



K-STATE
Research and Extension
Walk Kansas

Captain Guide

March 28 – May 22, 2021

Are you ready?

Wow, what a year we have been through. As we planned for and launched Walk Kansas 2020, K-State Research and Extension was temporarily closing offices to the public and pausing all face-to-face programming. Walk Kansas continued with complete virtual delivery. We have learned a lot since then. We have adapted, as you have, to new ways of working, learning and thriving. So, welcome to Walk Kansas 2021!! Most, if not all, of this program will take place through virtual delivery.

Online registration is now open. Information about the program, helpful resources, and a link to register is available at www.walkkansas.org.

Be sure to tune in when you can to Walk Kansas opportunities offered state-wide from K-State Research and Extension on campus. Also, be sure to check out your local Walk Kansas EXTRA options.

Welcome to Walk Kansas 2021

This year, we will take a close look at how physical activity plays an important role in managing, delaying and even preventing some types of chronic disease. Specifically, we will explore mental health, heart disease, osteoporosis, Alzheimer's, obesity, arthritis, diabetes and cancer.

Weekly newsletters, social media posts, noon-hour webinars and more will provide information, and the inspiration, for you to *Move Your Way, Make Every Bite Count*, and reduce chronic disease. Now, it's time for you to gather your team and get ready!

Atchison County Walk Kansas

Locally, we will be adding a few new twists to the state-wide program.

- **Walk Kansas for Kids** will guide elementary students to travel the healthy path to wellness. Classroom programs have the opportunity to earn toe tokens to celebrate their achievements.
- **Walk Kansas Family Edition** adds some family fun to the mix. Adult family members sign up for Walk Kansas but youth add to family team mileage. Fun family activities, mealtime recipes and healthy tips are shared via an additional young family e-newsletter.
- **Take The Trip Of Your Lifetime**- The itinerary is still being planned but Atchison County walkers will have the opportunity to put some pep in their step on our local adventure. There will be opportunities to win weekly gift certificates at local food establishments.

Important dates:

March 8 – Online registration open

March 28 – Go! Log exercise minutes and cups of fruits/vegetables

April 2 – Registration closes

Note: This is a state date, Atchison county will accept registrations until April 13.

April 12 – Last day to order Walk Kansas apparel online.

May 22 – Walk Kansas wraps up!

Note: Atchison County Extension has a limited supply of t-shirts in inventory. Prices are **\$8.50** for all sizes and no shipping fees. We will also bundle orders during the program. Orders must be placed thru our office and NOT online.

K-STATE
Research and Extension
Walk Kansas

Kansas State University Agricultural Experiment
Station and Cooperative Extension Service

K-State Research and Extension is an equal
opportunity provider and employer.

Below is a step-by-step guide that covers options for registering your team followed by general program information.

Registration Options- Paper or Online

Option 1: Register with paper forms

- Distribute participant information to each team member or direct to the [Atchison County Extension web page](#) to download. Or contact our office to request a Walk Kansas packet delivery/ mailing.
- Select a team challenge and complete the Team Registration Form (enclosed)
- Collect registration forms, program fees, and payment for t-shirts (optional). Return forms and payment to the Extension Office by April 13. Note: The state-wide option will say that t-shirts must be ordered by participants. We will have a limited local inventory for purchase. Also, we will bundle and deliver orders to you. **Registration is not complete until all forms are collected and fees are paid.**

Option 2: Register online:

- Before starting the online registration process, recruit team members (at least 4 – you can add more later). You will need their email address and mailing address. 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 (PayPal) or follow up by sending a check. **Due to processing fees charged by PayPal; checks are the local preferred payment option. We will accept multiple checks/cash from team members. Payable to: Atchison County Extension, PO Box 109, Effingham, KS 66023**
- 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 this information is gathered, you are ready to register online at www.walkkansas.org. If you reach a point during the process where you don't have the requested information, click CANCEL and start again later. (Please do not exit out of the system without selecting CANCEL.) If the online registration process become challenging, please e-mail atchisoncoext@ksu.edu or call 913-833-54450. Our goal is to make your life simple.

Payment notes:

Some employers and insurance plans, pay or reimburse employees for the Walk Kansas registration fees. For example, some State of Kansas employees eligible for Health Quest credits will earn 4 HQ credit points for participating in Walk Kansas. These persons should contact our office prior to payment. Others will want to check for a coupon code with their human resources department. **Visit with Diane @ atchisoncoext@ksu.edu to apply discount code at checkout. We are unable to apply the code after online enrolment has been completed. Do check with your human resources department or insurance plan for potential payment codes.**

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 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 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! Please contact Diane Nielson, your local Extension Agent if you have further questions.

Apparel Orders for 2021

The process for ordering t-shirts, and other apparel, has changed. After you complete registration, you can log in to your portal. On the purple bar at the top, click on the “Shop” button. This will take you to our apparel vendor site, www.shopwalkkansas.com and you can place your order. Unlike previous years, you will be required to pay shipping and the items will be shipped directly to you. Please note the dates for placing orders.

Note: Atchison County Extension has a limited supply of t-shirts in inventory. Prices are **\$8.50** for all t-shirt sizes and no shipping fees. Other items will be charged our actual cost. We will also bundle orders during the program to save shipping fees. Orders must be placed thru our office and NOT thru the online portal. We will deliver to you.

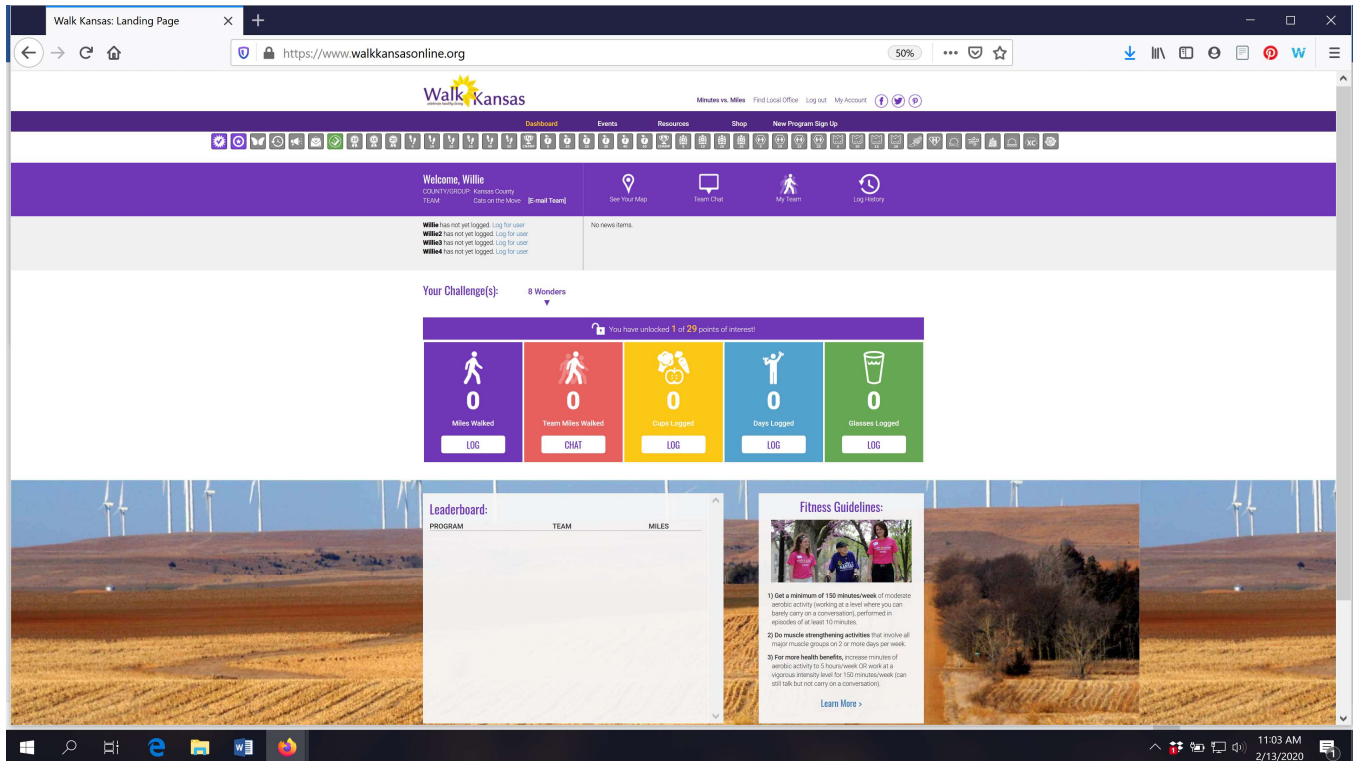


Ready to go!

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. 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**

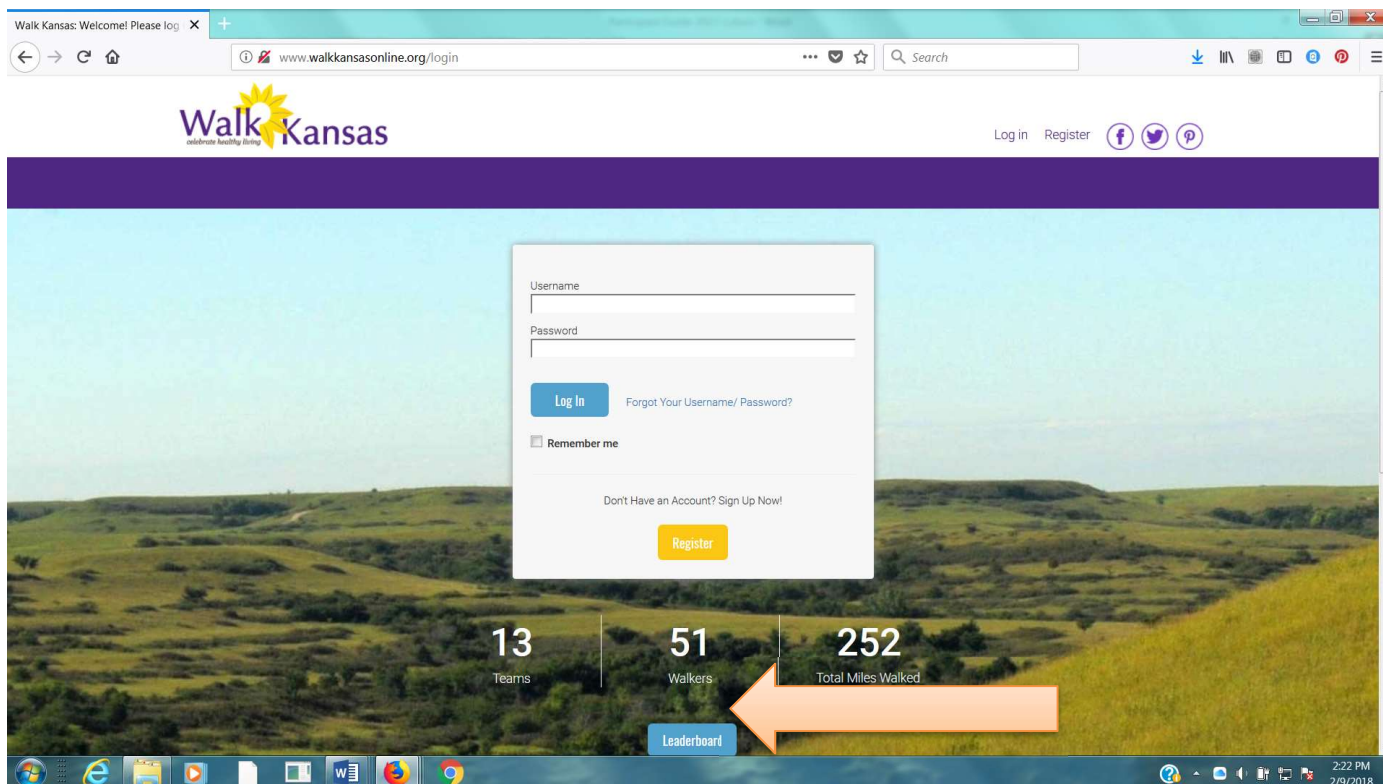
participants have completed the consent form. You will not be able to start logging until March 28, the first day of Walk Kansas.



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!! This year, 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 will continue with you to the new trail. OR you can select another option for your team to keep going.

Walking gets the feet moving,
the blood moving, the mind moving.
And movement is life.
—Carrie Latet-

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. Teams may call or e-mail weekly totals, too.

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 Atchison County Extension 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.

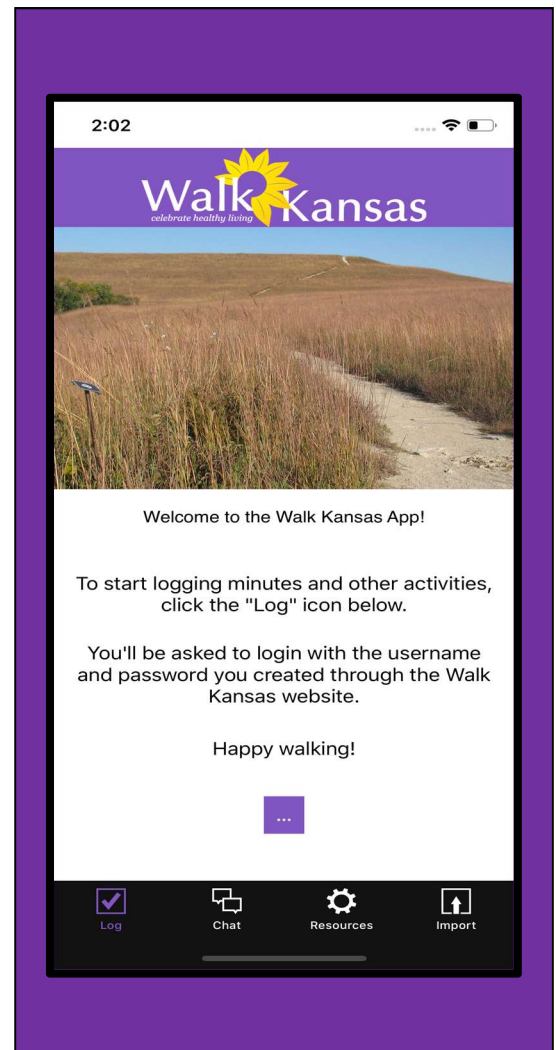
While Walk Kansas is sometimes viewed as a (friendly) competition, reaching the goal your team has selected is the most important. Be realistic, keep it fun and don’t worry about what others are doing or reporting. Be honest, be supportive to others and have a great Walk Kansas!!

Walk Kansas App:

Right now, the Walk Kansas app is available only in iOS format, for iPhone and iPad. You can log (but not register) through the app and use this to navigate other features of the online system. The app is free and it is available through the App Store. If you have a fitness tracker, data from your tracker should sync with the app. The only exception is if you have a Fitbit. You will need to download Fitbit to Apple Health Sync (\$5.99) from the App Store for this data transfer.

Using the Walk Kansas app:

- Before you use the app make sure your team is created online, that you have selected a challenge (from the 3 available), and make sure that logging is ready to go and that your team is ready. You may want to test this online first to make sure you can log minutes.
- When you open the app for the first time, you'll see a splash screen that tells you to login with the username and password you created on the WK website. When you close this screen you will see some login fields.
- After you login, the default screen should be the log activity screen; click "new log" and have at it!
- To edit an existing log just click the row you want to edit. All data entered through the app will transfer to the web and vice versa.



An early-morning walk is a
blessing for the whole day.
—*Henry David Thoreau*