



## HOW-TO GUIDE

Participating in Hot Pursuit at Home, but not quite sure how a virtual race works? Don't you worry, we've developed an easy-to-use online platform where you will be able to solve clues, unlock answers to trivia questions and participate in fun tasks using everyday household items. Read through this step-by-step guide on how you and your team can enjoy this virtual experience and cross that finish line without a hitch! Let's get started!

## STEP 1: REGISTER FOR THE RACE

Visit [hotpursuithi.com](http://hotpursuithi.com) and click on the button that says REGISTER FOR HOT PURSUIT AT HOME to get started. You can participate as a team or as an individual.



REGISTER FOR HOT PURSUIT AT HOME!



## STEP 2: FUNDRAISE

There are many ways to fundraise while maintaining social distancing, such as utilizing social media or reaching out to friends and family. Upon registration, a customized fundraising page is automatically created and can be easily shared on social media. Add a personal note about your connection with Navian Hawaii and why you're participating in Hot Pursuit at Home with family, friends, and colleagues so they can help you meet your fundraising goal!

### *Gather Your Team*

Once you've registered, share your team name and information with your team members and friends so they can join in on the fundraising!



### *Get Your Team Working Together!*

Set an individual goal or overall team goal. Make sure to collect funds raised and turn them in—either via Race Roster or direct mail. Turn in funds by Saturday, June 27, 2020 to qualify for incentive prizes.



### *Motivate!*



Create a personalized Race Roster fundraising page where your family and friends can make donations. As captain, you are the cheerleader of your team! Host virtual team-building activities prior to race day to practice strategy and get everyone excited.

### *Give Yourself a Pat on the Back!*

Your support means the world to Navian Hawaii patients and families that depend on fundraisers like these to help care for every life journey. Mahalo!





### STEP 3: DECIDE ON A VIDEO CONFERENCING PLATFORM

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Participating as an individual? No sweat, skip to step 5!

If you are participating as a team but you're not in the same household, you will need to decide which video conferencing platform you will use to complete the race together. We recommend one of the following options: Zoom, Google Meet, FaceTime, and Facebook. Reference the FAQs sheet for more details.



### STEP 4: DESIGNATE A RACE NAVIGATOR

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This team member will control the race site on race day, submitting answers to trivia questions and uploading photos and videos for tasks. Only one person will need to complete all steps online for your team's participation to count.

If your team prefers to each follow along on the site, however, they may feel free to do so!





## STEP 5: DETERMINE HOW YOU WILL RECORD AND SHARE TASK VIDEOS

You will need to upload videos of your team completing each of the tasks.

- a. Determine who will complete the tasks. Team member(s) should be different from the race navigator, unless participating individually.
- b. Decide how you will record each of those tasks. For example, if using a laptop to video chat and navigate the race site, you'll want to use a second device such as your phone to record the tasks.
- c. Select a way to provide those videos to your team's navigator so that they may upload them to the race site.

**TIP:** Videos can be shared by emailing, texting, or uploading to sites like Dropbox or Google Drive.

## STEP 6: RACE DAY!

You will receive an email on Saturday, June 27 at 9 a.m. It will contain the link to the race site, as well as the first password to begin. Begin your video conferencing platform (if necessary) with your team before starting the race. Once everyone is ready, click on the link. The navigator can share their screen via the chosen video conferencing platform or team members can follow along on separate devices. Just remember to share your answers and videos with everyone on your team!

## STEP 7: READY, SET, GO!

Watch the videos for important information about the race and a special jazzercise warm up! Should you have technical difficulties, you may reach out to our hotline for help.

**9 a.m. to 5 p.m.:** Call (808) 397-5385

**All day:** Direct message on Facebook or Instagram @navianhawaii

Race must be completed by 11:59 p.m. on June 27, 2020.