



Login

Register

Will you accept the challenge?
The 2018 Get Fit Texas State Agency Challenge that is!

This event provides an opportunity for state employees to get active for an agency-to-agency competition. By accepting the challenge, state employees take on being physically active for 150 minutes per week for at least six of the 10 weeks of the Challenge.

Welcome to the 2018 Get Fit Texas Challenge Participation Instructions!

This document offers a quick orientation to using the new Challenge site developed by DSHS. Let's get started!

The Challenge landing page is located at <https://getfittexas.org/>. On your first visit, select Register. When you return over the duration of the challenge, you'll need to login.

What is the Get Fit Texas State Agency Challenge?

The Department of State Health Services (DSHS) launched Get Fit Texas in 2013 to provide state employees a fun way to make physical activity a routine part of their lives. The 10-week competition occurs on two levels:

- On the individual level, participants seek to achieve **150 minutes of physical activity per week in at least six out of 10 weeks**. This is the minimum achievement required to complete the Challenge, but participants are encouraged to reach 150 minutes in all 10 weeks (and maintain this level of activity after the Challenge!). Weeks run from Monday to Sunday.
 - Why 150 minutes? This is the **minimum** amount of physical activity adults need per week to be healthy, according to the Centers for Disease Control and Prevention.
- The second level of the Challenge is a **competition between state employers**, divided into groups based on organizational size. Agencies/Universities compete to see who finishes with the **highest percentage of employees completing the challenge**.

To participate in the Challenge, state employees use the <https://getfittexas.org/> website to record their daily/weekly physical activity. The website tracks your personal progress, while also adding your achievements to those of your coworkers to track your employer's performance versus other state organizations.

The Get Fit Texas Challenge is administered by the Statewide Wellness Coordinator at DSHS. However, each participating employer designates one or more Challenge Coordinators, who will act as your primary contact(s), and will communicate about agency-specific decisions, such as offering incentives, etc.

If your agency offers a completion incentive, you will likely need to document your achievements with a Completion Certificate, which becomes available for download on the Dashboard page **after** you complete the Challenge.

Please read the rest of this guide for an orientation to the website DSHS developed to host the challenge. You may then register for the Challenge and start moving!

Good Luck... and Get Fit!

Quick Start Instructions

If you wish to skip the detailed instructions, read this page for a quick start on the Get Fit Texas Challenge website: <https://getfittexas.org/>. If you have questions afterwards, please read the complete guide before requesting help.

Step 1: Understand the Get Fit Texas Challenge

- Ten-week competition (January 22 – April 1, 2018).
- Participants must achieve 150 minutes of physical activity per week in at least six different weeks to complete the Challenge.
- State employers compete based on who finishes with highest percentage of total FTEs that complete the Challenge (not most number of minutes).

Step 2: Complete the registration process. **Leave the Subgroup field blank unless you're told otherwise.**

Step 3: Use the website's Menu Bar to navigate.

Dashboard displays your progress completing the Challenge. Achieving 150 minutes in a week turns a star from empty to filled. Use the Leader Board to track your agency's progress versus other employers.

Enter New Activity: Use this page to submit individual records of physical activity.

View History: Displays each physical activity record you have submitted during the Challenge.

Edit Profile: Edit profile information at any time without losing or altering physical activity data previously entered.

Share Feedback: Submit suggestions on how to improve the Challenge and the GetFitTexas.org website. Do not use this function for questions or urgent requests for support, instead email your agency's challenge coordinator(s) or the Challenge Administrator (listed on the Dashboard).

Step 4: Participate in the Challenge by recording physical activity data every day/week with the goal of filling six (hopefully more!) weekly stars to complete the challenge.

- Challenge weeks run Monday to Sunday.
- Once you complete the Challenge, an icon will appear on the lower right of the Dashboard screen enabling you to view a Challenge Completion form. If your agency offers an incentive, use this form as documentation.

Register

First Name

Milhouse

Last Name

Van Houten

E-Mail Address

Fallout.Boy@dshs.texas.gov

Password

••••••

Minimum of 6 characters.

Confirm Password

••••••

Agency

Select an Agency

Legislative Budget Board

Legislative Reference Library

Midwestern State University

Office of Consumer Credit
Commissioner

Office of Court Administration

Office of Injured Employee Counsel

Office of Public Insurance Counsel

Agency Subgroup

Registration

To register, fill in the requested info.

Please use your work email if possible.

- Employers are listed alphabetically. Yours may unexpectedly be listed under Texas (e.g., Texas Dept. of State Health Services) or another common prefix, so please search thoroughly. Email rocky.payne@dshs.texas.gov if you can't find your agency.
 - Contractors should select the agency where they work; family members should use the agency of their relative.
- Agency Subgroup is an optional open text box for employers who wish to divide their employees by division, location, etc. **Leave this blank** unless you receive instructions from your challenge coordinator. If your agency decides to create subgroups, the coordinator will tell you what to type.
- Registration data (including subgroup) can be edited easily at any time, even after you've entered physical activity data.

Milhouse Van Houten - Week #5

My Progress Total 0

Enter Activity

View History

mins

0 / 5 stars

A star is filled in when it has 150 minutes of activity.

Week 1

Dec 18 

0 mins

Week 2

Dec 25 

0 mins

Week 3

Jan 01 

0 mins

Week 4

Jan 08 

0 mins

Week 5

Jan 15 

0 mins

Week 6

Jan 22 

0 mins

Week 7

Jan 29 

0 mins

Week 8

Feb 05 

0 mins

Week 9

Feb 12 

0 mins

Week 10

Feb 19 

0 mins

Time to Get Moving

Leader Board

Agencies with 1-5K FTEs

Progress = percent of people in each agency with the maximum (6) possible number of stars.

Agency	Progress	Minutes
Texas Workforce Commission	0.8%	2063
Texas Parks & Wildlife Department	0.7%	1880
Texas Department of State Health Services	0%	1300
Austin Community College	0%	325
University of North Texas	0%	0
Stephen F Austin State University	0%	0
Texas State Technical College	0%	0

After registering, participants see their personal dashboard page. Use the **Menu Column** on the left for navigation.

- My Progress (center area) shows your personal progress completing the Challenge.

- The Leader Board (right area) indicates your agency's ranking within it's size group.

Milhouse Van Houten - Week #5

My Progress Total 0

mins

0 / 5 stars



A star is filled in when it has 150 minutes of activity.



My Progress

This section of the Dashboard displays the number of physical activity minutes you have submitted for each week of the challenge. Once a weekly total reaches 150 minutes, the star for that week will appear filled.

- The Enter Activity button will take you to the Enter New Activity screen.
- The View History button will show every data submission you've made throughout the Challenge.
- To complete the Challenge, participants must finish with at least six stars filled in. When this occurs, an icon will appear in the bottom right corner.
 - Select the icon to display and print a **Challenge Completion Certificate**. This is necessary only if your agency offers an incentive for completing the challenge.
- Your challenge coordinator will announce whether your agency offers an incentive and the process to redeem it.

Leader Board

Agencies with 1-5K FTEs

Progress = percent of people in each agency with the maximum (6) possible number of stars.

Agency	Progress	Minutes
Texas Workforce Commission	0.8%	2063
Texas Parks & Wildlife Department	0.7%	1880
Texas Department of State Health Services	0%	1375
Austin Community College	0%	325
Stephen F Austin State University	0%	0
Texas State Technical College	0%	0
Sam Houston State University	0%	0
Texas Department of Insurance	0%	0
Texas Commission on Environmental Quality	0%	0
Texas Woman's University	0%	0

Leader Board

The Get Fit Texas Challenge is also a competition between state employers of similar size, based on the *percentage* of agency employees who complete the Challenge.

The leader board shows the percentage in the Progress column, and ranks agencies accordingly (total agency minutes is listed only for fun).

Of course, because it takes six weeks to complete the challenge, all agencies would normally show 0% FTE completions during the first five weeks.

To keep the competition fresh, during Weeks 1-5 the leader board will rank agencies' **progress** based on the percentage of employees who have filled the maximum number of stars **available**.

- For example, in Week 2, progress equals the percentage of employees who have filled two stars; in Week 4, the percentage with four stars filled, etc.
- Once the Challenge reaches Weeks 6-10, the Progress column will reflect **actual** completions (six stars).

The screenshot shows a web application interface for 'Milhouse Van Houten' under the 'Texas Department of State Health Services'. The user is logged in as 'Get Fit Texas'. The main heading is 'Enter Activity for Milhouse Van Houten'. On the left sidebar, the 'ENTER NEW ACTIVITY' option is highlighted with a red circle. The main content area contains two activity entry forms. The first form has a date of 01/24/2018, 30 minutes, and the type 'Brisk walking'. The second form has a date of 01/25/2018, 45 minutes, and the type 'Ultimate Frisbee'. At the bottom, there are buttons for 'Enter Another Activity', 'Submit', and 'Cancel'.

Milhouse Van Houten
Texas Department of State
Health Services
Logout

Get Fit Texas

Enter Activity for Milhouse Van Houten

Date Minutes Type

01/24/2018 30 Brisk walking

Date Minutes Type

01/25/2018 45 Ultimate Frisbee

Enter Another Activity Submit Cancel

Enter New Activity – To enter physical activity data, select Enter New Activity on the Menu Bar. Your personalized page will open to enter new activity.

- Enter your Date, Minutes, and Type information. If you wish to make multiple submissions, select Enter Another Activity. Use Share Feedback, located in the Menu Bar, to request new activities to be added to the Type drop-down menu.
- Select the Submit button, once all the activities you wish to submit are reflected on the screen.
- All challenge data can be viewed and edited by selecting View History in the Menu Bar.

Milhouse Van Houten - Week #5

My Progress **Total 75 mins**

0 / 5 stars

A star is filled in when it has 150 minutes of activity.



Enter Activity

View History

Entering Physical Activity Data

After you submit your physical activity data, you'll see it reflected on the Dashboard page.

- Your minutes will be added to the total for the week in which they occurred.
- My Progress displays a running total of your submitted minutes.
- After completing the Challenge, an icon will appear in the bottom left corner. Select the icon to display and print a **Challenge Completion Certificate**.
 - This is relevant only if your agency offers an incentive for completing the challenge.
 - Your challenge coordinator will announce whether your agency offers an incentive and how to redeem it.

Milhouse Van Houten
Texas Department of State
Health Services
Logout

Get Fit Texas

Activity History for Milhouse Van Houten

This page shows activities entered by week along with an Edit button to make adjustments. You may choose to view all weeks or a specific week using the buttons below.

All 1 Dec 18 2 Dec 25 3 Jan 01 4 Jan 08 5 Jan 15 6 Jan 22 7 Jan 29 8 Feb 05 9 Feb 12 10 Feb 19

Row	Date	Minutes	Type
1	Wed Jan 24, 2018	30	Brisk walking
2	Thu Jan 25, 2018	45	Ultimate Frisbee

View History displays all your individual data submissions throughout the challenge. You can view entries for each day by selecting the desired date, or the entire list by selecting the word All.

- To make changes to existing data entries, select the Edit button located next to the desired submission.

Milhouse Van Houten

Texas Department of State
Health Services

Logout



DASHBOARD



ENTER NEW ACTIVITY



VIEW HISTORY



EDIT PROFILE



SHARE FEEDBACK



Get Fit Texas

Profile for Milhouse Van Houten

Name

Milhouse

Van Houten

Email

Fallout.Boy@dshs.texas.gov

Agency

Texas Department of State Health Services

Subgroup Info

El Paso Campus

Submit

Cancel

Edit Profile - This screen remains available throughout the Challenge in case you need to change your registration data. Changes can be made without disrupting physical activity entries submitted previously.

Milhouse Van Houten
Texas Department of State
Health Services
Logout

DASHBOARD
ENTER NEW ACTIVITY
VIEW HISTORY
EDIT PROFILE
SHARE FEEDBACK

Get Fit Texas

Share Your Feedback

Use this form to share feedback on your experience or suggestions for next year's challenge.
If you have questions or problems with the current challenge you may Contact a Coordinator

Share your feedback...

Share Cancel

Share Feedback - Because this website is brand new, we want to hear from you about technical issues, suggestions, etc., related to your experience with the Get Fit Texas Challenge. Please do not use this screen for urgent requests, which should be directed to your agency's challenge coordinator or the Challenge Administrator, Rocky Payne.

Milhouse Van Houten
Texas Department of State
Health Services
Logout

DASHBOARD
ENTER NEW ACTIVITY
VIEW HISTORY
EDIT PROFILE
SHARE FEEDBACK

0 mins	0 mins	0 mins
<u>Week 5</u>	<u>Week 6</u>	<u>Week 7</u>
Jan 15 	Jan 22 	Jan 29 
0 mins	75 mins	0 mins
<u>Week 9</u>	<u>Week 10</u>	Time to Get Moving
Feb 12 	Feb 19 	
0 mins	0 mins	

Questions & Help

Your Agency Coordinator(s):
Alyce Williamson
Trey Hyatt
Jaylin Heaney
Leonora McKenzie

Challenge Administrator:
Rocky Payne

Questions and Help

The Dashboard screen offers links to the email addresses of the challenge coordinator(s) in your agency. Please reach out to these individuals with questions about your agency's policies, and basic questions about the Challenge and/or website functionality.

- Please note, your challenge coordinators are likely still learning their way around the website, so please be patient if they need to time to answer questions.
- For more complex questions, please reach out to the Challenge Administrator, Rocky Payne, at rocky.payne@dshs.texas.gov.

**Thank you for your attention, and good luck achieving
the Get Fit Texas State Agency Challenge!**



For questions or comments about this guide, please email the Challenge Administrator, Rocky Payne, at rocky.payne@dshs.texas.gov