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ahealthyme<sup>®</sup>

Everything to live a healthier life

# GET READY FOR A LITTLE HEALTHY COMPETITION.



**ahealthyme<sup>®</sup>  
Steps Challenge  
Participant Guide**



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## Steps Challenge Participant Guide



Welcome to the ahealthyme® Steps Challenge! This guide will provide you with all the information necessary to sign up for the challenge, to log your steps, and to join your coworkers in getting active. Get ready for a little healthy competition!

### Steps Challenge Overview

The ahealthyme® Steps Challenge is an engaging program that provides a path toward better health and wellbeing. You and your coworkers will be challenged to log as many steps as possible during the challenge period—and to provide each other with positive encouragement along the way.

**Individual Goal:** Each participant is challenged to log an average of 7,000 steps per day for the duration of the challenge. Steps can either be logged by signing into the ahealthyme® site and entering data in the Steps Log or by syncing a Fitbit® tracking device with the site.

**Team Goal:** Team rankings are based on team step count averages. At the end of the challenge, the team with the highest average number of steps wins.

### Signing Up for the Challenge

Follow the steps below to sign up for the challenge:

1. Go to [ahealthyme.com/login](https://ahealthyme.com/login) and either sign in or sign up for an account.
2. On your homepage, you will see the prominently-featured \*challenge widget. Click the **Sign Up** button located within that widget.
3. After clicking **Sign Up**, a window will appear and provide you with additional challenge information—the challenge description, individual goal, challenge dates, and registration period—and prompt you to either create a new team or to join an existing team.
4. To join an existing team, simply select your desired team from the dropdown menu.
5. Click the **Sign Up Now** button at the bottom of the window to finalize the process.

*\*Please note that the widget will appear on the site one week before the challenge begins.*



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### Logging Steps

To log steps—and make progress toward the challenge goal—follow the instructions below:

1. Go to [ahealthyme.com/login](https://ahealthyme.com/login) and sign into your account.
2. On your profile homepage, at the center of the screen, you will see the challenge widget. Click the **Log Steps** button, located within that widget.
3. On the resulting screen, enter the number of steps that you accumulated on the date selected. Please note that you are not required to enter calories or update your stride length.
4. Click **Update**.
5. If you need to enter steps for additional dates, simply click the arrows next to the date to move forward or backward to the desired date, enter the appropriate number of steps, and click **Update**.
6. Once finished logging steps, click the **Close** button at the bottom of the screen.

### Syncing a Fitbit®

You have the option to link your Fitbit® to the ahealthyme® site to accumulate steps during the challenge. To establish a connection between your device and your ahealthyme® account, follow the steps below.

1. First-time Fitbit® users: before advancing, you must first complete the one-time process of registering your device. Users who already have a Fitbit® account may move to step 2.  
To get started, go to [fitbit.com/setup](https://fitbit.com/setup) and follow the directions provided with your device. [Downloading the app](#) on your mobile phone is also recommended.
2. Once you have created your Fitbit® account, go to [ahealthyme.com/login](https://ahealthyme.com/login) and sign into your profile.
3. Click on the gray Fitbit® widget. 
4. On the subsequent page, enter your fitbit.com account email address and password, then click **Login**.
5. The following page will ask you to grant your ahealthyme® profile access to the data on your Fitbit®. You will see several records with checkboxes next to them. Please note that you may uncheck any boxes that you wish; however, for your ahealthyme® profile to properly sync with your Fitbit®, you must leave checkmarks next to the following selections:
  - ✓ *Fitbit devices and settings*
  - ✓ *activity and exercise*
  - ✓ *profile*Once you have confirmed the appropriate boxes have been checked, click the **Allow** button.
7. From here, your experience may vary slightly depending on your browser of choice. Please follow the appropriate final steps on the following page.



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### Syncing a Fitbit® (continued)

#### Internet Explorer

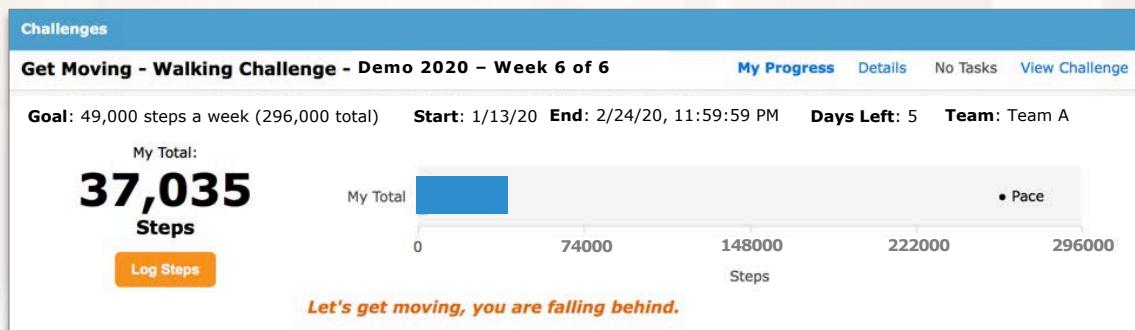
- a. A new window will pop up. Please close this new window—your ahealthyme® profile will still be visible.
- b. If your Fitbit® device has been properly linked to the ahealthyme® site, you will now see it displayed under the **Connected** section on the current **Applications & Devices** page of your ahealthyme® profile.

#### Google Chrome

- a. You will briefly see a message that reads *Hold on please*, after which you will be redirected to the **Applications & Devices** page on the ahealthyme® site. If your Fitbit® device has been properly linked to your profile, you will now see it displayed under the **Connected** section of that page.

### Exploring the Challenge Widget

The challenge widget is not just the place where you sign up and log your steps; it also serves as the hub for all challenge information from start to finish. View your progress and other general challenge details directly on the main screen of the widget. Click *View Challenge* to get an in-depth look at where you rank on your team and across the company—as well as how your team stacks up against other teams across the organization. Be sure to click through the widget to see all the available graphs and statistics!



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ATTENTION: If you don't speak English, language assistance services, free of charge, are available to you. Call Member Service at the number on your ID Card (TTY: 711).

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).

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