

Instructions for Completing the Every Kid Healthy Week Event Survey

1. Log in to the Action for Healthy Kids School Portal:

https://afhkschoolportal.force.com/AFHK Communities Log in.

2. Once logged in, you will then see the Home page. Click on **Events** (left-hand side).

O AFHK School Portal			LOGOUT
 Home My Profile My School 	2. Find Your School		with the AFHK-modified version of the CDC 2014 School Health Index (SHI). When you use the AFHK SHI you will gain access to customized resources from AFHK and our partners based on your SHI results. After completing the SHI, a custom action plan will be generated for your school to help you track progress and take steps towards specific healthy school goals and to check how ready your school is to apply for the USDA's Healthier US Schools Challenge. This portal will also allow you access to apply for all
Grants Grants School Health index Events Help	3. Assess Your School Health	4. Apply for a Grant	AFHK grant opportunities and manage grant reporting requirements. You will want to bookmark this page so you can return frequently as you work to ensure that every kid is healthy and ready to learn in your school. Got questions? We've got answers. Check out the information in the help tab
	GRANTS		
	School Show Submitted Grants	Grant	Status
Need help?			

3. Click the green **Request** an **Event** button.

AFHK School Portal	I /					LOGOUT	
Home	My Events					My Events	
a My Profile r My School ✓ Grants	There are no events yet Use the buttons below to request or search for an event						
 Grants School Health Index 	Request An Event Search for An Event						
Events	Event Name	Event Type	School	Status	Need Volunteers?	Date	
🖸 Help							
Need help? Contact support at support@actionforhealthykids.org.							

4. Fill out the requested information. A couple of tips:

- For event type, make sure you select 'EKH Week event'
- Due to the nature of this year's EKHW events, Select NO for 'Use school portal to recruit and manage volunteers?'