

Workplace or Group Coordinator User Guide – Create your own Challenge

This User Guide is for Workplace or Group Coordinators who are making their own Challenge. For instructions on how to participate in an Official Diabetes WA Challenge, please refer to the **Workplace or Group Coordinator User Guide – Official Challenge Participation**.

Not sure which Challenge is right for you? Have a look at our [FAQ](#) page or [contact us](#). As the Workplace or Group Coordinator, you will be able to see how teams from your workplace or group are progressing in the Challenge.

CREATE YOUR OWN CHALLENGE

Creating your own Challenge is a great option for workplaces or groups looking to run a healthy lifestyle competition at certain times of the year or to promote a specific message.

By creating your own Challenge, you have the flexibility to choose:

- Which track you would like to use (choose from a range of available tracks)
- Which date you would like to start your Challenge
- How long your Challenge goes for (choose from 4, 6, 8 or 12 weeks)

As the Workplace or Group Coordinator, you will be able to see how teams from your workplace or group are progressing in the Challenge.

To create a Challenge, please follow these steps:

1. Register your details at www.getontrackchallenge.com.au
2. You will be directed to a page where you can sign up to an upcoming Official Diabetes WA Challenge or select to create your own Challenge. Select the create your own Challenge option.
3. Indicate whether the Challenge is for your workplace or for another group of people (e.g. family, friends, or community group) and register the appropriate details.
4. Give your Challenge a name and select the length of the Challenge and the start date. Choose a track from the options available.
5. Invite people from your workplace or group to join your Challenge. These people can then create teams within the Challenge. By doing this, they will become Team Captains, and be able to invite participants to join their team. As a Workplace Coordinator, you can also choose to create a team, or you can join another team.
6. You must create your health profile (this function opens 1 week before your Challenge starts) to see your healthy habits and your health risks. As a Workplace Coordinator, you will also be asked to answer a survey about your workplace.
7. Get started! Once your Challenge commences, start tracking your physical activity and fruit and vegetable consumption.