



*celebrate
healthy living*

Online Registration and Logging Instructions - 2017

Participant Registration

To register online:

If you already have a team, wait for your team captain to start the online registration process. You will receive a message by email inviting you to join Walk Kansas and complete online registration. Your captain will enter the name of your team and communicate that with you. Follow the instructions in the email; complete required personal information and authorize the responsibility agreement. You will have the option to purchase merchandise in the Walk Kansas “shop” at this time. (Orders for merchandise will be accepted until April 3.) Your captain can also place a merchandise order for you when he/she registers the team.

Team captains are required to pay all registration fees for the team at the time of registration, so they will be collecting the \$8 participant fee from you.

Don't have a team yet? You can register online as an individual and the Extension Office will place you on a team that matches the goal you have selected. Go to www.walkkansasonline.org and click the yellow *Register* button. Enter information to create your user profile. On the next page, select a goal/challenge that matches your goals. Next, select the individual registration option. The next page will ask you to authorize a responsibility agreement and photo release. After this, the Walk Kansas Store will display. Your registration fee will appear in your “cart” and you can also place an order for merchandise, if you choose. **When you are finished, click the blue “check out” button on the bottom of the page. This is important as your 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.

Registration Highlights

- ◆ Step 1: Team of 6 people forms and selects a captain.
- ◆ Step 2: Captain registers team online and enters email, or mailing address, for all team members.
- ◆ Step 3: Team members receive email, or postage mail, invitation; each member completes registration.
- ◆ Registration is complete when all members enter user profile information, authorize responsibility agreement, and pay fees.
- ◆ All team members log online (instructions on next page) or report to captain weekly. Participants can log online daily, or up to one week at a time.

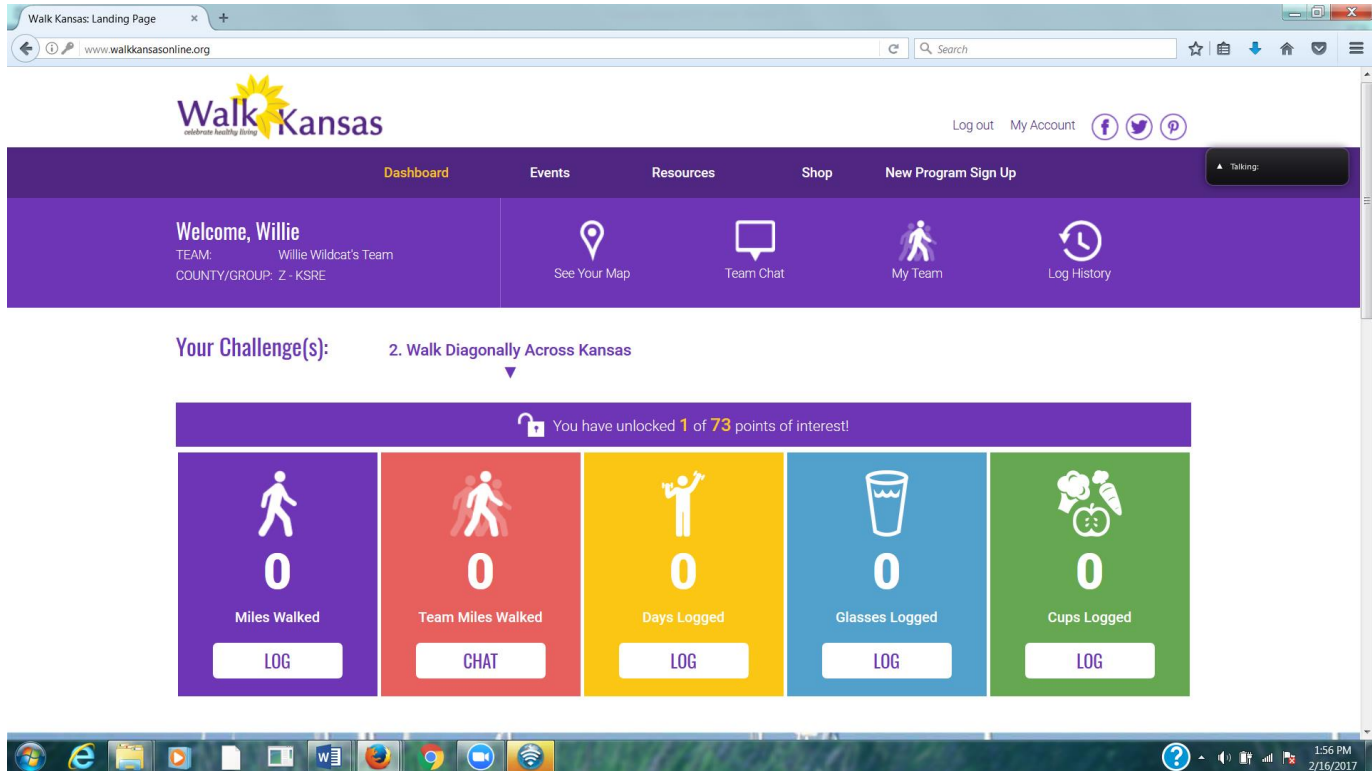
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Reporting/Logging Online:

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. Here you can see your team progress and learn more about the destination points on your trail and some Kansas history. To access the “chat” box, where you can chat with your team mates, click on “Team Chat” on the purple bar, or on “Chat” in the red box. On the very top of the bar, there are links to *Events* that are planned for your county/district; *Resources* provided by your Extension agent, and you can *Shop* for Walk Kansas merchandise.

To log activity/exercise minutes, click on “Log” in the purple box. 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. (See your Walk Kansas Activity Guide for more detail on what type of activity to report.) Total team miles will display in the red box. Check the days you do strengthening exercises in the yellow box; log 8 oz. glasses of water in the blue box (optional) and cups of fruits/veggies you eat in the green box.

Where can I see how other teams are doing?

Team progress for all teams in your county/district will be displayed. To see this information, 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.