

WorkWell NYC's Step Challenge – Let's Move NYC 2024! Official Rules, Prizes & Recognition

General:

- **Eligibility:** This challenge is exclusively for City of New York Employees.
- **Registration deadline:** City employees can enroll in the Let's Move NYC 2024-Stepping Challenge until April 5th or until all slots are filled. Register at [On.nyc.gov/registermove!](https://on.nyc.gov/registermove)
- **Ways to participate:**
 1. **In a group -Teams category:** Represent your agency on a team with 10-20 of your co-workers or join a citywide team with team members from multiple agencies.
 2. **Individual - Step Count category:** Compete to be amongst the individuals with highest average daily step count.
 3. **Individually - 'Stick-To-it' category:** Choose a daily goal of between 6,000 to 35,000 steps and stick-to-it every day of the challenge (23 out of 28 days).
- **Step cap:** To ensure healthy participation in Let's Move NYC, the number of daily steps counted will be capped at 35,000 steps per day. If your daily step total exceeds this amount on any day, additional steps beyond 35,000 will not count towards your challenge participation.
- If you have physical challenges and would like to participate, please email workwell@olr.nyc.gov.
- Other forms of physical activity not involving steps (biking, swimming etc.) are not applicable.

About the Teams Category

- **Agency teams:** Teams have been allocated based on agency size and participation in previous WorkWell NYC walking challenges.
- **Citywide teams:** A citywide team is open to everyone. Staff from any agency can join it.
- **Creating a new team:**

- If you don't see your agency team or all of your agency teams are filled and you would like to have a new team created, please send us an email to workwell@olr.nyc.gov
- Once the team is created, you can recruit colleagues from your agency to join the team.

Additional Notes:

- You don't need to have 10 people in order to join a team. You can first join a team and then encourage others to join you.
- **Team consolidation:** After registration closes on April 5th, teams with less than 10 members will be consolidated before the challenge begins. Team consolidation may occur through one of the following methods:
 1. Agencies with more than one team may be combined.
 2. Team members may be reassigned to another team within their agency.
 3. Team members may be reassigned to a 'Citywide' team.
- **Changing team name:** If your team wants to have a unique name, email your request to workwell@olr.nyc.gov along with the current and the new name. (i.e. ACS- Metrotech Walk it Like we Talk It; OCME- Walking Dead; DOE – 333 Insanity)
- **Participating on a team with co-workers:** To join the same team as your co-workers, let them know the name of the team to join and try to join around the same time before it fills up. Try to reach a minimum of ten team members to avoid the chance of being reassigned to another team when teams are consolidated.
- **Switching teams:** Participants can switch teams (within their agency or to citywide team) during the registration period. Once the challenge begins, participants won't be able to switch teams.
- **Removal of inactive team members:** An 'Inactive Member' is defined as a participant who has not opened the MoveSpring app and has not had their steps counted from their step tracker. You need to open the MoveSpring app every 5 days to make sure the MoveSpring app retrieves your steps from your step

tracker. To keep the competition fair for all team members, inactive members will be removed at regular intervals.

Challenge Platform

- **MoveSpring Account & Step Tracking Device:** To participate in the challenge, users must complete the following:
 1. Create an account on the MoveSpring app on your mobile device.
 2. Connect a step tracking device such as a smart phone or wearable device (Fitbit, Apple Watch, Garmin, etc) to their MoveSpring account. Without this, your steps will not get tracked.
- **Opening the App (i.e. Syncing)**
 1. Open up the MoveSpring app to make sure that the step tracker counts your steps on the MoveSpring app.
 2. While the app can pull up to 5 days' of steps at once from your step tracker, we strongly recommend opening the app regularly (i.e. once a day) to avoid any loss of step tracking due to technical issues.
- **Removal of inactive team members:** An “inactive member” is defined as a participant who has not updated their steps within the required period for the App to pull in their step count from their step tracker. To keep the competition fair for all team members, inactive members will be removed at regular intervals.
- **Push Notifications:** Participants are encouraged to keep push notifications turned on to receive alerts when updates/messages are received. View these [instructions](#) on how to adjust your notifications.
- **Chat:**
 1. **Etiquette:** Chat will be monitored and participants who misuse the chat feature run the risk of being removed.
 2. Please refrain from posting about technical issues in the group chat.
 3. **Chat Rooms:**
 - **Group Chat:** Messages in the chat labeled “Walking Challenge” will be sent to all participants in the challenge.
 - **Team Chat:** Messages in the chat labeled with your team’s name will be sent to your team members only.

- **Individual Chat:** One-on-one messages can be sent to anyone who has accepted your “friend” request on the app.

Challenge Categories

- **Teams challenge:** Compete on a team with 10-20 of your co-workers.
- **Individual – ‘Top Steppers’ challenge:** Compete to be amongst the individuals with the highest average daily step count.
- **Individual - ‘Stick-To-It’ challenge:** Choose a daily goal of between 6,000 to 35,000 steps and meet your goal at least 80% of the challenge (23 out of 28 days).

Prizes

- An awards ceremony will be held at the end of the challenge. Prizes will be awarded to:
 - Top teams and steppers with the highest average daily step count.
 - Agencies with the highest percentage of employees participating in the challenge.
 - A limited number of steppers who met the 80% of their daily step goal (chosen via a random selection).

Recognition

- **Individual - ‘Stick-To-It’ challenge:** Individuals who achieve their step count goal 80% of the challenge (23 out of 28 days) will be emailed a certificate recognizing their achievement.
- **Teams Challenge:** Top ten teams will be emailed a certificate recognizing their achievement.

Support

- **Technical/MoveSpring App related Support:** If you have reviewed the [MoveSpring App Navigation Guide](#) and are still having technical issues, you can contact the MoveSpring Support:

- **In the app:** Click on menu in the top left-hand corner of the screen, then scroll down to the bottom and select the green “Message Support” button. An in-app chat box will then appear for you to message support.
- **Online:** Sign in to your MoveSpring account via the web and click on the chat icon in the lower right-hand corner.
- **By email:** Send an email to MoveSpring Support at help@movespring.com.
- **General Support – workwell@olr.nyc.gov** for any general challenge related questions.

Let's Move NYC 2024- Step Challenge!

Step by Step Instructions

Step 1: Download MoveSpring App on mobile phone and create an account

[Note: if you already have an existing MoveSpring account and it's connected to a step tracker, please skip to Step 3 'Join Let's Move NYC- Step Challenge']

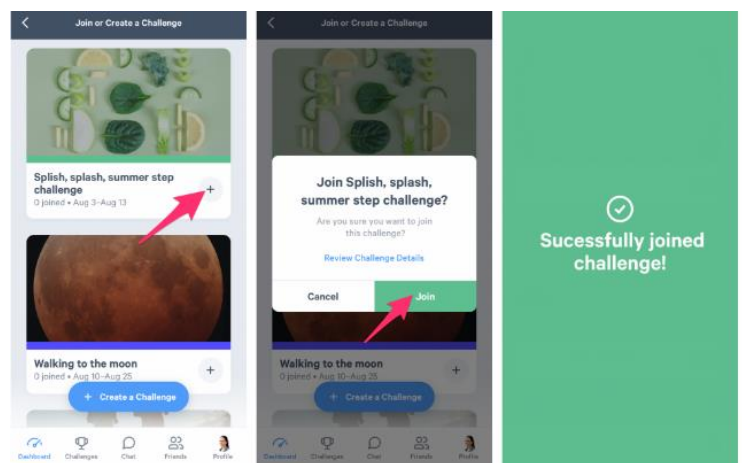
- Click the [On.nyc.gov/registermove](https://on.nyc.gov/registermove) on your mobile phone to download the MoveSpring App from the [Apple App Store](#) (for iPhone users) or [Google Play Store](#) (for Android users). If you already have the app, this link will direct you right to the app to sign up for the challenge.
- Enter the organization's code "**workwellnyc2024**". Confirm "**WorkWell NYC**" as your organization.
- Fill out any additional information requested, and then check the box to agree to MoveSpring's Terms of Service & Privacy Policy.
- Then Click on "Take me to my dashboard", it is optional to personalize your profile by selecting a photo and adding a nickname.

Step 2: Connect a Step Tracker to your MoveSpring Account

- [Click here](#) to ensure your device is compatible.
- [Click here](#) for device-specific support on connecting your tracker to your Movespring account.
- Select "**Connect your device now**" and follow the prompts to connect your device and allow Movespring to access your activity data by selecting 'Allow' when prompted. You will then be redirected to your Movespring dashboard.

Step 3: Join 'Let's Move NYC' Step Challenge

- From your account dashboard, scroll down to the Challenges section and tap on the blue **Join/Create** button. You can also access the "Join/Create" button from the Challenges tab at the bottom.
- You'll see the 'Let's Move NYC 2024' challenge on this page. **Click the + button** to join and confirm. Your challenge should now appear in your dashboard and in the Challenges tab. *You are automatically enrolled in the individual 'Top Steppers' challenge.*



Step 4: Optional to join the Teams category and 'Stick-To-It' category

- **For team category:** Scroll to locate the "**Join a team**" button, follow the prompts to "Join a team" and select one of your agency's teams. For more info, [click here](#)

- **For individual ‘Stick-to-it’ category:** Scroll to locate ‘**Stick-to-it’ button** and follow the prompts to set your personal daily step goal between 6,000 to 35,000 steps.

Notes:

For detailed step-by-step instructions of above registration process, please [click here](#).

For guidance on how to navigate your account, visit the [2024 MoveSpring Account Navigation FAQs](#).

If you have physical challenges and would like to participate, email workwell@olr.nyc.gov.

FAQs

- **For more information on how to set up your MoveSpring account, connect your fitness tracking device, and sync your steps (Note: scroll down for each topic), [please click here](#).**
IMPORTANT NOTE: The MoveSpring app does not sync your steps unless the app is open on your phone! This is to prevent your battery from being drained. While the app can pull up to 5 days’ worth of steps at once, we encourage you to open the app at least once daily to ensure all your steps are shown in real-time.
- **Troubleshooting for MoveSpring not connecting with Step Tracker? Click here for [typical device troubleshooting tips](#).**
- **What Fitness Trackers and Smartwatches Can Play? Does my device connect and sync to MoveSpring? [Learn more here](#).**
- **For detailed instructions on how to join or change teams before challenge starts, [click here](#).**

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Let's Move 2024 Step Challenge

MoveSpring App Navigation Guide

Below are links to frequently asked questions on how to navigate the MoveSpring app. For a full list of help articles on how to use the MoveSpring app, please browse through the topics here:

MoveSpring Additional Topics

- **Learn how to navigate the MoveSpring mobile dashboard – [Navigating MoveSpring's Mobile Dashboard](#)**
- **Locate your challenges and challenge invites from the Challenges tab – [Navigating MoveSpring's Mobile Dashboard](#)**
- **[How to join a challenge](#)**
- **How to join and or switch teams before challenge begins – [How to Join a Team](#)**
- **[Devices Compatible with MoveSpring](#)**
- **[Connecting a Fitness Tracking Device](#)**
- **[Syncing Activity to MoveSpring](#)**
- **[How to access announcements](#)**
- **Learn how to access, like, and comment on content shared in your challenge – [Navigating Content in a Challenge](#)**
- **This Challenge has a 35,000 step daily step cap. Learn about activity caps and how they will impact your challenge scores- [Activity Caps in Challenges](#)**
- **[How to leave a challenge](#)**
- **[How Do I Delete My Account?](#)**
- **Find out how to chat with fellow challenge participants, teammates, and friends in MoveSpring- [Using the Chat Feature in MoveSpring](#)**
- **Find out how to send, respond to, and cancel friend requests, how to unfriend, and how to send direct chat messages to friends- [Using the Friends Feature in MoveSpring](#)**
- **Learn how to mute in-app and push notifications for a specific challenge or team chat thread from the mobile app- [How to Mute a Challenge or Team Chat from the Mobile App](#)**
- **Learn how to remove offensive messages from chat and report users- [Reporting Messages and Users](#)**