



World Fit coordinator guide

The coordinator is the person who brings a school into the World Fit Games: registers the school, invites the first teachers, adds the students and starts the game. This guide follows a coach setting up Lakeside Elementary, from sign-up to day one.

STEP	WHERE	ABOUT
1. Create your account	worldfitactivities.org/auth/signup	2 minutes
2. Register the school	Create School	2 minutes, then World Fit approves it
3. Invite staff and set up teams	Members, Teams	5 minutes
4. Add students and hand out buddy flyers	Students, Handouts	10 minutes with a spreadsheet
5. Choose the start date	Games	1 minute

1. Create your account

- 1 Open worldfitactivities.org/auth/signup. Use the **Sign up as a Coach or Admin** form, not the green Students & Buddies box.
- 2 Enter your name, school email and a password (8 or more characters, upper and lower case, one number). Tap **Create account**.
- 3 World Fit emails you a link and a 3-character code. Click the link, or type the code and tap **Verify**.

Sign up as a Coach or Admin

Create an account to register your school with World Fit Games. Already have an account? [Log in](#)

Name

Email

Password

✓ Mix of uppercase & lowercase letters

✓ Minimum 8 characters long

✓ Contain at least 1 number

Create account

Sign up as a Coach or Admin.


World Fit

Please check your email

Your registration has been successful. We have sent you an email with a verification link.

Alternatively you can use the one-time password in the email for verification.

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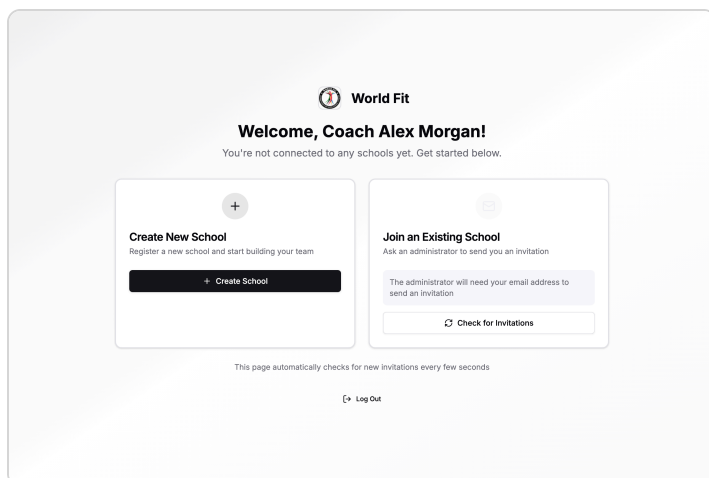
Verify

Didn't receive an email? [Resend](#)

Type the code from the email, then Verify.

2. Register the school

- 1 Log in at worldfitactivities.org/auth/login. With no school yet, you land on the welcome page. Tap **Create School**.
- 2 Fill in the school's name, address, phone and website. Tick **Authorization Confirmation**, then tap **Finish**.
- 3 World Fit reviews every new school. Until it is approved you see the thank-you page. Tap **Check approval status** to look again.

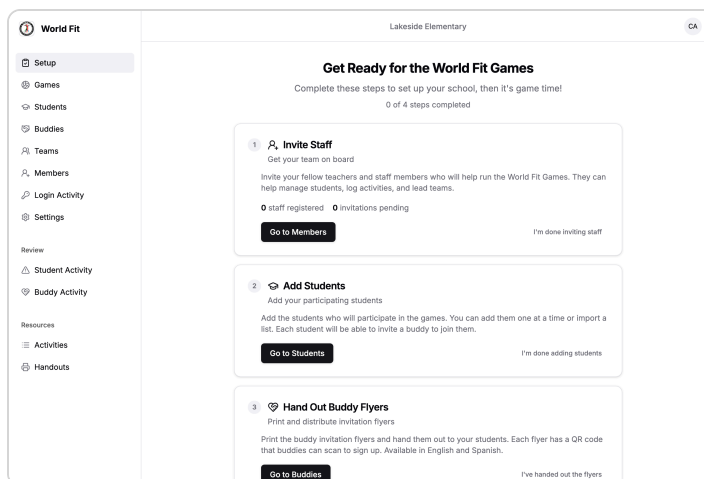


Welcome page: create a school, or wait for an invitation to an existing one.

Add School. Every field with a star is required.



Waiting for approval. Tap Check approval status to look again.



After approval: the Setup checklist, with four steps.

Your role

The person who registers the school is its **Admin**: full access to students, teams, buddies, review queues and school settings. Already part of a school? Ask its admin to invite you instead of creating a second one.

SETUP STEP 1

Invite staff

- Go to **Members**, then **Invite member**.
- Enter each teacher's school email and tap **Send invitation**. They join as **Members**, who lead teams and review their students' entries.
- Invitations wait under **Pending** until accepted. **Resend All Pending** sends a reminder.
- Back on Setup, tap **I'm done inviting staff**.

Invite a teacher by email.

Two teachers invited, waiting to join.

TEAMS

Create the teams

- **Teams**, then **Add Team**. A team is usually a classroom, such as "Rivera - Room 8".
- Each teacher taps **I'm this team's leader** on their own team after they join. You can lead a team the same way.
- Create teams before importing students, so the spreadsheet can put each student on one.

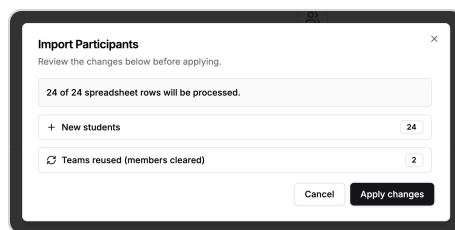
Add Team asks only for a name.

Two teams, waiting for their leaders.

SETUP STEP 2

Add students

- **Students**, then **Import Participants**. Tap **Download Template** for the columns: Name, First Name, Last Name, Unique ID, Teams, Tags.
- **Unique ID** is the student's app login. Use something short the student can type.
- Upload the file, check the summary, tap **Apply changes**.
- Importing a team that already exists replaces that team's student list.
- **Add participant** adds one student at a time.



Import Participants

Review the changes below before applying.

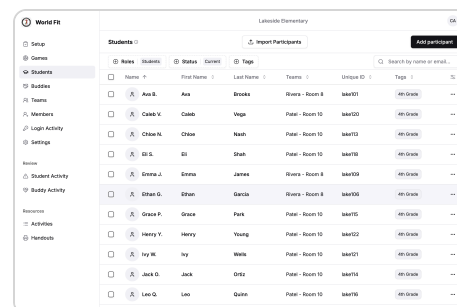
24 of 24 spreadsheet rows will be processed.

+ New students 24

Teams reused (members cleared) 2

Cancel Apply changes

The import summary before anything changes.



World Fit Lakeside Elementary

Students

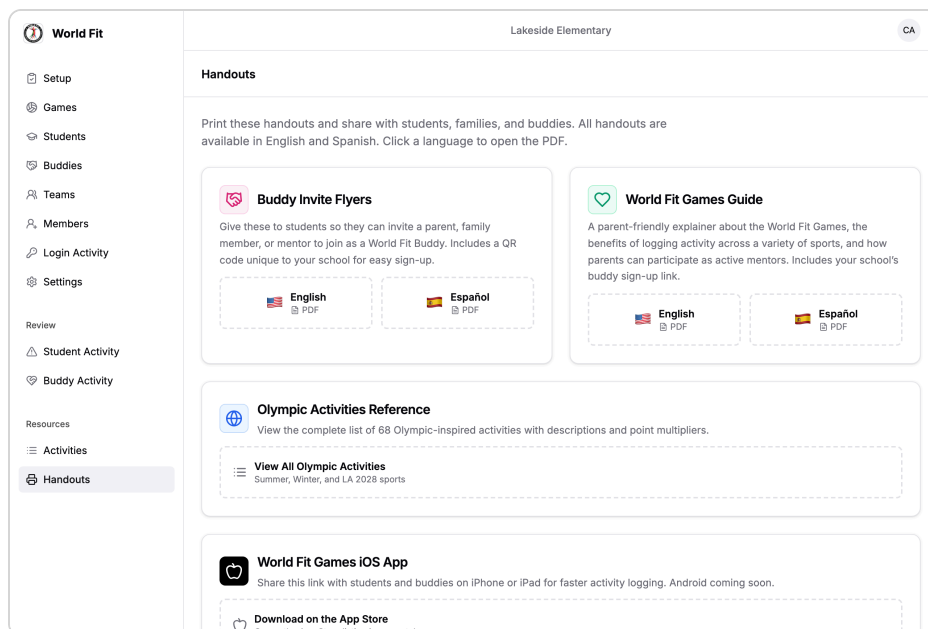
Name	First Name	Last Name	Teams	Unique ID	Tags
Alex B.	Alex	Brooks	Ricans - Room 8	bsa001	4th Grade
Caleb V.	Caleb	Vega	Prats - Room 10	bsa010	4th Grade
Chloe N.	Chloe	Nash	Prats - Room 10	bsa011	4th Grade
El S.	El	Shah	Prats - Room 10	bsa012	4th Grade
Grace J.	Grace	James	Ricans - Room 8	bsa003	4th Grade
Oliver G.	Oliver	Garcia	Ricans - Room 8	bsa009	4th Grade
Grace P.	Grace	Park	Prats - Room 10	bsa015	4th Grade
Henry Y.	Henry	Young	Prats - Room 10	bsa012	4th Grade
Ivy M.	Ivy	Wells	Prats - Room 10	bsa011	4th Grade
Jack D.	Jack	Davis	Prats - Room 10	bsa014	4th Grade
Leo G.	Leo	Quinn	Prats - Room 10	bsa016	4th Grade

24 students, each with a team and an ID.

SETUP STEP 3

Hand out buddy flyers

- **Handouts** has printable flyers in English and Spanish.
- Each flyer has a QR code a family member scans to sign up as a buddy.
- Then tap **I've handed out the flyers** on Setup.



World Fit Lakeside Elementary CA

Handouts

Print these handouts and share with students, families, and buddies. All handouts are available in English and Spanish. Click a language to open the PDF.

Buddy Invite Flyers

Give these to students so they can invite a parent, family member, or mentor to join as a World Fit Buddy. Includes a QR code unique to your school for easy sign-up.

English PDF Español PDF

World Fit Games Guide

A parent-friendly explainer about the World Fit Games, the benefits of logging activity across a variety of sports, and how parents can participate as active mentors. Includes your school's buddy sign-up link.

English PDF Español PDF

Olympic Activities Reference

View the complete list of 68 Olympic-inspired activities with descriptions and point multipliers.

View All Olympic Activities
Summer, Winter, and LA 2028 sports

World Fit Games iOS App

Share this link with students and buddies on iPhone or iPad for faster activity logging. Android coming soon.

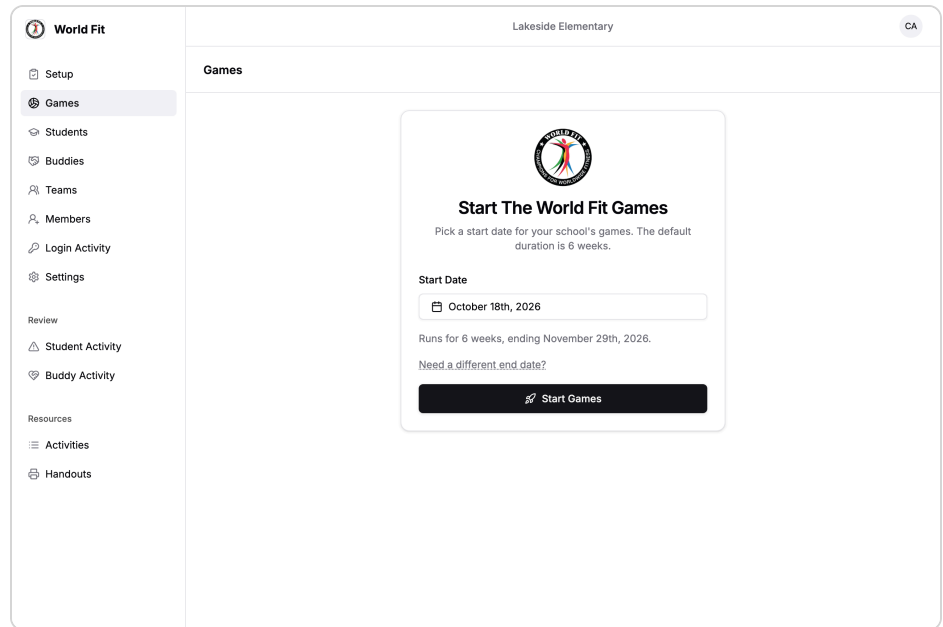
Download on the App Store
Opens the App Store listing in a new tab.

Buddy invite flyers and the parent guide.

SETUP STEP 4

Choose the start date

- **Games** shows the start date picker. A game runs six weeks by default.
- **Need a different end date?** changes the length.
- Tap **Start Games**. Each school runs one game a year.
- Pick a date that leaves families a few days to sign up as buddies.

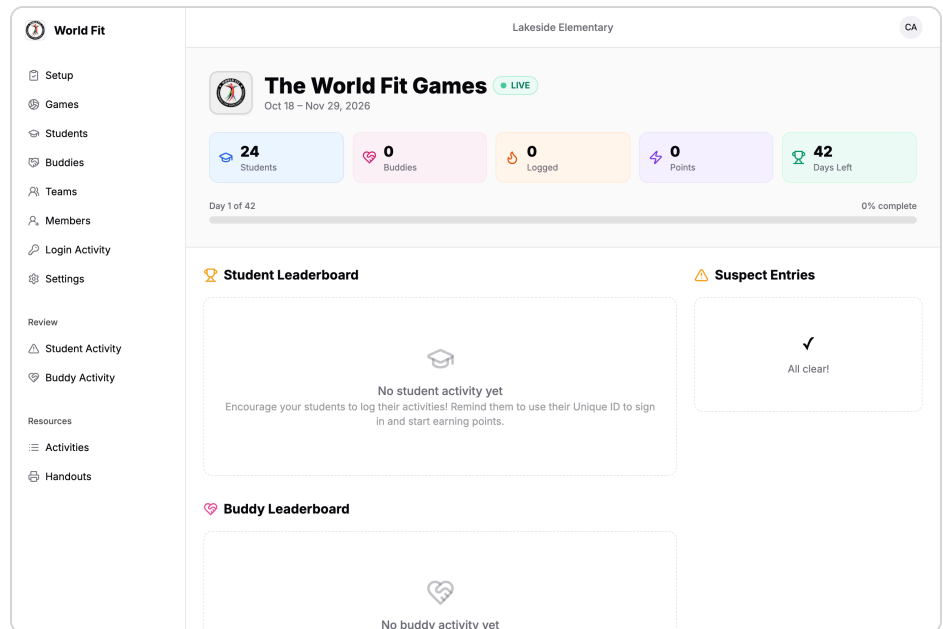


Pick a start date. The end date follows.

GAMES

Day one

- The game page becomes your home screen after you log in.
- The leaderboards fill in as students and buddies log.
- **Suspect Entries** lists logs that need a second look. Teachers check their own students. You see every team.



Lakeside Elementary on day 1 of 42: 24 students, waiting for the first log.

Next

Share the student guide with teachers and the buddy guide with families. The dashboard guide covers every screen you use while the game runs.

See a running game

Log in to the demo school as `bell@maplegrove.test` with `MapleGrove2026!` to see a coordinator's view of a game in progress.