


# Step-by-Step Instructions for Logging Miles

## Skully Shuffle Competition

1. All team captains will receive an email on Monday mornings to log the miles from their previous week for their entire team
2. Once you receive the email, click your personalized link and it will direct you to the designated **Miles for Marauders** website to log your team's total miles for the week (Figure 1)
3. Once you arrive at the link, under "**Challenge Week**" use the dropdown box to select the week in which you are submitting your miles
  - a. e.g., the first week will be labeled **Week 1**
4. Once you have selected your desired Challenge Week, you will then *find* and *select* your team under the "**Team Name**" dropdown box.
5. Once you have selected your team, you will then click "**Save & Continue**"
6. You will then be brought to your team's page for logging miles which is where you will submit the team's total miles for each of team member. (Figure 2)
7. After you have entered your team's total miles for the week, be sure to click "**Save & Continue**" to officially save your team's progress for the **Skully Shuffle Challenge**
  - a. *If you do not click "Save & Continue" you risk not having your miles updates on our Miles for Marauders' leaderboards*



**Skully Shuffle**

Challenge Week

Week 1

Team Name

Cirque De Sore Legs

**Save & Continue**

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Figure 1



**Skully Shuffle**

Cirque De Sore Legs Miles

Alex	<input type="text"/>
Sarah	<input type="text"/>
Aubrey	<input type="text"/>
Deb	<input type="text"/>
Chelsey	<input type="text"/>
Scott	<input type="text"/>
Debbi	<input type="text"/>
Tiana	<input type="text"/>

**Go Back** **Save & Continue**

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Figure 2