GET FIT TEXAS!

PARTICIPANT INSTRUCTIONS

TEXAS
Health and Human
Services

Texas Department of State
Health Services

Contents

What is the Get Fit Texas! 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 has two levels:

1. On the Individual level, each participant agrees to **150 minutes of physical activity per week in at least six out of 10 weeks**.
2. The Group 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*.

Get Fit Texas! Size Categories

- <51 Full-time Employees
- 51 – 200 Full-time Employees
- 201 – 500 Full-time Employees
- 501 – 1,000 Full-time Employees
- 1,001 – 5,000 Full-time Employees
- 5,000+ Full-time Employees

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

About the Website

The **Get Fit Texas! website** keeps track of your personal progress and tracks your achievements. 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 Coordinator(s). **The Challenge Coordinator(s) for your agency is 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 automatically becomes available for download on the Dashboard page *after* your complete the Challenge.

Please read the rest of this guide for an orientation to the website that DSHS developed to host the Challenge.

Quick Start Instructions

Use this guide to get started:

Step 1: Understand the Get Fit Texas! Challenge

- Ten-week competition (**January 23 – April 2, 2023**).

- 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. Registration is required each year.

Step 3: Use the website's Menu Bar to navigate. More detailed information about the Menu Bar options can be found on page 6.

- **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.
- **View History:** Displays each physical activity record you have submitted during the Challenge.
- **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. For urgent requests for support, 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

- Monday, January 16, 2023: Registration opens
- Monday, January 23, 2023: Challenge starts – begin logging physical activity minutes
- Sunday, April 2, 2023: Challenge ends
- Monday, April 10, 2023: Last day to enter activity completed from January 23rd to April 2nd
- Friday, April 14, 2023: Results revealed
- Wednesday, June 1, 2023: Last day to download completion certificate

Get Fit Texas! Menu Bar

Registration

To register, fill in the requested information on the registration form at getfittexas.org/register. Please use your work email, if possible.

- Employers are listed alphabetically. Many agency names begin with Texas (e.g., Texas Dept. of State Health Services), so please check the entire list. Email **wellness@dshs.texas.gov** if you can't find your agency.

- Contractors should select the agency where they work. Ask your supervisor if you're unsure.

- Subgroup is an optional dropdown for employers who wish to divide their employees by division, location, etc. After logging in for the first time, select your subgroup via "Edit Profile" on the left-hand menu column.

- Registration data (including subgroup) can be edited easily at any time using the "Edit Profile" tab on the Dashboard, even after you've entered physical activity data.

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 Leaderboard (right area) indicates your agency's ranking within its size group.

My Progress

The 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 in.

- 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.

- You may choose to display and print a **Challenge Completion Certificate** for your records using the "Download Certificate" button. It will be needed if your agency offers an incentive for completing the Challenge. **Download your certificate by June 1, 2023.**

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

Leaderboard

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

The leaderboard 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 results will be a surprise.

Entering Activity Data

To enter physical activity data, click on Enter New Activity in the Menu Bar.

- Enter the Date, Minutes, and Type information. If you wish to make multiple submissions, click Add Another Activity.
- Click the Submit button when you are finished.

- All Challenge data can be viewed and edited by clicking on View History in the Menu Bar.

After you submit your physical activity data, it will show up 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 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, 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.
4. You will then be returned to the Get Fit Texas! site and can preview and/or edit the activities returned from your Fitbit.
5. After confirming the information, submit the imported activities if you had manually entered them.

Requirements and Terms of Service

- You must have an existing Fitbit account to use this feature.
- We only collect activity data for the days you request and do not make any changes to your Fitbit account data.
- This web site does not have access to or store your Fitbit password. You will enter directly into the Fitbit site.
- You must specifically grant Fitbit permission to your data for the Challenge
- You can revoke permissions at any time 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.

View 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.

Calendar

The wellness events calendar has 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.

Edit Profile

This page 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.

Give Us Your Feedback

We want to hear from you about technical issues or suggestions related to your experience with the Get Fit Texas! Challenge.

Do not use this form for urgent requests. Contact agency's challenge coordinator or the Challenge Administrator at **wellness@dshs.texas.gov**.

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.

You can 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 & 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 are still 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**.

General Information

Contact Information

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