

## PARTICIPANT'S SPREADSHEET HELP DOC

The Participants Spreadsheet is a two-page worksheet.

In order to enter steps or conversion activities you MUST first click on the appropriate BLUE week ([Week1](#)) which will take you to the Activity Log. Notice the **RED ALL CAPS type in the instructions provided**.

**DIRECTIONS:** Click on the appropriate [week](#) to OPEN the weekly **Activity Log** for that week. The data will automatically transfer and calculate onto this **Weekly Log**. **NO DIRECT ENTRIES** on this page.

Click on the appropriate week to enter data → <a href="#">Week 1</a> <a href="#">Week 2</a> <a href="#">Week 3</a>					
	Day of the Week	Totals	9/25/17	10/2/17	10/9/17
01	Monday				
02	Tuesday				
03	Wednesday				

### Week 1 ACTIVITY LOG

**DIRECTIONS:** Use this sheet to enter weekly steps and/or conversion minutes. The first row each day is for "Daily Steps". Enter that daily step total in the yellow highlighted space at the far right of that line. If you have conversion minutes to report, click on the cell directly below "Daily Steps" and a list of activities will show up in the drop-down menu. After entering the minutes for that activity, the sheet will calculate the steps earned. Daily steps will automatically be added to your conversion steps for your "Total Daily Steps". If an activity is not listed, choose an activity that is closely related in intensity. All totals will auto-fill to the **Weekly Log**.

	Activity	Minutes	Steps per Min	Total Steps	<a href="#">Return to Weekly Log</a>
<b>Monday</b> 9/25/2017	<b>Daily Steps</b>				<a href="#">Go to Week 2</a>
					<a href="#">Go to Week 3</a>
					<a href="#">Go to Week 4</a>
					<a href="#">Go to Week 5</a>
					<a href="#">Go to Week 6</a>
					<a href="#">Go to Week 7</a>
					<a href="#">Go to Week 8</a>
<b>Total Daily Steps</b>				<b>0</b>	
<b>Tuesday</b> 9/26/2017	<b>Activity</b>	<b>Minutes</b>	<b>Steps per Min</b>	<b>Total Steps</b>	
	<b>Daily Steps</b>				

The 1<sup>st</sup> line of each day is for entering steps you have accumulated for that day with a tracker.

... automatically be added to your conversion steps for your "Total Daily Steps". If an activity is not listed, choose an activity that is closely related in intensity. All totals will auto-fill to the **Weekly Log**.

	Minutes	Steps per Min	Total Steps	<a href="#">Return to Weekly Log</a>
				<a href="#">Go to Week 2</a>
				<a href="#">Go to Week 3</a>
				<a href="#">Go to Week 4</a>

Using the spaces *under* "Daily Steps" allows you to enter conversion activities! The example here shows that Bicycling (High) was chosen. All that's left to do is to enter the # of minutes that activity was done for the sheet to calculate that time into STEPS for you!

Monday 9/25/2017	Activity	Minutes	Steps per Min	Total Steps
	Daily Steps			
	Bicycling (High)		200	
	Total Daily Steps			0

Monday 9/25/2017	Activity	Minutes	Steps per Min	Total Steps
	Daily Steps			
	Bicycling (High)	15	200	3,000
	Total Daily Steps			3,000

Then all this data will populate for you back onto the front of the Participants Spreadsheet. To return to the front sheet just click on "Return to Weekly Log" shown here.

DIRECTIONS: Use this sheet to enter weekly steps and/or conversion minutes. The first row each day is for "Daily Steps". Enter that daily step total in the yellow highlighted space at the far right of that line. If you have conversion minutes to report, click on the cell directly below "Daily Steps" and a list of activities will show up in the drop-down menu. After entering the minutes for that activity, the sheet will calculate the steps earned. Daily steps will automatically be added to your conversion steps for your "Total Daily Steps". If an activity is not listed, choose an activity that is closely related in intensity. All totals will auto-fill to the *Weekly Log*.

Monday 9/25/2017	Activity	Minutes	Steps per Min	Total Steps	<a href="#">Return to Weekly Log</a> <a href="#">Go to Week 2</a> <a href="#">Go to Week 3</a> <a href="#">Go to Week 4</a> <a href="#">Go to Week 5</a> <a href="#">Go to Week 6</a> <a href="#">Go to Week 7</a> <a href="#">Go to Week 8</a>
	Daily Steps				
	Bicycling (High)	15	200	3,000	
	Total Daily Steps			3,000	