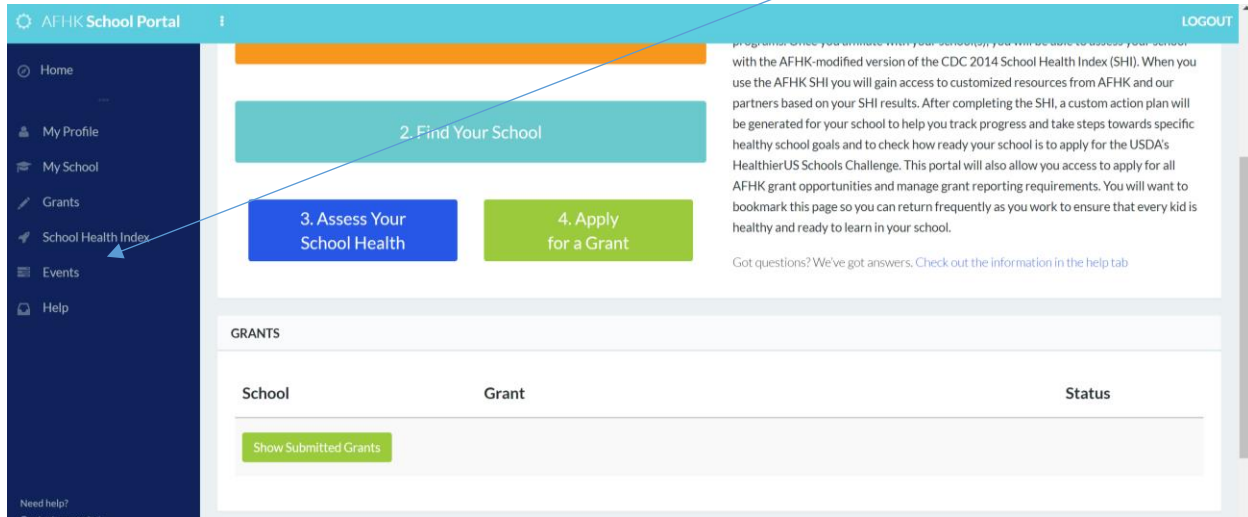


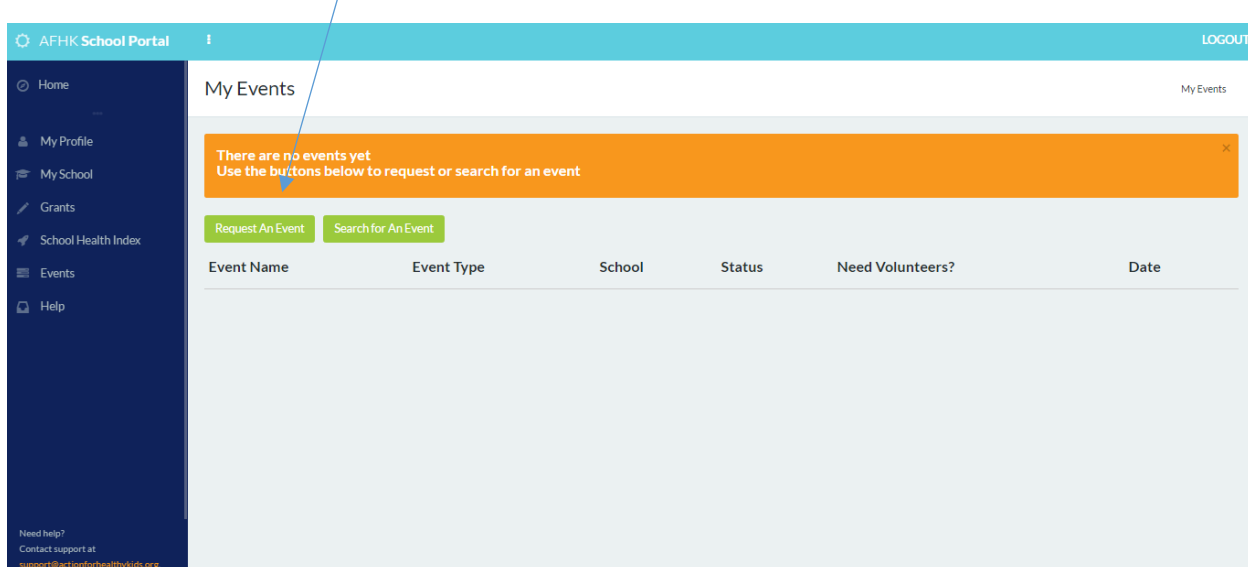
Instructions for Completing the Every Kid Healthy Week Event Survey

1. Log in to the Action for Healthy Kids School Portal:
[https://afhkschoolportal.force.com/AFHK Communities Log in.](https://afhkschoolportal.force.com/AFHK%20Communities%20Log%20in)

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



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



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 EKH events, Select NO for 'Use school portal to recruit and manage volunteers?'