



MASSACHUSETTS

healthy**together**

An **athalthyme**® program.

# Your Guide to Implementing Healthy Together

Create a happier, more productive workforce of physically active and engaged employees with the Healthy Together program.

Powered by 

# Introducing Healthy Together

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The Healthy Together program is a social steps challenge designed to bring your employees together. Use this step-by-step guide to implement and promote the program for your employees, and watch them be social... get fit... and have fun!

## Program Overview

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Healthy Together\* motivates employees to reach well-being goals. As participants make progress, they explore virtual destinations and exciting, challenge-themed content.

\*Powered by Virgin Pulse, an independently owned and operated company and a best-in-class health engagement platform.





# About Healthy Together

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## Challenge Overview

Each Healthy Together challenge lasts four weeks. The registration period opens two weeks before the start of the challenge. Teams can unlock virtual destinations related to the challenge theme. When this happens, participants access content about the destination, such as fun facts and local recipes.

Since no two themes are alike, the number of destinations—and the required number of steps to unlock them—can vary. However, if each member of a team of 10 logs at least 7,000 steps per day for each day of the challenge, the team will unlock all of the virtual destinations.

## Team Size

Teams can range from one to 10 employees; however, we strongly recommend that employees form teams of 10. With a larger team, it's easier to accumulate enough steps to unlock virtual destinations and keep employees engaged.

## Completing Challenges

In order to appear on end-of-challenge reporting, participants must log steps each week of the challenge. Steps logged retroactively don't count toward challenge completion.


## Employer Resources

Check out the Employer Quick Start Guide to find everything you need to promote the Healthy Together program.

For more details about the reports available to you, please see the reporting guide.

## Additional Challenge Information

Follow the steps below to find rules and other information about the challenge:

1. From the Virgin Pulse home page, click the **Challenges** widget
2. On the next screen, click the **Challenge Details** button 
3. Click **Challenge Rules** on the next screen for more information



# Getting Started

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## Signing up for healthytogether

Employees can register for a challenge with these simple steps on **ahealthyme**<sup>®</sup>:

1. Visit **[ahealthyme.com/login](https://ahealthyme.com/login)** and sign in or sign up
2. Click the Healthy Together banner<sup>1</sup>
3. Sign up for a Virgin Pulse account
4. Click the **Challenges** widget on the Virgin Pulse home page

Employees can sign up for Healthy Together at any time during a challenge; however, we strongly recommend they sign up before the challenge begins. If participants leave the challenge after it has begun, they will not be able to rejoin.

Please note: Participants must register through ahealthyme before logging in to the Virgin Pulse app, which can be downloaded from Google Play™ or the App Store®.



<sup>1</sup> The Healthy Together banner will be visible on the ahealthyme site by no later than the Friday before registration opens.



## Building a Team

We recommend teams of 10 employees, to reach the goal of unlocking all virtual destinations in a challenge. Participants can either create a new team or join an existing one.

### To create a team and become a team captain:

1. Click the **Challenges** widget located on the home page
2. On the next screen, click **Create a team**
3. Fill out the Team Name and Team Rallying Cry fields
4. Invite teammates
5. Upload a team photo (or select one from the image library)

### To join a team:

1. Click the **Challenges** widget located on the home page
2. On the next screen, click **Suggested Teams** (if not already highlighted)
3. Click the **JOIN US** button on the desired team's banner

Employees shouldn't feel obligated to start a new team, and should be encouraged to join an existing team to reach a team of 10 total participants. Participants can change teams, but only during the two-week period between when registration opens and the challenge begins.

# Logging Steps

## Connect to the App

To consistently log and accumulate steps throughout the challenge, participants can either connect a device or manually log data. We encourage participants to log in to the app at least once a week to ensure that data is syncing correctly.

### To connect a fitness-tracking device or app in the Virgin Pulse platform:

1. Hover over the profile button in the top right corner of the program home page
2. From the resulting drop-down menu, click **Devices & Apps**
3. Locate your device on the next screen, and follow the prompts



Participants will get credit for no more than 30,000 steps in a single day.

### To manually log steps and activity<sup>2</sup> on the app:

1. From the app home page, click **Stats**
2. On the next screen, click **Add Steps** or **Add Workout**

### To manually log steps and activity on the platform:

1. Hover over the Tracking button on the top of the program home page
2. Select **Stats** from the resulting drop-down menu
3. On the next screen, click **Log Steps** or **Log a Workout**



Tracking



<sup>2</sup> Please note that logged activity will be translated to steps, so that it can count toward the team's total step count.



# Promoting Social Well-being

## Connecting with Colleagues

In addition to physical well-being for employees, the Healthy Together challenges promote social well-being, an important component of overall health. Employees can add friends<sup>3</sup> to help build their network and stay motivated for a little healthy competition.

### To add friends:

1. Click the **Friends** button at the top of the Virgin Pulse home page



2. On the next screen, click **Add Friends** and follow the prompts

### To add rivals:

1. From the program home page, click the **Challenges** widget

2. On the next screen, click the **Add Rivals** button on the right side of the screen



<sup>3</sup> Friends that are added from outside of the organization will be able to access the site, but will not be able to participate in the steps challenge.

## Checking the Leaderboard

Employees can be motivated by trying to catch up to another colleague, or protecting their lead. To access the individual and team leaderboards:

1. From the program home page, click the **Challenges** widget
2. On the next screen, click the **Leaderboards** button on the left side of the screen
3. Use the filter to show only desired results—team or individual—using the drop-down menus at the top of the page



## Using the Chat Feature

Employees can connect with members of their team—or with participants across the organization—to spread a little motivation with the chat feature. To access the chat feature:

1. From the home page, click the **Challenges** widget
2. On the next screen, click the **Chat** button on the left side of the screen
3. Toggle between **Team Chat** and **All Chat** to send your message to the desired audience



**Be Social. Get Fit. Have Fun!**  
Employees can team up to tackle well-being challenges together.



healthytogether

## Employee Support

Participants can get program support in three ways:

1. **Live Chat:** by clicking the green **Chat** button on the right side of the Virgin Pulse platform (available Monday through Friday from 2:00 a.m. to 9:00 p.m. ET)
2. **Email:** by sending a message to **healthytogether@virginpulse.com**
3. **Phone:** by calling **1-833-226-5914** toll free (available Monday through Friday from 8:00 a.m. to 9:00 p.m. ET)

Just one more way of keeping employees engaged and on the journey to better health — together.



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