



Mississippi  
Mills



Presented by



## ParticipACTION Community Challenge

Step-by-step guide on how to log participants

### INTRODUCTION:

# LET'S WIN \$100,000 AS CANADA'S MOST ACTIVE COMMUNITY

Participate in the community challenge as an organization (no matter how small or large) by tracking the number of participants in your activities for the month of June. If you're one person organizing activities for a group of people, that counts as an organization, too! Give your "organization" a fun name when you sign up.

Find more information about the challenge by visiting the webpage:  
<https://www.participaction.com/programs/community-challenge/>

### What counts as an activity?

Anything and everything, really! The goal of the challenge is to have the community get active, and that can come in many shapes:

- **Group walks**, such as: senior walking groups; inviting your neighbour for a morning walk; local dog walking sessions; etc..
- **Sports**, such as: a match of tennis; a jog; a dance performance or practice; etc..
- **Casual exercise**, such as: stretching, workouts, etc..



# PART ONE: SIGNING UP FOR THE CHALLENGE

1. Go to <https://www.participaction.com/signup> to join the challenge. Registration is already open, you do not need to wait until June.

**ORGANIZATION REGISTRATION**

FIRST NAME  
John

EMAIL ADDRESS  
Type email here

PASSWORD  
\*\*\*\*\*

RE-ENTER PASSWORD  
\*\*\*\*\*

Password must consist of:

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum

Submit

Already have an account? [Login](#)

2. **Create your personal account that you will use to register your organization** by entering your first name, email address, and choose a password that meets the the following criteria:

- One lowercase character (abc...)
- One uppercase character (ABC...)
- One number (123...)
- One special character (!@#\$...)
- 8 characters minimum (\*\*\*\*\*\*)

FIRST NAME  
Mississippi

EMAIL ADDRESS  
town@mississippimills.ca

PASSWORD  
\*\*\*\*\*

RE-ENTER PASSWORD  
\*\*\*\*\*

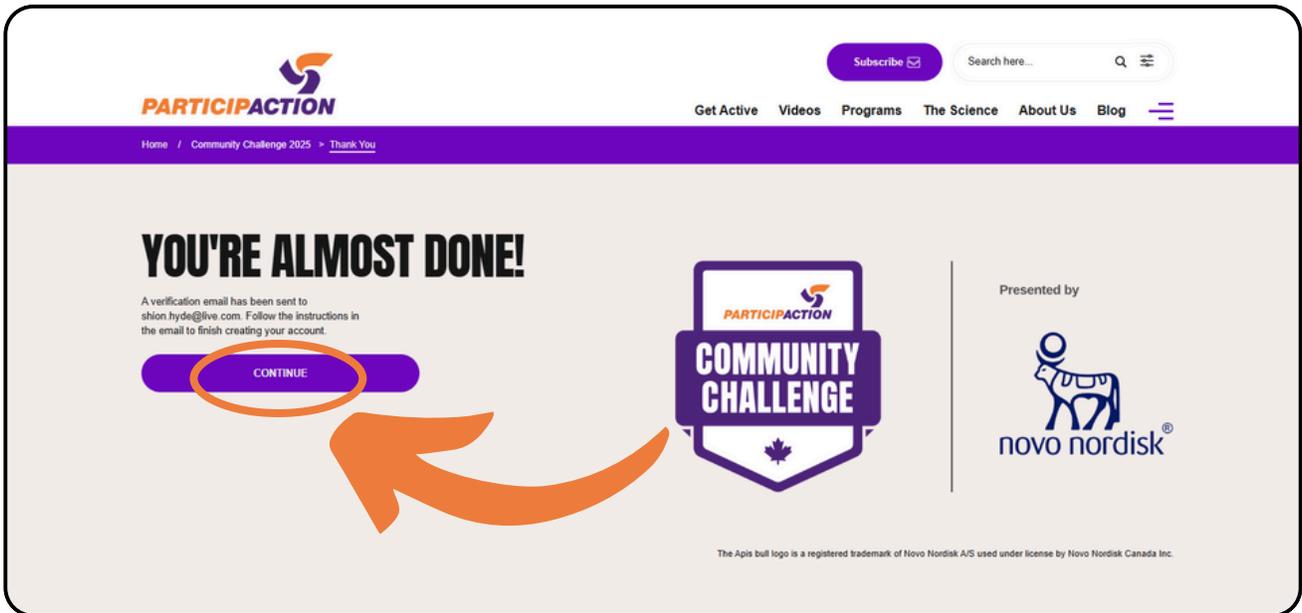
Password must consist of:

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum

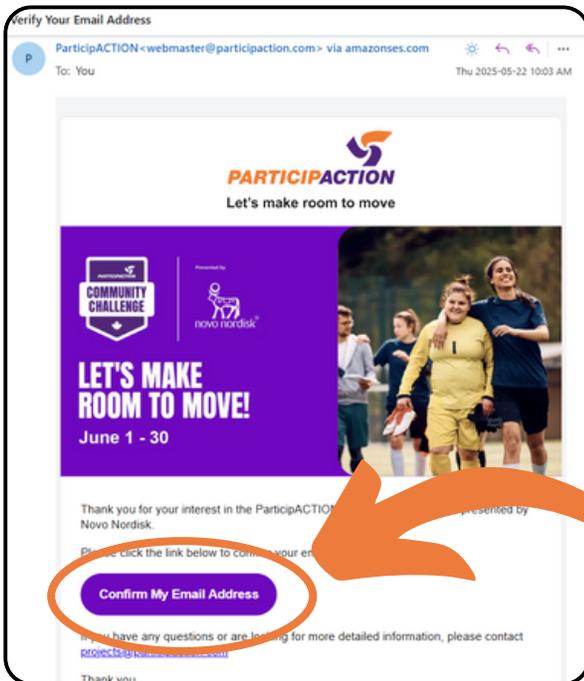
Submit

Already have an account? [Login](#)

3. You will be prompted to go to your email and **verify your account**.

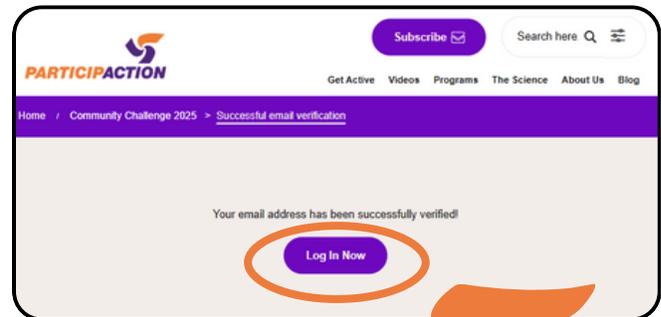


Click on the button in the email to verify your account.

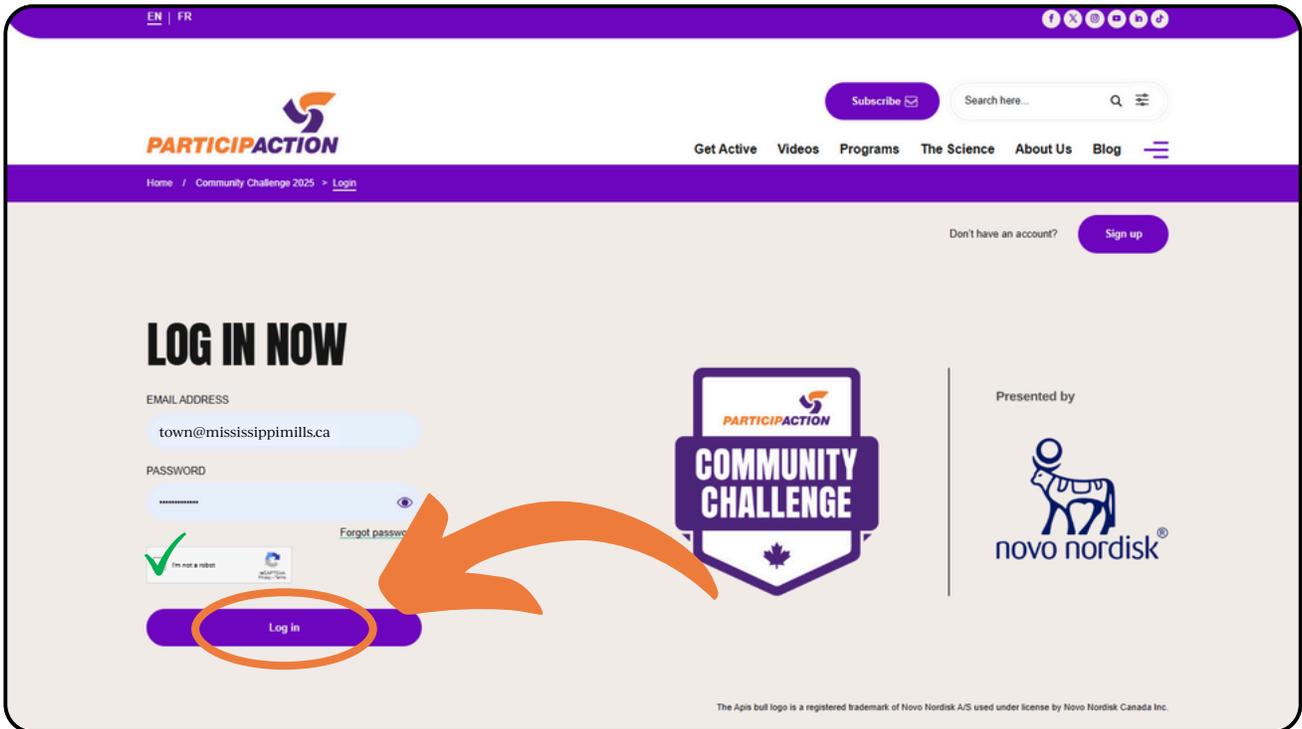


Once clicked, you'll be brought back to the ParticipACTION website, confirming that your email has been verified.

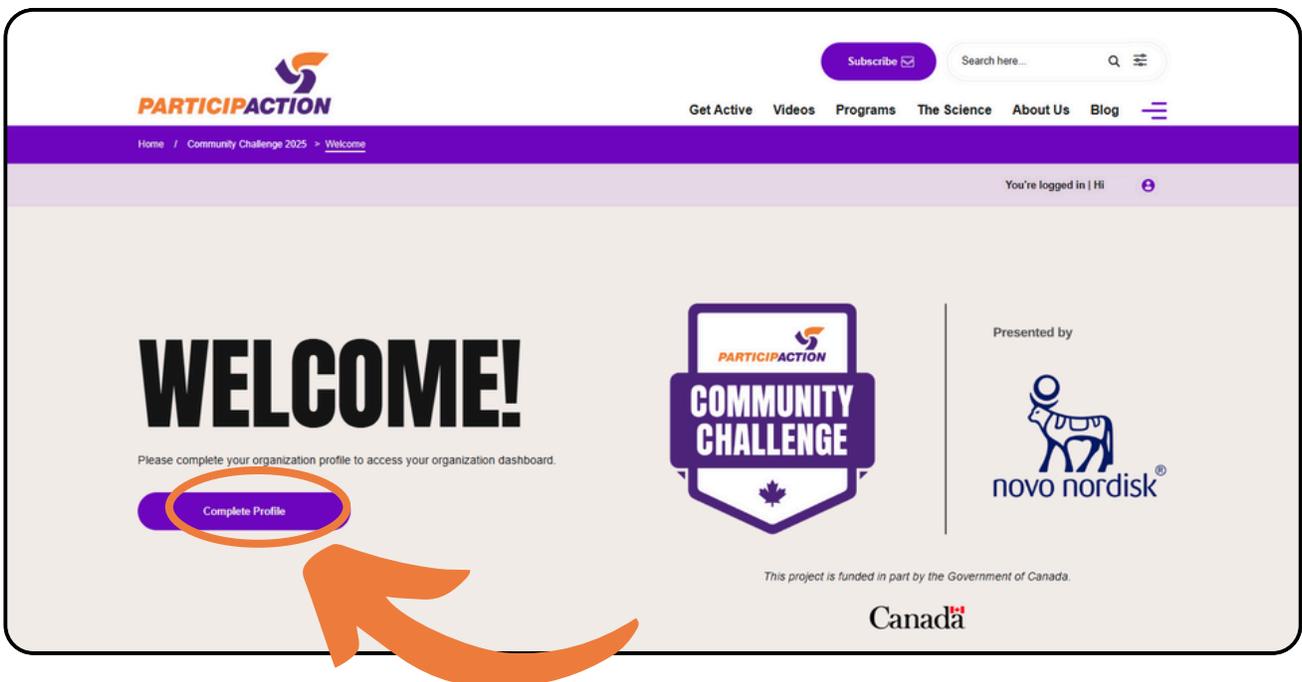
Click on the button to return to the login screen to move on to the next step.



4. Back on the login screen, **log in to your newly verified account**. Make sure to check the box to confirm you are not a robot.



5. Once logged in, you will be prompted to **create your organization's profile** that you will be managing.



## ORGANIZATION PROFILE

Organization legal name \*

If you receive a grant, this is the name that we will make the cheque out to.

Organization sector \*

Please choose the one that best suits your organization.

Select 

Are you a local, provincial or national organization? \*

Select 

Is your organization part of a municipality/band (this includes departments such as recreation, public health, etc.)? \*

Select 

Are you a for-profit organization? \*

Select 

Is supporting and/or serving members of equity-denied populations your organization's primary mandate? \*

Equity-denied populations are defined as members of the Black, Indigenous, racialized and 2SLGBTQIA+ communities, newcomers to Canada, low-income populations and persons with disabilities.

Select 

Which of the following age groups do you serve? \*

Children (0-4)  
Children (5-12)  
Youth (13-17)  
Adults (18-34)  
ALL OF THE ABOVE

### ORGANIZATION CONTACT

First Name \*

Last Name \*

Phone

Email Address \*

### ORGANIZATION CONTACT

First Name \*

Last Name \*

Phone

Email Address \*

Website URL:

The website URL is needed so ParticipACTION can include your organization name and link on its website to recognize organizations that have received grants and are participating in this year's challenge. By accepting a grant, you are giving ParticipACTION permission to include these details on its website. Where possible, the link should direct to your application's initiative/program.

### MAILING ADDRESS

Street \*

City \*

Province / Territory \*

Select 

Postal Code \*

Did you receive a Community Challenge grant in 2024? \*

Select 

Do you consent to ParticipACTION sending you additional information about other ParticipACTION initiatives? \*

Select 

Save

## 6. Complete the form with your organization's information to complete setup.

**If you don't have a legal organization name**, you won't win money but that won't stop you from signing up!

The postal code you use in the mailing address section will determine what community your contributions will count towards.

### MAILING ADDRESS

Street \*

3131 Old Perth Rd, box 400

City \*

Mississippi Mills

Province / Territory \*

Ontario

Postal Code \*

K0A1A0

List of some postal codes in the area:

- K0A 1A0 - Almonte, Appleton, Union Hall,
- K0A 1P0 - Clayton
- K0A 2X0 - Pakenham

Organization profile successfully saved, you're now being redirected to your organization dashboard.

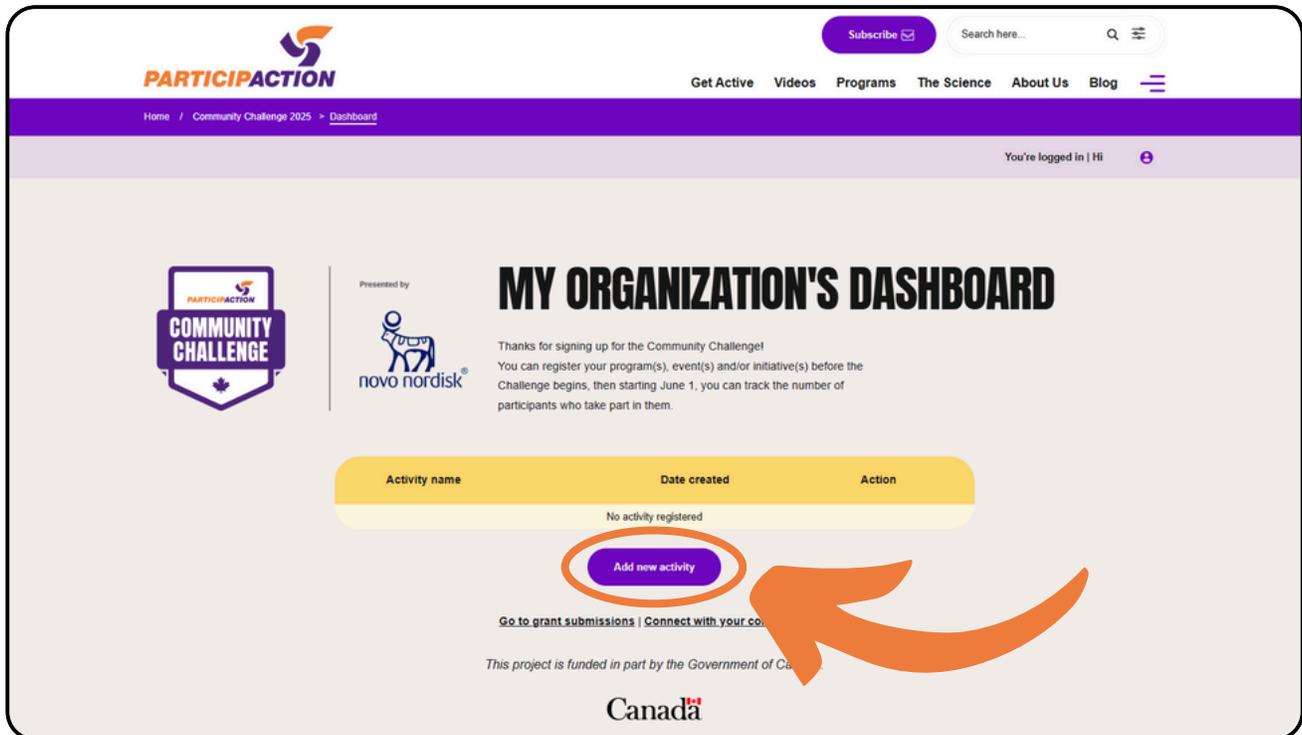
If you're not being redirected, please click this button.

Organization Dashboard

Once complete, you will be prompted to visit the organization dashboard. **Congratulations**, you've now registered your organization for the community challenge! Read the next section to find out how to log your activity participants.

# PART TWO: LOGGING PARTICIPANTS OF YOUR ACTIVITIES

1. Go to <https://www.participation.com/dashboard/> to start logging participants.



2. **Click on the button to add an event or activity** your organization would like to host (anything and everything counts!).

Some examples of activities:

- Sports practice
- Jogging groups
- Walking groups
- School recess
- Races
- Bike bus / group rides
- Morning walks with neighbours
- Group stretches
- Group workouts
- Exercise classes
- Sport matches
- Dance classes
- Group gardening
- Dog walking groups
- A game of tag
- ... The goal is to get multiple people involved in an activity!

# ACTIVITY REGISTRATION

Activity/Event Title \*

Morning Runs with Friends and Neighbours

Brief description of the physical activity(ies) or sport(s) you're offering. Briefly describe your physical activity or sport that will be delivered. Maximum 50 characters.

Let's get the neighbourhood out for some morning exercise! Together we'll un, walk, jog, and have fun.

Did your activity or event specifically target any of the following populations? \*

- Children (0-12 years)
- Youth (13-17 years)
- Adults (18-64 years)
- Older adults (65+ years)
- General public (all ages)

Which of the following populations will or did your activity or event primarily target? \*

- Persons with disabilities
- Indigenous communities
- Newcomers to Canada
- Black communities
- Racialized communities
- 2SLGBTQIA+ community
- Low-income populations
- Women and/or Girls
- None of the above

Go Back

Save

3. **Complete the form** to add your activity to your profile.

Include the title of the activity, a short description of the activity, and the demographic information.

Once saved, the event will show up on your dashboard.

Repeat the steps with all activities and events your organization plans to host.



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## MY ORGANIZATION'S DASHBOARD

Thanks for signing up for the Community Challenge!  
You can register your program(s), event(s) and/or initiative(s) before the Challenge begins, then starting June 1, you can track the number of participants who take part in them.

Activity added successfully

| Activity name                            | Date created | Action        |
|--|--------------|---------------|
| Morning Runs with Friends and Neighbours | May 22, 2025 | Edit   Delete |

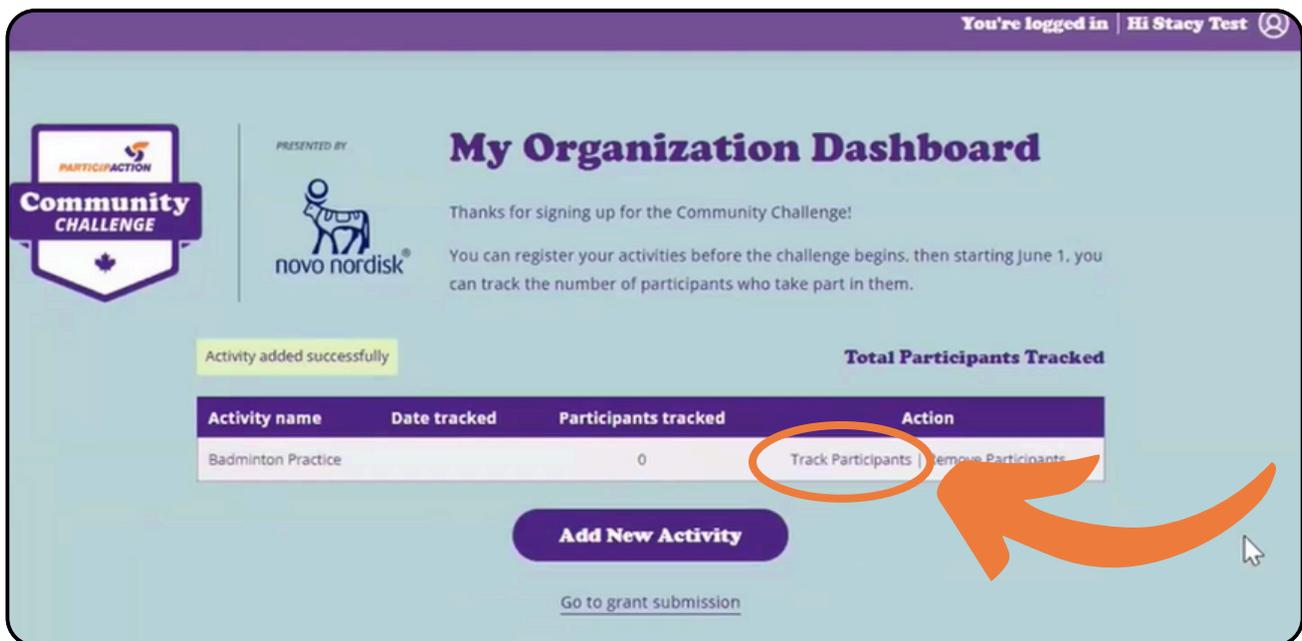
Add new activity

4. **Start tracking number of participants** of your activities.

**Starting June 1**, you can edit the activities on your dashboard to add the number of participants in your activities.

*Screenshots below are from last year's challenge, this year's dashboard may look different.*

Click on the “track participants” button to add your numbers.

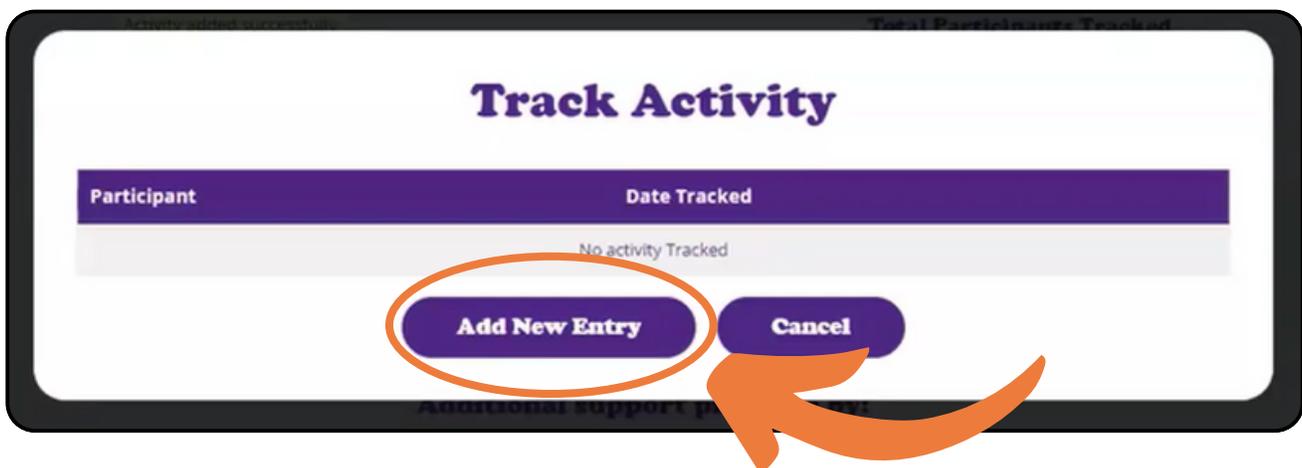


The screenshot shows the 'My Organization Dashboard' for the 'Community Challenge' presented by 'novo nordisk'. The dashboard includes a header with the user's name 'Hi Stacy Test' and a notification 'Activity added successfully'. Below this is a table with the following data:

| Activity name      | Date tracked | Participants tracked | Action                                   |
|--------------------|--------------|----------------------|--|
| Badminton Practice |              | 0                    | Track Participants   Remove Participants |

The 'Track Participants' button in the action column is circled in orange, with a large orange arrow pointing to it. Below the table is an 'Add New Activity' button and a link for 'Go to grant submission'.

Click the “add new entry” button.

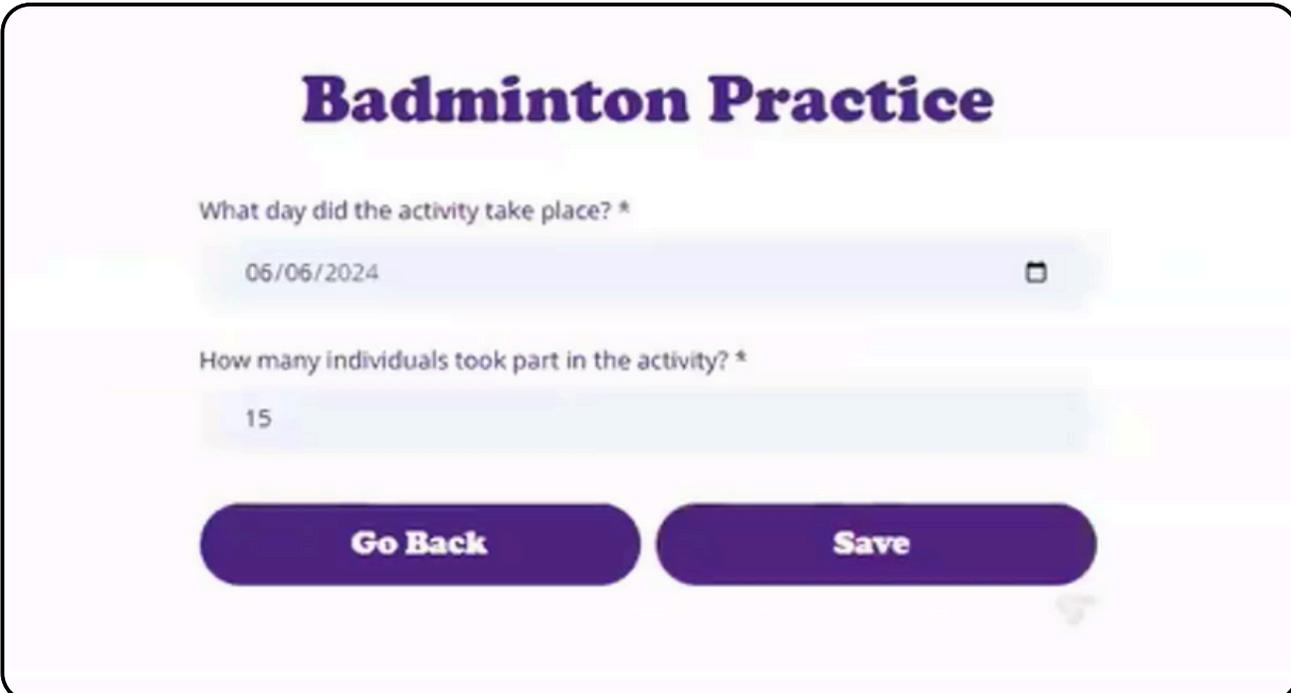


The screenshot shows the 'Track Activity' form. It features a table with the following structure:

| Participant         | Date Tracked |
|---------------------|--------------|
| No activity Tracked |              |

At the bottom of the form, there are two buttons: 'Add New Entry' and 'Cancel'. The 'Add New Entry' button is circled in orange, with a large orange arrow pointing to it.

Enter the date and the number of participants of that selected activity.



**Badminton Practice**

What day did the activity take place? \*

06/06/2024

How many individuals took part in the activity? \*

15

**Go Back** **Save**

### Tip to reduce the times you log participants

If you so choose, **you can also do some math to tally up the grand total number of participants you had over a week or a month**, and simply input that number into the activity at the end of said week or month.

For example, if your badminton practice occurs twice a week with 15 people, and you'd like to input your numbers only once at the end of the month instead of after every practice, you would input:

“What day did the activity take place? **06/30/2025**”

“How many individuals took part in the activity? **120**”

Because 15 people, twice a week, over four weeks ( $15 \times 2 \times 4$ ) is 120 participants.

Once saved, the participants tracked will show up on your dashboard.

Home / Community Challenge 2024 > My Organization Dashboard

You're logged in | Hi Stacy T

**Community CHALLENGE**

PRESENTED BY

**novo nordisk**

Thanks for signing up for the Community Challenge!  
You can register your activities before the challenge begins, then starting June 1, you can track the number of participants who take part in them.

Activity Tracked Successfully

**Total Participants Tracked 15**

| Activity name      | Date tracked | Participants tracked | Action                                   |
|--------------------|--------------|----------------------|--|
| Badminton Practice | June 6, 2024 | 15                   | Track Participants   Remove Participants |

**Add New Activity**

[Go to grant submission](#)

Repeat the steps to track participants in all of your activities.

Congratulations, your organization is now tracking participants for the ParticipACTION community challenge!

Those who update their tracked participants in the weeks of June will be entered in a weekly draw to win \$500 for their activities in the community.

### Tips on different ways to track participants

**Location based activities:** track how many people enter/exit the location. For example, the number of people who enter the gym via membership scans or a sign-in sheet.

**Approximations:** If there are multiple large groups participating, approximations may help. For example, for school recesses, you might know that there are 10 classes outside, where each class has approximately 30 students. For that activity, you may log 300 participants, even if some student may be absent.

# FREQUENTLY ASKED QUESTIONS

**Q:** How can an organization have multiple internal people logging participant numbers on the dashboard?

Organizations can confidentially share the login information of the profile internally to trusted members to have multiple people helping with logging participation numbers over the month.

**Q:** I am an individual and do not want to organize community activities myself. How can I still participate?

Individuals who do not want to organize can participate in the activities of other organizations or encourage other organizations to host events.

Individuals can also “pledge to get active” on the [ParticipACTION website](#). Your commitment will count towards your community’s final score; however, you’re not required to track your physical activity throughout June. After you pledge to get active, you’ll receive a welcome email with tips on how to get moving this June.



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