

**Movin' & Groovin'**

# Captain's Guide

**A Toolkit To Help You Help Your Team**



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# Before the Challenge

## Creating Your Team

1. Sign in to your Walker Tracker account.
2. Click “teams” and “create a team.” Enter a team name and select “create team.”  
  
Invite 1 or more co-workers or family members by clicking “Invite Members” as seen below. You can invite them by Walker Tracker username, by email address, or by sending them a registration link.  
*Note: Family members do not need to be affiliated with UF/UF Health to participate. They can enter 00000000 as their employee ID.*
4. Join your team to the Movin' & Groovin' walking challenge by clicking “Movin' & Groovin'” as seen below.

The screenshot shows the 'Teams' page in the Walker Tracker app. At the top, a navigation bar includes 'YOUR STATS', 'NEWS FEED', 'FRIENDS', 'TEAMS' (circled in orange), 'CHALLENGES', 'YOUR CAMPUS', and 'ADMIN'. The 'GatorCare' logo is in the top right corner. The main content area is for a team named 'Test' in Gainesville. It shows the team leader's profile picture, an 'Add Members' button, and tabs for 'Discussion', 'Averages by Day', and 'Stats by User'. A 'Discuss!' section has a text input field and a 'Comment' button. Below this is a subscription toggle set to 'Yes'. A post from user 'rubekm' on Sep 9 at 1:13 pm is visible, with a 'Delete' button. On the right side, there is a 'CHANGE PHOTO' button above a large red circle containing a spade card icon. Below this, there is a description field, a 'Members: 1' indicator, and an 'Invite Members' button (circled in orange). Further down, 'Team Totals...' are shown: 'Since team start on: September 09, 2021', 'Steps: 0', 'Activities: 0', and 'Points: 0'. At the bottom right, a yellow box labeled 'PENDING TEAM CHALLENGES' contains the text 'Movin' & Groovin'' (circled in orange).

# Before the Challenge

## Team Captain Responsibilities

- ✔ **Create your team (and a fun team name) and help your teammates get registered.**

See page 3 for instructions on creating your team and inviting others to join.

- ✔ **Engage your team throughout the challenge.**

See page 6 for engagement ideas. Don't be afraid to get creative and let us know what you're doing to win with your team!

- ✔ **Be the expert or know where to go to get help.**

Answer your team's questions and help them troubleshoot if needed, using the troubleshooting guide at the end of this document or visiting **[gatorcare.org/spring-walking](https://gatorcare.org/spring-walking)** for reference. We recommend you print and post this in your area or send to teammates in advance, so that they can help each other troubleshoot too!

Additional help can be found at **[support.walkertracker.com](https://support.walkertracker.com)** or by emailing **[support@walkertracker.com](mailto:support@walkertracker.com)**. Or, when in doubt, contact the wellness team at **[GatorCareWellness@shands.ufl.edu](mailto:GatorCareWellness@shands.ufl.edu)**.

- ✔ **Recognize team and individual successes.**

See page 6 for ideas on ways to recognize success and set team and individual goals.

# During the Challenge

## Rules To Remember

- 1. Individuals can only be on one team.**  
An individual cannot compete on multiple teams. If we see that someone is on multiple teams, we'll reach out to that person as well as the team captains and ask them to choose a team. **Having a team member who is on multiple teams disqualifies your team from winning** and that's no fun.
- 2. Teams must be made of at least 2 members.**  
We'll reach out if we notice your team doesn't have enough people. Teams under three people are disqualified from winning. **Family members are welcome to join the challenge to compete with you.** Drag your spouse into this; they will thank you later!
- 3. Converted activities do not count towards your step totals - unless you are in a wheelchair.**  
This is a **steps-only challenge**, meaning that if you enter converted activities on Walker Tracker, they will not count towards your steps. Most wearable devices will automatically pick up the steps taken during your activity so, this rule prevents people from mistakenly double-entering steps. We've also received complaints before from unfair conversions. Please note that we are real people trying our best to make this a fun and fair challenge for all involved!
- 4. If you or your teammates have trouble syncing, don't give up; go manual!**  
You can change how you track your steps at any point in the challenge. If you or your teammates experience issues with a synced device, we recommend you switch to manual entry. This means still tracking your steps with your device but manually entering them into Walker Tracker each day, similar to how we've recorded steps in past walking challenges. Refer to the troubleshooting section at the end of this guide for more information.
- 5. Have fun!**  
Send us some photos or ideas about how you engaged with your team for a chance to be featured!

## When in doubt...

If you have a question that you cannot answer or an extenuating circumstance, please contact the wellness team at [GatorCareWellness@shands.ufl.edu](mailto:GatorCareWellness@shands.ufl.edu).

# During the Challenge

## Engaging Your Team

### ✓ Set goals with your team.

Before the challenge starts, sit down with your team to set both individual and team goals. This helps your team stay on track and understand how to better motivate each other! You might consider setting up a board in a common area to track goals.

**Goals** could be step related or activity related, as an individual or a team! Examples:

- I want to hit 10k steps every day of the challenge.
- I want to walk around three different parks during the walking challenge.
- Making one of your standard meetings a walking meeting or walking as a group at "x" time every day.

### ✓ Reward successes.

Establish a check in point with your teammates each week OR set a designated time on your calendar each week to review your team's progress.

Use this time to check in on goals and recognize those who have been doing a great job (were consistent with their steps, had a stellar day, made improvements, met one of their goals, etc.). Some team captains have printed shoes or stars to place on teammates doors or cubicles to celebrate success. Don't hesitate to get creative!

**Pro tip:** To view your team's progress, go to the 'Teams' tab in Walker Tracker. From here, you can view all of your teammates. Click 'Stats by User' to do a deeper dive into each of your teammates' numbers. The information in this tab would be a great addition to your team's goal board.

### ✓ Schedule team walks.

Although teams aren't required to walk together, doing so can help build comradery. Encourage teammates to keep a pair of sneakers at their desk, consider making smaller meetings walking meetings and/or designate a set time each day that you will walk as a group!



# Troubleshooting

## How To Solve Your Walking Challenge Woes



**I'm new to Walker Tracker. How do I get started?**

<https://support.walkertracker.com/category/52-getting-started>



**I need help connecting or syncing my device.**

<https://support.walkertracker.com/category/154-connecting-syncing-devices>



**What devices and apps can I use with Walker Tracker?**

<https://support.walkertracker.com/article/94-devices-and-apps-that-can-link-to-your-account>



**Why can't I manually enter my steps with a device/app connected to Walker Tracker?**

<https://support.walkertracker.com/article/104-why-cant-i-manually-enter-my-steps-with-a-device-app-connected-to-walker-tracker>



**How do I change my email notifications and privacy settings?**

<https://support.walkertracker.com/article/144-change-email-notifications-and-privacy-settings>



**How do I convert my wheelchair distance to steps?**

<https://support.walkertracker.com/article/532-convert-an-activity-to-steps-browser>

## Still stuck?

For anyone consistently experiencing syncing issues, we recommend you switch to manual entry. This means you continue to track your steps with your device, but you manually enter your steps into Walker Tracker each day. In order to switch, you must first disconnect your device. Learn more here: <https://support.walkertracker.com/article/127-manual-step-entry-and-edit-step-entries-browser>. Note: this is different than making a manual activity entry. Step entries count towards your team's steps; "Convert an Activity" entries do not, unless you are using a wheelchair.

Additional help can be found at [support.walkertracker.com](https://support.walkertracker.com) or by emailing [support@walkertracker.com](mailto:support@walkertracker.com). Or, when in doubt, contact the wellness team at [GatorCareWellness@shands.ufl.edu](mailto:GatorCareWellness@shands.ufl.edu).