



HKRS Coordinator Newsletter - August 2021 🧣 🦁 🦁 🛌



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COORDINATOR **NEWSLETTER**

AUGUST 2021



MEET THE HKRS PROGRAM MANAGER TEAM!



FALL 2021 PLANNING!

- Fall 2021 Timeline click here
- Have you submitted your dates yet? Call your Program Manager!
 - Fall season race timeframe Sept 10th ending December 19th
- Is your background check up to date? Must be in order to run!
- Download the MYLES app!
- HKRS Fall National Conference Call Updates presentation <u>click here</u> <u>Please read!!</u>
 - Coordinator Race Day Guidelines click here Please read!!
 - Registration flyers MUST be ordered through Staples and are required for race day; Coordinators that submit flyers to HQ that are not the current season will find a deduction of \$15.00 on P&L at the end of the Series.
 - Race results will no longer be submitted via excel sheets. All results will be submitted through MYLES. How To guides will be provided.

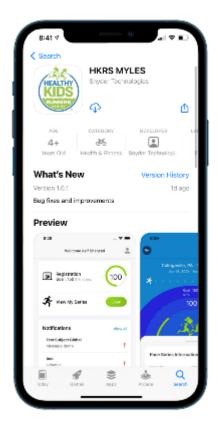
FALL RACE DAY PREP CONFERENCE CALL



We are offering a Race Day optional Conference Call for any questions that you may have! New Coordinators and seasoned Coordinators are welcome to join! This is an open forum for questions and learning! We hope that this conference call along with assistance from your Program Manager will help you feel prepared and ready to RUN!

RACE DAY - September 1st 8-9PM EST

COMMUNITY COORDINATOR IT PLATFORM!



As of August 1st we expect all Community Coordinators to be utilizing the MYLES app for the fall season.

If you haven't experienced MYLES yet, now is the time before the fall season! This has been designed for YOU our Community Coordinators! Reach out to your Program Manager.

Our MYLES Mobile App is now LIVE in the iPhone and Android app stores! You're invited to download the MYLES App to your phone by searching "HKRS MYLES" in the App Store.

Let your Program Manager know that you have downloaded the app and they'll send you a MYLES account invitation to access your Series data!

Download now for iPhone! Download now for Android!

ATTENTION! Race results will only be submitted through the MYLES app beginning this fall. Coordinators will need access to their MYLES account in order to submit race results. We will be hosting a conference call specifically to answer questions about this process. How To Videos and Guides for Race Results will be published prior to the call.

HKRS SOCIAL MEDIA

Please take a few moments to review the <u>HKRS Brand Guidelines!</u>

Branding Guidelines Summary

ATTENTION! Runners names are not permitted to be on social media with their photo. First initial and last name only permitted.

Social media is a great marketing tool and should be fun! If there are images that you would like that are not in our folders, please request directly to your Program Manager. We would prefer images match our national branding. If you are attempting to create your own images please have them approved prior to use through your Program Manager. We are here to help and want to make the process fun and simple for you! Thank you for your help!

Social Media Folder

- 'How To' <u>Videos</u>
- Holiday Folder
- Race Day <u>Folder</u>

Facebook

Facebook Guidelines for <u>Use</u>

Instagram

- Instagram Guidelines for Use
- Coordinators whom have an Instagram page to ensure the social channel follows the guidelines documents.
- Please log the username and password into the Series' Filemaker dashboard.













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