



Heart Foundation Walking Website user guide for Walkers



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Website User Guide for Walkers

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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).

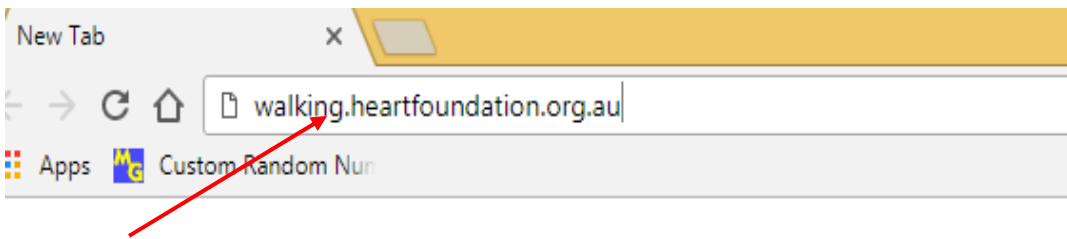
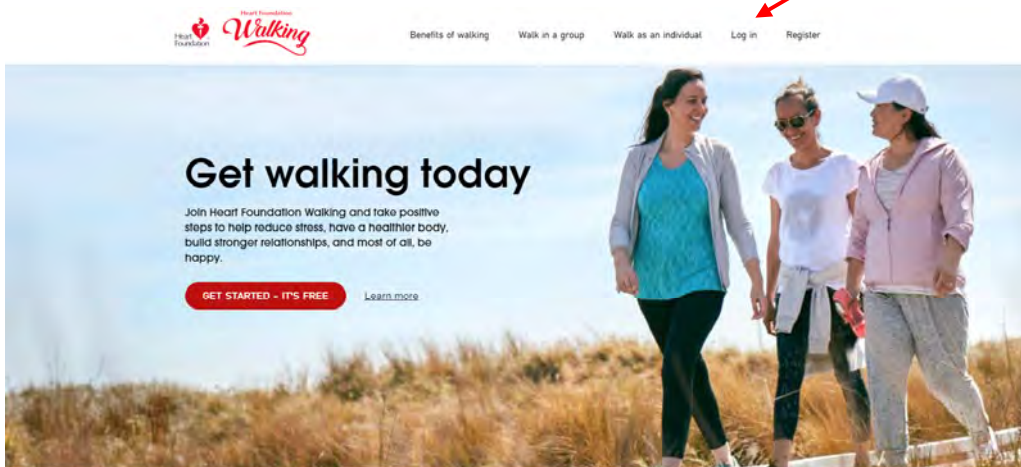


figure 1

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 3.4](#))).

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.

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).

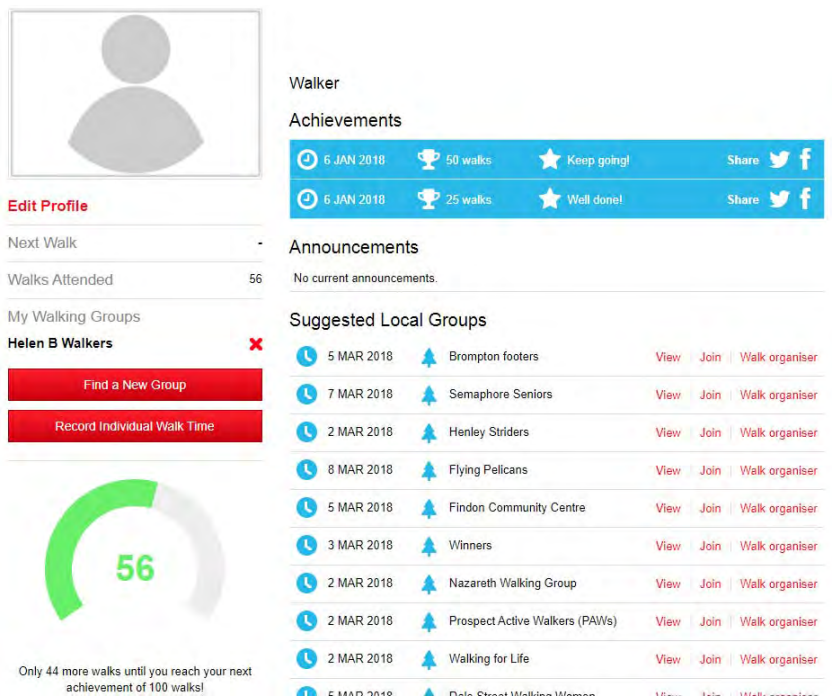


figure 4

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

3. Online Profile Features

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

Achievements
Announcements
Find A New Group
Your Profile
Invite Users

3.1 Achievements (this only applies if you have joined the Walker Recognition Scheme)

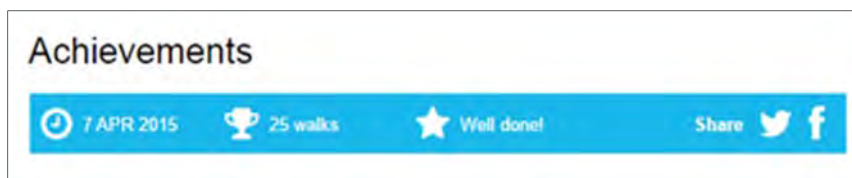


Figure 5

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.

3.2 Announcements

Any new announcements you have received will appear in this space. It is a communication platform between the HFW team, your Walk Organiser, and you.



figure 6

3.3 Find A New Group

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

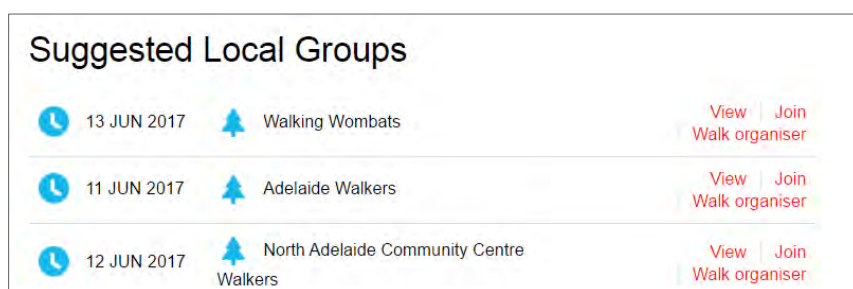


figure 7

You may like to join them.

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).

3.4 Editing 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 or the Prime Minister's One million steps
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 8 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'.

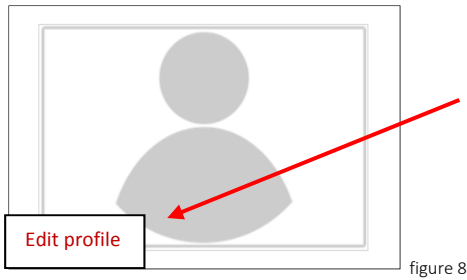


figure 8

The 'edit Walker' window will appear (see figure 9 below).

 The "Edit Walker" window features a profile picture placeholder on the left. Below it is a list of statistics: "Edit Profile", "Next Walk", and "Walks Attended 56". To the right is a form with the following fields: "Email Address", "First name *", "Last name *", "Change Password", "Re-enter Password", and "Date of Birth (dd-mm-yyyy) *".

From this window, you can:

- Edit your own email address
- Edit your own password
- Edit your own phone and address details
- Tick the check box to join the Prime Minister's One million steps campaign.
- Join the Walker Recognition Scheme (see figure 10)

 A rectangular box containing the text "Would you like to participate in the Walkers Recognition Scheme? *". Below the text are two radio buttons: "Yes" (unselected) and "No" (selected).

Figure 10

Select the information you wish to receive from HFW (see figure 11)

 A rectangular box with the heading "Keep Me Informed". Below the heading are two checkboxes, both of which are checked: "Quarterly E-newsletter" and "Program Updates and Events".

Figure 11



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. 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.