



## INSTRUCTIONS

1. Select someone in your organization to be the Team Leader.
2. The team leader collects the beginning weight of those employees participating in the program. This should be done anonymously. Employees can write their weight on a piece of paper and submit it into a collection box. The team leader then totals the weight of the employees.
3. The team leader then registers the company at [www.bcbsm.com/yourhealth](http://www.bcbsm.com/yourhealth) (look for the blue registration button) by submitting the company name, number of employees participating, and the total team starting weight. Registration must be submitted by the end of the day on Mon. Feb. 25. Please also notify the Petoskey Regional Chamber of Commerce of your participation by contacting Carlin Smith at 347-4150 or [carlin@petoskey.com](mailto:carlin@petoskey.com). Carlin just needs to know the company name and number of participants.
4. Begin Weekly Weigh-ins. It is recommended that you set a consistent day and time for weigh-ins. This can be done with a scale at the workplace, or people can weigh themselves at home and bring the weight in. Again, weights are placed anonymously into a collection box, totaled by the team leader, and the total submitted at [www.bcbsm.com/yourhealth](http://www.bcbsm.com/yourhealth) by 5:00 p.m. each Friday. The first weigh-in total is due Mon. Feb. 25 and will continue each Friday through April 26. If you miss an occasional week of reporting (Spring Break) that's OK, but do the best you can with the weekly updates.
5. Blue Cross Blue Shield of Michigan's results will be used to determine the Petoskey-Harbor Springs Win By Losing winners. BCBSM's results will be final. The Health Care Task Force will determine one overall winner from the four different business-size categories. A Weekly Leader Board will be available at [www.bcbsm.com/yourhealth](http://www.bcbsm.com/yourhealth).
6. The overall winning business will receive a Business After Hours sponsorship at a future PRCC Business After Hours and complimentary passes for the participants. Winning participants will receive BOYNE Gift Cards. Gift Card amounts will vary based on the number of participants on the team. The total value of all gift cards will not exceed \$500 and the total value of the

