



Cannock
Chase



Challenge Pack – Document



Document Challenge

Here are a few useful tips for you to use when submitting a document challenge. This includes step by step instructions.

Requirements	Things to consider
<ul style="list-style-type: none">• Provide a supporting image and/or logo for your challenge – PDF, PNG or JPEG• If you are submitting step-by step instructions for a challenge, make sure you complete this section in the Challenge Submission Form• Send your document as a PDF, PNG or JPEG to cannockchasecan@cannockchasedc.gov.uk• Or upload onto your platform and send the link to the above email	<ul style="list-style-type: none">• A document could be step by step instructions for a recipe, a game or route to follow as well as original articles such as a story, poem, cartoon etc.• Keep your submission clean and simple• Ensure your document is eligible for all to read• Avoid fancy fonts – use fonts such as Arial, Calibri or Open Dyslexic• Avoid small font size – we recommend 12pt and above• Avoid clip art images• Use strong contrasting colours• Spell check before submitting your challenge• Never use anything that is subject to copyright in your submission.



Submission Form with supporting guidance

The following form provides further guidance and information which will help you when completing the online submission form.

Your Contact Details	Name
	Email
	Telephone Number
<p>Your information will only be used for the purposes of the 'Cannock Chase Can' App and will be stored alongside the challenges you submit. We will only use this to contact you if we require further information about your submission and to confirm your challenge is live.</p> <p>Your information will be stored within a secure content management system solely for the Cannock Chase Can mobile application.</p> <p>We will not share your information with any other third parties.</p> <p>Your information will be stored for the duration of the programme and will be deleted after 5 years from the submission date.</p> <p>You have the right to withdrawal consent at any time throughout this time.</p> <p>Full details can be found at www.cannockchasedc.gov.uk/privacypolicies</p>	

Your Details	
The name(s) you wish to display as the challenge creator	These details will be displayed on the App and will be in the public domain
Which area are you from?	Add the local area you live in i.e. Hednesford, Rawnsley, Brereton, Norton Canes etc
Name of organisation (if applicable)	Please attach your logo which will be displayed on your challenge within the App



Submission Form with supporting guidance

Your Challenge

Title	Provide a short title describing your challenge
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Which Wellness Theme does it support? Only select two	Move Well	Eat Well
	Sleep Well	Naturally Well
	Connect Well	Manage Well
	Budget Well	Feel Well

Select two Wellness Themes which your challenge relates to. This will ensure your challenge is displayed in the right wellness section within the App.

Who is it for? Tick as many as you like	Early Years	Adults
	Primary	Older Adults
	Young People	Physical Needs/Disabilities
	Learning Needs/Disabilities	Vegetarians/Vegans
	Workplace Colleagues	All the above i.e Inclusive/Family

The App is for users 18 years and over. However, this does not prevent younger people getting involved. A user can encourage others to participate in challenges, including their children or an elderly relative that they care for.

Who can you do it with? Tick as many as you like	Alone	Couples
	Family	Groups/Teams
	Workplace Colleagues	All of the above

Some challenges might be suitable to do alone, in pairs or as a group.

Challenge Description (No more than 100 words)	Write a short description explaining your challenge. Use fun and friendly language. You can also attach an image that represents your challenge.
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Submission Form with supporting guidance

Preparation/Requirements	<p>Explain what people need to do in order to undertake your challenge. This could include:</p> <ul style="list-style-type: none"> • Wearing sensible footwear • Wearing waterproof clothing • Having a clear floor space, free from hazards • Shopping for food or craft items • Taking a drink and other refreshments 	
Step by step instructions (Insert text and images for each step)	<p>List the step by step instructions to successfully complete your challenge. This can include text and images for each step</p> <p>Clearly number each step</p>	
Time/Duration (if applicable)	Estimate how long your challenge will take	
Location	<p>Describe the setting or location to undertake your challenge. This could be at home, a local park, leisure centres etc.</p> <p>Do not use specific venues without their consent or involvement.</p>	
Challenge Format	Video	Document
	Audio	Weblink
Simply tick and attach your challenge format with this form. If you are submitting a weblink, please copy and paste the url into this form.		
Your 'Well Done' Message (No more than 20 words)	<p>Write an uplifting message to keep the user doing the challenge motivated.</p> <p>Add in further information that the user may find useful including signposting details to a local club or support group and any associated costs that may be incurred when signing up.</p>	

Checklist

- Complete the Challenge Submission Form
- Attach your chosen challenge format
- Attach a challenge image
- Attach a logo (if applicable)
- Consent granted
(for use of venues/owner/author of original content)
- Read and agree with Cannock Chase Council's Privacy Statement



Your Contact Details	Name
	Email
	Telephone Number



Privacy Notice

Your information will only be used for the purposes of the 'Cannock Chase Can' App and will be stored alongside the challenges you submit. We will only use this to contact you if we require further information about your submission and to confirm your challenge is live.

Your information will be stored within a secure content management system solely for the Cannock Chase Can mobile application.

We will not share your information with any other third parties.

Your information will be stored for the duration of the programme and will be deleted after 5 years from the submission date.

You have the right to withdrawal consent at any time throughout this time.

Full details can be found at www.cannockchasedc.gov.uk/privacypolicies

Your Details	
The name(s) you wish to display as the challenge creator	
Which area are you from?	
Name of organisation (if applicable)	

Who can you do it with? Tick as many as you like	Alone	Couples
	Family	Groups/Teams
	Workplace Colleagues	All of the above

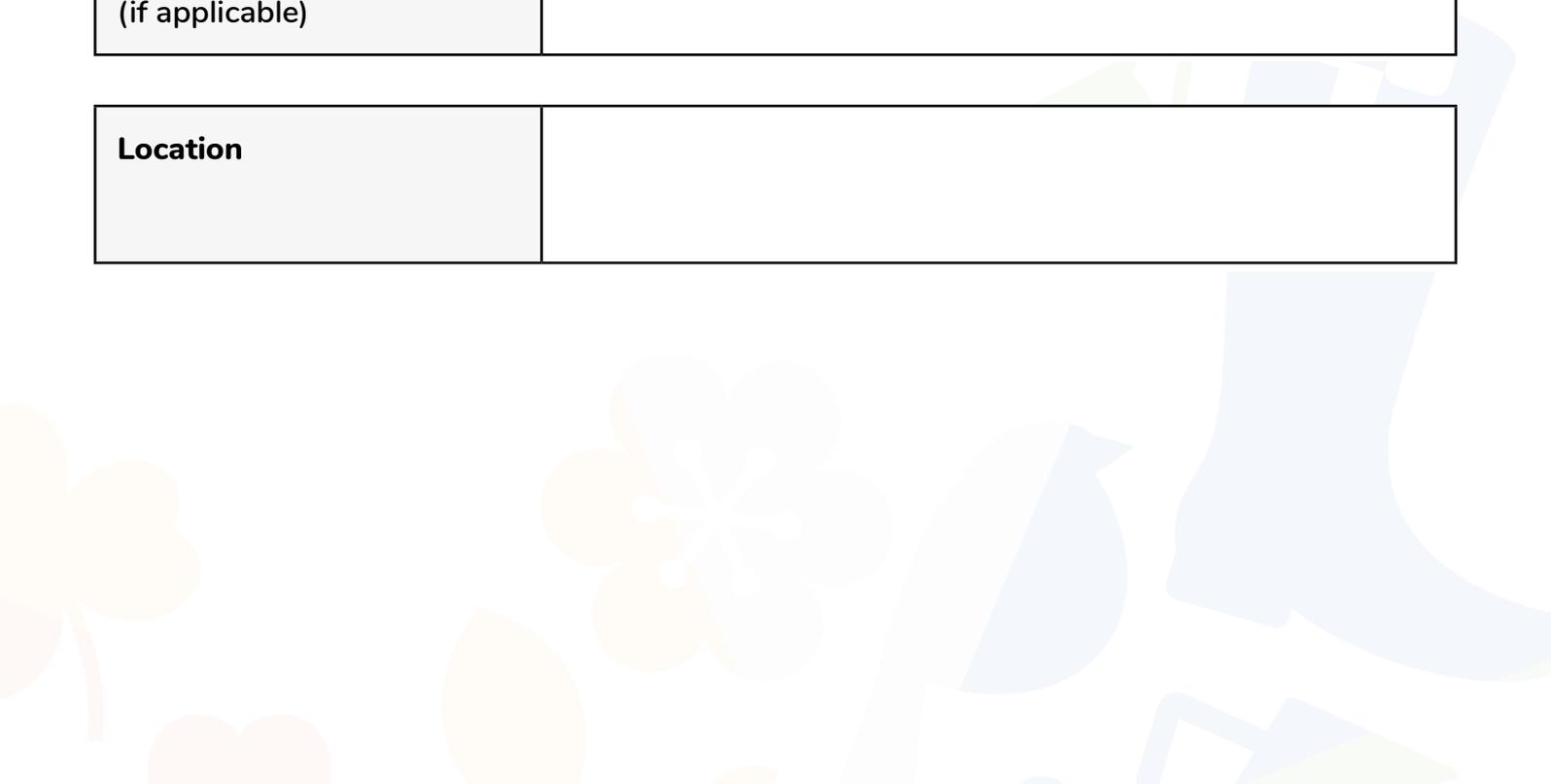
Challenge Description (No more than 100 words)	
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Preparation/Requirements	
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Step by step instructions Insert text and images for each step	
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Time/Duration (if applicable)	
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Location	
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Challenge Format (Choose one format only)	Video	Document
	Audio	
	Weblink	

Your 'Well Done' Message (No more than 20 words)	
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Checklist

Complete the Challenge Submission Form

Attach your chosen challenge format

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Please tick once completed

Save form and supporting documents and email to cannockchasecan@cannockchasedc.gov.uk

Office use only

Wellness themes

Challenge rating (1 to 100)

Challenge suitability (1-5)

For more information about Cannock Chase Can visit
www.cannockchasedc.gov.uk/cannockchasecan