



# Step Into Action! Website Guide



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## What is Step Into Action?

1. **Step Into Action** is an interactive web based tracking program designed to increase the physical activity levels of athletes/students by taking a 'Step' challenge.
2. The '**Step**' component of the program includes any type of activity that can be measured by a pedometer, such as: *walking, jogging, running, participating in sports and dancing.*
3. The **Step Into Action** program supplies pedometers and resources for coaches, teachers, volunteers who register as a Program Leader.
4. These resources are designed to educate the athletes/students about goal setting, nutrition and physical fitness; with the ultimate goal of helping them along the path of living an active and healthy lifestyle.
5. In addition to the health benefits, **Step Into Action** aims to develop the participants skills in the following areas of: *goal setting, goal achievement, responsibility, accountability, and computer literacy.*

# Website Guide

On the **Step Into Action** website:

1. **Athletes/Students** can track their steps, track their nutrition and visually see their progress over time!
2. **Coaches/Teachers** can download nutrition and physical activity resources, and also, track the progress of all participating athletes/students!



[step.specialolympicsontario.com](http://step.specialolympicsontario.com)

# Program Leader Guide

For the purpose of this program, the person who creates a Step Program for his or her athletes/students will be called a **Program Leader**. A **Program Leader** can be a coach, teacher, parent or volunteer. This individual is responsible for:

1. Creating a Step Challenge for his or her athletes/students,
2. Contacting Special Olympics Ontario ensuring your program receives pedometers and resources,
3. Ensuring his or her athletes/students keep track of their steps online,
4. Encouraging and motivating his or her athletes/students to achieve their personalized physical activity and nutrition goals.

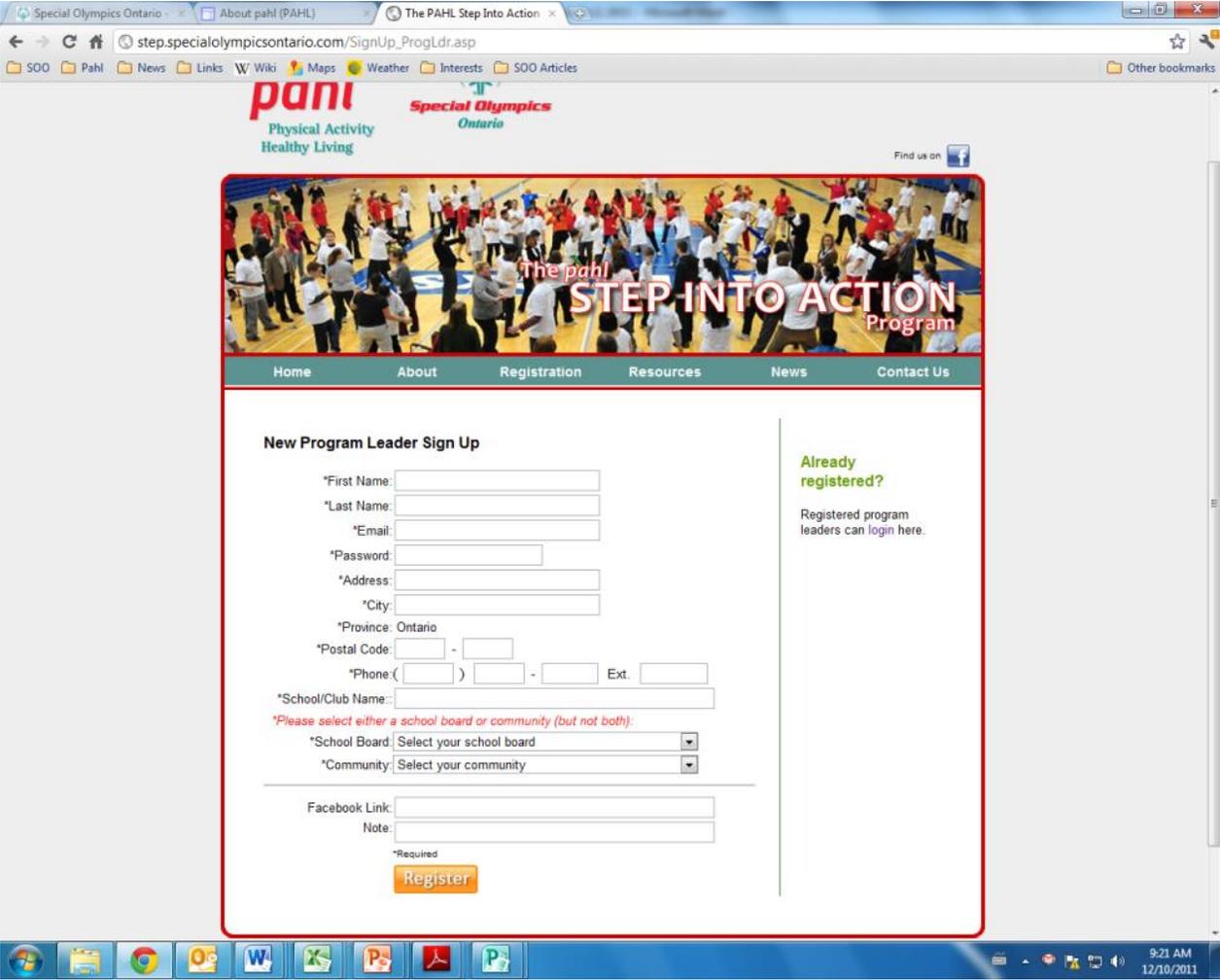
# Program Leader Registration

For an educator to register themselves as the program leader the individual must click on the Blue Button, which will prompt them to a registration page.



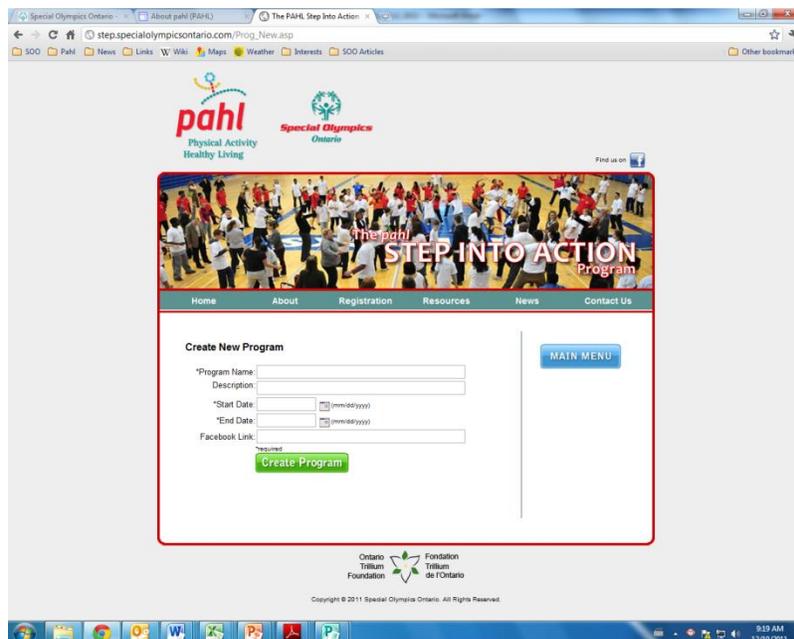
# Program Leader Registration Page

On the Registration page, the Program Leader will be asked to provide basic contact information so Special Olympics Ontario can contact and send each Program Leader the required number of pedometers and resources.



# Program Creation Page

1. Once registered as a **Program Leader**, the teacher/coach will be prompted to create a **Step Program** for his or her athletes/students.
2. The web page (see below) asks the **Program Leader** to provide a *program name, description of the program, a start and end date (based on how long you plan to run the program) and what is best for you and your athletes/students*).
3. Once a **Step Program** is created, the **Program Leader** will be given a specific link to his or her **Step Program**. This link can then be sent to each athlete or student for them to register online.



The screenshot shows a web browser window displaying the 'Create New Program' page on the Special Olympics Ontario website. The page features the Pahl logo (Physical Activity Healthy Living) and the Special Olympics Ontario logo. A navigation menu includes Home, About, Registration, Resources, News, and Contact Us. The main content area is titled 'Create New Program' and contains the following fields:

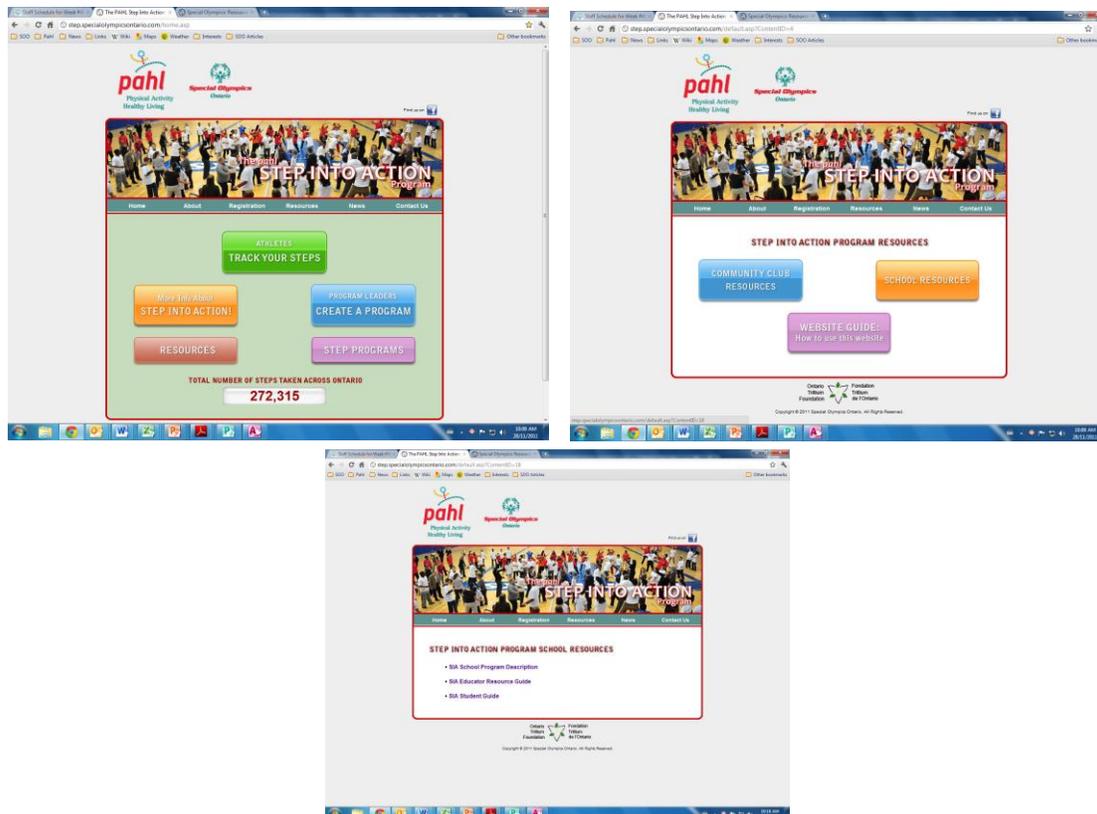
- \*Program Name:
- Description:
- \*Start Date:  (calendar icon)
- \*End Date:  (calendar icon)
- Facebook Link:

A green 'Create Program' button is located below the fields. A blue 'MAIN MENU' button is positioned to the right of the form. The page footer includes the Ontario Trillium Foundation logo and the text 'Copyright © 2011 Special Olympics Ontario. All Rights Reserved.'

# Step Into Action Resources

Once the **Program Leader** has created a **Step Program**, he or she will be sent the required number of pedometers needed for his or her program, one Coach/Educator Resource Guide, and one Athlete/Student Guide.

First, to access the **Step Into Action** resources online, the **Program Leader** can simply click on the **RED** resource button on the home page. Second, the **Program Leader** will have the option click on School Resources or Community Resources. Third, the **Program Leader** can choose which resource they want to select and print off. All resources are in PDF format.



# Step Participant Guide

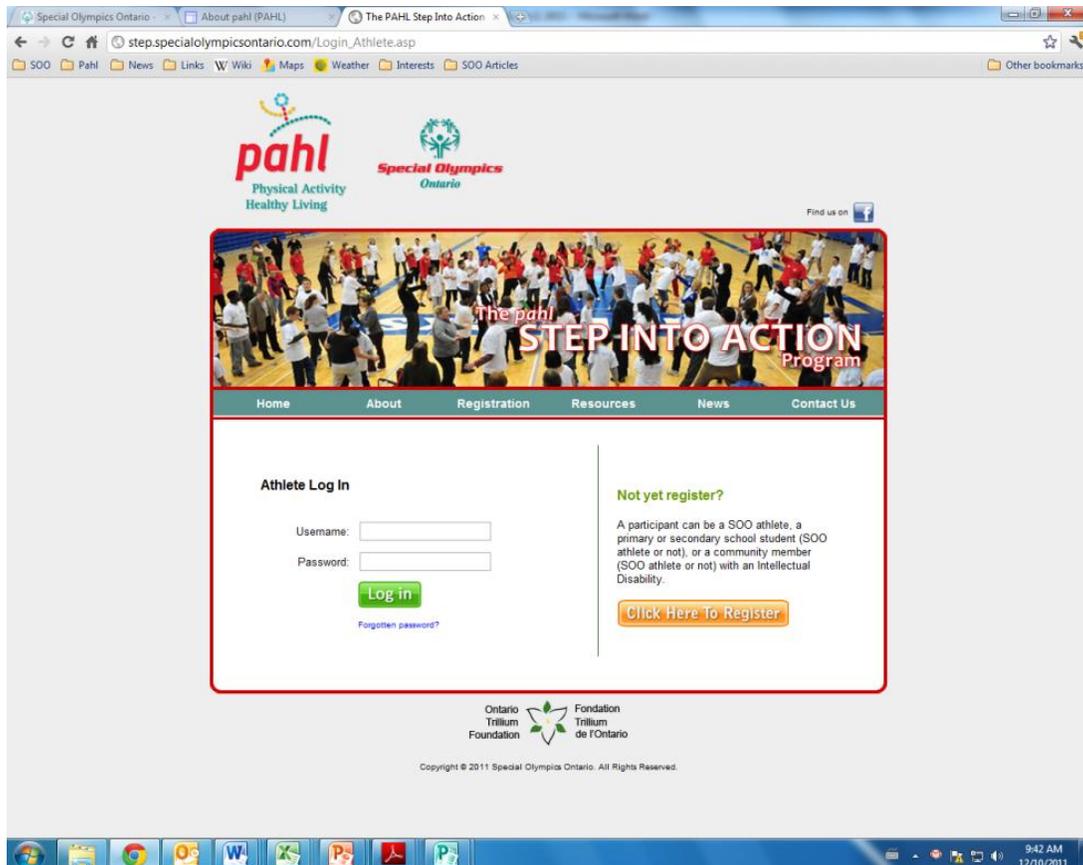
A **Step Participant** can be a SOO athlete or a community member, primary or secondary school student. These athletes/students are responsible to 'step into action' and record their steps and nutrition on a daily basis.



# Athlete/Student Registration

## How to Register

- An athlete/student can register in two ways:
  1. The Program Leaders can send each athlete/student a link to their specific Step Program, OR
  2. Have the athlete/student click on the Green Button— Track Your Steps – on the home page,
- After clicking on the **Green Button**, the athlete/student will be prompted to the page seen below,
- For first time registrants and to reach the registration page, the athlete/student will have to click on the **Orange Button** on the right hand side of the page.



The screenshot shows a web browser window displaying the Special Olympics Ontario website. The page features the Pahl logo (Physical Activity Healthy Living) and the Special Olympics Ontario logo. A navigation menu includes Home, About, Registration, Resources, News, and Contact Us. The main content area is divided into two sections: "Athlete Log In" and "Not yet register?".

**Athlete Log In**

Username:

Password:

[Log in](#)

[Forgotten password?](#)

**Not yet register?**

A participant can be a SOO athlete, a primary or secondary school student (SOO athlete or not), or a community member (SOO athlete or not) with an Intellectual Disability.

[Click Here to Register](#)

At the bottom of the page, there are logos for the Ontario Trillium Foundation and the Fondation Trillium de l'Ontario, along with a copyright notice: Copyright © 2011 Special Olympics Ontario. All Rights Reserved.

# Athlete/Student Registration Page

1. When registering, athletes/students will be asked to provide a username and password, which will be his or her login information for the **Step Into Action** Program. The athlete/student must remember their login information.
2. The athletes/students have the ability to set individualized stepping goals based on their ability levels at the bottom of this page.



The screenshot shows a web browser window displaying the registration page for the PAHL Step Into Action Program. The page features the PAHL logo (Physical Activity Healthy Living) and the Special Olympics Ontario logo. A navigation menu includes Home, About, Registration, Resources, News, and Contact Us. The main content area is titled "New Athlete Sign Up" and contains a registration form with the following fields:

- \*Username: (For log in to your Step Tracker)
- \*Password:
- \*First Name:
- \*Last Name:
- Email:
- \*Address:
- \*City:
- \*Province: Ontario
- \*Postal Code:
- \*Phone: ( ) -
- \*Date of Birth: 1 - Jan - (yyyy)
- Program: None
- \*Set Daily Goal: 5000 steps per day

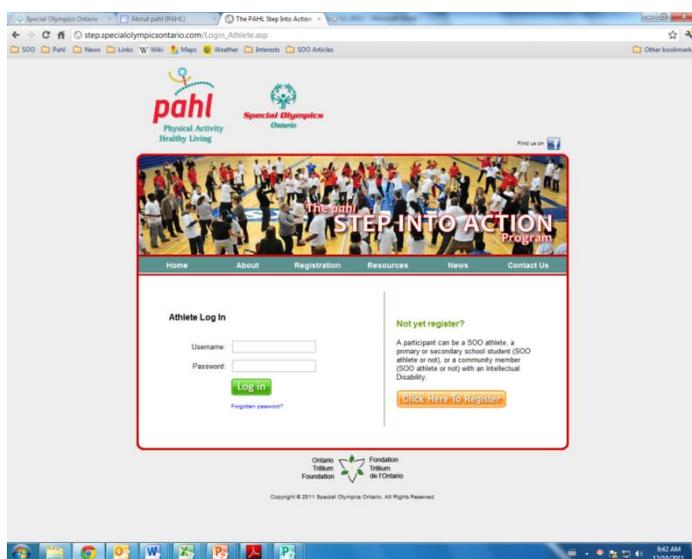
There is a "Register" button at the bottom of the form. To the right of the form, there is a link for "Already registered?" and a note: "Registered athletes can login here." The browser's address bar shows the URL: step.specialolympicsontario.com/SignUp\_Athlete.asp. The Windows taskbar at the bottom shows the date and time as 9:22 AM 12/10/2011.

# Student Tracking Application

1. Once the athlete/student is registered, they can log on to the website any time to track their steps taken over the course of the day or week.
2. The easiest way to track their steps is to click on the Green button on the home page (see below).
3. Followed by the athlete/student typing in his or her username and password (see below).

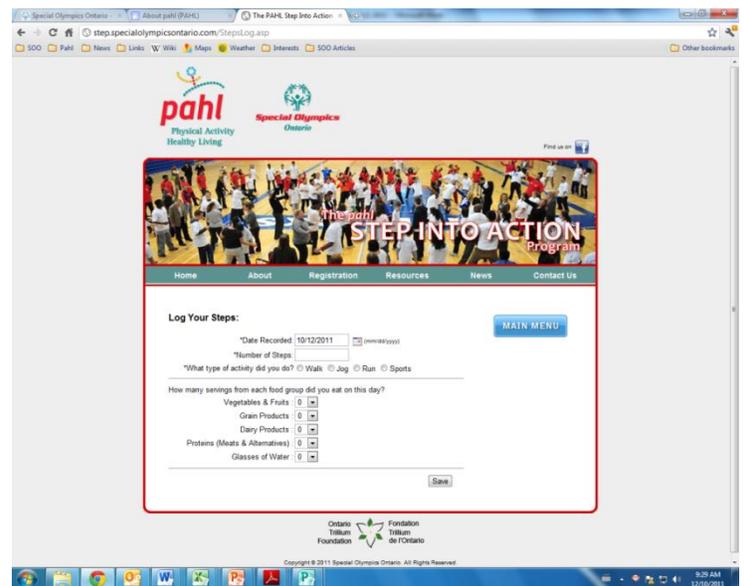
## Step Recommendations

In order for the participants to receive maximum benefits from this program, it is suggested the participant 'step' for 30 minutes per day, increasing the duration or intensity on a weekly basis. This time allotment is only a recommendation as each participant's needs, abilities and progress will vary from participant to participant.



# Tracking Steps & Progress

1. Once the athlete/student has logged-in, they can click on the Orange Button to log/track their steps for the day.
2. As a part of the tracking tool, the student selects the day they 'stepped', the number of steps taken that day, and the type of stepping activity they completed (Walking, jogging, running, dancing, or participating in sports).
3. In addition to tracking their steps, the athletes/students can select how many foods from each food category they ate that day.



# Challenge Tracker

1. Once the athlete/student has inputted their steps into the Tracking system, the athlete/student can return to the main menu (see below on left)
2. Once on the main menu, the athlete/student can click on the Green Button (see below on left), which will prompt them to the Challenge Tracker page.
3. The Challenge Tracker page allows the athletes/students to visually see the total number of steps taken over the course of the week, month, and overall program.
4. Interestingly, if the student reaches their daily Step Goal, the bar will turn red indicating that the student reached their daily physical activity goal.
5. At the bottom of the Challenge Tracker, the student can also see the average number of steps/day, monthly average of steps/day and program average of steps/day.



# Program Leaders Tracking Athletes/Students Progress

Similar to athletes, each **Program Leader** has the ability to track and edit the progress of each athlete/student registered underneath his or her **Step Program**.

## Tracking Progress

To visually see the athletes/students' progress, the **Program Leaders** must:

1. Enter username and password,
2. Click on **Program Reports (Pink)**, which will bring you to a list of the **Step Programs** you created,
3. Click on the **Step Program** you wish to review.

At this stage, the **Program Leader** will see a list of all the athletes/students (registered underneath the specific **Step Program**) organized in a table format.

At the top of the table, there are four categories to view the athletes/students' progress. **Program Leaders** can organize the information by clicking on one of the following four categories:

1. Participant name,
2. Total steps in the program,
3. Total days logged,
4. Average steps/day

## Editing Progress

1. A coach/teacher may need to help his or her athlete/student enter their steps online,
2. The **Program Leader** has the ability to enter in the steps of his or her athletes/students by clicking on the athletes/students name,
3. At this stage, the Program Leader can view the athletes/students **Challenge Tracker** (bar graph),
4. At the bottom of each day of the week, the **Program Leader** can click **Edit Log**, which will prompt the **Program Leader** to the athletes tracking page,
5. Here the **Program Leader** can update the athletes/students steps and nutrition (preferably with the athlete/student present),
6. Over time, it is hopeful that the athlete/student will be able to log into the website and track their steps on their own!

**GOOD LUCK**

**AND HAVE**

**FUN!**

