

Walk Kansas

*celebrate
healthy living*

Guide for Captains 2017

Time for Walk Kansas!

Get your team ready – Walk Kansas starts March 19! The online system for registering and reporting has been enhanced and we hope it is more user-friendly. You can access the system through www.walkkansas.org or go directly to www.walkkansasonline.org to register.

Here is a step-by-step guide that covers options for registering your team of six, which includes you as the captain. If you want to share the responsibility of team captain, you can designate anyone on your team for that role when you complete online registration.

Register online:

- Before you go to register, recruit team members (at least 4 – you can add more later). You will need their email address, or mailing address if they do not have email. If your local program combines the program fee with a t-shirt, make sure you have the color and size preference for your team mates.
- Go to www.walkkansasonline.org and click the yellow Register box, then select your county/group or district.
- Read the information in the “registration” box. If you are not ready to select a challenge, register your team (or yourself if you do not have a team) or pay the registration fee for your team (or self), please come back later.
- Enter information to create your user profile and on the next screen, select a program goal for your team. Here, it will ask if you have a team ready to go or if you are registering solo and would like to be placed on a team.
- Next, you will enter your team name and information about your team mates. A few programs combine the registration fee and t-shirt, which is why t-shirt size is requested. Select “none” if your county/district does not offer this option.

Note: You can purchase apparel at the time you register your team or anytime before April 1. Your team mates can also purchase apparel online when registration is complete. Just complete an order in the “store.”

- On the next screen you will give your consent to participate and check your preference for photo release.
- The Walk Kansas Store will display next. Here you can order merchandise, if you choose. **When you are finished, click the blue “check out” button on the bottom of the page. Registration is not complete until you do this.**
- The final step is to pay online or select the option to pay by check. (Tax is included on merchandise only and not the program fee.)

Important dates:

Feb 24 – Registration opens online

March 17 – Registration closes

March 19 – Go! Log exercise minutes and cups of fruits/vegetables

April 5 – Last day to order Walk Kansas apparel

May 6 – Walk Kansas 5K for the Fight! In Manhattan on the K-State campus

May 12 – Photo Challenge entries due

May 13 – Walk Kansas ends

www.meadowlark.ksu.edu

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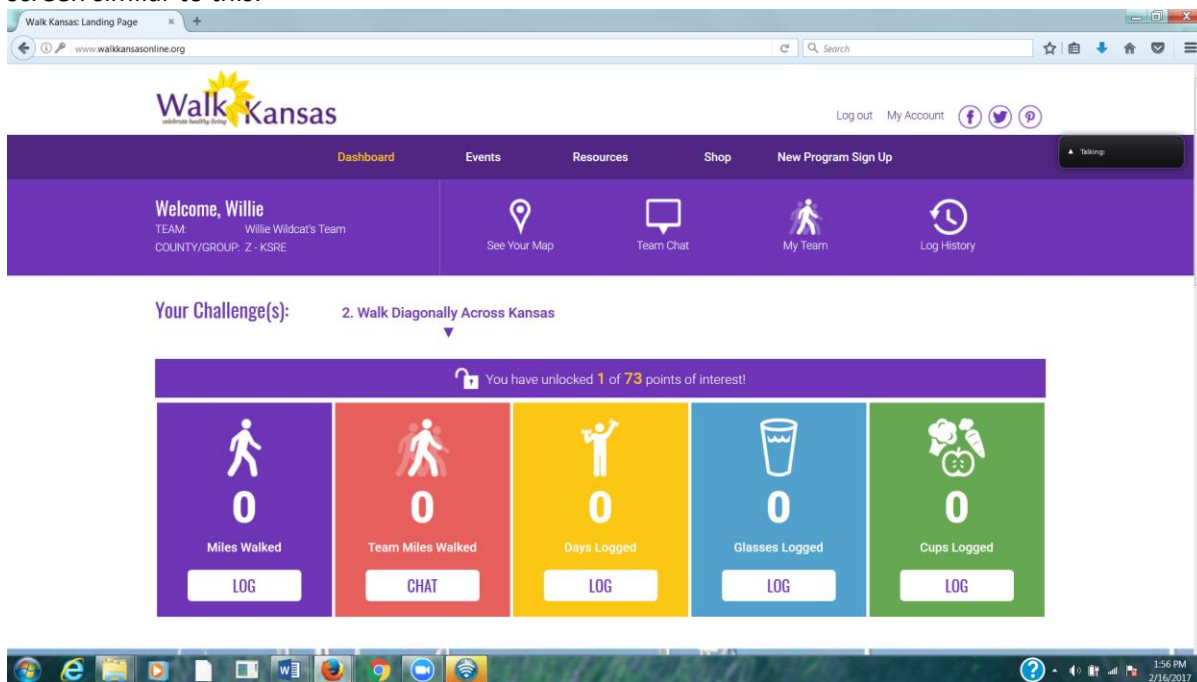
Register with paper forms:

- Distribute participant information to each team member.
- Select a team challenge and complete the Team Registration Form.
- Collect registration forms, program fees, and payment for t-shirts (optional). Return forms and payment (one check per team) to the Extension Office before March 17. Registration is not complete until all forms are collected and fees are paid.

Registered and ready to go!

Reporting/logging online:

The online system will be ready for you to use beginning March 19. When you log into your account, you will see a screen similar to this:



The purple horizontal “welcome” bar takes you to the map (to see team progress and learn more about the destination points on your trail and some Kansas history); a place to “chat” with your team; “My Team” (go here to make any changes to team information and to log for other team mates if necessary). On the very top of the bar, there are links to *Events*, *Resources* and you can *Shop* for Walk Kansas merchandise.

You and your team mates will log minutes of moderate/vigorous activity (at least 10 consecutive minutes) into the system and it converts to miles (15 min = 1 mile) which will display in the purple box as miles. Total team miles will show in the red box. Check the days you do strengthening exercises in the yellow box; log water in the blue box (optional) and cups of fruits/veggies in the green one.

Reporting if logging by paper:

If team mates log on paper and report to you weekly, add totals once a week for that person in the “My Team” section and “Log for this user.” If you want to report only one number (total minutes of activity) for your entire team, report it as minutes for you – the captain – only.

Reminders for captains:

- ✓ Communicate with your team mates each week (email, chat in Walk KS system, phone call or in person.)
- ✓ Make sure they are receiving a weekly Walk Kansas newsletter and report to Ext. office if necessary.
- ✓ Stay informed of events and activities offered in your community and participate when you can!
- ✓ Plan a fun activity(s) your team can do together during the 8 weeks of Walk Kansas.
- ✓ Encourage team mates to enter the photo contest – that includes you!