

HOW TO GUIDE WITH USEFUL HINTS & TIPS



Thank you for taking part in this fun challenge, taking place from the 1st to 31st March 2021.

As part of the challenge, you can track and log your daily/weekly steps or "active minutes". This means you can log how many minutes you have walked or actively moved, and these will be converted into steps. You can log your steps manually or you can sync your tracker for instant uploads.

To help get you signed up and be part of your team ready to start tracking and logging your steps from the 1st of March, we have put together the following hints and tips.

1. How to sign up to SportSuite, the challenge platform
2. How to join a team
3. How to create a team
4. How to add / invite team members
5. How to view the challenge(s) you are taking part in
6. How to log your activity tracker from the challenge front page
7. How to find the "Activity Tracker" and the "Dashboard"
8. How to add your fitness tracker, view notifications, edit your profile
9. How to upload your steps in 20 seconds

How to Sign Up

1. Type into your web browser www.activedevon.org/lets-walk
2. At the top of the page click "Sign Up". This will take you through to SportSuite, the challenge platform
3. Scroll to the bottom to find the "Register for SportSuite" box. Here you will need to enter your name, email address and a password then click the "Sign Up" button
4. You are now registered on SportSuite and ready to join the Let's Walk challenge

How to Join a Let's Walk Team

1. You may have received an email inviting you to join a team – follow this link in the email
2. If not, in the top right-hand corner of the top photo you will see "View Teams"
3. Click here and scroll the list of teams that have already joined
4. If your workplace is listed, click on the "Join" button on the right and you should be added to that team

How to Create a New Team – Each Team Should Have 3-10 Members

1. If you cannot see your workplace team listed, then create a new team
2. **Scroll back up to the top of the page where it says, "Activity Tracker" and Activity Tracker >Challenge>Let's Walk>Teams**
3. Click on Lets Walk and this will take you back to the challenge front page where you can create your own team
4. In the top photo you will see "Add Team" sitting in between "Log Activity" and "View Teams"
5. Click Add Team and complete the questions

6. Team Name – If you work for an organisation with many departments please ensure you add this in the Team Name
7. Add a description of what your team goal is and an image – you can add this later if you don't have time straight away
8. Making your team "Public" means others can see and join the team – otherwise you can choose a private setting
9. Click Save
10. Scroll back up to the top of the page where it says, "Add Team" and Activity Tracker >Challenge>Lets Walk>Teams.
11. Click on Let's Walk and this will take you back to the challenge front page

How to Invite Team Members to Join Your Team

1. Once you have created your team you can view it by clicking on the "Overview" or "Leaderboard" (under the photo)
2. Here you can invite team members by using the "Invite" button to add the email address(s) and a message, or use the "Invite Link"
3. You can also copy and paste the link for the web page and send this to your team to sign up

How to View the Challenge(s) You Are Taking Part In

1. On the left of your profile page (under your name and photo if you included one) you can view the challenge you are taking part in
2. If you click Let's Walk that will take you to the challenge homepage where you can view teams, the leader board, overview etc

How to Log Your Activity from the Challenge Front Page

1. In the top photo you will see "Log Activity" on the left of "Add Teams and "View Teams"
2. Click "Log Activity". This will take you to your profile
3. What activity did you do?
 - a. Click the dropdown menu or start to type "Walking" and it will appear
 - b. Even if you want to log your active minutes, still use 'Walking' in the drop down box
4. When did you do this activity?
 - a. Click the date box (you can backdate activity but try to add every week or more often if possible)
 - b. Time is optional and can be left blank
5. How intense was your effort during this session?
 - a. Select Low, Medium or High
6. Complete one of the following questions:
 - a. How long did your activity last? This is to log your moving minutes which will be converted to steps
 - b. How far did you travel?
 - c. How many steps did you do?
7. Was this Active Travel?
 - a. Yes or No (did you walk on this journey instead of taking transport?)
8. Click Save

How to Find the “Activity Tracker” and the “Dashboard”

1. At the bottom of your profile page you will see a black panel that changes to blue
 - a. When you hover over it and contains the words:
 - b. Logged in as YOUR NAME
 - c. Dashboard
 - d. Activity Tracker Dashboard
 - e. Logout
2. Click activity tracker and complete the following:
3. What activity did you do?
 - a. Click the dropdown menu or start to type Walking and it will appear
 - b. Always use 'Walking' even if adding moving minutes
4. When did you do this activity?
 - a. Click the date box (you can backdate activity)
 - b. Time is optional and can be left blank
5. How intense was your effort during this session?
 - a. Select Low, Medium, or High
6. Complete one of the following questions.
 - a. How long did your activity last?
 - b. How far did you travel?
 - c. How many steps did you do?
7. Was this Active Travel?
 - a. Yes or No (did you walk on this journey instead of taking transport?)
8. Click Save

How to Add Your Fitness Tracker, View Notifications, Edit Your Profile and FAQ's

1. From your activity dashboard, you will see a bell, watch, cog, and question mark
 - a. Bell - click here to see any notifications.
 - b. Watch - click here to add your fitness tracker (Fitbit, Strava and Google Fit).
 - c. Cog - click here to edit your profile.
 - d. Question Mark - click here to view frequently asked questions.

How to Upload Your Steps in 20 Seconds:

1. To manually log your steps on your phone click on devon.sportsuite.co.uk/tracker to take you to your Activity Tracker page on your phone
 2. Login
 3. Copy the URL link
 4. Click the sharing link at the bottom of your phone screen (square box with upward pointing arrow)
 5. Click add to home screen
 6. Change the description to Let's Walk
 7. Press ADD
 8. You now have a fast, quick, and easy way to upload your daily steps!
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