



Wellness Portal CHALLENGE ADMIN ACCESS GUIDE

Challenge Admin Access Guide Contents



Challenges
Dashboard

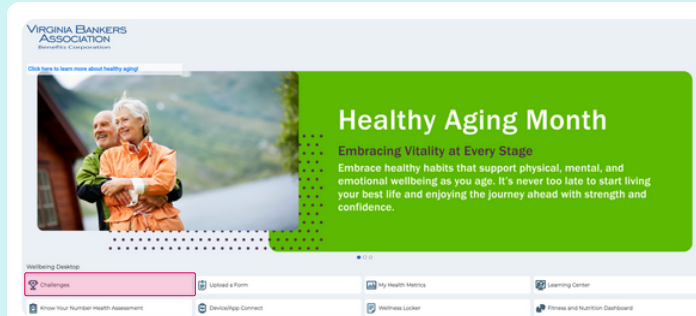


Challenges Dashboard

You can run the Wellworks flagship challenges for just your bank using your Admin Access!

1

Log into the **Wellness Portal** (www.wellworksforyoulogin.com) and navigate to the **Challenge Dashboard** under the **Wellbeing Desktop**.



2

In the top left corner, you will see the **Manage Challenges** button. Click this button to navigate to the Manage Challenges Dashboard.

VIRGINIA BANKERS
ASSOCIATION
Benefits Corporation

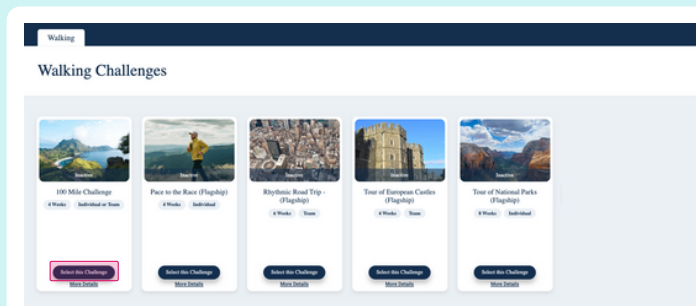
Manage Challenges

My Challenges

These are challenges that you are currently enrolled in or can enroll in. Keep up the great work

3

The Manage Challenges Dashboard will display all available Flagship Challenges that you can activate and monitor. Each Challenge is its own Card that displays the Challenge Status, Challenge Title, Challenge Length, and Challenge Type. Each card also includes a **More Details Link** and where a challenge is currently Inactive, includes a **Select this Challenge** button.



Challenges Dashboard CONT.



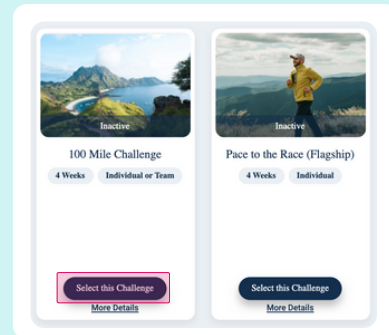
4

Click **More Details** to view the Challenge Description and the Challenge Goal information.



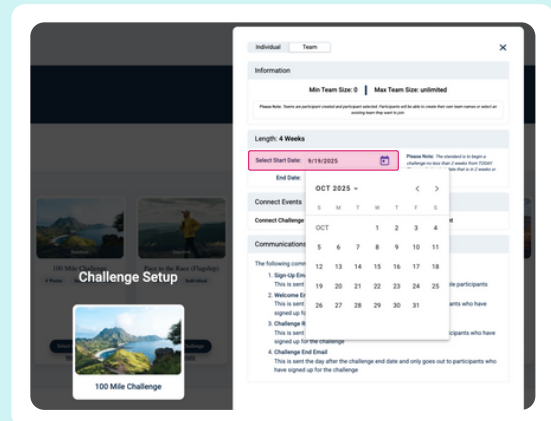
5

When you are ready to activate a challenge, click on **Select this Challenge** within a Challenge Card to begin building out the challenge.



6

Selecting a **Start Date**: There is an automatic **two (2) week lock** from today when selecting a start date to allow enough time for members to sign up for the challenge. The locked days will be greyed out, and today's date will be marked with a grey circle. To select a start date, click on your date of choice within the calendar view. Selecting a start date will also automatically calculate the Challenge End Date based on the Start Date selection and the challenge length.



Challenges Dashboard CONT.



6

CONT.

If you click on a **Start Date** that brings your **End Date** past your Wellness Program Year End Date, you will receive a validation message = "The end date falls outside of your wellness program end date. Please select a new start date or select a different challenge".

Your Start Date will be cleared out and you will need to select a new Start Date.



The end date falls outside of your wellness program end date. Please select a new start date or select a different challenge

OK

7

After applying a valid **Start Date**, you must now choose if you want to connect this challenge to a Program Event for credit. You can select No Event or Select Event.

Clicking **No Event** > you will be able to activate and run the challenge but it will not be connected to anything to automatically mark credit.

Length: 4 Weeks

Select Start Date: 10/1/2025



End Date: 10/29/2025

Please Note: The standard is to begin a challenge no less than 2 weeks from TODAY. Please select a start date that is in 2 weeks or more.

Connect Events

Connect Challenge to an Event for Credit: ☐ No Event ☐ Select Event

8

Selecting the **"Select Event"** option will generate a dropdown for you to choose which event you want to connect the challenge to. Want to learn more about whether you should connect your challenge to an event? Please reach out to the Wellworks Team!

Connect Events

Connect Challenge to an Event for Credit: ☐ No Event ☒ Select Event

VBA_Virginia Bankers Association

Select Event: Select One: ▼

Challenges Dashboard CONT.

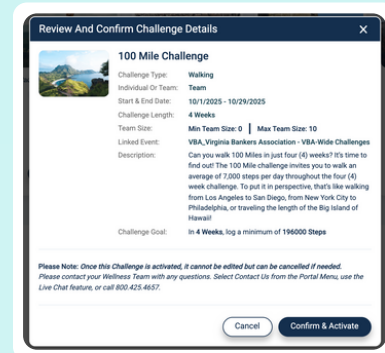


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Click **"Save & Review"** to proceed with activating the challenge.

OR

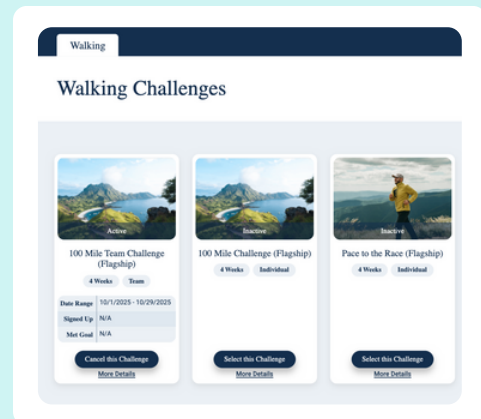
Click "Cancel" to close the Challenge Build and navigate back to the Manage Challenges Dashboard. Clicking **"Save & Review"** will allow you to review the challenge details of the challenge you are about to activate to ensure what you are activating is correct.



10

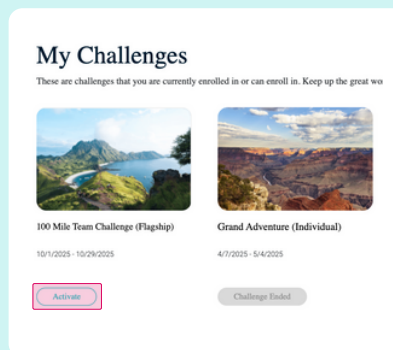
Click **"Confirm & Activate"** to activate the challenge and allow members to begin signing up for the challenge.

Once activated, your Challenge Card will change from an **"Inactive" status to "Active"**. The card will move to the front and display the Start Date - End Date. It will also begin tracking progress of how many members are currently signed up for the challenge and how many members have met the challenge goal as of today.



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From My Challenges Dashboard, you can **"Activate"** the new challenge and proceed to the Leaderboard. From there, you can join or create a team, if it is a team challenge, and you can update your anonymity status.



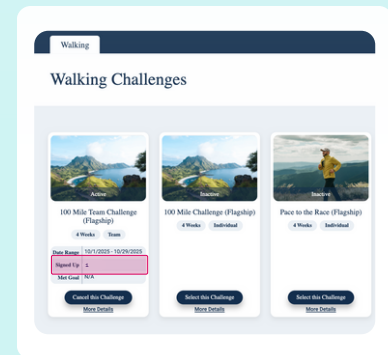
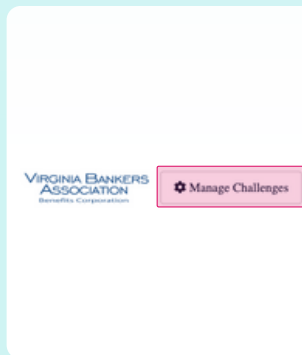
Challenges Dashboard CONT.



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Click **"Manage Challenges"** to navigate back to the Manage Challenges Dashboard.

Here you can see after we Activated the challenge from the My Challenges Dashboard, the Sign Up data now displays a count of 1. This means that 1 member has signed up for the challenge.



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Click **"Cancel this Challenge"** if you no longer wish to have this challenge be active for your members. Cancelling the Challenge will change the challenge status from "Active" back to "Inactive" and move it back into the Inactive section (sorted by Name A to Z)

