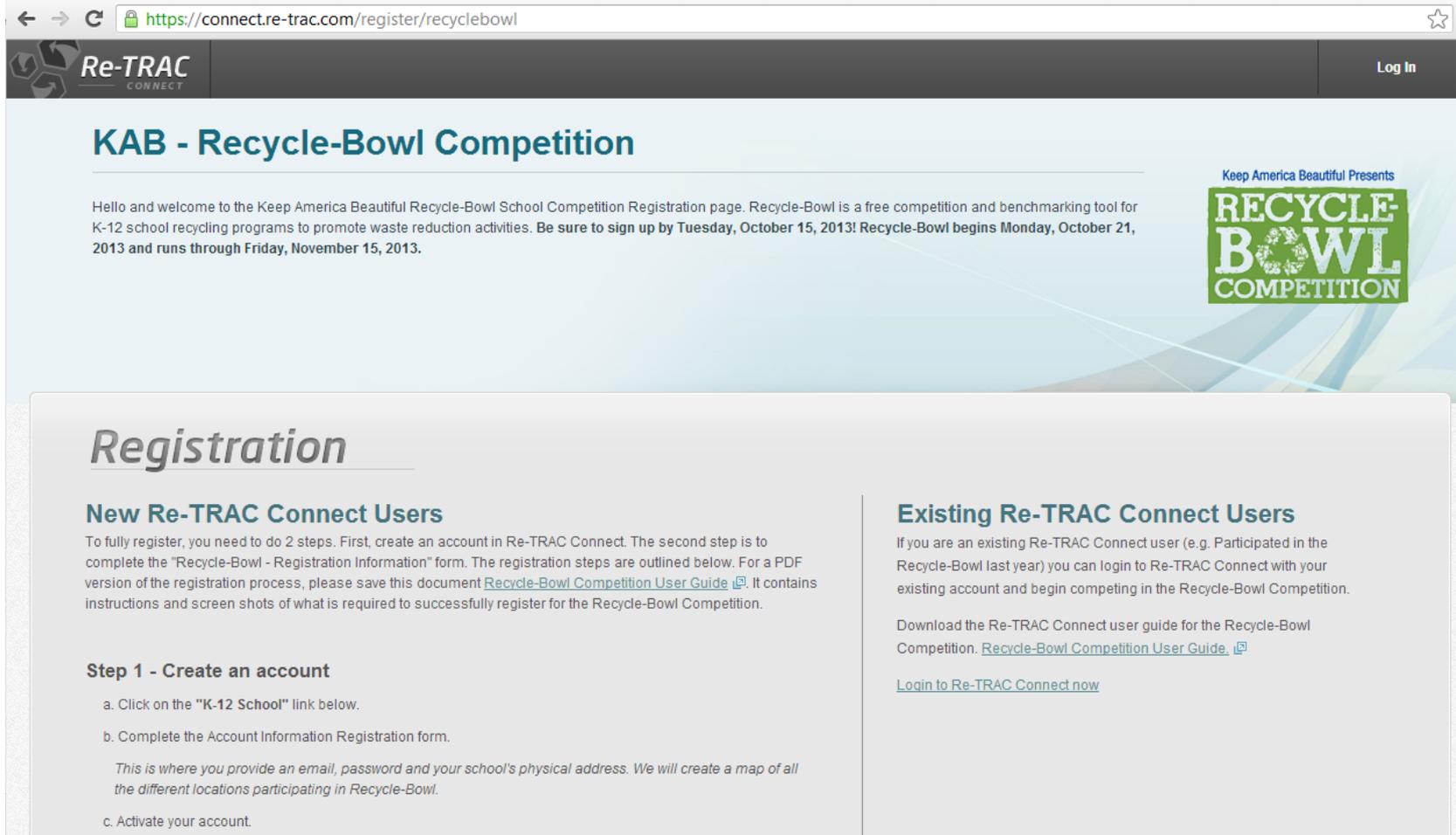


Registering Multiple Schools for Recycle- Bowl 2013

**Create a ReTRAC
Connect account –
If you don't already have one,
otherwise skip to page 11**

Step 1: Go To Website



The screenshot shows a web browser window with the URL <https://connect.re-trac.com/register/recyclebowl>. The page header includes the Re-TRAC CONNECT logo and a "Log In" button. The main heading is "KAB - Recycle-Bowl Competition". Below this, a welcome message states: "Hello and welcome to the Keep America Beautiful Recycle-Bowl School Competition Registration page. Recycle-Bowl is a free competition and benchmarking tool for K-12 school recycling programs to promote waste reduction activities. Be sure to sign up by Tuesday, October 15, 2013! Recycle-Bowl begins Monday, October 21, 2013 and runs through Friday, November 15, 2013." To the right is the "Keep America Beautiful Presents RECYCLE BOWL COMPETITION" logo. The main content area is titled "Registration" and is divided into two columns. The left column is for "New Re-TRAC Connect Users" and includes a list of steps: "Step 1 - Create an account" with sub-steps: "a. Click on the 'K-12 School' link below.", "b. Complete the Account Information Registration form." (with a note: "This is where you provide an email, password and your school's physical address. We will create a map of all the different locations participating in Recycle-Bowl."), and "c. Activate your account." The right column is for "Existing Re-TRAC Connect Users" and includes instructions for login and a link to the "Recycle-Bowl Competition User Guide".

KAB - Recycle-Bowl Competition

Hello and welcome to the Keep America Beautiful Recycle-Bowl School Competition Registration page. Recycle-Bowl is a free competition and benchmarking tool for K-12 school recycling programs to promote waste reduction activities. Be sure to sign up by Tuesday, October 15, 2013! Recycle-Bowl begins Monday, October 21, 2013 and runs through Friday, November 15, 2013.

Keep America Beautiful Presents
RECYCLE BOWL
COMPETITION

Registration

New Re-TRAC Connect Users

To fully register, you need to do 2 steps. First, create an account in Re-TRAC Connect. The second step is to complete the "Recycle-Bowl - Registration Information" form. The registration steps are outlined below. For a PDF version of the registration process, please save this document [Recycle-Bowl Competition User Guide](#). It contains instructions and screen shots of what is required to successfully register for the Recycle-Bowl Competition.

Step 1 - Create an account

- Click on the "K-12 School" link below.
- Complete the Account Information Registration form.
This is where you provide an email, password and your school's physical address. We will create a map of all the different locations participating in Recycle-Bowl.
- Activate your account.

Existing Re-TRAC Connect Users

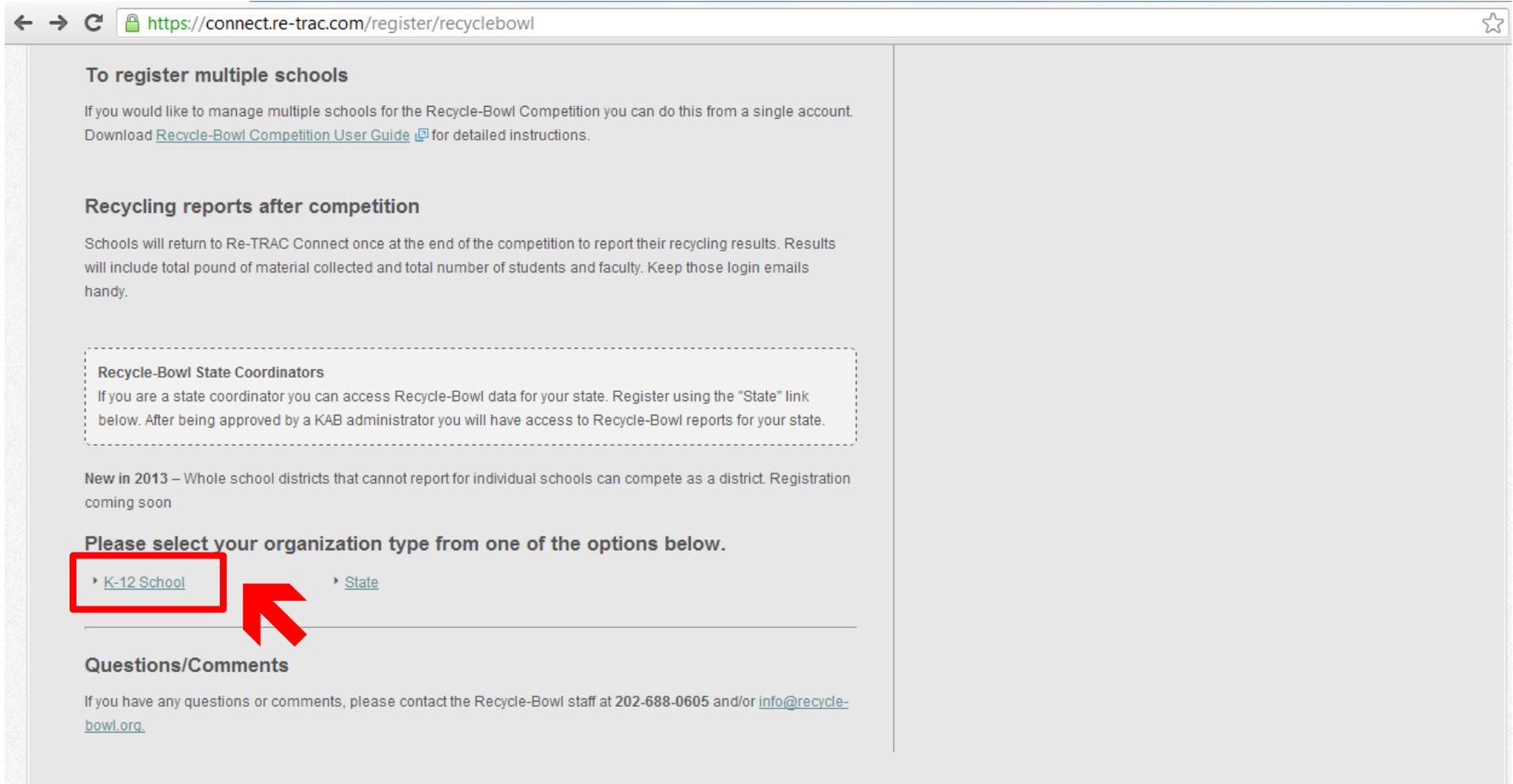
If you are an existing Re-TRAC Connect user (e.g. Participated in the Recycle-Bowl last year) you can login to Re-TRAC Connect with your existing account and begin competing in the Recycle-Bowl Competition.

Download the Re-TRAC Connect user guide for the Recycle-Bowl Competition. [Recycle-Bowl Competition User Guide](#).

[Login to Re-TRAC Connect now](#)

<http://connect.re-trac.com/register/recyclebowl>

Step 2: Scroll to bottom of page and select “K-12 School”



← → ↻ <https://connect.re-trac.com/register/recyclebowl> ☆

To register multiple schools

If you would like to manage multiple schools for the Recycle-Bowl Competition you can do this from a single account. Download [Recycle-Bowl Competition User Guide](#) for detailed instructions.

Recycling reports after competition

Schools will return to Re-TRAC Connect once at the end of the competition to report their recycling results. Results will include total pound of material collected and total number of students and faculty. Keep those login emails handy.

Recycle-Bowl State Coordinators

If you are a state coordinator you can access Recycle-Bowl data for your state. Register using the "State" link below. After being approved by a KAB administrator you will have access to Recycle-Bowl reports for your state.

New in 2013 – Whole school districts that cannot report for individual schools can compete as a district. Registration coming soon

Please select your organization type from one of the options below.

▶ [K-12 School](#) ▶ [State](#)

Questions/Comments

If you have any questions or comments, please contact the Recycle-Bowl staff at 202-688-0605 and/or info@recycle-bowl.org.

Step 3: Complete Account Info

Re-TRAC Connect: Registr... AOL AOL Mail (1)

← → ↻ https://connect.re-trac.com/register/RecycleBowl/54?program_id=21 ☆

Registration

Please fill out the following registration information for KAB - Recycle-Bowl Competition:

Account Information

First name *

Last name *

Email (this will be your username) *

Confirm Email *

Password *

Confirm Password *

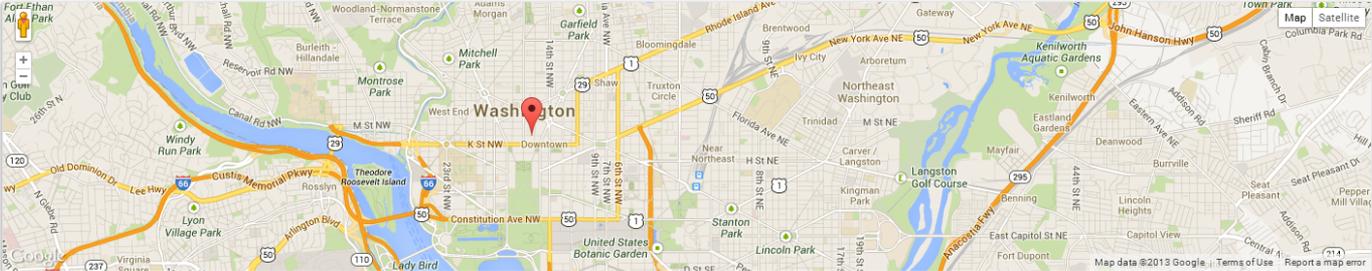
⚠ Weak Password

Create an account with your email and password

Complete Account Info

← → C https://connect.re-trac.com/register/RecycleBowl/54?program_id=21

K-12 School Name *



Search Google Maps for your Address

Official Address

Country *

State/Province *

City *

Address *

Zip/Postal Code *

Note: To find your location, type your address into the Search for Location box below or navigate in the Google Map and click on your location. If the address generated from the geocoding service is incorrect, you can modify the information directly in the address fields provided below.
If you require assistance, [please let us know](#).

Provide an address for the group you represent – either a school, town, hauler, etc. This will be your account that you can use for multiple things within ReTRAC. If you are registering a school specifically, please include the physical address of the school so it can be mapped along with other schools participating.

Complete Account Info

Contact Information for this K-12 School

Note: You will receive system messages for organizations & events that you add and manage as part of your Re-TRAC Connect account.

Contact Name *

Dana Hecht

Contact Title

Teacher

Contact Email *

dmhecht@gwmail.gwu.

Contact Phone *

202-688-0606

(###)###-#### ext. ####

Contact Fax

e.g. 703-254-1920

(###)###-#### ext. ####



I have read and accept the [Terms of Use](#)

Register

Enter your contact information. If you are registering multiple schools (such as a recycling coordinator) your information should go here.

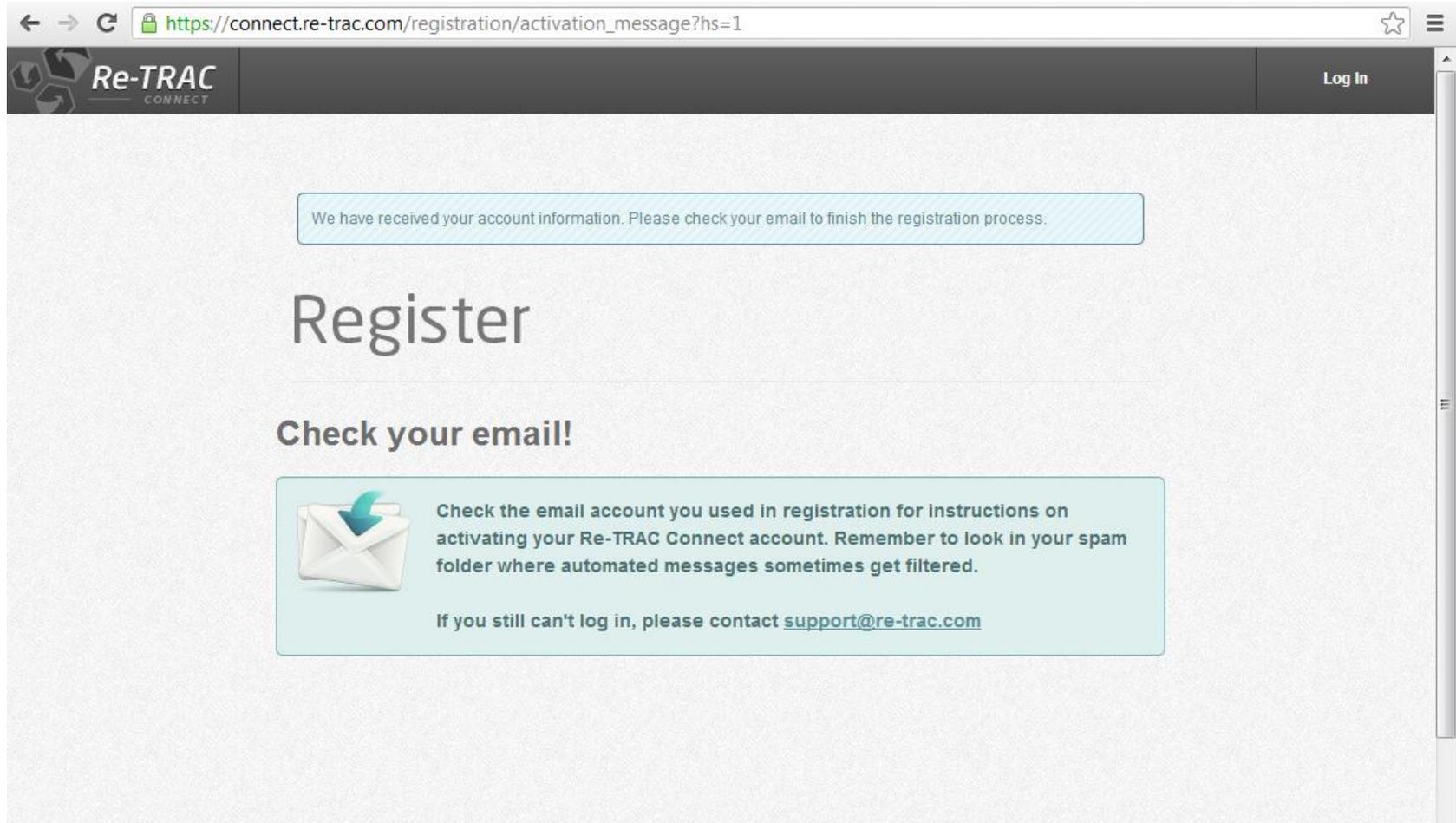
Step 4: Click “I Have Read...” and click “Register” at bottom of page



I have read and accept the [Terms of Use](#)

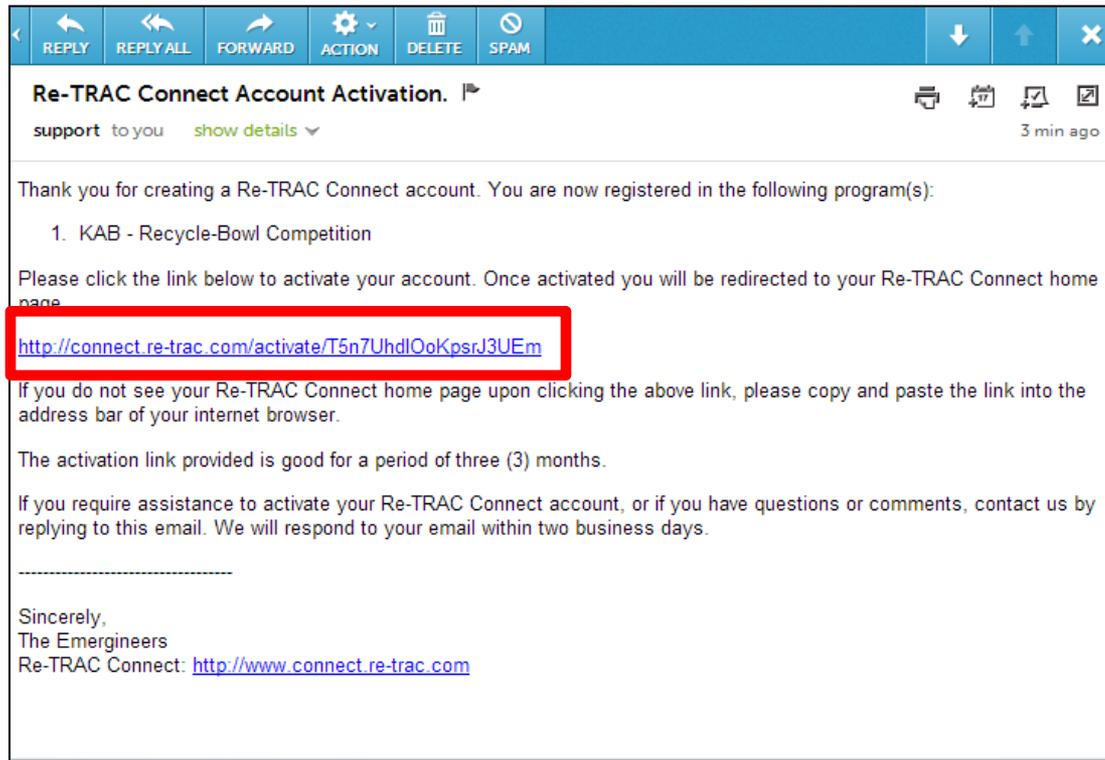
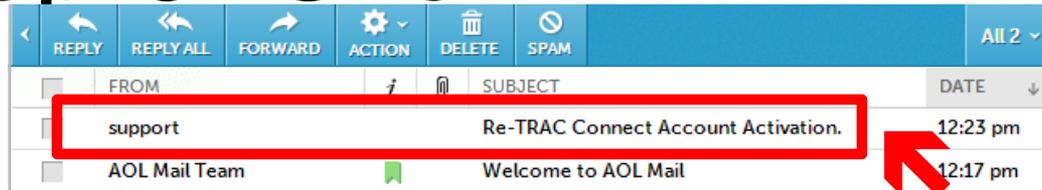


Step 5: Check email for account activation link



The screenshot shows a web browser window with the address bar displaying https://connect.re-trac.com/registration/activation_message?hs=1. The page header includes the Re-TRAC CONNECT logo on the left and a "Log In" button on the right. The main content area features a light blue message box with the text: "We have received your account information. Please check your email to finish the registration process." Below this is a large heading "Register" and a sub-heading "Check your email!". A second light blue message box contains an envelope icon with a blue arrow pointing into it, followed by the text: "Check the email account you used in registration for instructions on activating your Re-TRAC Connect account. Remember to look in your spam folder where automated messages sometimes get filtered." At the bottom of this box, it says: "If you still can't log in, please contact support@re-trac.com".

Step 6: Click Link in Email



You will receive an email similar to the one show here. If you do not see the email, check your spam folder. This link will open up an internet browser that takes you to the Re-Trac log in page where you will enter your email and password.

By activating your Re-TRAC account, you have NOT activated your Recycle-Bowl 2013 competition account. You MUST log into Re-TRAC and fill out the following forms:

Recycle-Bowl – Registration Information

Recycle Bowl – Results Reporting

Manage Multiple Schools in Recycle- Bowl

Step 1: Enter email and password via log in page

https://connect.re-trac.com/login

Re-TRAC
CONNECT

Log In

Email
rb.example@aol.com

Password
.....

Remember me

Log In

By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#).

[Forgot your password?](#) [Need technical support?](#)

New to Re-TRAC Connect?

Welcome

- Report to programs
- Measure data
- Achieve your goals

Register for a Free Account

Join over **8,600** users.

<https://connect.re-trac.com/login>

Step 2: On your dashboard, click “Add/View Organizations”

The screenshot shows the Re-TRAC Connect Dashboard interface. The browser address bar displays "Re-TRAC Connect: Dashboard". The top navigation bar includes the Re-TRAC CONNECT logo and user options: Rita Recycle, Messages, Help, and Log Out. The main navigation menu has tabs for Dashboard, Programs, Directories, Tracking, Community, and Manage. The "Community" tab is currently selected. Below the navigation, the "Overview" section is visible. The main content area is titled "Dashboard" and features a "My Programs" section. This section lists a program titled "KAB - Recycle-Bowl Competition" with a "Join Programs" button. Below the program name, there is a list of organizations, including "KAB Elementary School" with a "Go" button. A red box highlights the "Add / View organizations" button at the bottom of the program list. A red arrow points to this button from the bottom right. To the right of the "My Programs" section, there are two announcement boxes: "Announcements" with a "System Updates" button, and "Tuesday Training" with a "Select an up-coming webinar, and click to register:" link for "July 2nd, 4pm - 5pm EDT".

Step 3: Under “Add Organization” click “Add K-12 School”

The screenshot shows the Re-TRAC Connect interface. The browser title is "Re-TRAC Connect: KAB - Recycle-Bowl Competit...". The navigation bar includes "Dashboard", "Programs", "Directories", "Tracking", "Communi...", and "Manage". The user is logged in as "Rita Recycle". The main content area is titled "KAB - Recycle-Bowl Competition".

On the left, there is a sidebar with the "Keep America Beautiful Presents RECYCLE BOWL COMPETITION" logo and a "Program Details" button. Below this, the "Host" is "Keep America Beautiful", the "Website" is "http://recycle-bowl.org", and the "Program Manager" is "Kelley Dennings".

The main content area is divided into three sections:

- My Organizations:** A list of "K-12 Schools" with one entry: "KAB Elementary School" with a "Status" button.
- Program Description:** Text describing the competition: "Recycle-Bowl is a free competition and benchmarking tool for K-12 school recycling programs to promote waste reduction activities. School recycling programs across the nation compete in a race to collect the most recyclables." and "Whether a school has an extensive recycling program or is just launching basic recycling collections, Recycle-Bowl is an excellent way for teachers, student green teams and facility managers to engage their school community."
- Available In:** A list of locations with green checkmarks: American Samoa, Canada, Guam, Marshall Islands, Mexico, and Micronesia.

The "Add Organization" section is highlighted with a red box and a red arrow pointing to it. It contains the text: "Would you like to add another location? Choose from the following types of organizations/events". Below this text are two options: "+ Add K-12 School" and "+ Add State". The "+ Add K-12 School" option is highlighted with a red box and a red arrow pointing to it.

Step 4: Fill in all fields

Re-TRAC Connect: Add K-12 School

Re-TRAC CONNECT

Rita Recycle Messages Help Log Out

Dashboard Programs Directories Tracking Community Manage

Join Programs My Programs | KAB - Recycle-Bowl Competition

Add K-12 School

Instructions

- ✓ Complete the Location Information and Contact Information for the new K-12 School.
- ✓ To finish adding the new K-12 School, click Add button

Location Details

K-12 School Name *

KAB Middle School

Map Satellite

Host: Keep America Beautiful

Website: <http://recycle-bowl.org>

Program Manager: Kelley Dennings

Insert school's address so it will get mapped

Step 4: Cont'd - Contact Information

Contact Information for this K-12 School

Note: You will receive system messages for organizations & events that you add and manage as part of your Re-TRAC Connect account.

Contact Name *

Contact Title

Contact Email *

Phone Number *

Contact Fax

recycling coordinators information

[Add K-12 School](#)

Insert recycling coordinator contact info here on second half of form

Step 5: Click “Add K-12 School”

202-000-0000

Contact Fax

Add K-12 School



You will be redirected to the dashboard. Click “Next” next to the school just added

The screenshot shows the Re-TRAC Connect web application interface. At the top, the browser address bar displays "Re-TRAC Connect: KAB - Recycle-Bowl Competit...". The application header includes the "Re-TRAC CONNECT" logo and navigation links for "Rita Recycle", "Messages", "Help", and "Log Out". Below the header, a navigation menu contains "Dashboard", "Programs", "Directories", "Tracking", "Community", and "Manage". The "Programs" menu is active, and the sub-menu shows "Join Programs", "My Programs", and "KAB - Recycle-Bowl Competition".

A success message at the top of the main content area reads: "Successfully created KAB Middle School". The main heading is "KAB - Recycle-Bowl Competition". On the left, there is a "Program Details" section with a logo for "Keep America Beautiful Presents RECYCLE BOWL COMPETITION".

The "My Organizations" section displays a list of "K-12 Schools":

K-12 Schools	Status
<input type="checkbox"/> KAB Elementary School	Status
<input type="checkbox"/> KAB Middle School	Next

The "KAB Middle School" row is highlighted with a red rectangular box. To the right, the "Add Organization" panel asks: "Would you like to add another location? Choose from the following types of organizations/events". It offers two options: "+ Add K-12 School" and "+ Add State". A red arrow points to the "Add Organization" panel.

At the bottom, the "Program Description" states: "Recycle-Bowl is a free competition and benchmarking tool for K-12 school recycling programs to promote waste reduction". The "Available In" section lists "American Samoa" and "Guam". The browser status bar at the bottom indicates "Internet | Protected Mode: On" and "100%" zoom.

Step 6: Click “Join”

The screenshot shows a web browser window with the URL "Re-TRAC Connect: KAB - Recycle-Bowl Competit...". The page header includes the "Re-TRAC CONNECT" logo and navigation links for "Rita Recycle", "Messages", "Help", and "Log Out". The main navigation bar has tabs for "Dashboard", "Programs", "Directories", "Tracking", "Community", and "Manage". Below this, a sub-navigation bar shows "Join Programs", "My Programs", and "KAB - Recycle-Bowl Competition".

The main content area is titled "KAB - Recycle-Bowl Competition" and indicates the member is "KAB MIDDLE SCHOOL". A "Reports:" section contains the instruction "Select the reports that you agree to submit:" and two checked checkboxes: "Recycle-Bowl - Registration Information" and "Recycle-Bowl - Results Reporting".

On the left side, there is a sidebar with a "Program Details" button and "Member Information" section containing a link to "Program Forms". Below this, the "Host" is listed as "Keep America Beautiful" and the "Website" is also listed.

A red rectangular box highlights the yellow "Join" button, and a red arrow points to it from the bottom right.

Make sure that the Registration Information and Results Reporting forms are checked

Step 3: Click “+” Under 2013 to complete Registration Information

The screenshot shows the Re-TRAC website interface. The main heading is "KAB - Recycle-Bowl Competition Status" for "KAB ELEMENTARY SCHOOL". The page includes instructions for competing in the competition, such as completing registration and results reporting forms. A table at the bottom allows users to view or report information for different years. The table has columns for 2013, 2012, and 2011. The row for "Recycle-Bowl - Registration Information" has a plus sign (+) under the 2013 column, which is highlighted by a red box and a red arrow pointing to it.

	2013	2012	2011
Recycle-Bowl - Registration Information	+	+	+

Step 4: Complete All Fields

Re-TRAC CONNECT

Rita Recycle Messages Help Log Out

Dashboard Programs Directories Tracking Community Manage

Join Programs My Programs | KAB - Recycle-Bowl Competition

Your data may not be considered complete by the Program Manager(s) of KAB - Recycle-Bowl Competition until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of KAB - Recycle-Bowl Competition.

Recycle-Bowl - Registration Information

Member: KAB ELEMENTARY SCHOOL | Year: 2013 | Cycle: ANNUAL



Program Details

School Contact Information

First Name: *

Last Name: *

Mailing Address: *
 This is the address KAB will use to send any potential Recycle-Bowl materials to you.

City: *

State: *

Host:
Keep America Beautiful

Insert school's contact info and address. All points with red asterisks are mandatory.

Step 5: Click “Save” or “Submit to Program”

18. Will the material be collected by individual commodities or mixed all together for later separation?

- Single stream - material commingled all together
- Dual stream - cans/bottles in one container and paper in another container
- Source separated - all commodities will be in their own bin
- Not sure

Honesty Pledge

If you check "No" to any item below, your school will not be registered. By checking "Yes" to the following items you confirm:

I have read, understand, and agree to abide by the guidelines described in the 2013 Recycle-Bowl rules. *

- Yes
- No

Clicking the "Save" button will allow you to return to this form to make changes. Recycle-Bowl administrators will NOT consider your form complete until submitted and locked.
Clicking the "Submit to Program" button will lock your form and no further changes can be made. Recycle-Bowl administrators will consider your form complete if submitted and locked.

To make changes to your locked registration form email info@recycle-bowl.org

Save Submit to Program

Save Submit to Program

You can SAVE the form which will allow you to come back at any time to modify any information you have entered

OR

You can SUBMIT TO PROGRAM when you are satisfied with all the information. This will “lock” the form and Recycle-Bowl administrators will consider your information complete.

← → C https://connect.re-trac.com/programs/21/nodes/23859/program_status

Re-TRAC CONNECT Rita Recycle Messages Help Log Out

Dashboard Programs Directories Tracking Community Manage

Join Programs My Programs | KAB - Recycle-Bowl Competition

Recycle-Bowl - Registration Information response successfully submitted to 'KAB - Recycle-Bowl Competition' for 2013
[View Here](#)

KAB - Recycle-Bowl Competition Status

Member: KAB ELEMENTARY SCHOOL



Keep America Beautiful Presents
RECYCLE-BOWL
COMPETITION

Program Details

Member Information

- Program Status
- Program Forms

Host: Keep America Beautiful

Website: <http://recycle-bowl.org>

Program Manager
Kelley Dennings
info@recycle-bowl.org
202-688-0605

Instructions:

To successfully compete in the Recycle-Bowl Competition your school must complete:

1. The "Recycle-Bowl - Registration Information" form.
2. The "Recycle-Bowl - Results Reporting" form.

To access a form click on the plus "+" under the current competition year. After successfully submitting the "Recycle-Bowl - Registration Information" form the corresponding "Recycle-Bowl - Results Reporting" form will become available.

For further instructions download the [Recycle-Bowl User Guide](#)

Click on the plus icon **+** to report or view information

	2013	2012	2011
Recycle-Bowl - Registration Information			
Recycle-Bowl - Results Reporting			



Repeat this process for all of the schools you are entering. All schools must be entered into the Re-TRAC system and saved separately. Following, registration, all schools should appear on your dashboard.