MARATHON KIDS

Hybrid Learning: Online & In-Person Learning

Marathon Kids Connect is designed to be versatile and flexible to meet your changing school environment. Follow these steps to set up your account.

Step 1: Registering your School
Be sure to set your start and end date to reflect the projected first and last day you will record physical activity at your school.

Step 2: Setting Tracks and Activities
Click on the "Club Details" tab then select "Tracks & Activities"

A. Setting Tracks

- ☑ The **"at-home" track** that has been setup for you. This allows you to track miles a runner completes at home. Keep this track.
- ❏ Be sure to use or edit the ¼ mile track that's been created for you to match your school track length. What is the distance of one lap?

B. Setting Activities

[Remember every five minutes of activity equals .25 of a mile](). This is great for student-led exercises, teacher-led movement online and in-person, classroom brain breaks, and any activity they complete at home.

- ☑ 20-minute and 10-minute activities have been created for you.
- ❏ You can edit these activities or create additional ones in 5-minute increments.

Step 3: Adding Runners
Click on the "Runners" tab. Top right corner gives you three options to add runners.

Upload your Roster. This is the **best and fastest way** to enroll your full school or large number of runners with a parent contact, no matter where kids are learning.

Uploading a roster checklist:
- You will need a list of your student's information. (See the template) It's helpful if your campus Registrar/Attendance Clerk can pull the data.
- **Elementary schools** sort your runners by classroom teachers.
- **Middle and High Schools** sort your runners by PE period. Each PE teacher can upload their own roster of students.
- Include one parent name and email for each runner. This gives the parent an option to view their own personalized dashboard and submit miles from home. Communicate to

parents to check their emails for this invitation regardless if kids are on campus or online learning and include the "How to Submit Miles from Home" document.

Manually Enter Runners. This feature is great if you know who your runners are, have a small number of runners, or if you get new students during the year. You can also add parent emails to invite parents to create their account and follow their child's progress.

Recruiting Runners. This feature allows you to invite students and parents to join your club with an online registration form. You can share the link, send an email invitation or print this registration form. You will see recruited parents by selecting the "Club Details" tab then the "Parents" tab. Click "recruited" to officially accept their registration.

Step 4: Add Supporters
Click on the "Club Details" tab then select "Supporters"

When you invite someone, they automatically receive an email to create their account to gain access.
- Org leader. Invite your Principal to view their own impact dashboard and have read-only access to the platform.
- Coaches. Do you have any other co-workers/staff that need full access to this platform?
- Assistant Coaches. This would be anyone you'd like to be able to scan runner ID cards and have read-only access to the platform.
- Scanner. This sends an email to your volunteers to download the Marathon Kids Connect app. They will join your live session, they do not need a login.

Step 5: Adding Manual Miles

- You can add manual miles for laps, miles and minutes of heart-pumping activity by selecting the Runners tab. Follow these steps:
    - Sort the list of runners by grade, class or gender.
    - Select the entire class or runners you need to credit mileage to.
    - Click on the "Add Miles" button.
    - Select track and enter the number of laps or click on an activity.
    - Hit the submit button.

Step 6: Communication with parents is key
- If you invited parents to connect, email and share "How To Submit Miles with Marathon Kids" one-pager with parents to increase participation.
- To view a list of your parents, click on the "Club Details" tab then select "Parents"

Step 7: Accepting Miles and Minutes of Physical Activity from Parents
- *Parents who submit through the platform*
    - You will see notifications on the Runners tab for pending mileage approval.
    - Click on the notification to approve runners miles. All submitted miles will be assigned to the at-home track.

- *Parents who are not using the platform*

- You can accept miles or minutes of activity from a parent by any means of communication that works for your campus; online class time participation, completing PE assignments, emails, Class Dojo, and even our traditional mileage logs
- You will manually enter miles or physical activity by using the "Add Miles" button on the Runners Tab within the platform

Step 8: Runner ID cards

☑ Students learning online **ONLY** will not need Runner ID cards.

- ❏ Follow these steps to print Runner ID cards for kids who are on-campus:
  - Go to the Runners Tab
  - Sort runners by class
  - Select all runners in that class using the top check box
  - Click on the "Print ID" card button
- ❏ Print multiple sets for when kids lose their cards or for other staff members who help scan runner ID cards. You may want to print each grade level or PE Period on different color paper to help with sorting and organizing.

Step 9: Marathon Kids Connect App

- ❏ Download the The Marathon Kids Connect App that can be found in all app stores. Follow these steps to scan Runner ID cards:
  - Login> Pick your track or activity and select the run button>Select "start live scanning".> Scan runner ID cards >When you are finished select "stop live scanning"
  - Once your device hits wifi all data is synced and uploaded.

Parents do not have access to the scanner app.

Step 10: Rewarding and Celebrating

- ❏ Shop the eStore! After you create your club **we will send you an email with your coupon code to redeem your Welcome Packet.**
- ❏ Keeping runners updated on their progress will help keep the motivation and encouragement flowing as the year progresses. Be sure to:
  - Pull a **Runners Mileage Report** to see individual mileage totals
  - Encourage parents to connect through the platform
  - Celebrate students by attaching **certificates** and provide runner updates through your online learning platform.
- ❏ Simple celebrations go a long way with kids. Certificates and **shout outs** on school websites and social media are easy ways to celebrate runner and school success.
- ❏ When assemblies are allowed again, this is a great way to recognize students, classes, grades and the whole school success.

If you need help, email support@marathonkids.org and watch this "How-To" video.