

# Walk Kansas

*celebrate  
healthy living*

Guide for Captains 2018

March 18 – May 12

## Time for Walk Kansas!

Gather your team-mates – it's time for Walk Kansas! K-State Research and Extension (KSRE) has been offering this health initiative since 2001. Online registration is available February 18 through March 16, and information about Walk Kansas and healthful living is available at [www.walkkansas.org](http://www.walkkansas.org).

Here is a step-by-step guide that covers options for registering your team followed by general program information. Registration is available online and with paper forms.

### Register online:

- Before you go to register, recruit team members. You will need their email address in order for them to receive the weekly newsletter. Talk to your team and select a goal for how many minutes of exercise each person will commit to per week – 2 ½ hours, 4 hours or 6 hours.
- When you are ready, go to [www.walkkansasonline.org](http://www.walkkansasonline.org) and follow these steps. If you reach a point during the process where you don't have the needed information, click CANCEL and start again later. (Please do not exit out of the system without selecting CANCEL.)
  - 1) Click the yellow "Register" button
  - 2) Ready to Go!
  - 3) Select the county or district where you will participate
  - 4) Pick your Challenge. You have 3 options based on the goals your team goals: "8 Wonders Walk" = 2 ½ hrs/wk; "Cross Country" = 4 hrs/wk; "Little Balkans to Nicodemus" – 6 hr/wk
  - 5) Choose one of the options:
    - Challenge Only (\$8 each) – each person can order a shirt later;
    - Challenge+t-shirt (\$17.68 each) – enter color & size for each person
    - \*Note the total online is INCORRECT (It does not figure tax)**
    - Challenge + baseball tee (\$22.05 each) – enter size for each person.
    - \*Note the total online is INCORRECT (It does not figure tax)**
  - 6) Choose "Captain" if you are registering a team. Choose "Individual" if you do not have a team and would like to be placed on one.
  - 7) Enter the name of your team. (You can change the name later.)
  - 8) Create your personal user account. Select a username and password; then complete the required personal information.
  - 9) Now you are ready to build your team. Complete the required information then confirm your team.
  - 10) Complete the next page by giving your consent to participate. You must consent & choose from the authorization statements to continue. Note: Each team mate will receive a message asking them to create a user profile and consent, just like you completed. Each person must do this before your team is ready to go.

### Important dates:

**February 18** – Registration opens online

**March 16** – Registration closes, last day to order apparel

**March 18** – Go! Log exercise minutes and cups of fruits/vegetables

**May 11** – Photo Challenge entries due

**May 12** – Walk Kansas ends

### New for 2018:

Youth Teams can participate  
**FREE!!!**

Captains and teams with youth (under age 18) should please use paper registration forms, but can participate at no charge!

**K-STATE**  
Research and Extension  
Walk Kansas

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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11) Order summary -- select "Pay with Check." Participants will need to pay for registration and apparel at the Extension Office.

12) Congratulations – you are registered for Walk Kansas!

### Register with paper forms:

- Distribute participant information to each team member.
- Select a team challenge and complete the Team Registration Form (available from your local Extension Office.)
- Collect registration forms, program fees, and payment for t-shirts (optional). Return forms and payment to the Extension Office before March 16. Registration is not complete until all forms are collected and fees are paid.

### Ready to go!

#### Reporting/logging online:

Once your team is "ready" (everyone has added user information, consented and all fees are paid) you will see a screen like this when you log in. A new feature this year allows the captain to e-mail their team in addition to using the "Team Chat" feature. You will record your personal exercise minutes, fruits/veg here and you can also view how others on your team are doing by clicking on "My Team." Check for "Events" in your area and "Resources" located on the top bar.

The screenshot shows the Walk Kansas online dashboard. At the top, there is a navigation bar with links for "Find Local Office", "Log out", and "My Account", along with social media icons for Facebook, Twitter, and Pinterest. Below this is a secondary navigation bar with tabs for "Dashboard", "Events", "Resources", "Shop", and "New Program Sign Up". The main content area is a large purple bar with the following elements: "Welcome, Willie", "TEAM: Willie's Walkers [E-mail Team]", "COUNTY/GROUP: Kansas County", and four action buttons: "See Your Map", "Team Chat", "My Team", and "Log History". Below the purple bar, it says "Your Challenge(s): 8 Wonders". A notification banner states "You have unlocked 1 of 29 points of interest!". Below the notification are five colored boxes representing different metrics: "Miles Walked" (purple), "Team Miles Walked" (red), "Days Logged" (yellow), "Glasses Logged" (blue), and "Cups Logged" (green). Each box shows a large "0" and a "LOG" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:21 PM on 2/7/2018.

**Make sure you and your team-mates check your progress on the map** – click "See Your Map" on the large purple bar. Are your team moves along the trail you will unlock points of interest. Some will have photos and all have a description of the town/community, area of interest, or Wonders of Kansas. You can go back and click on any dot you have passed through to read the information. Enjoy!!

#### 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. You may also contact the Extension Office by phone or email to record your team's progress.