**Anthem Foundation/USABA National Fitness Challenge**

**Fitbit Health Solutions Group Tracking Program**

**Group Leaders Access:**

To access the Fitbit Health Solutions Group Leader Tracking log in to<https://corporate.fitbit.com/> using your Fitbit account login in information.

The Fitbit Health Solutions Anthem/USABA National Fitness Challenge Overview will display:

* Your group’s previous seven days average steps
* Active minutes
* Distance traveled
* Number of Fitbit devices paired to the program
* Number participants enrolled
* Number of participants engaged (regularly syncing)
* The ability to post to the Anthem/USABA National Fitness Challenge Fitbit Group feed.

In addition to the Overview Dashboard, you can access reports and participant information from the menu on the left. (There is a “**Settings**” menu item; however, this menu is not used)

On the **Reports** page, you can view the group’s:

* Daily average steps
* Active minutes
* Distance traveled for the entire campaign period

Below there are two additional reports. The first is a Participants Breakdown summary noting the percentage of participants reaching the goal of 10,000 steps per day. The second provides Daily Details, which provides the daily steps, active minutes and distance for each day of the challenge. *This information can be exported to Excel for reporting.*

On the **Participants** page, they will find a list of all the participants that have successfully joined the Anthem/USABA National Fitness Challenge as part of your group. This list will include the date they joined the challenge with the date they last synced their Fitbit listed below. Additionally, from this page they can:

* Send an email to an individual or multiple participants
* Invite new participants to join the Anthem/USABA National Fitness Challenge if they did not join during the initial set up of their Fitbit (invites must go to the email they used to set up their Fitbit account)
* Export a participant list
* Pull Daily and Summary Activity Reports

*\*Click on the participants you would like to include in the email or export*

**To invite a new participant to your group**

1. Log into Fitbit Health Solutions site
2. Click on ‘**Participants**’ in the main menu
3. Select ‘**Invite’** from the top right
4. Enter the participant’s email address in the “Type or Paste Email Addresses” box and click Invite.
5. The link in the email will direct the participant to their account on the Fitbit.com website.
	1. If they share their computer with another Fitbit user, and that user did not log out of their account, the link will take them to the other users account. If that happens, just log out and log in to the appropriate account.
	2. The invitation will be displayed towards the top of the page, just below the Dashboard menu and reads “You're invited to join your team in Anthem/USABA National Fitness Challenge! [Get Started Now](http://www.fitbit.com/invitations/accept/corporate?invitation=5DWNSWQ).
	3. Click on Get Started Now and it will take them to Join page where they will be asked to enter their name, city and Partner City to link them to the correct group.

***Note:*** *DO NOT remove or re-invite John Doe(s). All participants from all groups who are sent an invite will show on your participant page until they join a group. Please do not remove or re-invite these participants. Those functions will be managed by USABA but unfortunately we cannot deactivate this access from the Group Leaders*.

**Pulling Reports**

1. Log into the Fitbit Health Solutions site
2. Click on ‘**Participants**’ in the main menu
3. Select the participants whom you want to include in the report (or click “select all”)
4. Choose the “Export Data’ button above the list of participants
5. Choose between the report type you would like to run.
	1. Daily
		1. Provides a separate line with the results for each day, for each individual you selected.
		2. You can choose to include the following categories in the report.
			1. Steps
			2. Floors
			3. Distance
			4. Active Minutes
	2. Summary
		1. Provides to total for each individual you select
		2. You can choose to include the following categories in the report.
			1. Steps
			2. Floors
			3. Distance
			4. Active Minutes
			5. Days with Steps
			6. Days Above Goal
6. Select the timeframe you want included in the report by editing the defaulted date range.
7. Click “Export CSV” to generate report.

**Group Participants Access (Great for Group Leaders too):**

**Online Dashboard**

Participants will log in to their [www.fitbit.com](http://www.fitbit.com) account and then click on the **My Wellness** tab to access the Anthem/USABA National Fitness Challenge Group.

The summary page will show the enrolled participants from the group; their individual month to date step count and the group daily rankings.

All participants will be listed in order by the participant with the most steps. They can click on a participant’s name to view that participant’s profile which shows their last 30 days of activity. They can also view the entire group with additional group details by clicking the “**View Full Leaderboard**” link at the end of the list of participants. The Full Leaderboard allows you to view participant rankings by total steps or minutes of activity for the current day, last seven days, or current month. It also shows the group’s average steps and team ranking for the same periods.

Additionally, on the My Wellness summary page, below the listing of participants, they can view their achievements within the program and compare their activity versus the average of all program participants.

**Mobile App Group Feed**

To access the National Fitness Challenge Group Feed open the Fitbit app and click on the **Groups** header. The #AnthemFitnessChallenge Group will appear. The participant will then click on the Group Name to access the Group Feed. This Group Feed is very similar to a Facebook Group where participants can post successes, photos, status updates and more.

**Mobile App Group Challenges**

Participants will only be able to view and access the challenge information while a challenge is running. To access a challenge they will open the Fitbit app, click on the **Challenges** Icon on the bottom of the screen and then select the challenge they are participating in. When a challenge is running they can view their personal ranking and total steps as well as the overall team ranking and team’s total step count. In addition to the Challenges the USABA will be sponsoring, participants can challenge up to 9 other participants or friends in Workweek Hustle, Weekend Warrior, Daily Showdown and Goal Day Challenges.

**Customer Support**​

If a participant need assistance with device troubleshooting/syncing or questions regarding website functionality they can contact Fitbit directly.

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Email: cwsupport@fitbit.com​

Phone: 844-534-8248​

Online: <http://help.fitbit.com/cwsupport>​

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