

Workplace or Group Coordinator User Guide – Official Challenge Participation

This User Guide is for Workplace or Group Coordinators partaking in an Official Diabetes WA Challenge. For instructions on how to create your own Challenge, please refer to the *Workplace or Group Coordinator User Guide – Create your Own Challenge*.

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.

JOIN A CHALLENGE

To join an Official Diabetes WA 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. If registrations are open for the next Official Diabetes WA Challenge, you will be able to sign up. If registrations are not open, you can opt in to receive an email to be notified when you can sign up to this Challenge.
3. Indicate whether you are joining the Challenge for your workplace or for another group of people (e.g. family, friends, or community group) and register the appropriate details.
4. Invite participants from your workplace or group to join the Challenge. This can be done via the link provided after you register your workplace. Invitees can then create teams (becoming a Team Captain) and invite participants to join their team. As a Workplace Coordinator, you can also choose to create a team or you can join another team.
5. You must create your health profile (opens 1 week before the 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.
6. Get started! Once your Challenge commences, start tracking your physical activity and fruit and vegetable consumption.

Thank you for making the time and effort to become a Workplace/Group Coordinator in the Get on Track Challenge. Best of luck in the GOTC, we hope that you and your employees/group/participants have fun on the journey towards a healthier lifestyle!