



Heart Foundation Walking Website user guide for Walk Organisers



Proudly supported by



Australian Government



Queensland Government

Website User Guide for Walk Organisers

Contents

1. Introduction	2
1.1 Finding the HFW website.....	2
1.2 Log in on the HFW website.....	2
2. Your Dashboard Screen.....	4
3. Basic Online Profile Features	5
3.1 Local Snapshot	5
3.2 Achievements	5
3.3 Announcements.....	5
Creating a New Announcement	5
Managing an Existing Announcement.....	6
3.4 Suggested Local Groups.....	6
3.5 Your Profile.....	7
4. Side Panel > Basic Features.....	9
4.1 Invite Users	9
4.2 Edit Group	10
5. Side Panel > Red Function Boxes	11
5.1 Add Group.....	11
5.2 Add Walker.....	13
5.3 Manage Walkers	14
5.4 Record Attendance	16
5.5 Find a New Group	17
6. Other Resources.....	18
6.1 Tips and Tools	18
7. Questions and Comments.....	18

1. Introduction

This guide will help you find your way around the Heart Foundation Walking (HFW) website as a Walk Organiser.

Should you have any questions, contact your Heart Foundation Local Coordinator. Alternatively, contact the Heart Foundation Helpline 13 11 12.

1.1 Finding the HFW website

Open your browser (e.g. Google Chrome, Internet Explorer, Firefox, etc.)

Type the HFW web address (<http://walking.heartfoundation.org.au>) into the Quick Launch Bar (see figure 1).

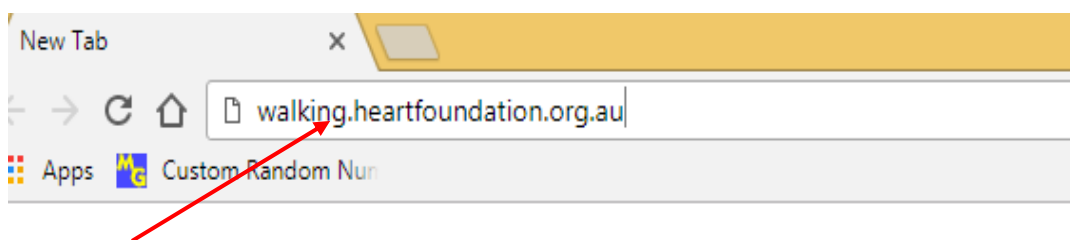
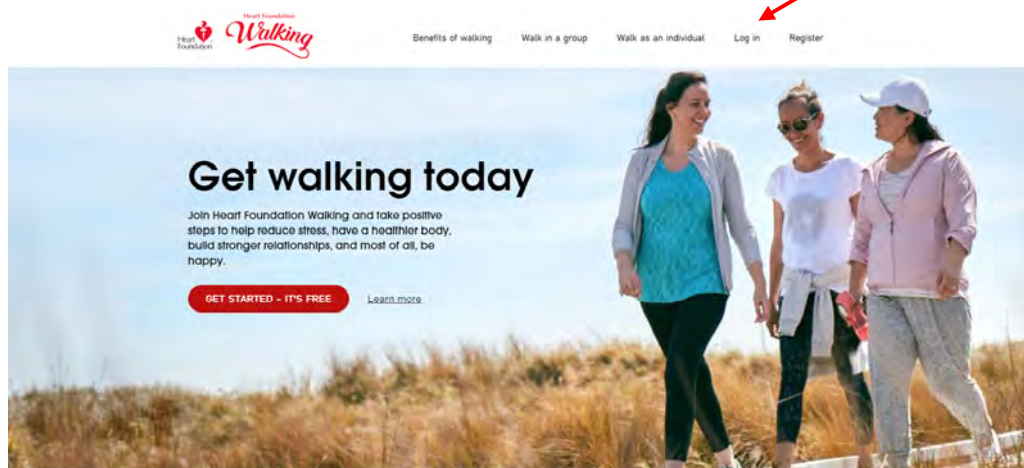


figure 1

1.2 Log in on the HFW website

Click 'log in' in the top right-hand corner of the screen (see figure 2).



Choose how you want to walk

figure 2

The log in page will now appear (see figure 3).

Log In

If you are already registered with Heart Foundation Walking and have your login details please login below. If you have not yet received your login details please send an email to walking@heartfoundation.org.au or click 'lost password' below.

Email Address *

Password *

Remember Me

Log In

Lost Password

figure 3

Enter your email address (the email address used when registering with HFW).

Enter your password (use the password that was emailed to you when you registered (this can be changed once you have logged in (refer to [Section 3.5](#))).

If you have lost your password, click on the lost password button (under the login box) at the bottom of the page. A new password will be emailed to you. You can change this from your profile once you have logged in using the automatically generated password.

If you want the system to remember your password, tick “Remember Me”

Click Log In

2. Your Dashboard Screen

Once you have successfully logged in to your online profile, the dashboard screen will appear (see figure 4). Your personalised online profile will feature your name and your Heart Foundation Walking role (e.g. Walk Organiser)

The online profile has many features that are designed to help you in your role as Walk Organiser.

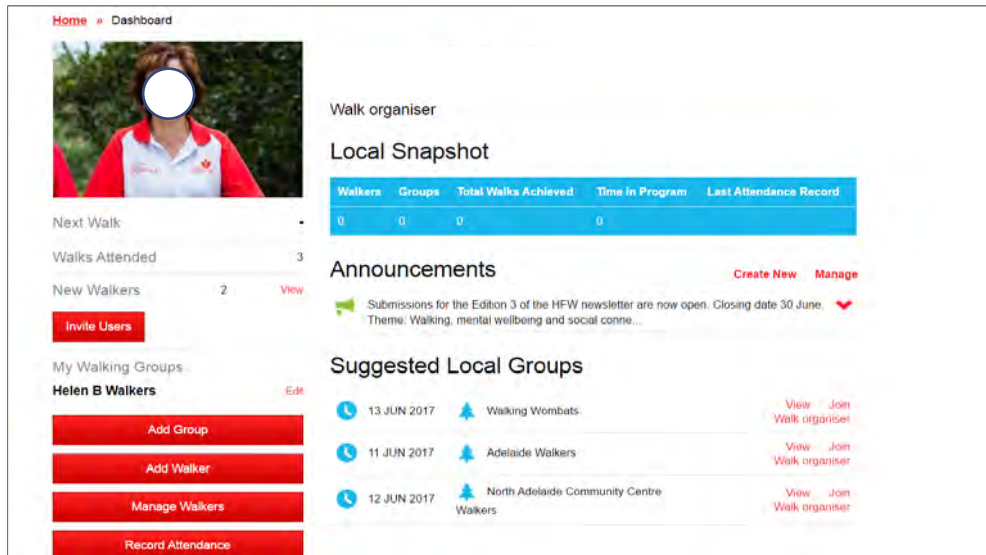


figure 4

Each of the online profile features in figure 4 will be described in the next section of this User Guide.

3. Basic Online Profile Features

The following online profile features will be explored in this chapter:

Local Snapshot
Achievements
Announcements
Suggested Local Groups
Your Profile
Invite Users

3.1 Local Snapshot

This provides a summary of your data which includes:

Total number of walkers and group(s)
Total number of walks achieved by the walkers in your group(s)
Time in program (time since registration)
Last Attendance Record (the most recent attendance record entered into the database).

3.2 Achievements

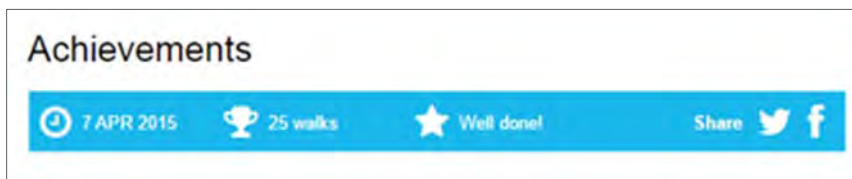


Figure 5

This information indicates your progress in the HFW Walker Recognition Scheme (your own personal milestones and achievements e.g. 25 walks).

If you wish to, you can share these achievements on your own Facebook or Twitter accounts using the icons on the right-hand side.

3.3 Announcements

Any new announcements you have made or received will appear in this space. It is a communication platform between the HFW team and you, and your walkers and you. Your Local Coordinator can also send you messages via this platform.



figure 6

Creating a New Announcement

To create a new announcement,

Click 'create new'

The 'Create Announcement' window will open (see figure 7).



figure 7

Select the group(s) you are messaging.

Add your required content

Click save. Your message will now be published to the selected group(s)

Managing an Existing Announcement

To edit, view, or delete a previous announcement,

Click 'manage'

The 'Manage Announcement' window will open.

To find a previous announcement, click in the date box and select the month and/or year that the message was sent. Then click search.

Once the announcement is identified, click 'edit' to edit the message OR click 'remove' to delete the message you no longer need.

3.4 Suggested Local Groups

Your online profile displays other HFW group walks in your area.

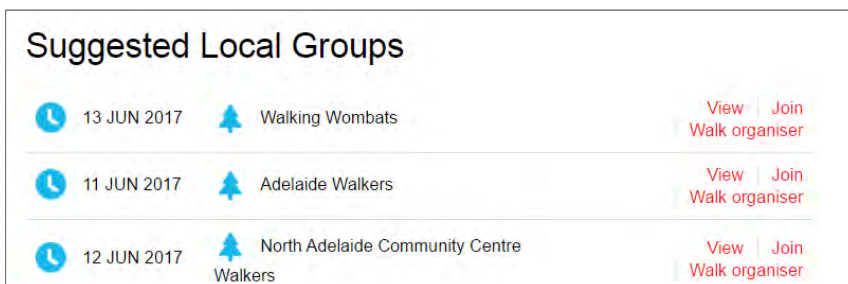


figure 8

You may like to join them, be aware of, or promote other walking options to your own group members. You could also arrange a visit to other local groups or could set up a local support network.

To see the group details, click on 'View'

To see the Walk Organiser contact details, click on 'Walk Organiser'

To join the walking group, click on 'Join'. You will be linked to the chosen walking group automatically (you won't need to submit a registration form).

3.5 Your Profile

You can manage all the information stored in your profile. This includes the following:

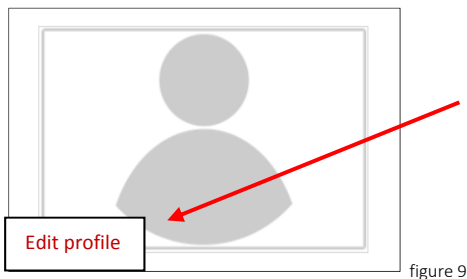
- Change your own personal details (phone, email, address)
- Change your password
- Join the Walker Recognition Scheme
- Select the communications you would like to receive from HFW

To access these features,

Move your mouse to the grey head and shoulders image at the top left-hand side of the Dashboard (see figure 9 below).

Hover the mouse over the bottom left-hand of the image box and the text 'edit profile' will appear.

Click on the text 'edit profile'.



The 'edit Walker Organiser' window will appear (see figure 10 below).

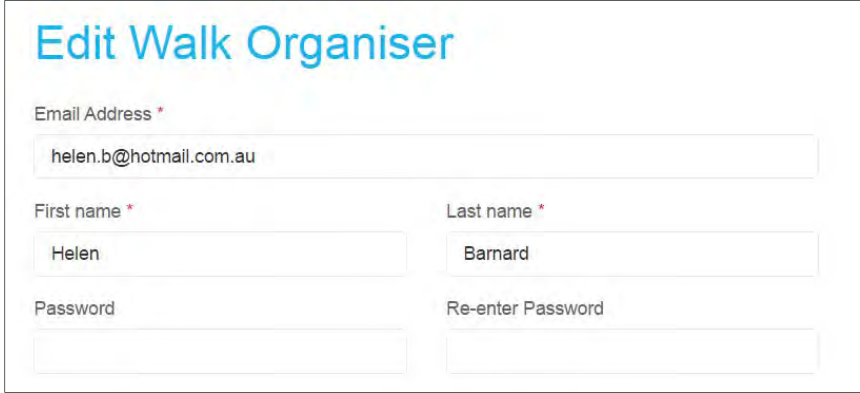


figure 10

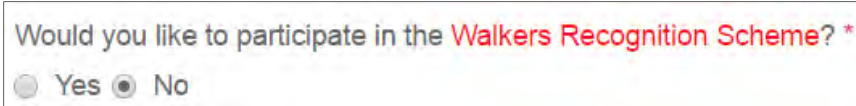
From this window, you can:

Edit your own email address

Edit your own password

Edit your own phone and address details

Join the Walker Recognition Scheme (see figure 11)



Would you like to participate in the **Walkers Recognition Scheme**? *

Yes No

Figure 11

Select the information you wish to receive from HFW (see figure 12)



Keep Me Informed

Quarterly E-newsletter

Program Updates and Events

Figure 12



Importantly, clicking **save** at the base of the page will ensure any changes you have made will be changed. Please be aware that it may take between 12-24 hours for the changes you make to be live on the website.

4. Side Panel > Basic Features

The left-hand side panel of your online profile will include the following information (see figure 11 below).

Next Walk (Provides details of your next scheduled group walk
Walks Attended	Provides the number of walks you have attended.
New Walkers	Indicates the number of new walkers who have joined one or more of your walking group/s
Invite Users	This function allows you to promote your group and invite registered HFW participants to join your walking group/s. Further information on this function is given below.
My Walking Groups	By clicking edit next to the function allows to make changes to your walking group/s such as walk days, walk times, etc. Further information on this function is given below.

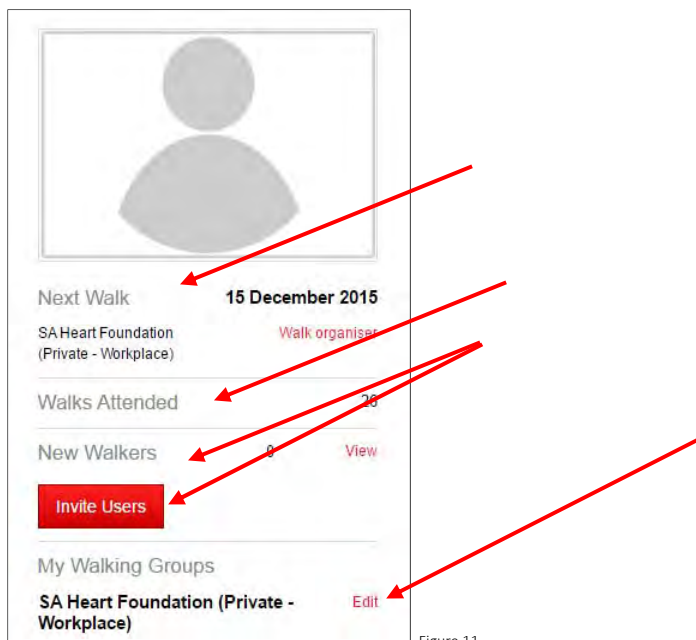


Figure 11

4.1 Invite Users

To invite registered HFW participants to join your walking group/s, click on the 'Invite Users' button (figure 11 above).

If the person you wish to invite has not registered as a Walker with the HFW program, refer them to the HFW website (<http://walking.heartfoundation.org.au/>).

The 'Recruit Users' window will open (figure 12 below).

Recruit Users

Use the below fields to invite others to join your Heart Foundation Walking group. Send group specifics to community or workplace members using their email address.

Email *

Message *

Group *

Helen B Walkers

Preview

Send

Figure 12

Populate details as required.

Select your group from the drop-down list.

Click send, the invitation will be sent.

4.2 Edit Group

From this window, any group details can be changed. These include the following:

- Change group name

- Change group address including postcode

- Change the walking details including speciality (if applicable), distance, speed, duration, dog friendly, and frequency.

- Day and time

You can also access your attendance log and participants list from this window.

5. Side Panel > Red Function Boxes

The following online profile features will be explored in this chapter:

Add Group	Use this function to create a new walking group with yourself as the Walk Organiser
Add Walker	Use this function to register a new walker. Please note; the new walker must complete a HFW registration form prior to you adding them.
Manage Walkers	Use this function to search for your walking group members and their details. Add one of your group walkers to the Prime Minister's One million steps This function should also be used to remove walkers who are no longer walking in your group.
Record Attendance	Use this function to record walkers' attendance from your online profile. This area can also be used to print attendance logs to use at your walking group. In addition, previous logs can be adjusted in this section of your online profile.
Find a New Group	Use this function to search for a new group to attend.
Record Individual Walk Time	Use this function to record an individual walk completed.

5.1 Add Group

To add a new group with yourself as the Walk Organiser,

Click on the 'Add Group' button



the Create Group window will open (figure 13 below).

Populate the fields as required (postcode of the walk, Local Coordinator, etc.). If you are unsure of who your Local Coordinator is, visit the HFW website to find a Local Coordinator (<https://gowalking.heartfoundation.org.au/walking/host-organisation/list/>)



Figure 13



Importantly, clicking **submit** at the base of the page will ensure any changes you have made will be changed. Please be aware that it may take between 12-24 hours for the changes you make to be live on the website.

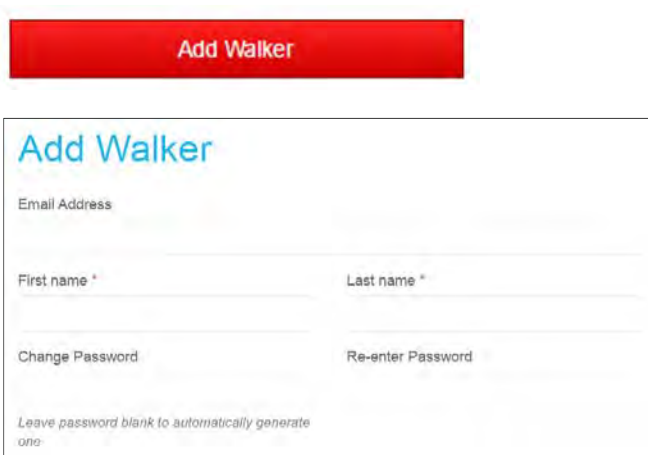
5.2 Add Walker

A new walker is someone who has not previously registered with HFW.

Please note > each new walker requires their own email address. Email addresses cannot be shared between walkers.

To add a new walker (to your group),

Click on the 'Add Walker' button, the Add Walker window will open (figure 14 below).



The screenshot shows a red button labeled 'Add Walker'. Below it is a form titled 'Add Walker' with the following fields: 'Email Address', 'First name *', 'Last name *', 'Change Password', and 'Re-enter Password'. A note at the bottom of the form reads: 'Leave password blank to automatically generate one'.

Figure 14

This will allow you to register new walkers (to your group and the HFW program). Please note; email addresses cannot be shared. Each new walker requires a separate email address.

Populate the fields as required. The information should be taken from a registration form signed by the new walker.

As part of this step, you can add walkers to the Prime Minister's One million steps.



Importantly, clicking **submit** at the base of the page will ensure any changes you have made will be changed. Please be aware that it may take between 12-24 hours for the changes you make to be live on the website.

5.3 Manage Walkers

To manage walkers,

Click on the 'Manage Walkers' button



This will allow you to search for and edit group members' details (see figure 15 below)

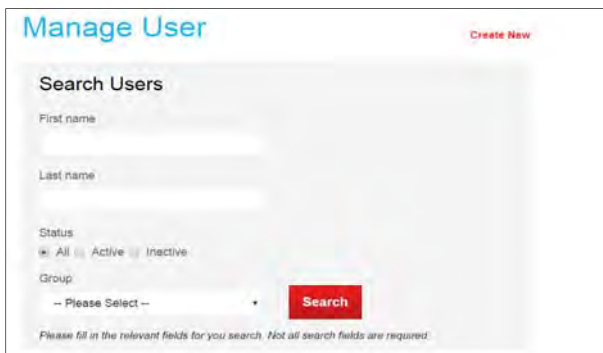


Figure 15

When you have searched for a walker, their details will appear in a window (see figure 16 below).

Name	Mobile	Status	Role	Walks	WRS	Actions
Walker		Walker	Walker	0	No	Edit Remove From Group

Figure 16

To edit this walker, click on 'edit'. The following details can be changed:

Email address

Name

Enrolment in Walker Recognition Scheme

Preferences for what information the walker would like to receive from HFW

Include or remove from the Prime Minister's One million steps.

In addition, from this window you can add the walker to an additional walking group if they choose to walk in more than one group.

To do this, in the section of the walker's profile, click on "Add Another". A blank box will appear in the lower section. Click on the small black arrow on the right of the box. Select the group the walker wishes to join (see figure 17 below)



Figure 17

To remove a walker no longer walking in your group,

Click remove group (see figure 16 above).

A message window will open, this is to confirm that you wish to remove the walker from your group. You will be asked to select why the walker is choosing to leave. Click on the appropriate response and then click yes (see figure 18 below).

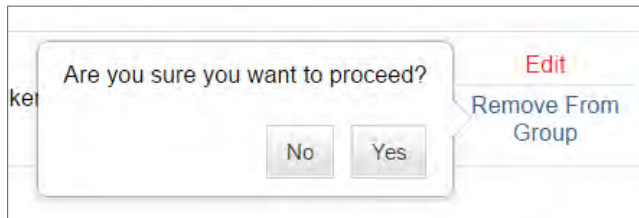


Figure 18



Importantly, clicking **submit** at the base of the page will ensure any changes you have made will be changed. Please be aware that it may take between 12-24 hours for the changes you make to be live on the website.

5.4 Record Attendance

This function is used to record walkers' attendance at your walks. To record attendance,

Click the Record Attendance button



The 'Record Attendance' window will appear (see figure 19 below).

Record Attendance

A screenshot of the "Record Attendance" form. It features a "Group" label with an asterisk, a dropdown menu showing "-- Please Select --", and a red "Next" button below it.

Figure 19

Using the dropdown list, select your group and click 'Next'.

A new window will open which will list 'Previous Logs' recorded, provide an option to 'Print an Attendance Sheet' and 'Create a New Monthly Attendance Log' (see figure 20 below).

To adjust a previous log > click view log. Make the necessary adjustments and then click 'save'.

To print an Attendance Sheet > click the text.

To create a new monthly log > click on the appropriate button.

Record Attendance

Create New Monthly Attendance Log

Print Attendance Sheet

Previous Logs

Month	Actions
2017 May	View Log

Figure 20

A list of your registered group participants will appear (see figure 21 below).

Adjust the walks completed for each participant using the plus and minus symbols under the number of walks.

rd Attendance

3 Walkers

Number of Walks	
rd.	0
	0



Figure 21

Note: if people do not appear on your list of participants they are not registered and you will need to refer to the 'Add Walker' process above to add them to your group.



Importantly, clicking **submit** at the base of the page will ensure any changes you have made will be changed. Please be aware that it may take between 12-24 hours for the changes you make to be live on the website.

5.5 Find a New Group

To find a new group,

Click the 'Find a New Group' button

Enter the postcode

Select join from the list of available groups

You will then be registered to walk with that group.

6. Other Resources

The following resources and functions will be discussed in this chapter as required.

Training	Use this link to access training materials and related information
Tips and Tools	Use this link to access a vast range of support documentation.
Becoming a Walk Organiser of an Existing Group	Use this link to join a group as a Walk Organiser
Leaving HFW	Use this link to exit the HFW program

These appear in the right-hand column of your online profile (see figure 22 below).

Other Resources

- [Walker Handbook](#)
- [Become a Walk Organiser of Existing Group](#)
- [Training - Walk Organiser](#)
- [Tips & Tools](#)

Figure 22

6.1 Tips and Tools

This area of the website has a considerable number of tools to assist you in your role as a Walk Organiser. The following tools can be found in this area:

Expand your HFW Network > information sheets for various specific settings for HFW groups.
Marketing, Advertising and Promotion > promotional templates, walking images, community information presentation, media release
HFW Documents and Forms > registration forms, user guides, translated materials (including registration forms), walkability checklist, thank you certificate template, resource order information

7. Questions and Comments

If you have any questions please contact your HFW Local coordinator firstly, then walking@heartfoundation.org.au or call the Heart Foundation Helpline on 13 11 12.

