

# Coordinator Newsletter



July

## GENERAL ANNOUNCEMENTS

- **COORDINATOR NEWSLETTERS**
  - We are now storing a copy of all newsletters in Google Drive for you!
  - Did you miss June? [Click here!](#)
- **COORDINATOR DOCUMENTS**
  - All Coordinators should have access to the [Google Drive](#).
    - Google Drive is being updated with all new How To videos!
    - Fall Race Day Guidelines [folder](#).
  - All Coordinators should have access to the Series Filemaker dashboard. Speak with your Program Manager if you need help with access.
- **CONFERENCE CALLS**
  - **Fall Race Day Guidelines (optional) August 18th @ NOON EST**
    - To OPT-IN, Dial **515-604-9026** and enter meeting number **131187#** when prompted
    - For video, go to [FreeConferenceCall.com](#) and enter Meeting ID tamaraconan.
  - **MANDATORY National Conference Call September 9th, 12PM & 8PM**
    - At least one CC per location must be on the call.
    - To OPT-IN, Dial **515-604-9026** and enter meeting number **131187#** when prompted
    - For video, go to [FreeConferenceCall.com](#) and enter Meeting ID tamaraconan.

- **Town Hall Call with the Founder, Jeff Long Sept 16th, 2020 8:30-9:30PM EST**
  - Open forum to discuss HKRS, non Series specific questions may be asked.
  - To OPT-IN, Dial **605-475-4875, enter meeting ID 451253#**
- **HKRS BRANDING GUIDELINES**
  - Please find the HKRS brand guidelines [HERE](#) on how to use the HKRS logo.
  - *All products (post-2019) that have the old HKRS logo (boy runner) on them are no longer permitted to be used, please donate.*
  - Refer to the attached [Cheat Sheet](#) for a quick tutorial on these brand guidelines.
- **NEW!! SPONSOR PAPERWORK**
  - Updated paperwork for fall 2020! [CLICK HERE!](#)
- **COORDINATOR MENTORSHIP PROGRAM**
  - HKRS is reinstating the Community Coordinator Mentorship Program for Fall 2020! Community Coordinators who have run two (2) or more live seasons are welcome to become a mentor for a new Community Coordinator! HKRS will host a mentor training session to review guidelines and answer any questions that you may have. All NEW Coordinators for spring and fall 2020 will be assigned to a mentor. We will do our best to match them with a Coordinator within the same region. A mentor is not meant to replace the Program Manager, but to act as an extra layer of support. All Series specific issues will continue to be handled by the Series' Region Program Manager.
  - If interested in being a [HKRS Mentor SIGN UP TODAY!](#)

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## ***RUNSIGNUP (REGISTRATION PLATFORM)***

- As of July 20th registration platforms will begin to go live on a rolling basis as programs confirm dates, times and locations.
- If you have any questions or concerns about the status of the Series please reach out to your Program Manager!
- **How will HKRS handle the deferred runners from Spring 2020?**

- As a Series platform opens for registration, all deferred runners will be sent a unique registration code (directly from the system), which will allow the parents to register their child for free this fall.
- By having the parents register this fall it will allow us to confirm the updated age division for racing, contact information, Series information and registration waiver.
- Coordinators will be provided templated communications on how to handle all responses from parents regarding registration.
- HKRS will provide videos to show Coordinators where they are able to locate all information in reference to the deferred runners.
- **How will HKRS be handling refund or deferral requests for Fall 2020?**
  - **Refund/Deferral Response Process and Templated Emails Folder.** [Click here.](#) Please review this folder and reach out to your Program Manager if you have any questions or would like to clarify how to handle a parent request.
- **NEW!!** RSU additions for Coordinators this season!
  - Coordinators will now be receiving a daily update of those that have registered directly to the email used to log into RSU.
  - Race day text alerts will be through RunSignup. We no longer use RainedOut.
  - All in-person Series will have the race day check-in app activated. Directions will be provided!

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## **SOCIAL MEDIA**

- Social Media [Folder](#)
  - There are two folders (race day and holidays).
  - If there are any images that you would like created please reach out to your Program Manager!
- Facebook [Guidelines](#)
- Instagram [Guidelines](#)
  - All Series that have an Instagram are required to update/follow the HKRS branding guidelines.

- All Series are required to log login information into the Series Filemaker dashboard.



We are encouraging all families to join in on the fun! Share with your community! Runners are welcome to join at any time! #HKRSSUMMERSTREAK

[SUMMER STREAK SOCIAL IMAGES](#)

[SUMMER STREAK TRACKING SHEET](#)