

NeighborWalk Online Walk Log Instructions

The Walk Log provides an on-going summary of your walking group. Please fill out the online form after each walk, or at the end of the week.

Login Instructions

1. Select your group from the list
2. Enter your password: Your password is your walking group ID number. If you have a NeighborWalk ID, please contact Mary Jane Williams (mwilliams@bphc.org) or (617) 534-5685.

Entering your walk information

PLEASE NOTE:

- FOR ALL OF THE FOLLOWING ITEMS, **ENTER THE NUMBER ONLY**. FOR EXAMPLE, ENTER "1" AND NOT "1 MILE".
- PLEASE NOTE THAT ALL OF THE FIELDS MUST BE FILLED OUT. NONE CAN BE SKIPPED. PLEASE ESTIMATE AS BEST AS POSSIBLE, AND MAKE A NOTE IN THE COMMENTS FIELD THAT YOU ARE DOING SO.

Date: Click the calendar icon next to the field, and click the date of the walk from the pop-up window. If entering more than one walk, start with the date of the first walk. This field is required.

Total Adults: Type the total number of adult participants (18 years old or older) who walked with the group that day. This field is required. If there were no adults in the walk, please enter 0.

Number of NEW Adults: Type the number of adult participants who are NEW to the group that day. NEW participants are those walking with the group for the first time.

Total Youth Number: Type the total number of youth participants (17 years old or younger) who walked with the group that day. This field is required. If there were no youth in the walk, please enter 0.

Number of NEW Youth: Type the number of youth participants who are new to the group that day.

Number of Females: Type the number of females (both adult & youth) who are in the group that day. This field is required. If there were no females in the walk, please enter 0.

Duration of Walk: Fill in the total amount of time (*in minutes*) that your group walked. Include only actual walking time; do not include break time. For example, if your group walked for an hour and a half, enter 90, *do NOT enter 1.5*.


Pedometer Steps: Using your pedometer, fill in the number of total steps taken during the walk. This number will usually be in the range of 1500-3500 steps for 1 mile. If your pedometer is showing readings very different than what is expected, please contact MaryJane Williams at (617) 534-5685 to obtain a new pedometer. If your pedometer is malfunctioning, enter "0" into this space.

Distance Walked: Indicate the distance walked *in miles*. You must use decimals to indicate distance (0.5, 1.5, etc). If you are really unsure of the distance, use an estimate and make a note in the “Comments” section that you are estimating distance.

Comments: Please make a note of anything you feel is important here. For example, you may want to note if weather conditions affected your walk or if your group was interrupted in some way. Also, please note if any of your numbers are estimates, or elaborate on any of the above here. *Any other comments regarding your participation in the program should be sent directly to Mary Jane Williams.*

After you have finished entering all the data, click “Submit”. If you have finished entering all your walks, you can close the browser window. If you have more walks to enter, click “Go Back and Enter Another Record”, and repeat the steps above!

Accessing your records

As a new feature, we are providing you a way to access a record of your walks. In order to access it, click on the  icon. You’ll see a list of all the walks you have submitted, along with summary information in the end, such as total number of walks and the total number of adults and youth.

Should you need corrections to your records, please contact Naida Faria (nfaria@bphc.org). Make sure you indicate: (1) your NW ID, (2) the WalkID for the record that needs to be changed, and (3) the desired correction.