



*celebrate  
healthy living*

## Guide for Captains 2016

## Hamilton County

### Walk Kansas has a new look!!

It is time for Walk Kansas 2016! While program goals are basically the same, our website has gone through a makeover! Through [www.walkkansas.org](http://www.walkkansas.org) you can now log directly onto the website, chat with your team, learn about local events, and more, through a new interactive system.

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 on the left hand menu tab click on *My Walk Kansas*; then click the yellow *Register* button. Complete the Walk Kansas Registration page with your personal information, as a member of the team. **Choose Hamilton County as your group.**
- 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 hrs/person each week. 3) Walk the perimeter (1200 miles), requiring each person to get 6 hrs/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 snail 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. If you pay by check/cash, your order will not be placed until payment is received in the Extension Office.

#### Register with paper forms:

- Distribute participant information to each team member.
- Select a team challenge and complete the *Team Registration Form*.

### Important dates:

**March 9** - Registration Opens

**April 1** – Registration closes

**April 3** – Go!! Start logging exercise min. and fruit/veg

**April 7** – Last day to order Walk Kansas t-shirts

**April 17** – County-wide Sunday Stroll

**May 7** – Walk Kansas 5K for the Fight! Manhattan

**May 8**– County-wide Sunday Stroll

**May 21**– Ham. Co. 5k

**May 22** – County-wide Sunday Stroll

**May 28** – Walk Kansas 2016 concludes

**May 28** – Photo Challenge entries are due

**June 4** – Walk Kansas Celebration



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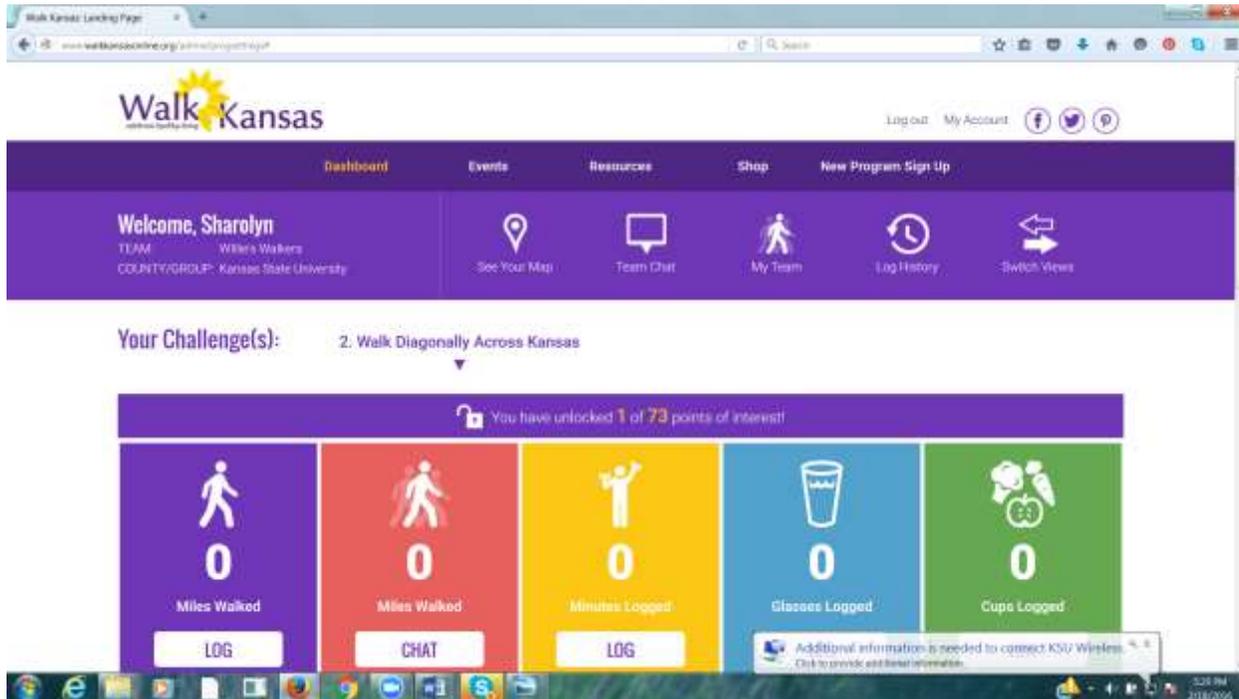
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•Collect registration forms, program fees, and payment for t-shirts (optional). Return forms and payment (one check per team) to the Extension office before March 25. Registration is not complete until all forms are collected and fees are paid.

## Registered and ready to go!

### Reporting/logging online:

The online system will be ready for you to use beginning 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).

### Reporting if logging by paper:

If your team members are logging by paper, go to “My Team” and add totals once a week for that person by clicking on “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.

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 team mates 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 “Leaderboard” at the bottom of the Log in page, and choose the challenge and group (county) you want to view.