

# Get Fit Texas!



## Participant Instructions

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# About 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 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!)

The second level of the Challenge is a **competition between state employers**, divided into groups based on organizational size. Organizations compete to see who finishes with the highest percentage of employees completing 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.

# How to Participate



Register an account and login to <https://getfittexas.org>. Record your physical activity. 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 organization is your primary contact(s) and will communicate organization specific decisions, such as offering incentives, etc.**

If your organization 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* you 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



If you wish to skip the detailed instructions, read this page for a quick start on the Get Fit Texas! Challenge website [getfittexas.org](https://getfittexas.org).

## Step 1: What is the Get Fit Texas! Challenge

- Ten-week competition from **January 22 – March 31, 2024**.
- Participants must achieve 150 minutes of physical activity per week for at least six of the ten weeks to complete the Challenge.
- Organizations compete to have the highest percentage of total full-time employees (FTEs) complete the Challenge.

## Step 2: Complete Registration

- Register at [getfittexas.org/register](https://getfittexas.org/register).
- Registration is required each year.

## Step 3: Navigate the Get Fit Texas! Menu

- **Dashboard:** Site home page that shows your progress, challenge contact information, and agency leaderboard.
- **Enter New Activity:** Submit individual records of physical activity.

## Step 3 (continued):

- **Wearable Device:** Coming soon! Import recorded wearable device activities into your Get Fit activity log.
- **View History:** Displays each physical activity record you have submitted during the Challenge.
- **Calendar:** A wellness events calendar with 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 Get Fit Texas! website.
- **Share Your Story:** Share your successes, tips, tricks, or words of encouragement while participating in the Challenge.

## Step 4: Participate in the Challenge

- Record physical activity data 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-hand side of the Dashboard enabling you to view and download a Challenge Completion Certificate.

# Key Dates



Date	Description
Monday, January 15, 2024	Registration opens
Monday, January 22, 2024	Challenge starts – begin logging physical activity minutes
Sunday, March 31, 2024	Challenge ends
Monday, April 8, 2024	Last day to enter activity completed from January 22nd to March 31st
Thursday, April 11, 2024	Final results revealed
Monday, July 1, 2024	Last day to download completion certificate

# Registration



1. Fill in the requested information, such as your name and email address, as prompted.
2. After filling out the appropriate information, select the 'Register' button.
3. Start logging your physical activity minutes when the Challenge begins!

## Helpful Tips:

- Registration is required each year.
- Please use your work email, if possible.
- Agencies are listed alphabetically.
- Subgroup is an option for employers who wish to group their employees by division, location, etc.
- Registration data (including Subgroup) can be edited at any time, even after you've entered physical activity data using the 'Edit Profile' option of the Get Fit Texas! home page.

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
E-Mail Address	<input type="text" value="abc@xyz.com"/>
Confirm E-Mail	<input type="text" value="abc@xyz.com"/>
Password Minimum of 6 characters.	<input type="password"/>
Confirm Password	<input type="password"/>
Agency	<input type="text" value="Select an Agency"/> ▼
Subgroup	<input type="text" value="Select a Subgroup"/> ▼
How many days per week do you typically telework?	<input type="text" value="Select Number of Days"/> ▼

# Dashboard



After registering, participants see their personal Dashboard. Use the menu column on the left for navigation.

- **My Progress** (center area) shows your personal progress as you complete the Challenge.
- **Leaderboard** (right area) shows your organization's ranking within its size group.

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)

## Test McTester - Week #10

### My Progress

Enter Activity

View History

0 Minutes Total

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

<u>Week 1</u> Oct 20  0 mins	<u>Week 2</u> Oct 27  0 mins	<u>Week 3</u> Nov 03  0 mins	<u>Week 4</u> Nov 10  0 mins
<u>Week 5</u> Nov 17  0 mins	<u>Week 6</u> Nov 24  0 mins	<u>Week 7</u> Dec 01  0 mins	<u>Week 8</u> Dec 08  0 mins
<u>Week 9</u> Dec 15  0 mins	<u>Week 10</u> Dec 22  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	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 - Week #10

### My Progress

1241 Minutes Total

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

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

Enter Activity

View History

Download Certificate

- 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, you 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 organization offers an incentive for completing the challenge.

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

# Leaderboard



## 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 organizations of similar size based on the percentage of employees who complete the Challenge.

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

The leaderboard will rank organizations' 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



**Enter New Activity** – To enter physical activity data, select Enter New Activity from the menu column. You will see the screen below.

- Enter the Date, Minutes, and Type information. To make multiple submissions, select Add Another Activity.
- Select the Submit button once all the activities are reflected on the screen.
- All challenge data can be viewed and edited by selecting View History from the menu column.
- Wearable device import coming soon! A wearable device is not required to participate in the challenge.

The screenshot shows a web application interface for 'Test McTester' (Texas Department of State Health Services). On the left is a dark sidebar menu with options: DASHBOARD, ENTER NEW ACTIVITY (highlighted with a red circle), VIEW HISTORY, CALENDAR, EDIT PROFILE, SHARE FEEDBACK, SHARE YOUR STORY, and INSTRUCTIONS (PDF). The main content area is titled 'Enter Activity for Test McTester' and contains two activity entry forms. The first form has fields for Date (12/01/2020), Minutes (35), and Type (Badminton). The second form has fields for Date (12/03/2020), Minutes (20), and Type (Core/Ab workout). Below these forms are buttons for 'Add Another Activity', 'Submit', and 'Cancel'. At the bottom, there is a 'Previous' section with a dropdown set to '4 Entries' and a table of recent activity entries.

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 (continued)



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)

## 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



175 mins

Week 2  
Oct 27



185 mins

Week 3  
Nov 03



156 mins

Week 4  
Nov 10



35 mins

Week 5  
Nov 17



160 mins

Week 6  
Nov 24



215 mins

Week 7  
Dec 01



150 mins

Week 8  
Dec 08



40 mins

Week 9  
Dec 15



125 mins

Week 10  
Dec 22



0 mins

Congratulations!  
You have completed the Challenge!

Download Certificate

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.

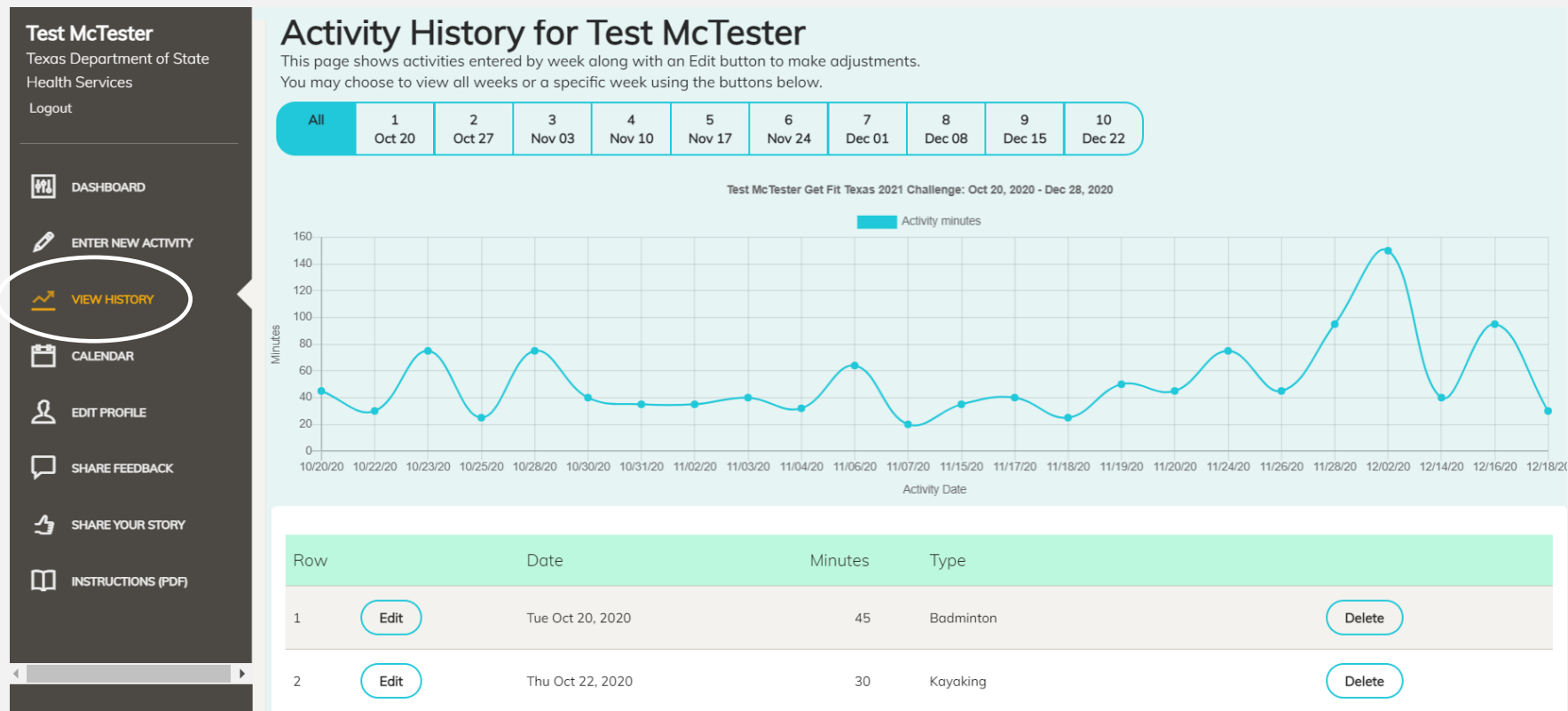
- The completion certificate will be needed if your organization offers an incentive for completing the challenge.
- Your challenge coordinator will announce whether your organization offers an incentive and how to redeem it.

# 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 desired submission.



# Calendar



**Calendar** – A 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.

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

Profile for Test McTester

First And Last Name

Test

McTester

Email

test.mctester@agency.gov

Password

Update

Agency

Texas Department of State Health Services

Subgroup

Laboratory & Infectious Disease Services

Submit

Cancel

# 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 organization's challenge coordinator or the Challenge Administrator at [wellness@dshs.texas.gov](mailto:wellness@dshs.texas.gov).

The screenshot shows a web interface for 'Get Fit Texas!'. On the left is a dark sidebar for 'Test McTester' with options: DASHBOARD, ENTER NEW ACTIVITY, VIEW HISTORY, CALENDAR, EDIT PROFILE, SHARE FEEDBACK (highlighted with a white circle), SHARE YOUR STORY, and INSTRUCTIONS (PDF). The main content area has a header 'Get Fit Texas' and a section titled 'Share Your Feedback'. It includes instructions to use the form for feedback or suggestions, a link to 'Contact a Coordinator' for questions, a large text input field labeled 'Share your feedback', and 'Share' and 'Cancel' buttons at the bottom.



# Share Your Story



**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.

The screenshot shows a web application interface. On the left is a dark sidebar with the user's name 'Test McTester' and 'Texas Department of State Health Services' at the top, followed by a 'Logout' link. Below are menu items: 'DASHBOARD', 'ENTER NEW ACTIVITY', 'VIEW HISTORY', 'CALENDAR', 'EDIT PROFILE', 'SHARE FEEDBACK', 'SHARE YOUR STORY' (which is circled in white), and 'INSTRUCTIONS (PDF)'. The main content area has a light blue header 'Share Your Success Story'. Below this is a text box with instructions: '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.' Below the text box is a link 'Contact a Coordinator'. A large text area labeled 'Share your story' is in the center. Below it, the text 'Signed, Test McTester Texas Department of State Health Services' is displayed. At the bottom left of the main area is a checkbox labeled 'Please don't show my name'. At the bottom are two buttons: 'Share' and 'Cancel'.

You now 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 displays links to the email addresses of the challenge coordinator(s) in your organization.

Please contact your coordinator for questions about your organization'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. 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).

The screenshot shows a user interface for a challenge. On the left is a dark sidebar with the user's name 'Milhouse Van Houten', their affiliation 'Texas Department of State Health Services', and a 'Logout' link. Below this are several menu items: 'DASHBOARD' (highlighted with an icon), 'ENTER NEW ACTIVITY', 'VIEW HISTORY', 'CALENDAR', 'EDIT PROFILE', 'SHARE FEEDBACK', 'SUCCESS STORIES', and 'INSTRUCTIONS (PDF)'. The main content area is titled 'My Progress' and shows '0 Minutes Total'. It includes buttons for 'Enter Activity' and 'View History'. A note states: 'A star is filled in when it has 150 minutes of activity.' Below this is a grid of 10 stars, each representing a week with a date and '0 mins' below it. The stars are arranged in three rows: the first row has four stars (Week 1-4), the second row has four stars (Week 5-8), and the third row has two stars (Week 9-10). The dates for the weeks are: Week 1 (Nov 22), Week 2 (Nov 29), Week 3 (Dec 06), Week 4 (Dec 13), Week 5 (Dec 20), Week 6 (Dec 27), Week 7 (Jan 03), Week 8 (Jan 10), Week 9 (Jan 17), and Week 10 (Jan 24). At the bottom of the main area, there is a 'Questions & Help' section, which is circled in red. This section lists the 'Your Agency Coordinator(s)' as Cinthia Landeros, Kim Beam, and Lesley Jimenez, and the 'Challenge Administrator' as Rocky Payne.

Week	Date	Progress
Week 1	Nov 22	0 mins
Week 2	Nov 29	0 mins
Week 3	Dec 06	0 mins
Week 4	Dec 13	0 mins
Week 5	Dec 20	0 mins
Week 6	Dec 27	0 mins
Week 7	Jan 03	0 mins
Week 8	Jan 10	0 mins
Week 9	Jan 17	0 mins
Week 10	Jan 24	0 mins

**Questions & Help**

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

Challenge Administrator:  
Rocky Payne

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



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