Pedometer Challenge 2014
Step by Step Guide for
Team Captains

MON 6TH SEPT - SUN 5TH OCT

Get a Team | Get Walking | Win Prizes!
The Pedometer Challenge 2014

Do you want to win prizes, get more active and have fun with your work mates? Sign up to the Pedometer Challenge now and start stepping! This year the Pedometer Challenge will start on Monday 8th September and end on Sunday 5th October.

One lucky winner will win a place on the Irish Heart Foundation European walk in 2014. Fantastic prizes include tablets, Fleeces, and other great prizes are also up for grabs! To find out more about the prizes visit www.smartertravelworkplaces.ie/pedometer-challenge/prizes/

Whether your aim is to win the top prize or to get more active, this is the Challenge for you!

How do I take part?

Get together with your workmates and form a team of 3-6 people. Give your team a name and choose a Team Captain. Your Team Captain will be the main point of contact for your team and will register your team online, purchase pedometers and log steps online on behalf of the team.

How to register teams?

Team Captains can register their team by setting up an Active Travel Logger Account at www.smartertravelworkplaces.ie/logger-registration-01/. Only the Team Captain needs to have an account for this challenge.

If you are a Team Captain and you already have an Active Travel Logger account, you can enter your Pedometer Challenge team details by logging in, clicking on ‘My Personal Details’ and filling in the ‘Pedometer Challenge’ tab. The Team Captains will log the team steps at least once a week or you can also log daily if preferred.

Where do I get a pedometer?

If you need to purchase a pedometer, your Team Captain can buy them on behalf of your team through www.pedometerchallenge.ie, using PayPal. The Team Captain will print off their receipt from PayPal and give it to the Pedometer Challenge Coordinator in your workplace in exchange for the pedometers you have paid for. If you’re not sure who the coordinator in your workplace is please email pedometerchallenge@smartertravelworkplaces.ie.

Team Captains will need a credit or debit card to complete this purchase. Pedometers cost €10 each, with a portion of each sale going to the Irish Heart Foundation. For more information about this year’s pedometer visit www.smartertravelworkplaces.ie/pedometer-challenge/this-years-pedometer/

Step logging

Step logbooks will be available with your pedometer, or you can download one from www.smartertravelworkplaces.ie/pedometer-challenge/resourceslinks/

Once the Challenge begins, you will need to wear your pedometer every day and keep a record of your steps daily for the 4 weeks of the Challenge in your step logbook. On a daily or weekly basis Team Captains will log steps on behalf of their team on Active Travel Logger. Team Captains can ‘back log’ steps for up to one week.

If you have any questions about the Challenge, please contact check out the FAQs www.smartertravelworkplaces.ie/pedometer-challenge/faqs/ or email pedometerchallenge@smartertravelworkplaces.ie

So get your team together and start stepping your way to the top of the leader board!

Best of luck!
TEAM CAPTAINS
How to register your team and log steps for team members online for the Pedometer Challenge?
Note: NEW THIS YEAR! Only Steps on Your Pedometer Count!

Only activities you can record on your pedometer can be counted e.g. walking, gardening, jogging, aerobics.

Activities where your pedometer is not a reliable measure such as swimming, cycling, rowing can’t be included.

The use of an activity converter is no longer permitted for converting effort into steps. This change arises as a result of our increasing awareness of the confusion it can cause, and from feedback from participants in previous years to even up the competition!
Website Training Slides for Team Captains

How to register online for the Pedometer Challenge?

This is where teams will:
- Sign up
- Log steps
- View team and organisational statistics
- View Leader Boards
- Find FAQs
How to register on www.smartertravelworkplaces.ie or www.pedometerchallenge.ie

Step 1:
Step 2:

Welcome to the Smarter Travel Workplaces

Active Travel Logger

You are invited to register on the journey logger so you can record your journeys to and from work.

The system will also calculate the CO2 and fuel used, the distance travelled and calories that you have burned. For details on how these figures are calculated see the calculations information here.

Please note, only workplaces that are partners of the Smarter Travel Workplaces programme will be able to register. Check here to see if your workplace is registered.

If you would like further details on the Smarter Travel Workplaces programme or the Active Travel Logger please email info@smartertravelworkplaces.org

If you’ve forgotten your password, you can request it here.

Step 1 of 3 - Register now

Start recording your walking and cycle journeys

First name*
Surname*
Email*
Organisation* Select your organisation’s programme*

I accept the Terms and Conditions of use*

Submit

Can’t see your organisation? Enter your email address

See how our other travel loggers are doing

FAQs

Active Travel Logger
Start moving and logging today!

Login Register

Forgotten your password?

See how our other travel loggers are doing
Step 3:

Step 4: Receive email with activation link

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Dear sharon.daly@nationaltransport.ie,

Thank you for registering with the Smarter Travel Workplaces Journey Logger. Before we can activate your account one last step must be taken to complete your registration.

Please note - you must complete this last step to become a registered member. You will only need to visit this url once to activate your account.

To complete your registration, please visit this url:

http://newsmartertravel.ebowdev.com/wp-login.php

Username: sharon.daly@nationaltransport.ie
Password: QZRP59a

If you have any problems signing up please contact a member of our support staff at

tel@smartertravelworkplaces.ie

All the best,

SmarterTravelWorkplaces.ie
Step 5: Complete Registration

Enter your personal details, change your password

Step 6: Enter Pedometer Challenge team details

Your team is now Registered to Participate in the Pedometer Challenge
Now you can record your Teams’ Steps
www.pedometerchallenge.ie

Step 1: Log into your Active Travel Logger Account

Step 2:

Click on the date you wish to record steps for

Or click on the plus sign and enter steps for the whole week for your team.

Step 3:

Enter steps for each team member beside their name
After clicking ‘submit’ a walking man icon will appear on the calendar for the date that you’ve submitted steps (see below). The Active Travel Savings Log and your Pedometer Challenge Team Average figures will also update.

See Team Captain Savings & Average Team Steps

Remember

* Steps can be entered on a daily or weekly basis.
* Back-logging possible for one week.
* Only the team captain registers on the Active Travel Logger and enter their steps for team members at least once a week!
* There must be 3-6 members in your team to be eligible for prizes!
View Your Team Statistics

Your team’s progress

Pedometer Challenge 2013
Steps per day

View Your Organisation Statistics

Your organisation’s progress

Pedometer Challenge 2013
Steps taken in the last 11 days

View Your Team Statistics

View Your Organisation Statistics

View Your Team Statistics

View Your Organisation Statistics
To view the challenge leaderboard visit  
www.pedometerchallenge.ie

Leaderboard

- Updated end of Week 1 and Week 2 & mid-week Week 2 and Week 3.
- To be included in the weekly leaderboard please enter team steps before 2pm each Monday. For the mid-week leaderboard please log by 2pm each Thursday.
- Final Leader Board – will be issued after event ends and QA has been conducted!
Team Captain Record Sheet

Each member on your team will be provided with a step record/log card when they purchase their pedometer. Team captains may also find it helpful to keep a record of their team members’ steps on an Excel spreadsheet. This template has been created for this purpose but captains are not required to use it; it is simply an optional template. Both the step record/log card and the team captain Excel sheet are available to download from www.pedometerchallenge.ie (resources and links page).

Individual Step Record/Log Card

Optional Team Captain Record Spreadsheet

Pedometer Challenge 2014

Team Name

Team Captain

Number of people on team

Week 1

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<th>Day</th>
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Week 3

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Week 4

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Please note that you can track a minimum of 2 and a maximum of 6 people on your team in order to qualify for prizes.
Pedometer Challenge – Team Pledge

Your team might like to sign up to the Team Pledge. All teams who send in their signed pledges at the end of the challenge will be in with a chance to win prizes at the end of the challenge. Please note printable versions can be downloaded from www.pedometerchallenge.ie (resources/links page)

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Smarter Travel Workplaces Pedometer Challenge 2014

We Pledge to Walk TO and FROM Work at least 2 Days Each Week*

TEAM PLEDGE

I confirm that EACH MEMBER of my team has walked

For at least 15 minutes of the journey To and FROM work, at least TWO DAYS EACH WEEK throughout the 4 week Challenge

Please note that this declaration is based on honesty.

_________________________  ______________________
Team Captain Signature     Date

This form should be completed after the 4 week challenge when the pledge has been actioned

Signature of Team members:

_________________________
_________________________
_________________________
_________________________
_________________________

As evidence of committing to this pledge this form must be completed by the team and submitted to pedometerchallenge@smartertravelworkplaces.ie by close of business Friday 10th of October.

Late submissions will not be accepted under any circumstance.

*Please note a prize draw will be conducted amongst teams where all members of the team have walked at least 15 minutes To and FROM work at least 2 days every week during the challenge.
**Pedometer Challenge – Faulty Pedometer Form**

Should you or a team mate have a faulty pedometer please complete and return a copy of this form with the faulty pedometer to the coordinator within your workplace (who you collected the pedometer from). Please note printable versions can be downloaded from www.pedometerchallenge.ie (resources/links page)

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**Smarter Travel Workplaces Pedometer Challenge 2014**

**Faulty Pedometer Form**

This form only relates to pedometers purchased as part of the 2014 Pedometer Challenge. Please fill in this form and bring it with your faulty pedometer to your Company Coordinator, who will sign for it at the foot of the page.

Please write your details in block capitals so we can read them!

<table>
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<tr>
<th>Participant Name</th>
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<td>Participant Email</td>
</tr>
<tr>
<td>Participant Phone Number</td>
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<tr>
<td>Workplace</td>
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<td>Company Coordinator</td>
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Have you checked your Pedometer Manual regarding this problem? This is available with your pedometer or online at www.pedometerchallenge.ie under ‘This Year’s Pedometer’

Yes___ No____

Is your pedometer a Silva ex step (orange and white in colour) or an Omron HJ005 (navy blue in colour)? Please circle below

<table>
<thead>
<tr>
<th>Silva ex step</th>
<th>Omron HJ005</th>
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<tbody>
<tr>
<td>The battery:</td>
<td></td>
</tr>
<tr>
<td>Step counting:</td>
<td>Yes___ No___</td>
</tr>
<tr>
<td>If related to step counting, have you calibrated your pedometer for your step length as per the pedometer manual?</td>
<td>Yes___ No___</td>
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<tr>
<td>The clasp:</td>
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<tr>
<td>If related to clasp, have you tied your pedometer to your clothing as per the pedometer manual?</td>
<td>Yes___ No___</td>
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<tr>
<td>Pedometer Resetting:</td>
<td>Yes___ No___</td>
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<td>Other:</td>
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Please give more detail on the problem you are having with your pedometer:

________________________________________________________________________________________

________________________________________________________________________________________

Pedometer Received by:

<table>
<thead>
<tr>
<th>Company Coordinators Signature</th>
<th>Date</th>
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2014 Pedometer Challenge – Faulty Pedometer Form
Participant Queries

Most queries will be answered in the FAQs on www.pedometerchallenge.ie
For everything participants can email pedometerchallenge@smartertravelworkplaces.ie

Key Dates

- Registration live on www.pedometerchallenge.ie : 15th August
- Pedometer Challenge starts: Wednesday 11th September
- End of Challenge: Tuesday 8th October
- Final day to log steps: Friday 11th October
- European Mobility Week - 16-22nd September
- World Heart Day – Sunday 29th September