

FAQ

Hosting Challenges on Bright Breaks as an Advocate

Set up and run challenges & quests for your own group of colleagues!

Relevant knowledge base articles are linked throughout this document.

THE ADVOCATE ROLE

What is a Bright Breaks Advocate and how do I get started?

Advocates on Bright Breaks have the technical ability to run challenges for a specified group of your organization members.

Get started by:

- Ensuring you've created your [Bright Breaks account](#)
- Reaching out to your Bright Breaks Champion (the admin of Bright Breaks at your org) with a list of all email addresses of organization members you'd like to run challenges for - this will ensure your challenges are only open to your intended group.
 - Once your Champion assigns you as an Advocate, you will receive an email invitation from support@brightbreaks.com with a unique link to direct you to the **Champion Portal** where you will be able to create challenges
 - Maintain the accuracy of who is eligible for your challenges by sending an updated list of email addresses of your group to your Champion as needed.
 - Not sure who your Champion is? Reach out to support@brightbreaks.com.

What can I do as an Advocate?

As an Advocate, you can:

- Create and launch step or break-based challenges or quests for your assigned group
- Access promotional materials to spread the word
- Follow participation with live leaderboards and downloadable challenge results
 - [See the step-by-step challenge and quest setup guide here.](#)

What's the difference between a Challenge and a Quest?

Both are ways to encourage team members to take engage with the platform — the key difference is how participants participate.

Challenge:

- Participants earn points for taking live or on-demand breaks or steps are tracked in a step challenge. Challenges can be individual or team-based, with points displayed on a leaderboard. Challenges also have the option to appoint Team Captains.

Quest:

- Participants complete a specific number of breaks from selected categories (like mindfulness or stretching). Quests are always individual — there are no teams — and progress is tracked against a clear goal rather than total points on a leaderboard.

How do I set up a challenge or quest?

Follow the step-by-step guide here.

In short:

1. Go to your Challenges page in the Champion Portal (the link will be sent via email when you are assigned as an Advocate)
2. Click New Challenge
3. Choose a Challenge or Quest template.
 - a. For a first challenge with new users, we recommend either the Step Challenge or Take a Break Challenge with individual participation to make the introduction of the platform as simple as possible.
4. Customize it (title, description, dates, image, prizes)
5. Select participants and teams (if applicable)
6. Click Publish

Do participants need to register for challenges?

- No, when you become an Advocate there's an upload of employee emails by your Champion of all those in your group who will be eligible for your challenges
- By default everyone from your group will appear on the break-based or step challenge leaderboard when they take breaks or track steps.
- Participants can join anytime during the challenge period and opt out on an individual basis on the challenge leaderboard page.
- The leaderboard is viewable in the Challenges section of their Bright Breaks account: brightbreaks.com/challenges

Can I run team challenges?

Yes! As an Advocate, you can run team-based challenges for your assigned group. During setup, you can:

- Enable team participation
- Build teams or choose team assignment
- Optional: Assign Team Captains
- Optional: Use the Average Points per Teammate setting to keep scoring fair if teams have uneven members

What is a Team Captain?

Team Captains are optional and only appear in team challenges if you assign them while setting up a team challenge. You can give Team Captains the ability to build their own teams within a challenge. Learn more about Team Captains [here](#).

Can I run a challenge or quest for specific subset of within my assigned group?

Yes! Should you want a subset within your group (such as a department) to have their own challenge, or have two specific groups compete against each other you can limit the visibility to the desired group(s).

Challenges or Quests for a single group or department:

- When setting up a challenge for individual participation, select 'Yes' to limit visibility in the Challenge Participants section. Click Manage Participants to enter the email addresses of those who you'd like to be able to participate in the challenge

Team-based challenges for a specific groups or departments to compete:

- For team-based challenges where you'll build teams manually, by default the challenge is limited to only those on the teams you build. Leave the visibility as selected 'Yes' if you'd like two or more specific groups to participate as teams only. This setting is visible on the Manage Participants page where teams are created in your challenge.
 - If this is turned off, anyone from outside of the teams you built within your eligible group who take a break or track steps will be automatically added to a team randomly.

Can I offer prizes?

Yes — prizes are a great way to boost participation.

Prizes are the responsibility of your organization and you are encouraged to reach out to your Champion (the admin of Bright Breaks at your organization) to discuss your prizing options.

Feel free to reach out to support@brightbreaks.com if you're unsure who your Champion is.

How do I track participation and pick winners?

To get participation data, go to the Challenges page in the Champion Portal and click Results to download a full CSV report (individual and team stats if applicable)

You can also access the live leaderboard here after the challenge is published and active.

How do I promote my challenge?

When you create a challenge, you'll get access to:

- A customizable Canva template
- Dynamically-generated promotional scripts

You can access these via the Promo button in your Champion Portal in the My Challenges tab when you create a challenge. [Learn more here](#).

Note: Bright Breaks does not send automatic announcements — you'll need to promote the challenge internally.

What if I need help?

Reach out to support@brightbreaks.com anytime with your questions.