

## Instructions for Captains

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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 click on it.
- **Screen 1:** Once you click here scroll down until you see the red box with the program links. Click the “Team Registration” link. You will need the following information:
  - Your county name
  - Your team name
  - Your email address
  - Your name and contact information
  - Total number on your teamClick “Submit”.
- **Screen 2:** Once you hit submit, your team will automatically be registered. At this point you can now click to register another team or click to register the individuals on your team or click to return to the Walk Across Arkansas information page.
- You need to register yourself as a team member. There is a dropdown box to check that you are the captain.
- That’s it! You’re done. Now you can proceed to fill out the individual registration forms for your team or have them register themselves.

## **Action Step 2: Complete the Individual Registration Form**

- Go to the website: [www.uaex.edu](http://www.uaex.edu) and find the WAA logo OR go here <http://www.uaex.edu/WalkAcrossArkansas/>
- Scroll down to the red box and 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 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’ve submitted to you, or they can do it themselves.

## **Action Step 3: Filling in minutes**

- Go to the website: [www.uaex.edu](http://www.uaex.edu) and click on 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”

***Thank you for your support of the Walk Across Arkansas Program!***

## 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.
- 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?
- At the end of WAA** 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. We can't do it without you – the entire program is a group effort. **The deadline to complete wrap-up forms will be one week after the last day of WAA!**