



Boston University Team Captain Enrollment Program Guide



How to Register

STEP ONE

Go to <https://bu.propelwellness.com/en/login/> from your computer or mobile device.

STEP TWO

From the login page, select the button that says "Register."

STEP THREE

Complete the Registration Information section and click "Continue." You will need your BU ID during this process. Complete the Account Information section and click "Continue." In order to be eligible to participate, you must be a regular, compensated employee of the University, and your employment must have started no later than March 3, 2025. If you are hired after March 3, 2025, we look forward to including you in the Challenge next year. Students, volunteers, non-compensated, and temporary employees hired through Terrier Temps are not eligible to participate in this Challenge.

To get started, complete the Fitbit Request form if you require a fitness tracking device and sync your fitness tracking device to the portal. You can also explore well-being content by clicking the "Content" tab from the top navigation bar, and start tracking your healthy actions. Fitbit® devices will be available on a first-come, first-served basis. If you received a Fitbit® device during a previous Challenge, we ask that you continue to use that device. And remember, the device is yours to keep!

Keep reading this guide to learn more about the BU wellness portal!

Questions?

For eligibility questions, please get in touch with the **BU employee wellness team** for assistance.

The Terriers Trek through Boston Challenge

Frequently Asked Questions

HOW DOES THE CHALLENGE WORK?

The Terriers Trek through Boston Challenge is a team-based activity challenge occurring April 7 – May 16. Throughout the challenge, participants will log their physical activities in the wellness portal to earn fitness points. There are hundreds of physical activities to choose from in the portal's Tracker allowing participants to choose the activities that make sense for their own fitness goals. We encourage employees of all fitness levels, goals, and abilities to participate. If you require accommodations or direction pertaining to your particular situation, please reach out to bewell@bu.edu.

HOW DO TEAM CAPTAINS CREATE AND ENROLL TEAMS?

Once you've registered for the wellness portal, your first step as team captain is to create your team with 5-20 BU employees. **All teams must be created and registered on the platform by March 21**, and will be automatically enrolled in the challenge.

Follow the steps below to create your team. You can also go to this page on the portal to watch the video tutorial: "How to Create a team."

1. Click the callout on the homepage of the portal that says, "**Step 1: Team Captains Create Your Teams.**" This will take you to the Tracker where you will enter your team's name and select "Standard Team" as the Team Type. Click the "Save" button to continue.
2. On the next screen you'll be prompted to invite members to your team. Enter each co-worker's first or last name in the search bar you wish to invite, then click "Add Selected to List" and "Send Invitations." **Remember: only those who have registered for the portal can be invited to join a team. If you do not see a co-worker's name you wish to invite, reach out and encourage them to register for the portal by March 21 so they can participate on your team in the challenge.**
3. Once you've sent your invitations, you will see your team's roster on the same screen by scrolling down. You'll notice there is a status column to the right of each member's name on your team roster that indicates if that individual has accepted your invitation or not. If they have not accepted your invitation, it will say "Pending." If they have accepted your invitation, it will say "Confirmed." You will have until March 21 to return to this screen and add more members to your team.

***For more guided help, consider watching quick video tutorials on the homepage of the portal under **Team Captain Resources**.**

The goal is for each team to aim for a collective team average of 4,000 Fitness Points during the challenge period. For every 400 Fitness Points earned (team average), your team will unlock a new location on the leaderboard.

WHAT ARE FITNESS POINTS?

Fitness Points are a composite score of an activity's intensity and duration. Upon logging your activity manually in the portal's Tracker, or automatically through a synced device, you will see an assigned point value that is specific to each physical activity's metabolic equivalent calculation and duration of performance.

For example, 150 minutes of moderate physical activity per week is roughly equivalent to 200 Fitness Points. You can earn up to 274 Fitness Points per day.

Each team members' Fitness Points are averaged, and that is the score you will see for your team on the live leaderboard. For any day you have team members not contributing any Fitness Points, each "0" will bring down your team's average, so make sure to encourage your team to log everything they are doing to be active during the challenge duration. You can backdate activity at any time in the Tracker.

WHAT ARE THE CHALLENGE PRIZES?

We'd like to celebrate all participants of the Challenge, not just our top performing teams. While the Challenge platform will still track top performance, Challenge prizes will not be provided based on performance, but rather 3 randomly selected teams who complete the challenge. The Team Prizes will be a Team celebration lunch!

HOW DO I REGISTER FOR A FITBIT?

Employees who need a device must complete the Fitbit registration form in the wellness portal between **March 10 and March 21** to receive a Fitbit. They will be given out on a first-come first-served basis. Team captains will be responsible for picking up Fitbits and handing them out to team members between **March 31 and April 4**.

For Team Captains: Team Captains will receive confirmation regarding Fitbit® availability after March 21 and are responsible for picking up Fitbit® devices on behalf of their team beginning March 31 through April 4. Fitbit® devices will be available for Team Captains at the Human Resources offices located on the Charles River Campus and Medical Campus.

First-time Fitbit® user? If you are a first time Fitbit® user, you will need to register your device. To register with Fitbit® for first time users, visit <https://www.fitbit.com/global/us/setup> and follow the instructions provided with your device

Need help?

For all portal-related questions, reach out to Portal Support by chat, email or phone.

support@propelwellness.zendesk.com

1.888.339.4131

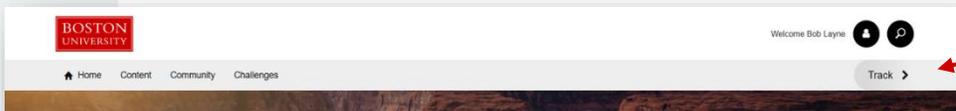
WHAT ACTIVITY TRACKING DEVICES CAN I SYNC TO THE PORTAL?

There are several devices and health apps you can sync to the portal including **Garmin, Fitbit, Apple, and Google Fit**. You can easily access the device integration page from the homepage of the wellness portal where you'll find helpful step-by-step instructions and video tutorials.

HOW DO I MANUALLY TRACK ACTIVITY?

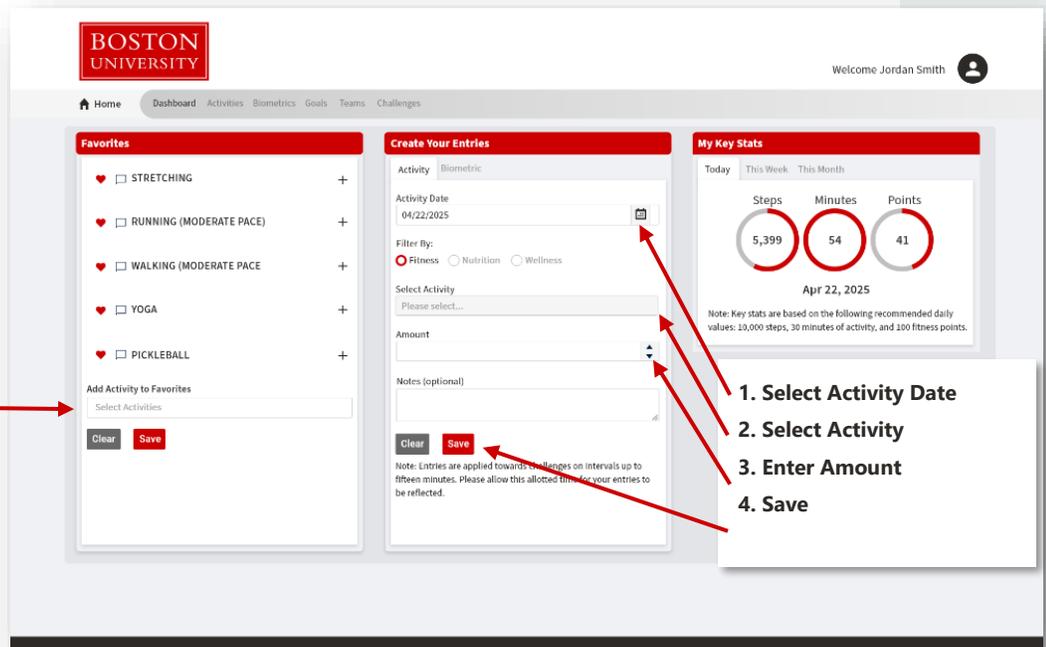
To manually log your activity, simply select Track from the main menu to open the Tracker. Then select the category of the activity you performed (Fitness, Nutrition, Wellness or Biometric), Select the date of your activity and the amount. Select Save and your activity is logged!

From the main menu, select Track to open the Tracker.



From the Tracker Dashboard, follow the steps below to create an entry:

For faster entry, create Favorites shortcuts



1. Select Activity Date

2. Select Activity

3. Enter Amount

4. Save

Need help?

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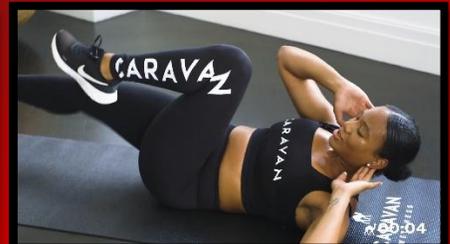
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Well-being Education + Tools

In addition to fun challenges and activity tracking, the BU Wellness Portal offers hundreds of resources across a wide range of well-being topics—including evidence-based articles, interactive self-paced programs, and much more—for you to find effective content and tools that help you actively manage your well-being needs! Examples include:

Guided Fitness Videos



Meditation and Mindfulness Tools



Healthy Recipe Library

