

# Walk Kansas

*celebrate  
healthy living*

**Online Registration Guide for Captains 2018**

**March 18 – May 12**

## **Time for Walk Kansas!**

Gather your team-mates – it's time for Walk Kansas! Online registration is available February 20 through March 15, and information about Walk Kansas and healthful living is available at [www.walkkansas.org](http://www.walkkansas.org)

## **How to Register you/your team online – step-by-step guide:**

- Before you begin to register online, recruit team members (at least 4 – you can add more later – team of 6 total recommended). You will need their email address, or mailing address if they do not have email.
- \*\*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. You will need this information when you register online.

- 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! The link will help you -- **Select Butler County**
- 3) Pick your Team's Challenge--

\*\*You have 3 options to choose from, based on your team goals:

**"8 Wonders Walk"** = 2 ½ hrs/wk; **"Cross Country"** = 4 hrs/wk; **"Little Balkans to Nicodemus"** – 6 hrs/wk

- 4) Choose Challenge --\$8 program fee – each person can order a shirt later. (t-shirts optional – cost \$9.70 incl tax)
- 5) Choose "Captain" if you are registering a team.
- 6) Choose "Individual" if you don't have a team and want to join 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 build your team. Complete the required information for at least 4 people. Then confirm your team.
- 10) Give your consent to participate. You must consent and choose from the authorization statements to continue.

*Note: Each team mate that you entered 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.*

11) Order summary -- "Pay with Check." You will need to follow up by sending a check payable to: Butler County Extension. Mail to: Butler County Extension office, 206 N. Griffith Ste A, El Dorado, KS 67042

12) Congratulations – you are registered for Walk Kansas! If you have questions, contact your local Extension Agent, Barbara Roths, 316.321.9660 have further questions.

## **Important dates:**

**February 20** – Registration opens online

**March 15** – Registration closes

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

**May 5** – Walk Kansas 5K for the Fight! In Manhattan on the K-State campus

**May 12** – Walk Kansas ends. Celebrate Healthy Living!!

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