



United States Department of Agriculture

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# SuperTracker Groups & Challenges User Guide

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**U.S. Department of Agriculture (USDA)  
Center for Nutrition Policy and Promotion (CNPP)**

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## About Groups

SuperTracker groups allow groups of people to use SuperTracker together. Anyone can create a group and invite others to join (via email or with a group-specific access code). Group members use SuperTracker to track their foods and/or physical activities and opt to share this information with their group leader. Group leaders can send messages to members, run reports of members' shared food and physical activity data, and create a healthy eating challenge for their group.

## Creating a Group

To create a group, you first need to create a SuperTracker account. You can do this on the Create Profile page: <https://supertracker.usda.gov/CreateProfile.aspx>. Complete **Step 1** (personalization) and **Step 2** (registration) to set up your account username and password. Once you have a registered SuperTracker account, you can get to the Create Group page using the Groups menu in the upper right of the SuperTracker home page, or any other page.



Figure 1: Navigating to the Create Group page

On the Create Group page, fill out the form, and click the “Create” button at the bottom of the page:

- **Group Name** (required) – The name of your group
- **End Date** (optional) – If you want your group to expire on a certain date, select it from the calendar. If not, leave this field blank.
- **Leader Display Name** (required) – Enter your name the way you want it to appear to members.
- **Organization Name** (optional) – If your group is associated with an organization such as school or company, enter it here.
- **Be a group participant** – As the group leader, you have the option to participate as a member of the group. Check the “Be a group participant” checkbox to include yourself as a member. Your information will be included in the group reports and challenges with the other members.
- **Shared Information** – Select what information group members will agree to share with you, the group leader. For any information that you do not want to be shared, uncheck the box.

**Please Note:** you cannot change what information is and is not shared once the group is created. Also, not sharing information may cause some group reports to be unavailable.

- **Group Image** (optional) – You can also choose an optional group image. If you select an image, it will be visible to anyone joining, viewing, or managing this group.
- **Group Description** (required) – Enter a brief description, so group members will know what your group is all about.

You are here: Home > Create Group

## Create Group

### Group Information

Group Name \*  End Date  

Leader Display Name \*

Organization Name

Be a Group Participant

### Shared Information

Group members agree to share information with the group leader once they join a group. For any information that you do not want to be shared, uncheck the box. Please note, you cannot change what information is and is not shared once the group is created. Not sharing information may cause some reports to be unavailable.

- Profile Information Age, gender, physical activity level, height, weight
- Account Activity Log in history and account usage information
- Food Intake Foods/beverages tracked using Food Tracker
- Physical Activity Physical activities tracked using Physical Activity Tracker
- Weight History Weights tracked using My Weight Manager
- Personal Goals Goals set using My Top 5 Goals



(Optional) Choose an image to represent your group. The image will be visible to anyone joining, viewing, or managing this group.

### Group Description \*

Enter a brief description of your group. This description will be visible to anyone joining, viewing, or managing this group.

When you're ready to create your group, click the Create button. If you're not ready, you can edit the information above or click the Cancel button.

Figure 2: Creating a group

## Accessing Your Group Page

Once your group is created, you will be able to manage all group activities from your group page. Access your group page using the “Groups” menu in the upper right of the SuperTracker home page, or any other page. Hover over “My Groups” and select your group from the menu that appears to the right.



Figure 3: Navigating to your group page

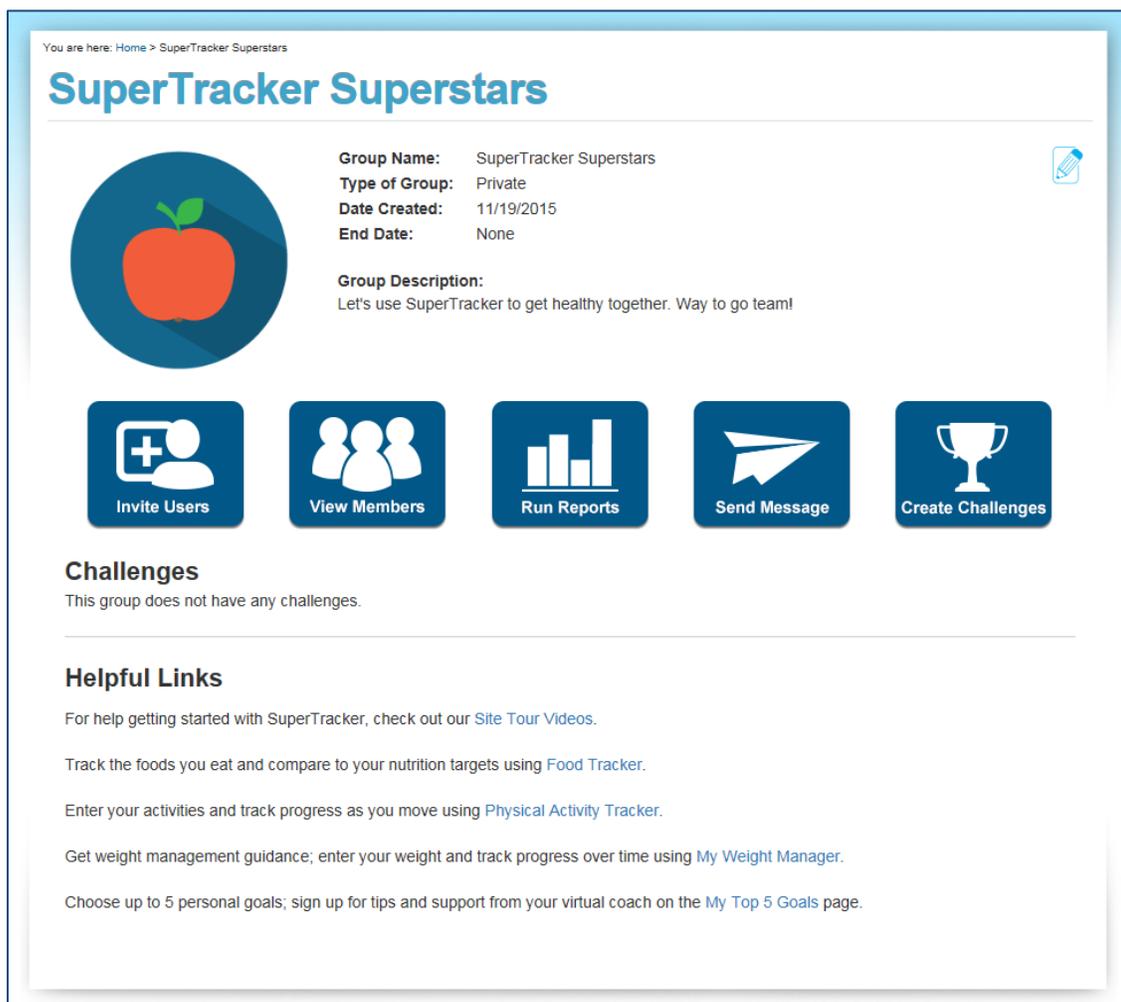


Figure 4: Group page

## Editing a Group

If you want to edit any of your group information (e.g. the group name, description, image, etc.), click the pencil icon in the upper right of your group page. You will be redirected to the Edit Group page where you can make the changes you want. When you're done, click the blue "Update" button at the bottom of the page to save your changes.

**Please Note:** You are unable to update shared information after your group has been created.

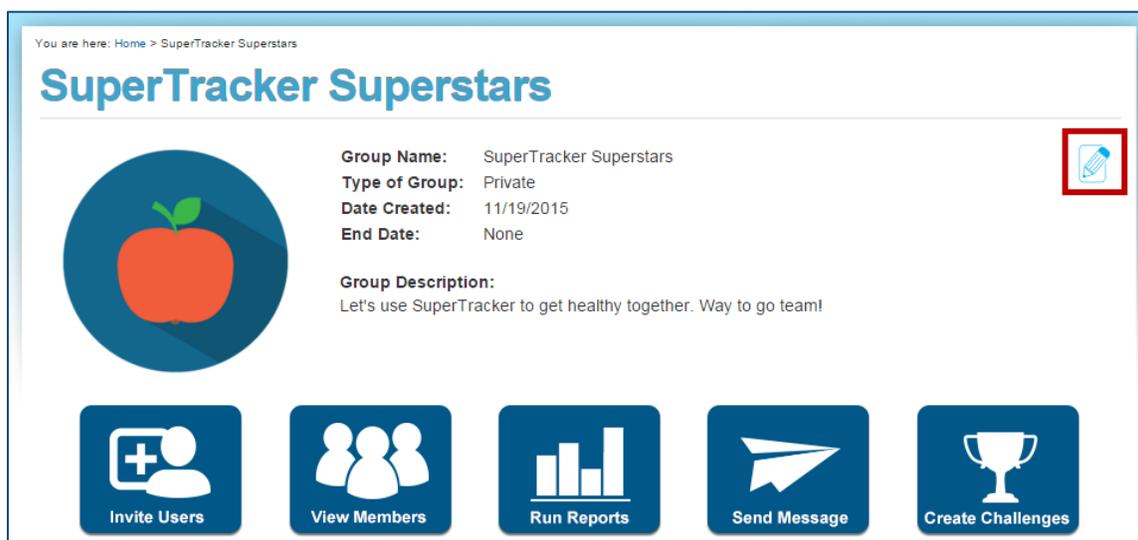


Figure 5: Editing a group

## Inviting Members to Join

Once your group is created, you can invite members to join from your group page. Click the "Invite Users" button, and a new window will open with two ways to invite members.

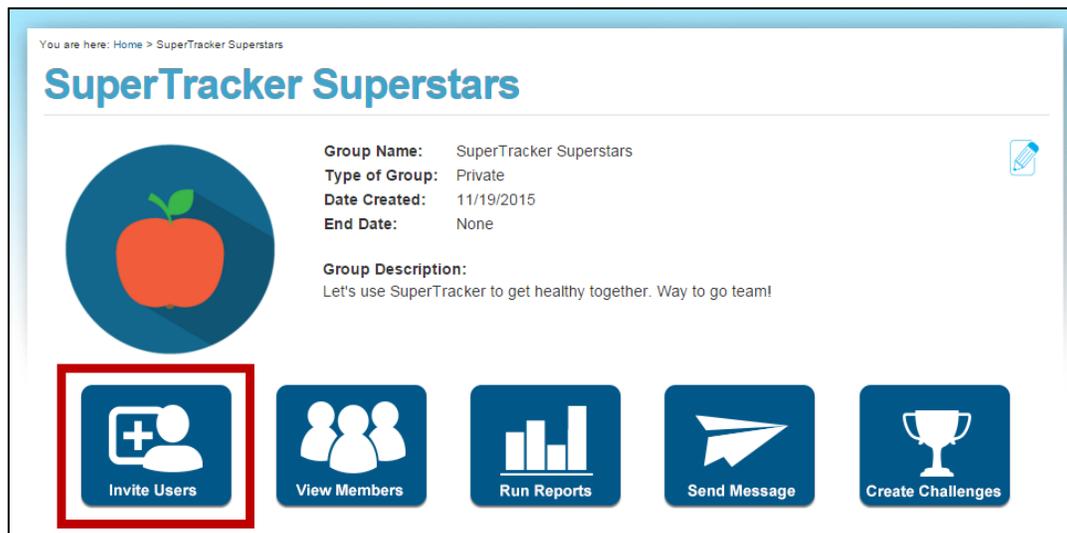
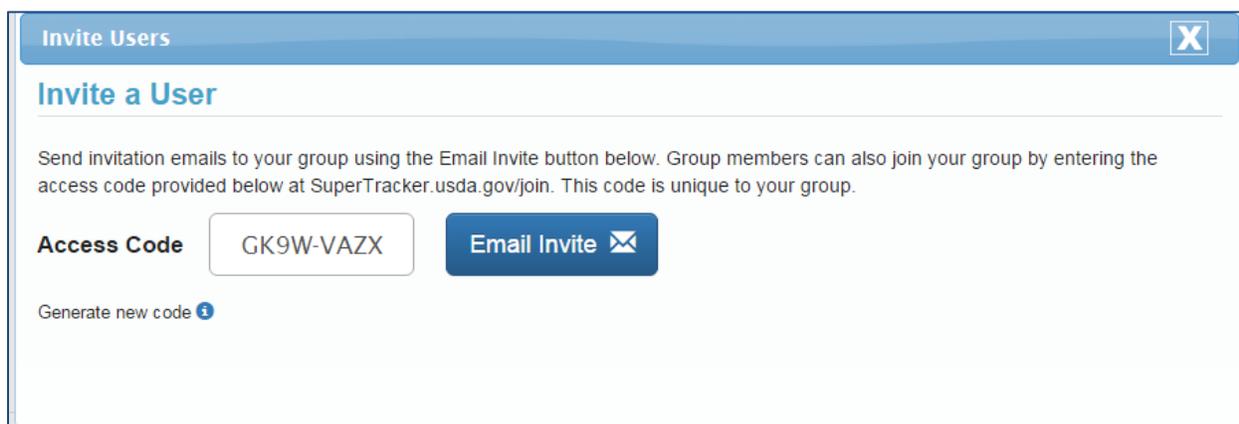
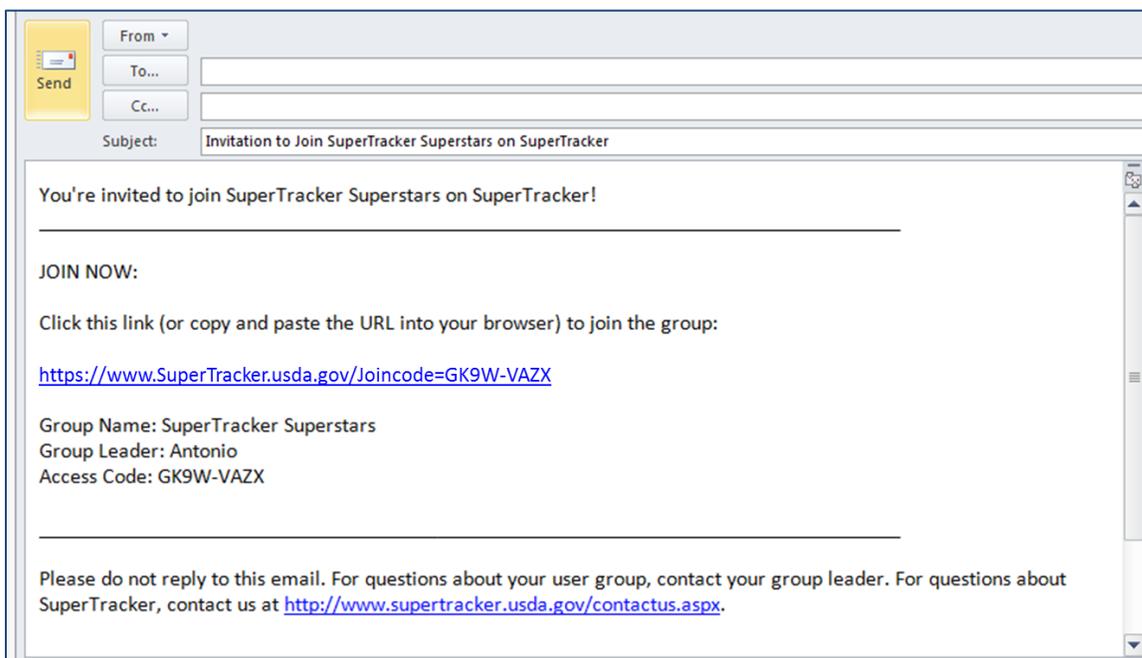


Figure 6: Inviting users to join your group



**Figure 7:** Two ways to invite members - group access code and email invite

- **Group access code** – Give the access code provided in the “Invite Users” window to anyone you want to join the group along with the URL <https://www.SuperTracker.usda.gov/join>. If at any time you want to change the code, click the “Generate New Code” link. **Once the new code is generated, the previous code will not work.**
- **Email invitation** – In the “Invite Users” window, click the “Email Invite” button to open an invitation in your default email program. Enter the email addresses of the people you want to invite, add a personal message if desired, and hit “Send”.



**Figure 8:** Group invitation email

## Joining a Group

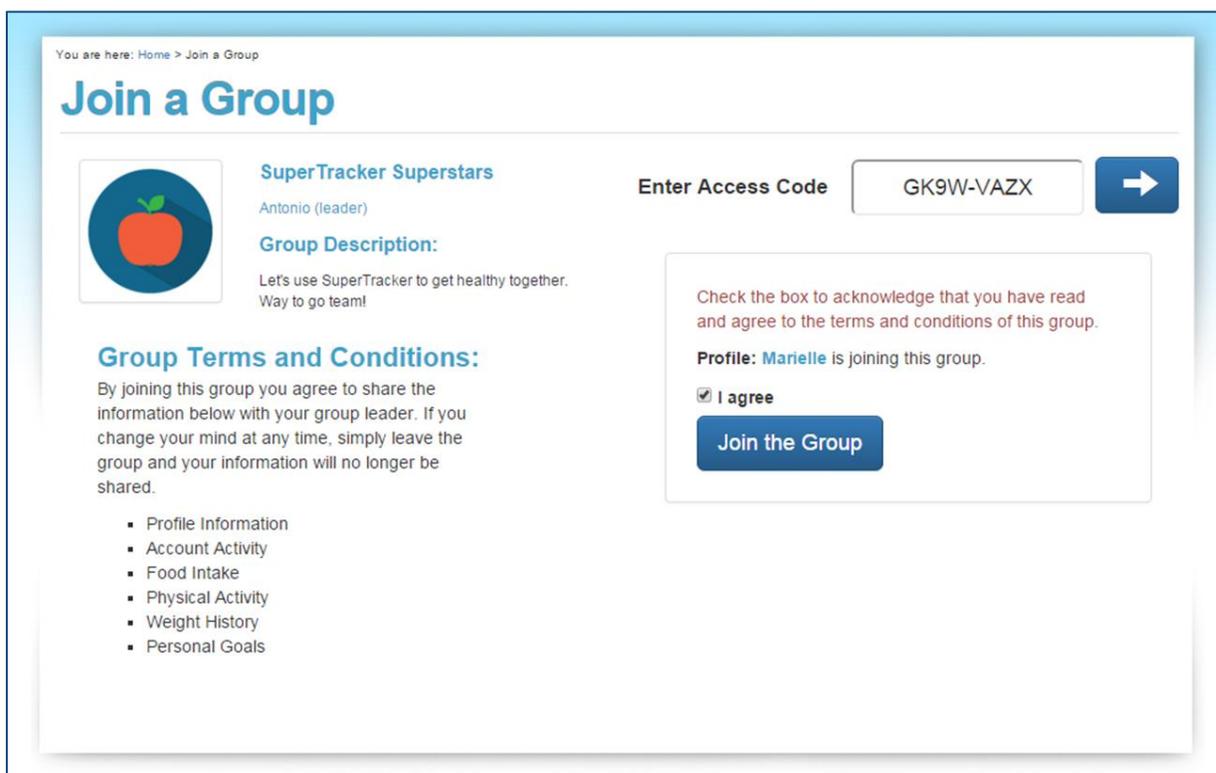
You must have a personalized SuperTracker account in order to join a SuperTracker group. Invitees who do not already have an account can create one on the Create Profile page:

<https://supertracker.usda.gov/CreateProfile.aspx>. Both **step 1** (personalization) and **step 2** (registration) are required. In **step 1** (personalization), users will be asked to enter a profile name. This will be the name that identifies them in the group. In order to help the group leader identify and distinguish group members, it may be helpful for the group leader to assign profile names to group members.

**Please Note:** profile names are limited to 10 characters.

There are two ways to join a group.

- Invitees who have been given the group access code can go to the URL <https://www.SuperTracker.usda.gov/join> and enter the access code in the field provided. You must check the box to acknowledge that you have read and agree to the group terms and conditions. After checking the box, click the “Join the Group” button.
- Invitees who were sent an email invitation can click the link provided in the email. This will take you to your Join Group page. Please sign into your account; check the box to acknowledge that you have read and agree to the group terms and conditions. After checking the box, click the “Join the Group” button.

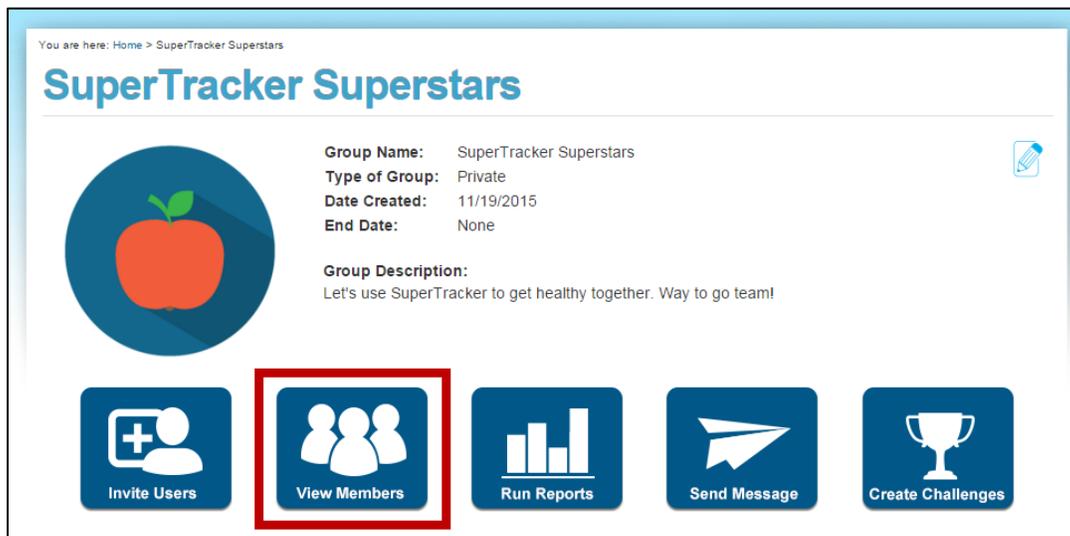


The screenshot shows the 'Join a Group' interface. At the top, it says 'You are here: Home > Join a Group'. The main heading is 'Join a Group'. On the left, there is a group profile for 'SuperTracker Superstars' led by Antonio. The group description is 'Let's use SuperTracker to get healthy together. Way to go team!'. Below this, the 'Group Terms and Conditions' section states that by joining, users agree to share profile information, account activity, food intake, physical activity, weight history, and personal goals. On the right, there is an 'Enter Access Code' field containing 'GK9W-VAZX' and a right-pointing arrow button. Below that, a confirmation box asks the user to check a box to acknowledge terms and conditions. The profile name 'Marielle' is shown as joining the group, and the 'I agree' checkbox is checked. A 'Join the Group' button is at the bottom of this box.

Figure 9: Joining a group

## Managing Group Members

As the group leader, you can manage your list of group members. On your group page, click the “View Members” button to access a list.



**Figure 10:** Navigating to the group members page

On the Group Members page, you can remove members, add notes, and send messages to members:

- **Remove member** – Click the red “X” icon next to the group member’s name to remove them from the group. You will no longer have access to this group member’s SuperTracker data moving forward. When deleting a group member, you have the option to keep data they shared with you prior to their removal if desired.
- **Add member notes** – You can add notes for individual group members that only you as the group leader can see. To add or edit a note, click the pencil icon in the “Notes” column.
- **Send messages** – Select the checkbox to the left of one or more group members’ names, and click the “Send” button at the bottom of the members list to send a message. See the Sending Messages section below for additional information about sending messages to group members.

You are here: Home > Group Members

## Group Members

SuperTracker Superstars

Note: To change the sort order, please click on a column heading. You can reverse the sort order by clicking on the column heading again.

[Return To Group](#)

### Active Members

<input type="checkbox"/>	Remove	Profile Name	Join Date	Last Login	Notes
<input type="checkbox"/>		Antonio	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Jason	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Kevin	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Lynn	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Marielle	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Shannon	11/19/2015	11/19/2015	
<input type="checkbox"/>	X	Steve	11/19/2015	11/19/2015	

[Send](#) Select members to send a message.

### Inactive Members

Figure 11: Viewing and managing group members

## Running Reports

Group leaders can run three detailed roll-up reports of members' shared food and physical activity data. To run a report, click on the "Run Reports" button on your group page.

**Please Note:** It may take up to 30 minutes for recent report data to update.

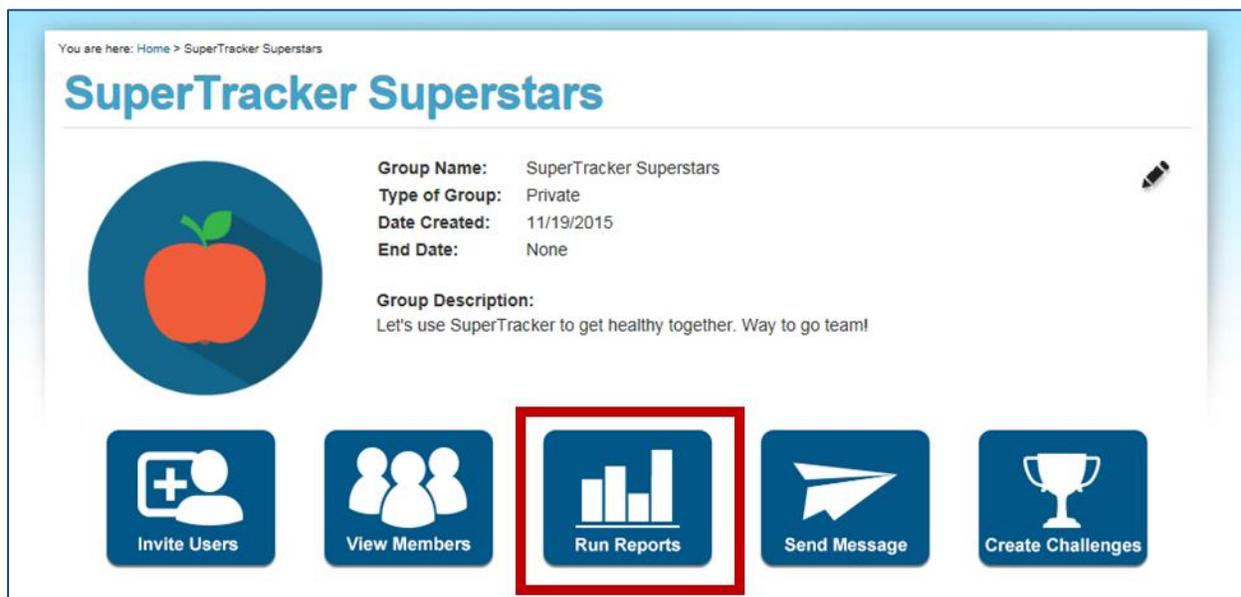


Figure 12: Run Reports button on the Group Details page

On the Group Reports page, there are three report options: Food Groups, Calories & Nutrients; Meal Summary; and Physical Activity.

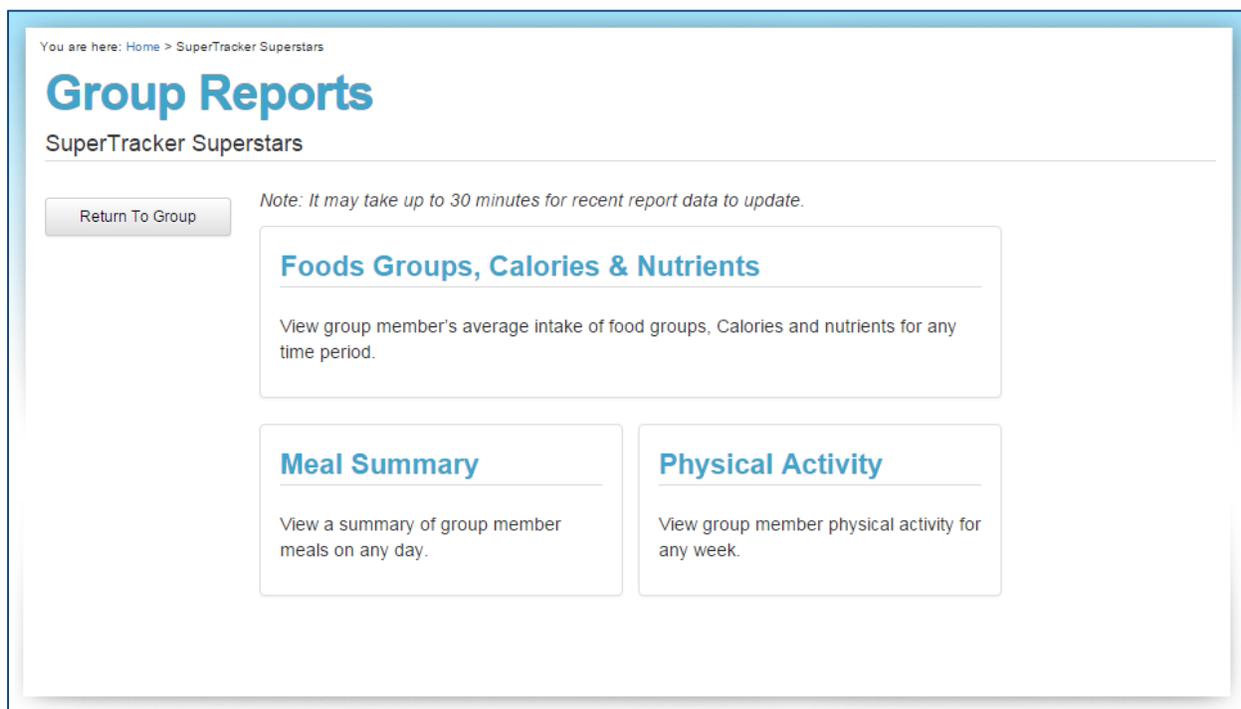


Figure 13: Group Reports page

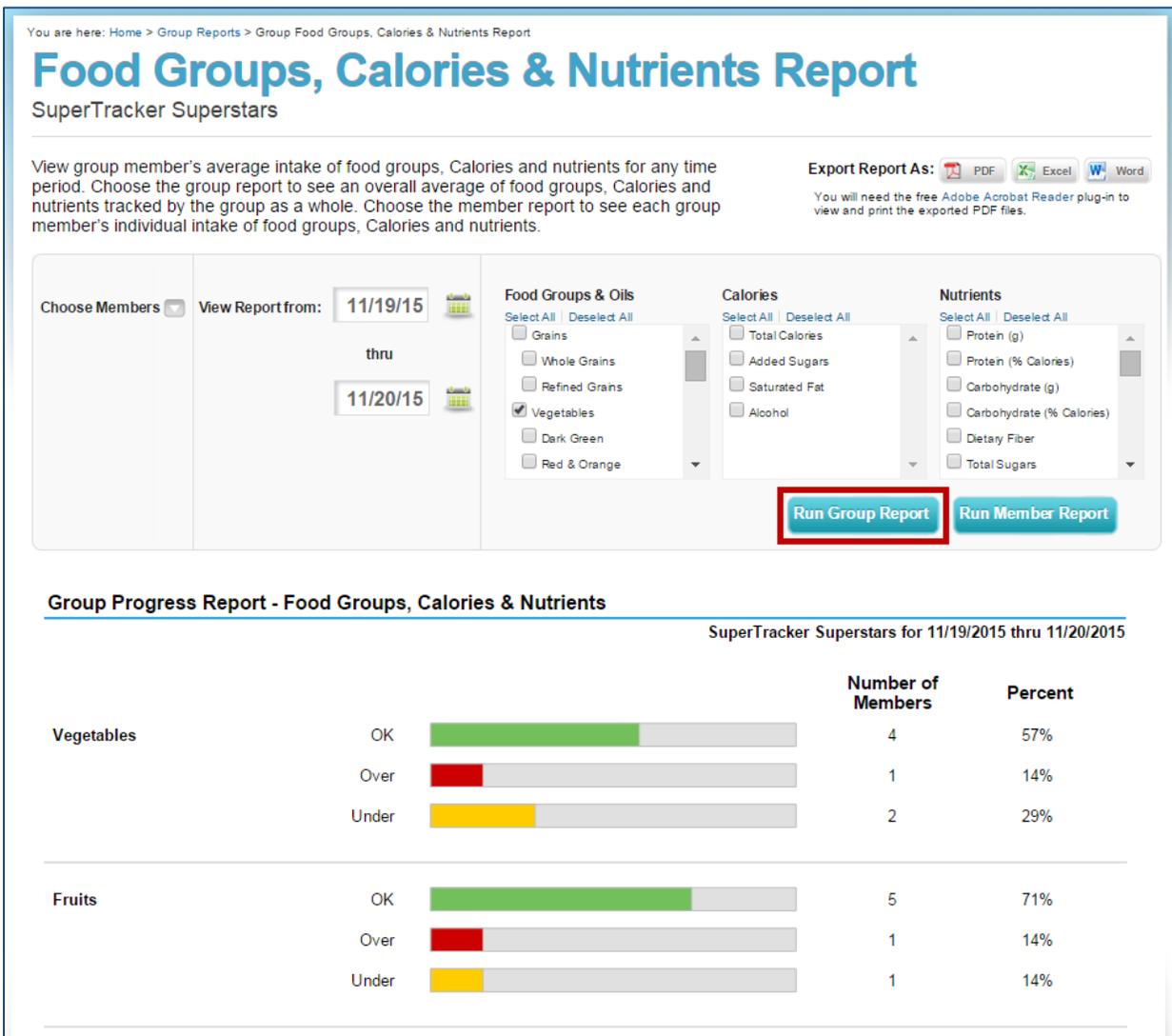
## Foods Groups, Calories & Nutrients Report

This report lets you view group member's average intake of food groups, calories and nutrients for any time period. On the Food Groups, Calories & Nutrients Report page, you can:

1. **Choose Members:** Click the dropdown arrow to expand the list of group members. Check the member(s) you want to include in the report or check "All Members."
2. **View Report from:** Enter the starting date for the report period in the first field and the ending date in the second field. Use the calendar to find and select the dates you want or enter them directly in the field. You can create a Food Groups, Calories & Nutrients report for any length of time you wish.  
*Please Note: You will only be able to see member data starting on the date they joined the group.*
3. **Choose Food Groups, Calories & Nutrients:** Select the items you would like to include in the report. Select as few or as many as you would like.
4. **Run Group Report:** For an overall average of food groups, calories, and nutrients tracked by the group as a whole, run the Group Report.
5. **Run Member Report:** Run the Member Report to see each group member's individual intake of food groups, calories, and nutrients.



Figure 14: Running a Food Groups, Calories & Nutrients Report



**Figure 15:** Food Groups, Calories & Nutrients Group Report

You are here: Home > Group Reports > Group Food Groups, Calories & Nutrients Report

## Food Groups, Calories & Nutrients Report

SuperTracker Superstars

View group member's average intake of food groups, Calories and nutrients for any time period. Choose the group report to see an overall average of food groups, Calories and nutrients tracked by the group as a whole. Choose the member report to see each group member's individual intake of food groups, Calories and nutrients.

Export Report As: PDF Excel Word

You will need the free Adobe Acrobat Reader plug-in to view and print the exported PDF files.

Choose Members  View Report from:  thru

**Food Groups & Oils**

Select All | Deselect All

- Grains
- Whole Grains
- Refined Grains
- Vegetables
  - Dark Green
  - Red & Orange

**Calories**

Select All | Deselect All

- Total Calories
- Added Sugars
- Saturated Fat
- Alcohol

**Nutrients**

Select All | Deselect All

- Protein (g)
- Protein (% Calories)
- Carbohydrate (g)
- Carbohydrate (% Calories)
- Dietary Fiber
- Total Sugars

### Group Member Report - Food Groups, Calories & Nutrients

SuperTracker Superstars for 11/19/2015 thru 11/20/2015

Group Member	Food Groups, Calories & Nutrients	Eaten	Target or Limit	Status
Antonio	Vegetables (cups)	3¼	3½	OK
	Fruits (cups)	2	2	OK
Jason	Vegetables (cups)	4	3½	Over
	Fruits (cups)	2¼	2½	OK
Kevin	Vegetables (cups)	2½	3½	Under
	Fruits (cups)	2¼	2	OK
Lynn	Vegetables (cups)	3¼	3	OK
	Fruits (cups)	1	2	Under
Marielle	Vegetables (cups)	2½	2½	OK
	Fruits (cups)	1½	1½	OK
Shannon	Vegetables (cups)	1¼	2½	Under
	Fruits (cups)	2½	2	Over
Steve	Vegetables (cups)	4¼	4	OK
	Fruits (cups)	2¼	2½	OK

\*\*\*Nutrients that appear twice (protein, carbohydrate, linoleic acid, and α-linolenic acid) have two separate recommendations:

1) Amount eaten (in grams) compared to your minimum recommended intake.  
2) Percent of Calories eaten from that nutrient compared to the recommended range.  
You may see different messages in the status column for these 2 different recommendations.

**Note:** If you ate Beans & Peas and chose "Count as Protein Foods instead," they will be included in the Nuts, Seeds & Soy subgroup.

**Figure 16:** Food Groups, Calories & Nutrients Member Report

You can export a report using the export options in the top right corner of the page. You can view and/or export your report as a PDF, Excel, or Word file.

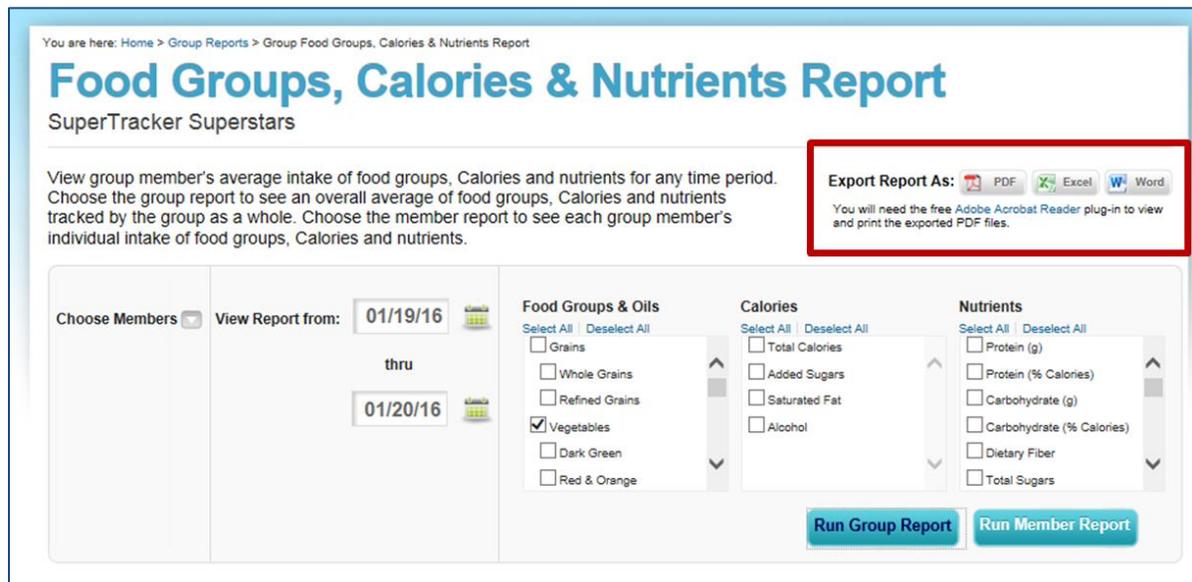


Figure 17: Exporting a report

## Meal Summary Report

Select the Meal Summary report to view a summary of group member meals on any day. On the Meal Summary Report page, you can:

1. **Choose Members:** Click the dropdown arrow to expand the list of group members. Check the member(s) you want to include in the report or check “All Members.”
2. **View Report from:** Use the calendar to find and select the date you want or enter it directly in the field. You can create a Meal Summary report for any day you wish.  
*Please Note: you will only be able to see member data starting on the date they joined the group.*
3. **Choose Meals:** Select the items you would like to include in the report.
4. **Run Group Report:** To see a summary of meals tracked by the group as a whole, select the Group Report.
5. **Run Member Report:** Choose the Member Report to see meals (and specific foods and beverages) tracked by each group member individually.

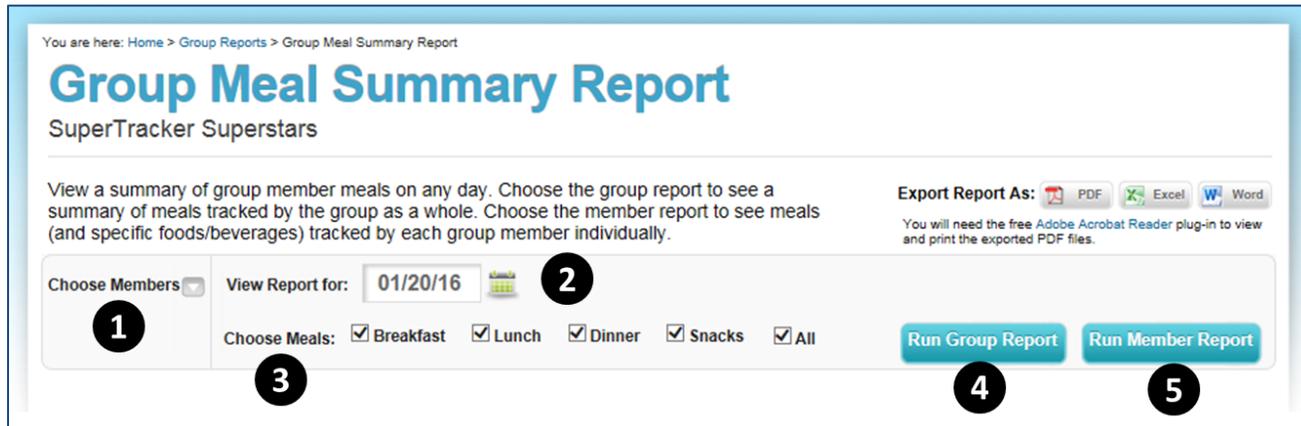


Figure 18: Meal Summary Report page

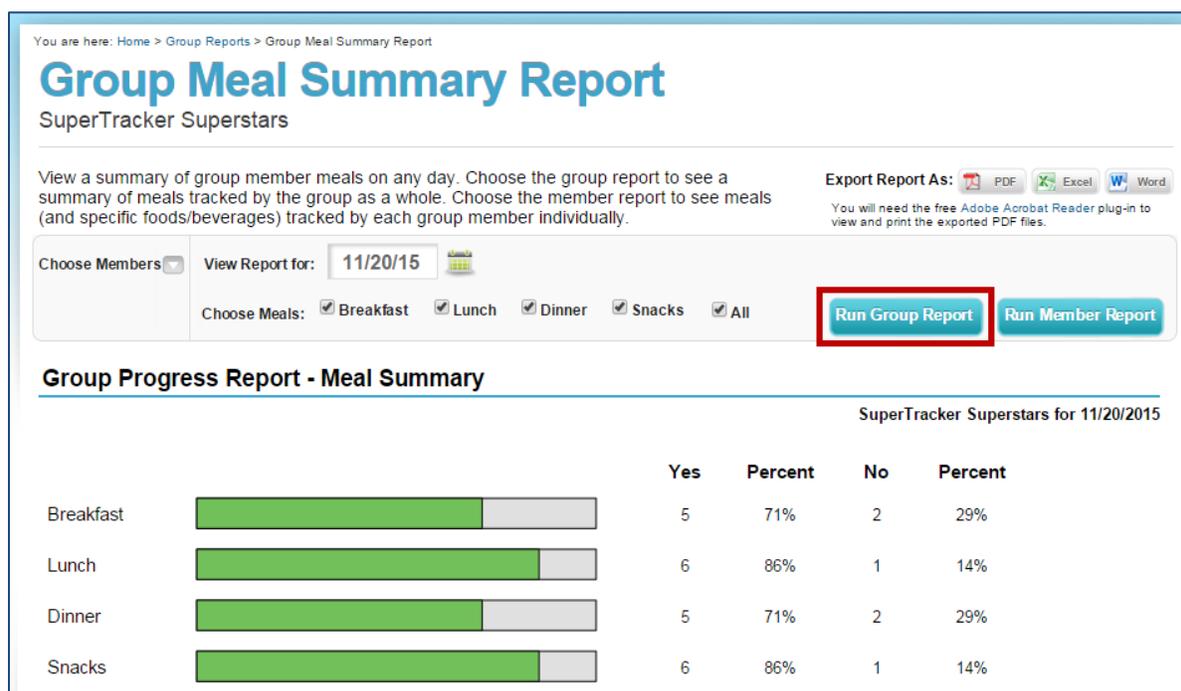


Figure 19: Meal Summary Group Report

The **Member Report** provides more detailed information about each member’s meal intake. Click on the **plus sign (+)** next to a group member’s name to specific foods and beverages they ate.

You are here: Home > Group Reports > Group Meal Summary Report

## Group Meal Summary Report

SuperTracker Superstars

View a summary of group member meals on any day. Choose the group report to see a summary of meals tracked by the group as a whole. Choose the member report to see meals (and specific foods/beverages) tracked by each group member individually.

Export Report As: PDF Excel Word

You will need the free Adobe Acrobat Reader plug-in to view and print the exported PDF files.

Choose Members  View Report for:

Choose Meals:  Breakfast  Lunch  Dinner  Snacks  All

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### Group Member Report - Meal Summary

SuperTracker Superstars for 11/20/2015

\*To view all foods and beverages tracked, select the plus sign next to a group member's name.

Group Member	Breakfast	Lunch	Dinner	Snacks
<input type="checkbox"/> Antonio	✓	✓	✓	✓
<input type="checkbox"/> Jason	✓	✓	✗	✓
<input type="checkbox"/> Kevin	✓	✓	✗	✓
	1 medium (7" to 7-7/8" long) Banana, raw	1 cup Asparagus, cooked (no salt or fat added)	EMPTY	1 medium (2-3/4" across) Apple, raw
	1 cup Cheerios Cereal	1 medium breast Chicken, breast, boneless, skinless, grilled		4 small stalk (5" long) Celery, raw
	1 cup Skim milk	½ medium (2-1/4" to 3" across) Potatoes, baked (no salt added), peel eaten		1 container (8 oz) Yogurt, plain, fat free
		1 cup (8 fl oz) Water, tap		
<input type="checkbox"/> Lynn	✗	✓	✓	✗
<input type="checkbox"/> Marielle	✓	✗	✓	✓
<input type="checkbox"/> Shannon	✓	✓	✓	✓
<input type="checkbox"/> Steve	✗	✓	✓	✓

**Figure 20:** Meal Summary Member Report

On the top right corner of the page, you can find buttons to view and/or export your report as a PDF, Excel, or Word file.

## Physical Activity Report

Select the Physical Activity report to view a summary of group member physical activity for any week. On the Physical Activity Report page, you can:

1. **Choose Members:** Click the dropdown arrow to expand the list of group members. Check the member(s) you want to include in the report or check "All Members."
2. **View Report for the week of:** Use the calendar to find and select the date you want or enter it directly in the field. You can create a Physical Activity Report for any week you wish.  
**Please Note:** you will only be able to see member data starting on the date they joined the group.
3. **Run Group Report:** To see a summary of physical activities tracked by the group as a whole, select the Group Report.

4. **Run Member Report:** Choose the Member Report to see physical activities tracked by each group member individually.

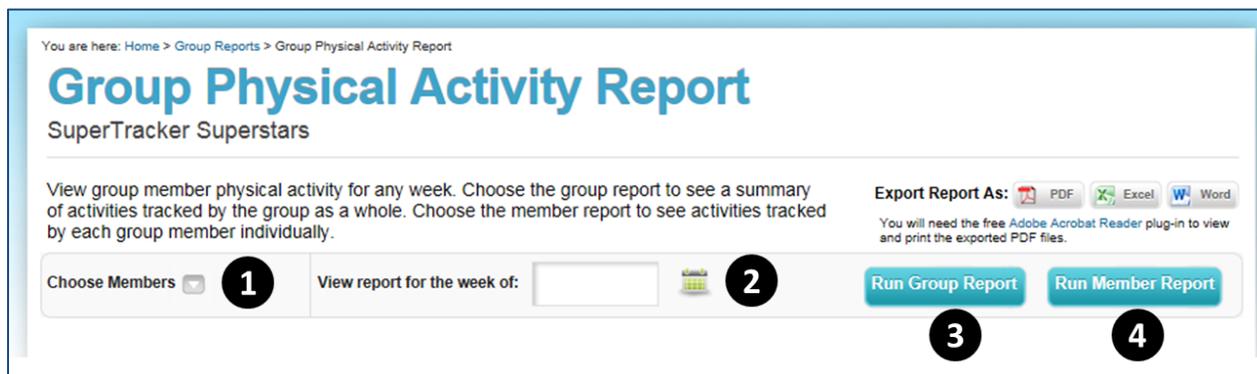


Figure 21: Running a Physical Activity Report



Figure 22: Physical Activity Group Report

The **Member Report** provides more detailed information about each member’s physical activity. Click on the **plus sign (+)** next to a group member’s name to view details of their physical activity.

You are here: Home > Group Reports > Group Physical Activity Report

## Group Physical Activity Report

SuperTracker Superstars

View group member physical activity for any week. Choose the group report to see a summary of activities tracked by the group as a whole. Choose the member report to see activities tracked by each group member individually.

Export Report As: PDF Excel Word

You will need the free Adobe Acrobat Reader plug-in to view and print the exported PDF files.

Choose Members  View report for the week of:

### Group Member Report - Physical Activity

SuperTracker Superstars for the week of 11/15/2015

To view all physical activities tracked, select the plus sign next to a group member's name.

**Members Age 18+:** Physical activity is tracked on a weekly basis for adults per the [Physical Activity Guidelines for Americans](#)

Group Member	Physical Activity (MIE Minutes*)	Target (MIE Minutes* Per Week)	Status
<input type="checkbox"/> Antonio	90	150	✘
<input type="checkbox"/> Jason	255	150	✔
<input type="checkbox"/> Kevin	135	150	✘
<input type="checkbox"/> Lynn	180	150	✔
	Sunday		
	Monday		
	Tuesday	30 minutes Running, 5 mph (12 min/mile)	
	Wednesday		
	Thursday	30 minutes Running, 5 mph (12 min/mile)	
	Friday		
	Saturday	30 minutes Running, 5 mph (12 min/mile)	
<input type="checkbox"/> Marielle	315	150	✔
<input type="checkbox"/> Shannon	300	150	✔
<input type="checkbox"/> Steve	90	150	✘

\* Moderate Intensity Equivalent (MIE) Minutes: Every minute of vigorous activity counts as two minutes of moderate activity. For example, 30 minutes of vigorous activity is equivalent to 60 MIE minutes.

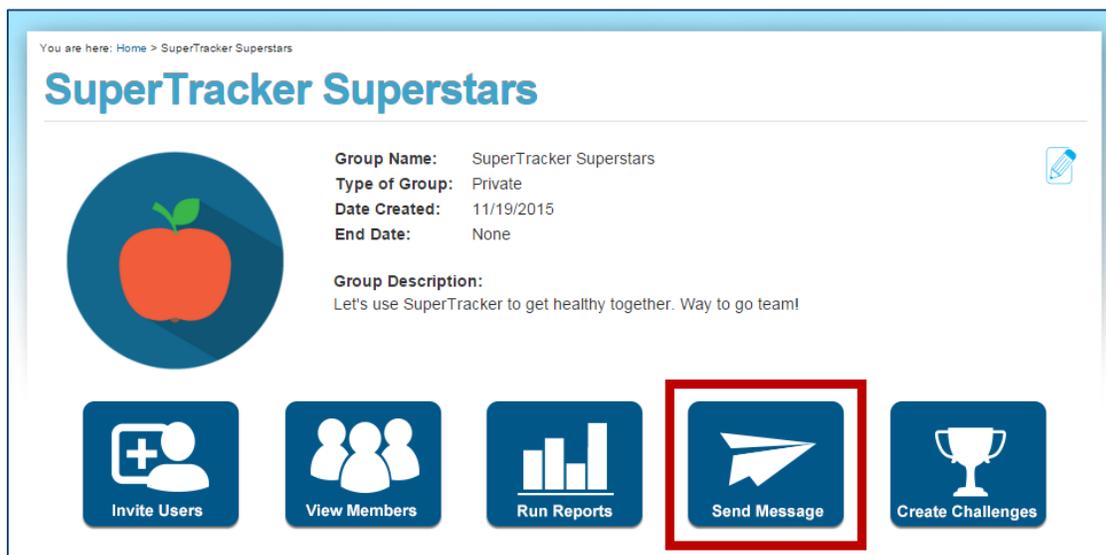
Light intensity activity and activity less than 10 minutes in duration do not count toward MIE minutes. Although, any activity is always better than none!

**Figure 23:** Physical Activity Member Report

On the top right corner of the page, you can view and/or export your report as a PDF, Excel, or Word file.

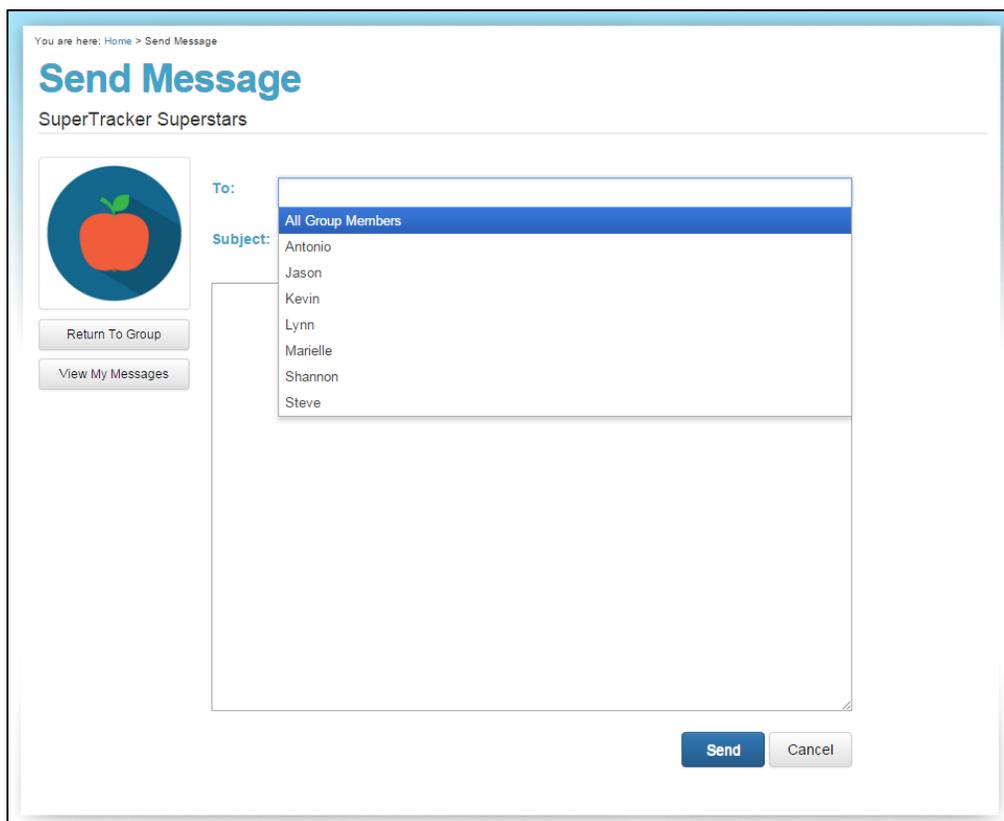
## Sending Messages

The group leader can send messages to one, some, or all group members. Group members are not, however, able to send messages to the group leader or one another. On your group page, click the “Send Message” button to send a message to one or more group members.



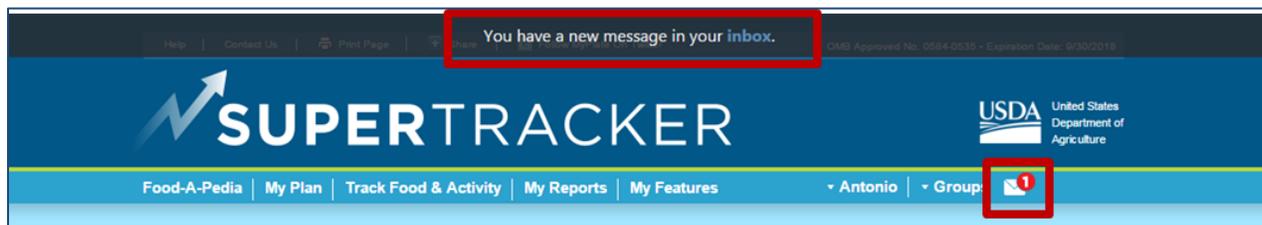
**Figure 24:** Navigating to the Send Message page

On the Send Message page, click or tab into the “To” field to select group members. Select as many names as you wish or choose “All Group Members” to send to everyone. You can send your message after you type in your message subject and message text.

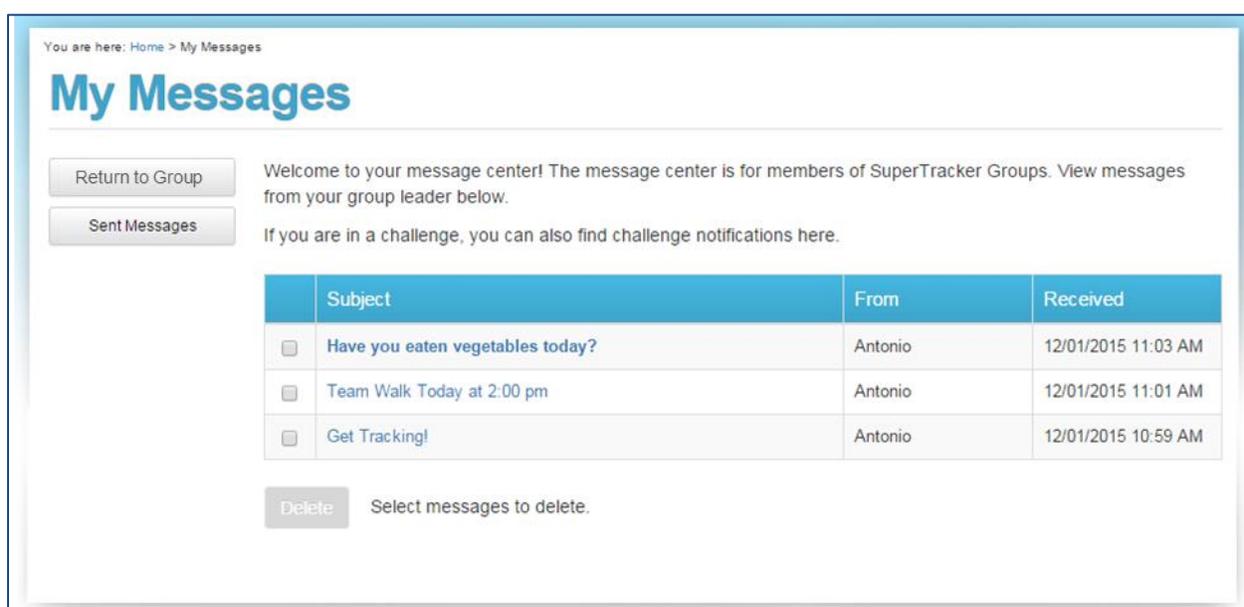


**Figure 25:** Sending a message to group members

Group members can view their messages on the “My Messages” page. This page can be accessed using the envelope icon in the upper right of all SuperTracker pages. Also, when a new message is received, a banner appears at the top the page with a link to the “My Messages” page.

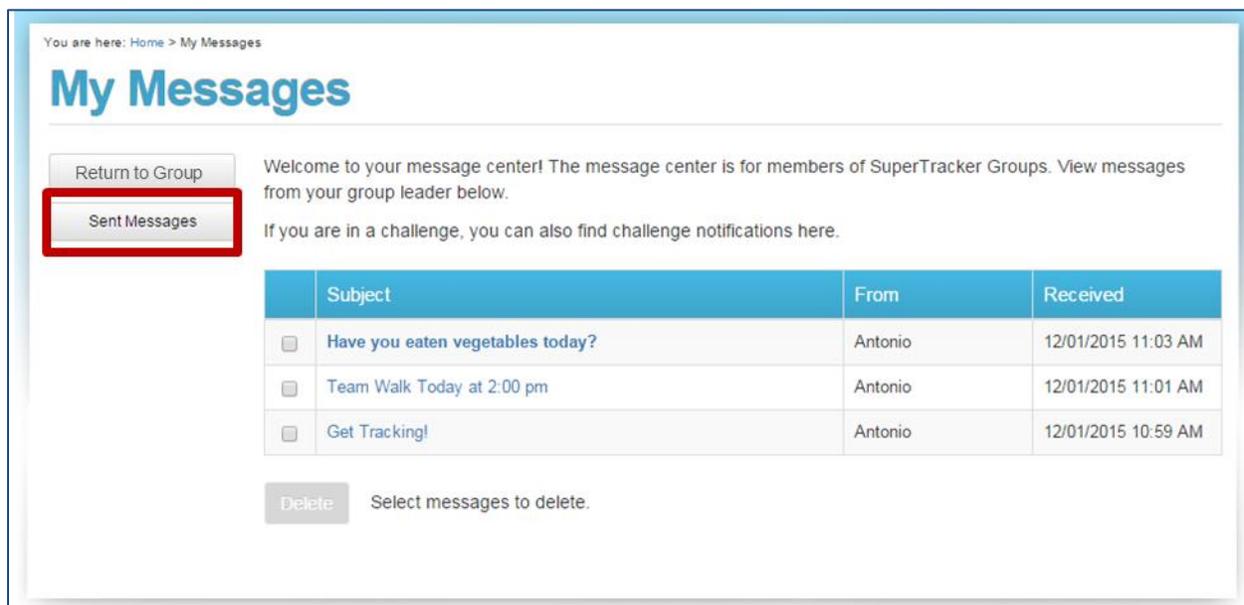


**Figure 26:** Accessing your messages in your message center



**Figure 27:** Viewing your messages

As the group leader, you can also view messages that you’ve sent. On the “My Messages” page, click the “Sent Messages” button on the left side of the page. This will take you to a page listing all messages you’ve sent including the recipients and date/time sent.



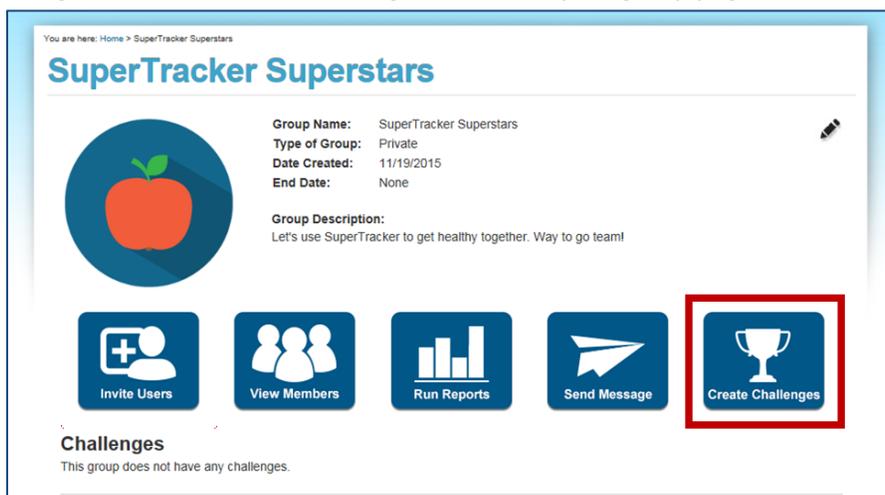
**Figure 28:** Accessing sent messages

## About Challenges

Create a challenge for your group to encourage healthy eating and physical activity through friendly competition and gamification. Choose from the ready-made MyPlate Challenges or create your own custom challenge. Challenge participants use a challenge Quick Tracker to record their food and physical activities. Group members can also compare their progress on a challenge leaderboard as they compete to earn points.

## Creating a Challenge

To create a challenge, click the “Create Challenge” button on your group page.



**Figure 29:** Create Challenge button on your group page

On the Create Challenge page, you can create a challenge in a few easy steps:

1. **Select a challenge:** Choose a ready-made challenge or design your own custom challenge.
  - **MyPlate Challenge** — a ready-made, five-week challenge that encourages group members to eat foods from all five food groups and be physically active. Each week a new food group is introduced. Participants use the challenge Quick Tracker to log foods they eat and activities they do.
  - **MyPlate Plus Challenge** — a ready-made challenge with everything in the MyPlate Challenge plus 3 extra days focused on added sugars, saturated fat, and sodium. On the last 3 days of the challenge, group members use SuperTracker’s Food Tracker to log all their foods and beverages and earn points by staying under the limits for added sugars, saturated fat, and sodium.
  - **Custom Challenge** — a custom challenge where group leaders select challenge components and the challenge duration.
  - **Other Challenges** – watch for occasional limited challenges, such as the MyPlate, MyWins Challenge, available in March 2016 during National Nutrition Month.
2. **Select challenge components (if applicable):** If you select a ready-made challenge, the challenge components are fixed so you are not able to remove or edit them. However, if you are creating a custom challenge, you will be able to select any of the single challenge components, or any combination of the challenge components, for your group members to participate in. You can choose any of the five food groups and/or physical activity.
3. **Provide a challenge name:** A suggested name for your challenge is provided, but feel free to edit as you see fit.
4. **Enter the challenge description:** A suggested description for your challenge is provided, but feel free to edit as you see fit.
5. **Select the start and end date:** Use the calendar to pick the start date for the challenge. If you selected a ready-made challenge, the end date will be automatically populated, and you cannot change it. If you are creating a custom challenge, you can enter any end date you like.

You are here: Home > SuperTracker Superstars > Create Challenge

## Create Challenge

**1 Challenges**

**MyPlate Challenge**

This 5-week challenge encourages group members to eat foods from all 5 food groups and be physically active. Each week a new food group is introduced. Participants use the Quick Tracker to log foods they eat and activities they do.

[Click to View Weekly Schedule](#)

**MyPlate *Plus* Challenge**

**Custom Challenge**

**2 Challenge Components**

<b>Activity</b>	<b>Physical Activity Challenge</b> Participants earn points by adding 2 physical activities per day using the Quick Tracker.	<b>Vegetables</b>	<b>Vegetable Challenge</b> Participants earn points by adding 2 vegetables per day using the Quick Tracker.
<b>Fruits</b>	<b>Fruit Challenge</b> Participants earn points by adding 2 fruits per day using the Quick Tracker.	<b>Grains</b>	<b>Grains Challenge</b> Participants earn points by adding 2 whole grains per day using the Quick Tracker.
<b>Protein</b>	<b>Protein Challenge</b> Participants earn points by adding 2 protein foods per day using the Quick Tracker.	<b>Dairy</b>	<b>Dairy Challenge</b> Participants earn points by adding 2 dairy foods per day using the Quick Tracker.

**3** Challenge Name  **5**

Start Date

**4** Description  End Date

Figure 30: Creating a challenge

### About the MyPlate Challenge

The MyPlate Challenge is a 5-week challenge in which participants use the Quick Tracker to log the foods they eat and physical activities they do each day. Each week, a new food group is introduced. Participants can earn extra points if they log their foods in Quick Tracker the same day they eat them and activities the same day they do them. Tip messages and progress messages related to each challenge component popup onscreen throughout the challenge.

MyPlate Challenge Components		
Component	Duration	Description
Physical Activity Challenge	Weeks 1-5	Participants earn points by adding two physical activities per day using the Quick Tracker.
Vegetable Challenge	Weeks 1-5	Participants earn points by adding two vegetables per day using the Quick Tracker.
Fruit Challenge	Weeks 2-5	Participants earn points by adding two fruits per day using the Quick Tracker.
Grains Challenge	Weeks 3-5	Participants earn points by adding two grains per day using the Quick Tracker.
Protein Challenge	Weeks 4-5	Participants earn points by adding two protein foods per day using the Quick Tracker.
Dairy Challenge	Week 5	Participants earn points by adding two dairy foods per day using the Quick Tracker.

Table 1: MyPlate Challenge Components

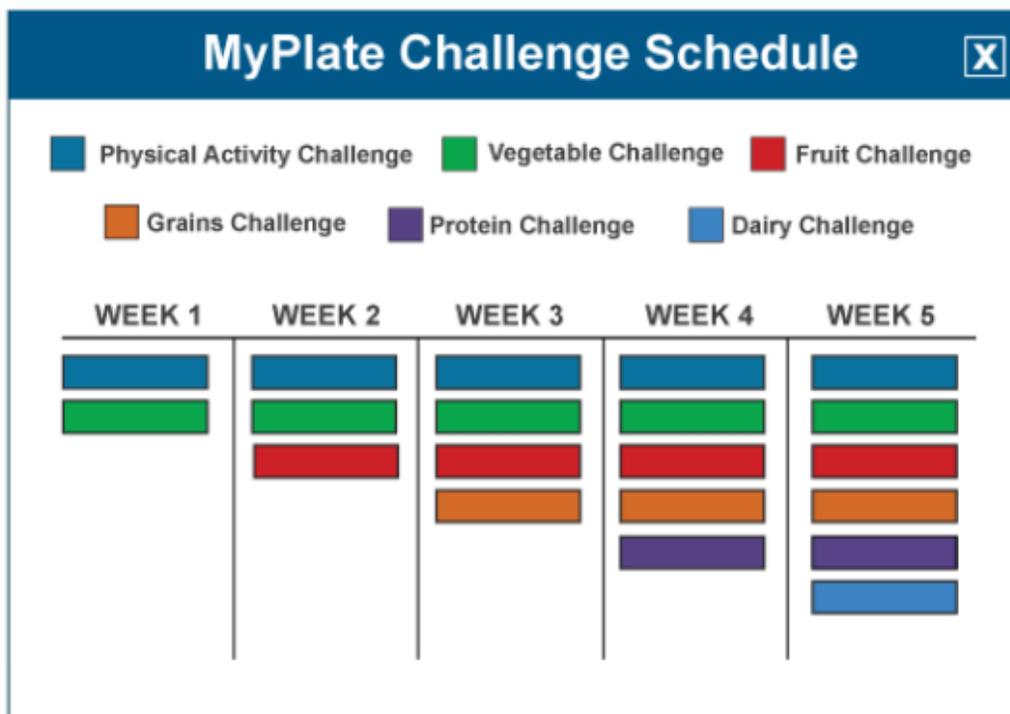


Figure 31: MyPlate Challenge Schedule

### MyPlate Challenge Points

Participants in the MyPlate Challenge earn points as detailed in the table below. Participants will also be presented with opportunities to earn bonus points, for example, by answering quiz questions correctly.

MyPlate Challenge Points			
Challenge Component	Activity	Points Earned	Maximum Times Can Be Earned
Physical Activity Challenge (Weeks 1-5)	Adding an activity	10 pts	Twice per day
	Adding 2 activities on the same day you do them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 activities a day, every day of the challenge	50 pts	Once per challenge
Vegetable Challenge (Weeks 1-5)	Adding a vegetable	10 pts	Twice per day
	Adding 2 vegetables on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 vegetables a day, every day of the challenge	50 pts	Once per challenge
Fruit Challenge (Weeks 2-5)	Adding a fruit	10 pts	Twice per day
	Adding 2 fruits on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Grains Challenge (Weeks 3-5)	Adding a whole grain	10 pts	Twice per day
	Adding 2 whole grains on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Protein Challenge (Weeks 4-5)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge
Dairy Challenge (Week 5)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge

**Table 2:** MyPlate Challenge Points

### About the MyPlate Plus Challenge

The MyPlate Plus Challenge has everything in the MyPlate Challenge described previously, plus three extra days focused on added sugars, saturated fat, and sodium. On the last three days, group members complete the Know Your Limits Challenge component by using SuperTracker’s Food Tracker to log all their foods and beverages. Participants earn points by staying under the limits for added sugars, saturated fat, and sodium. Tip messages and progress messages related to each challenge component popup onscreen throughout the challenge.

**Please Note:** Points for the Know Your Limits Challenge are awarded at the end of the three day period.

MyPlate Plus Challenge Components		
Component	Duration	Description
Physical Activity Challenge	Weeks 1-5	Participants earn points by adding two physical activities per day using the Quick Tracker.
Vegetable Challenge	Weeks 1-5	Participants earn points by adding two vegetables per day using the Quick Tracker.
Fruit Challenge	Weeks 2-5	Participants earn points by adding two fruits per day using the Quick Tracker.
Grains Challenge	Weeks 3-5	Participants earn points by adding two grains per day using the Quick Tracker.
Protein Challenge	Weeks 4-5	Participants earn points by adding two protein foods per day using the Quick Tracker.
Dairy Challenge	Week 5	Participants earn points by adding two dairy foods per day using the Quick Tracker.
Know Your Limits Challenge	Days 36-38	Participants log foods/beverages in Food Tracker & try to stay under limit in added sugars, saturated fat & sodium.

Table 3: MyPlate Plus Challenge Components

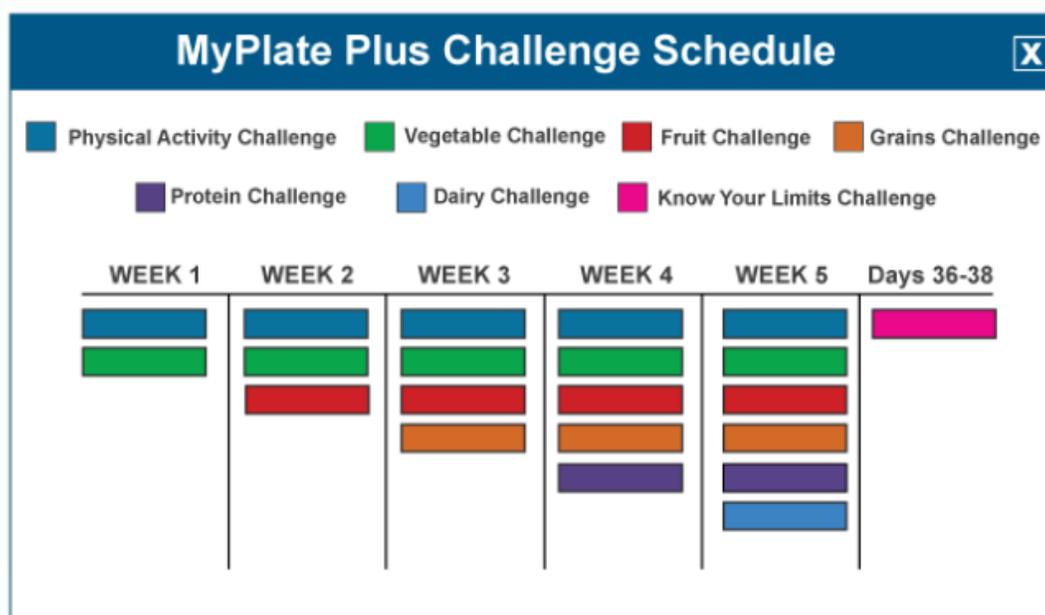


Figure 32: MyPlate Plus Challenge Schedule

### MyPlate Plus Challenge Points

Participants in the MyPlate Plus Challenge earn points as detailed in the table below. Participants will also be presented with opportunities to earn bonus points, for example, by answering quiz questions correctly.

MyPlate Plus Challenge Points			
Challenge Component	Activity	Points Earned	Maximum Times Can Be Earned
Physical Activity Challenge (Weeks 1-5)	Adding an activity	10 pts	Twice per day
	Adding 2 activities on the same day you do them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 activities a day, every day of the challenge	50 pts	Once per challenge
Vegetable Challenge (Weeks 1-5)	Adding a vegetable	10 pts	Twice per day
	Adding 2 vegetables on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 vegetables a day, every day of the challenge	50 pts	Once per challenge
Fruit Challenge (Weeks 2-5)	Adding a fruit	10 pts	Twice per day
	Adding 2 fruits on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Grains Challenge (Weeks 3-5)	Adding a whole grain	10 pts	Twice per day
	Adding 2 whole grains on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Protein Challenge (Weeks 4-5)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge
Dairy Challenge (Week 5)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge
Know Your Limits Challenge (Days 36-38)	Adding all foods and beverages in Food Tracker and staying under the daily limit for added sugars	30 pts	Once per day
	Adding all foods and beverages in Food Tracker and staying under the daily limit for saturated fat	30 pts	Once per day
	Adding all foods and beverages in Food Tracker and staying under the daily limit for sodium	30 pts	Once per day

**Table 4:** MyPlate Plus Challenge Points

## About Custom Challenges

In addition to ready-made challenges, group leaders can create a custom challenges in which they set their challenge duration. Custom challenges can include one or more challenge component (choosing from the five food groups and physical activity). Participants use the Quick Tracker to log the foods they eat and physical activities they do each day and can earn extra points if they log their foods in Quick Tracker the same day they eat them and activities the same day they do them. Unlike ready-made challenges, tip messages and progress messages do not appear during custom challenges.

### Custom Challenge Points

Participants in custom challenges earn points as detailed in the table below. Participants will also be presented with opportunities to earn bonus points, for example, by answering quiz questions correctly.

Custom Challenge Points			
Challenge Component	Activity	Points Earned	Maximum Times Can Be Earned
Physical Activity Challenge (if included)	Adding an activity	10 pts	Twice per day
	Adding 2 activities on the same day you do them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 activities a day, every day of the challenge	50 pts	Once per challenge
Vegetable Challenge (if included)	Adding a vegetable	10 pts	Twice per day
	Adding 2 vegetables on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 vegetables a day, every day of the challenge	50 pts	Once per challenge
Fruit Challenge (if included)	Adding a fruit	10 pts	Twice per day
	Adding 2 fruits on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Grains Challenge (if included)	Adding a whole grain	10 pts	Twice per day
	Adding 2 whole grains on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 fruits a day, every day of the challenge	50 pts	Once per challenge
Protein Challenge (if included)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge
Dairy Challenge (if included)	Adding a protein food	10 pts	Twice per day
	Adding 2 protein foods on the same day you eat them	10 pts	Once per day
	Earning half of all points available in the challenge	30 pts	Once per challenge
	Adding 2 protein foods a day, every day of the challenge	50 pts	Once per challenge

**Table 5:** Custom Challenge Components

## Editing or Deleting a Challenge

If you would like to edit or delete your challenge after you've already created it, go to your group page and click on the pencil icon near the challenge name.

**Please Note:** only the challenge name and description can be updated.



**Figure 33:** Pencil icon (to edit challenge information) on your group page

After clicking the pencil icon, a pop-up appears where you can edit your challenge name and description and/or delete your challenge.

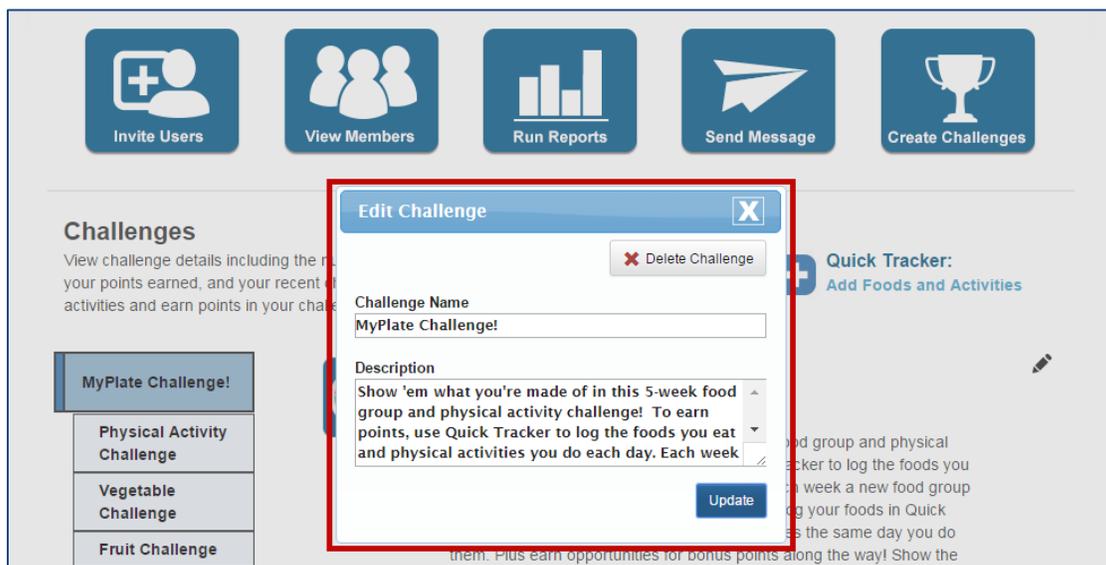


Figure 34: Edit challenge information pop-up

## Participating in a Challenge

Participants are notified of a new challenge in their group in two ways:

- **On-screen message:** Participants receive an alert at the top of the screen the first time they log in after the challenge is created.

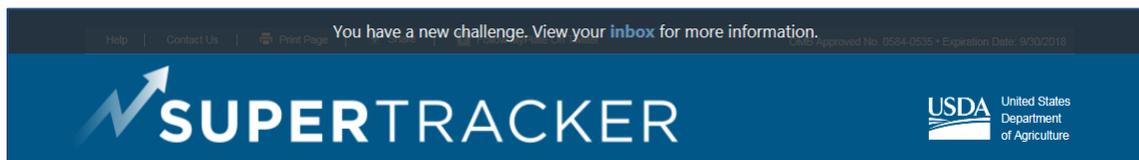
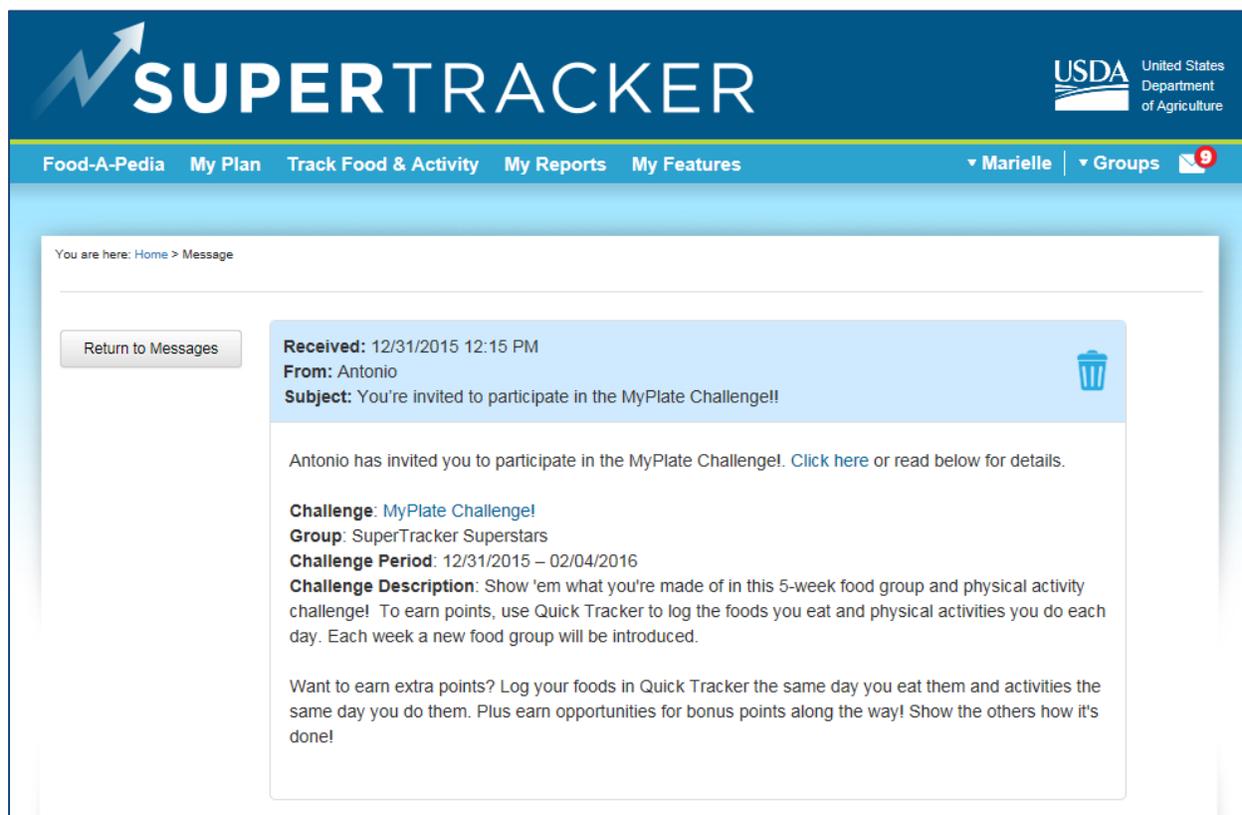


Figure 35: On-screen challenge alert message

- **Message Center notification:** Participants receive a new message in their Message Center with details about the challenge.



**Figure 36:** New challenge notification in message center

The link in the message will take participants to their group page, where they can read more about the challenge and use the Quick Tracker to participate.

## Challenge Details

Participants can view challenge details, log foods via a challenge Quick Tracker, and check their standing in the challenge leaderboard on their group page. Access the group page using the “Groups” menu in the upper right of the SuperTracker home page, or any other page. Hover over “My Groups” and select the group name from the menu that appears to the right.



**Figure 37:** Navigating to your group page

The following challenge information is provided on the group page:

1. Challenge name
2. Time remaining and challenge duration
3. Challenge description/instructions
4. Link to Quick Tracker where participants can add foods and activities to earn points



**Challenges**  
View challenge details including the number of days left, challenge standings, a record of your points earned, and your recent challenge activity. Use Quick Tracker to add foods and activities and earn points in your challenge.

**Quick Tracker:**  
Add Foods and Activities

<b>MyPlate Challenge!</b>
Physical Activity Challenge
Vegetable Challenge
Fruit Challenge
Grains Challenge
Protein Challenge
Dairy Challenge

**MyPlate Challenge!**  
Ends in 12 days  
1/11/2016 - 2/15/2016

Show 'em what you're made of in this 5-week food group and physical activity challenge! To earn points, use Quick Tracker to log the foods you eat and physical activities you do each day. Each week a new food group will be introduced. Want to earn extra points? Log your foods in Quick Tracker the same day you eat them and activities the same day you do them. Plus earn opportunities for bonus points along the way! Show the others how it's done!

Figure 38: Challenge Details

## Quick Tracker

Participants use the Quick Tracker to add foods and activities and earn points in their challenge. Participants use the buttons to display different categories and select each food they have eaten or activity completed that day.

**Please Note:** The Quick Tracker can only be used to track foods and activities for challenge purposes. The data entered using Quick Tracker does not appear in other areas of SuperTracker, such as the Food Tracker, Physical Activity Tracker, Reports, or other features. Similarly, information entered into Food Tracker and Physical Activity Tracker does not earn points in challenges (with the exception of the Know Your Limits Challenge, which is part of the MyPlate Plus Challenge).

**Quick Tracker** X

Welcome to the Challenge Input wizard, select the food you ate, and activities you did to complete your challenges.

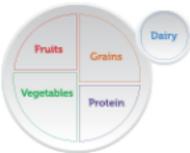
**STEP 1** - Click one of the buttons below to display the category list

**STEP 2** - Click each item that you have eaten/preformed

**STEP 3** - Select the date and submit your additions

**Fill your plate**

By entering two foods in each category you will be able to fill up your plate.



**Fruits**  


**Vegetables**  


**Grains**  


**Protein**  


**Dairy**  


**Activity**  


Apple	Cranberries	Mango	Pineapple
Apricots	Dates	Mixed fruit	Plum
Banana	Fig	Nectarine	Pomegranate
Blackberries	Grapefruit	Orange	Raisins
Blueberries	Grapes	Papaya	Raspberries
Cantaloupe	Guava	Peach	Strawberries
Cherries	Honeydew	Pear	Watermelon
Clementine	Kiwi fruit	Persimmon	Other - Fruits

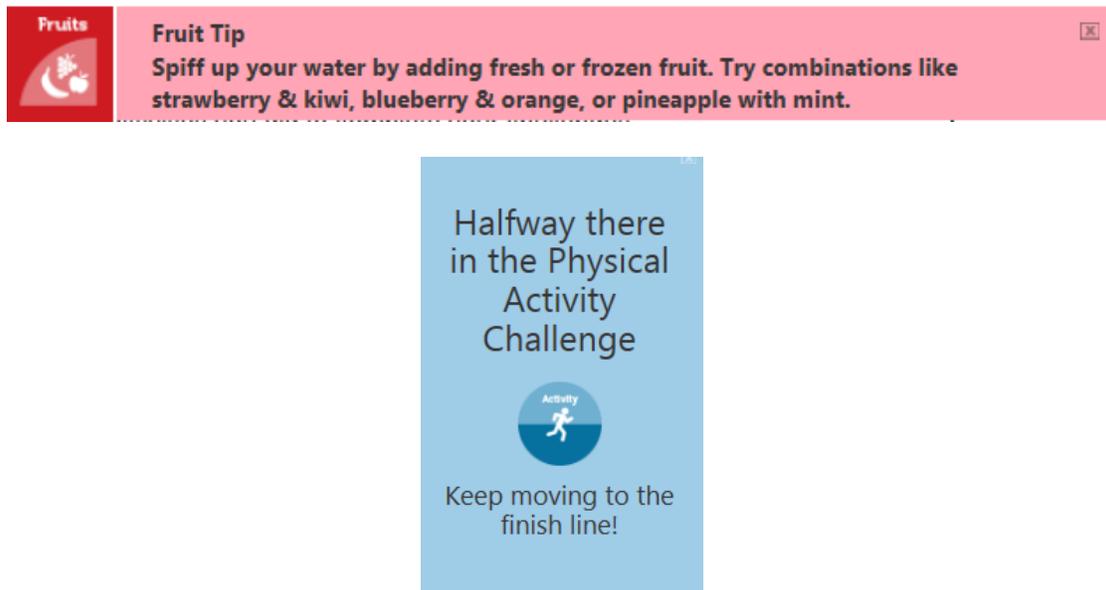
**Submit Food and Activity for:**

History

**Figure 39:** Challenge Quick Tracker

## Challenge Notifications

Participants in challenges receive tips and progress notifications throughout the challenge letting them know how they are doing. This feedback appears in messages that popup on the Quick Tracker screen. Below are some examples of challenge notification messages.



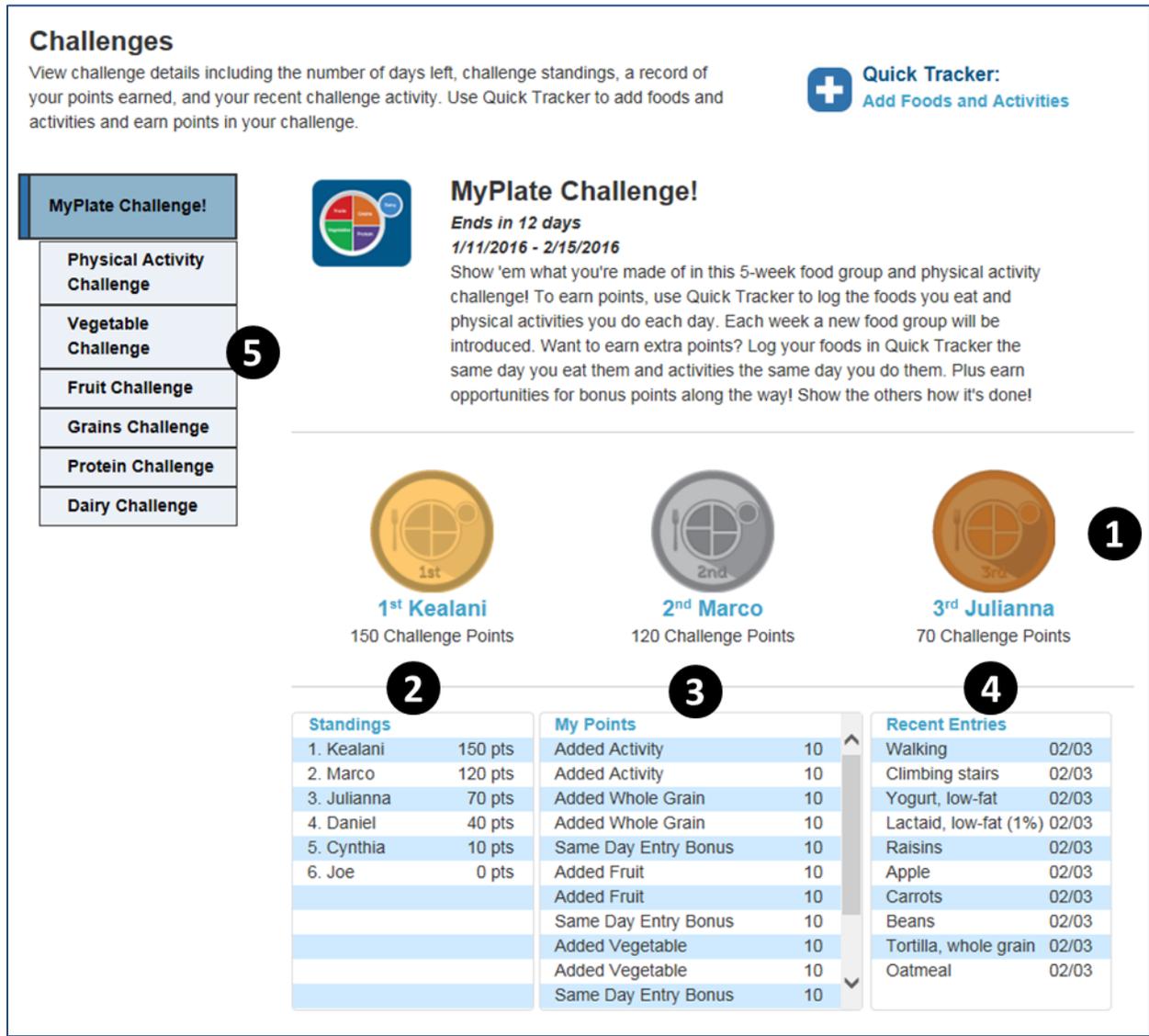
**Figure 40:** Sample progress notification participants receive throughout the challenge

## Challenge Leaderboard

On the group page, participants can compare progress via the challenge leaderboard. The leaderboard includes the following information:

1. The top 3 group members with the most points
2. Group member standings
3. My Points: A summary of how the participant earned their points
4. Recent Entries: A summary of the participant's recent food and physical activity entries in Quick Tracker
5. Links to a leaderboard for each challenge component

For additional information about how points are earned, please see the above sections – MyPlate Challenge Points, MyPlate Plus Challenge Points, and Custom Challenge Points.



**Figure 41:** Challenge leaderboard

### Ties

In the instance of a tie when two or more users have the same number of points, the participant who reached the point total first will be ranked first.

## Other Resources

- a. **Site Tour Videos** (<https://www.supertracker.usda.gov/sitetour.aspx>)  
Want to learn more about using SuperTracker? Several demo videos on using SuperTracker are available.
  
- b. **User Guide** (<https://www.supertracker.usda.gov/Documents/SuperTrackerUserGuide.pdf>)  
The SuperTracker User Guide provides step-by-step instructions for using SuperTracker and details on how it works.
  
- c. **SuperTracker Nutrition Lesson Plans for High School Students**  
(<http://www.choosemyplate.gov/sites/default/files/printablematerials/SuperTrackerHSLessonPlans1.pdf>)  
A series of lesson plans designed to help high school students learn how to build a healthy diet using SuperTracker. Each lesson plan includes learning objectives, detailed instructions, and accompanying resources and handouts.
  
- d. **Worksite Wellness Toolkit**  
(<http://www.choosemyplate.gov/sites/default/files/printablematerials/SuperTrackerWorksiteWellnessToolkit.pdf>)  
Comprehensive toolkit designed to help worksite wellness coordinators support employee health and wellness with SuperTracker. This resource includes an 8-week SuperTracker program with weekly wellness activities, motivational messages, health and wellness tips, training resources, and printable materials.
  
- e. **ChooseMyPlate.gov** (<http://choosemyplate.gov>)  
ChooseMyPlate.gov provides practical information to individuals, health professionals, nutrition educators, and the food industry to help consumers build healthier diets with resources and tools for dietary assessment, nutrition education, and other user-friendly nutrition information.
  
- f. **Team Nutrition** (<http://www.fns.usda.gov/tn/team-nutrition>)  
Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.