

# ChallengeRunner 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. Either the Group Page or Registration Page will be shown. If the Group Page is shown, you will need to click the **Enroll** link next to the challenge you want to join.

A registration page will be displayed with two options: one for prior users and one for new users. If you are a new user, enter your first name, last name, email address and provide a password. If you have used ChallengeRunner in the past, simply enter your email ID and password. Once you click the respective **Sign In** or **Register** button, 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 select 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, cancel the popup by clicking the red **X** in the upper corner 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 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 view all prior and future challenges that you are involved in by selecting the **All** option on the title bar. You may also change the **Log Date** to enter data for days in the past if your challenge permits this.

## 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 enter data for future days.

## Viewing the leaderboard

The leaderboard displays the current standings for your challenge. Click the leaderboard to see an expanded leaderboard or download the results to Excel. A dialog box will display the current standings of the top 50 participants as well as your standings. A link will be provided to see any remaining participant standings.

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

## Texting Activity Data

If your challenge permits inputting data via text message, a **Texting Number** button will be displayed on the challenge panel. If you click this button, a dialog box will show the number to text for data entry. To use this option, select the Profile option under your name in the upper right hand corner of the screen. Once the Profile dialog box appears enter the mobile number of the phone you will be texting from and click **Save**. This will link your account with your mobile number.

In order to text in your data, you must send a text message to the number found in the Texting dialog mentioned above. You will only text data entry number without any commas. Example: If you want to enter 7,500 steps into the challenge, you would send text **7500**

Note: You can only text in data for the current day. If you send more than one text on the same day, the last text will overwrite any prior texts. To enter or change data for prior days, use the ChallengeRunner.com website or mobile apps.

## 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, the 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: You should not authorize more than one device as this will cause the data downloaded from the trackers to overwrite one another in ChallengeRunner.

For more information on specific device interfaces see: <http://www.challengerunner.com/support>