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”

3) Select “Request an Event”

4) Fill out requested information on the Event Request form:
   - Event Name – example: Lincoln Elementary Fun Run
   - Event Type: select EKH Week Event
• 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.
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

![My Events]

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

![EKH Fun Run]

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

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.