



SPRING INTO ACTION CHALLENGE – TEAM REGISTRATION

Instructions

Step 1: Get a team together (you may want to include co-workers, friends, family members...) and decide on a team name. Identify a team captain who will register your team and team members for the challenge and who will collect and submit your team's information each week. You can register online using this form or fill in the registration form (found at <http://www.horizonscda.ca/sia.php>) and send it by email to sia@horizonscda.ca or by fax to 902-542-4765.

Remember:

- Your team can have up to 10 members. If you have more than this, you may want to consider dividing your team into two teams and have a little competition between you☺.
- Please make note your Username and Password when you register your team. You will need this information when submitting your time each week. Please use lowercase letters and no spaces or special characters (such as apostrophes or hyphens) in your Username and Password.

Step 2: Each person keeps track of her/his activity using their daily activity sheet (found at <http://www.horizonscda.ca/sia.php>) and submits their form to their Team Captain every Monday during the Challenge.

Step 3: Team Captains will enter the information from the daily activity sheets using our online system (the link to weekly submissions is found at <http://www.horizonscda.ca/sia.php>). For those without internet access, your team captain will summarize your weekly timesheets using the weekly tracking form (found at <http://www.horizonscda.ca/sia.php>) and email the results to sia@horizonscda.ca or by faxing it to 902-542-4765.

We strongly encourage everyone to use the online system when possible as it is quicker, and will reduce the possibility of human error. **Remember, you must have your times in by the end of day (5 p.m. AST) each Tuesday during the Challenge to potentially qualify for the weekly prizes!**

SPRING INTO ACTION CHALLENGE REGISTRATION FORM

Team Name:

Team Captain:

Contact Telephone:

Contact Mailing Address:

Team Members

Name	Phone	Email

Please register your team online at www.horizonscda.ca/sia.php or by filling out the form above and sending it to sia@horizonscda.ca or by fax to 902-542-4765.