APRIL 3-30

SPRING FORWARD
Getting Started – Frequently Asked Questions

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What is Spring Forward?

- **Spring Forward** is the new system-wide team challenge hosted on the recently launched UT Living Well Platform powered by Limeade.

- Participants across UT System institutions can form a new team or join an existing one upon challenge registration. Each team is between 5-7 members. To earn 100 total points, teams must **collectively log 1 million steps** throughout the 4-week challenge.

- This challenge is open for multiple activity levels, and team members can encourage each other along the way to the goal.
  
  - If *on average* your team members each take 6,000 steps per day, a 7-person team will reach the cumulative 4-week goal of 1 million.
  
  - If *on average* your team members each take 8,000 steps per day, a 6-person team will reach the cumulative 4-week goal of 1 million.
  
  - If *on average* your team members each take 10,000 steps per day, a 5-person team will reach the cumulative 4-week goal of 1 million.
Who can participate?

All UT SELECT, UT CONNECT, and UT CARE members ages 18 and older. Whether you're just starting out with exercise or physical activity has been part of your daily routine for a while, you’re encouraged to participate!

Joining is easy; simply locate the challenge on the Discover Tab, click on the activity card and press the “Get Started” button.

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Is the Spring Forward Challenge right for me?

• Spring Forward is self-paced and offers a flexible design that fits people of all abilities. Check with your healthcare provider prior to beginning any fitness plan or engaging in any physical activity.

• If walking isn’t possible, be as active as you can in whatever ways you enjoy. If you’re unsure which activities are best, check with your healthcare provider. The National Center on Health, Physical Activity, and Disability offers specific ideas.

• In Spring Forward, you can get credit for activities that don’t track steps by using the Step Conversion Calculator tool. If your activity isn’t listed, estimate your steps based on the closest intensity (light, moderate, vigorous). An odometer can gauge distance in a wheelchair; 5 miles of pushing generally equals 10,000 steps (2000 steps/mile).
What is the team goal?

- Each team is encouraged to collectively log **1 million steps** over the 4-week challenge.

- Depending on the number of team members, that averages out to about 6,000-10,000 steps per person daily—or 250,000 steps per team each week. No matter how many steps an individual team member takes, it all counts towards the total cumulative team steps.

- In order to earn 100 points on the UT Living Well platform powered by Limeade, your team must log a total of at least 1 million steps during the 4-week challenge.
  - If on average your team members each take 6,000 steps per day, a 7-person team will reach the cumulative 4-week goal of 1 million.
  - If on average your team members each take 8,000 steps per day, a 6-person team will reach the cumulative 4-week goal of 1 million.
  - If on average your team members each take 10,000 steps per day, a 5-person team will reach the cumulative 4-week goal of 1 million.
How do I create a team?

- Connect with colleagues and decide who will be the "team captain" of your 5–7-person team. Family members on your health plan (ages 18+) can also join your team!
- The **team captain** will create the team to ensure no duplicate teams.
- Once the team is created, you can set your team privacy to "Anyone can join" or "Invitation required".

1. **Anyone can join**: People will be able to search for your team by name or by scrolling through the team list, and all participants across the system can join your team if spaces are open.

2. **Invitation required**: No one will be able to search for your team, and it won't show up on the available teams list. You can send an invitation by entering a colleague’s full email address or UT Living Well Platform username.

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How can I invite others to join my team?

Team captains can send invitations while creating the team. Enter a person’s **full email address** or **UT Living Well Platform username**.

Participants can provide their username to their team captain by clicking on their profile picture. **The username is first on the dropdown list.**

Once you have joined a team, you can send additional invites by clicking the “+ invite” button.

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What happens if my team doesn't reach the minimum number of teammates required?

- If you are unable to find enough teammates, you have the ability to leave your team and then join another team (Review the question “How can I switch teams” on the next slide).

- Search for open teams that allow anyone to join. You can join teams with members from other institutions as well. **Your activity will still count towards your institution.**
How can I switch teams?

• To switch teams, open the activity (desktop version only) and click the 3 dots in the top right-hand corner of the challenge and select 'Remove from your activities'.

• After confirming and leaving the activity, you will be able to rejoin the activity and find another team to join or create a new team.

• Please note that if you’ve tracked activity already, it will remain with the team you are leaving. Your activity will not follow you from team to team.

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How do I sync my activity tracker/app to the UT Living Well Platform powered by Limeade?

• After logging into the platform, click on your profile icon (upper right corner), then go to Settings and Apps and Devices.

• Scroll to the chosen device/app and select the + Connect button.

• Enter the login account information for the device/app and allow authorization for Limeade to access the device data.

• Once connected, there will be a banner displayed across the top of the page confirming a successful authorization. Please note that a device-enabled activity must be joined for a device to sync data to the platform.

• You can also get to the device/apps page from the challenge.
Take the challenge on the go by downloading the app.

- Once you've registered at ut.limeade.com, access the UT Living Well platform from your smartphone!

- Download the Limeade ONE app and search by employer “University of Texas” or program code “UTX” to get started.

- You will be prompted to update the app icon and customize it with the UT Living Well platform's look.

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What if I don’t have a tracker; how will I calculate my steps?

- Download the Step Conversion Calculator tool linked in the challenge activity and save to your desktop or somewhere easy to access. Use this tool to calculate your total daily steps by selecting the appropriate activity.

- Enter your steps by logging into the platform and transferring your total daily step count into the challenge activity.

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If my activity isn't accurately measured with a tracker – like cycling – how do I count steps?

- Simply use the Step Conversion Calculator tool provided to determine your steps for a specific activity.

- Enter the steps manually in your daily activity tracking feature and include a comment if you wish, such as “cycling.” Click track to submit.

- You may need to remove any progress previously uploaded from your tracker for the day to ensure there is no duplication. Please note this can only be done on the desktop version of the platform.

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How do I get credit for my everyday movement if I'm not using a tracking device?

If you have recorded your dedicated exercise minutes, but would like to add your movement throughout the day, manually add 2000-4000 steps for incidental movement each day based on how active you were:

- **2000 steps**: I mostly stayed at my workstation except for occasional breaks.
- **3000 steps**: I moved a moderate amount, getting away from my workstation for short walks several times.
- **4000 steps**: I moved a lot, with frequent short walks to perform my job.

Enter steps and click “TRACK”

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I didn't enter anything last week. How can I record prior activity?

- You can backtrack activity progress up to two weeks of when the activity occurred and when you joined the challenge.
- Simply choose the appropriate day when entering your activity.

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The challenge ended before I could record my activity. Am I out of luck?

Possibly not! You have **three days** after any challenge ends to record your activity before winners are declared.

- The 3-day grace period to track steps will end **May 3, 2023**.
- During the grace period, you can backtrack activity for up to **two weeks** before the challenge end date. This tracking window is **April 17, 2023 – April 30, 2023**.
How can I encourage other participants throughout the challenge?

Participants can post encouraging words on the UT Living Well Platform to motivate their teammates throughout the challenge. The two options include comments and cheer messages.

- You can comment on a teammate’s tracked activity within the challenge (desktop version only).
- Comments can be seen by all activity participants from all teams. However, each participant can mark their activities as private, in which case the activity will only be seen by the participant themselves and comments can not be added by teammates.

View your team ONLY by selecting “My Team” from the dropdown menu.

Share an encouraging comment to your teammates by replying to their tracked activity.

- Send a “cheers” badge/logo/visual (pick one) to a teammate.
- Go to your services tab and select the “send cheers” icon or click here (must be logged in for the link to work).
- The sender and the receiver are the only ones that can see a given “Cheers,” and it shows up on their homepage news feed.
- You can include 1 or more teammates in the cheer by using the “mention” feature.

Send Cheers

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Is my progress visible to all participants?

• Only if you set up your challenge activity as public. This will also determine whether your name will be displayed on the leaderboard, for recognition purposes. Regardless of your profile set up, points will be awarded if the overall challenge goal is met.

• It is also important to highlight that your Well-Being Assessment results, goals, tracking, and all confidential information are protected based on Limeade’s Privacy Statement.

View the Limeade Privacy Statement
How will small, medium, and large institution winners be decided?

Final institution winners will be determined based on completion rates: number of participants who earned 100 points/total registrants at X institution.

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Looking for a daily wellness tip, recipe, and more?

• Check out the **Spring Forward Daily** for tips, recipes, fun facts, and more!

• A new card will be revealed each day and be visible for the duration of the challenge. Check back daily or weekly.

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