

Fitbit® Walking Challenge

Team Leader Guide

Congratulations on participating in the first 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/>. 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 20th to bewell@bu.edu.

1. Email bewell@bu.edu by March 20th 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

	A	B	C	D	E
1	First Name	Last Name	BU Email	BU ID #	Fitbit Required?
2					
3					

2. Fitbit® Pickup

As team leader, you are responsible for pick-up of the Fitbit® devices for your teammates. They will be available starting March 27th 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 May 9th. 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, you should have received a pin to access this site from BCBS in the mail. If you have not, please contact the support line for ahealthyme® at 888-617-0696, Monday through Friday, 8am-6pm.

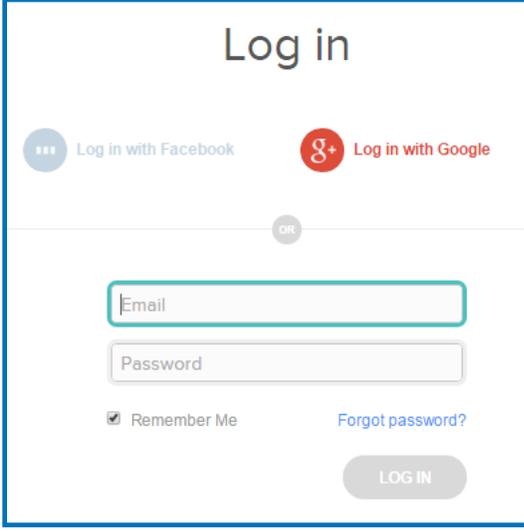
4. How to Sync your Fitbit® with ahealthyme®

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.

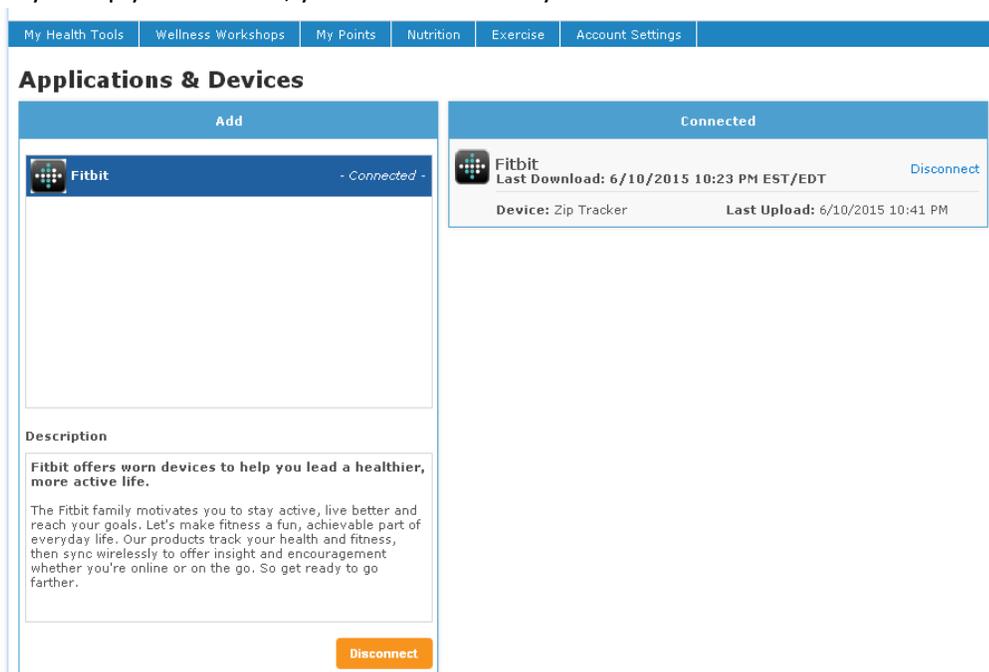


The image shows a screenshot of the Fitbit login page. At the top, it says "Log in". Below this, there are two options for logging in: "Log in with Facebook" and "Log in with Google". A horizontal line with "OR" in the center separates these from the standard login fields. There are two input fields: "Email" and "Password". Below the "Email" field, there is a checkbox labeled "Remember Me" which is checked, and a link for "Forgot password?". At the bottom right, there is a "LOG IN" button.

5. On the next screen, click the pink "Allow" button. This will allow ahealthyme® to access your Fitbit® data. Please note – you must check at least activity and exercise, however you may uncheck the other boxes if you wish.



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 9th 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

A screenshot of a detailed challenge page titled "TEST - Spring Walking Challenge". The page includes a description of a 6-week walking challenge, a goal of 49,000 steps per week, and start/end dates of 5/16/15 to 5/23/15. It also lists the sign-up period as 5/9/15 to 5/22/15 and notes that it is not concurrent with other challenges. Under the "Team-Based Challenge" section, it states a maximum of 500 members per team. There are two radio button options: "Select existing team:" with a dropdown menu showing "Please select a team", and "Create your own team:" which is highlighted with a red box. Below the "Create your own team" option is a text input field. At the bottom, there is a "Primary Challenge" section with a checked checkbox for "Make primary challenge" and two buttons: "Close" and "Sign Up Now".

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.

TEST - Spring Walking Challenge

Signed up for challenge and team created!

Email others to join your team

Thank you for joining the Challenge and starting walking.

Description: This 6 week long walking challenge is designed to promote and encourage participants to increase their physical activity. During this challenge you will track your daily steps in the step log on a daily basis. You will learn about new ways to increase your physical activity from starting or joining walking group at work to exercising with your family. So sign up and let's start moving.

Goal: 49,000 steps per week.
49,000 steps total.

Start/End: 5/16/15 - 5/23/15

Signup Period: 5/9/15 - 5/22/15

Concurrent: No - cannot be taken with other challenges

Team-Based Challenge
Maximum of 500 members per team.
My Team: Cathy's Walking Team

Team Members in Challenge:
Cathy

Primary Challenge
Primary: Yes ⓘ
Sign Up Date: 5/18/2015 [Unregister](#)

- 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 9th to join your team.

Challenges

TEST - Spring Walking Challenge - Week 1 of 1 [Overview](#) [My Tasks](#) **[Details](#)** [View Challenge](#)

Goal: 49,000 Steps a Week (49,000 Total) **Start:** 5/16/15 **End:** 5/23/15, 11:59:59 PM **Days Left:** 6 **Team:** AG TEAM ⓘ

My Total:
0
Steps
[Log Now!](#)

Pace

My steps: 0 steps ————— 49,000 steps

Let's get moving, you are falling behind.

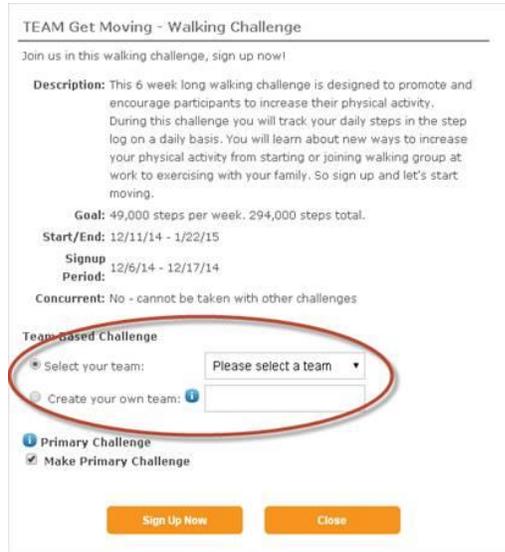
7. How to Assist Teammates Join Your Team

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, he or she should have received a username and pin for ahealthyme in the mail from BCBS. For those who do not have this information, they may call BCBS customer service at 1-800-814-4371. Once they have access, they may follow the instructions below to join:

- Log onto www.ahealthyme.com/login
- 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>. 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:
 - a. New data (e.g, steps) is available
 - b. Your computer is on and connected to the Internet
 - c. Your “dongle” is properly inserted into a USB port
 - d. Your tracker is within 15-20 feet of your computer

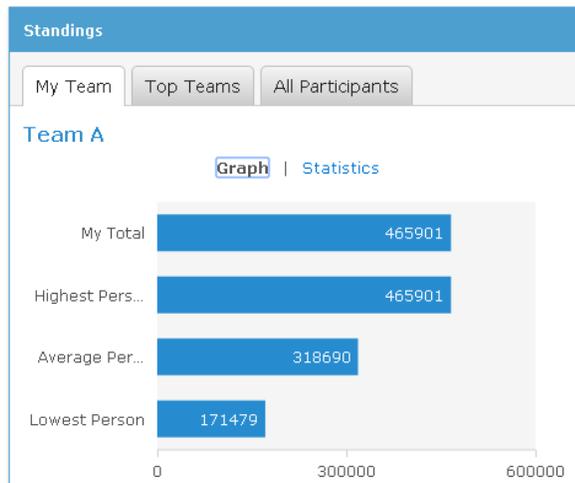
10. How to Track your Team’s Progress

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.



The screenshot shows a 'Standings' page for 'Team A' with a 'Graph | Statistics' view. It includes a 'My Status' section, an 'All Members (2)' summary table, and a 'Rankings' table.

My Status

Rank in Team	Total Steps
1	465,901

All Members (2)

Average Steps	Highest Steps	Lowest Steps	Total Steps
318,690	465,901	171,479	637,380

Rankings

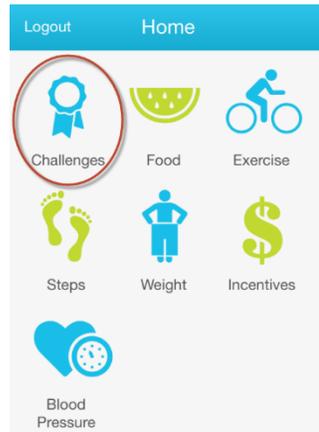
Rank	Steps	Name
1	465,901	Marc
2	171,479	Suzy

Data updated approximately every 15 minutes.

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.



1. Visit www.ahealthyme.com/login.
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 visit <http://help.fitbit.com/cwsupport> for more information.

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