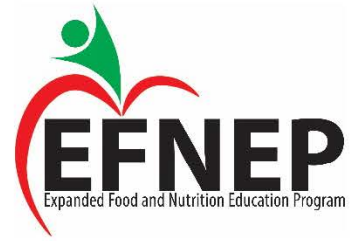


## Eat Smart, Move More Online Series



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### Expectations:

- Participant self-paced
- 6 sessions in the series – need to have all 6 to be a graduate
- Collect demographic and Questionnaire information using the Qualtrics link or by phone before enrolling into series
- Keep a log of participants working on the Online series
- Use closed Facebook group with participants to help keep them engaged in topics and as reminders to complete the series

### Steps for Enrolling Participants –

1. Recruit participant –see if they prefer telephone, Zoom or self-paced online
2. Collect Enrollment data
  - a. Call and collect via phone OR
  - b. Email Qualtrics link
3. Once Enrollment is complete you can enroll them via eXtension – follow [handout](#)
4. Send participant an email including their username and password
5. Use closed Facebook group to track progress, share recipes, answer questions, and further engage participants.
6. Collect Exit data either via phone or via Qualtrics link
7. Fill out Educator box form and email to Data Entry staff –copy Agent
8. E-mail graduation certificate –only if exit paperwork has been completed