Instructions for Captains

Dear Team Captain:

Welcome to Walk Across Arkansas (WAA)! We are excited to offer this program which helps Arkansans reach their exercise goals. Thank you for your willingness to be a leader for this program.

As you know, WAA is completely online. We encourage you to utilize this format if you have access to a computer. However, all forms are provided online for your convenience. Your County Extension Agent will be happy to help you as well. If you are using the computer yourself, this is what you will need to do:

**Action Step 1:**
**Register your team**

- Go to the website: [www.uaex.edu](http://www.uaex.edu)
- Scroll down until you see the WAA logo and select it.
- Once you select the logo you will be taken to the [WAA Home Page](http://www.uaex.edu).
- **Screen 1:** Click on Team Registration and on the next screen you can enter your team information. You will need to know the following:
  - Your county name
  - Your team name
  - Your email address
  - Select “next”.
- **Screen 2:** On this screen, you will need to enter your own contact information. Select what type of category your group fits into: *Family, seniors, teachers, worksites, faith-based organizations, youth and other.* Descriptions of these categories are provided on the screen.
- Enter the total number of people on your team (including yourself). For example, if you and 7 others are a team, then enter “8”.
- Next, enter every teammate’s first and last name, email and phone number.
- Click “Submit Team Registration.”
- That’s it! You’re done. Now you can proceed to fill out your individual registration form by following instructions on screen or see Action Step 2.
- Tell your team members that they can fill their individual forms out now.
Action Step 2: Complete the Individual Registration Form

- Go to the website: www.uaex.edu
- Scroll down until you see the WAA logo and select it.
- OR go here http://www.arfamilies.org/health_nutrition/walkacrossar/
- On the right you will see the WAA logo.
- Once you select the logo you will be taken to the WAA Home Page.
- Click on Individual Registration
- **Screen 1**: Select your county from the pull down menu.
- Select “next”.
- **Screen 2**: Your county name should pop up. Select your team name from the pull down menu. Fill in your first and last name in the appropriate fields.
- Select “Next”.
- **Screen 3**: You will fill in all the fields. Submit the registration and you should get a screen that says “Thank you. Your registration is complete”
- Once your registration is complete, your information is in the database and you will be ready to enter your minutes.
- As a captain, you can enter your team’s individual registration from paper forms they have submitted to you, or they can do it themselves.

Action Step 3: Filling in minutes

- Go to the website: www.uaex.edu
- Scroll down until you see the WAA logo and select it.
- OR go here http://www.arfamilies.org/health_nutrition/walkacrossar/
- On the right you will see the WAA logo.
- Once you select the logo you will be taken to the WAA Home Page.
- Click on Enter your minutes
- **Screen 1**: Select your county from the pull down menu.
- Select “next”.
- **Screen 2**: Your team name should be listed. Select your team name.
- **Screen 3**: Select your name.
- **Screen 4**: Enter your minutes and remember to click “Update”
At the end of WAA (November 24, 2013) remind your team to fill out their wrap-up forms. Wrap-up forms are on the WAA Home Page. This is so important to us because we’d like to brag on you, your team and your county to our federal partners at how motivated Arkansans are to get healthy! It is also important to us because your comments helps us improve the program. For example, because of your comments we now have a two-sided newsletter that features both health and nutrition. We can’t do it without you – the entire program is a group effort. The deadline to complete wrap-up forms will be December 8, 2013!

Other items of interest for team captains

As a team captain, you will need to motivate your team and inspire them. Check some of these suggestions that can help you:

- **Make this a big event.** Have you considered a warm-up party? This is a great idea also to share some basic rules with your team members.

- **Call your team regularly** to make sure they entered their minutes. Ideally you will call them Saturday evening or Sunday.
  - If they have a hard time doing this, offer to enter their minutes for them.
  - If you do not have access to a computer, ask your county extension office for help. Remember to contact your agent Monday to update your minutes.

- **Check the WAA blog** frequently for inspiration. Let your team members know this service is available. Don’t be afraid to comment. You may find that other teams throughout the state will want to share their minutes. This is a great tool if your team feels a competitive edge. Check us out at walkacrossarkansas.wordpress.com (the blog will open up closer to the time of the start of WAA)

- **Keep in touch with your team** members regularly. This helps motivate them and keep them connected. How about a group walk one or two days a week?

- **Think about ways to motivate your team.** Here are some suggestions. Do you want to be competitive with other teams in your county? Do you want to offer some form of trinkets for team members who reach their personal goals? Should you have an intra-team competition where your team members compete with each other for a cash prize you all pay into? Should we have each team member share something positive about how they feel on account of being more active? Should you have weekly meetings?

- **Don’t forget that the Health Breaks Newsletter** is offered each week (in the same place where you enter minutes). This is created for you and your team. The Newsletter will have two sides: one featuring health-related content and the other side featuring a new power food. These newsletters are designed to keep you motivated and help you try out new foods. If you’d like to see previous newsletters, check the blog or ask your county extension agent for a copy. Snippets will be offered regularly throughout the program on the blog too.

- **At the end of WAA** (November 24, 2013) remind your team to fill out their wrap-up forms. Wrap-up forms will be found in the same place where you enter your minutes. This is so important to us because we’d like to brag on you, your team and your county to our federal partners at how motivated Arkansans are to get healthy! It is also important to us because your comments helps us improve the program. For example, because of your comments we now have a two-sided newsletter that features both health and nutrition. We can’t do it without you – the entire program is a group effort. **The deadline to complete wrap-up forms will be December 8, 2013!**