



Tip Sheet - Recording for Team Members

How to record for a team member

- Go to www.livehealthyiowa.org
- Click the orange **LOGIN** button in the top right-hand corner of the homepage
- Enter your username and password
- On your personal dashboard, locate the blue Manage Teams box in the left-hand column
- Click on your team name
- On the team page, hover your cursor over the member's profile image until you see two small images appear in the top right corner
- Click on the image that looks like a chart or graph
- Click Steps tab
- Click the blue New button on the right hand side of the page
- Enter the information and save

If you have additional questions, please contact LHI at (888)777-8881 or info@livehealthyiowa.org.



888.777.8881

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