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| **CAPTAINS: MUST KNOW** |

1. Register your team(s) between Monday, August 19 and Monday, September 23, 2019.
2. You may only use the official **Miles for Wellness Challenge 20: The Moonlight Trail** Captains Spreadsheet for reporting steps for this competition.
3. Captains Spreadsheets contain two pages:
4. Team roster - for entering your team members’ contact information; and
5. Captains Tracking - for reporting team step totals.
6. The only way to add team member names to the Captains Spreadsheet is through the Team Roster Tab. The only thing that CAN be typed onto the Captains Tracking Sheet (gray tab) are the weekly step totals of your team members.
7. You may add or substitute team members on the Team Roster before Week 2 reporting. After that first report is submitted, all teams remain the same for the duration of the competition. You can’t make any new additions or substitutions. However, you can remove members throughout the entirety of the challenge.
8. You are responsible for collecting and keeping the signed Liability Waiver forms from all team members. Also, at the end of the challenge, captains must gather and keep all Participant Spreadsheets until the official announcement of winners.
9. You must advise team members who use conversions to remove their tracking device while performing the activity for which a conversion will be used, in order to avoid “double-dipping”.
10. You should encourage your team members throughout the competition and lead by example.
11. Unfortunately, the Office of State Human Resources does not have pedometers to give out to participants.
12. You will receive the link to report step totals via an email from Milesforwellness@nc.gov
13. You are responsible for recording your Team Total Steps on or before the dates below (also listed at the bottom of the Captains Spreadsheet):
14. Weeks 1 and 2 **(BLUE BOX #)** is due by Wednesday, October 9th.
15. Weeks 1 - Week 4 **(BLUE BOX #)** is due by Wednesday, October 23rd.
16. Weeks 1 - Week 6 **((BLUE BOX #)** is due by Wednesday, November 6th.
17. **Weeks 1 - Week 8** **(BLUE BOX #)** is due by WEDNESDAY, **NOVEMBER 20th**.

**FINAL STEPS MUST BE REPORTED BY NOVEMBER 20th.**

Registration takes place starting August 19 through September 23 at:

<https://oshr.nc.gov/miles-4-wellness-home>

After registration, captains will receive an electronic REPORTING LINK.

**\*\*\*\*Winners will be announced to captains via email on or before Wednesday, December 4th!**

**Final team step submissions received after the November 20th deadline will not be eligible to win**.