# Step by step guide

## 1 Register as a team manager

Start your journey by registering and letting us know you're keen to lead a team.

## 2 Link up with a support organisation

To take part in Challenge to Change, your team needs to partner with a support organisation. Even outside the program, partnering with a local health or community service can boost your team's impact.

## 3 Apply for Challenge to Change (when applications are open)

Submit your application during the official period (May–June), including your team details, program plan and budget.

## 4 Complete the team readiness survey

A quick check-in to clarify your goals, priorities and what your team needs to succeed.

## 5 Use the program planner

Shape your team's plan, including the health priorities you'll focus on and the activities you'll run.

## 6 Get your program ready and kick things off

Finalise your plans, rally your team and lock in a start date. Tools and templates will help you get up and running smoothly.

## 7 Run your program and track progress

Put your plan into action. Use the tools to monitor progress, track outcomes and keep your team motivated.

## 8 Wrap up and keep it going

Celebrate your wins, reflect on what worked and share feedback. Stay connected with your support organisation and use the tools and resources year-round.

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Challenge to Change