

Group Tracking Toolkit

Tips to help track group activity at your school for the Fire Up Your Feet Challenge

Who should use this toolkit:

Anyone tracking physical activity for a group of participants at school(s). This could be a parent, teacher, staff member or community volunteer.

1. Get Ready

First, Learn About and Register for the Challenge

- The first step is to register at fireupyourfeet.org.
- If you are tracking for children at more than one school – for example, Walk to School clubs at an elementary and a middle school – you will need to select a primary school when you register. Note that when you start tracking activity, you will be able to edit the “school” field for each individual in the Activity Tracker.
- During registration, enter the primary school zip code instead of your home zip code.
- Review [Fire Up Your Feet FAQ's](#).



Dan's Fire Up Your Feet Story

Dan is a PE teacher at Juarez Elementary. He loves the idea of Fire Up Your Feet and the Activity Challenge. He wants to use the Challenge and the online activity tracker to get his kids excited about physical activity and potentially win an award to buy new PE equipment.

All of the students at Juarez have PE twice a week and Dan recognizes that whole school participation could place him at the top of the leaderboard and help his school win an award. Dan is willing to track for all of his periods.

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 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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Next, Promote the Activity Challenge at Your School

- Share information about Fire Up Your Feet with the school principal and administration. Check out our School Information Letter in this toolkit.
- Distribute Activity Challenge Parent Information and Student Opt-out Form to students and families if requested by administration.
- Encourage other families to also register and track their physical activity by distributing [Fire Up Your Feet flyers](#) at school meetings and events or placing [posters](#) around the school.
- Promote the Challenge through your school's communications channels. Fireupyourfeet.org offers a variety of sample messages on our resources page to help you promote the Challenge:
 - Sample newsletter articles
 - Social media posts
 - PA announcements
 - Robocall scripts

- ADD GROUPS
- ADD PARTICIPANTS
- CREATE ROUTINES
- LOG ACTIVITY
- LEADERBOARD
- DASHBOARD

YOUR DASHBOARD: Edit your profile and view logged activity

2. Get Set

Add Groups

- When tracking for a group, develop a plan for tracking activity. Register early and create participant groups online so it's easy to track activity once the Challenge starts.
- IMPORTANT NOTE: Student activity can only be tracked under one registered account. If a student is being tracked by one registrant, their activity should not also be tracked by a parent, and vice versa.
- When adding a group: first name your group, e.g. Ms. Smith's Class, 6th Grade or Running Club.
- Click Add More (+) to add or create more groups. Click Submit before moving on.
- Many successful schools set up online groups and then use paper trackers to tally activity during the week, and then enter it online in bulk at a later time. You can print and distribute the [paper trackers](#) included in this toolkit for recording daily physical activity. The activity can then be tracked online by the school's designated coordinator.

Dan finds it easy to add groups and creates one for each PE period. Dan enters the inschool activity for each participant at the end of each week.

Knowing that engaging family members increases his schools chance of winning an award, Dan sends a note home and distributes the paper trackers for students and their parents to track their after school activity.

ADD GROUPS

ADD GROUPS
Fields marked with (*) are required
(+) adds another entry
When finished, click SUBMIT

ADD MORE

+

GROUP NAME	# OF PARTICIPANTS	EDIT	DELETE
FIRST PERIOD	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SECOND PERIOD	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Add Participants

- Fill in the NAME, GRADE, SCHOOL and GROUP associated with the student or “participant”. Your “preferred school” selected during registration should autopopulate in the SCHOOL field, remember to change the school name here if adding participants to a different school group.
- BONUS TIP: If adding multiple participants to a group (eg: students in a class or grade) select group first and work left, stopping before the NAME field. Click (+) ADD MORE to add lines with the group, activity and date fields completed. You now only need to fill in the NAME field.
- If you add rows and then find you don’t need them all, delete (X) empty rows, then click Submit.

3. Go!

Track Participant Activity

- 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.
- For a recurring activity such as Recess or Walking School Bus, create a SAVED ROUTINE that will be available to you to select when logging activity and save you time.
- If you are adding multiple activities for a particular group select the GROUP first, click (+) Add More, and then complete the fields with the date, category, etc.

Adding participants into the groups was a breeze. Dan even created a routine called “Monday Mile Jog” so when tracking activity all he had to do was select the routine from the dropdown and the fields were pre-populated with the information he provided when creating the routine. He then realized he could back-date the activity for the week. Couldn’t be easier!

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

SAVED ROUTINES	DATE *	CATEGORY *	TYPE *	MILES	MINUTES *		ADD MORE
MONDAY MILE JOG ▾	08/10/2015	AT SCHOOL ▾	RUN/JOG ▾	1.00	20	PARTICIPANT/GROUP ▾	+

SUBMIT

FILTER BY:

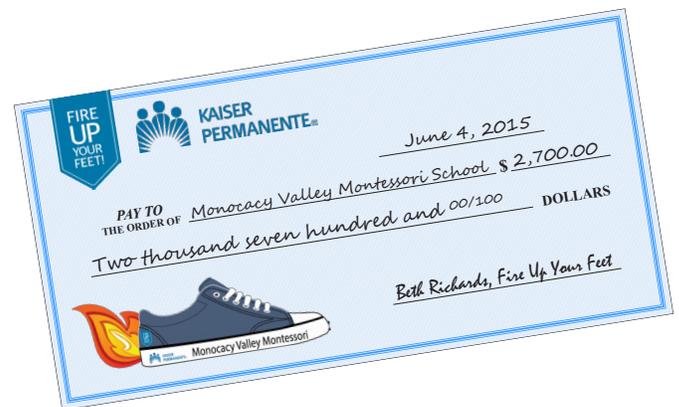
START	END				
MM/DD/YYYY	MM/DD/YYYY	CATEGORY ▾	TYPE ▾	PARTICIPANT/GROUP ▾	APPLY
					CLEAR

DATE	CATEGORY	TYPE	MILES	MINUTES	PARTICIPANTS	EDIT	DELETE
08/14/2015	AT SCHOOL	RUN/JOG	1	20	FIRST PERIOD		

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Continue to Promote Physical Activity and Tracking Throughout the Challenge

- Read our weekly emails for tips and encouragement and keep spreading the word about the Challenge with a [Robocall](#), [Email Blast](#) and/or [Facebook post](#).
- Check the Leaderboard on the main page of the [Fire Up Your Feet website](#) to see how your school is tracking against other participating schools and use to encourage friendly competition.
- Plan and track a school-wide day of activity such as a Walking Wednesday (everyone walks a few laps at lunch or recess) or a Fire Up Your Feet Friday with an approved assembly time granted for everyone to get out and get active!
- Check out our supplemental [At-A-Glance Tracking Ideas](#) for ideas on what to track and how that will help you on your way to winning a Challenge Award.



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.

- It is the percentage of participation, NOT the amount of activity, used to determine awards.
- Schools must have a minimum of 10 participants tracking one activity to be considered for a 1st, 2nd, or 3rd place Challenge Award.
- Participants have three days after the Challenge period ends to enter activity from paper activity logs 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.
- Check region website for additional information about local awards.

Dan's efforts paid off and the school won a challenge award. Soon Coach Dan will be shopping for some brand new PE equipment!



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. Fire Up Your Feet operates nationally in partnership with Let's Move Active Schools, Fuel Up to Play 60 and the Alliance for a Healthier Generation.

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 and parents to register online and track their physical activity. The award funds can be used for any health or wellness need we may have at our school like PE equipment, physical activity curriculum, a bike rack, organic garden, and more!

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 hope you share in my enthusiasm and are also Fired Up about greater physical activity engagement at our school combined with an opportunity to win awards that will help us with our health and wellness needs.

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

Activity Challenge Information and Student Opt-Out Form

This form is not required by Fire Up Your Feet to participate in the Activity Challenge

Dear Parents and Guardians,

Your family is invited to participate in our school's Fire Up Your Feet Activity Challenge. The Challenge is a friendly and healthy "competition" that encourage families, students and schools to work together to create active lifestyles that keep families healthy and help kids improve academic performance. Fire Up Your Feet is a core program of the Safe Routes to School National Partnership, the family engagement partner for the National PTA and funded in large part by Kaiser Permanente.

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, your child may fill out an activity log (similar to a reading log), or a teacher or school staff member may log your child's activity each week. Examples of activity may include walking or biking to school, recess, PE class or other sports or outdoor activities. As a parent, you can track your own activity either online or using a paper tracker as well. If you are using a paper tracker, your school may collect your activity log and enter the information into your school's online account.

Fire Up Your Feet may collect some information about your child including name, school, and type of physical activity completed during the month. This information will be entered online by school designee and used to calculate your school's eligibility for a Fire Up Your Feet Challenge Award. Any personally identifiable information will not be shared with any individuals or parties outside of Fire Up Your Feet.

As a parent, you also have the option of registering online and tracking your child's activity through your personal account. If you wish to sign up and track your child's activity rather than having the school track for your child, go to www.fireupyourfeet.org to register. Note: If your child's activity is being tracked at school please do not also track their activity at home as adding them at home will create a duplicate entry.

OPT-OUT INDICATOR

Returning this signed form to the school indicates a request that your child **NOT** participate in the Fire Up Your Feet Activity Challenge.

Student Name: _____ Date: _____

Parent/Guardian Signature: _____

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Fire Up Your Feet Participant Paper Tracker

This log is OPTIONAL

Activity can also be tracked directly using the online tracker. Participants must track a minimum of one activity to participate in the Challenge. Activity must be entered into the online tracker in order to be counted.

Participant Name:

School:

Grade:

Teacher:

	Date	Category (Circle all that apply)	Type of Activity (Can include walking, bicycling, recess, PE, outdoor activities, sports, or any activity that gets kids moving)	Miles (if applicable)	Minutes Logged	Group Name (if tracking as part of a group)
Saturday and Sunday		Outside school				
Monday		To school From school At school Outside school				
Tuesday		To school From school At school Outside school				
Wednesday		To school From school At school Outside school				
Thursday		To school From school At school Outside school				
Friday		To school From school At school Outside school				

