

Family & Individual Tracking Toolkit

Who should use this toolkit:

Those tracking physical activity for themselves and/or their family. Individual may be a parent, guardian, or school staff member tracking activity for themselves.

1. Get Ready

First, learn about and register for the Fire Up Your Feet Challenge

- Register at <http://fireupyourfeet.org/user/register>.
- Review [Fire Up Your Feet FAQ's](#).
- If you are tracking for children at more than one school – for example, your elementary and middle school children – you will need to pick a favorite (just kidding!) and select a primary school when you register. When you start tracking activity, you will be able to edit the “school” field for each child or individual.
- During registration, enter the zip code for your primary school instead of your home zip code.
- Important Note: Use this toolkit if your physical activity is not being tracked online by someone else at the school. If a family member is being tracked at school, their activity should not also be tracked by a parent, and vice versa.

Liz's Fire Up Your Feet Story

Liz is a parent who learns about Fire Up Your Feet from a PTA newsletter. She discovers no one else at the school is tracking activity for students and so decides to register and track activity for herself and her two kids. Max is a 7th grader at Beaumont Middle School and Maggie is in 3rd grade at Alameda Elementary School. When Liz registers for Fire Up Your Feet, she selects Alameda Elementary School as her primary school.

Next, encourage other families and staff to participate in the Activity Challenge

- Share the Activity Challenge School Information letter in this Toolkit with your school principal and administration.
- Encourage other families to also register and track their physical activity by promoting the Challenge through your school's communications channels. Fireupyourfeet.org offers a variety of sample messages to help you promote the Challenge:
 - Newsletter articles
 - Social media posts
 - PA announcements
 - Robocall scripts



Fire Up Your Feet Terms to Know

Registrant: Someone registered on the Fire Up Your Feet website. May be a parent, guardian, or school staff.

Participant: A person whose activity is tracked online. If you are using paper trackers, participants do not count until they are tracked online. Final Challenge awards are based on the number of Fire Up Your Feet participants at the school.

Track: What you do each time you log an activity for yourself or someone under your account.

Online activity tracker: The online application used to track activity during Fire Up Your Feet Challenges.

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2. Get Set

Add Groups and Participants

- Now that you have registered, click on the “Track Activity” on the navigation menu at the top of the page. From there you will see a menu of options on the left-hand side of your screen.
- **Add Groups.** If your family often does the same activity together, you can create a family group to easily track activity for everyone at the same time. Select the “add groups” option to create a family group. If you are a teacher or individual that is only tracking for yourself, skip down to “Add Participants.”
- Choose a name for your group, i.e. “My Family” and then click Submit.
- **Add Participants.** Fill in the NAME, GRADE, SCHOOL and GROUP associated with each participant. The school you selected during registration should autopopulate in the SCHOOL field. Remember to change the school name here if your family members attend different schools.
- Click Add More (+) to add multiple participants simultaneously.
- If you add rows and then find you don't need them all, delete empty rows by clicking remove row (X) before clicking Submit.

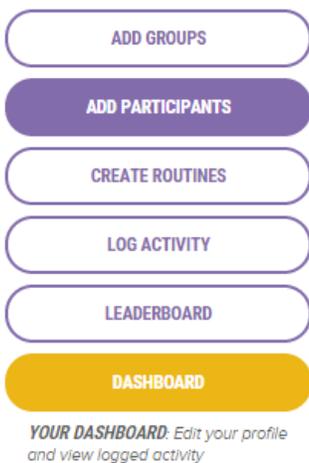
Create Routines

- If you find you are doing the same activity regularly, create a routine. Name the routine and choose the CATEGORY, TYPE, MILES (optional) and MINUTES. Then click submit. This routine will now be available for you to select in the activity tracker.

3. Go!

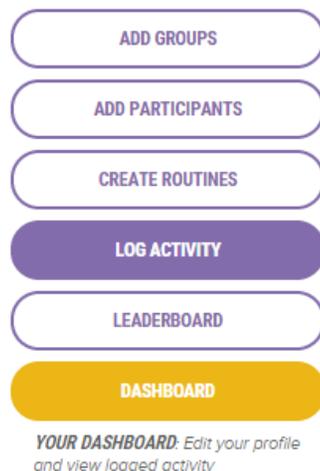
Track Participant Activity

- Click the Log Activity button to go to the activity tracker.
- Fill in the DATE, CATEGORY, TYPE (required) MILES, MINUTES (optional but encouraged) and then finally associate the activity with the participant or group previously added.
- If you are adding multiple activities for a particular participant or group, select the Participant or Group first, then click (+) Add More, and then complete the fields with the date, category, etc.



Liz Adds Her Family

Liz created a group called “My Family” that included herself and both kids so that she could easily track the physical activity that her family does together. Then she added herself, Max, and Maggie as participants with their individual schools.



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Liz Tracks Activity

During the first week of the Challenge, Liz and her kids walked the dog together on Monday for 30 minutes. Maggie went swimming after school on Wednesday for 30 minutes, and Max rode his bike to school on Friday. Over the weekend the whole family went on a hike for an hour.

That weekend, Liz signed into fireupyourfeet.org and entered all the activity for the week. You can see an example of how she did it below:

ADD ACTIVITIES

ADD ACTIVITIES

Fields marked with (*) are required

To add activity that is not a "saved routine" start with the date field

(+) adds another entry

When finished, click SUBMIT

	DATE *	CATEGORY *	TYPE *	MILES	MINUTES *	PARTICIPANT/GROUP *	ADD MORE	REMOVE ROW
SAVED ROUTINE ⇅	08/10/201	OUTSIDE SCHOOL ⇅	WALK ⇅	1	30	MY FAMILY ⇅	+	
SAVED ROUTINE ⇅	08/11/201	TO SCHOOL ⇅	BICYCLE ⇅	1	30	MAX ⇅	+	×
SAVED ROUTINE ⇅	08/11/201	OUTSIDE SCHOOL ⇅	SWIMMING ⇅	MILES	30	MAGGIE ⇅	+	×
SAVED ROUTINE ⇅	08/08/201	OUTSIDE SCHOOL ⇅	OTHER ⇅	MILES	60	MY FAMILY ⇅	+	×

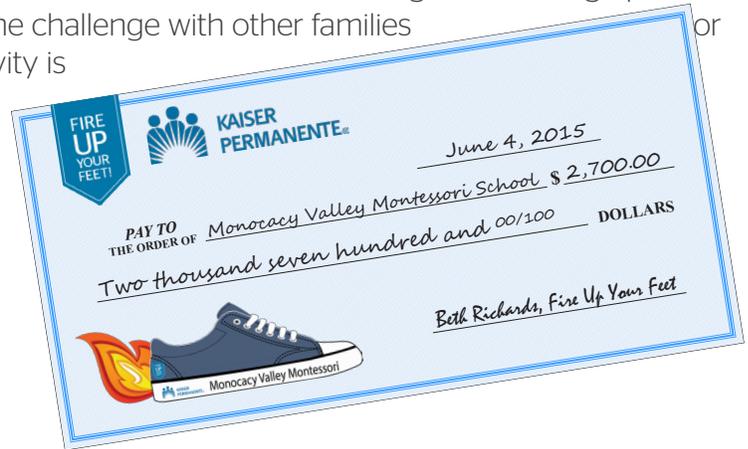
SUBMIT

Liz continued to track her family's physical activity throughout the Challenge. The kids loved seeing their activity add up as the month went on!

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4. Win Awards!

- The more participants at your school, the higher your chances of winning an award!
- Final Challenge Awards are calculated by the following formula:
Total number of students, parents/guardians and school staff that tracked during the Challenge period, divided by school enrollment data. (So sharing the challenge with other families or working to identify someone to track group activity is key to winning a challenge award!)
- It is the percentage of participation, NOT the amount of activity, used to determine awards.
- Schools must have a minimum of ten participants tracking one activity to be considered for a Final Challenge Award.
- In the event of a tie, a drawing will determine the awardee.
- Participants have three days after the Challenge period ends to track paper activity tracker data online or complete tracking activity accomplished during the Challenge time frames. Tracking will close at midnight on the third day following the close of the Challenge.
- Select [Awards Process](#) in the navigation menu for additional information about local awards.



Additional support is available by emailing info@fireupyourfeet.org

Activity Challenge School Information Letter

Dear School Administrator,

Our school is invited to participate in the Fire Up Your Feet Activity Challenge held each spring and fall. The Challenge is a friendly and healthy “competition” that encourages families, students and schools to work together to create active lifestyles that keep families healthy and help kids improve academic performance.

Schools with the most family and school staff participation have the chance to win a portion of more than \$100,000 in awards being offered nationally!

During the Activity Challenge, I would like to promote this program through the school’s communication channels to invite staff and families to register on the Fire Up Your Feet website and complete an online activity log (similar to a reading log). Examples of activity may include walking or biking to school, recess, PE class, or other sports or outdoor activities.

Awards are based on the number of participants at the school divided by our total school enrollment. We can increase our school’s chances of winning by encouraging school staff, parents to register online and associate their tracking with our school. Awards can be used to support Safe Routes to School and other health, wellness, and physical activity programs at our school.

Families and staff that choose to participate will share their name, school, and type of physical activity completed during the month. Any personally identifiable information will not be shared with any individuals or parties outside of Fire Up Your Feet and the information is only accessible by the individual tracking.

I will be following up with you to further discuss my plans to promote the Challenge at our school. I hope you will join me as a champion and help encourage families to participate.

Thank you,

More information about the Fire Up Your Feet privacy policy is available at fireupyourfeet.org/privacy-policy

General Fire Up Your Feet information is available at: www.fireupyourfeet.org

Additional questions addressed: info@fireupyourfeet.org