User Quick Start Guide

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Starting out

If you received a registration link, simply click on link or type it into your browser address bar and a registration page will be displayed with options for new and existing users. If you have used ChallengeRunner in the past, simply enter your email address / ID and password and click the **Sign Up** button. If you are a new user, click the **Register with New Account** button and enter your first name, last name, email address and provide a password and click **Register**. One you have finished, you will be included in the challenge.

If you were given an ID and password by the challenge coordinator, you have already been included in the challenge. Simply direct your browser to https://www.challengerunner.com/login and enter the email ID and temporary password. You will immediately be asked to create a new password.

Teams

If your challenge uses teams, you may be asked to select a team from a list. If you know the team you are supposed to join, select it at this time. If you are unsure of your team, close the popup and contact your challenge coordinator for team instructions. If you did not select a team during registration, you may select a team later by clicking the **Select Team** button.

Your challenge may also allow participants to create their own teams. If this is the case, a **Create New Team** button will be available at the bottom of the Select Team popup. If you create a team, you will automatically become a member and, if your challenge permits, the team captain which may provide additional access / functionality.

Challenge Log

You will use the Challenge Log to view the leaderboard and enter data unless the administrator is entering data for you. By default, the Challenge Log will display any challenges you are participating in for the current day. You may also change the **Log Date** to enter data for days in the past if your challenge permits this.

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Entering data

You will be presented with either textbox(es) and / or option buttons in which to enter your data. Textboxes are provided for you to enter in numeric data while option buttons allow you to select the option that applies. If the activity has an upper bound such as 15,000 steps walked in one day, then the system will not permit you to enter a number greater than this. You do not need to save the data you enter. It is automatically saved by the system. If your challenge coordinator is entering data for you, you will not be able to change the data shown.

Many activities will require daily entry but some may be for an entire week, month or only once. If that is the case, any date you select from the **Log Date** during the same week, month, or challenge will have the same data. You can never use the **Log Date** to enter data for days in the future.

Viewing the leaderboard

The leaderboard displays the current standings for your challenge By default, you will see your standings and, if your challenge permits, those of the 10 participants above and below you. Click the ellipsis (**…**) button above the leaderboard to see the full leaderboard, a daily leaderboard, an individual leaderboard without teams, or to download the results to a spreadsheet.

If your challenge permits you may also see each activity title as a hyperlink. If you click this link, a separate activity leaderboard will appear in a dialog box for that activity only. Options to view additional standings and features are similar to the challenge leaderboard.

Fitness Tracker Data

If your challenge allows automatic data collection through fitness trackers, a **Trackers** button will be displayed on the challenge panel. If you click this button, a Profile dialog box will show all of the available fitness trackers supported by ChallengeRunner. To enable one of these devices, click on the **Authorize** link next to the device. You will be redirected to the device manufacturer's authorization page where you will enter the Id and password you used when you originally created your tracker account. Once you are logged in, you may be asked to allow ChallengeRunner to collect your data for the duration of the challenge. Once you approve ChallengeRunner, you will be redirected back to the ChallengeRunner website with a message that "Authorization was successful".

Once your device has been authorized and the challenge has started, your data will be collected every 15 minutes for the current day and once an hour for the prior day. Once a day, ChallengeRunner will collect data for the prior seven days.

ChallengeRunner collects data from the device manufacturer's website; not directly from your fitness device. In other words, if you are not seeing your data reflected on the ChallengeRunner.com website, make sure you sync your device.

Note: Apple Health is integrated into our iPhone app while Samsung Health and Health Connect are integrated through the ChallengeRunner Android App.

For more information on a specific device interface click: http://www.challengerunner.com/support/search and enter the brand of tracker in the search bar. E.g. (fitbit, garmin, apple, etc)