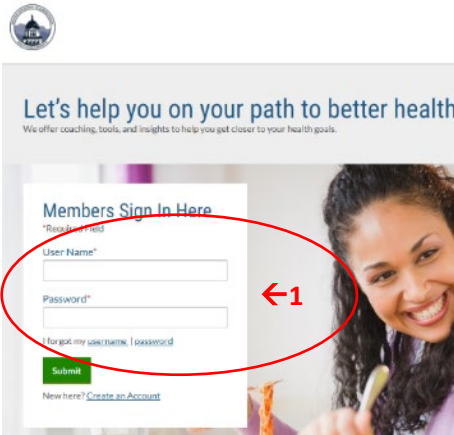


# Registration and Tracking Instructions

Questions about how to use the Governor’s Stay Active Challenge – North American Nomad web site (Virgin Pulse), call MyActiveHealth (855) 206-1302.

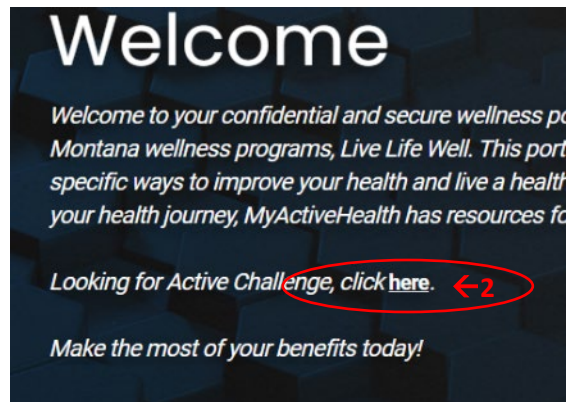


The Challenge is for ALL members of the State of Montana Benefit Plan (State Plan).



## Registration Instructions for ALL State Plan members

1. Active employees, retirees, legislators and their covered spouses/dependents should visit [www.myactivehealth.com/som](http://www.myactivehealth.com/som) and log in. If you are new to the site, you will need to create an account. Each person must have their own account.
2. NEW!! Once you have logged in to MyActiveHealth, in the “Welcome” section, click “here” as pictured below. This is what you will click to enter steps throughout the challenge as well.



3. This will take you to a website outside of MyActiveHealth via single sign-on, powered by Virgin Pulse. Virgin Pulse is a partner organization with MyActiveHealth and the State of Montana. **You may continue to access Virgin Pulse and the challenge this way throughout the Challenge (see #1 and #2).**

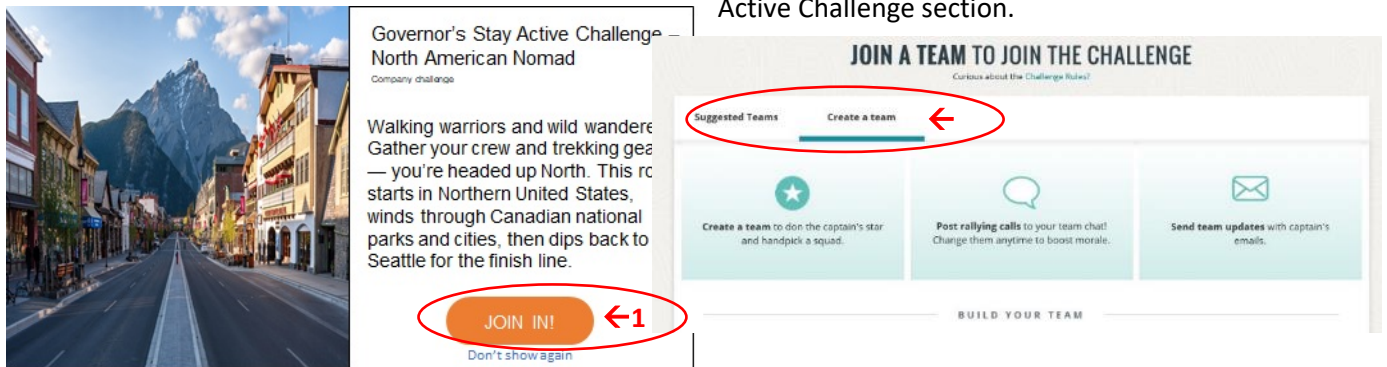
4. If you have not previously used the site to participate in a Challenge, you will be asked to create an account. Once this is done you will not have to do it again on subsequent visits to the site. *\*If you don’t want to share your date of birth, just put in a generic date in the same year as your birthday. HOWEVER – make sure you write down what you put in – this is the information they use to verify your account if you get locked out! The password you will be asked to create will only be used if you access the site through the Virgin Pulse app, otherwise, you should access the site as directed in #1 and #2, above.*

5. Accept the Terms & Conditions, then click “Continue” and follow the prompts on your screen.

Continue to next page

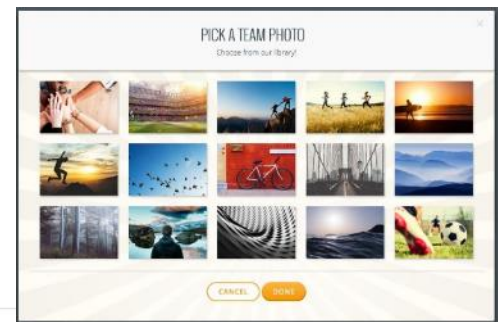
## Forming or Joining a Team

1. **Join the Challenge:** Click “Join In!” OR if you don’t see the pop-up pictured, then once you’ve logged in to Virgin Pulse, click on “Social” then “Challenges” from the white menu bar, then “Join” In the Governor’s Stay Active Challenge section.



Then, you have two choices for participation. You can click on the “Create a team” tab, then click on “Create a Team.” OR, if you don’t want to create your own team, but would like to join an existing team, you can click on the “Suggested Teams” tab and select the team of your choice.

2. Click “Create a team,” then choose if your team will be “private” – you will need to invite others to join your team (see #3, below); or “public” – anyone can join your team. You can keep your team for just you (a team of one) by setting it to “private” and not inviting any other players. Fill out the information about your team. *Please note that you must pick a team photo, and there are stock photos available for you to use.*
3. PLEASE NOTE: If you would like to invite others to join your team, you may only invite those who have already registered for the site. It works best if members wanting to join your team follow the registration directions above, then stop and wait for an invitation from you. Under “Invite Players,” click the “+” button, then start typing a team member name in the text box below. If they are registered, then you’ll be able to send them an invitation. **If they have not previously registered, you cannot invite them through the Virgin Pulse site. They will need to follow the registration instructions, above, before you can send them an invitation.**



4. Team members may change teams throughout the challenge if necessary.
5. **If you click a button labeled “leave the challenge” it will remove you from the challenge completely, not just sign you out. Do NOT click this button if you want to participate in the Challenge. Contact MyActiveHealth for assistance if you need it. If you click the “Leave the Challenge” button, you will not be able to rejoin the challenge.**

Team size may be 1-10 people, including the team captain. The team size is limited because the site is built to determine standings based on how many steps a team takes. If you have more than 10 people, choose a partner to create another team. You can even name your teams similarly. For example, “HCBD Dynamos 1” and “HCBD Dynamos 2.” Having more than one leader is a great way to share responsibility and encourage more participation at your location!

**Q: What does a team captain do?**

Team captains are an important part of the Challenge, but their participation can be as simple or complex as they would like. When you create a team, you become the team captain. Options for team captains include recruiting team members, naming their team, and helping team members who may have questions. During the challenge, team captains might help people report their activities, remind team members to log in to the platform and track, offer encouragement and motivation, and celebrate success. Team captains may also organize team activities, like lunch time walks. You can do this through the site by sending out a Captain email or posting a chat on your team’s comments page.

## Get Moving

### Track your activity from June 21-August 15!

The “Stay Active Challenge – North American Nomad” is the virtual trip that we will be taking for this challenge. All kinds of activity can be counted but some activities will need to be converted to “steps” with the built-in activity calculator (Workouts). **Make sure to sync and/or enter activity often; the site will only allow you to enter steps for the past 14 days.**

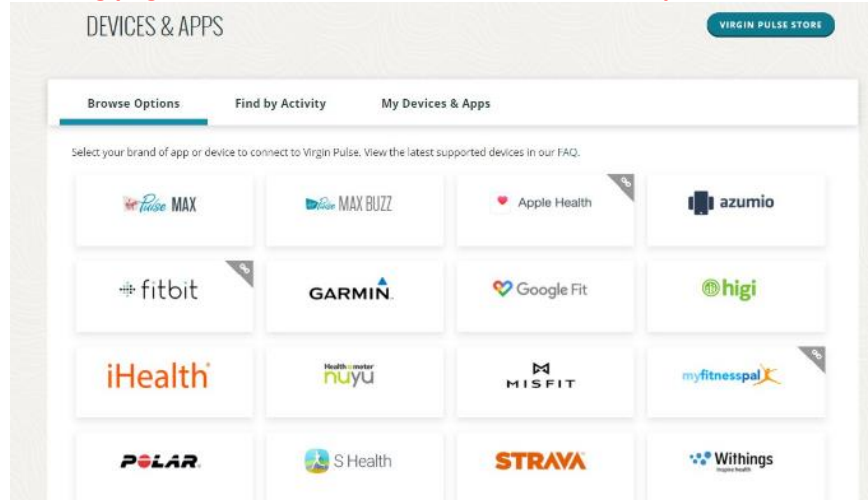
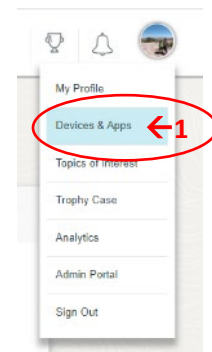
You have three options for tracking your steps.

IMPORTANT: Prior to choosing how to track your steps, you must be aware that the site will automatically apply the highest number of steps from all step sources and discount the others. The only exception to this is Workouts (the step converter). For example, if you wear a Fitbit AND need to manually enter steps you must “log a workout” (Workouts), not manually enter steps (Steps). Say you tracked 5,000 steps in a day on your Fitbit and then manually entered 2,000 steps, only the 5,000 steps from your Fitbit will count towards the challenge. If you “log a workout” instead, then those steps will be added to the Fitbit steps. Remember not to “double-dip,” only use the Workouts (step convertor) for activities that are not already synced from a device.

### Option 1: Sync a device or app (cannot be combined with Option 2)

1. Once you are logged in (sign in to [www.myactivehealth.com/som](http://www.myactivehealth.com/som), click on Active Challenge), you will be taken to the home page. Hover your mouse over the round icon with a shaded person in it, then click on “Devices and Apps.”

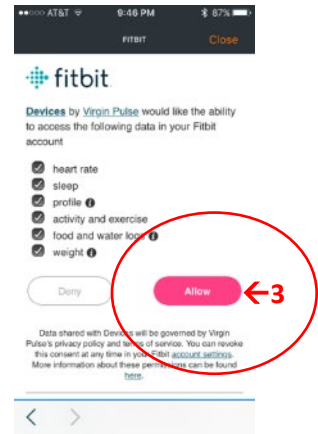
Look at the full selection of devices and apps that can be connected to your Virgin Pulse account. If you use Apple Watch, Fitbit, Garmin, Google Fit, Apple Health, MyFitnessPal and more, hover your mouse over the desired app/device, then click “Connect” under that device. **NOTE: Strava and Polar apps/devices only track active minutes and not step activity. If you use these devices, you will need to enter your minutes of activity on the tracking page in the Workouts section to calculate steps to add to the challenge.**



2. **If you are syncing a Fitbit**, once you click “Connect” you will be directed to sign into your Fitbit account. When asked about accessing data, you must click ALL boxes and then click “Allow.” This is a Fitbit requirement for syncing with Virgin Pulse.

**Option 2: Enter steps manually using a pedometer (cannot be combined with Option 1):**

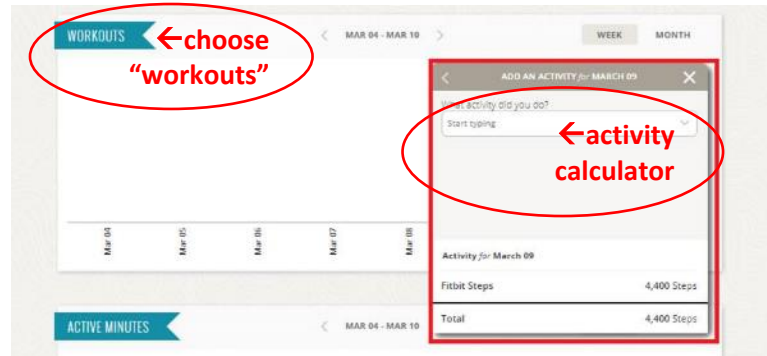
Enter your steps each day from your pedometer. Put your pedometer on when you get up in the morning and take it off before bed each night. Manually enter steps or other activity under “Home” then “Stats.” Click on the “+” sign next to “Log Steps.”



**Option 3: Log a Workout (activity calculator): can be combined with Option 1 OR Option 2 if needed.**

Enter steps using the Workouts section (activity calculator). This is a great option for activities such as biking, swimming, or weightlifting. Click on “Home,” then “Stats.” In the “Workouts” section (NOT the “Steps” section), click “Log a Workout.”

The site will automatically convert your selected activity into steps for minutes of activity completed. You can add various trackable activities by the minutes you were active, and the site will automatically convert them to steps.



**Earn prizes!**

We love rewarding action takers! Everyone who actively participates will be entered for weekly AND grand prize drawings, but you must register and enter your steps throughout the challenge to win – do it now!

**Questions about how to use the website (Virgin Pulse):  
Call MyActiveHealth (855) 206-1302.**