

A Guide to the **WalkingWorks®** online Tracking Tool

Track Your Progress

A key element of *WalkingWorks* is to track your progress online as often as possible.

At the end of each day, write down your total time spent walking in your log. Once a week, or as often as you would like, record your information online at www.walkingworks.com.



Registering for **WalkingWorks**

1. Sign Up

If you do not have an individual **WalkingWorks®** account, click **“Sign Up”** to register. Enter the required information on the registration page and click **“Submit”** to reach your personal home page.

2. Sign In

The e-mail address you entered upon registration serves as your login for **WalkingWorks**. Enter your e-mail address here, along with the password you originally selected.

3. Forgot Password?

Use this function to reset your password. Click the link and then enter your e-mail address. You will receive an e-mail with a link to reset your password.

4. Help

If you need assistance with registering for **WalkingWorks**, please contact your program facilitator. If you do not know who your program facilitator is, please click here and let us know. We will do our best to put you in touch with your appropriate program facilitator.

The screenshot shows the WalkingWorks website interface. At the top, there's a navigation bar with links like 'Blue Finder', 'Blue News', 'Spotlight on Issues', 'Healthcare Coverage', 'Blue Innovations', and 'Better Knowledge'. Below this is a sidebar menu with categories like 'Blue Distinction', 'Blue Health Intelligence', 'Blue Healthcare Services', 'BlueWorks', 'Technology Evaluation Center', and 'WalkingWorks'. The main content area features the 'Walking Works' logo and a 'Sign in!' section with fields for 'Email Address' and 'Password', and a 'Login' button. A 'Sign Up' link is also visible. To the right, there's a 'Welcome to WalkingWorks' section with text about the benefits of walking. Below this, there's a 'Purchase a Pedometer at a reduced cost:' section with an 'Enter your Zip Code' field. Four numbered callouts (1, 2, 3, 4) are overlaid on the page: 1 points to the 'Sign Up' link, 2 points to the 'Email Address' field, 3 points to the 'Forgot Password?' link, and 4 points to the 'Enter your Zip Code' field.

Online Tracking Tool Features

1. Calculate Your BMI

Use this tool to calculate your Body Mass Index (BMI), a number determined by individual height and weight. BMI is a reliable indicator used to screen for weight categories that could potentially lead to health problems. It is helpful to calculate your BMI before starting a walking program so you can select the appropriate level of difficulty, as well as set healthy goals.

2. Enter Your Daily Progress

Enter your walking progress here. You must select a date and either a duration or distance for an entry to be accepted. Duration can be entered in minutes or hours, and distance can be entered in miles or steps. You can log entries that occurred in the past, and also have the option to insert a note with each entry. Entries in this section will be reflected in the various online tool charts based on the date and duration or distance entered.

3. Printable Charts

You can select "Printable Charts" to open a printer-friendly page with all of the charts available on your personal online tracking page.

4. Weekly Progress

You can view your progress organized by week. Select a week and click "Go" to view the entries for the selected week. You also can edit or delete past entries here.

5. Current Week Chart

Use this chart to view your walking progress for the current week.

6. Goal Report

This tool sets a goal for each participant based on the Participation Level you select when registering for **WalkingWorks**. Each week, you can view your progress toward your goal.

7. Previous Weeks' Progress

You can view your walking progress for the three previous weeks.

The screenshot shows the WalkingWorks web application interface. The browser address bar displays 'https://walkingworks/'. The page has a blue header with the 'Walking Works' logo and navigation links: 'My Activity Log', 'Walking Resources', 'Edit Profile', and 'Log Out'. The main content area is divided into several sections:

- 1. My Activity Log:** A section for logging walking progress, including a 'Calculate Your Body Mass Index (BMI)' link.
- 2. Enter Your Daily Progress:** A form with fields for 'Date', 'Duration' (with 'Minutes' and 'Steps' dropdowns), and 'Distance'. It includes a 'My Wellness Journal' text area and an 'ENTER' button.
- 3. Printable Charts:** A link to access printer-friendly versions of the charts.
- 4. Weekly Progress:** A section for selecting a week (currently 'Week of 10/26/2008') and clicking 'GO' to view entries. A table below shows the following data:

Date	Miles	Time	Notes	Edit	Delete
10-27-08	1.33	20	Walk at lunch to bank	Edit	Delete
10-28-08	1.67	25	treadmill at gym	Edit	Delete
10-29-08	1.00	15	nature trail walk	Edit	Delete
10-30-08	1.33	20	bus station to office	Edit	Delete
10-30-08	1.00	15	walk at lunch in park	Edit	Delete
- 5. Current Week Chart:** A bar chart showing miles walked per day for the current week: Mon (1.33), Tue (1.67), Wed (1.00), Thu (2.33).
- 6. Goal Report:** A section showing a goal of 1 mile and a progress bar indicating 0 miles completed. Text below reads: 'Your Goal is 1 miles. You have completed 0 miles. Team: Human Resources and Administration.'
- 7. Previous Weeks' Progress:** A horizontal bar chart comparing progress over three weeks: 3 Weeks Ago (10/19) at 6.83 miles, 2 Weeks Ago (10/26) at 8.67 miles, and This Week (11/9) at 10.67 miles.

Online Tracking Tool Features (continued)

8. Monthly Chart

Use this chart to see your monthly progress for up to one year.

9. Your Team Progress (for competitive challenges only)

You can view your team's total progress relative to the other teams participating in the same walking competition.

10. Where is Your Group? (for competitive challenges only)

Use this tool to see where your team is located in a virtual walk across the United States. The route begins in Washington, D.C., and ends in San Francisco.

11. My Activity Log

Selecting this tab will direct your computer's browser to the home page of the online tracking tool.

12. Walking Resources

View resources that could be helpful during your walking program.

13. Edit Profile

Edit select information you entered on the registration page when you first signed up for **WalkingWorks**. Click the "Reset Password" link if you would like to choose a new password for your individual account.

Please note: if you are participating in a competitive challenge you can not change the name of the Plan or Group you originally selected during registration. If you can not locate your correct program or team name in the options available, please contact your program facilitator.

14. Log Out

Choose this tab to log out of your **WalkingWorks** account.

