

Preparing for a 10,000 Steps Tournament

The 10,000 Steps Tournament is a strategy which workplaces and community groups can use to promote physical activity. A Tournament involves forming teams, wearing an activity tracker and recording steps on the 10,000 Steps website.

Supporting [Tournament Resources](#) including an action plan, email templates, guides for participants and team captains, team registration forms and team database spreadsheets are available to assist with the planning of your Tournament. The [Tournament Guide](#) provides further, in-depth information on planning, promoting, implementing and evaluating a Tournament.

Step 1. Register as a Coordinator

- Registering your organisation with the [10,000 Steps website](#) provides you with extra Coordinator features, enabling you to start a Tournament, manage teams and access our [Resources](#).
- You can register as a Coordinator when signing up with the website for the first time, or you can add [Coordinator access](#) to your existing participant account.
- Once completed, your Coordinator registration request will be sent to the 10,000 Steps Project Office for processing. You will receive an automatic email notification once your registration has been approved.

Step 2. Decide on a Tournament

- Consider when a suitable time is for your organisation to start a Tournament, how long it will run for (we recommend around 6 weeks), and what type of Tournament would best suit your requirements.
- Ensure ample time is allowed for the planning and promotion of the Tournament depending on the organisation size and expected number of participants.
- [Create a Tournament](#) from your Dashboard by selecting either a [Time Out Tournament](#) or a [Race Tournament](#) and entering the start date.

[Time Out Tournaments](#)

Goal: to accumulate as many steps as possible during the time period.

Timeframe: Time Out Tournaments run for a set number of weeks determined by the Coordinator.

[Race Tournaments](#)

Goal: to walk the distance of a virtual route from one location to another, reaching a predefined step goal as a team. Progress cards become available once the teams reach checkpoints along the journey.

Timeframe: Races will remain open until the team reaches the step goal and do not have a specific end date on the website. Teams will finish the route at different times, depending on how active the members are and the number of members within the teams. The estimated length of the Race Tournaments are based on 10 people in each team walking 10,000 steps per day.

- Once your Tournament has been created, you will be able to access the Leaderboard where the Tournament details will be displayed, and teams can be created.



Step 3. Gauge Participant Interest

- Communicate with your participants to gain an indication of how many people are interested in being involved in the Tournament and how many/if pedometers are required.
- We recommend utilising our [Example Email Templates](#) and [Guides for Participants and Team Captains](#).
- If you require additional support in the management of the Tournament, your colleagues can register with the 10,000 Steps website as participants and you can add them as [additional Coordinators](#) to your organisations registration.

Step 4. Organise Activity Trackers

- Discuss with management if funds are available for the purchase of pedometers and decide on how many pedometers are needed by the participants (if required).
- If you plan on purchasing pedometers, determine if your organisation will encourage participants to retain the pedometers to help to maintain their own physical activity levels or if the organisation will collect the devices to use again in future initiatives.
- Participants can also track their steps using their own activity trackers or step counting mobile applications and manually enter this into the website.
- Steps recorded using [Fitbit](#) and [Garmin](#) activity trackers can be synced directly with the website.
- Pedometers and activity trackers can be purchased through Health Management Group (HMG) online at www.10000steps.net.au. You can contact HMG directly by emailing info@healthmg.com.au or phoning 1800 000 180. Pedometers vary in price depending on the model type and quantity, discounts apply for orders over 100.

Step 5. Organise Teams

- Email out to your participants and request that they form their own teams using our [Team Registration Forms](#).
- Use our [Example Email Templates](#) and [Guides for Participants and Team Captains](#) as a base for your communications.
- Each team will need to establish:
 - team name
 - team captain and email address
 - participants names and email addresses

All participants need to register with the 10,000 Steps website as an individual before the Coordinator or Team Captain can add them to their team.

If applicable, encourage staff to use their organisational email address. The members email address is their unique identifier which links the individuals account to the Tournament team.

- Aim to keep the number of members within the teams as even as possible, 10 members per team is ideal.
- The maximum number of members within a team on the website is 20, and 200 teams can be added within one Tournament.



- We recommend that the Coordinator maintains an internal [Tournament Team Database spreadsheet](#) containing the team details to ease the entry of this information into the website when setting up the teams.
- Additional Coordinators and Team Captains can also assist in setting up the teams if they have access to your Tournament Team Database Spreadsheet containing the team details and participants email addresses.
- Each participant who registers on the website has their own individual account which they can use to log their own steps, view their statistics and access the Tournament.
- Once the Coordinator has added the member to the Tournament using their email address, any steps logged in the member's accounts will contribute to the team step total for the duration of the Tournament.

Step 6. Launch Your Tournament

- Ensure the Tournament and teams are set up on the website and pedometers or activity trackers have been distributed.
- Launch your Tournament with an event such as a healthy morning tea, lunch or group walk.
- Communicate with your participants using internal emails and any other communication platforms used by your organisation.
- Encourage participants to log their steps in their own accounts and access the Leaderboard from the [Dashboard](#) to view team progress.
- Encourage participants to download the 10,000 Steps app which is available on both the [Apple](#) and [Google Play](#) stores.

Step 7. Maintain Motivation

- Send out update emails with information on the team rankings, use of the website, upcoming organisational activities and healthy lifestyle tips.
- Encourage the formation of walking groups to encourage participation and maintain motivation.
- Download the [Tournament Statistics Spreadsheet](#) which contains more detailed information on the steps logged by each of the teams and participants during the Tournament. You can use this sheet to make your own additional calculations.
- Consider providing incentives to teams and/or members who have reached a checkpoint first or who have improved the most over the duration of the Tournament. Drawing prizes and encouraging friendly competition and participation can assist in motivating teams to remain involved and interested in the Tournament.

Step 8. Celebrate Success

- Download the [Tournament Statistics Spreadsheet](#) or take note of the team positions on the Leaderboard to finalise your Tournament.
- Celebrate the end of your Tournament with an email out and/or a special event to acknowledge the efforts and involvement of your participants.
- Consider awarding certificates and prizes to reward participation and encourage engagement in future health initiatives.
- Encourage participants to maintain their activity by continuing to log their steps, participate in monthly Challenges and make time to walk.

Step 9. Evaluate the Tournament

- Use the [Participant Evaluation Form](#) to gain feedback on the Tournament and identify areas of success or improvement in the future.



Race Tournaments

Race Tournaments

The Original Tournament

Rockhampton to Gold Coast and Return
Tournament goal of 1,800,000 steps (1,440 km)
Estimated duration of 3 weeks
(based on 10 people doing 10,000 steps per day)

Darwin to Alice Springs

Darwin to Alice Springs
Tournament goal of 1,980,000 steps (1,586 km)
Estimated duration of 3 weeks
(based on 10 people doing 10,000 steps per day)

Rabbit-Proof Fence

Moore River to Jigalong
Tournament goal of 2,000,000 steps (1,600 km)
Estimated duration of 3 weeks
(based on 10 people doing 10,000 steps per day)

Gold Coast 2018 Commonwealth Games Venues

Cairns to Gold Coast
Tournament goal of 2,250,000 steps (1,797 km)
Estimated duration of 4 weeks
(based on 10 people doing 10,000 steps per day)

Western Seaboard

Perth to Broome
Tournament goal of 2,900,000 steps (2,417 km)
Estimated duration of 4 weeks
(based on 10 people doing 10,000 steps per day)

North to South Coast

Port Douglas to Hobart
Tournament goal of 3,800,000 steps (3,040 km)
Estimated duration of 5 weeks
(based on 10 people doing 10,000 steps per day)

The Great Wall of China

Jiayuguan to Laolongtou
Tournament goal of 4,000,000 steps (3,200 km)
Estimated duration of 6 weeks
(based on 10 people doing 10,000 steps per day)

East to West Coast

Byron Bay to Carnarvon
Tournament goal of 5,000,000 steps (6,000 km)
Estimated duration of 7 weeks
(based on 10 people doing 10,000 steps per day)

Queenslander

Around Queensland
Tournament goal of 9,331,250 steps (7,465 km)
Estimated duration of 13 weeks
(based on 10 people doing 10,000 steps per day)

