

# 2020 Get Fit Texas! State Agency Challenge



Login

Register

**Will you accept the challenge?**

**The 2020 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.



## What is the Get Fit Texas State Agency Challenge?

The Texas Department of State Health Services 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. Participants are encouraged to reach 150 minutes in all 10 weeks (and maintain this level of activity after the Challenge!)

### 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. State agencies and universities compete to see who finishes with the **highest percentage of employees completing the challenge**.



## How do I participate in the Challenge?

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

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

If your agency offers a completion incentive, you likely will need to document your achievements with a Challenge Completion Certificate. It 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 that DSHS developed to host the challenge. You then can 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 and page 5 for a quick start on the Get Fit Texas Challenge website: [getfittexas.org](http://getfittexas.org). If you have questions later, please read the guide completely before requesting help.

## **Step 1:** Understand the Get Fit Texas Challenge

- Ten-week competition (January 20 – March 29, 2020).
- Participants must achieve 150 minutes of physical activity per week in at least six different weeks to complete the Challenge. Challenge weeks run Monday to Sunday. Weeks do not have to be consecutive.
- 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. If you have already registered, please log in with the appropriate information. **Leave the Subgroup field blank unless you are told otherwise.**

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

**Dashboard:** Displays your progress in 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.



## Quick Start Instructions (continued)

**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).

**Share Success Story:** Submit your success story from participating in the challenge.

**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.

Once you complete the Challenge, an icon will appear on the lower right of the Dashboard screen enabling you to view a Challenge Completion Certificate. If your agency offers an incentive, use this certificate as documentation.

# GetFit Texas! Registration

To register, fill in the requested information. 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 [lesley.jimenez@dshs.texas.gov](mailto:lesley.jimenez@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.

### Register

|   |  |
|---|--|
| First Name  | <input type="text" value="Milhouse"/>                          |
| Last Name   | <input type="text" value="Van Houten"/>                        |
| E-Mail Address                                      | <input type="text" value="Milhouse.Vanhouten@dshs.texas.gov"/> |
| Confirm E-Mail                                      | <input type="text" value="Milhouse.Vanhouten@dshs.texas.gov"/> |
| Password<br><small>Minimum of 6 characters.</small> | <input type="password" value="....."/>                         |
| Confirm Password                                    | <input type="password" value="....."/>                         |
| Agency  | <input type="text" value="Select an Agency"/>                  |
| Agency Subgroup                                     | <input type="text" value="description"/>                       |

# GetFit Texas! After You Register

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 as you complete the Challenge.
- The Leader Board (right area) indicates your agency's ranking within its size group.

**Milhouse Van Houten**  
Texas Department of State Health Services  
Logout

**Get Fit Texas**

**Milhouse Van Houten - Week #7**

**My Progress**  
0 Minutes Total

Enter Activity  
View History

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

| Week    | Start Date | End Date | Progress    |
|---------|------------|----------|-------------|
| Week 1  | Nov 22     | Nov 29   | ☆<br>0 mins |
| Week 2  | Nov 29     | Dec 06   | ☆<br>0 mins |
| Week 3  | Dec 06     | Dec 13   | ☆<br>0 mins |
| Week 4  | Dec 13     | Dec 20   | ☆<br>0 mins |
| Week 5  | Dec 20     | Dec 27   | ☆<br>0 mins |
| Week 6  | Dec 27     | Jan 03   | ☆<br>0 mins |
| Week 7  | Jan 03     | Jan 10   | ☆<br>0 mins |
| Week 8  | Jan 10     | Jan 17   | ☆<br>0 mins |
| Week 9  | Jan 17     | Jan 24   | ☆<br>0 mins |
| Week 10 | Jan 24     |          | ☆<br>0 mins |

"Remember who you're exercising for!"

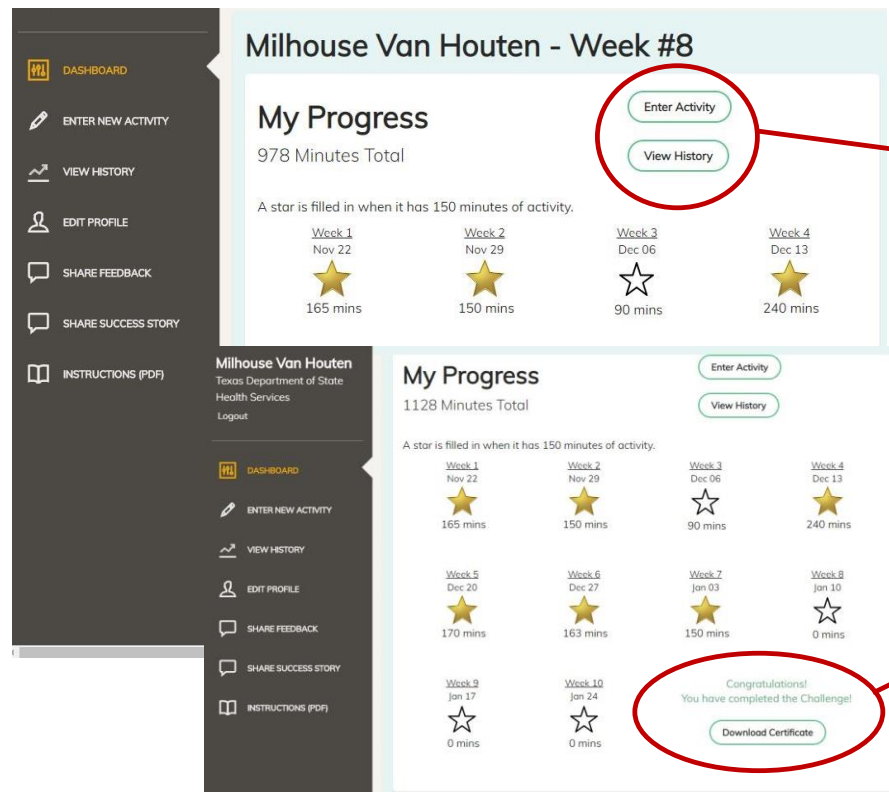
**Leader Board**  
Agencies with 1-5K FTEs  
Completions = percent of people in each agency with 6 stars filled.

| Agency                                    | Completions | Minutes |
|---|-------------|---------|
| Texas Commission on Environmental Quality | 28.4%       | 1789444 |
| Texas Comptroller of Public Accounts      | 26.3%       | 1880134 |
| Texas Workforce Commission                | 22.9%       | 2661870 |
| Texas Department of Insurance             | 21.3%       | 639729  |
| Texas Parks & Wildlife Department         | 11.1%       | 893353  |
| Texas Department of State Health Services | 2.9%        | 334076  |
| South Texas College                       | 0.6%        | 52462   |
| Texas Juvenile Justice Department         | 0.2%        | 19949   |
| Texas Southern University                 | 0%          | 13762   |
| Office of the Attorney General            | 0%          | 2700    |

**Navigation Menu:**  
 DASHBOARD  
 ENTER NEW ACTIVITY  
 VIEW HISTORY  
 EDIT PROFILE  
 SHARE FEEDBACK  
 SHARE SUCCESS STORY  
 INSTRUCTIONS (PDF)



# GetFit Texas! My Progress



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

- Notice (red circle) the Enter Activity button, takes you to the Enter New Activity screen
  - The View History button shows every data submission you've made throughout the Challenge.
  - To complete the Challenge, participants must have at least six stars filled at the end. When this occurs, an icon will appear in the bottom right corner.
- Select the icon to display and print a **Challenge Completion Certificate** for your records. It will be needed 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.





# GetFit Texas! Leader Board

### Leader Board

Agencies with 1-5K FTEs

Completions = percent of people in each agency with 6 stars filled.

| Agency                                    | Completions | Minutes |
|---|-------------|---------|
| Texas Commission on Environmental Quality | 28.7%       | 1834288 |
| Texas Comptroller of Public Accounts      | 26.6%       | 1934568 |
| Texas Workforce Commission                | 23.1%       | 2712267 |
| Texas Department of Insurance             | 21.6%       | 653398  |
| Texas Parks & Wildlife Department         | 11.2%       | 909691  |
| Texas Department of State Health Services | 2.9%        | 341048  |
| South Texas College                       | 0.6%        | 52672   |
| Texas Juvenile Justice Department         | 0.2%        | 20070   |

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

The leader board shows this percentage in the Completions column. Agencies are ranked accordingly. (Total agency minutes is listed only for fun).

The leader board will rank agencies' **progress** based on the percentage of employees who have achieved stars each week.

# GetFit Texas! Entering Activity Data

**Enter New Activity** – To enter physical activity data, select on Enter New Activity in the Menu Bar. You you will see the screen below.

- Enter your Date, Minutes, and Type information. If you wish to make multiple submissions, click Enter Another Activity. Use Share Feedback in the Menu Bar to request new activities for Type drop-down menu.
- Click 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 clicking on View History in the Menu Bar.

The screenshot shows a web interface for entering activity data. On the left is a dark sidebar menu for user 'Milhouse Van Houten' with options: DASHBOARD, ENTER NEW ACTIVITY (highlighted), VIEW HISTORY, EDIT PROFILE, SHARE FEEDBACK, SHARE SUCCESS STORY, and INSTRUCTIONS (PDF). The main content area is titled 'Enter Activity for Milhouse Van Houten' and contains two identical activity entry forms. Each form has three input fields: 'Date' (format m/m/d/yyyy), 'Minutes' (format numbers only), and 'Type' (select one). The first form is filled with '11/22/2018', '35', and 'Zumba'. The second form is filled with '11/24/2018', '40', and 'Tai Chi'. Below the forms are three buttons: 'Add Another Activity', 'Submit', and 'Cancel'.

# GetFit Texas! Entering Activity Data (continued)

Milhouse Van Houten  
Texas Department of State Health Services  
Logout

Milhouse Van Houten - Week #8

**My Progress** Enter Activity View History

75 Minutes Total

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

| Week    | Start Date | End Date | Activity (mins) |
|---------|------------|----------|-----------------|
| Week 1  | Nov 22     | Nov 28   | 75 mins         |
| Week 2  | Nov 29     | Dec 5    | 0 mins          |
| Week 3  | Dec 06     | Dec 12   | 0 mins          |
| Week 4  | Dec 13     | Dec 19   | 0 mins          |
| Week 5  | Dec 20     | Dec 26   | 0 mins          |
| Week 6  | Dec 27     | Jan 2    | 0 mins          |
| Week 7  | Jan 03     | Jan 9    | 0 mins          |
| Week 8  | Jan 10     | Jan 16   | 0 mins          |
| Week 9  | Jan 17     | Jan 23   | 0 mins          |
| Week 10 | Jan 24     | Jan 30   | 0 mins          |

*"No matter how slow you go you're still lapping everybody on the couch"*

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** for your records.

- The completion certificate will be needed 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.

# GetFit Texas! Activity History

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

To make changes to existing data entries, select the edit button 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  
SHARE SUCCESS STORY  
INSTRUCTIONS (PDF)

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 Nov 22 2 Nov 29 3 Dec 06 4 Dec 13 5 Dec 20 6 Dec 27 7 Jan 03 8 Jan 10 9 Jan 17 10 Jan 24

| Row | Date             | Minutes | Type    |        |
|-----|------------------|---------|---------|--------|
| 1   | Thu Nov 22, 2018 | 35      | Zumba   | Delete |
| 2   | Sat Nov 24, 2018 | 40      | Tai Chi | Delete |



## Changing Registration Data

**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.

The screenshot shows a user interface for editing a profile. On the left is a dark sidebar with the user's name 'Milhouse Van Houten' and 'Texas Department of State Health Services' at the top, along with a 'Logout' link. Below are menu items: 'DASHBOARD', 'ENTER NEW ACTIVITY', 'VIEW HISTORY', 'EDIT PROFILE' (highlighted with a red circle), 'SHARE FEEDBACK', 'SHARE SUCCESS STORY', and 'INSTRUCTIONS (PDF)'. The main content area is titled 'Profile for Milhouse Van Houten' and contains several input fields: 'First And Last Name' (split into 'Milhouse' and 'Van Houten'), 'Email' (Milhouse.Vanhouten@dshs.texas.gov), 'Agency' (Texas Department of State Health Services), and 'Subgroup Info' (Name). At the bottom are 'Submit' and 'Cancel' buttons.

# GetFit Texas! Give Us Your Feedback

**Share Feedback** – 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 form for urgent requests, which should be directed to your agency’s challenge coordinator or the Challenge Administrator, Lesley Jimenez, at [lesley.jimenez@dshs.texas.gov](mailto:lesley.jimenez@dshs.texas.gov).

The screenshot shows a user interface for 'Get Fit Texas'. On the left is a dark sidebar with the user's name 'Milhouse Van Houten' and 'Texas Department of State Health Services' along with a 'Logout' link. Below this are menu items: 'DASHBOARD', 'ENTER NEW ACTIVITY', 'VIEW HISTORY', 'EDIT PROFILE', 'SHARE FEEDBACK' (highlighted), 'SHARE SUCCESS STORY', and 'INSTRUCTIONS (PDF)'. The main content area is titled 'Share Your Feedback' and contains the following text: '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](#).' Below the text is a large text input field with the placeholder 'Share your feedback'. At the bottom of the form are two buttons: 'Share' and 'Cancel'.



# GetFit Texas! Please Share Your Success

**Share Success Story** – We want to hear about your success stories! Use this form to tell us about how the Get Fit Texas! Challenge helped you.

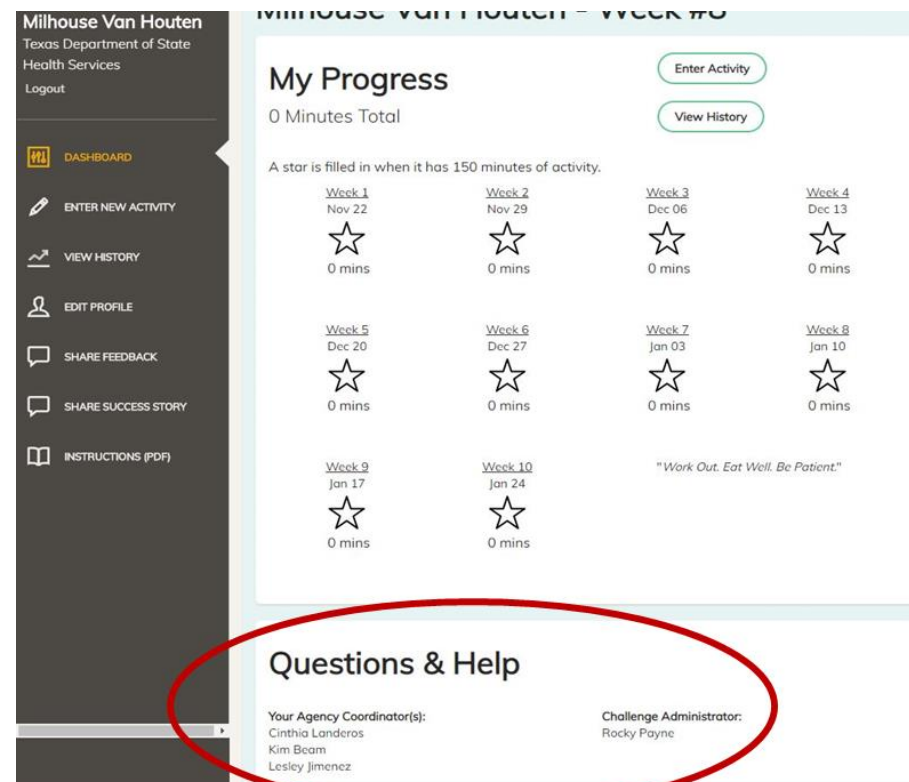
The screenshot shows a mobile application interface. On the left is a dark sidebar menu with the following options: DASHBOARD, ENTER NEW ACTIVITY, VIEW HISTORY, EDIT PROFILE, SHARE FEEDBACK, SHARE SUCCESS STORY (highlighted in yellow), and INSTRUCTIONS (PDF). The main content area is titled 'Share Your Success Story' and contains the following text: 'Use this form to share success stories resulting from taking the challenge.' Below this is a line of text: 'If you have questions or problems with the current challenge you may [Contact a Coordinator](#).' A large, empty text input box is labeled 'Share your story'. At the bottom of the form are two buttons: 'Share' and 'Cancel'.

# GetFit Texas! Questions and Help

The Dashboard screen offers links to the email addresses of the challenge coordinator(s) in your agency.

Please contact your coordinator for questions about your agency's policies and basic questions about the Challenge and/or website functionality.

- Please note: Your challenge coordinators likely still are learning their way around the website. Please be patient if they need time to answer questions.
- For more complex questions, please email the Challenge Administrator, Lesley Jimenez, at [lesley.jimenez@dshs.texas.gov](mailto:lesley.jimenez@dshs.texas.gov).



Milhouse Van Houten  
Texas Department of State Health Services  
Logout

**DASHBOARD**

- ENTER NEW ACTIVITY
- VIEW HISTORY
- EDIT PROFILE
- SHARE FEEDBACK
- SHARE SUCCESS STORY
- INSTRUCTIONS (PDF)

### My Progress

0 Minutes Total

Enter Activity

View History

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

| Week 1 | Week 2 | Week 3 | Week 4 |
|--------|--------|--------|--------|
| Nov 22 | Nov 29 | Dec 06 | Dec 13 |
| ☆      | ☆      | ☆      | ☆      |
| 0 mins | 0 mins | 0 mins | 0 mins |

| Week 5 | Week 6 | Week 7 | Week 8 |
|--------|--------|--------|--------|
| Dec 20 | Dec 27 | Jan 03 | Jan 10 |
| ☆      | ☆      | ☆      | ☆      |
| 0 mins | 0 mins | 0 mins | 0 mins |

| Week 9 | Week 10 |
|--------|---------|
| Jan 17 | Jan 24  |
| ☆      | ☆       |
| 0 mins | 0 mins  |

*"Work Out. Eat Well. Be Patient."*

### Questions & Help

Your Agency Coordinator(s):  
Cynthia Landeros  
Kim Beam  
Lesley Jimenez

Challenge Administrator:  
Rocky Payne

**Thank you for your attention. Good luck achieving  
the Get Fit Texas State Agency Challenge!**



For questions or comments about this guide, please email  
the Challenge Administrator, Lesley Jimenez, at [lesley.jimenez@dshs.texas.gov](mailto:lesley.jimenez@dshs.texas.gov).