**Step into Spring Challenge Runner instructions for registering as an individual and setting up a team**

If you haven’t already registered for our new online step tracking system, please follow the instructions below to get started! *Only those people registered via Challenge Runner will be eligible for the prize drawings!*

### Registering as an Individual

**Step 1:** Visit the Earlham College Step into Spring Challenge Runner Site:

[https://ecsis18.challengerunner.com](https://ecsis18.challengerunner.com)

**Step 2:** Click ENROLL button on the right side of the home screen

**Step 3:** Complete the New Member registration information

### Registering Your Tracking Device

**Step 1:** Register your tracking device if you are using one by clicking on the orange TRACKERS button. If you are manually entering your steps, you can skip the next two steps.

**Step 2:** Select your Fitness Tracking Device from the drop down

**IMPORTANT NOTE:** YOU MUST KNOW YOUR USERNAME AND PASSWORD FOR THE FITNESS APP THAT YOU ARE USING (I.E. FITBIT, GARMIN, ETC.) Click “Authorize” and log into your account and follow the prompts.

Once you have completed this step, you will get a confirmation that the authorization was successful.
Step 3: Get walking and check back beginning April 2nd to see how you are doing!

**Manually Entering Your Steps – for those not registering a tracking device**

Step 1: Sign in to your ChallengeRunner account at [https://ecsis18.challengerunner.com](https://ecsis18.challengerunner.com)

Step 2: In the LOG DATE field enter the date of the steps that you want to record.

Step 3: In the STEPS field enter your steps.

**Setting up a Team**

Step 1: Log in to the Step into Fitness Challenge Runner site at [https://ecsis18.challengerunner.com](https://ecsis18.challengerunner.com) and click on the SELECT TEAM button

Step 2: Click on the CREATE NEW TEAM button and enter your team name. This will re-direct you back to your log in page.

Step 3: Click on TEAM button, at the bottom of the confirmation screen you will see a url that you can copy and paste in to your email inviting people to join your team! Email Fleenja@earlham.edu to let us know if someone has already joined Challenge Runner, but needs to be moved to your team.

Step 4: Send out the invitations to join your team, get walking and check back on April 2nd to see how your team is doing!