**Coordinator Tip Sheet**

Thank you for registering for the Latrobe 10,000 Steps Challenge! The Latrobe 10,000 Steps Challenge is encouraging people to make movement part of their everyday lives.

To complete your organisation’s registration, please follow the steps below:

1. Conduct an expression of interest and ask interested participants to form teams of 6-10. To keep the competition fair, teams cannot exceed 10 people.

**Please note:** The smaller the team, the more steps each person will have to do to stay in the race.

1. Fill out the details of each team member in the spreadsheet provided, including a team name and team captain. Use a separate sheet for each team. If someone wants to join and doesn’t have a team, include their details in the ‘individuals’ sheet and we’ll find a team for them.
2. Once you have filled out the spreadsheet, save it using your organisation’s name as the file name and email to [health.promotion@lchs.com.au](mailto:health.promotion@lchs.com.au) by **Monday, 11 October**.
3. All participants need register on the [10,000 Steps website](https://www.10000steps.org.au/) before they can be allocated to a team. Please encourage participants to register as soon as possible, and no later than **Friday, 15 October**.

*To register please follow these steps.*

a) Go to the 10,000 Steps website at [www.10000steps.org.au](http://www.10000steps.org.au) and select ‘Sign Up’.

b) Enter your details to create your own account; we encourage you to use an organisational email address if you are part of a workplace group. Please note down your password as you will need it to login.

c) Select that you would like to register as a **participant**.

d) You will be asked to verify your email address by checking your emails and clicking on the link provided. Check your junk box if you do not receive your verification email.

e) Complete the last required details needed to create your account. Your account will now be created and you can access your ‘Dashboard’.

1. Please let team captains know they will receive an email from 10,000 Steps asking them to set up their teams. Ignore this email as LCHS will create the teams once participants have registered.

Your organisation is now ready to step up to the challenge!

**Frequently Asked Questions**

**I am already registered on the 10,000 Steps website, do I need to re-register?**

If you have previously registered with 10,000 Steps, you don’t need to re-register. If you would like to update your email address, contact the 10,000 Steps team by visiting [www.10000steps.org.au/contact/](http://www.10000steps.org.au/contact/). Take note of your password when registering as you will need it to login once you have verified your email address. Once your team has been added, you can view the challenge by clicking on ‘view tournaments’ on your dashboard.

**What is the role of the team captain?**

The role of the team captain is to encourage and motivate team members to log their steps (steps should be logged by 5pm Monday each week to keep the leader board up to date) and encourage the team to get moving! Team members will be able to view the leader board in their dashboard on the 10,000 Steps website**.** The leader board will also go out to all participants weekly via newsletter.

**What if I don’t have a pedometer?**

If you don’t have a pedometer, we encourage you to use a Fitbit, Garmin or similar step tracking device. Many smart phones also have step trackers on them, or you can download a pedometer app.

**How do I log my steps?**

Steps can be logged by entering them on the 10,000 Steps website: [www.10000steps.org.au](http://www.10000steps.org.au). You will need your email address and password to login. You can also log steps using the free 10,000 Steps app for [iPhones](https://apps.apple.com/au/app/10-000-steps/id1230221426) and [android](https://play.google.com/store/apps/details?id=au.org.steps10000.app) available from the relevant app store. If you have a Fitbit or Garmin, the 10,000 Steps website now allows you to sync your device to the site.

**How do I record other activities that I participate in that are not measured in steps?**

Enter other physical activity in the ‘Extra Activities’ field. Enter your extra ‘moderate’ and ‘vigorous’ activity in minutes. It is not necessary for you to fill both sections if it is not applicable. The total steps from your extra activities will be automatically calculated and show in your ‘Daily Total’.

**Other information**

We will send weekly emails to participants with ideas on how to get active, a weekly leader board and other information to keep participants motivated.

If you need help with the website or have any questions please do not hesitate to contact us:

P: 1800 242 696

E: [health.promotion@lchs.com.au](mailto:health.promotion@lchs.com.au)

W: [lchs.com.au/ten-thousand-steps](https://www.lchs.com.au/ten-thousand-steps)