

Instructions for Team Members

Dear Walk Across Arkansas Participant:

Welcome to Walk Across Arkansas (WAA)! We are excited to offer this program which helps Arkansans reach their exercise goals. Thank you for your support of 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 copies of forms are available from your local county Extension office. Your Team Captain will also be happy to help you. If you are using the computer yourself, this is what you will need to do:

Action Step 1: Complete the Individual Registration Form

- Go to the website: www.uaex.edu and click on the WAA logo OR go here <http://www.uaex.edu/WalkAcrossArkansas/>
- Scroll to the bottom of the page where you will see a red box. Select “Individual Registration”
- **Screen 1:** Select your county from the pull down menu. Click “Submit”.
- **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. Continue to fill in the registration form. Click “Submit”.
- **Screen 3:** After you submit the registration and you should get a screen that tells you your registration was completed.

Once your registration is complete, your information is in the database and you will be ready to enter your minutes.

If you are a captain, you can enter your team’s individual registration from paper forms they’ve submitted to you, or they can do it themselves.

Action Step 2: Filling in minutes

- Go to the website: www.uaex.edu and find the WAA logo OR go here <http://www.uaex.edu/WalkAcrossArkansas/>
- Scroll down to the red box. Click “enter your minutes”
- **Screen 1:** Select your county from the pull down menu. Click “next”.
- **Screen 2:** Your team name should be listed. Click on your team name.
- **Screen 3:** Find your name and click on that.
- **Screen 4:** Enter your minutes and remember to hit “Update”

Other items of interest for team members

It is always exciting to start a new exercise activity. Slowly but surely, however, you may lose your motivation to continue on with the program. Look to your team captain and the other team members for motivation and inspiration! Think of ways you can encourage each other through the 8 week program.

Don't forget!!! Fill in your minutes each week! You may either go online or call your team captain to enter them for you. One suggestion is to place your minute log on your refrigerator so you can see it regularly and remember to enter it easily.

Don't forget!!! At the end of WAA please complete the **wrap-up form**. Wrap-up forms will be found in the same place where you enter your minutes. You have one week after the end of WAA to complete the wrap-up. 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 help us improve the program. We can't do it without you – the entire program is a group effort.

The deadline to complete wrap-up forms is one week after the program ends!

Thank you for supporting the Walk Across Arkansas program!