



WALK TO TUK HOW-TO

Log Activity

Participant How-To

Registered yourself for Walk to Tuk? Read on or watch this [video](#)!

1. Log into your account [here](#).
2. The dates will automatically adjust to the current period.*
3. Press the "Add time to your account" button.
4. Choose the date and add your activity for that day.
5. You can enter minutes or kilometres by using the toggle (blue background is your selected choice), but CANNOT enter steps.
6. Press the "Add" button.
7. You should see the activity listed in your "Time Log" in the lower area of your screen.
8. To edit an entry, click the square and pencil icon under the "Actions" column.
9. To delete an entry, click the garbage can icon.

Team Captain How-To

If you are captaining a team, this should help! We have a [video](#) for you too.

1. Log into your account [here](#).
2. Click on the "My Team(s)" tab at the top of your screen and click the team name.
3. The dates will automatically adjust to the current period.*
4. Scroll down to the "Team Time Log".
5. "Self Registered" participants enter their own activity and will be listed here after their first entry. You can adjust their total time for the period by clicking the square and pencil icon under the "Actions" column.
6. For "Captain Registered" participants, you'll need to add their activity.** You can enter minutes or kilometres by using the toggle (blue background is your selected choice), but CANNOT enter steps.
 - a. To do a bulk entry, press the + icon and enter their total activity for the period.
 - b. To enter activity on each date in the period, click on the graph icon (4 blue bars), and follow the steps listed for participants.
7. To edit an entry, click the square and pencil icon.
8. To delete an entry, click the garbage can icon.

*Any period can be viewed using the drop-down arrow near the orange numbers on your screen, but you cannot enter or edit time for past periods. Missed an entry? Just enter it in the on a date in the current period in addition to the activity you actually did on that date.

**We understand it can take time to log activity for each "Captain Registered" person, each day. For this reason, you may make bulk additions (see step 6). The most important thing is that you log activity for each person at least once per [activity period](#).