

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.

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.
- Go to www.walkkansasonline.org and click the yellow Register box, then select your county/group or district.
- 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.)

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 preferred) to the Extension Office before March 10. Registration is not complete until all forms are collected and fees are paid.

Important dates:

- February 27** – Registration opens online, due March 10
- March 19** – Go! Start logging exercise minutes and cups of fruits/vegetables
- March 24** – Walk KS registration closes; no additional teams accepted.
- March 28** - “Fixing Funky Foods” class, 12:00 noon
- April 1** - 4-H Clover Run
- April 5** – Last day to order Walk Kansas apparel
- April 18**- Family Story Walk, 4-6 p.m. Location TBA.
- April 25**- “Freezer Meals From the Meat Case”, 5:30-7:30 pm, pre-registration and fee required; attendance limited to 25
- May 12** – Photo Challenge entries due to KSU
- May 13** – Walk Kansas ends. Complete evaluation.

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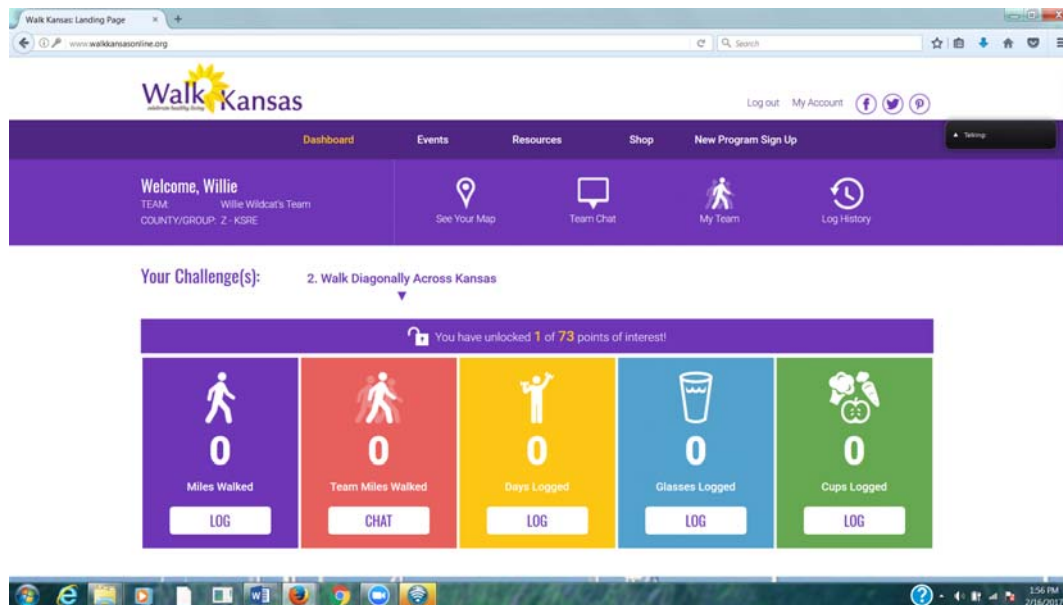
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Team and members registered, consented, paid and ready to go?

Reporting/Logging Online:

When your team and all individual members are registered, consented and fees paid, you will be able to see the reporting/logging screen. 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 your team's progress; a place to chat with your team mates; and "My Team" where you can make changes to team information. Here you can also log for other team members (if necessary.)

To log activity/exercise minutes, click on "Log" in the purple box. Enter **minutes** of moderate/vigorous activity into the system and it converts to miles (15 minutes = 1 mile) which will display in the purple box as miles. Total team miles will display in the red box. Enter minutes of strengthening exercises in the yellow box (optional); log 8 oz. glasses of water in the blue box (optional), and enter cups of fruits/veggies in the green box.

Weekly Facebook Selfie Photo Contest

Snap a selfie of yourself or a photo of your team showing you exercising, eating fruits and vegetables, or wearing your Walk Kansas t-shirts and post it on the *K-State Research and Extension-Ellis County* Facebook page. You may enter one photo daily, Sunday through Saturday. Please include your name and team name when posting your photo. On the following Monday, winners will be selected at random to win prizes. Winners will be notified by the Ellis County Extension Office and will need to pick up their prizes from the office at 601 Main Street in Hays.

Where can I see how other teams are doing?

Click the "Leaderboard" button on the log in page, just below where you would enter your username and password. You will not log in to the system to see this information. Choose the county/group you wish to view and the information will be displayed.

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 Extension Office if necessary.
- ✓ Stay informed of events and activities offered in your county 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 Ellis County Facebook selfie drawings and the state Walk KS photo contest .