

Registration Directions for PE Central's Log It Program

Below are the directions for registering for Log It (www.peclogit.org). When you register your school and classes you are also registering for the Kids Quiz (www.peclogit.org/kidsquiz.asp) so both you and your students can use the same User Name (UN) and Password (PW) for both sites.

NOTE: Teachers can register the students if they wish after they wish in the "Manage Classes" section, but this will be time consuming. We suggest that you get your students to register or have a parent or volunteer to do this for them.

If you participated in Log It previously and need directions for moving current students to different classes go to this Web site.

<http://www.peclogit.org/movingstudentdirections.html>

For Teachers Registering a School and Class (Group Leader):

If you want students in your school to use Log It a teacher **MUST** register their school and a class/es first. After you successfully complete your school registration you must then ask your students to register.

1. Visit: <http://www.peclogit.org/>
2. Click on "Register Here".
3. Choose your User Name and Password. Click Submit button.
4. Complete the next set of questions making sure you check the "teacher" radio button on the last question before you hit submit. In addition, it is important to note that all of your kids will have to register using the **STATE** that you choose from this section. In other words, if you register from Virginia as the group leader then all of your kids need to choose VA when they register.
5. Type in your School Name in the box provided on the next screen. Click Submit.
6. Choose Yes on the Next Screen.
7. Fill in your school and principal name information on the next screen. It is not a problem if you do not know your principals email address. Click Submit.
8. Type in your Class Name (e.g., Mrs. Smiths 4th Grade, Progress Elem. School, etc.). (If you would like to set it up so that your entire school/business counts towards your hike and progress then tell all of your kids to register under your school and then have them choose the class you set up. If you prefer to have only your individual classes count towards the progress then set up several classes such as "5th grade phys ed", or "Mrs. Smiths 4th grade", or "Marketing dept". You can set up as many classes as you like under the Manage Classes link after entering your user name and password and then click on create new groups from there.) Put in your email and other things on that page. Click Submit.
9. Click on the Proceed to Log It button. The registration is complete. You have now registered your school and one class. From that page you can click on Manage

Classes, which will allow you to drop members of your group or see a listing of the group.

10. Now, ask your students in your classes to register under your school and appropriate class.

Note: If you set up a Staff class for adults in the school makes sure you ask the adults to choose student when they register to get their UN and PW.

For Students Registering after a Teacher has registered their School and Class:

1. Have each student visit: <http://www.peclogit.org/>
2. Have them click on the "Register Here" link.
3. Have them choose a User Name and Password. (Teachers can access all student UN's and PW's in the Manage Classes section). Feel free to have all the students use the same PW or if you feel more comfortable they do not need to put in their last name. An initial is fine. Click the Submit button.
4. On the next page have them complete the next set of questions making sure they choose the SAME state that you put in when you registered. For example, if you chose Georgia then that is the state they need to put in. Finish with having them choose "STUDENT" as their user type.
5. On the next screen they choose the school that you registered from the drop down menu on the left side of the screen. DO NOT have them type in a new school.
6. On the next screen they choose the class that you registered them for from the drop down menu.
7. After they click Submit they will be taken directly to the Log It site where they can start logging their miles or steps. On the left it should welcome them using their first name and underneath that your name and group should be there as well.

For Parents / Homeschoolers:

Use the same directions as indicated for the Teachers and students above. You will need to make up a Principals name, a class name, and a school name. Then have your students use the same directions as above to register.

For Businesses:

Use the same directions as indicated for the Teachers and Students above. Instead of registering a class and school you will register your business and a department name (e.g. Marketing, Instructional Technology, etc.) Then have your employees register using the same directions as the students above but they will choose your company name and department to register.

For Individuals:

1. Visit: <http://www.peclogit.org/>
2. Click on "Register Here".
3. Choose your User Name and Password. Click Submit button.
4. Complete the next set of questions making sure you check the "Individual" radio button on the last question before you hit submit.
5. You will be taken directly to the Log It site from there.

Problems/Questions:

If you have questions, please call Mark Manross in Virginia at 540-953-1043 or email him at "pec@pecentral.org".