

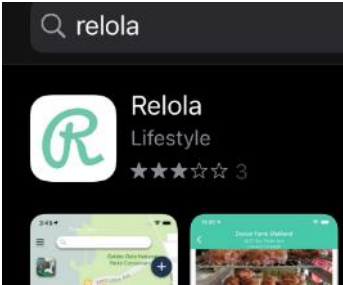
**Registration
Until Dec 31**

Additional participants can sign up until Dec 31!
<https://fitjapan.relola.com>
 Please invite your family and friends.
 Companies may have an earlier deadline. Check with your Representative

Only basic functionality is described in this Guide.
For additional support please check the "FAQ" on our website.
http://fitforcharity.org/en/2020/participant_faq.html
 If you still have issues, please your company's FIT representative.

Participant in the online run

1. Via WEB (fitjapan.relola.com)
 - Mobile / PC (Chrome recommended)
2. Via iPhone App
 - search for Relola on App Store.
 Android devices should use WEB



- 1 Record your activities (as often as you like during Dec)
 1. Activity types – Run / Walk / Cycle
 2. Activities input manually, no automatic tracking
 3. You must record – location, photo, distance and time

- 2 Your activity and other participants activity will show on the map

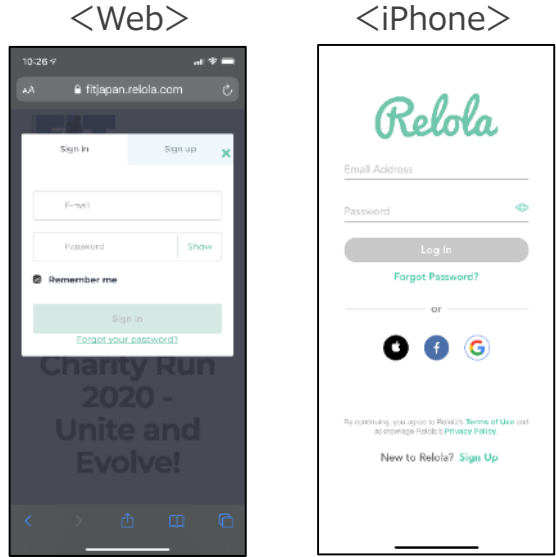


- 3 Leaderboard Ranking shown by activity (WEB only)
 1. Company ranking by total distance
 2. All participant ranking by total distance
 3. Own company participant ranking by total distance



How to record your activities

1 Sign-in



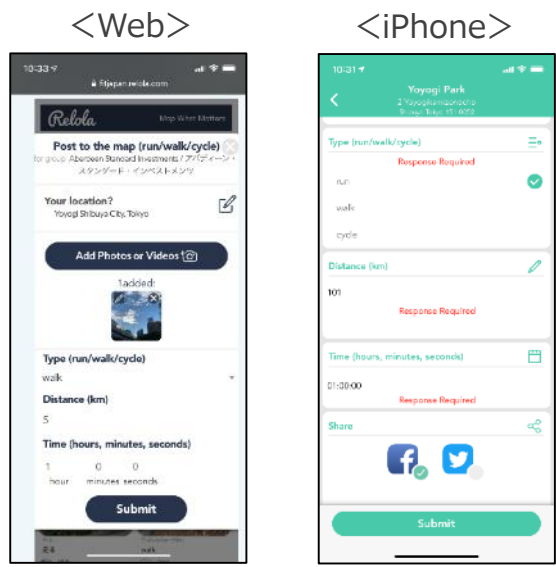
2 Add a new activity



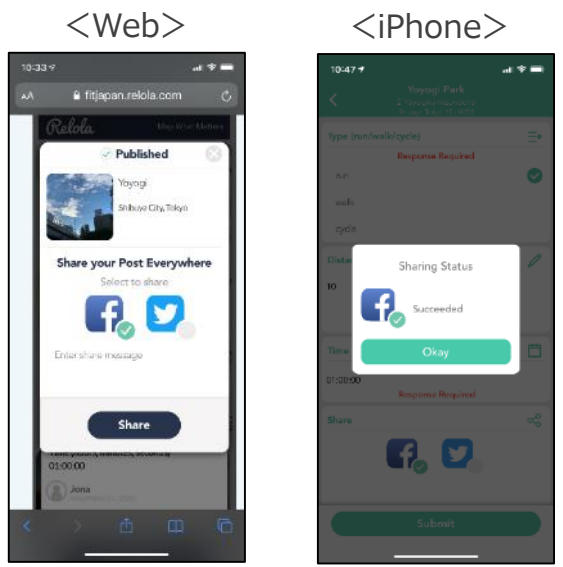
Web: <https://fitjapan.relola.com>

- After selecting "Create Post From Map", select location of activity go to Step 3.
- Do not use "Create Post From Photos"

3 Enter activity details



4 Share your activity (optional)



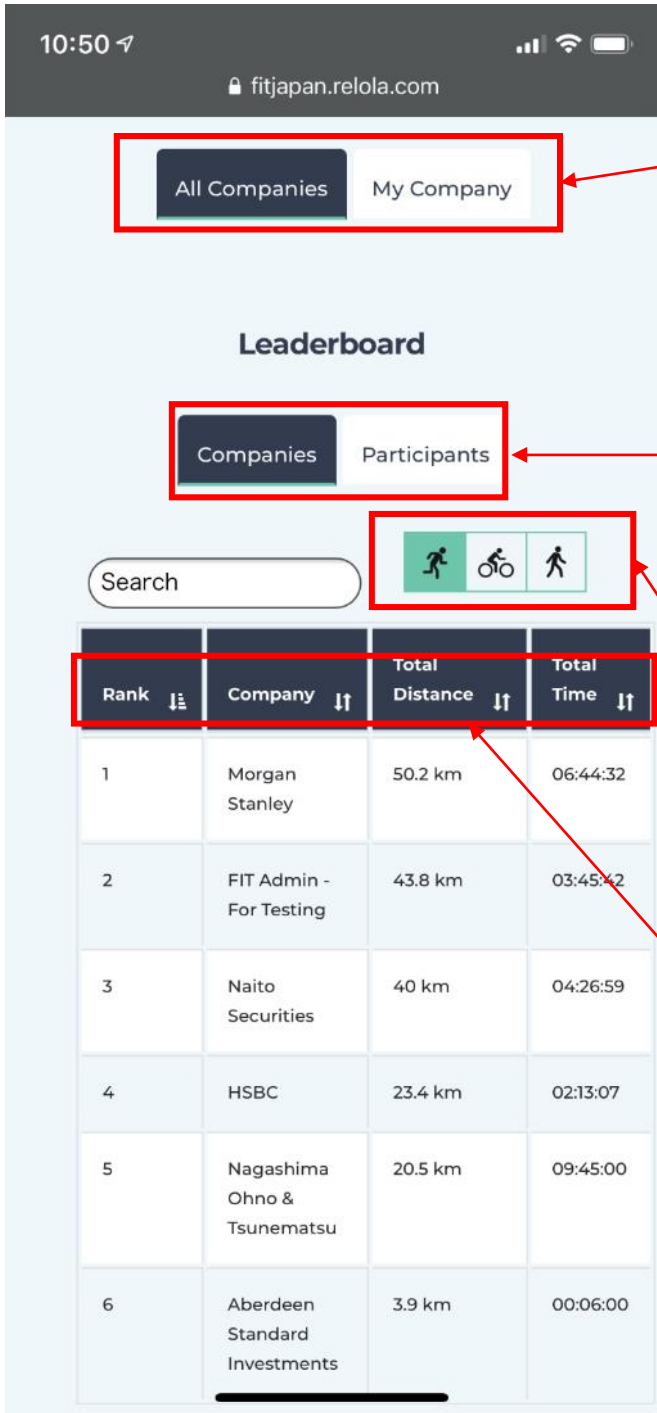
Note

- Ensure "Post to the map for ... Group" is correct Company
- Distances for leaderboard will be rounded down to the first decimal place

- Use #FIT2020 when sharing
- Add the hashtag after moving to the Facebook app (otherwise it won't be recognised as a hashtag)
- Posts can later be edited

Only available on Web

Leaderboard Ranking



1 Display records of

- All Companies or
- My Company

2 Show

- Companies or
- Participants Leaderboard

3 Filter which Activity type is displayed on the Leaderboard

4 Sort the Leaderboard

Rank	Company	Total Distance	Total Time
1	Morgan Stanley	50.2 km	06:44:32
2	FIT Admin - For Testing	43.8 km	03:45:42
3	Naito Securities	40 km	04:26:59
4	HSBC	23.4 km	02:13:07
5	Nagashima Ohno & Tsunematsu	20.5 km	09:45:00
6	Aberdeen Standard Investments	3.9 km	00:06:00

Guidelines for Posting of Activities

When Posting

- A photo is required with each post. Although you do not have to post a picture of yourself, we encourage you to post pics with your 2020 FIT T-Shirt!
- Minimum distance for each activity recommended: Run & Walk 1km, Bike 2km
- Activities must be input manually; no synchronisation feature with smart watches.
- Indoor activities are eligible activities (treadmill, aerobike, etc)
- Multiple activities completed on a same day can be aggregated for posting
- You can only post activities the same day, past / future posts are not allowed.
- Location is required when posting from the App, but you may select a general, non-identifying location as you prefer (i.e. you do not need to use your home address etc)
- Activities which are determined by the organisers to contain unrealistic records (time / distance etc) may be deleted.

During Your Activities

Please be careful

- All activities (run, bike, walk) are undertaken at your own risk. Please follow all the Online Run Regulations <https://fitjapan.relola.com/terms> and note that FIT will not be liable for any accidents or trouble.
- While there is no dress code, we encourage you to wear official 2020 FIT T-Shirt.
- We do not place restrictions on gatherings of employees as a corporate event, however please be careful not to inconvenience surrounding facilities etc.
- You may also add walks and bike rides from your daily activities, such as distance travelled during shopping, commuting, etc.
- We do not enforce of masks or face coverings, however please be considerate of your area and surroundings and wear at your own discretion.

Distance measurement

- If you have a sports watch that can accurately measure your activity distance, please use that distance. However, Relola cannot automatically synchronise.
- Otherwise apps such as "Google Map" or "Ride with GPS" can measure distance.
- We recommend running courses in a park where the distance is written.

Regarding biking

- Bicycle insurance is compulsory in some prefectures. For those who bike, please check the rules of your own prefecture. Insurance is mandatory in Tokyo.
- We encourage you to wear a helmet for safety. In addition, please use bicycles that comply with the Road Traffic Act (e.g. such as lights).
- In principle, bicycles should travel on the left side of the road, in single file. Please follow the traffic rules for your safety.



Share your activities on Social Media!

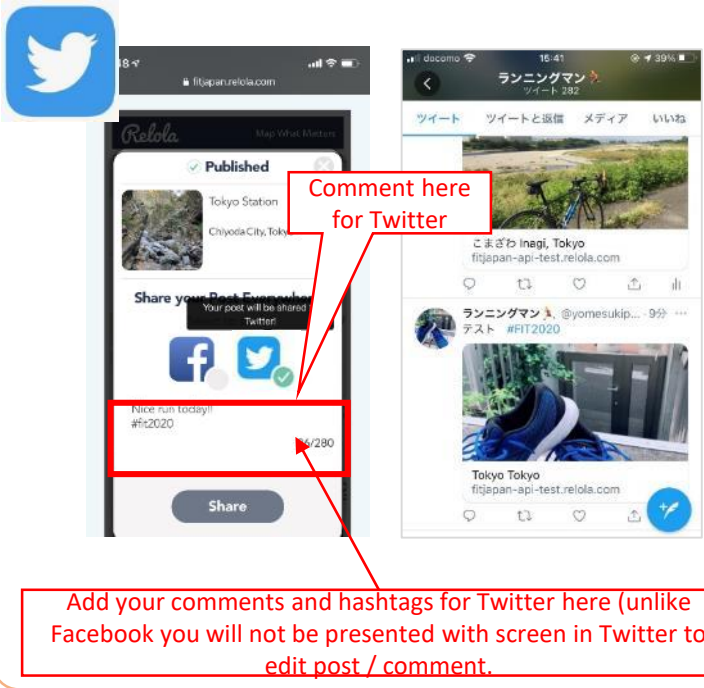
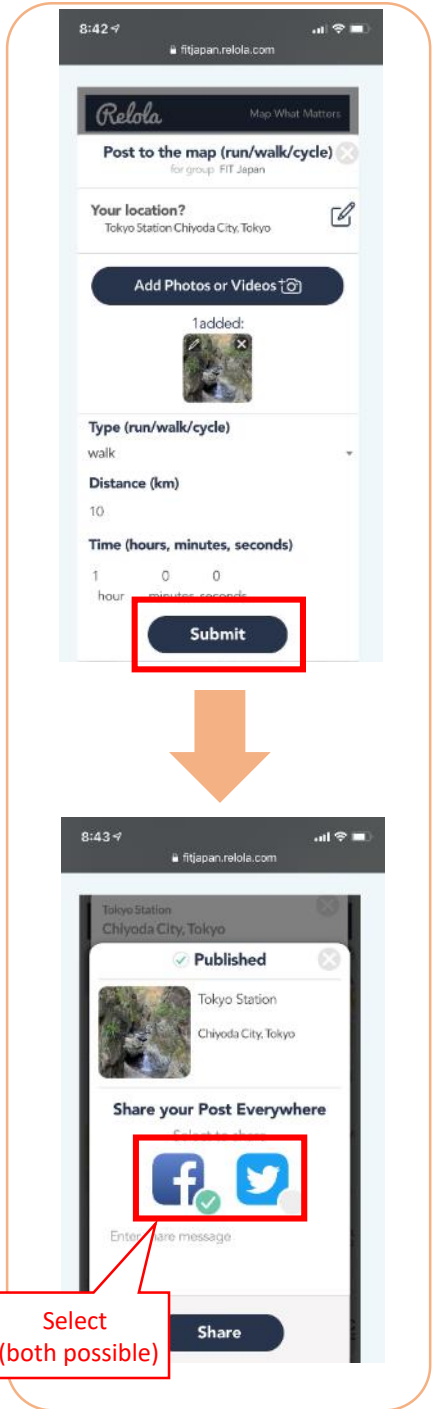
Take care to ensure you do not inadvertently post to SNS – use the steps on the following pages.

Steps to share on Web and iPhone versions similar, but are shown separately.

Past activities can be shared in the same way, so please share to spread the FIT word!

1 Select Facebook and / or Twitter

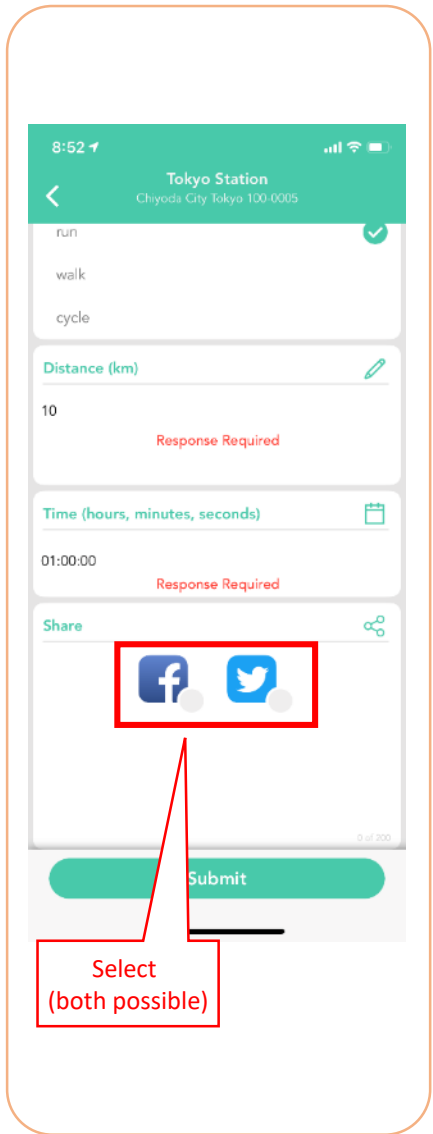
2 Add comment / hashtag



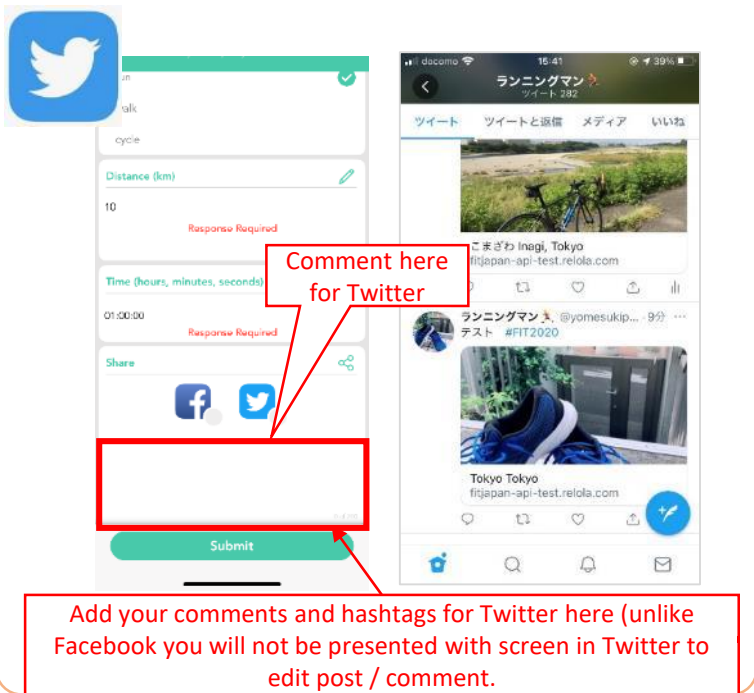
- Location to input enabled hashtag for Facebook and Twitter is different. If you are posting to both platforms, you will need to input comment / hashtag twice.
- Until accustomed, it may be better to post to each platform separately.

1 Select Facebook and / or Twitter

2 Add comment / hashtag



Add your comment after moving to Facebook. Only hashtags input here will be valid and active.



- Location to input enabled hashtag for Facebook and Twitter is different. If you are posting to both platforms, you will need to input comment / hashtag twice.
- Until accustomed, it may be better to post to each platform separately.