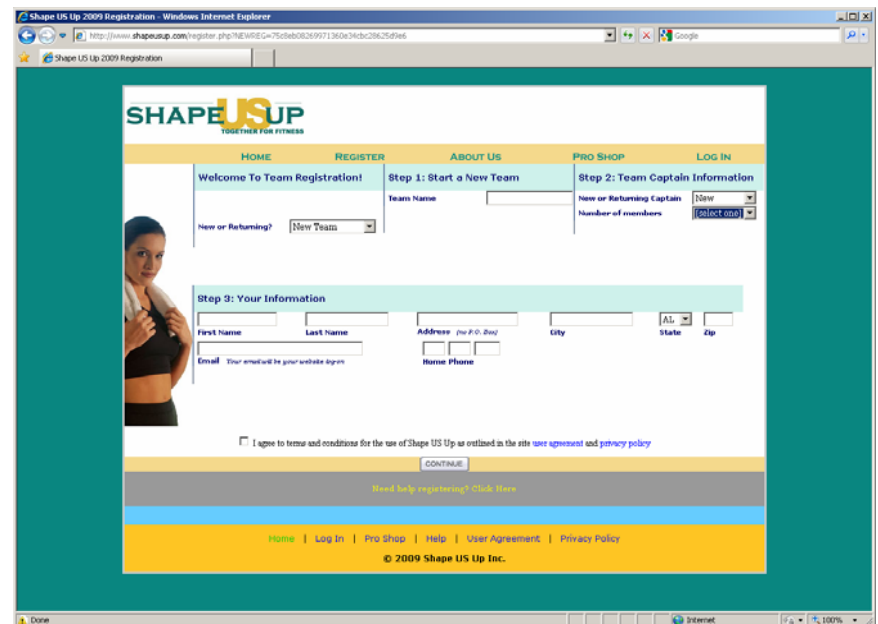


The screenshot shows the Shape US Up 2009 Registration website in a Windows Internet Explorer browser. The page is titled "SHAPE US UP TOGETHER FOR FITNESS" and has a navigation menu with "HOME", "REGISTER", "ABOUT US", "PRO SHOP", and "LOG IN". The main content area is divided into three steps: "Step 1: Start a New Team", "Step 2: Team Captain Information", and "Step 3: Your Information". Step 1 includes a "Team Name" input field and a "New or Returning?" dropdown menu set to "New Team". Step 2 includes a "New or Returning Captain" dropdown set to "New" and a "Number of members" dropdown set to "select one". Step 3 includes input fields for "First Name", "Last Name", "Address (no P.O. Box)", "City", "State" (with a dropdown menu), and "Zip". There are also input fields for "Email" (with a note "Your email will be your website id") and "Home Phone". A checkbox for "I agree to terms and conditions for the use of Shape US Up as outlined in the site user agreement and privacy policy" is present, along with a "CONTINUE" button. At the bottom, there is a "Need help registering? Click Here" link and a footer with "Home | Log In | Pro Shop | Help | User Agreement | Privacy Policy" and "© 2009 Shape US Up Inc."

Figure 3

Number of Members:

Next, select how many members will be on your team (Figure 4). Please see [page 5](#) to learn how to enter your teammates' information.



This screenshot is identical to Figure 3, showing the Shape US Up 2009 Registration website in a Windows Internet Explorer browser. The page is titled "SHAPE US UP TOGETHER FOR FITNESS" and has a navigation menu with "HOME", "REGISTER", "ABOUT US", "PRO SHOP", and "LOG IN". The main content area is divided into three steps: "Step 1: Start a New Team", "Step 2: Team Captain Information", and "Step 3: Your Information". Step 1 includes a "Team Name" input field and a "New or Returning?" dropdown menu set to "New Team". Step 2 includes a "New or Returning Captain" dropdown set to "New" and a "Number of members" dropdown set to "select one". Step 3 includes input fields for "First Name", "Last Name", "Address (no P.O. Box)", "City", "State" (with a dropdown menu), and "Zip". There are also input fields for "Email" (with a note "Your email will be your website id") and "Home Phone". A checkbox for "I agree to terms and conditions for the use of Shape US Up as outlined in the site user agreement and privacy policy" is present, along with a "CONTINUE" button. At the bottom, there is a "Need help registering? Click Here" link and a footer with "Home | Log In | Pro Shop | Help | User Agreement | Privacy Policy" and "© 2009 Shape US Up Inc."

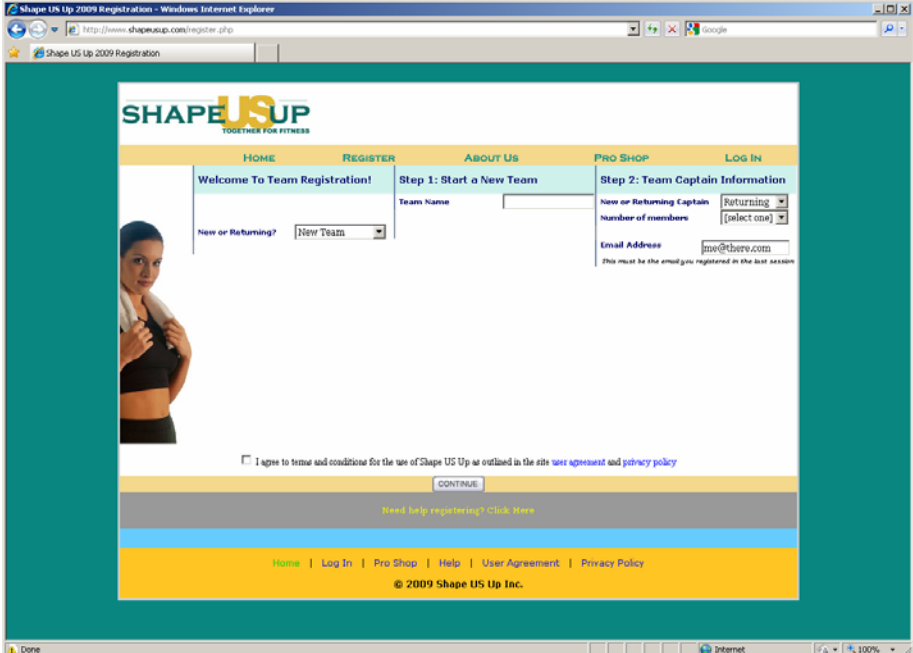
Figure 4

Register as a Returning Captain:

Returning captains can register quickly by copying their personal information from the previous session.

Note: If you have not participated in the program in the past with the SAME email address, this is not the correct option. If this is the case, please refer to the NEW CAPTAIN registration section as outlined on [page 2](#).

As a Returning Captain, after you select RETURNING from the NEW OR RETURNING CAPTAIN menu, a box will show up requesting your email address. Simply enter your email address used last session, then refer to the ADDING MEMBERS instructions on [Page 5](#).



The screenshot shows a web browser window titled "Shape US Up 2009 Registration - Windows Internet Explorer". The address bar shows "http://www.shapeusup.com/register.php". The page content includes the "SHAPE US UP TOGETHER FOR FITNESS" logo and a navigation menu with "HOME", "REGISTER", "ABOUT US", "PRO SHOP", and "LOG IN". The main content area is titled "Welcome To Team Registration!" and is divided into three steps: "Step 1: Start a New Team", "Step 2: Team Captain Information", and "Step 3: Add Team Members". In Step 1, there is a "Team Name" input field and a "New or Returning?" dropdown menu set to "New Team". In Step 2, there is a "New or Returning Captain" dropdown menu set to "Returning", a "Number of members" dropdown menu set to "[select one]", and an "Email Address" input field containing "me@there.com". A checkbox for "I agree to terms and conditions for the use of Shape US Up as outlined in the site user agreement and privacy policy" is present. A "CONTINUE" button is located below the form. The footer includes links for "Home", "Log In", "Pro Shop", "Help", "User Agreement", and "Privacy Policy", along with the copyright notice "© 2009 Shape US Up Inc.".

Adding Members:

At this point you should have already:

- Created your team (from [page 2](#))
- Entered your contact information (from [page 3](#) or [page 4](#))
- And selected the number of members on your team

If you missed any of these steps, please go back and retrace the steps.

Now it's time to enter your team's information (see Figure 5.) You don't need any information other than your team's:

- First Name and Last Name
- Email Address

If any of your members do not have access to a computer during the program or a valid email address, please use your own email address instead. A different password will be designated to ensure the accounts remain separate.

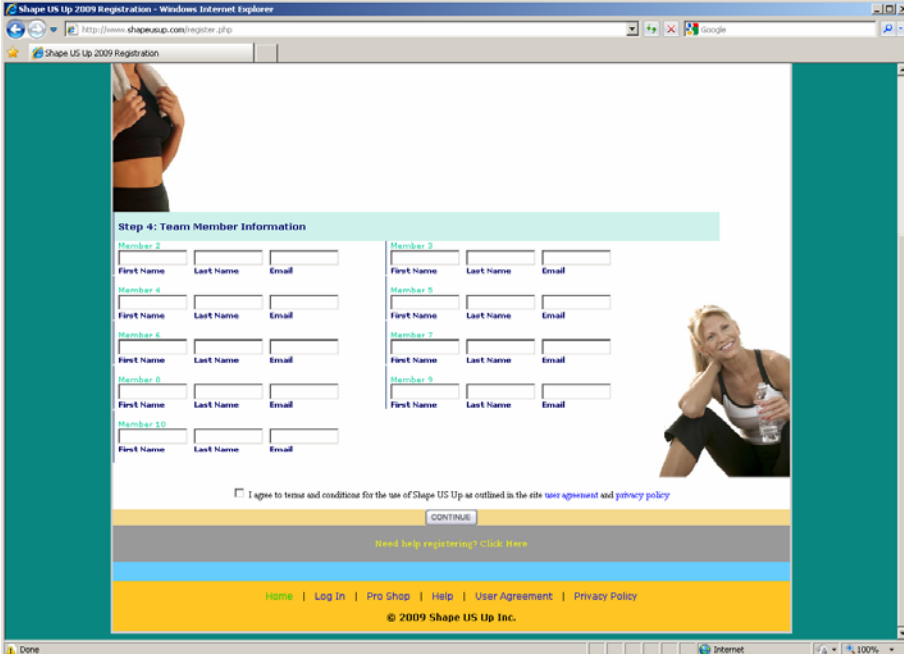
Enter the information for your team members as required in the form.

When all of the information is complete:

Click the CONTINUE button.

If any information is missing or email addresses provided are deemed as "invalid" the system will automatically mark any errors with a red asterisk. Once you correct these errors, click CONTINUE once again to carry on with the registration.

Proceed to [Page 9](#).



The screenshot shows a web browser window titled "Shape US Up 2009 Registration - Windows Internet Explorer". The address bar shows "http://www.shapeusup.com/register.php". The page content is titled "Step 4: Team Member Information". It features a form with two columns of input fields for team members. Each member's section includes fields for "First Name", "Last Name", and "Email". There are 10 member sections in total, labeled "Member 2" through "Member 10". Below the form, there is a checkbox for "I agree to terms and conditions for the use of Shape US Up as outlined in the site user agreement and privacy policy". A "CONTINUE" button is located below the checkbox. At the bottom of the page, there is a navigation bar with links for "Home", "Log In", "Pro Shop", "Help", "User Agreement", and "Privacy Policy", and a copyright notice "© 2009 Shape US Up Inc.".

Figure 5

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You're Registered! (well, almost)

You and your teammates are now members of **Shape US Up!**

From here there's only one more step... Click the blue [LOG IN] link. (You can also log in from the HOME PAGE)

If the program is open (please see the HOME PAGE for program start times), then you'll be asked to complete your registration as outlined on **page 10**. Otherwise, you will be advised when the competition officially starts for the session you and your team enrolled in.

Please print this page for your records. **Your team will need the passwords provided in order to log into their accounts!**



Logging In:

The log-in screen can be found as a link from the HOME PAGE or by going to <http://www.shapeusup.com/login.php>. (figure 9)

At the LOG IN screen, simply enter your EMAIL address (that you registered with) and your PASSWORD, as assigned when you registered. Don't worry, you will be able to change your password to something memorable once you click the LOG IN button!

If you've misplaced your password, click the blue link on the screen reading FORGOT PASSWORD? You'll be provided with a new one.



Figure 6

Completing Registration:

As shown in Figure 10, you'll be asked to fill in the rest of your vital statistics. This information is completely confidential and no one on your team will be able to see it. Our system uses this information to provide statistics like BMI, BMR and earned "miles" of activity.

Complete the information as requested, and enter a new personalized password to use for your future log ins.

After your information is entered, click the COMPLETE REGISTRATION button and you're DONE! (see [page 11](#))

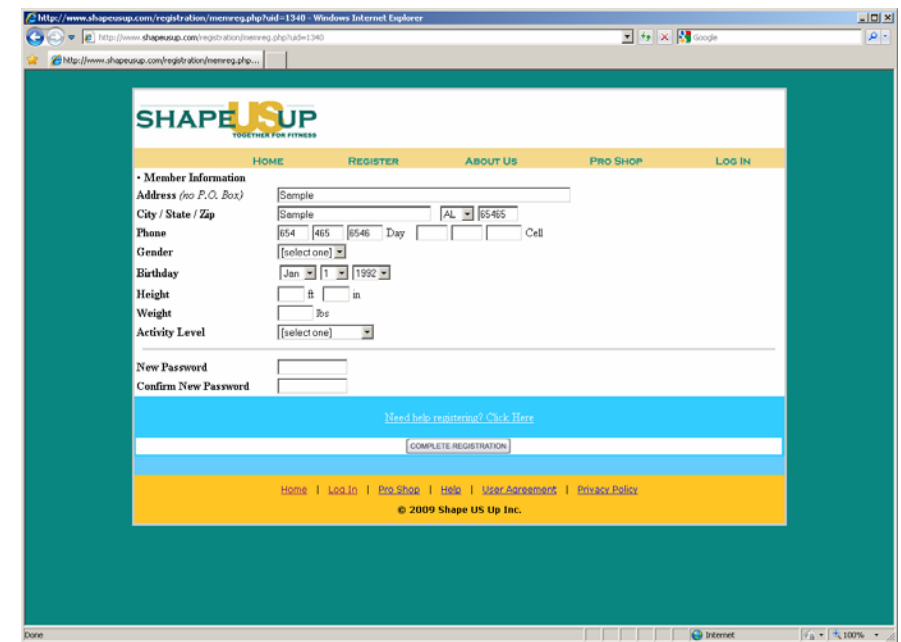


Figure 7

Congratulations!

