

# Fitbit® Activity Challenge

## Participant Guide

Congratulations on taking part in the fifth annual Fitbit® Activity Challenge! This guide is meant to help guide you through several steps of the challenge such as syncing your device and joining your team.

Information such as key dates and challenge prizes may be found on the Employee Wellness Website <http://www.bu.edu/wellness/>. If you still have questions after reviewing the website and this guide, please get in touch with your team leader who should be able to assist.



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## 1. How to Access BCBS ahealthyme®

This Activity Challenge is administered through Blue Cross Blue Shield ahealthyme®. You will have access to this site regardless of whether you are a member of one of the University health plans through BCBS. To access ahealthyme®, please visit [www.ahealthyme.com/login](http://www.ahealthyme.com/login). If you are a first-time user, please register using your name and birthday. If you participated previously, your username and pin will remain the same. Please contact ahealthyme® support at 888-617-0696, Monday through Friday, 8am-6pm if you have any issues accessing the site. **Please note**, your employment with Boston University must have started prior to March 1, 2023 in order to participate in this Challenge.



## 2. How to Sync your Fitbit® with ahealthyme®

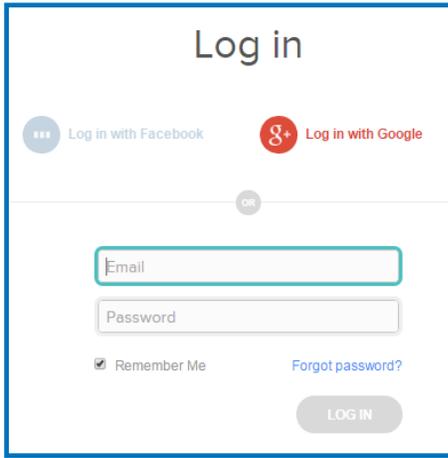
If you are using a Fitbit® device for this challenge, you will need to sync your Fitbit® device with ahealthyme®. If you are a first time Fitbit® user, you will also need to sync your device with Fitbit® before you can sync it with ahealthyme®.

1. To register with Fitbit® for first time users, visit <https://www.fitbit.com/global/us/setup> and follow the instructions provided with your device.
2. Log onto your ahealthyme® account ([www.ahealthyme.com/login](http://www.ahealthyme.com/login))

3. Click on the Fitbit® widget



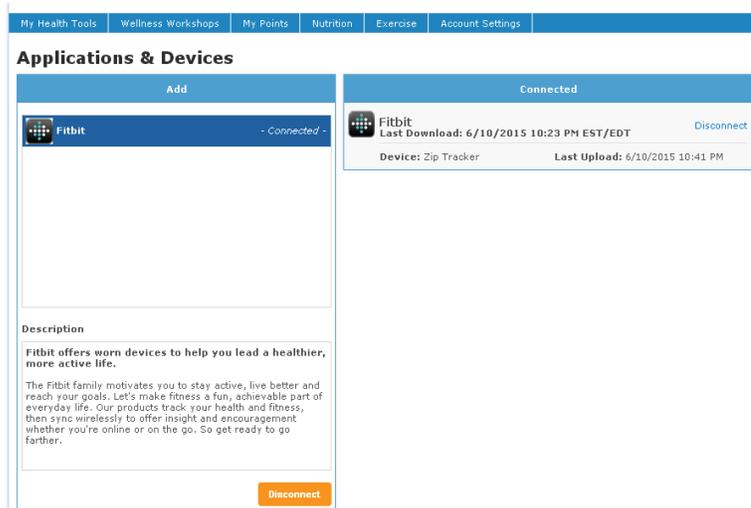
4. Enter the log-in credentials for your Fitbit.com account.



5. On the next screen, click the pink “Allow” button. This will allow ahealthyme® to access your Fitbit® data. Please note – you may uncheck any boxes you wish, however you must keep Fitbit® device and settings, activity and exercise and profile checked in order for ahealthyme® to access your step count.



6. If you’ve properly set up your account, you should now see your device listed as “Connected.”

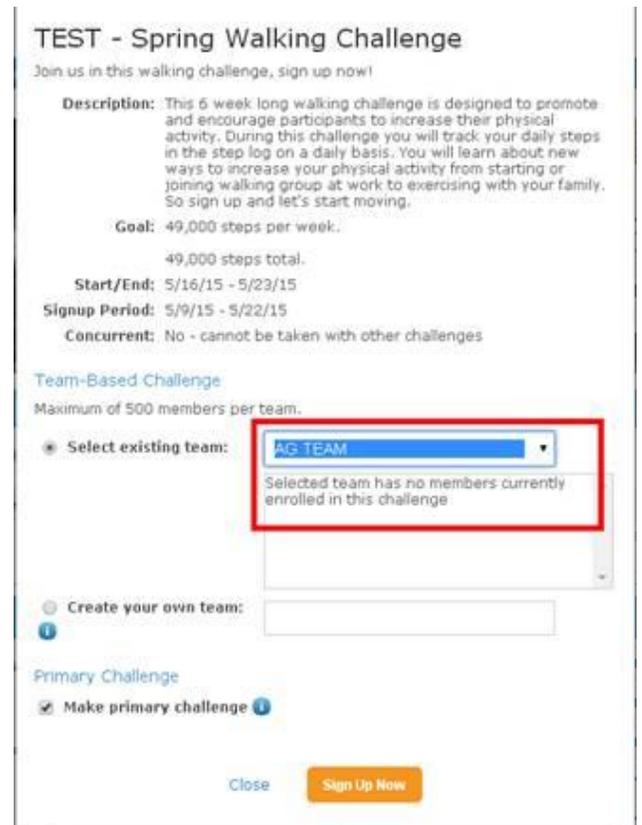


### 3. How to Join Your Team

1. Log onto [www.ahealthyme.com/login](http://www.ahealthyme.com/login)
2. Click on the “Sign up Now” button in the Challenge Widget. Please note, this will not be available until April 3<sup>rd</sup> and will remain open for enrollment through April 16<sup>th</sup>. You cannot enroll after April 16<sup>th</sup>.



3. Select your team and under “Select Existing Team” click on “Sign up Now.” If you don’t see your team name listed, check with your team leader to ensure they have created the team already. You will not see your team until they have done so.



## 4. How to Log non-Step Activity or Steps Tracked w/o a Fitbit®

You can compete in the challenge even if you don't have a Fitbit® device by manually adding your activity from another tracking device such as a pedometer or smartphone. You can also enter non-Step activity into the Challenge so that all forms of physical activity are counted in this Challenge. Both are achieved in the same way.

1. Click on the "Log Steps" button in the BCBS challenge widget. This button should be right on the dashboard when you log-in.
2. Enter the amount of steps you've taken. If you are entering activity that was not step-based, please be sure to use the activity to step converter found on the Challenge website.
3. Click "Update" to save your activity.

## 5. How to Sync your Fitbit® Steps and Activity

There are several methods to sync your activity to ahealthyme®. We recommend syncing 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, please follow the instructions on the [Fitbit® website](#). 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 can 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

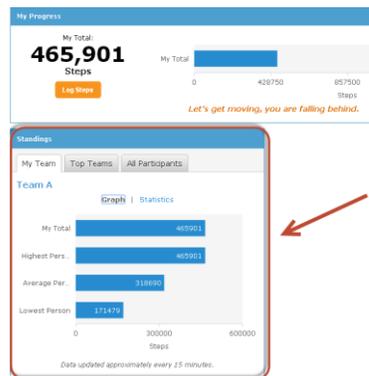
## 6. How to Track your Teams Progress

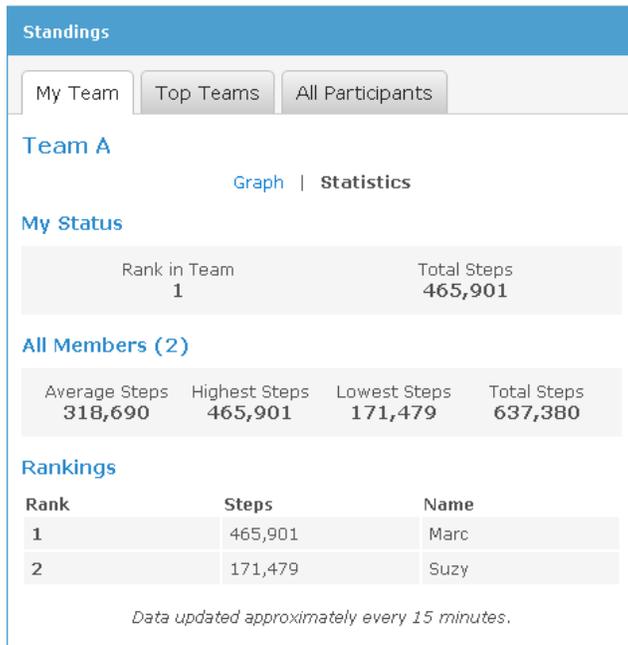
If you wish to check your team's status throughout the challenge to see how you're doing, follow the instructions below.

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.

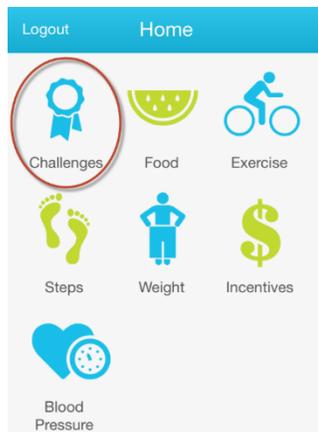




3. The “Top Teams” tab shows how your team ranks against the other teams participating in the challenge. Only the top 20 ranking teams will be shown. If your team falls below 20, you will see your team name at the bottom of the list.
4. The “All Participants” tab shows you where you are currently standing among all challenge participants.

## 5. 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!



- Visit [www.ahealthyme.com/login](http://www.ahealthyme.com/login).
- 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 or tablet.

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

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

## **6. Fitbit® and ahealthyme® Support**

If you are having an issue with your device, you should engage Fitbit® directly. Please contact the Fitbit® Support Team at 877-623-4997 or explore the other support options [here](#).

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