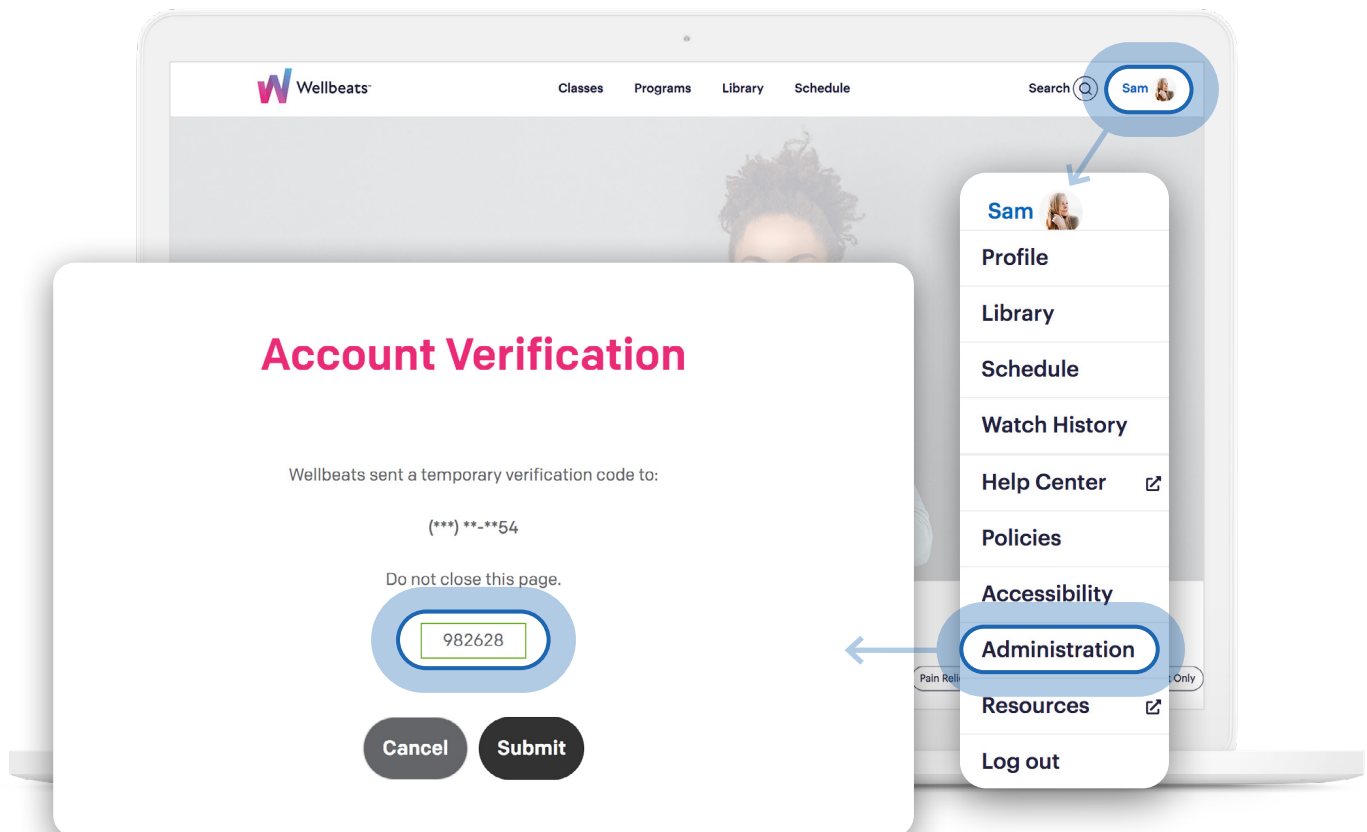![Wellbeats™ logo]

How to Create a Custom Program Guide

Step 1

In your Wellbeats account, select **Administration.** Complete the security steps to verify your account.

Note: Custom programs can only be created in the Wellbeats web portal at **portal.wellbeats.com.**


Wellbeats will send a text message with a verification code to the phone number included in your profile. If you did not receive a verification code, select Profile in the main menu to confirm the phone number listed in your profile is a cell phone number. If you are still having trouble, please contact **support@wellbeats.com.**

Step 2

Select **Programs.**

Step 3

Select **Add** to create a new program.
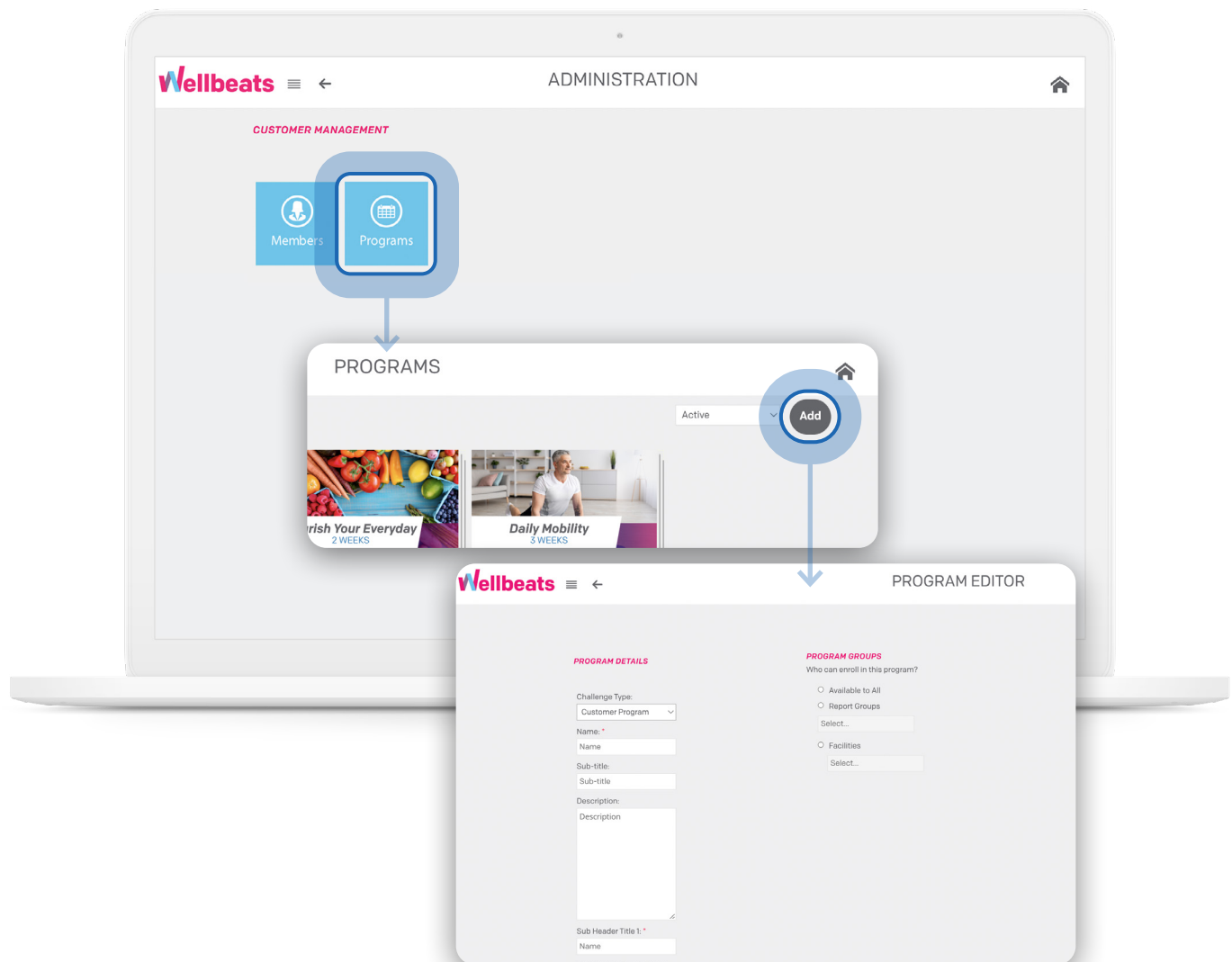
Step 4

Under Program Details in the Program Editor, complete all required fields. This includes your program name, description, and start date.

1. Enter the name of your program.*
Character Limit: 23

Enter an additional sub-title of your program (optional).
Character Limit: 30

2. Enter a brief statement that aligns with your program, such as reward details and/or program duration (optional).
Character Limit: 800

3. Enter the sub header title 1*
Character Limit: 50

4. Enter a full description of your program.
Character Limit: 1,000

5. Enter a sub header title 2*
Character Limit: 50

6. Enter any additional details about the program, such as: expiration date, rewards/incentives, and/or equipment needed.
Character Limit: 1,000

Select the date you would like the program to start.*

Select the date you would like the program to end. The program will be removed from Wellbeats on this date (optional).

Check the box next to **Active** once you're ready to make the program live on Wellbeats. If unselected, the program will remain in draft mode.

*Required Fields

Enter your program information here

How your program will appear to members on the Wellbeats platform

PROGRAM DETAILS

Challenge Type:
Customer Program

1 Name: *
Create More Calm

Sub-title:

2 Description:
Earn 25 wellness points for completion! Program ends March 31st, 2022.

3 Sub Header Title 1: *
About This Program

4 Sub Header Description 1:
mindfulness, breathing, and meditation classes to help you create more calm.

5 Sub Header Title 2: *
More Details

6 Sub Header Description 2:
wellness points. No equipment is needed for this program. Program ends February 28, 2022.

Program Start Date: *
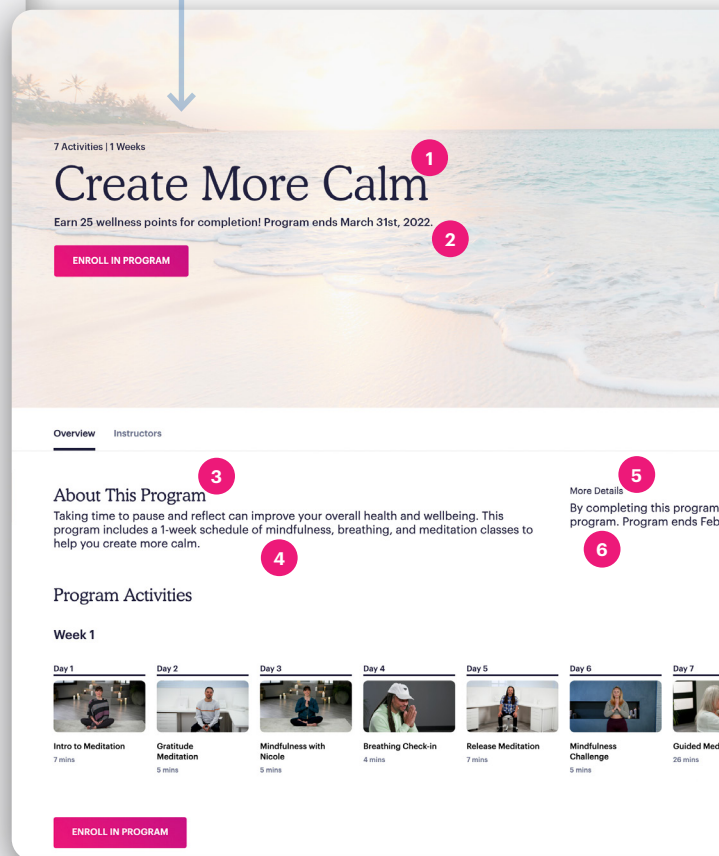02/01/2022

Program End Date:
03/25/2022

Enrollment Start Date:

Enrollment End Date:

Active:

7 Activities | 1 Weeks

Create More Calm

Earn 25 wellness points for completion! Program ends March 31st, 2022.

ENROLL IN PROGRAM

Overview   Instructors

About This Program
Taking time to pause and reflect can improve your overall health and wellbeing. This program includes a 1-week schedule of mindfulness, breathing, and meditation classes to help you create more calm.

More Details
By completing this program. Program ends Feb

Program Activities

Week 1

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Intro to Meditation	Gratitude Meditation	Mindfulness with Nicole	Breathing Check-in	Release Meditation	Mindfulness Challenge	Guided Med
7 mins	5 mins	5 mins	4 mins	7 mins	5 mins	26 mins

ENROLL IN PROGRAM

Select the date you would like members to begin enrolling in the program (optional).

Select the date to close program enrollment. The program will still be visible to members already enrolled, but new members can no longer enroll (optional).

Step 5

Under Program Groups in the Program Editor, select who can enroll in this program at your organization. Then select **Save** to move on to step 6.

Note: If you would like everyone at your organization to access the program, select **Available to All.**

PROGRAM GROUPS
Who can enroll in this program?

- ● Available to All
- ○ Report Groups
  Select...
- ○ Facilities
  Select...

Step 6

Now it's time to add your program images!

Choose a Ready-Made Image from the Wellbeats Image Library:

If you would like to add an image from the Wellbeats Image Library, select **Image Selection,** then **Choose Image.**

Select one of the ready-made customer program photos, then select **Save.**

○ *IMAGE UPLOAD*   ● *IMAGE SELECTION*

NO IMAGE

Choose Image

PROGRAM EDITOR

Save   Cancel

CUSTOMER PROGRAM PHOTOS

Create Your Own Custom Program Images:

If you would like to create your own custom program image, select **Image Upload.**

Wellbeats requires an image to be formatted in four sizes. This ensures that your Wellbeats program image appears correctly no matter how a member accesses Wellbeats. We recommend including your organization's logo as the program tile image.

For help creating your custom images, download the Programs Toolkit on the Client Resources page. This toolkit includes editable program image templates to help you add your logo.
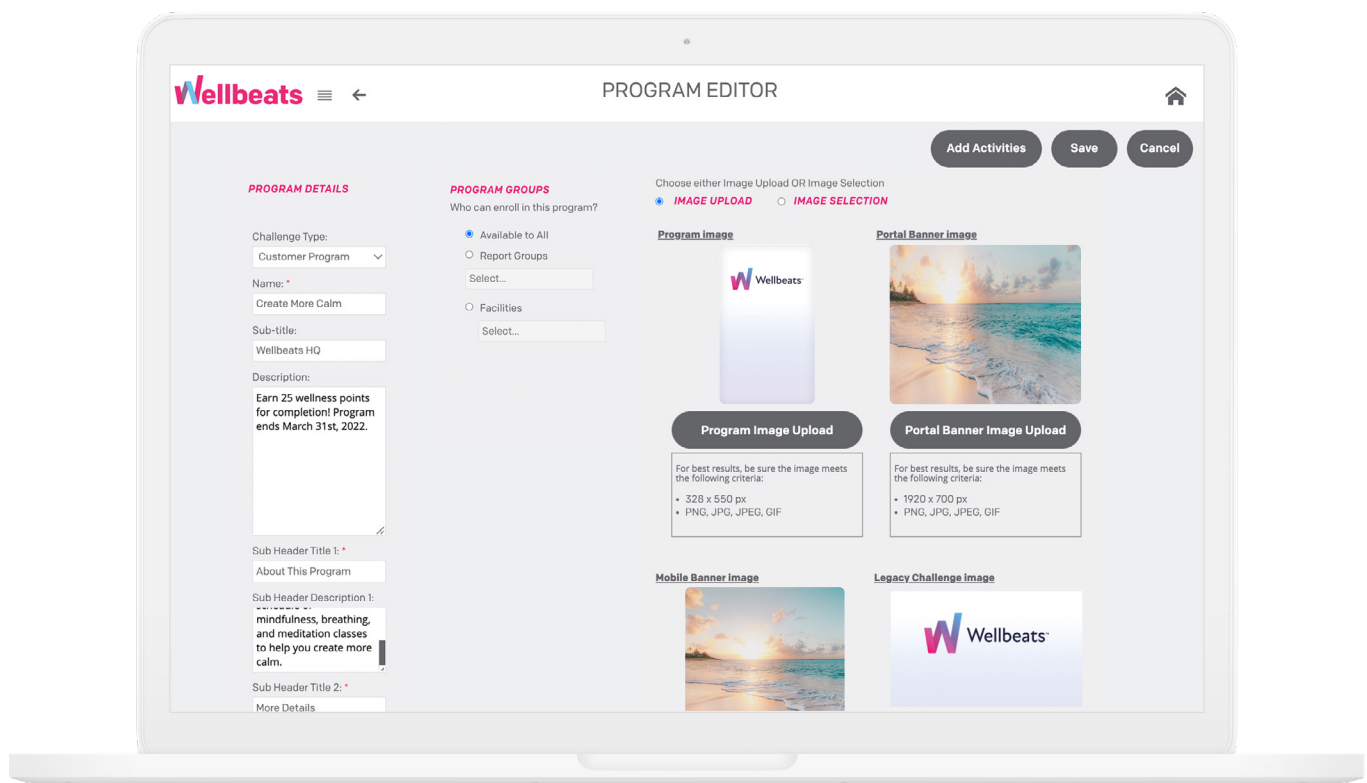
Step 7

Once your program details and images have been created in the Program Editor, it's time to build out your program!

Select **Add Activities** to add any classes and/or activities in your program.

Each day can include either a class, custom activity, or a rest day. You can add up to two options per day. To add a Wellbeats class, select the "**+**" icon, then search for classes by class title. Select the class you'd like to add.

When creating your program, be sure the last day of your program is a class or custom activity (not a rest day).
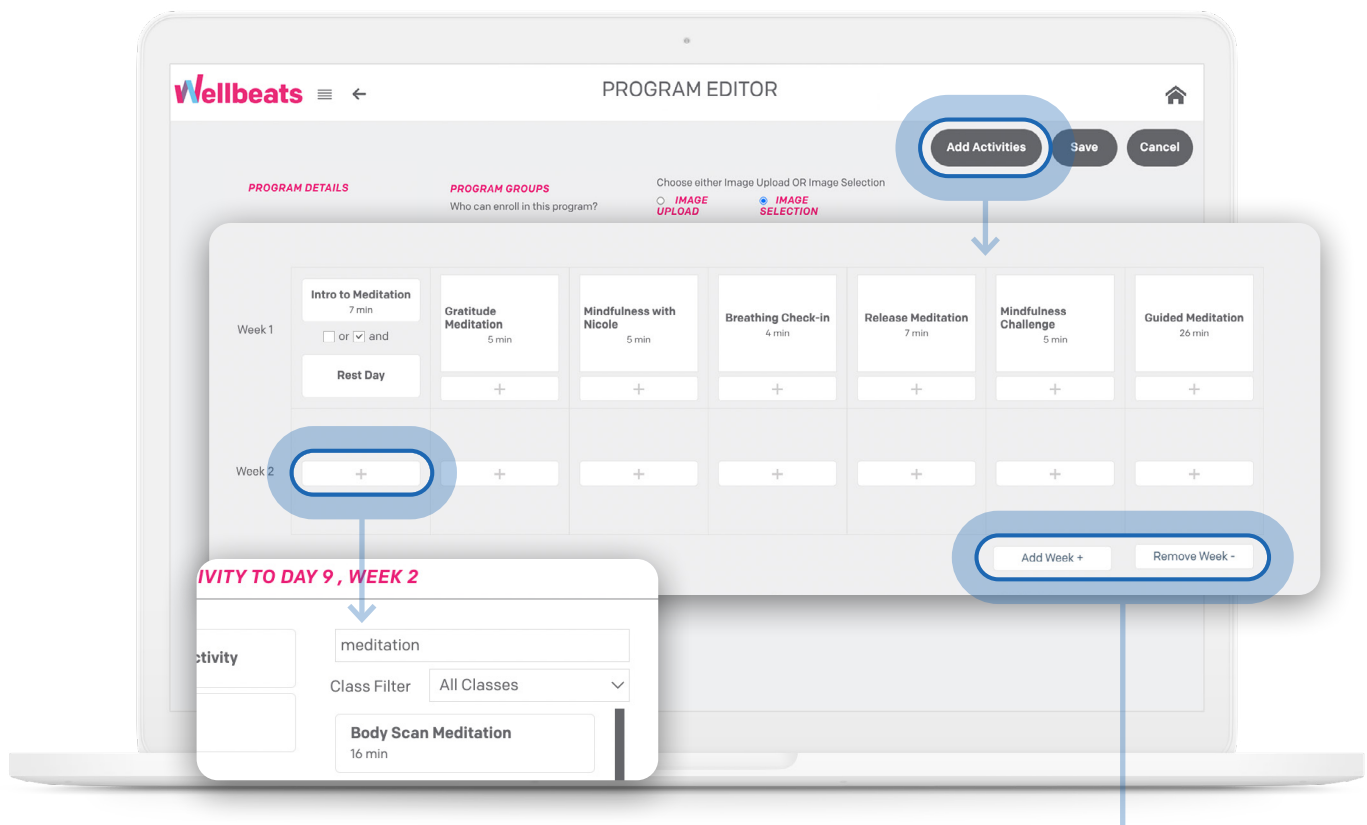
**Note:** Change the length of your program with the **Add Week** and **Remove Week** buttons.

To add a custom activity, select the "**+**" icon, then select **Write your own activity.**

Back in the calendar view, select **Write your own activity** to add your custom text, then select **Save.**
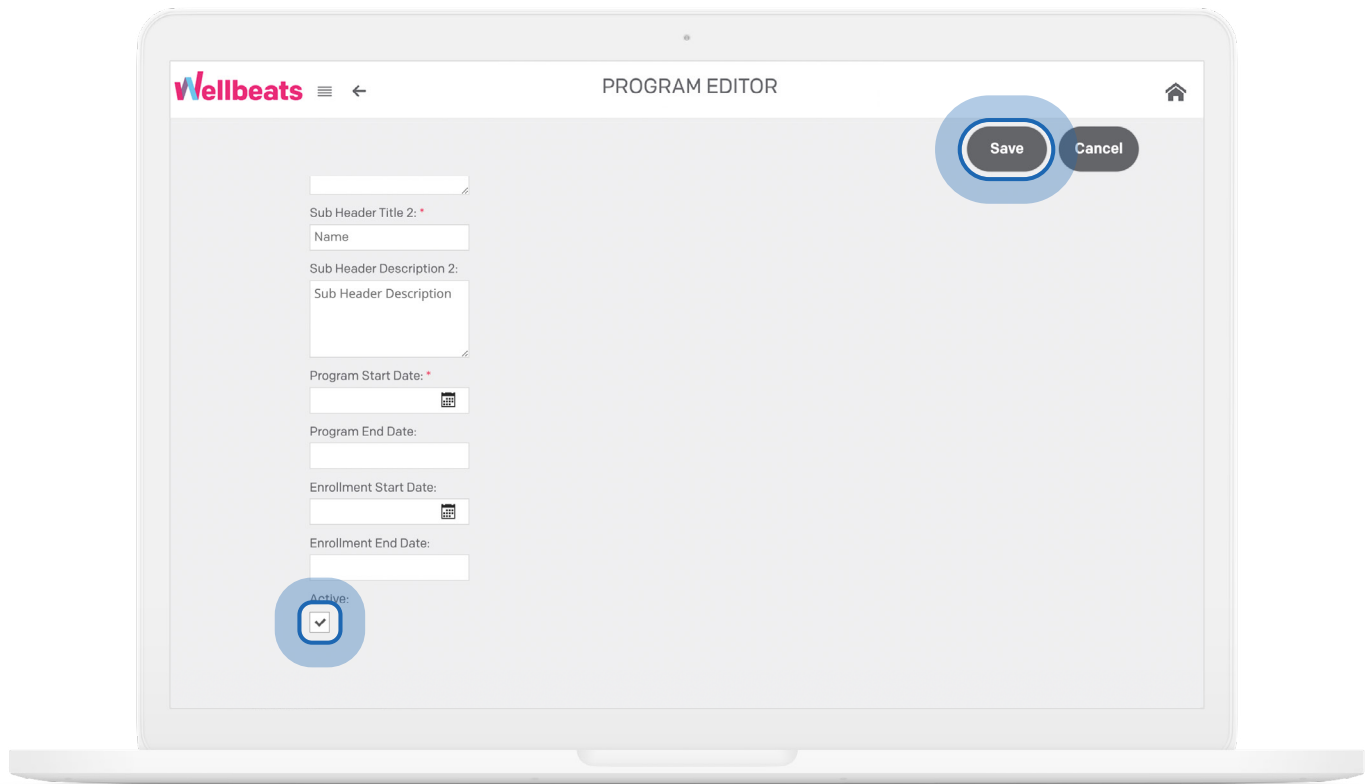Example: Walk 5,000 steps today
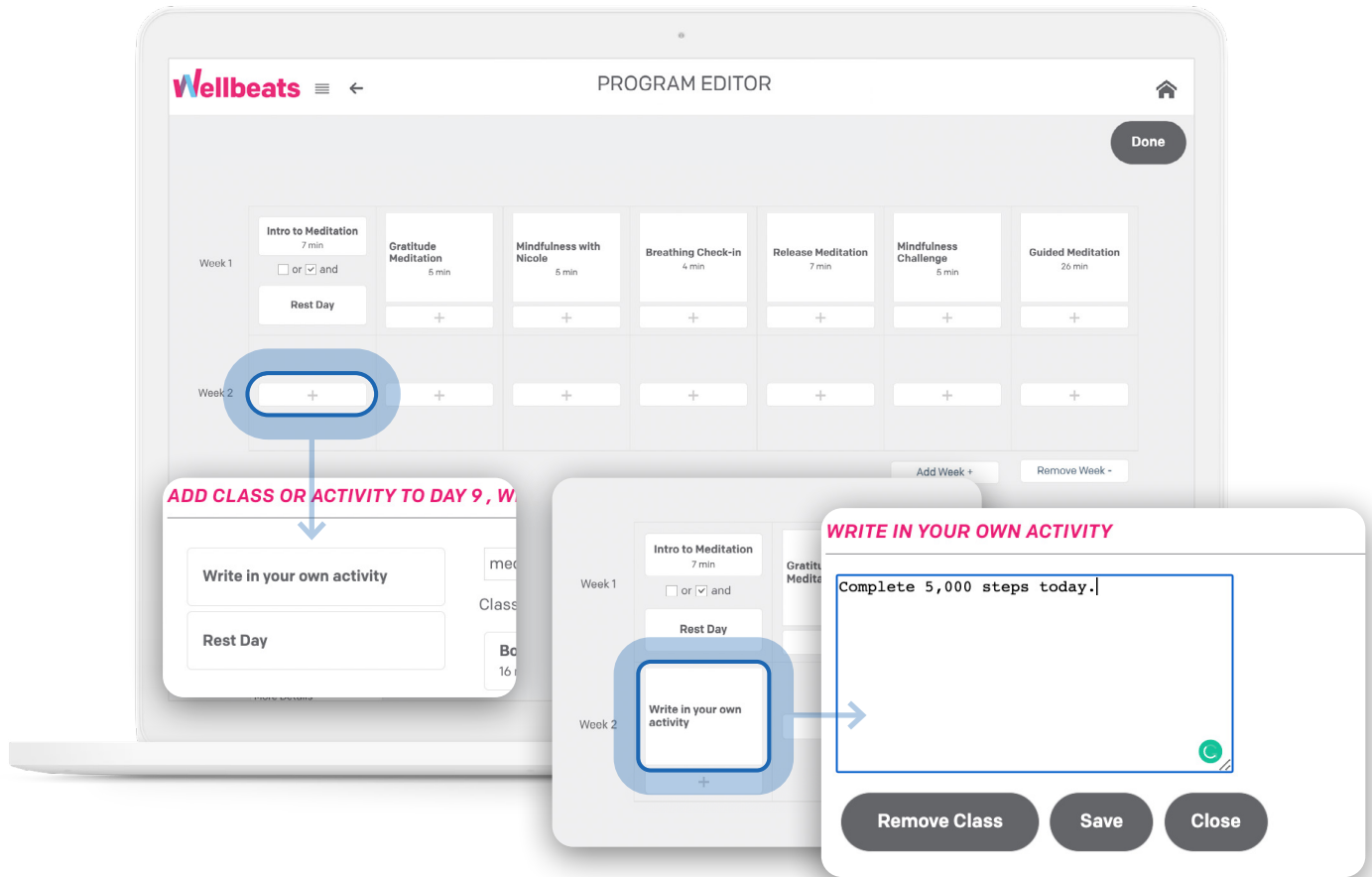
To remove a class, select the class, then select **Remove Class.**

Once your program is complete, select **Done.**
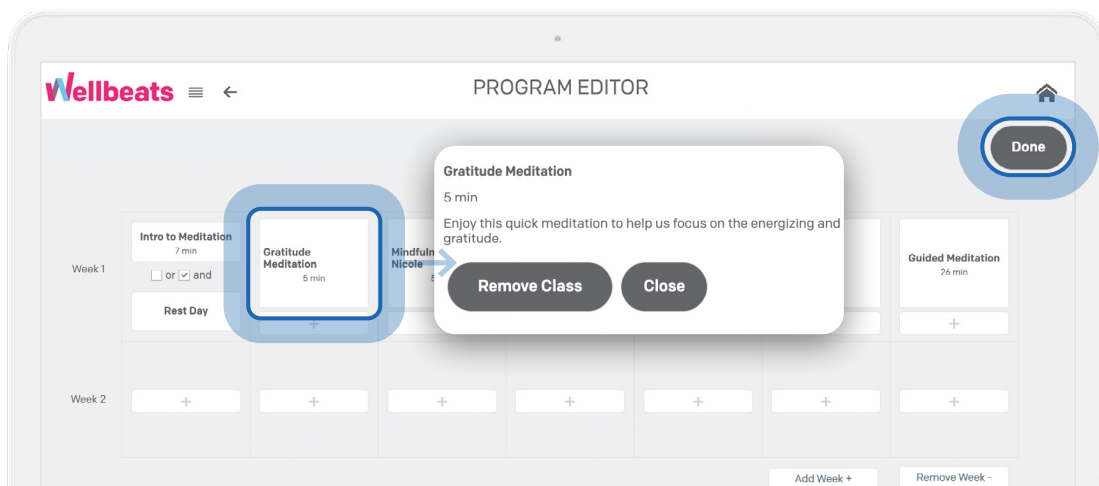
Step 8

Ready to make the program live? Check the box next to "**Active**" under Program Details, then select **Save** to publish the program.

The program will appear under Programs > Recommended Programs.