

Every Kid Healthy Week Event Registration/Survey

All Every Kid Healthy event surveys/event postings must be submitted by **Friday, April 5th**. Please connect with your State Coordinator with any questions.

- 1) Login to School Portal (https://afhkschoolportal.force.com/AFHK_Communities_Login)
- 2) On the Left navigation panel – select “Events”

AFHK School Portal

Home
My Profile
My School
Grants
School Health Index
Events
Help

150 K
SCHOOLS WITH AFHK PROGRAMS

\$ 1.4 M
TOTAL GRANTS GIVEN IN 15-16 SY

GET STARTED

Welcome

This portal is programs. On with the AFH

1. Complete Your Profile

- 3) Select “Request an Event”

AFHK School Portal

Home
My Profile
My School

My Events

Request An Event Search for An Event

Event Name	Event Type	School	Status	Need Volunteers?	Date
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- 4) Fill out requested information on the Event Request form:
 - Event Name – example: *Lincoln Elementary Fun Run*
 - Event Type: select **EKH Week Event**

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Home
My Profile
My School
Grants
School Health Index
Events
Help

Event Request

EVENT REQUEST

Event Name *

Event Type **EKH Week Event**
School Health Team Event
EKH Week Event
Special Event/Program/Activity

School

Start Date

- School: select an Affiliated School (if you are not affiliated with a school, you can do so under the My Profile tab and select “Add or Manage Schools”)
- Start Date/End Date
- Start Time/End Time
- Time Zone
- Description – Be specific. This is what registrants will see when they sign up for the event (limited to 2000 characters); *example: Lincoln Elementary School will be hosting a Fun Run to celebrate Every Kid Healthy Week. Students, staff, parents and community members are invited to participate in the Run/Walk event and will have the opportunity to continue the celebration and enjoy healthy snacks and beverages after the run. Join us for a fun and healthy day.*
- Street Address – where will the event take place
- City, State, Zip Code
- Select if you will or will not need volunteers for the event
 - If volunteers will be needed, you will need to agree to the AFHK School Acknowledgement Release on volunteers by checking the box.

Enter information for EKH Event Detail section:

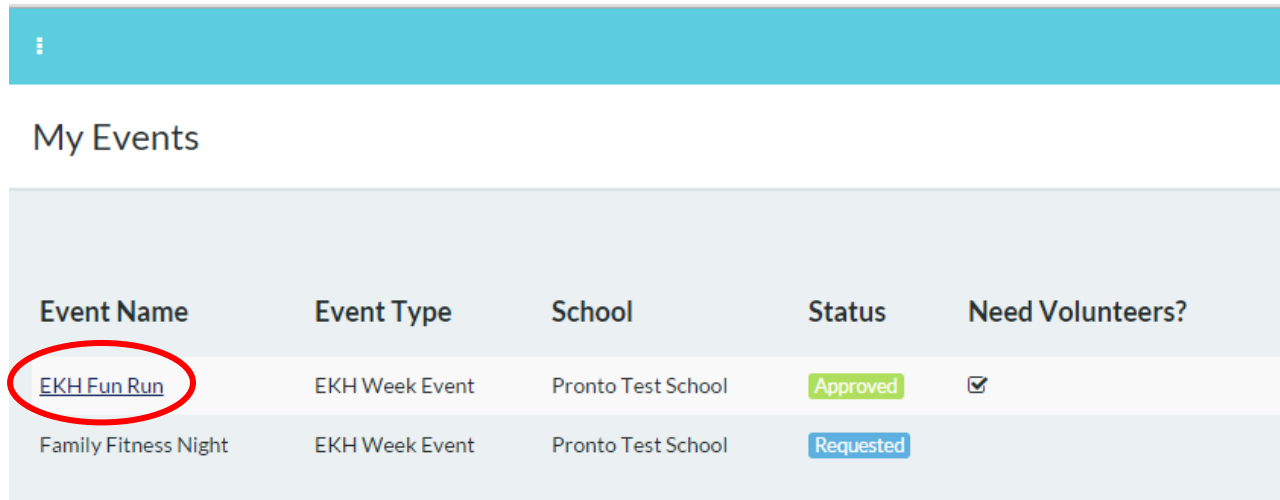
- All questions are required
- 5) You will receive an email letting you know that your event has been submitted for review. When you navigate back to Events in your portal, you will see the event status has been tagged as “Requested”.
 - 6) Once the event is approved, you will receive another email notification alerting you of the approval status which will include the designated URL to your event, and in the Events tab, you will see the event status is now tagged as “Approved”.
 - 7) If you have opened your event to volunteers, you will also receive an email each time a volunteer expresses interest in your event. This email will include the potential volunteer’s contact information – it is your responsibility as the event manager to connect with the potential volunteer, inform them of your school’s volunteer policies and procedures (i.e. completing a waiver, background check, etc.), share with them the details of their role as a volunteer and identify whether that volunteer is a good fit for this event.
 - 8) You also have the ability to edit parts of your event listing by clicking the “Edit An Event” button. Fields that allow edits include:
 - Date, time, location and need for volunteers. If additional edits need to be made, please contact volunteer@actionforhealthykids.org.
 - The event will not be re-approved after edits have been made.

My Events						
Event Name	Event Type	School	Status	Need Volunteers?	Date	
EKH Fun Run	EKH Week Event	Pronto Test School	Approved	<input checked="" type="checkbox"/>	April 30, 2016	Edit An Event
Family Fitness Night	EKH Week Event	Pronto Test School	Requested	<input type="checkbox"/>	April 25, 2016	Edit An Event

Managing your Event Listing

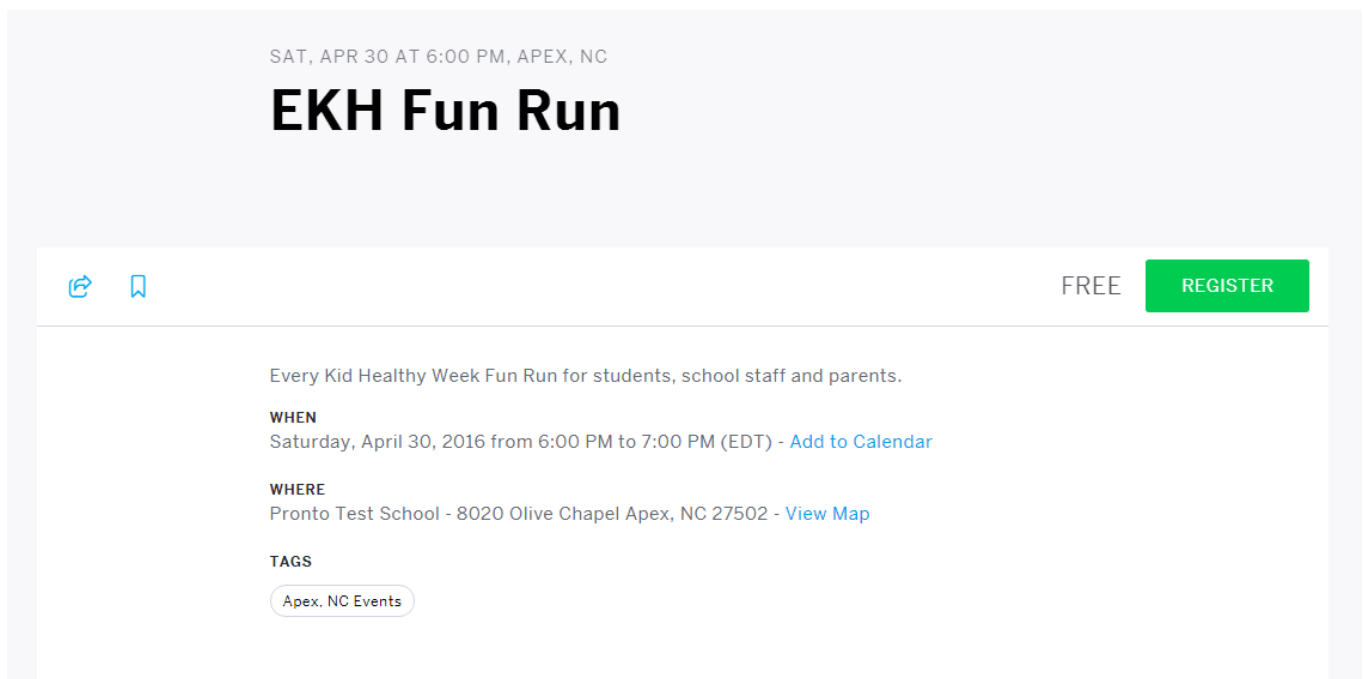
After the event request has been approved, you are now ready to publicize, manage and collect registrations for your event. Event listings are administered via Eventbrite.

- 1) To view your event listing, you will click on the Event Name



Event Name	Event Type	School	Status	Need Volunteers?
EKH Fun Run	EKH Week Event	Pronto Test School	Approved	<input checked="" type="checkbox"/>
Family Fitness Night	EKH Week Event	Pronto Test School	Requested	

- 2) This will take you to your unique event listing and registration page



SAT, APR 30 AT 6:00 PM, APEX, NC

EKH Fun Run

Every Kid Healthy Week Fun Run for students, school staff and parents.

WHEN
Saturday, April 30, 2016 from 6:00 PM to 7:00 PM (EDT) - [Add to Calendar](#)

WHERE
Pronto Test School - 8020 Olive Chapel Apex, NC 27502 - [View Map](#)

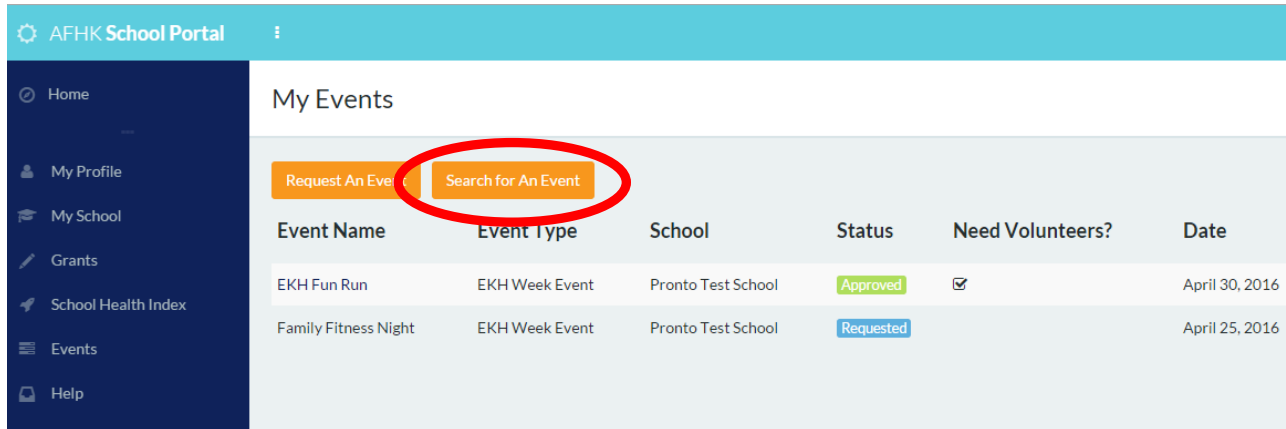
TAGS
Apex, NC Events

FREE [REGISTER](#)

- 3) There are many options you have available, some of which include:
 - Share the unique event URL with your network to promote your event
 - Collect and manage registrations
 - View and print registration pages
 - Check-in attendees and print event name badges
- 4) Once an individual fills out the registration for the event, they will receive a “ticket” email that confirms their registration. The ticket will include the event name, event details, the ability to add the event directly to a calendar and tangible/printable tickets. The printable tickets are useful if you would like registrants to bring proof of registration with them to the event.

Search Event Listings

You can search for event listings either through the school portal by clicking the search button on the Events page named **Search for an Event** or at https://afhkschoolportal.force.com/AFHK_Events_Search. Individuals who are searching for events do not need to login to the portal to search events – they can access the search page via the URL above which can also be found on the AFHK website at: actionforhealthykids.org/volunteer



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My School
Grants
School Health Index
Events
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My Events

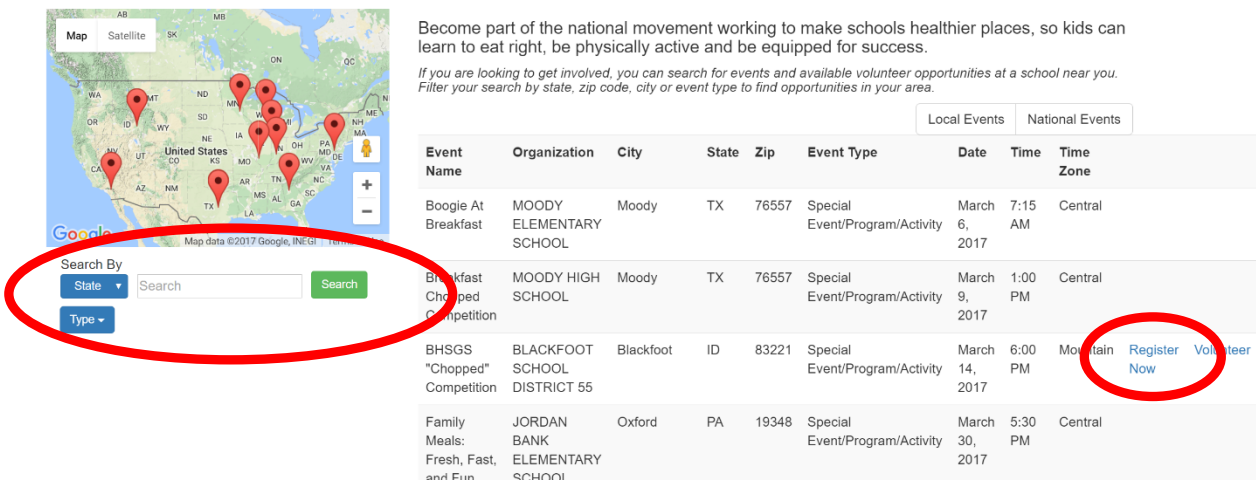
Request An Event | **Search for An Event**

Event Name	Event Type	School	Status	Need Volunteers?	Date
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Family Fitness Night	EKH Week Event	Pronto Test School	Requested		April 25, 2016

Once at the search page, there are filters you can use to search for events including: State, Zip Code or City. Best practice suggestion is to search by State to receive the most comprehensive results. You can also filter by Event Type. From this page, individuals can click on the “Register Now” link next to each event to be taken to the unique event registration page. **New event requests will be live on the search page the following day after event has been approved.**



Event Search



Become part of the national movement working to make schools healthier places, so kids can learn to eat right, be physically active and be equipped for success.

If you are looking to get involved, you can search for events and available volunteer opportunities at a school near you. Filter your search by state, zip code, city or event type to find opportunities in your area.

Local Events | National Events

Event Name	Organization	City	State	Zip	Event Type	Date	Time	Time Zone	
Boogie At Breakfast	MOODY ELEMENTARY SCHOOL	Moody	TX	76557	Special Event/Program/Activity	March 6, 2017	7:15 AM	Central	
Breakfast Chopped Competition	MOODY HIGH SCHOOL	Moody	TX	76557	Special Event/Program/Activity	March 9, 2017	1:00 PM	Central	
BHSGS "Chopped" Competition	BLACKFOOT SCHOOL DISTRICT 55	Blackfoot	ID	83221	Special Event/Program/Activity	March 14, 2017	6:00 PM	Mountain	Register Now
Family Meals: Fresh, Fast, and Fun	JORDAN BANK ELEMENTARY SCHOOL	Oxford	PA	19348	Special Event/Program/Activity	March 30, 2017	5:30 PM	Central	