STEPtember Registration Guide

The **STEPtember** Challenge is powered by MoveSpring- a digital platform that tracks steps across users.

There are two ways to access MoveSpring – by downloading the app to your **mobile device** or using your **internet browser**.

Click below to register for MoveSpring:

*Note: The **individual challenge** will become available in MoveSpring, once the challenge begins!*

If you have any physical limitations and would like to participate in the challenge, please email workwell@olr.nyc.gov to learn how to sign up.

I Already Have a MoveSpring Account

Since you already have a MoveSpring account, registration will take less time than it did last year! Follow the instructions below and you'll be stepping in no time!

1. Open the MoveSpring app or visit www.movespring.com

2. If you aren't already signed in, select "**I already have an account**" and enter your username and password. If you are have issues logging in or connecting a device please, email the MoveSpring Support Team at help@movespring.com for further assistance.

3. Scroll down and select the blue "**Join**" button to enroll in STEPtember

4. Click on "**Dashboard**" in the bottom left-hand corner of your screen in the mobile app or top right in the web browser and select "**Upcoming**" under challenges. *(If you do not see the STEPtember Challenge, repeat step 3.)*

   ➤ You are now enrolled as an **individual participant**. Continue to step 5 to join the team challenge (optional).

5. **Join a team:** Once you've completed steps 1-4, scroll down and select **"Join a team".** Select one of your agency's teams and get ready to get stepping!

If you're unable to find your agency or do not know which team to join, email **workwell@olr.nyc.gov**

New To MoveSpring (Mobile Device)

 Follow the instructions below to set up MoveSpring on your mobile device!

1. Download the MoveSpring app from the App Store or Google Play store

2. Enter the following organization code: **stepnyc123**. Confirm "**WorkWell NYC**" as the organization.

3. Create an account and select how you'd like to track your steps.

   ➢ A list of pairable devices can be found here

   ➢ Please note that if you plan to use an Android device to track your steps, you must set up a Google Fit account first. Check out this article for connecting Google Fit.

4. Scroll down and select the blue "**Join**" button to enroll in STEPtember

5. *Click on "**dashboard**" in the bottom left-hand corner of your screen and select "**Upcoming**" under challenges. (If you do not see the STEPtember Challenge, repeat step 4.)*

   ➢ You are now enrolled as an **individual participant**. Continue to step 6 to join the team challenge (optional).

6. **Join a team:** Once you've completed steps 1-5, scroll down and select **"Join a team".** Select one of your agency's teams and get ready to get stepping!

If you're unable to find your agency or do not know which team to join, email **workwell@olr.nyc.gov**

New To MoveSpring (Computer)

Follow the instructions below to set up MoveSpring on your computer!

1. Visit app.movespring.com and click on "**Sign Up**" in the upper right-hand corner

2. Select "**Sign Up**" to create your new MoveSpring user account.

3. Enter in the following organization code: **stepnyc123**. Confirm "**WorkWell NYC**" as the organization.

4. Follow the steps to create a MoveSpring account and select how you'd like to track your steps.
   ➢ A list of pairable devices can be found here
   ➢ Please note that if you plan to use an Android device to track your steps, you must set up a Google Fit account first.

5. Scroll down and select the blue "**Join Challenge**" button to enroll in STEPtember

6. Return to your dashboard (top right corner) and select "**Upcoming**" under challenges. (If you do not see the STEPtember Challenge, repeat step 5.)
   ➢ You are now enrolled as an **individual participant**. Continue to step 7 to join the team challenge (optional).

7. **Join a team:** Once you've completed steps 1-6, scroll down and select **"Join a team".** Select one of your agency's teams and get ready to get stepping!

If you're unable to find your agency or do not know which team to join, email **workwell@olr.nyc.gov**