



# LIVERPOOL A TO Z TEAM STEP CHALLENGE

## How to log your steps

in association with:



supported by:



Liverpool  
City Council

# Your team's spreadsheet

After your team registers to take part, every team member will be emailed a link that you can use to log your steps.

LIVERPOOL ACTIVE WORKPLACES TO Z STEP CHALLENGE										
Team name:	Test Team									
Organisation:	Test Organisation									
Total steps done:	87,662									
Steps to go:	316,638									
>>> Name	David	Sarah P	Sarah N	Nicola	Mike	Sue	Tom	James	John	Jenny
>>> TOTAL STEPS	10,287	8,673	4,084	13,851	4,647	16,339	9,473	12,846	0	7,462
Mon 13 Sep	10,287	8,673	4,084	13,851	4,647	16,339	9,473	12,846		7,462
Tue 14 Sep										
Wed 15 Sep										
Thu 16 Sep										
Fri 17 Sep										
Sat 18 Sep										
Sun 19 Sep										
Mon 20 Sep										
Tue 21 Sep										
Wed 22 Sep										
Thu 23 Sep										
Fri 24 Sep										
Sat 25 Sep										
Sun 26 Sep										
Mon 27 Sep										
Tue 28 Sep										

**How to enter your steps:**

1. Enter the number of steps done by each colleague under their column name next to each day of the 21 day challenge.
2. You will notice that as you enter your steps, the 'steps to go' total will decrease, and if you click on the 'Journey Mapper' tab at the bottom you will see how far along the A to Z journey you and your colleagues are

**A few pointers:**

- when you enter your steps into this sheet it will automatically save them, so you don't need to save this document yourself
- if you don't know how many steps you've done

We recommend that you use a laptop or desktop computer when using this link and spreadsheet.

You can use a mobile device to access it, but you will be prompted to download the Google Sheets app in order to be able to enter your steps on it.

# Entering your steps

>>> Name	David	Sarah P	Sarah N
>>> TOTAL STEPS	10,287	0	4,084
Mon 13 Sep	10,287	<input type="text"/>	4,084
Tue 14 Sep			
Wed 15 Sep			
Thu 16 Sep			

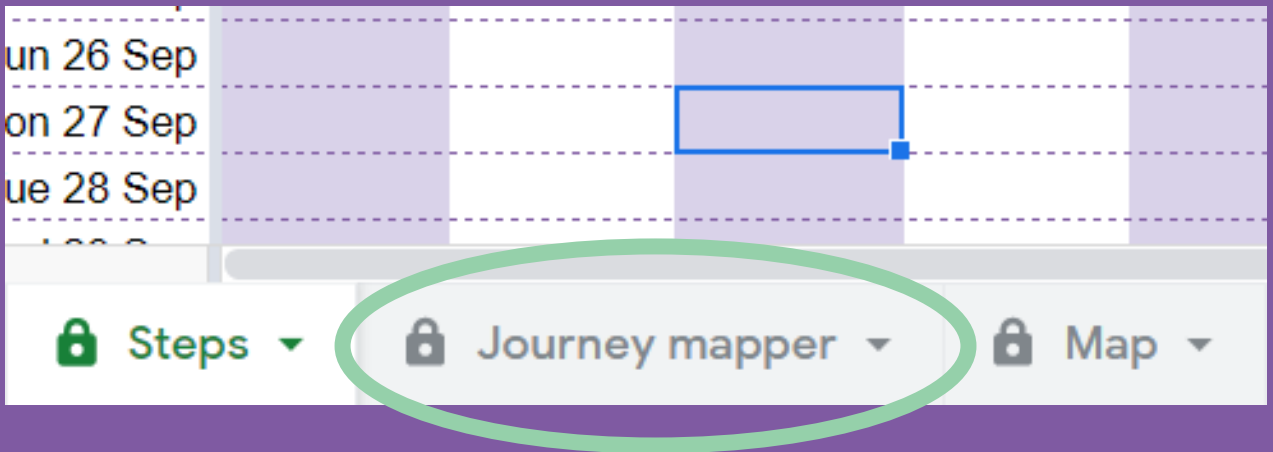
To enter your steps, find your name and click into the cell below for the relevant day of the challenge.

In the example above, Sarah P would look for her name and then enter the number of steps that she did in total on Monday 13th September.

Enter your number of steps then press enter. This will now save your steps automatically and you don't need to save the spreadsheet.

Try to log your steps for the previous day at the start of each new day.

# Your team's progress



Click on the 'Journey mapper' tab at the bottom of the screen to see how far along your team is on the A to Z Liverpool tour.

Steps completed: 34,371			
Equivalent miles completed: 17.19			
# Destination	# Destination	Cumulative Distance	Completed?
A Aintree Racecourse	B Bread Streets, Dingle	10.57	Yes
B Bread Streets, Dingle	C Croxteth Hall Park	19.02	No
C Croxteth Hall Park	D the Docks at Pier Head	26.46	No
D the Docks at Pier Head	E Edinburgh Park, Anfield	29.41	No

As your team enter more steps you will see your 'equivalent miles completed' total will increase, which will start to change the red boxes to green to indicate each completed leg of the journey.

Once you complete the Liverpool A to Z, scroll down and see if you can complete the bonus challenges!

# How many steps should I be doing?

It's recommended that we aim to do 10,000 steps each day, which is equivalent to walking roughly 5 miles.

Some people, especially those working in sedentary roles, may struggle to achieve this; establish what your daily average is and then try to improve it gradually.

There are a variety of ways in which you can keep track of how many steps you do each day – [click here](#) to check out our short guide of apps that you can download to your phone or wearable devices to help you keep track of how many steps you do.

# Frequently Asked Questions

## Do I need to be active / sporty to take part?

Not at all – the Step Challenge is designed to be inclusive for everybody to be able to take part, and every single step that you do counts towards your team's total in pursuit of the overall 202 mile target.

## What activities can I do to build my steps up?

All steps that you do inside and outside of work count – if you like you could try doing more walking or other activities to help boost your daily step total to help your team.

The Liverpool Fit For Me website ([www.FitForMe.info](http://www.FitForMe.info)) has lots of information and suggestions about how to build more activity into your daily routine.

## What do I need to be able to take part?

Participants will need a device to help them count how many steps that they do each day and then they will need to log on to your team's online spreadsheet to log their daily step totals. [Click here](#) to view a short guide of how to log and count your steps.

This online spreadsheet link will have been sent to you and your team members at the start of the challenge, but if you have lost this link then you can request it again by emailing [activeworkplaces@merseysidesport.com](mailto:activeworkplaces@merseysidesport.com)

If you do not have access to a computer to be able to log your steps on the online spreadsheet, or if you do not feel comfortable using technology then one of your teammates can log your steps for you.

## Is the challenge inclusive for people with additional needs?

Yes, the challenge is open to anyone aged 18+ that can log their movement or can be supported to do so.

For example, wheelchair users are able to take part in the challenge by measuring the distance that they travel, and then using the following simple formula to convert distance travelled in to steps:

Steps = distance (miles) x 2,000  
e.g. 1.5 miles x 2,000 = 3,000 steps

For additional support regarding any aspects of the challenge, please contact Danny Woodworth on [d.woodworth@merseysidesport.com](mailto:d.woodworth@merseysidesport.com)

## Can I link my Apple Health, Strava or Garmin device to this challenge?

Not for this challenge, as it is a manual entry system. However entering your step totals should only take a matter of seconds each day.

## How many people can I have in my team group?

You can have a maximum of 10 colleagues in each team. If you have more than this who would like to take part then you could split into two smaller teams.

# Frequently Asked Questions

**Can I change who is in my team after I have registered my team?**

Yes, just enter any new team member's details on your team's online spreadsheet by clicking in the 'Team contact details' tab.

**I have missed the start of the challenge – can I still join in?**

Yes – although the challenge starts on Monday 13th September, new teams can be registered up until 4pm Friday 17th September and you are able to backdate any steps that you have done in the spreadsheet from the first day of the challenge.

**Is it just steps done in work time that count?**

No – all steps done inside and outside of your normal working hours can count towards your total.

**Our team has completed the challenge, what next?**

Well done! On the 'Journey Mapper' tab on your team's online spreadsheet you'll see that below the A to Z of Liverpool are further targets to work towards – adding on the distance covered from the Liverpool challenge and then travelling to London, Paris, Budapest and Istanbul – how far can your team go?!

You can also track the progress of your team against other teams competing in Liverpool by visiting our [live leaderboard charts](#).

**How are prize winners decided?**

The following incentives will be offered through a prize draw system:

- Individual prizes:
  - A £100 Love2Shop gift voucher (x1 to be won over the three week challenge period – each individual can have a maximum of 21 entries to win if they log their steps for the 21 days of the challenge)
  - A £50 Love2Shop gift voucher (x1 to be won over the three week challenge period – each individual can have a maximum of 21 entries to win if they log their steps for the 21 days of the challenge)
  - x9 £10 Love2Shop gift vouchers (x3 to be won each week for each of the three weeks – each individual can have a maximum of 7 entries to each weekly draw if they log their steps for the 7 days of the week)
  - x3 £10 Love2Shop gift vouchers will also be allocated through a prize draw for participants who complete the post-challenge evaluation form
- Each team that completes the A to Z Liverpool Challenge will receive a prize draw entry to win:
  - A £50 Love2Shop gift voucher (x1 to be won)
  - Activity equipment for their workplace (x10 prizes to win)
  - Physical activity taster session for their workplace

# Frequently Asked Questions

Individual and team entries will be recorded via the online team spreadsheets, and a list will be taken at the following times in order to conduct the weekly and overall prize draws:

- 4pm Tuesday 21st September (for the weekly prize 13th-19th Sep)
- 4pm Tuesday 28th September (for the weekly prize 20th-26th Sep)
- 4pm Friday 8th October (for the weekly prize 27th Sep-3rd Oct plus all individual and team prizes across the three week challenge period)

Each qualifying participant/team will receive the relevant number of entries into each prize draw based on the number of qualifying daily step entries entered on their respective team spreadsheet up to the times stated above. Each entry will then be allocated a sequential number, and a random number generator will be used in order to determine the winner of each prize.

Individual employees and team captains must ensure that contact details (i.e. email addresses) provided at registration (that can be updated via the team spreadsheet) are up to date and accurate. Any prizes that remain unclaimed 28 days after being allocated will be reallocated to another participant.

Prize draws will be conducted and observed by employees from two organisations (MSP and Liverpool City Council Physical Activity and Sport Development) in order to be fairly adjudicated. No colleagues and relatives from these two organisations will be eligible to win the prizes.

There are no prizes for finishing higher up the overall team/organisational leaderboard – other than pride!

Prize draw winners will be announced on the Step Challenge website and will be notified via the email that they used to register on their team's spreadsheet.

**I think that someone might be cheating by logging too many steps**

This challenge is based on trust, and we would expect that individuals and teams are accurately logging the amount of steps that they do. No prizes or incentives are offered to individuals, teams or organisations who log more steps.

Individuals or teams who are successful in the prize draw may be asked for evidence that they counted and logged steps as entered.

**Do I need to take part with other people?**

No, you can take on the challenge on your own, however we would recommend joining in with colleagues as we have found that people taking part in challenges in groups are far more likely to complete and the challenge and have more fun in the process!

**Can I sign up if I am not in employment or not in employment in Liverpool?**

This challenge is primarily aimed at people (18+) in employment working for organisations that are normally based in Liverpool.

**Who is running the campaign?**

MSP (Merseyside Sports Partnership) have been commissioned by Liverpool City Council and NHS Liverpool Clinical Commissioning Group to coordinate the Liverpool Step Challenge as part of the Liverpool Active Workplaces programme.



# Frequently Asked Questions

**What happens after the end of the challenge?**

Towards the end of the step challenge, you will be notified about other opportunities and campaigns that you can get involved in. You can also join in with FREE local activities, special offers and motivational support at [www.FitForMe.info](http://www.FitForMe.info)

