

## Online Registration and Logging Instructions

### Captain Registration

Here is a step-by-step guide for options you have to register your team of six (that includes you as a member of the team).

#### Register online:

Go to [www.walkkansas.org](http://www.walkkansas.org) and click on *My Walk Kansas*; then click the yellow *Register* box. Complete the Walk Kansas Registration page with your personal information, as a member of the team. **Choose the Chase County – Flint Hills District group for where you want to participate.**

Next, select a program. Choose one of three challenges for your team: 1) Across the state (423 miles), each person logs 150 minutes per week. 2) Diagonal challenge (763 miles), 4 hours/person each week. 3) Walk the perimeter (1200 miles), requiring each person to get 6 hours/week. (You can change this selection later if needed.)

Check *Team Captain* to create your team. The system will identify your team by the captain's name and you will have the opportunity to change this later.

List other members of your team and their email address or mailing address. The system will automatically send an invitation (electronic or postal mail) to other team members asking them to register online.

The next page asks you to authorize a responsibility agreement and photo release. (Each team member will do this also.)

The next tab takes you to the Walk Kansas store where you can place an order for any of the available items.

Click the checkout button and follow instructions for payment. The system automatically calculates sales tax on apparel items only, not program registration. Your order will not be placed until your payment, by cash or check, is received in the Extension Office.

#### Registration Highlights

- ◆ **Step 1: Recruit a team of 6 and gather email addresses of team members.**
- ◆ **Step 2: Captain registers team online and enters email for all members.**
- ◆ **Step 3: Team members receive email invitation; each one completes online registration.**
- ◆ **Team registration is complete when all members enter personal data online and pay fees.**
- ◆ **All team members log online (instructions on next page.) Participants can log online daily, or up to one week at a time.**



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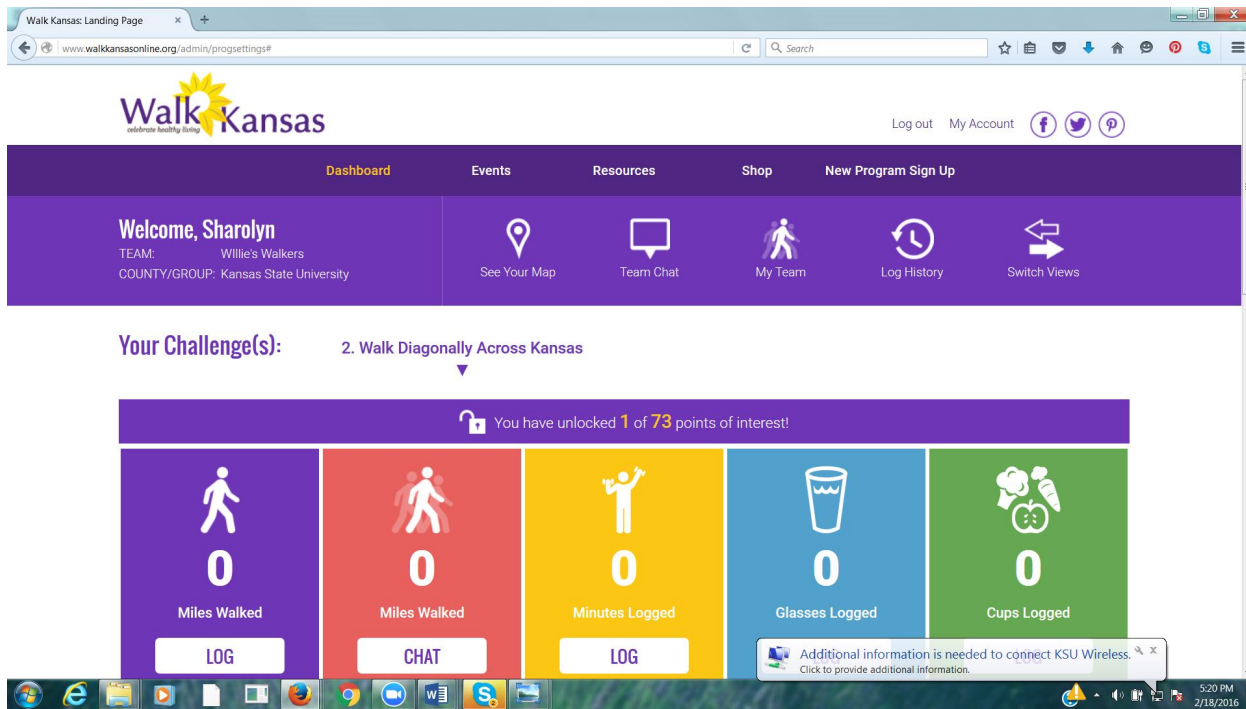
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## Reporting/logging online:

The online system will be ready for you to use beginning April 3. 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); a place to “chat” with your team; “My Team” (go here to change your team name and log for other team members.) You and your team members will log minutes of activity (aerobic and strengthening) which automatically convert to miles walked in the system. Log cups of fruits and vegetables as well. You can also keep track of water consumption (optional).

You will see team progress for all teams in your county that have chosen the same challenge on the leaderboard. Local events will be listed in purple boxes at the bottom of the screen, so check those regularly and encourage your teammates to participate. To see how other teams in your county are doing with their challenges, or to check teams across the state, go to your Log in page (do not enter your log in information), click on the blue “Leaderboard” box at the bottom of the Log in page, and choose the challenge and group (county) you want to view.

### **Flint Hills Extension District**

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