



# CREATE AN INITIATIVE. MOTIVATE YOUR TEAM.

## EASY SELF-SERVE SET-UP

- 1.
2. Click Request or Create Initiative
3. Name your initiative, designate an owner(s), specify a points budget, and add relevant desired outcomes, details, and criteria
4. Select a pre-designed banner or upload a unique image to the home page
5. Create awards and designate permissions and points for each
6. Invite participants and if desired give each a points allowance for peer-to-peer (team) recognition
7. Change the initiative status from Inactive to Active
8. Done! Participants are automatically notified that they are part of the project

## PRE-APPROVED POINTS BUDGET

- Create your initiative with a pre-approved number of points to award
- Designate guidelines and criteria for when and why points will be awarded
- No approval or nomination process: points are deposited to recipients' accounts as soon as they are awarded
- Assign an allowance of points to each participant to encourage peer-to-peer (team) activity if desired

## SOCIAL, CUSTOMIZABLE, ENGAGING

- Brand your initiative by uploading a custom banner image, award images, and description text to fit your audience and project goals
- Create initiative-specific awards to make each challenge fun and unique
- Post congrats, updates, questions, and images to a dedicated social wall for other team members to view and comment on