

# GROUP

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Step-by-step instructions for registering a group in the DoD “Leap into Fall” (LIF) Physical Fitness Challenge as the Group Leader:

- Access the President’s Challenge website  
[http://www.presidentschallenge.org/group\\_admin/register.aspx](http://www.presidentschallenge.org/group_admin/register.aspx)
- Choose/complete Group Name and password
- Complete form with Group Leader information: name, address, phone, e-mail, etc.
  - o City: Arlington, State: VA - if participating as part of DoD challenge
  - o Use actual city/state if NOT participating as part of DoD challenge
- Group type: Government
- Group sub-type: Federal
- Determine if group will be open to other employees (public) or open only to specific invitees (private)
- Choose activities to be measured
- Complete registration
- The President’s Challenge will send e-mail listing Group Name, ID Number, and Password as well as instructions for inviting specific individuals to join the group (if you want group to remain private)
  - o You can always change your group’s profile later by logging in to the Challenge and clicking on “Edit Group Profile” tab at top right and updating information at tabs on left
- Remind members/invitees to create their own individual profiles to record their progress (refer to instructions for INDIVIDUALS)
  - o Be sure to inform participants if your group is listed as part of the DoD LIF: Air Force teams in Arlington, VA or listed under another name/location