

# 2022

# GetFit Texas!



## Participant Challenge Instructions



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services



# 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?

Participants 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 page for a quick start on the Get Fit Texas Challenge website [getfittexas.org](http://getfittexas.org).

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

- Ten-week competition (**January 10 – March 20, 2022**).
- Participants must achieve 150 minutes of physical activity per week in at least six weeks to complete the Challenge. Challenge weeks run Monday to Sunday. Weeks do not have to be consecutive.
- Agencies/organizations compete based on who finishes with highest percentage of total full-time employees (FTEs) that complete the Challenge.

**Step 2:** Complete the registration process at [getfittexas.org](http://getfittexas.org).  
**Registration is required each year.**

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

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

**Fitbit Import:** Import recorded Fitbit activities into your Get Fit activity log

**Calendar:** Wellness events calendar with live and pre-recorded opportunities for you to maintain your health and well-being.

**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 Your Story:** Share your successes, tips, tricks, words of encouragement, or your "why" while 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.



## Key Dates to Know

Date	Description
Monday, January 3, 2022	Registration opens
Monday, January 10, 2022	Challenge starts – begin logging physical activity minutes
Sunday, March 20, 2022	Challenge ends
Monday, March 28, 2022	Last day to enter activity completed from January 10 <sup>th</sup> to March 20 <sup>st</sup>
Thursday, March 31, 2022	Final results revealed
Wednesday, June 1, 2022	Last day to download completion certificate



# 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 [wellness@dshs.texas.gov](mailto:wellness@dshs.texas.gov) if you can't find your agency.
- Contractors should select the agency where they work.
- Subgroup is an optional dropdown for employers who wish to divide their employees by division, location, etc. After logging in for the first time you will be able to select a Subgroup via the 'Edit Profile link' on the dashboard.
- Registration data (including subgroup) can be edited easily at any time, even after you've entered physical activity data.

The screenshot shows a registration form titled "Register" with the following fields and options:

- First Name:** Text input field with placeholder "First Name".
- Last Name:** Text input field with placeholder "Last Name".
- E-Mail Address:** Text input field with placeholder "abc@xyz.com".
- Confirm E-Mail:** Text input field with placeholder "abc@xyz.com".
- Password:** Text input field with a note "Minimum of 6 characters." below it.
- Confirm Password:** Text input field.
- Agency:** Dropdown menu with the option "Select an Agency".
- Subgroup:** Text input field with a note: "After logging in for the first time you will be able to select a Subgroup via the Edit profile link".
- How many days per week do you typically telework?:** Dropdown menu with the option "Select Number of Days".

A "Register" button is located at the bottom right of the form.



# 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.

**Test McTester**  
Texas Department of State Health Services  
Logout

**My Progress** [Enter Activity](#) [View History](#)

0 Minutes Total

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

Week 1 Oct 20	Week 2 Oct 27	Week 3 Nov 03	Week 4 Nov 10
☆ 0 mins	☆ 0 mins	☆ 0 mins	☆ 0 mins
Week 5 Nov 17	Week 6 Nov 24	Week 7 Dec 01	Week 8 Dec 08
☆ 0 mins	☆ 0 mins	☆ 0 mins	☆ 0 mins
Week 9 Dec 15	Week 10 Dec 22	"Remember who you're exercising for."	
☆ 0 mins	☆ 0 mins		

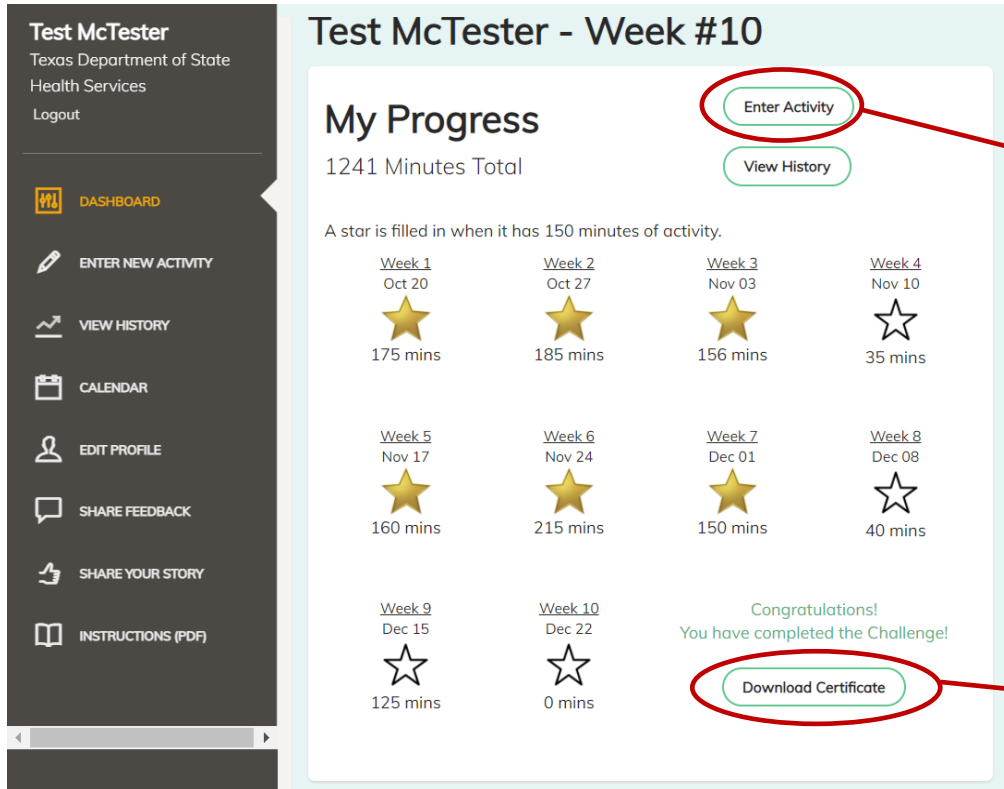
**Leader Board**  
Agencies with 1-5K FTEs  
Completions = percent of people in each agency with 6 stars filled.

Agency	Completions	Minutes
Texas Commission on Environmental Quality	47.3%	2622173
Windham School District	44.2%	1278016
Texas Comptroller of Public Accounts	40.9%	2591069
Texas Workforce Commission	39.4%	3803194
Texas Department of Insurance	28.4%	792576
Texas Parks & Wildlife Department	19.2%	1321949
Texas Department of State Health Services	16.4%	1247916
Office of the Attorney General	0.4%	49518
Texas Juvenile Justice Department	0.3%	10214
Austin Community College	0.1%	10668



# 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.



**Test McTester**  
Texas Department of State Health Services  
Logout

**Test McTester - Week #10**

**My Progress**  
1241 Minutes Total

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

Week	Date	Minutes	Status
Week 1	Oct 20	175 mins	Filled Star
Week 2	Oct 27	185 mins	Filled Star
Week 3	Nov 03	156 mins	Filled Star
Week 4	Nov 10	35 mins	Empty Star
Week 5	Nov 17	160 mins	Filled Star
Week 6	Nov 24	215 mins	Filled Star
Week 7	Dec 01	150 mins	Filled Star
Week 8	Dec 08	40 mins	Empty Star
Week 9	Dec 15	125 mins	Empty Star
Week 10	Dec 22	0 mins	Empty Star

Congratulations!  
You have completed the Challenge!

- 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. **Download your certificate by June 1, 2022.**

Your challenge coordinator will announce whether your agency offers an incentive and the process to redeem it.





# 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 and higher education institutions 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.

At the beginning of week 8, the leaderboard will be hidden so the final results will be a surprise.



## Entering Activity Data

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

- Enter the Date, Minutes, and Type information. If you wish to make multiple submissions, click Add Another Activity.
- Click the Submit button once all the activities are reflected on the screen.
- All challenge data can be viewed and edited by clicking on View History in the Menu Bar.

Entered On	Activity Date	Minutes	Type
Tue, Dec 22nd, 2020	Wed, Dec 2nd, 2020	150	Biking
Tue, Dec 22nd, 2020	Sat, Nov 28th, 2020	58	Baseball
Tue, Dec 22nd, 2020	Thu, Nov 26th, 2020	45	Doa-walking

# Entering Activity Data (continued)

## Test McTester - Week #10

### My Progress

1241 Minutes Total

Enter Activity

View History

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

Week 1 Oct 20	Week 2 Oct 27	Week 3 Nov 03	Week 4 Nov 10
★ 175 mins	★ 185 mins	★ 156 mins	☆ 35 mins
Week 5 Nov 17	Week 6 Nov 24	Week 7 Dec 01	Week 8 Dec 08
★ 160 mins	★ 215 mins	★ 150 mins	☆ 40 mins
Week 9 Dec 15	Week 10 Dec 22	<p>Congratulations! You have completed the Challenge!</p> <p>Download Certificate</p>	
☆ 125 mins	☆ 0 mins		

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.

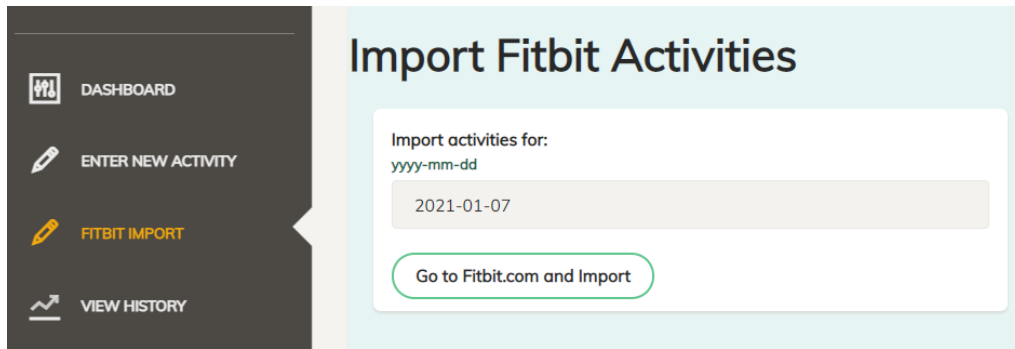
After completing the Challenge, an icon will appear in the bottom right corner of the My Progress section. Click the icon to display and print a **Challenge Completion Certificate** for your records.

- 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.

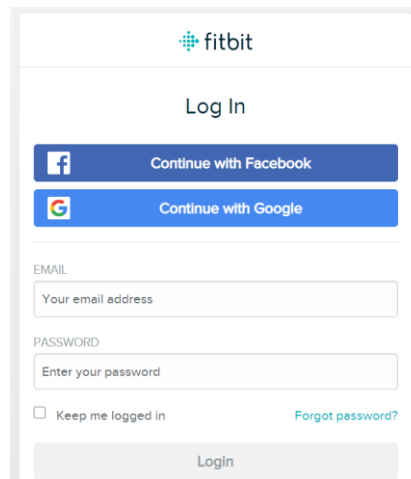


# Fitbit Data Entry

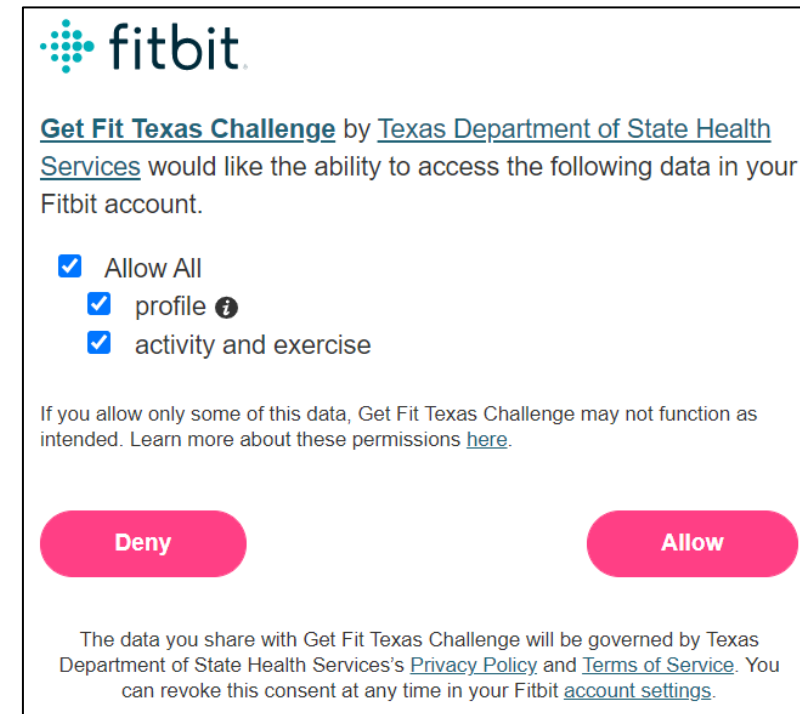
1. Select a date to import activities for and then continue to the Fitbit web site.



2. Log in using your Fitbit account if you have not already.

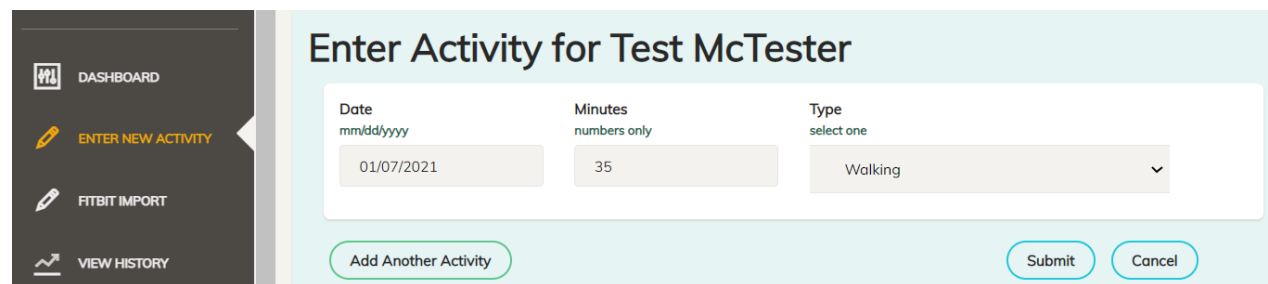


3. Give approval for the Get Fit Texas Challenge to access your Fitbit data for all categories listed if you have not already.

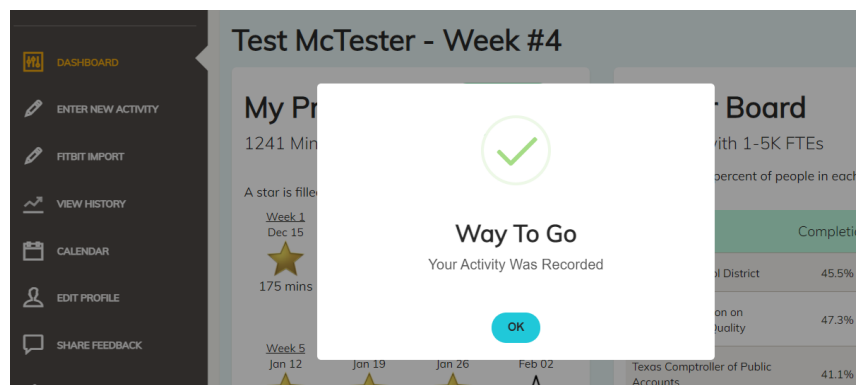


## Fitbit Data Entry (continued)

4. You will then be returned to this site and can preview and/or edit the activities returned from Fitbit.



5. After confirming the information, submit the imported activity(ies) as if you had manually entered them.



### Requirements and Terms of Service

- You must have an existing Fitbit account to use this feature.
- This web site does not have access to or store your Fitbit password. You will enter directly into their site.
- You must specifically tell Fitbit you give this web site access to your data.
- You can revoke permission for our website at anytime on the Fitbit Settings page .
- We only collect activity data for the days you request and do not make any changes to your Fitbit account data.



# Activity History

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

To make changes to existing data entries, click the edit button to the left of the desired submission.

**Test McTester**  
Texas Department of State Health Services  
Logout

**Activity History for Test McTester**  
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 Oct 20 2 Oct 27 3 Nov 03 4 Nov 10 5 Nov 17 6 Nov 24 7 Dec 01 8 Dec 08 9 Dec 15 10 Dec 22

Test McTester Get Fit Texas 2021 Challenge: Oct 20, 2020 - Dec 28, 2020

Activity minutes

Row	Date	Minutes	Type
1	Tue Oct 20, 2020	45	Badminton
2	Thu Oct 22, 2020	30	Kayaking



# Calendar

**Calendar** - Wellness events calendar with live and pre-recorded opportunities for you to maintain your health and well-being. Click an event on the calendar for details and registration information.

**Test McTester**  
Texas Department of State Health Services  
Logout

- DASHBOARD
- ENTER NEW ACTIVITY
- VIEW HISTORY
- CALENDAR**
- EDIT PROFILE
- SHARE FEEDBACK
- SHARE YOUR STORY
- INSTRUCTIONS (PDF)

Get Fit Texas

### Get Fit Texas Events

This calendar displays health and wellness events from January to March 2021. Click the event for further details and information. Contact the Challenge Administrator Lesley Jimenez ✉ for any questions.

◀ ▶ JANUARY 2021 Subscribe

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7 10a It's Time Y'all! with Baker Harrell, Ph.D.	8	9
10	11 12p LIVE: Zumba with Jewell	12	13	14 9:30a 1 Degree of Difference: Changing one habit can change your life	15	16
17	18	19	20	21 10a Flow: Strategies to optimize performance and build resilience	22	23
24	25 12p LIVE: Zumba with Jewell	26	27	28 10a Fuel for Fitness	29	30
31	1 12p LIVE: Zumba with Jewell	2	3	4	5	6

Events calendar powered by Trumba





# Edit Profile

**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 displays the 'Edit Profile' interface for a user named Test McTester. On the left is a dark sidebar with navigation options: DASHBOARD, ENTER NEW ACTIVITY, VIEW HISTORY, CALENDAR, EDIT PROFILE (circled in red), SHARE FEEDBACK, SHARE YOUR STORY, and INSTRUCTIONS (PDF). The main content area has a header 'Get Fit Texas' and a title 'Profile for Test McTester'. The form contains the following fields: 'First And Last Name' (split into 'Test' and 'McTester'), 'Email' (test.mctester@agency.gov), 'Password' (with an 'Update' button), 'Agency' (Texas Department of State Health Services), and 'Subgroup' (Laboratory & Infectious Disease Services). At the bottom are 'Submit' and 'Cancel' buttons.



# 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 at [wellness@dshs.texas.gov](mailto:wellness@dshs.texas.gov).

The screenshot shows a user interface for 'Test McTester' (Texas Department of State Health Services). A dark sidebar on the left contains navigation options: DASHBOARD, ENTER NEW ACTIVITY, VIEW HISTORY, CALENDAR, EDIT PROFILE, SHARE FEEDBACK (circled in white), SHARE YOUR STORY, and INSTRUCTIONS (PDF). The main content area is titled 'Share Your Feedback' and includes 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 this is a large text input field labeled 'Share your feedback'. At the bottom of the form are 'Share' and 'Cancel' buttons.



# Please Share Your Success

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

**Test McTester**  
Texas Department of State Health Services  
Logout

- DASHBOARD
- ENTER NEW ACTIVITY
- VIEW HISTORY
- CALENDAR
- EDIT PROFILE
- SHARE FEEDBACK
- SHARE YOUR STORY**
- INSTRUCTIONS (PDF)

## Share Your Success Story

Use this as a way to share your successes, tips, tricks, words of encouragement, or your why. All stories will be viewed and approved by the challenge administrator before being made public.

If you have questions or problems with the current challenge you may [Contact a Coordinator](#).

Share your story

Signed,  
Test McTester  
Texas Department of State Health Services

Please don't show my name

[Share](#) [Cancel](#)

You now have the ability to share your story and reply to others publicly! Select 'Please don't show my name' if you wish to remain anonymous.

Posts are subject to review prior to being made public.



# 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 at [wellness@dshs.texas.gov](mailto:wellness@dshs.texas.gov).

Milhouse Van Houten  
Texas Department of State Health Services  
Logout

**My Progress** Enter Activity  
0 Minutes Total 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	"Work Out. Eat Well. Be Patient!"	
Jan 17	Jan 24		
☆	☆		
0 mins	0 mins		

**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 at [wellness@dshs.texas.gov](mailto:wellness@dshs.texas.gov).