

COMMUNITY LEADER CHEAT SHEET



COMMUNITY

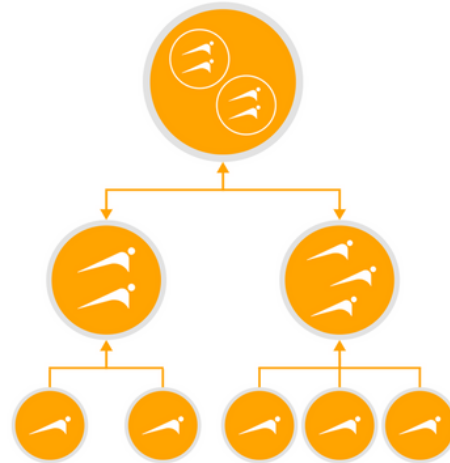
A collection of Teams, great for workplaces, gyms and schools.
Each Community has a COMMUNITY LEADER.

TEAM

Ideally up to 10 people.
Each Team has a TEAM CAPTAIN.

INDIVIDUAL

People can also take part solo.



Create a Community

1. Register

- Hit the REGISTER button on The Push-Up Challenge website www.thepushupchallenge.com.au.

2. Create your Community

- Select CREATE TEAM OR COMMUNITY and fill out your registration details.
- You'll be prompted to create a Team. You need to do this before you can create a Community.
- Create a Community.
- *OPTIONAL:* You can now create other Teams in your Community. To do this go to MY COMMUNITY > MANAGE TEAMS > CREATE TEAM. See **Tips** below.

3. Grow your Community

- On your dashboard select GROW COMMUNITY.
- You will see your public Community page link and pre-written emails to send.

Method 1 - Recruit Team Captains

- Invite specific people to create a Team within your Community. This will make them a 'Team Captain'.
- Encourage your Team Captains to recruit people to join their team. By joining one of these teams, people become part of your Community... and so it grows.

Method 2 - Broad Recruitment

- Invite the masses to join your Community.
- People can chat amongst themselves to figure out who wants to team up, pick a Team Captain, then create/join a Team in your Community.

TIPS

- Share your Community page link so Teams are created directly in your Community.
- People can also search for your Community if they don't have your Community page link, no stress.
- If you've already registered, go to your dashboard and follow the prompts to create a Team or Community.
- There's a bunch of email templates and other promotional material on our Handy Resources page to help you grow your Community.
- Creating Teams in your Community first may be useful if you want to define the structure before inviting people to join. It is an optional step.

How to help others Create or Join a Team

Guide others through the process to create or join a team with these steps:

1. Go to the Community page

2. Select either Create or Join a Team

- Follow the prompts.

3. Invite People

- Team Captains can invite more crew along to become part of their Team after it has been created.
- Share the Community or Team page links and people will have the opportunity to join an existing Team or create a new Team.

Handy tips

To be in a Community, people must be in a Team

People are welcome to create a Team with just them if that's what they're after. This will allow them to join a Community.

You need to re-register for 2023

Even if you've taken part before.

We recommend teams of up to 10 people

Keeping it at 10 or less helps the members maintain accountability and a good vibe.

One email address. One registration.

An email address can only be used once each year for one registration.

If someone creates a Team outside of your Community

No stress. All they need to do is go to their dashboard and select 'Join Community' and follow the prompts from there.

Think of easy and relevant Team and Community names

Makes it way easier for people to search for a Community or Team. Use different names for your Community and Team(s).

Team admin

Community Leaders can create Teams within their Community, move people within Teams and make people Team Captains. Head to the 'Manage Teams' page on your Community dashboard.

There are **FAQs** and plenty of **handy resources** on our website which can help you and your crew get pushin.

Download our
Push for Better app

