Creating a challenge:

- Go to Visionmaker.nyc

- Sign in with your account information

- Click on "Manage" in the top right

- Select "Challenges"

- In the bottom right of the window, click on "+Create New Challenge"

- Fill in ALL the fields (if you don't your challenge will not be created), giving your challenge a name, and description

- Select a group to issue your challenge to – this can be a group you've already created, or you can create a new group if you don't already have one.

- Click "Next"

- Choose a vision to base your challenge on

    o If you see the name of the challenge you would like to use in the list that shows in the window, click the circle on the right to select that vision

    o If you do not see the challenge listed, click on "<<Search" in the top right and search for the vision you would like to use (you can search by vision name or author username, but remember that the search is sensitive to case and spaces). Then select it from the list by clicking the circle on the right

- Click "Next"

- Select the metric on which to focus your challenge. You can choose up to three parameters total from the list.

    o Be sure when you choose a metric, to also select, maintain, increase by, or decrease by, and the percentage change you are aiming for.

    o Remember that the "(i)" will give you information about what each metric is and how it is calculated.

- Click "Next"

- Review your challenge, and if you are satisfied, click "Save Challenge"

    o Now anyone in the group you issued it to, can view the challenge and create a response, and you can monitor their progress

<u>To create a Response to a Challenge:</u>

- Go to Visionmaker.nyc

- Sign in with your account information

- Click on "Manage" in the top right

- Select "Challenges"

- Find the challenge you are interested in responding

- Click "View Responses"

- Click "+Create New Response"

- In the window that pops up, you may make changes to the name, year, and description of your challenge response vision, but you do not need to

- When you are ready, click "save changes"

- Now you can zoom into your vision

  - on the far right of the screen find the zoom buttons

  - Click on the "Zoom #" in the middle and then select "Zoom to fit vision"

- Make any changes you want to try to meet the challenge.

- To check your status, go back to the challenge

  - Click on "View Responses"

  - Now you can see all the responses to this challenge and you can see the progress you are making toward meeting the challenge