



EcFit Team Challenge – User’s Manual

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What is the EcFit Team Challenge? Why should I participate?

- **A Wellness Program:** The EcFit Team Challenge is a wellness program offered mainly through employers and worksites. The EcFit Team Challenge lets you join a team of your co-workers and compete to see which team can be the most active. You can do any type of activity – including walking, running, swimming, dancing, or bicycling.
- **Computer not required:** If you want to participate, you will either sign up online or find a Team Leader who can complete the online signup for you.
- **Report Steps or Minutes:** You will report your steps or activity minutes on at least a weekly basis. You can call in, send a text message, or visit the website. You’ll find that EcFit delivers a dose of education and motivation along with each call or text message conversation.
- **Team Competition:** You can see live Team Rankings online, and post your comments on Team and Competition discussion boards – we’ve designed the website to make it fun to compete and compare activity with your friends.
- **Making it Fun:** The combination of Team Support, Healthy Competition, and Social Networking can make physical activity fun and motivating. Some employers also offer points, incentives or prizes for participants and winners.

How to Register for the EcFit Team Challenge

- **Online:** Go to this URL: <http://www.extracon.com/promotion.aspx>
- Choose your employer and enter your email information. Look for the email in your inbox right away. Click the link in the email and follow the steps to sign up.
- **Non-Computer Users:** If you aren’t a computer user – you will need to find a Team Leader who can complete the online signup for you. If you don’t know one, ask your Wellness Coordinator for a list of the Team Leaders. See the last page for a form you can give your Team Leader to make it easy for them to sign you up.
- **Finishing Registration:** If you don’t finish signing up the first time, don’t go back to the “Register” screen. Instead, go back to the email with the link you used to start registering. Click the link, and follow the directions onscreen.
- **“Join My Team” Emails:** If you get an email invite from a co-worker asking you to join their team (and you haven’t signed up for EcFit yet), you have a choice. If you click on the link in the email, then when you sign up for EcFit you are automatically on their team. If you don’t want to be on their team, just ignore the email and sign up through the website as shown above.

Registration - Detailed Information and FAQ.

- **Why does EcFit need my phone number?** This is so EcFit can identify you when you call in or text in. Otherwise, you'd need to remember a password or PIN code each time.
- **When I said my phone was text-enabled, I got a text message asking me to "subscribe".** What does that mean? It's a legal requirement that we must comply with – we need a message from your phone saying you're signing up for EcFit by text message. We do not add any extra charges to your phone bill, but your carrier's standard text charges will apply to EcFit messages – just like any other text messages you send/receive.
- **Why do you recommend having EcFit call or text me?** You won't forget to report your exercise if you pick a time or two each week that EcFit can contact you ask about it. Don't worry if you miss a call from EcFit – you can always call in when it's convenient for you. Many people also enjoy getting a phone or text exercise reminder from EcFit on a regular basis.
- **What goals should I set for minutes or steps?** Experts often recommend 7,500 to 10,000 steps per day – that's about 250,000 to 300,000 steps per month. For minutes, experts often recommend 30 to 60 minutes per day of moderate activity on most days of the week– that's about 600 to 1200 minutes per month. It's always a good idea to consult your doctor for advice on what types and amounts of activity would be appropriate for you.
- **Where can I learn more about how to exercise, and how much?** We recommend "Be Active Your Way: A Guide for Adults": <http://www.health.gov/PAGuidelines/>

How to Join a Team

- **Do I need to join a team?** You can use EcFit on an individual basis, keeping track of your steps or minutes and comparing them against your individual goals. But if you want to be a part of the Team Challenge – you will need to be on a Team.
- **Am I already on a team?** If you were signed up by your Team Leader, or if you signed up by clicking the link in a "Join My Team" email sent by a co-worker – then you're already on a team. If you're unsure, log into your EcFit account. If you see a link that says "My Team" – then you're already on a team. If you see a link that says "Join Team", then you are not on a team yet.
- **When do I join a team?** You will probably get an email from your company saying it's time to join a team; in any case you'll need to join a team prior to the competition start date.
- **How do I join a team?** Log into your EcFit account. Click the "Join Team" link, and you will see a list of teams that you can join. Click the "Select" link next to the team name to join.
- **Growing your Team:** After you join a team, you will see an email form that lets you invite other people to join your team. You can only invite people using their work email addresses – nonwork addresses like jim@yahoo.com or jenny@gmail.com won't work.
- **Leaving or Switching Teams:** If you want to leave a team, choose the "My Team" link, and then click on the "Leave Team" link. At this point you can choose another team to join. Depending on the way your Team Challenge is set up, you may be unable to join, leave, or switch teams after the competition has begun. This is done to ensure fairness in the competition.

Report Your Steps / Minutes every Week.

- **By Phone:** You can call EcFit tollfree anytime at 1-877-323-4877. That's 877-ECFIT-77. EcFit will ask you how many steps or minutes you've completed.
- **Online:** You can log into www.extracon.com and then go to "Activity Log". You can enter your steps or minutes there.
- **Text Message:** If you're signed up for EcFit's text messaging, you can simply text in your steps or minutes. For example, you'd text "EcFit 9587 steps" or "EcFit 28 minutes" to the phone number 41411.
 - To sign up, first make sure the phone you want to use is listed in your EcFit account. If you're not sure, log into EcFit and click the "Phone Numbers" link.
 - Then, use your phone to send the message "Subscribe EcFit" to the phone number 41411.
 - Texting back and forth with EcFit is just the same as texting with your friends. You will be using up your "messages" under your cellular plan, but there are no additional or special charges applied. For this reason we say that "Standard Text Charges Apply."
- **Steps/Minutes Conversion:** EcFit always allows you to enter either Steps or Minutes, and automatically converts between the two. So if it's a steps-based competition, you can enter the minutes you spent swimming or bicycling and it will be converted to steps. EcFit converts every 100 steps into 1 minute of activity, and vice-versa. This is based on the generally accepted definition that walking 100 steps per minute is moderate physical activity.
- **Reporting Steps AND Minutes:** Most pedometer users wear their pedometer all day. People who keep track of minutes tend to only report planned periods of activity – and not the other steps they took during the day. However, EcFit allows participants to report more than one kind of activity – so a person who swims 30 minutes per day and wears a pedometer can also report the 2512 steps they took outside of the swimming pool.
- **Moderate or Vigorous Activity:** Many people who keep track of activity minutes are engaging in vigorous activity (like running) rather than moderate activity (like walking). There is a general consensus that each minute of vigorous activity is equivalent to two minutes of moderate activity. So, a person who is running for 30 minutes per day can report 60 minutes of activity for EcFit Team Challenge purposes. Learn more at: <http://www.health.gov/paguidelines>

Online Competition Standings and Social Networking

- **Link to Team Site:** After you log into EcFit, follow the link at left to "Team Competitions". It will open a new window with the Team Competition and Social Networking site.
- **My Activity:** shows graphs of the activity you've logged with EcFit. You will notice that EcFit shows your activity in both steps and minutes – it automatically makes that conversion. You will also notice that EcFit averages your steps or minutes over the time since your last check-in. So if you report your steps once per week, you'd see a report of 70,000 steps shown as 10,000 steps on each day of that week.

- **Challenges:** shows you the live Team Rankings and holds the discussion board where you can read and post comments about the competition. It also shows how much time you have left until the end of the competition.
- **Team:** shows your team and who's on the team. It also holds the discussion board where you can read and post comments about your team.
- **Friends:** allows you to find people who are your friends and friend them within the EcFit Team Challenge. This works in much the same way as Facebook and other social networking sites. Friends can send messages to each other and compare their steps and other information.
- **Profile:** allows you to upload a picture of yourself. It also allows you to add more information about you – and allows you to specify if that information is available to just yourself, available to your friends, or available to everyone.

Changing Goals, Call/Text Schedules, and Other Settings:

- **Log in:** Just log into your EcFit account, and look at the menu links on the left. You can change any of the settings that you set during registration.
- **Lost Password:** Click the “Lost Password” link on the Login page to have EcFit email your password to you.

Need Help?

- **Team Leader:** Your Team Leader has the ability to see and change any settings within your EcFit account – so they are probably the most convenient way for you to get in-person help in how to use EcFit.
- **Email and Online:** You can start a support ticket by sending an email to support@extracon.com or by going to <http://support.extracon.com>
- **Phone:** During business hours (9am to 5pm Central Time), Extracon staff are generally available to help. Call us at 1-888-ECHELP-9. Please note that phone support is on a best-efforts basis.

EcFit Team Challenge – Team Leader Supplement

How do I become a Team Leader?

- When you sign up for EcFit, it will ask if you're interested in becoming a Team Leader. You'll also have the option to suggest your team name at that time.
- When your Wellness Coordinator sets up the Team Challenge, they will create teams and assign Team Leaders and Team Names – usually based on who's most interested in leading a team.
- If you're selected as a Team Leader, your Wellness Coordinator will notify you. You'll also see the "Team Leader" menu in your EcFit account each time you log in.

How do I recruit more Team Members for my Team?

- When you log into your EcFit account, you'll see a menu item called "Invite Users". This lets you customize an email invite and send it to other people at your employer or worksite.
- Don't forget to use phone calls and in-person visits to your recruiting strategy– it adds that personal touch that makes people want to be on your team.

Do I get to decide who's on and off the team?

- EcFit participants choose to join or leave a team – so it's the Team Members and not the Team Leader that decides who's on and off the team. Your role as Team Leader is to motivate people to join your team, get more physical activity, and win the competition!
- Before the start of the competition, you may want to hold a team meeting to discuss team goals and commitments. That will give Team Members a good idea of whether they're on the right team while there is still time to switch.

Team Members and Technology

- If the Team Members who want to join aren't computer users, just log into your account and click the "Add User" link. You will be able to add them directly into EcFit. After that, they can call in or text in to report their steps – they won't need a computer to participate. Make sure you have their permission first. You may want to give them a form (see last page of this document) so you have all the info needed to sign them up.
- Can I help if Team Members are having technology issues? Yes. When you log into your EcFit account, click on the Users link. You will see everyone who is on your team. If you click "Edit Users", you can edit any settings in your Team Members' accounts. Make sure you have the Team Member's permission before changing any settings in their accounts.

How do I keep the Team motivated?

- Communicate with your Team. Send emails, post messages on the Team discussion board online, talk with people on the phone, and have team meetings.
- Set a good example – be active and report your activity to EcFit regularly.
- Plan team walks or other physical activity that you can do together.

EcFit Team Challenge – Wellness Coordinator Supplement

This is a companion to the information found in the Wellness Coordinator’s Guide. This information is updated more frequently than the Coordinator’s Guide, so details about the technology are found here. The topics are covered in chronological order, see the Coordinator’s Guide for a timeline.

Creating the Administrator Account

- Extracon sets up your Administrator Account and sends you the password.
- At that time, people with email addresses in your domain name are empowered to sign themselves up. If you need to restrict beyond that, we can compare email addresses to an eligibility list that you supply.

1st Round of User Signups – Email and/or Direct Mail Blast

- We recommend sending out an email and/or direct mail to all eligible employees. Examples of what to say are in the Wellness Coordinator Guide.
- The employees will go to <http://www.extracon.com> and sign themselves up.
- Employees will indicate that they are “very interested”, “somewhat interested”, or “not interested” in becoming a Team Leader. They can also submit their suggested Team Names. You can use this information when you create Teams and assign Team Leaders.

Team Formation

- You will look at the list of signups within your Administrator Account and determine how many teams you’ll have and who the Team Leaders will be.
- In your Administrator Account, create the Teams, assign a Team Name and assign the Team Leaders.
- In your Administrator Account, create the Competition. You will need to choose the start and end dates of the Competition, and the type of competition - steps, minutes or weight. Then, add each Team that will be part of the competition.

Choosing Competition Type - Steps or Minutes?

- EcFit always allows participants to enter either Steps or Minutes, and automatically converts between the two. So your choice of Steps versus Minutes for the competition will not exclude anyone from participating and reporting the kind of activity they do.
- EcFit converts every 100 steps into 1 minute of activity, and vice-versa. This is based on the generally accepted definition that 100 steps per minute constitutes moderate physical activity.
- Most pedometer users wear their pedometer all day, whereas people who keep track of minutes tend to only report intentional periods of activity. So actual activity is often under-reported for people who track activity minutes. However, EcFit allows participants to report more than one kind of activity – so a person who swims 30 minutes per day can also report the 2500 steps they took outside of the swimming pool.
- Many people who keep track of activity minutes are engaging in vigorous activity (like running) rather than moderate activity (like walking). There is a general consensus that each minute of vigorous activity is equivalent to two minutes of moderate activity. So, a person who is running

for 30 minutes per day can report 60 minutes of activity for EcFit Team Challenge purposes. Learn more about this topic at: <http://www.health.gov/paguidelines>

Team Size

- Note that EcFit automatically adjusts the competition numbers to account for team size. That is, the winner is the team with the highest AVERAGE steps or minutes. That means small, focused teams are actually more likely to win than large teams.
- EcFit does not impose any size limits on teams. If you want to have team size limits, you will need to review each team within your Administrator Account, determine which teams have too many or too few members, and communicate with the team members that they will need to join another team.

2nd Round of User Signups

- Email your Team Leaders with the Team Leader Letter and Team Leader FAQ and User Manuals. They will get up to speed on EcFit; and they will invite more employees to participate and join their team. They will sign up the non-computer-user employees directly.
- Email your Team Members with the Participant Letter and asking them to Join a Team. They will log in and join one of the teams. At that time, they have the opportunity to recruit other employees to join their teams. Use the “List Download” link from your Administrator Account to get this email list.
- Between the Team Leaders’ and Team Members’ recruiting efforts, expect a significant additional wave of signups.

Competition Start & Pre-Start

- You may want to email everyone just before the competition start date to remind them to start using EcFit and logging steps/minutes. Also, remind them to that they have to get all team members signed by the competition start date. Use the “List Download” link to get a list of users and teams.
- The competition starts automatically – when the date passes, all steps logged by Team Members and Team Leaders of participating Teams will go into the competition standings.

During the Competition

- Competition runs automatically, and ends automatically on the date you specified.
- The Wellness Coordinator Guide has examples of activities and communications you can use to keep interest and engagement high.
- You may wish to log in and monitor the Discussion Boards for levels of activity and comment appropriateness.

After the Competition

- The Competition Standings will stop changing/updating at the time the competition ends. So the final standings will be online for you and everyone else to see.

- Announce the Winners by email - Use the “List Download” link for all EcFit users or send to the whole company. Encourage participants to keep using EcFit on an individual basis – logging their activity and see their results compared to their individual EcFit goals.
- Send out a Participant Survey. You can do this on paper or online with a free tool such as www.SurveyMonkey.com
- Please share your survey results with us! We are always looking for ways to make the EcFit Team Challenge better.

EcFit Team Challenge – Signup Form for Non-Computer Users.

Complete this form and give it to the Team Leader of the Team you'd like to join. It contains all the information they will need to sign you up for the EcFit Team Challenge.

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Employee Number or other Unique Company Identifier _____

Time Zone _____

Phone Numbers you will use to call EcFit (EcFit will recognize you based on Call ID):

Phone #1 _____ Phone #2 _____

4-digit PIN # _____ (If you call EcFit from a different phone, this will identify you)

Experts often recommend 7,500 to 10,000 steps daily; or 30 to 60 minutes of physical activity. Based on those guidelines, your monthly goals would be at least 250,000 steps or at least 600 minutes.

I will be keeping track of (choose one):

- _____ My steps as measured by a pedometer. My goal is _____ steps per month
- _____ The minutes of physical activity I complete. My goal is _____ minutes per month.

Method of tracking activity (choose one):

- _____ I will remember to call into EcFit at least once per week at 877-323-4877
- _____ I want EcFit to call and ask me how much activity I've gotten. (You can still call in any time, such as if you miss your call from EcFit). This option is recommended since you can't forget to call.

If you want EcFit to call and ask about your activity, fill in the days and times you want EcFit to call:

Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____
Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____
Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____

If you'd like EcFit to call with exercise reminders for you, fill in the days and times you want EcFit to call:

Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____
Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____
Phone (1 or 2) ___ Day of Week _____ Time _____ AM/PM _____

Current Activity Levels. (This information is used to see whether you exercise more while using EcFit).

Right now, I complete about _____ minutes of moderate activity (like walking) each week.

Right now, I complete about _____ minutes of vigorous activity (like running) each week.