

WALKTOBER

PARTICIPANT GUIDE



How do I get started?

- Get together in a Team of 3-6 people.
- All team members* must set up their individual account on the **Active Travel Logger** to log their steps. If you have taken part in previous Challenges, you can use that account.

*If you don't have access to a PC, tablet or smart phone, don't worry – your Team Captain can log on your behalf but you do need to have a valid email account.

I have registered on the Active Travel Logger. What is next?

Once you're logged in, you will see a dashboard where you can do lots of things.

- The first thing you'll need to do is **'Join a Challenge'**.
- Click on the **'Walktober Step Challenge 2021'** to join.
- If you're going to be the Team Captain, then you can click **'Create a new team'**.
- If you're going to be a Team Member, you can click **'Join a team'**.
- Check out the step by step video tutorials on www.stepchallenge.ie for more assistance.

How do I create a team?

- By clicking on **'Create a new team'** you will be automatically assigned the Team Captain role.
- Choose your **Team Name** in the box provided.
- Tick the box if your team is primarily desk-based during working hours.
- You can now invite people to your team under **'Manage Members'**.
- You can **send an invite** to other members who already have a registered account on the Active Travel Logger or by sending them a URL invite.
- You can view our **video tutorial** on creating your team on our website www.stepchallenge.ie

How do I track my steps?

Tracking your steps is easy. There are many ways for you to track your steps throughout the Challenge

- Download an app onto your phone.
- Use a smart activity tracking device such as a watch.
- Use a pedometer.

Whatever way you decided to log your steps, you must use the same tracking device for the entire Challenge.

Remember, this is a Step Challenge so only steps recorded on your device will count. Cycling, swimming or other activities will not count towards the Leaderboard.

'Best part was the connectivity with others while working from home....Loved it!'

'I was motivated to walk to the town rather than drive to increase my activity levels'

How do I log my steps?

To feature on the Leaderboards, you will need to log onto the Active Travel Logger throughout the Challenge.

To log your steps, simply:

- Sign into our **Active Travel Logger** account.
- Go to **'My Dashboard'** and then **'Log My Activity'**.
- Scroll down to the calendar and **select the date**.
- Make sure you have selected the **'Steps'** option.
- Input your total number of steps for the selected date.

You will receive reminder emails during the Challenge to log your steps. However, you will only be able to backlog your steps for a maximum of 8 days.

How do we win?

If you're taking part and moving more, you're already a winner! But we know, that's not something you can put on the fireplace or in the office trophy cabinet.

We have lots of great prizes to be won throughout the Challenge to keep you moving. All you need to do is enter our weekly competitions and keep stepping. So stay tuned for more information. Some of the Competitions you can enter:

- Photo Competitions.
- Weekly Targets.
- Weekly Leaderboard Prize Draws.

At the end of the Challenge, you can win great prizes for:

- Top 3 Teams on both Leaderboards.
- Best Workplace and Best Campus.
- Prize draws for the Top 50 teams on the Overall Leaderboard.
- And more!

For more information

For more information on **Walktober** including resources, video tutorials, weekly competition winners and FAQ's please visit www.stepchallenge.ie.

If you still haven't got your answer, get in touch with your Organisation Coordinator. Details can be found here on the **Active Travel Logger website**.