

A low-angle shot of a woman with long dark hair swinging on a wooden swing set. She is wearing a white t-shirt and a blue patterned skirt. The sun is shining brightly behind her, creating a lens flare effect. The background shows out-of-focus trees and a clear sky.

For use with  
Middle Market and  
Public & Labor  
plan sponsors only

# Aetna Get Active<sup>SM</sup>

Client Administration and Reporting Tools

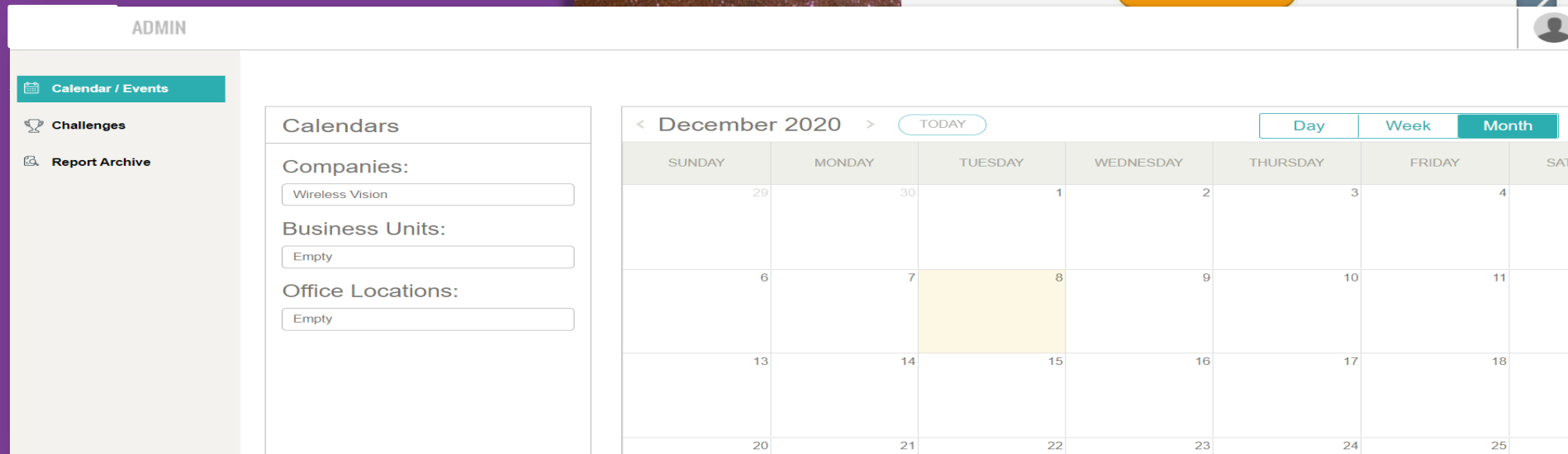
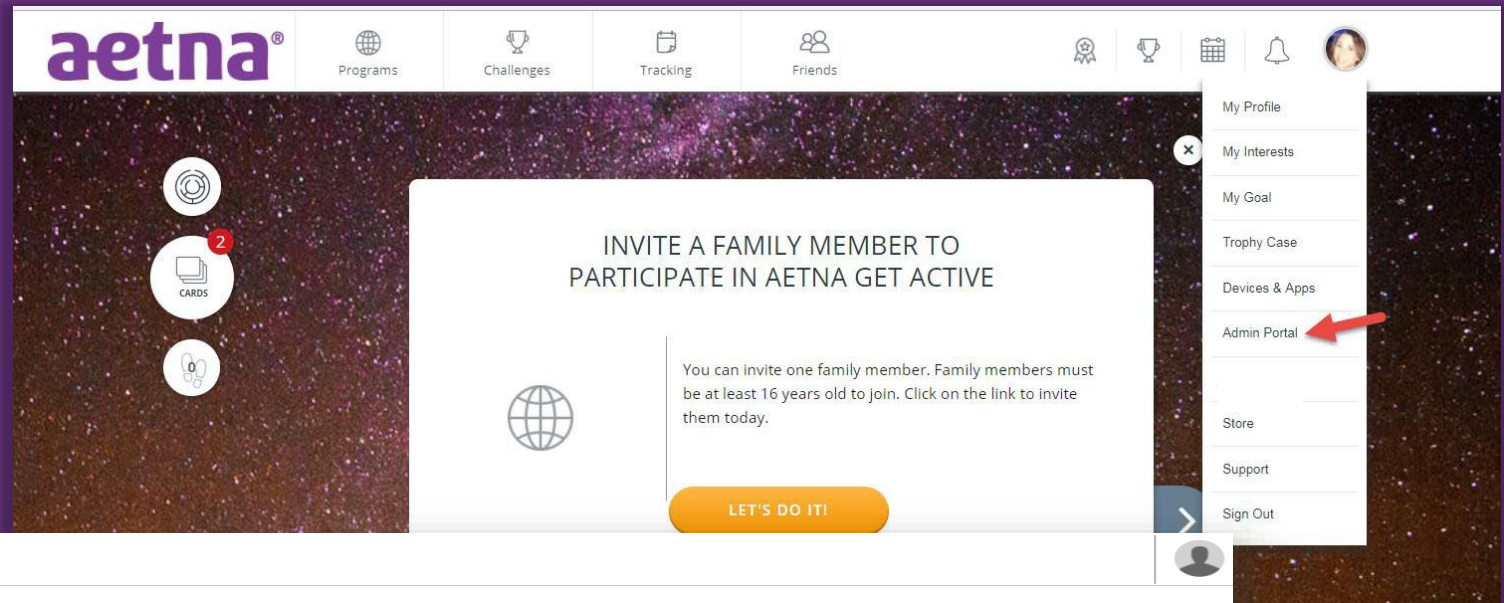
made available through



# Administrative Access: Creating Calendar Events

Client admins (employee at sponsor that is granted admin rights) will be able to create calendar events from the admin portal.

To access the admin portal from the Aetna Get Active platform,. Click on “Admin Portal” under the Profile icon



# Calendar Events

Calendar events allow a client admin to create events that will show to all participants. It will appear on the homepage and in their calendar tool

ADMIN

Calendar / Events

Challenges

Report Archive

Calendars

Companies:

Wireless Vision

Business Units:

Empty

Office Locations:

Empty

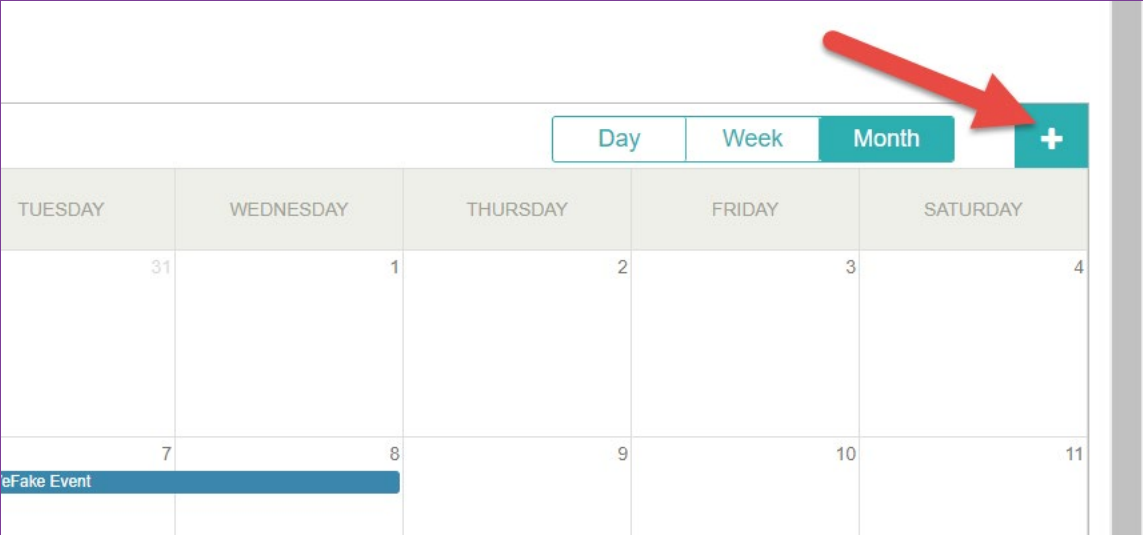
< December 2020 > TODAY

DayWeekMonth

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	

# Calendar Events

To add an event, click the “+” sign then follow the prompts to enter the information about the event.



ADMIN

Calendar / Events

Custom Content

Habits

Daily Tips

Permissions

Analytics

Platform

Reporting

Report Archive

[Back to Calendar](#)

## New Event

[Event Details](#) → [Time & Location](#) → [Audience & Promotion](#) → [Publish](#)

### Name This Event

Company Potluck!

Characters: 16

### Add a Description

Event Description (to appear on the events calendar)

**B I U T**

Come join us for our annual company potluck!

p

### Contact & RSVP

Contact Person (optional)

HR Representative

Contact Email (optional)

HRRep@Aetna.com

Allow people to RSVP?

☐ Yes ☒ No

[SAVE & CONTINUE](#)

# Calendar Events

Make sure to save and it will move you to the next section.

If a specific office location is hosting the event, then you can segment who can see the calendar card and event information

ADMIN

Calendar / Events

Custom Content

Permissions

Reporting

Report Archive

Company Potluck!

Event DetailsTime & LocationAudience & PromotionPublish

Allow people to RSVP?  
☐ Yes ☒ No

Select Dates & Times

Is this an all day event?  
☐ Yes ☒ No

Start Date  
2018-08-19

Start Time  
12:00 am

End Date  
2018-08-19

End Time  
12:00 am

Location

Location Name (optional)  
The Cafeteria!

Address (optional)  
75 Fountain St. Providence RI, 02909

SAVE & CONTINUE



ADMIN

Calendar / Events

Custom Content

Permissions

Reporting

Report Archive

Company Potluck!

Event DetailsTime & LocationAudience & PromotionPublish

12:00 am

Location

Location Name (optional)  
The Cafeteria!

Address (optional)  
75 Fountain St. Providence RI, 02909

Select Who Can See This Event

AllCompanyBusiness UnitOffice Location

This means everyone at WeFake can view this event!

Promote This Event

Promote this event on a card?  
☒ Yes ☐ No

Event card description

B I U S x x<sup>2</sup> Heading Blocks A H

Hey everyone! Come check out the company potluck!

Characters: 49

SAVE & CONTINUE





# Calendar Events

Publish the event for all to see.

ADMIN

Calendar / Events

Custom Content

Habits

Daily Tips

Permissions

Analytics

Platform

Reporting

Report Archive

Company Potluck!

Event DetailsTime & LocationAudience & PromotionPublish

Characters: 40

Your event is scheduled as:

August 19, 2018 12:00 AM - August 19, 2018 12:00 AM

Participants will see your event based on their local time zone.

Description: Come join us for our annual company potluck! (edit)

Contact Name: HR Representative (edit)

Contact Email: HRRep@Aetna.com (edit)

RSVP: No (edit)

Location: The Cafeteria! (edit)

All of WeFake, 5 members (edit)

Preview Calendar Event

You can also save your event as draft and come back to it later.

SAVE AS DRAFT

PUBLISH EVENT

You have added a custom event title.

Do you want to add custom translations for your event title?

View/Edit Translations

You have added a custom event content.

Do you want to add custom translations for your event description?

View/Edit Translations

You have added a custom event card description

Do you want to add custom translations for your event card description?

View/Edit Translations

Edits can be made by finding the event on the calendar, right clicking then click the pencil icon.

Sponsor: WeFake

CHRISTOPHER T.

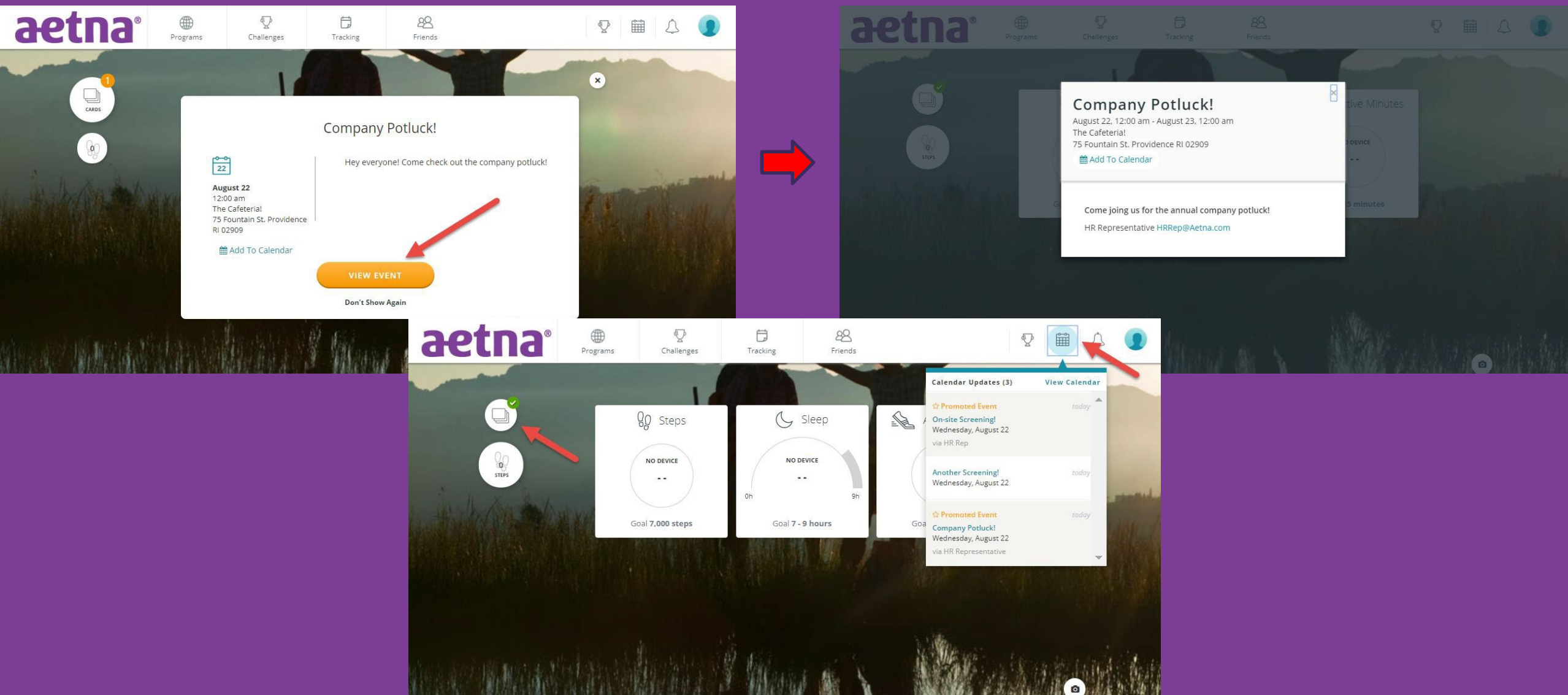
< August 2018 > TODAY

DayWeekMonth+

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Company Potluck!

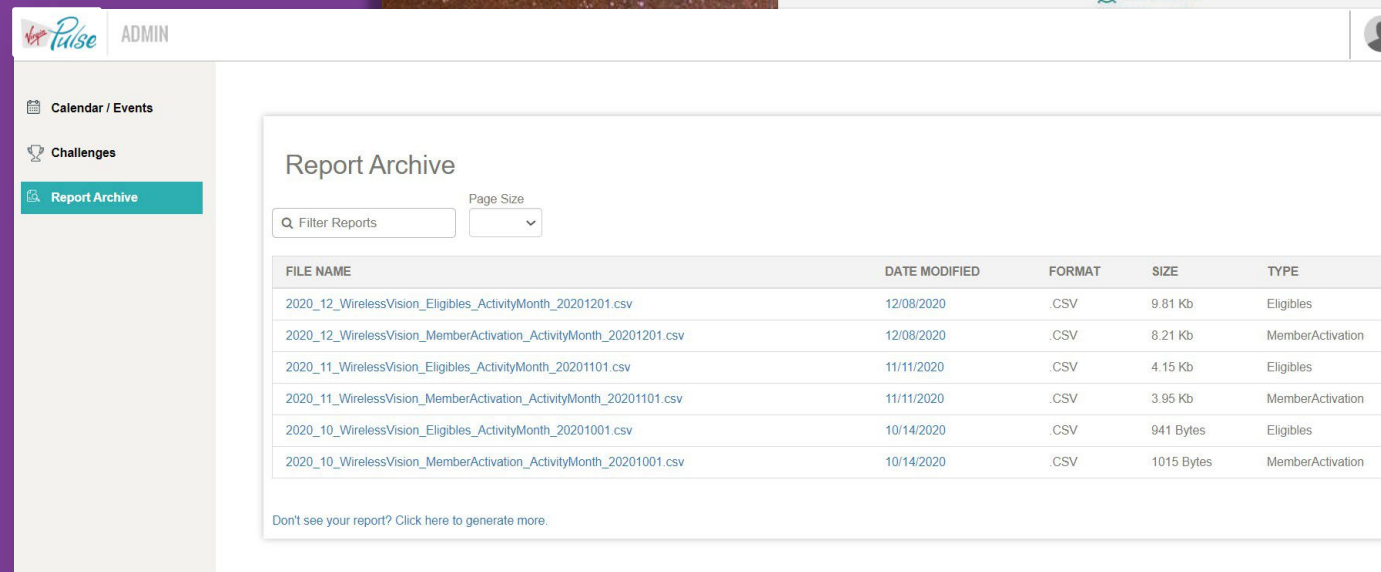
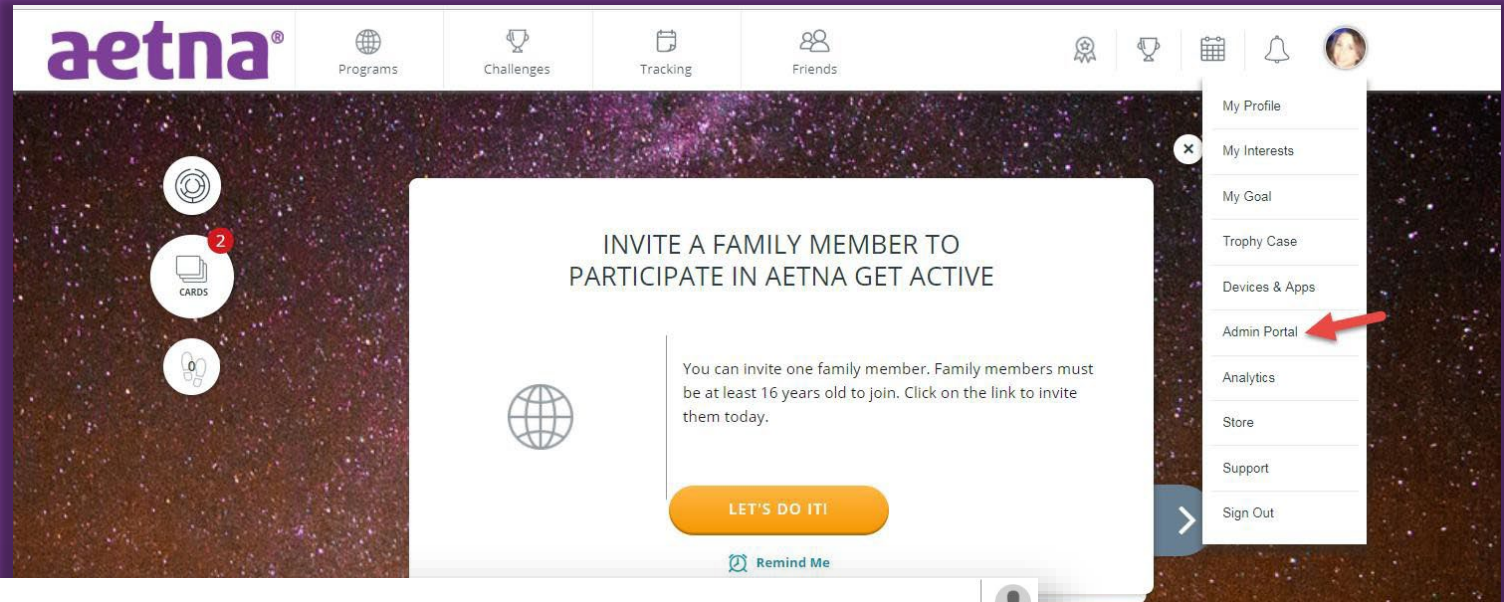
# Calendar Events – Member View



# Admin Access: Reporting

Reports will be dropped into the Report Archive two weeks after a step challenge begins.

To access reports via the Aetna Get Active platform. Click on “Admin Portal”, under the Profile icon. Then, click on “Report Archive”.





# Monthly Member Report

This report will be delivered by the 5<sup>th</sup> of the month.  
It provides a listing of members on the platform.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
SponsorID	SponsorName	EligibilityI	Employee	FirstName	LastName	BillingGro	Gender	DateOfBir	EligibilityFromDate	Eligibility	Enrolled	Company	BusinessU	OfficeLoca	R
3578288	Middle Market Demo	789	LAST001	First A	Last A	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business A	Office A	S
3578288	Middle Market Demo	456	LAST002	First B	Last B	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business B	Office B	S
3578288	Middle Market Demo	123	LAST003	First C	Last C	BillingGro	M	1/1/1900	10/1/2017		TRUE	Company	Business C	Office C	S
3578288	Middle Market Demo	7891	LAST004	First D	Last D	BillingGro	M	2/1/1900	11/20/2017		FALSE	Company	Business A	Office A	S
3578288	Middle Market Demo	4562	LAST005	First E	Last E	BillingGro	F	2/1/1900	1/1/2018		FALSE	Company	Business B	Office B	S
3578288	Middle Market Demo	1233	LAST006	First F	Last F	BillingGro	M	2/1/1900	1/1/2018		FALSE	Company	Business C	Office C	S
3578288	Middle Market Demo	7894	LAST007	First G	Last G	BillingGro	F	3/1/1900	1/1/2018		FALSE	Company	Business A	Office A	S
3578288	Middle Market Demo	4565	LAST008	First H	Last H	BillingGro	F	3/1/1900	1/15/2018		FALSE	Company	Business B	Office B	S
3578288	Middle Market Demo	1236	LAST009	First I	Last I	BillingGro	M	3/1/1900	1/15/2018		FALSE	Company	Business C	Office C	S

# Weekly Completers Report

This report will be delivered every Monday after the start of a challenge.  
It lists members in the challenge and the weeks that they have tracked data.

First Name	Last Name	Segment	Email	Gender	Team Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total Weeks Reported	Business Unit	Location	Office
John	Doe	Employee	<a href="mailto:JDoe@Email.com">JDoe@Email.com</a>	M	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Fred	Smith	Employee	<a href="mailto:FSmith@Email.com">FSmith@Email.com</a>	M	Easier Said Than Run	0	0	1	1	1	1	1	1	6	North East	US	North East
Kristin	Jones	Employee	<a href="mailto:KJones@Email.com">KJones@Email.com</a>	F	Easier Said Than Run	0	0	1	0	0	1	1	0	3	North East	US	North East
Patricia	Johnson	Employee	<a href="mailto:Pjones@Email.com">Pjones@Email.com</a>	F	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Sharon	Thompson	Employee	<a href="mailto:Sthompson@Email.com">Sthompson@Email.com</a>	F	Easier Said Than Run	0	0	0	0	0	0	0	0	0	North East	US	North East

# Quarterly Challenge Report

---

This report will be delivered on the 15<sup>th</sup> after quarter end. It will list aggregate challenge results including number of steps taken by all members, number of participants and average daily step count. The report will only be available to those sponsors that have at least 20 members participating in that quarter's challenge.

(Sample of report shown on next slide)

# Corporate Challenge 1: Great Escapes

39% of member participated in this corporate challenge

3.7 M

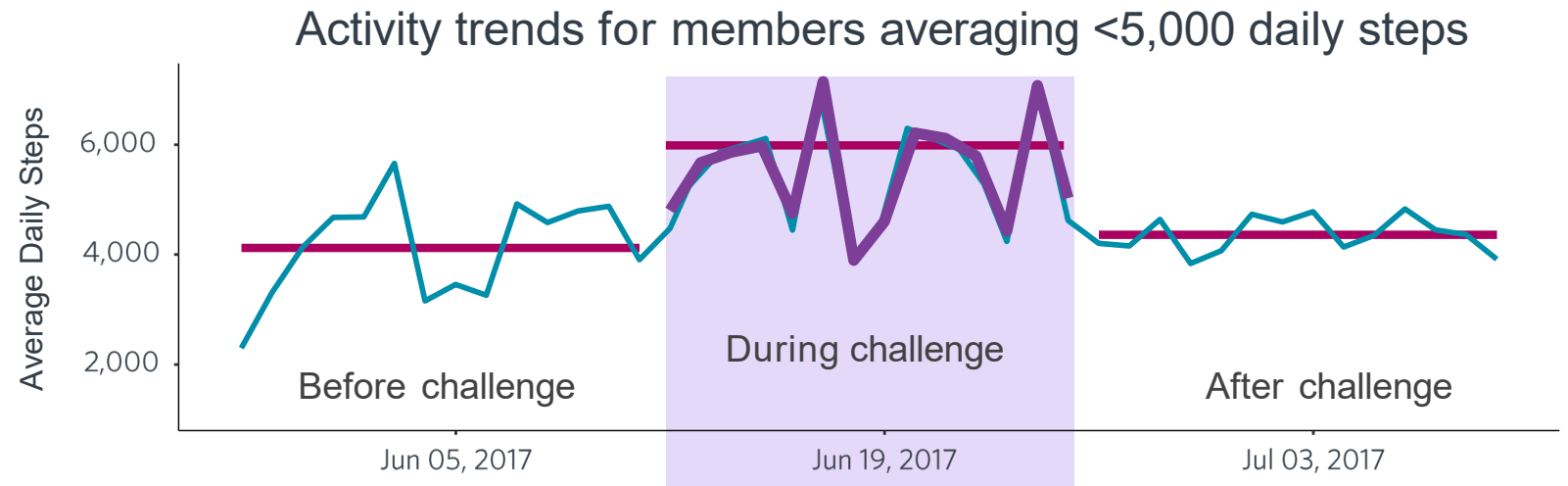
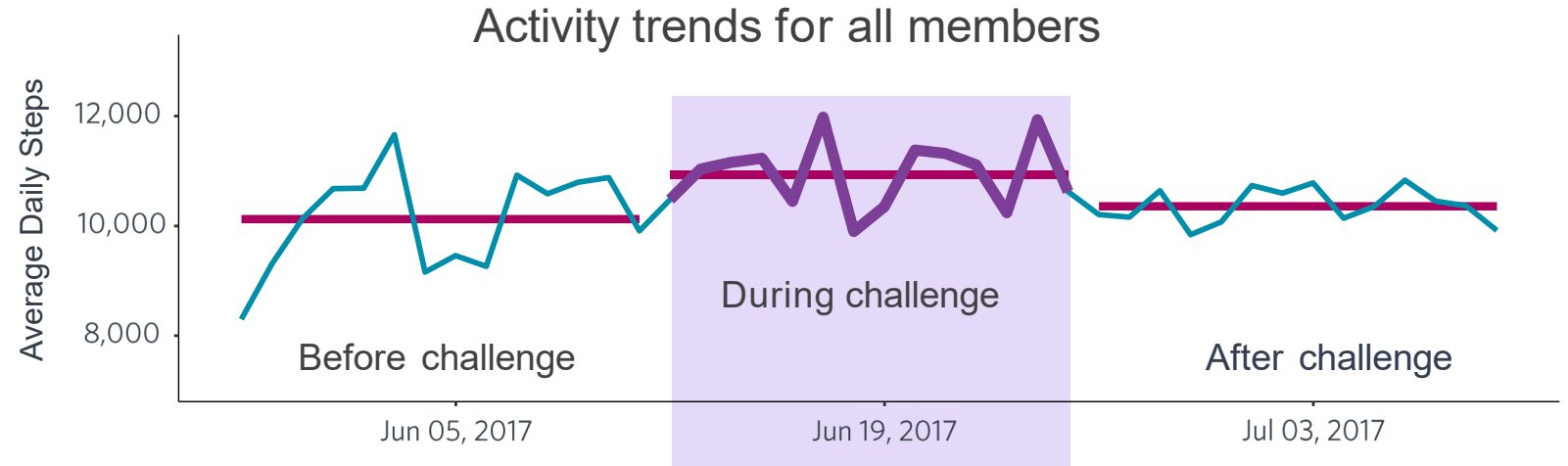
Total corporate challenge steps

4,083

Number of members that participated in a corporate challenge

11,236

Average steps per day

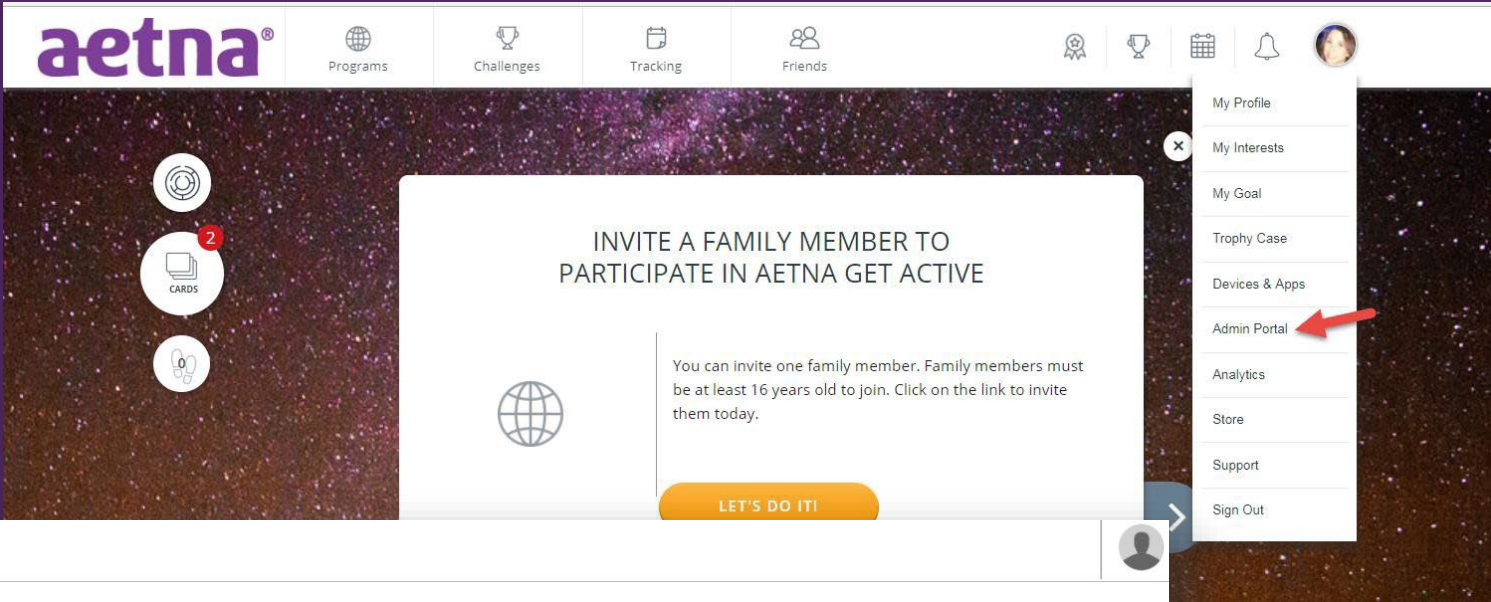




# Real-time Reporting

Real-time reporting is also available for challenges via the admin portal.

Click on “Challenge” then either “step challenges” or “Spotlight challenge” to find. Then click on the bar graph icon under “options”.



ADMIN

Calendar / Events

Challenges

Report Archive

Challenges

Step Challenges

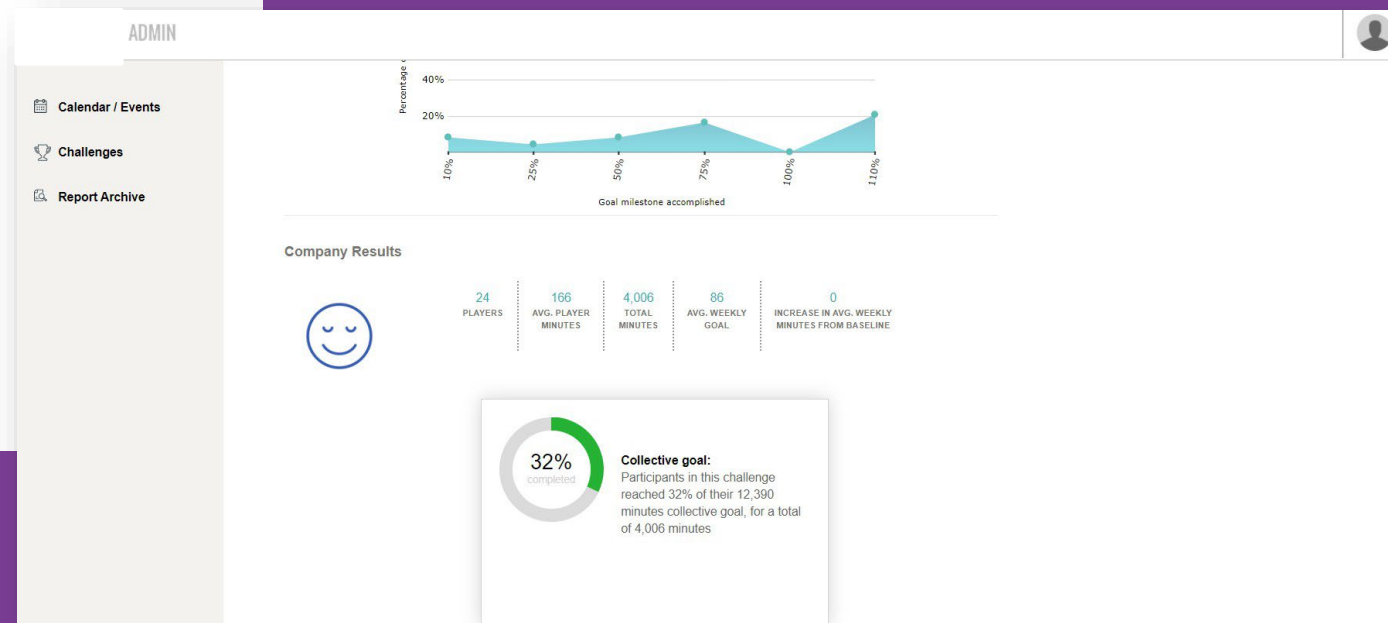
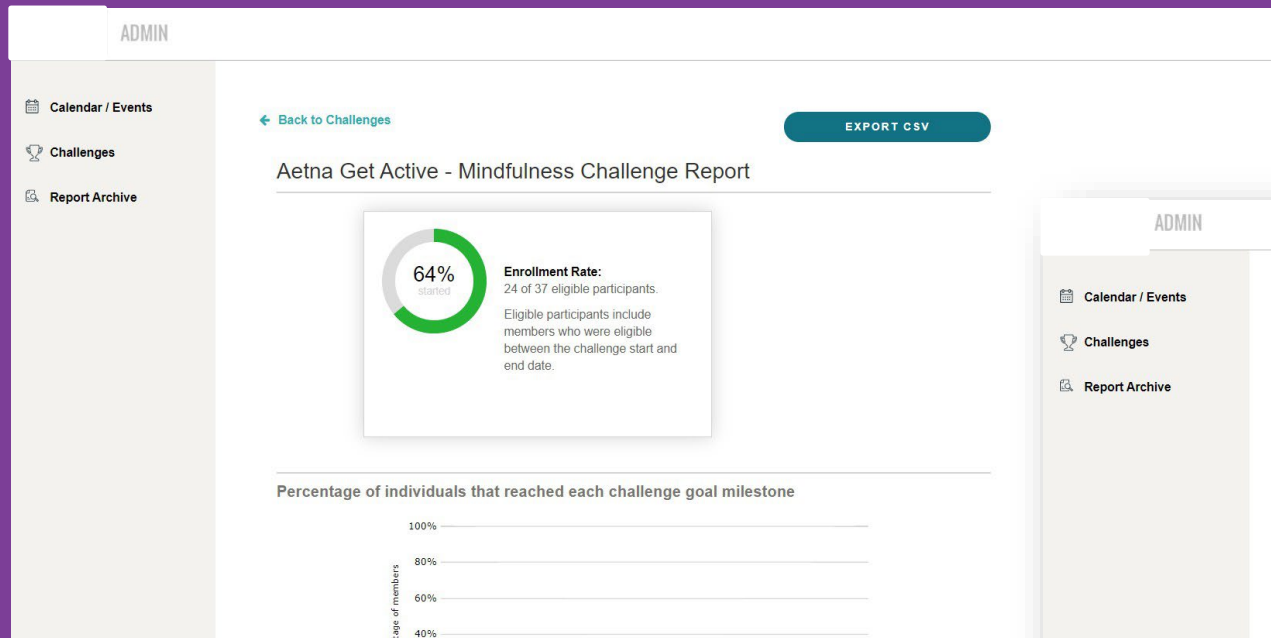
Spotlight Challenges

Habit Challenges

Live (1)		Pending (0)		Completed (0)	
Challenge Name	Publish Date	Start - End	Participants	Creator	Options
Aetna Get Active - Mindfulness Challenge	Oct 26 2020	Nov 09 2020 - Dec 20 2020	Full Corporate Challenge	Armin Hukicevic	

# Real-time Reporting

You can view aggregate reporting or click “export csv” button for member level data. Data is refreshed daily.



**Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company and its affiliates (Aetna).**

This material is for information only. Health information programs provide general health information and are not a substitute for diagnosis or treatment by a physician or other health care professional. Information is believed to be accurate as of the production date; however, it is subject to change.

For more information about Aetna plans, refer to [www.aetna.com](http://www.aetna.com).

