

BOLTAGE

INSTRUCTIONS FOR USING PAPER REGISTRATION FORM

The paper registration form is designed for use in cases where parents do not have internet access to register their kid(s). Parents of participants can complete the form, and a program representative can input their information into the system. The process described below can be modified as needed to accommodate the needs of particular schools.

1. Customize the MS Word Document to reflect the school name and contact person. These areas of the document are highlighted in red type.
2. Insert a map in the area shown. Often times the school district has maps in PDF format for each schools enrollment area. If a map is not available, you can create one using Google Maps, and insert a "screen grab."
3. Distribute the form to kids at the Zap machine or at other registration events. We suggest that a supply of forms be kept in the school office.
4. The kids take the form home (including the Participation Agreement), where their parents complete and sign it. The parent keeps the Participation Agreement part.
5. The kids return the form to the school office, where they are given a RFID tag. The number from the RFID tag is written on the form (VERY IMPORTANT). The form is kept at the office. We have found that in cases where multiple kids are being registered on one form, it is a good idea to write the kids name on the RFID tag so that the tag number ends up being associated with the correct kid.
6. A program representative picks up the completed forms from the school office.
7. If the parent has not completed the "miles to school" section, and has marked the map instead, the distance to school needs to be calculated. This can be completed using this online tool: <http://www.gmap-pedometer.com/> as follows:
 - a. zoom in on the school
 - b. click "start recording" (make sure "automatically for runners" button is checked)
 - c. double-click on the location of the Zap
 - d. double-click on the participants house as shown on the form (zoom in/out as needed)
 - e. copy the "total distance" to the form
 - f. if addition routes need to be calculated, click "undo last point", then double-click on next house
8. The program representative logs into the registration system and registers the kid. The representative needs to log in using a valid email address. If it is the first kid being registered this way, the representative can use their personal email, or may want to create an alias or Google Gmail account. The first time a new email address is used, the system will send an email to that address to validate it. All kids registered under this email will appear in the system as part of a "family" that is associated with this email.
9. Mail all signed forms to Boltage within 60 days after registration has been completed.