Registration Guide

The **STEPtember Move To Your Groove Walking 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**.

**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](mailto: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 be easy! Follow the instructions below.

1. Open the MoveSpring app or visit [app.movespring.com](http://app.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 having issues logging in or are unable to remember your log-in information, email the MoveSpring Support Team at [help@movespring.com](mailto: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 and select “Upcoming” under challenges. *(If you do not see STEPtember 2021, 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 move!
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](https://apps.apple.com) or [Google Play](https://play.google.com) store
2. Enter the following organization code: *workwellnyc*. 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](https://example.com/devices)
   - Please note that if you plan to use an Android device to track your steps, you must set up a [Google Fit](https://www.google.com/fit) account first
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 move!
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 “I’m new to MoveSpring” to create an account
3. Enter in the following organization code: workwellnyc. 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” 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.

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