

# Fitbit® Activity Challenge

## Team Leader Guide

Congratulations on participating in the fifth annual Fitbit® Activity 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. If you still have questions after reviewing the website and this guide, please contact [bewell@bu.edu](mailto: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 17<sup>th</sup> to [bewell@bu.edu](mailto:bewell@bu.edu).** We cannot accept registrations after March 17<sup>th</sup>.

1. Email [bewell@bu.edu](mailto:bewell@bu.edu) by March 17<sup>th</sup> 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 First Name, Name, BUID, BU email address and whether a Fitbit® is required for each member of your team. This information must be provided in excel in this format.

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

Please note - Student, volunteer, non-compensated, and temporary employs hired through Terrier Temps are not eligible to participate in this Challenge. Employees participating must also have been hired into SAP no later than Monday, Mach 1, 2023.

## 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 3<sup>rd</sup> at both Human Resources Office locations between 9am – 5pm.

|  |                                |
|--|--------------------------------|
| Charles River HR Office                | Medical Campus HR Office       |
| 25 Buick Street, 2 <sup>nd</sup> Floor | 609 Albany Street (J Building) |

If you cannot pick up the devices, please email [bewell@bu.edu](mailto: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 14<sup>th</sup>. 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 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 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.

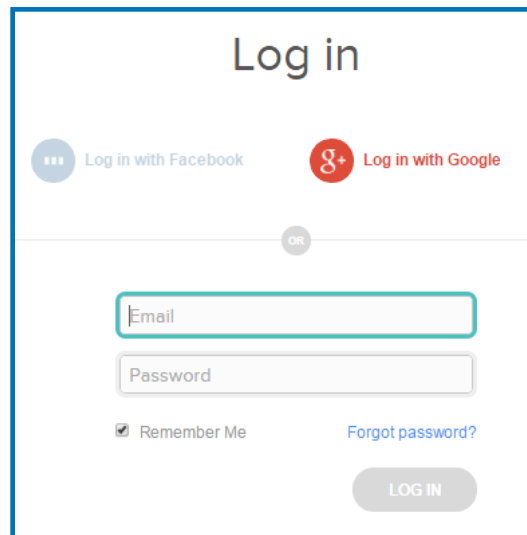
## 4. How to Sync your Fitbit® with ahealthyme®

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 <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))



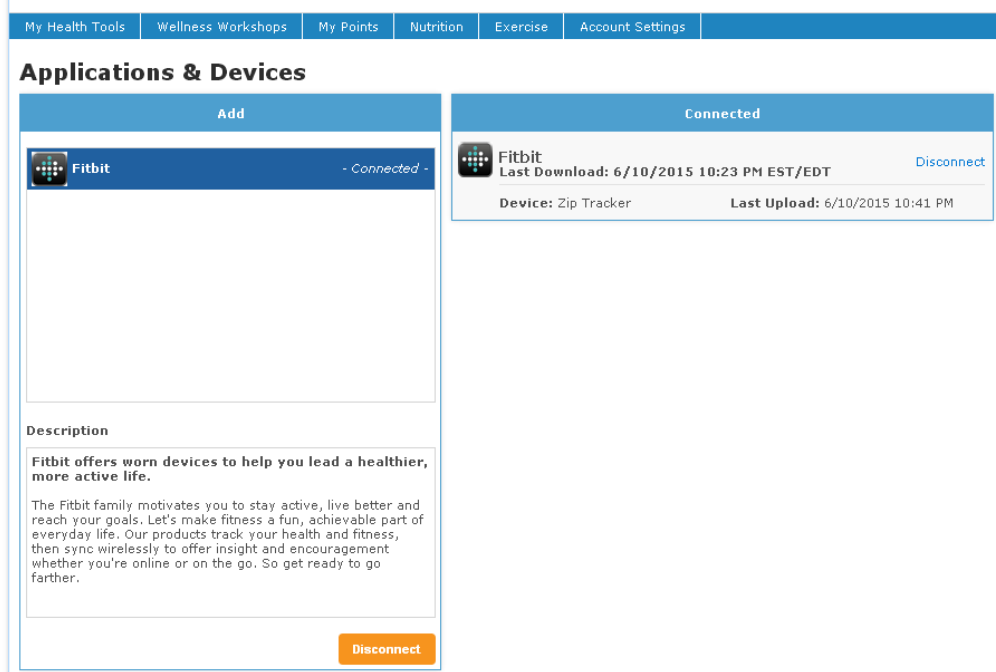
3. Click on the Fitbit® widget
4. Enter the log-in credentials for your Fitbit.com account.



5. On the next screen, click the pink "Allow" button. This will allow ahealthyme® to access your Fitbit® data. 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 and activity:



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 16<sup>th</sup>** 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](http://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 enter your team name

### TEST - Spring Walking Challenge

Join us in this walking challenge, sign up now!

**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.

**Select existing team:** Please select a team   
 **Create your own team:**

**Primary Challenge**  
 **Make primary challenge** ⓘ

[Close](#) [Sign Up Now](#)

5. Click "Sign Up Now." The confirmation screen will provide the option to send an optional pre-drafted email invites 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 for your 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

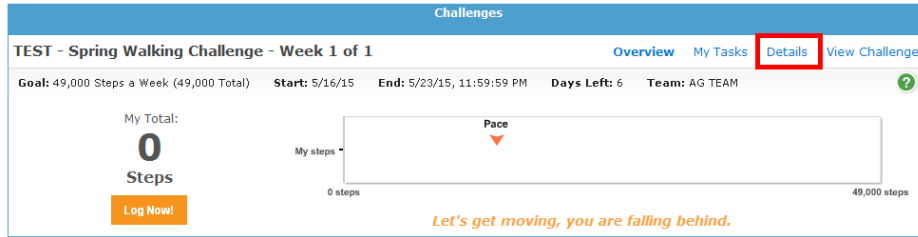
**Team-Based Challenge**  
Maximum of 500 members per team.

**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 16<sup>th</sup> to join your team.



## 7. How to Assist Teammates to Join Your Team

Your teammates must join your team on ahealthyme by April 16<sup>th</sup>. 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 previously, this information will remain the same. Once they have access, they may follow the instructions below to join:

- Log onto [www.ahealthyme.com/login](http://www.ahealthyme.com/login)
- Click on the “Sign up Now” button in the Challenge Widget



- Select your team and click on “Sign up Now”

**TEAM Get Moving - Walking Challenge**

Join us in this walking challenge, sign up now!

**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. 294,000 steps total.

**Start/End:** 12/11/14 - 1/22/15

**Signup Period:** 12/6/14 - 12/17/14

**Concurrent:** No - cannot be taken with other challenges

**Team-based Challenge**

Select your team: Please select a team

Create your own team: [ ]

**Primary Challenge**

Make Primary Challenge

Sign Up Now
Close

## 8. 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.

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

There are several methods to sync your activity to ahealthyme®. We recommend syncing your Fitbit® daily using the Fitbit® app, however you also have the option to manually sync steps and activity 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: <https://www.fitbit.com/global/us/technology/compatible-devices>. 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 and activity 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 and activity 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

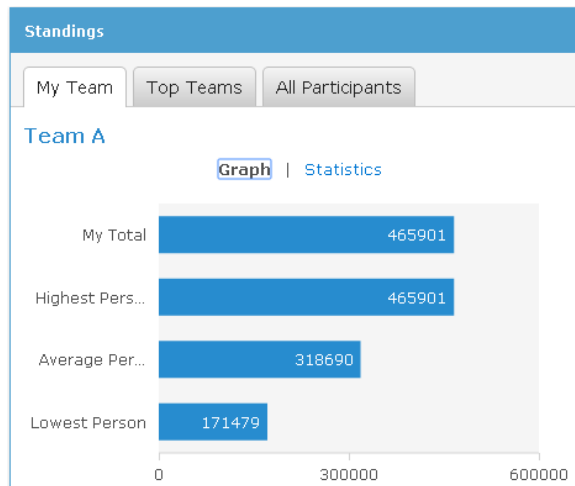
# 10. How to Track your Team's Progress

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.



A detailed view of the 'Standings' page for 'Team A'. It includes 'My Status' (Rank 1, Total Steps 465,901), 'All Members (2)' statistics (Average 318,690, Highest 465,901, Lowest 171,479, Total 637,380), and a 'Rankings' table.

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

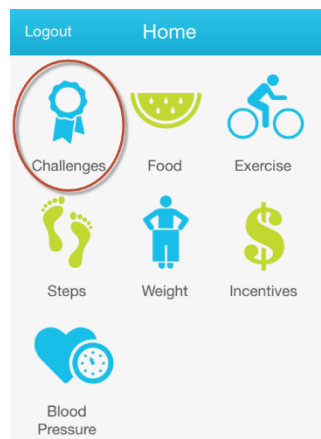
*Data updated approximately every 15 minutes.*



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](http://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

1. 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](#).
2. If you are having issue with ahealthyme® please contact BCBS at (888) 617-0696. Support is available Monday through Friday, 8am to 6pm.