



# Boston University Team Captain Enrollment Program Guide



# How to Register

## STEP ONE

Go to [bu.propelwellness.com](https://bu.propelwellness.com) from your computer or mobile device.

## STEP TWO

From the login page, select the button that says "Register."

## STEP THREE

Complete the *Registration Information* section and click "Continue." You will need your BU ID during this process. Complete the *Account Information* section and click "Continue."

You're all set! To get started, we encourage you to fill out the Fitbit Request form, sync a fitness tracking device to the portal, explore well-being content by clicking the "Content" tab from the top navigation bar, and start tracking your healthy actions.

Keep reading this guide to learn more about the BU wellness portal!

Questions?

For eligibility questions, please get in touch with the BU employee wellness team for assistance.

# The Terriers Trek through Boston Challenge

## Frequently Asked Questions

### HOW DOES THE CHALLENGE WORK?

The Terriers Trek through Boston Challenge runs from **April 6- May 15**, and is a virtual, physical activity team competition that allows Boston University employees to experience friendly competition with each other by logging physical activities in the wellness portal to earn points. There are hundreds of physical activities to choose from in the portal's Tracker, so you can focus on improving your well-being by choosing the activities that make sense for your fitness goals! As your team's participants record their physical activity, you'll see your team's progress versus other participating teams on the live, interactive leaderboard!

### HOW DO TEAM CAPTAINS CREATE AND ENROLL TEAMS?

Once you've registered for the wellness portal, your first step as team captain is to create your team. **All teams must be created by March 20** and will be automatically enrolled in the challenge. Follow the steps below to create your team:

1. Click the callout on the homepage of the portal that says, **"Step 1: Team Captains Create Your Teams."** This will take you to the Tracker where you will enter your team's name and select "Standard Team" as the Team Type. Click the "Save" button to continue.
2. On the next screen you'll be prompted to invite members to your team. Enter each co-worker's first name or last name in the search bar you wish to invite, then click "Add Selected to List" and "Send Invitations."  
**Remember: only those who have registered for the portal can be invited to join a team. If you do not see a co-worker's name you wish to invite, reach out and encourage them to register for the portal by 3/20/26 so they can participate on your team in the challenge.**
3. Once you've sent your invitations, you will see your team's roster on the same screen by scrolling down. You'll notice there is a status column to the right of each member's name on your team roster that indicates if that individual has accepted your invitation or not. If they have not accepted your invitation, it will say "Pending." If they have accepted your invitation, it will say "Confirmed." You will have until DATE to return to this screen and add more members to your team.

\*For more guided help, consider watching quick video tutorials on the homepage of the portal under **Team Captain Resources**.

## WHAT IS THE CHALLENGE GOAL?

The goal is for each team to aim for a collective average of 4,000 Fitness Points during the challenge period.

## WHAT ARE FITNESS POINTS?

Fitness Points are a composite score of an activity's intensity and duration. Upon logging your activity manually in the portal's Tracker, or automatically through a synced device, you will see an assigned point value that is specific to each physical activity's metabolic equivalent calculation and duration of performance.

**For example, 150 minutes of moderate physical activity per week is roughly equivalent to 200 Fitness Points.**

Each team members' Fitness Points are averaged, and that is the score you will see for your team on the live leaderboard. For any day you have team members not contributing any Fitness Points, each "0" will bring down your team's average, so make sure to encourage your team to log everything they are doing to be active during the challenge duration. You can backdate activity at any time in the Tracker.

## WHAT ARE THE CHALLENGE PRIZES?

There will be prizes for the top 2-3 teams with the greatest number of average points at the end of the challenge period, as well as prizes by random selection during the challenge.

## HOW DO I REGISTER FOR A FITBIT?

Employees who need a device must complete the Fitbit registration form in the wellness portal by **March 9-20** to receive a Fitbit. They will be given out on a first come first serve basis. Team captains will be responsible for picking up Fitbits and handing them out to team members between **March 30-April 3**.

## WHAT ACTIVITY TRACKING DEVICES CAN I SYNC TO THE PORTAL?

There are several devices and health apps you can sync to the portal including **Garmin, Fitbit, Apple, and Google Fit**. You can easily access the device integration page from the homepage of the wellness portal where you'll find helpful step-by-step instructions and video tutorials.

**Need help?**

For all portal-related questions, reach out to Portal Support by chat, email or phone.  
[support@propelwellness.zendesk.com](mailto:support@propelwellness.zendesk.com)  
1.888.339.4131

# Well-being Education + Tools

In addition to fun challenges and activity tracking, the BU Wellness Portal offers hundreds of resources across a wide range of well-being topics—including evidence-based articles, interactive self-paced programs, and much more—for you to find effective content and tools that help you actively manage your well-being needs! Examples include:

## Guided Fitness Videos



## Meditation and Mindfulness Tools



## Healthy Recipe Library

