



LIFESTYLE FOR A

healthy mind

K-STATE
Research and Extension
Walk Kansas

Walk Kansas Captains

Hello ... And thank you for being a Walk Kansas Captain this year! We are glad to have you and your team “moving your way” with us. Research has shown that what is good for your heart is also good for your brain. Through Walk Kansas this year, we will highlight ways that physical activity and healthy lifestyle habits improve our physical and mental health. We will also introduce the MIND diet through the newsletter, so be sure to look that over each week and encourage your team members to do the same.

While much of Walk Kansas is provided virtually, make sure you check for events and opportunities offered in your local community. A weekly email will notify all participants when the newsletter is posted and highlight virtual opportunities, including webinars. Your local office will promote any activities planned just for your community.

Online registration will open March 1 or shortly after. Check your local Extension Office website or www.walkkansas.org for details. And, make sure you like *Kansas State University Walk Kansas* on Facebook.

Here is a step-by-step guide to register your team (online or paper) followed by general program information.

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. When you register your team, you will be asked to pay for the number of people participating (\$10/person), so be prepared to pay with credit card or follow up by sending a check.
- Talk with your team and select a goal based on how many minutes of exercise each person will commit to per week – 2 ½ hours, 4 hours or 6 hours.
- When you have this information you are ready to register online at www.walkkansas.org. *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.)*

March 27 – May 21 2022

Important dates:

March 27 – Go! Log activity minutes and cups of fruits/vegetables

April 3 – Registration closes

March 25, April 1, April 29 – Order dates for Walk Kansas apparel

May 21 – Walk Kansas wraps up!

Watch for details on “Living Well” webinars to be offered on Wednesdays at 12:15 pm

Note: Our system doesn't like when two people share the same email address, so here is a tip. Assign the email to one of the participants. For the second, create a false address such as Willie@noemail.com. All correspondence will still go to the shared address where both can access the information.

If you have any **State of Kansas employees** on your team, who are working to earn Health Quest credit, the participation fee is waived. These employees can earn 4 HQ credits and you will need to request a discount code from your local office, or from sharolyn@ksu.edu, to apply at checkout.

Time to get registered!

- 1) Click the yellow "Register" button
- 2) Ready to Go! (Notice the link that will help you locate all KSRE offices in Kansas.)
- 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 *(New in 2021 – A Solo Challenge Trail. This is for those who choose to participate as an individual, rather than part of a team.)*
- 5) Choose "Captain" since you are registering a team.
- 6) Enter the name of your team. (You can change the name later.)
- 7) Create your personal user account. Select a username and password; then complete the required personal information.
- 8) Now you are ready to build your team. Complete the required information (name, email or address) for at least 4 people. Then confirm your team.
- 9) Complete the next page by giving your consent to participate. You must consent and choose from the authorization statements to continue. Note: Each team member that you entered will receive a message asking them to create a user profile and consent. Each person must do this before your team is ready to go.
- 10) Order Summary and Checkout – pay online or select "Pay with Check" and follow up with your payment.
- 11) Congratulations – you are registered for Walk Kansas!



Walk Kansas t-shirts and other apparel:

Show your Walk Kansas pride by wearing a t-shirt or sweatshirt! After completing registration, log into the portal with your username and password. Click on the "shop" button on the purple bar at the top. This will take you to our apparel vendor site, www.shopwalkkansas.com and you can place your order. The website will calculate shipping and tax, and the items will be shipped directly to you. Please note the dates for placing orders.

Register with paper forms (available from your local Extension office):

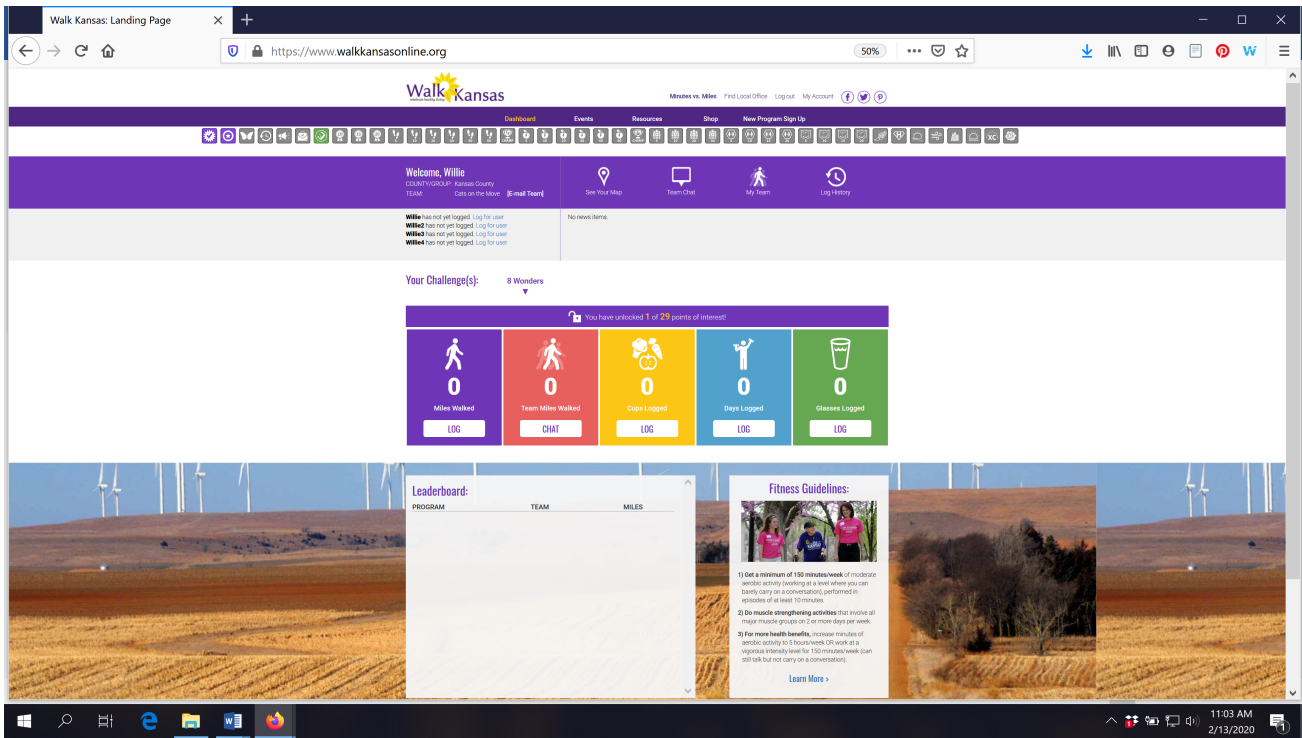
- Distribute participant information to each team member.
- Select a team challenge and complete the Team Registration Form (available from your local Extension Office.)
- Collect registration forms and program fees. Return forms and payment (one check per team) to the Extension Office.

Registration is not complete until all forms are collected and fees are paid. T-shirts and other apparel can be ordered at www.shopwalkkansas.com or contact your local office.

Ready to go!

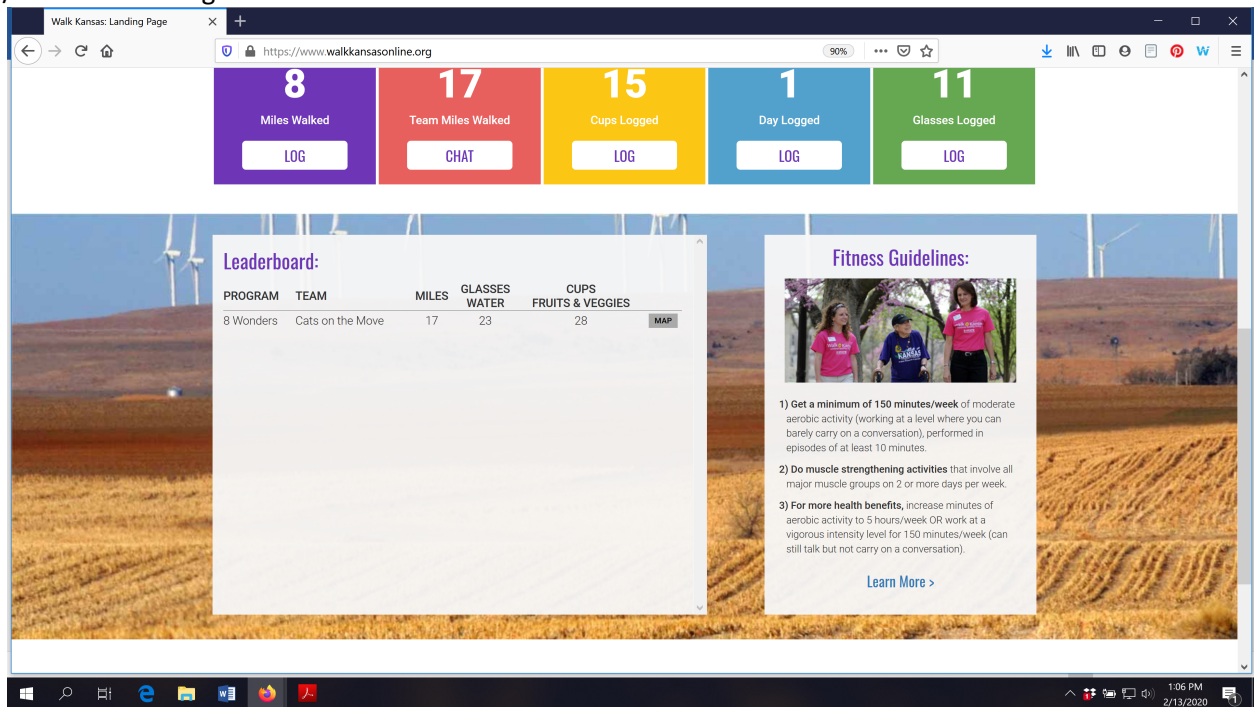
Reporting/logging online:

Once your team is "ready" you will see a screen like this when you log in. Encourage your team to use "team chat" to communicate and to load photos. 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. ***NOTE: The colorful boxes where you log minutes, etc. will not appear in your dashboard until your team is "ready" – all fees have been paid and all participants have completed the consent form. You will not be able to start logging until March 27, the first day of Walk Kansas.***

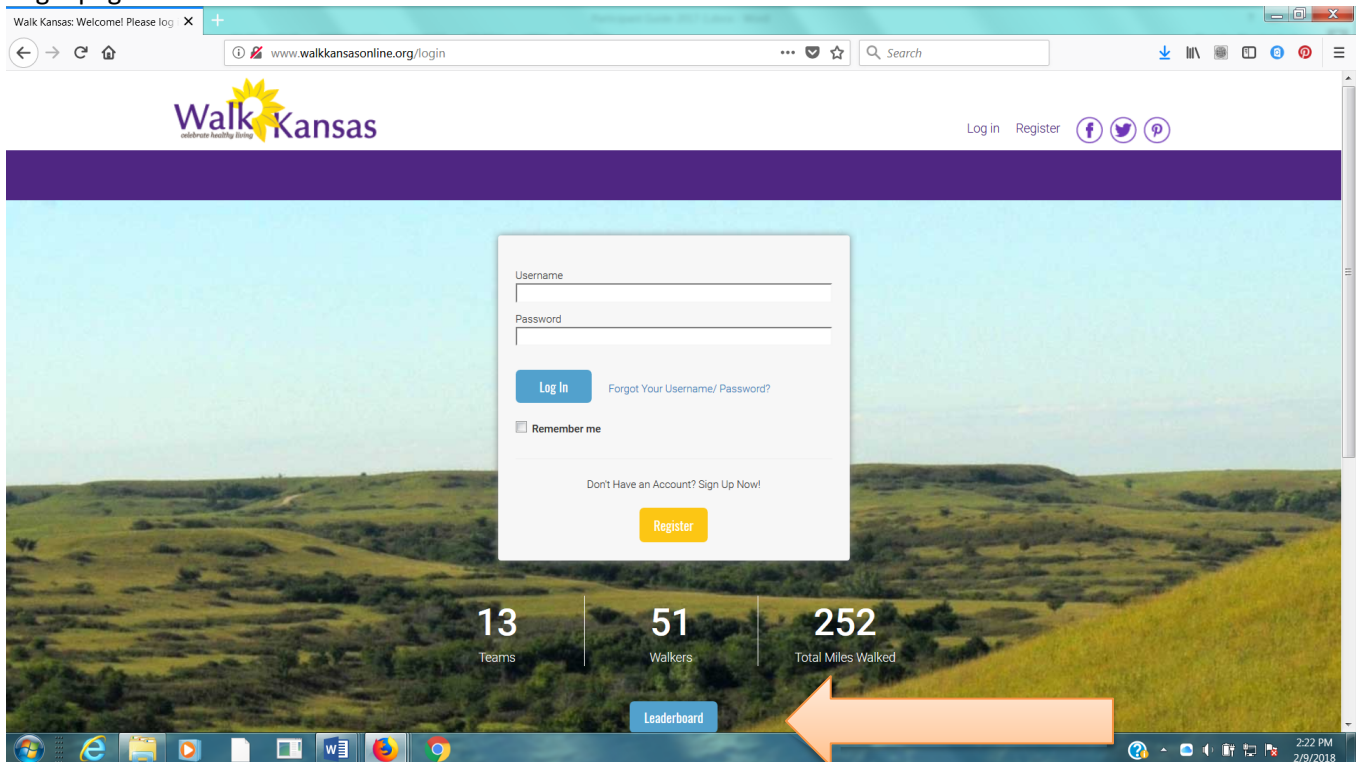


Make sure you and your team-mates check your progress on the map – click “See Your Map” on the large purple bar. As your team moves along the trail you will unlock points of interest. Some will have photos and all have a description of the town/community, area of interest, or Wonders of Kansas. You can go back and click on any dot you have passed through to read the information. Enjoy!! Captains will also have the option to switch your team to a different trail/challenge if you reach the end of your trail before Walk Kansas is over. Captains will receive a prompt and are the only ones that can move the team to another trail. The miles your team has gone should continue with you to the new trail OR you can select another option for your team to keep going.

Scroll down a bit further and you will see a “Leaderboard” at the bottom. Here you can view how other teams in your county/district are doing.



You can also view how teams in any county/district across the state are doing through the blue “Leaderboard” button on the login page.



Reporting if logging by paper:

If team mates log on paper and report to you weekly, add totals once a week for that person by clicking on their name just below the purple bar on the left side. 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.

Report in the Walk Kansas App:

You can also log through the Walk Kansas App for iPhone, iPad and Android. Find instructions [here](#).

Reminders for captains:

- ▶ Communicate with your team mates each week (email, chat in Walk KS system, phone call or in person.) All Walk Kansas participants will receive a message on Wednesday of each week that includes a short report of how their team is doing. Everyone will also receive a weekly newsletter.
- ▶ Make sure team-mates are receiving a weekly Walk Kansas newsletter. If not, report this to your local office. (Newsletters will also be posted in the “Resources” section. Top dark purple bar)
- ▶ Stay informed of events and activities offered in your community and participate when you can!
- ▶ Plan a fun activity(s) your team can do together during the 8 weeks of Walk Kansas.

Captains also participate:

Not only are you the captain of your team, you are a Walk Kansas participant! Make sure you read through the participant materials, including the **Activity Guide**. [There is information here about pre/post fitness tests that your team may want to do and this is an activity you could do together.](#) These are optional and can be very helpful and motivating. Make sure you also review what counts as Walk Kansas minutes in the Activity Guide.

While Walk Kansas is sometimes viewed as a (friendly) competition, reaching the goal your team has selected is the most important. Be realistic, keep it fun and don't worry about what others are doing or reporting. Be honest, be supportive to others and have a great Walk Kansas!!