

# Coordinator Newsletter



*August*

## **GENERAL ADMINISTRATIVE ITEMS**

- **Fall 2020 Updates from the Founder TOMORROW at 9PM EST on Facebook!**
  - Social sharing image at the bottom of the newsletter!
- **COORDINATOR NEWSLETTERS**
  - We are now storing a copy of all newsletters in Google Drive for you, [Click here!](#)
- **FALL PROGRAMMING CONFERENCE CALLS**
  - **MANDATORY National Conference Call September 9th, 12PM / 8PM EST**
    - At least one CC per location must be on the call. (CHOOSE ONLY ONE)
    - To OPT-IN, Dial **515-604-9026** and enter meeting number **131187#** when prompted
    - For video, go to [FreeConferenceCall.com](https://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.
- **Refund/Deferral Response Process and Templated Emails** [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.
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## ***IN-PERSON RACING FILES***

- **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 In-Person Guidelines [folder](#).
  - 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.
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## ***VIRTUAL RACING FILES***

- HKRS Virtual Toolkit [Drive](#)

- Virtual Logo [files](#).
  - HKRS Virtual World Race [Folder](#)
  - Social Media [Folder](#).
    - 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.
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Join Jeff Long, HKRS Founder, tomorrow night on Facebook for updates on the Fall 2020 season at 9pm EST!