Fitbit® Walking Challenge

Team Leader Guide

Congratulations on participating in the third annual Fitbit® Walking Challenge! This guide is meant to help you understand your role as team leader and provide guidance for the various responsibilities you will have throughout the challenge. Information such as key dates and challenge prizes may be found on the BU Employee Wellness Website http://www.bu.edu/wellness/resources-2/fitbit-walking-challenge/. If you still have questions after reviewing the website and this guide, please contact bewell@bu.edu.

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1. How to Submit a Team to BU Employee Wellness

In order to participate, you must create a team with 5-20 employees, and this must be submitted no later than March 15th to bewell@bu.edu.

1. Email bewell@bu.edu by March 15th with the following information:
   a. Team Name
   b. Team Leader
   c. Team Campus (Medical Campus or Charles River Campus) – this will determine which Human Resources Office your devices will be available for pick-up
   d. Spreadsheet with Name, BUID, BU email address and whether a Fitbit® is required for each member of your team

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2. Fitbit® Pickup

As team leader, you are responsible for pick-up of the Fitbit® devices for your teammates. They will be available starting April 1st at either the Charles River HR Office (25 Buick Street, 2nd Floor) or the Medical Campus HR Office (801 Mass Ave, Suite 400). If you cannot pick up the devices, please email bewell@bu.edu to confirm who from your team will be picking them up in your place.

Please note – you must pick-up the devices no later than April 14th. This is the last date that you may enroll in the challenge through ahealthyme®. If you do not pick-up devices before this date, you and your team will no longer be entitled to these devices.

3. How to Access BCBS ahealthyme®

This Walking Challenge is administered through Blue Cross Blue Shield ahealthyme®. If you are a member of one of the Boston University health plans, if you haven’t already done so, you may create an account on this site by visiting www.ahealthyme.com/login. If you are not a member of one of the Boston University health plans, please contact the support line for ahealthyme® at 888-617-0696, Monday through Friday, 8am-6pm to receive your username and pin. If you participated last year, this information will remain the same. **Please note, your hire date must be no later than March 1st in order to participate.
4. How to Sync your Fitbit® with ahealthyme®

If you are using a Fitbit® device for this challenge, you will need to sync your Fitbit® device with ahealthyme®. If you are a first time Fitbit® user, you will also need to setup your device with Fitbit® before you can sync it with ahealthyme®.

1. To register with Fitbit® for first time users, visit www.fitbit.com/setup and follow the instructions provided with your device.

2. Log onto your ahealthyme® account (www.ahealthyme.com/login)

3. Click on the Fitbit® widget

4. Enter the log-in credentials for your Fitbit.com account.

5. On the next screen, click the pink “Allow” button. This will allow ahealthyme® to access your Fitbit® data. You can uncheck any boxes you wish, however you must check at least activity and exercise, Fitbit device and settings and profile in order to ahealthyme® to access your steps:
6. If you’ve properly set up your account, you should now see your device listed as “Connected.”

5. How to Create your Team on ahealthyme®

Remember to create your team no later than April 14th as this is the date the enrollment period closes. Be sure to let your teammates know when you have created the team so they may join.

1. Visit www.ahealthyme.com/login

2. Sync your Fitbit® device with ahealthyme®, if you haven’t already (Step 4 above).

3. Create your team by clicking “Sign Up” in the Challenge Widget

4. Select “Create Your Own Team” to add your team name
5. Click “Sign Up Now.” The confirmation screen will provide the option to send an optional pre-drafted email invite to the employees on your team. Click on the provided link and add the BU Email Addresses of your teammates and send, if you wish.
6. Later, if you wish to see who has joined your team, click on the “Details” button in the Challenge Widget. This will display the first name of those who have joined. Remember, your teammates only have until April 14th to join your team.

7. How to Assist Teammates Join Your Team

Your teammates must join your team on ahealthyme within two weeks of the start of the challenge. If a teammate is not enrolled in BCBS health insurance through the University, they may call the ahealthyme® support team at 888-617-0696, Monday through Friday, 8am-6pm to receive their username and pin. If they participated last year, this information will remain the same. Once they have access, they may follow the instructions below to join:

1. Log onto www.ahealthyme.com/login

2. Click on the “Sign up Now” button in the Challenge Widget

3. Select your team and click on “Sign up Now”
8. How to Log Steps Without a Fitbit® Device

You may compete in the challenge if you don’t have a Fitbit® device by manually adding your steps from another tracking device such as a pedometer.

1. Click on the “Log Steps” button in the challenge widget. This button should be right on the dashboard when you log-in.

2. Enter the amount of steps you’ve taken

3. Click “Update” to save your activity.

9. How to Sync your Fitbit® Steps

There are several methods to sync your steps to ahealthyme®. We recommend syncing your steps daily using the Fitbit app, however you also have the option to manually sync steps onto your computer.

**Option A: Use the Fitbit® App**

The Fitbit® app easily allows you to sync steps wirelessly and automatically. To download the app, follow these instructions: [http://www.fitbit.com/app](http://www.fitbit.com/app). To sync your steps using your smartphone or tablet, simply launch the app. Please remember that syncing your device using the app for smartphone or tablet requires Bluetooth Low Energy.

**Option B: Manually sync your steps on your computer**

You may also sync your steps to your Fitbit® account manually using the “dongle” provided with your device.

1. Plug your “dongle” into an open USB port on your computer. This transfers your steps onto your Fitbit.com account. These steps will then appear on ahealthyme®

2. Tips for Syncing: Every 15 minutes, your Fitbit® will automatically sync through your computer if:
   - New data (e.g, steps) is available
   - Your computer is on and connected to the Internet
   - Your “dongle” is properly inserted into a USB port
   - Your tracker is within 15-20 feet of your computer
10. **How to Track your Team’s Progress**

You’ll probably want to check your team’s status throughout the challenge to see how you’re doing. Follow the instructions below.

1. In the Challenge Widget, click “View Challenge”

2. Under “Standings” you can select “My Team” “Top Teams” and “All Participants.” “My Team” shows you where you stand on your own team. The graph shows you the total number of steps for you and your team members. The Statistics option shows you where you stand amongst your own team members.
3. The “Top Teams” tab shows how your team ranks against the other teams participating in the challenge. Only the top 20 ranking teams will be shown. If your team falls below 20, you will see your team name at the bottom of the list.

4. The “All Participants” tab shows you where you are currently standing among all challenge participants.

11. HealthyNow App

You and your teammates may also use the BCBS HealthyNow app to view your progress during the challenge. Follow the instructions below to download the app and get started.

2. Click the “Activate the HealthyNow app” button on the homepage for instructions and to get your personal access code to start the download process on your phone.

Once you’ve downloaded the app, you can view your progress in the challenge.

3. Launch the app and click on “Challenges” to view the progress bar.

12. Fitbit® and ahealthyme® Support

If you or a teammate is having an issue with your device, you should engage Fitbit® directly. Please contact the Fitbit® Support Team directly at 877-623-4997 or fitbit-support@fitbit.com.

If you are having issue with ahealthyme® please contact the ahealthyme® support team at (888) 617-0696. Support is available Monday through Friday, 8am to 6pm.