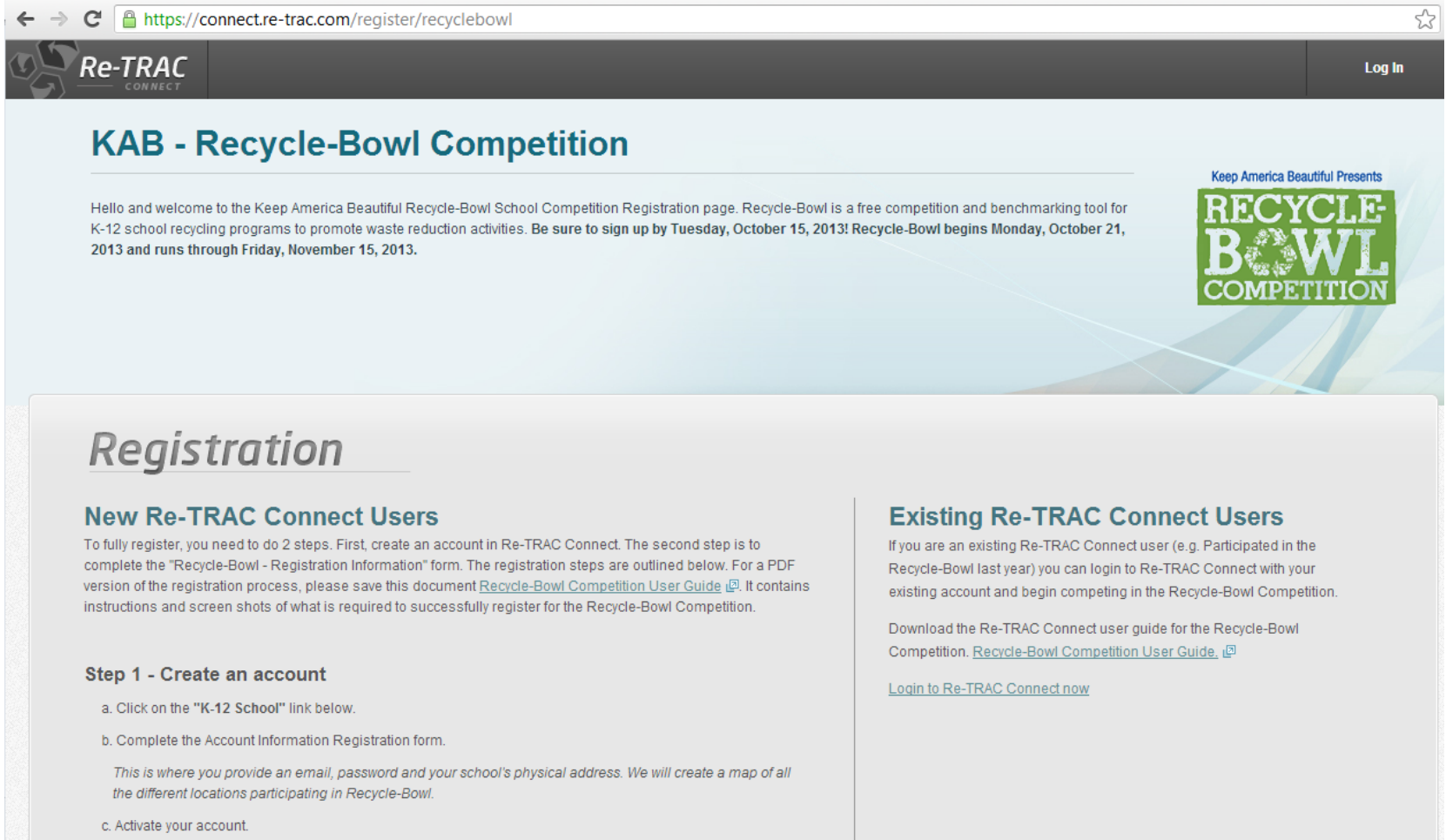


# **Recycle-Bowl Registration User Guide for New Participants**

**Create a ReTRAC  
Connect account**

# Step 1: Go To Website



The screenshot shows a web browser window with the address bar displaying <https://connect.re-trac.com/register/recyclebowl>. The website header features the Re-TRAC CONNECT logo on the left and a "Log In" button on the right. 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 of the text is a logo for "Keep America Beautiful Presents RECYCLE BOWL COMPETITION". The page is divided into two main sections: "Registration" and "Existing Re-TRAC Connect Users". The "Registration" section includes a sub-heading "New Re-TRAC Connect Users" and a paragraph explaining the two-step registration process. It then lists "Step 1 - Create an account" with two sub-steps: "a. Click on the 'K-12 School' link below." and "b. Complete the Account Information Registration form." A note follows: "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." The final step listed is "c. Activate your account." The "Existing Re-TRAC Connect Users" section includes a paragraph about logging in with an existing account and a link to "Login to Re-TRAC Connect now".

**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.

**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**

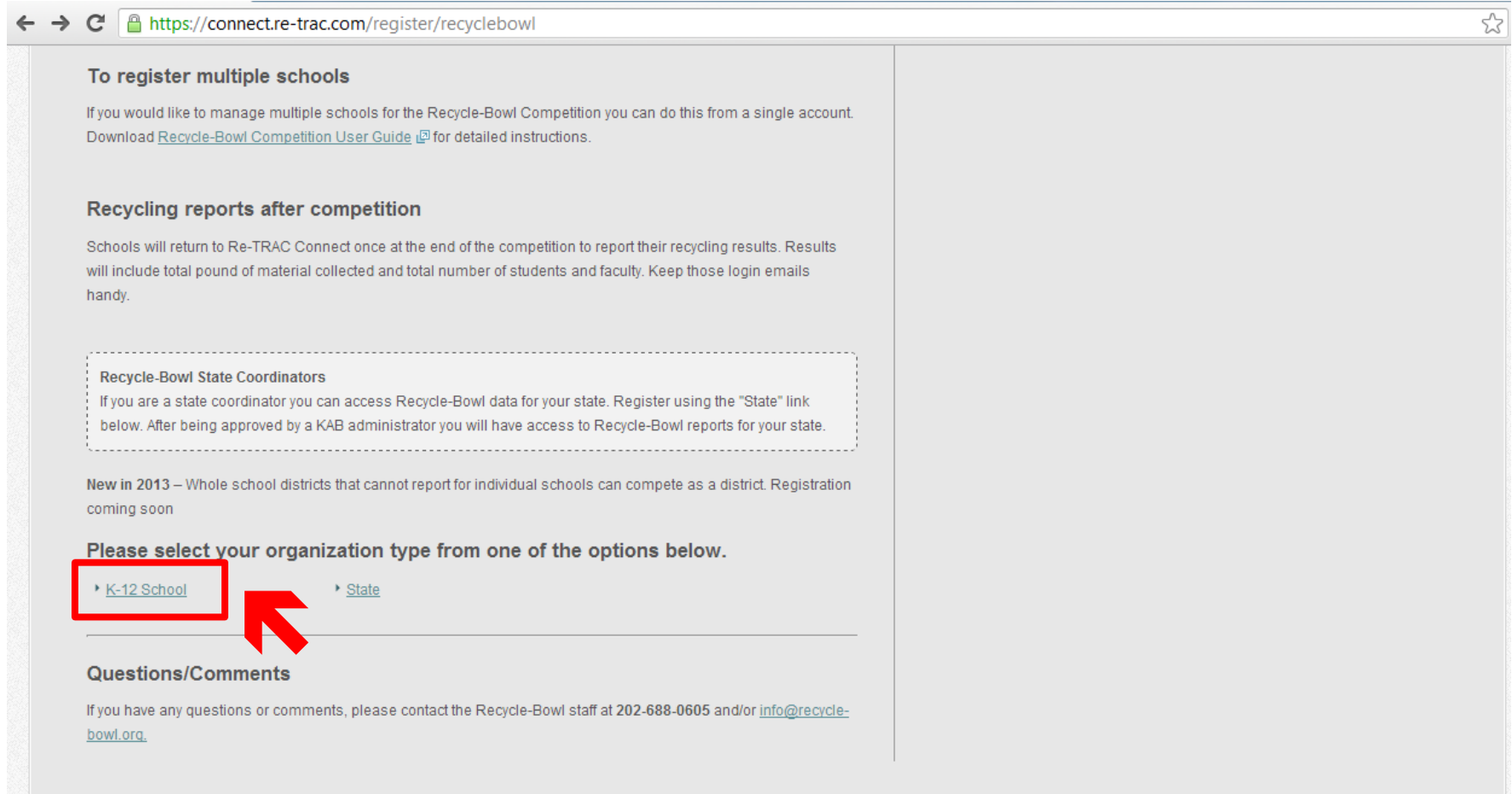
If you are an existing Re-TRAC Connect user (e.g. Participated in the Recycle-Bowl last year) you can login to Re-TRAC Connect with your existing account and begin competing in the Recycle-Bowl Competition.

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.**

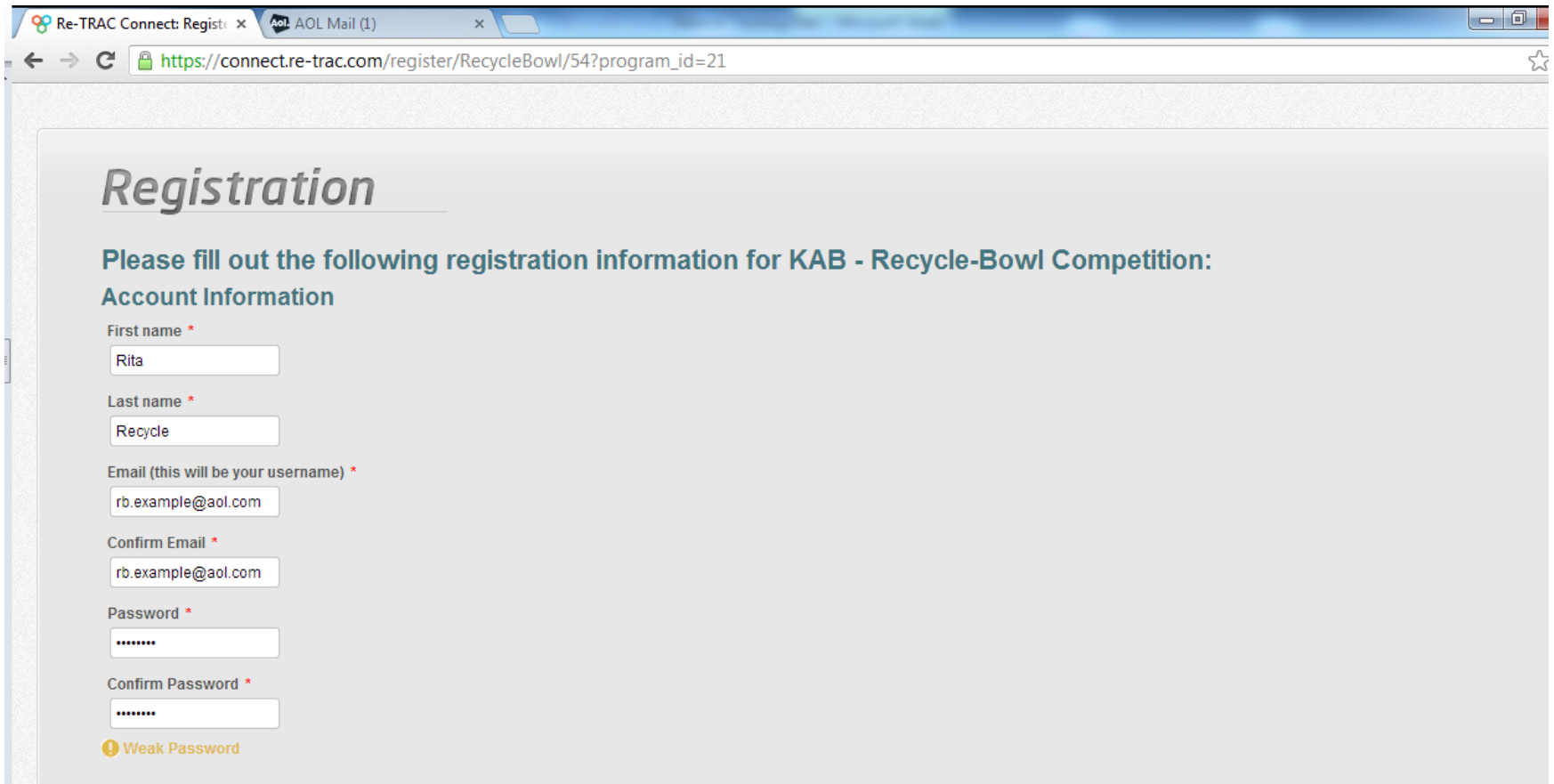
☒ [K-12 School](#) ☐ [State](#)

---

### 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](mailto:info@recycle-bowl.org).

# Step 3: Complete Account Info



The screenshot shows a web browser window with two tabs: "Re-TRAC Connect: Register" and "AOL Mail (1)". The address bar displays the URL "https://connect.re-trac.com/register/RecycleBowl/54?program\_id=21". The page content is titled "Registration" and includes the instruction "Please fill out the following registration information for KAB - Recycle-Bowl Competition:". Below this, the "Account Information" section contains several input fields: "First name" with the value "Rita", "Last name" with the value "Recycle", "Email (this will be your username)" with the value "rb.example@aol.com", "Confirm Email" with the value "rb.example@aol.com", "Password" with masked characters "\*\*\*\*\*", and "Confirm Password" with masked characters "\*\*\*\*\*". A yellow warning icon and the text "Weak Password" are visible below the password fields.

Registration

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

Account Information

First name \*  
Rita

Last name \*  
Recycle

Email (this will be your username) \*  
rb.example@aol.com

Confirm Email \*  
rb.example@aol.com

Password \*  
\*\*\*\*\*

Confirm Password \*  
\*\*\*\*\*

Weak Password

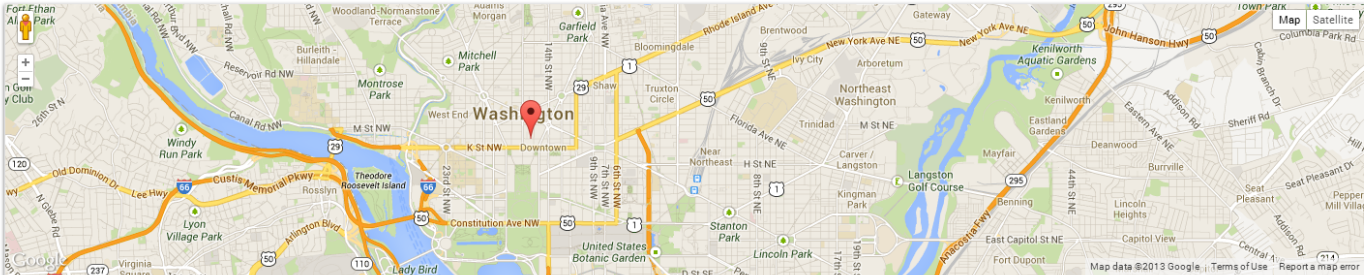
Create an account with your email and password

# Complete Account Info

← → C [https://connect.re-trac.com/register/RecycleBowl/54?program\\_id=21](https://connect.re-trac.com/register/RecycleBowl/54?program_id=21)

K-12 School Name \*

KAB Elementary School



Search Google Maps for your Address

Official Address

1030 15th St NW, Washington, DC 20005, United States

Country \*

United States

State/Province \*

DC

City \*

Washington

Address \*

1030 15th St NW

Zip/Postal Code \*

20005

Clear Address

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

☒

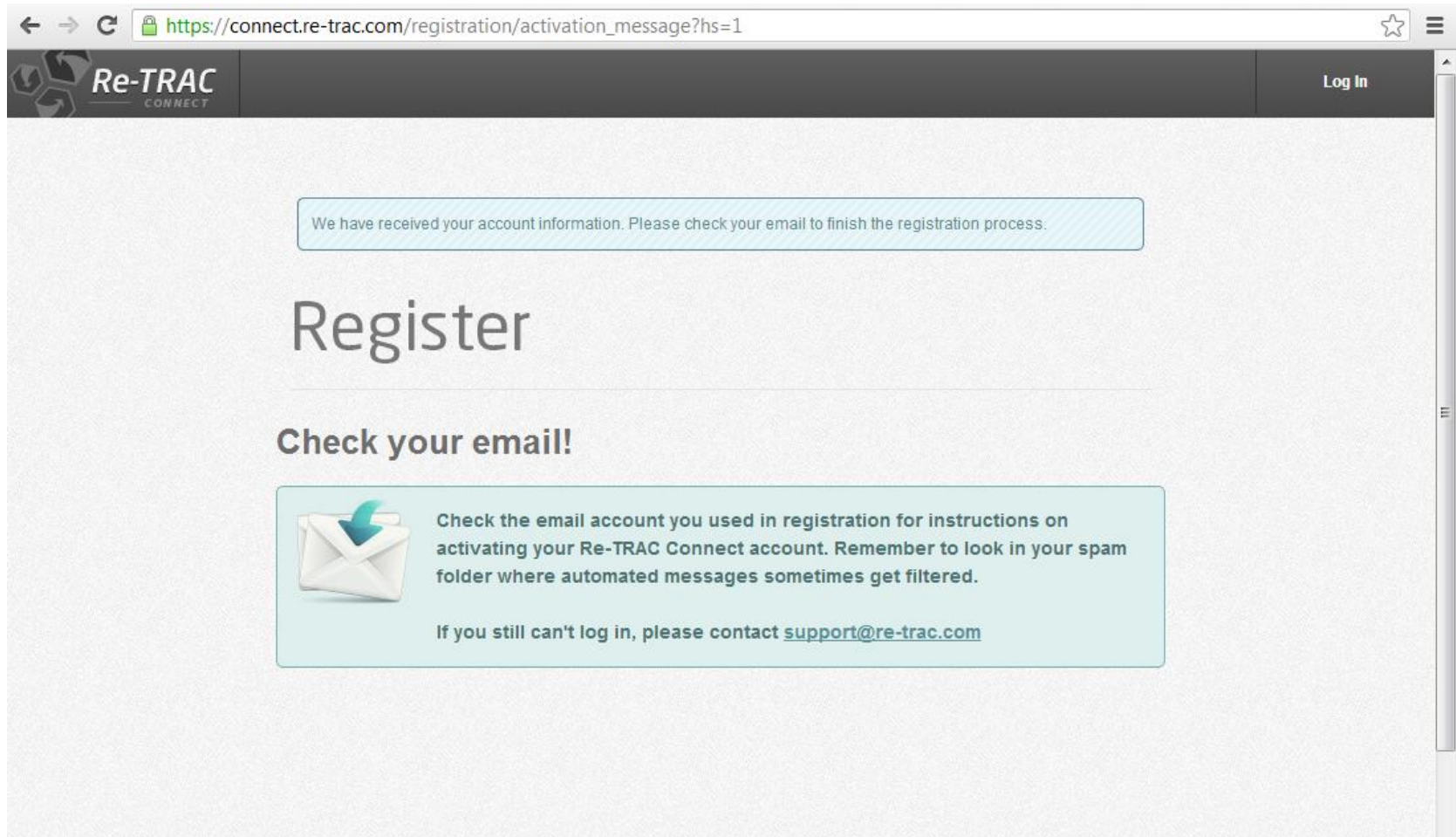
I have read and accept the [Terms of Use](#)



Copyright © 2012 Emerge Knowledge Design Inc. Re-TRAC Connect™



# Step 5: Check email for account activation link



The screenshot shows a web browser window with the URL [https://connect.re-trac.com/registration/activation\\_message?hs=1](https://connect.re-trac.com/registration/activation_message?hs=1). The page header features the Re-TRAC CONNECT logo on the left and a "Log In" button on the right. The main content area has a light gray background. At the top, a blue-bordered box contains the text: "We have received your account information. Please check your email to finish the registration process." Below this, the word "Register" is displayed in a large, dark gray font. Underneath "Register", the text "Check your email!" is shown in a bold, dark gray font. At the bottom, a light blue box contains an icon of a white envelope with a blue arrow pointing into it. To the right of the icon, the text reads: "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." Below this text, it says: "If you still can't log in, please contact [support@re-trac.com](mailto:support@re-trac.com)".

← → ↻ [https://connect.re-trac.com/registration/activation\\_message?hs=1](https://connect.re-trac.com/registration/activation_message?hs=1) ☆ ☰


**Re-TRAC**  
CONNECT

Log In

We have received your account information. Please check your email to finish the registration process.

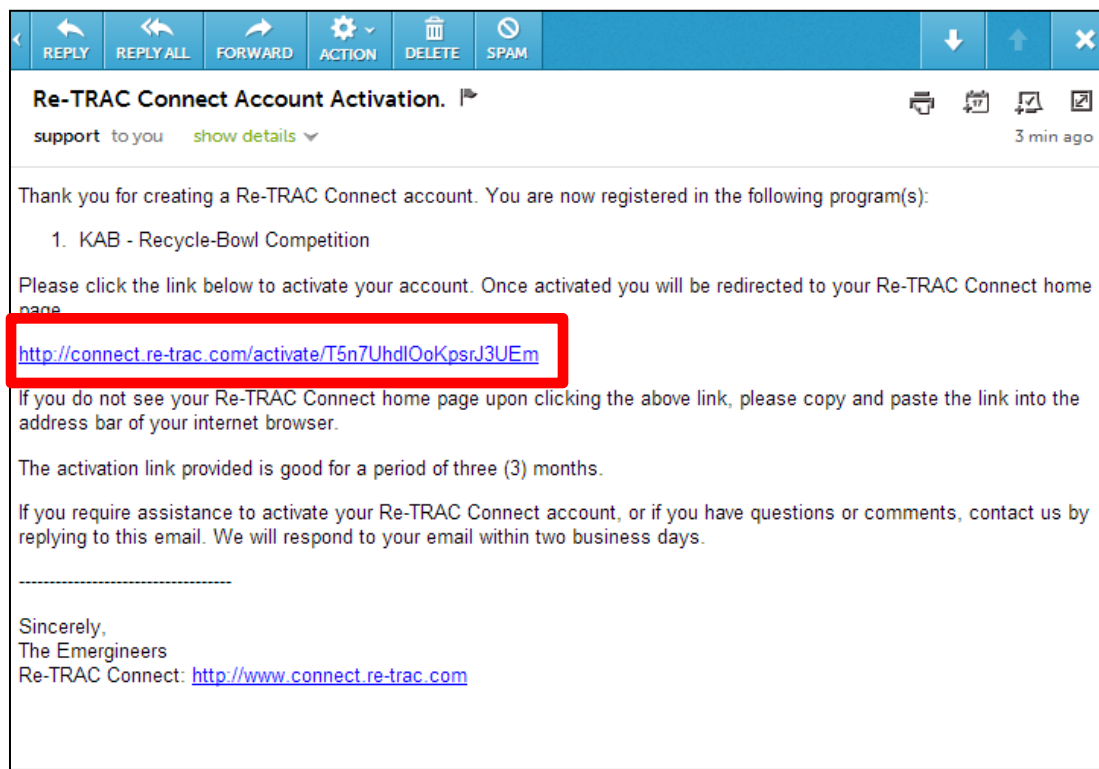
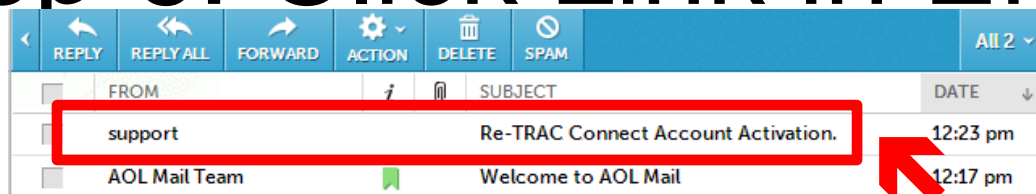
## Register

**Check your email!**

 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.

If you still can't log in, please contact [support@re-trac.com](mailto: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.**

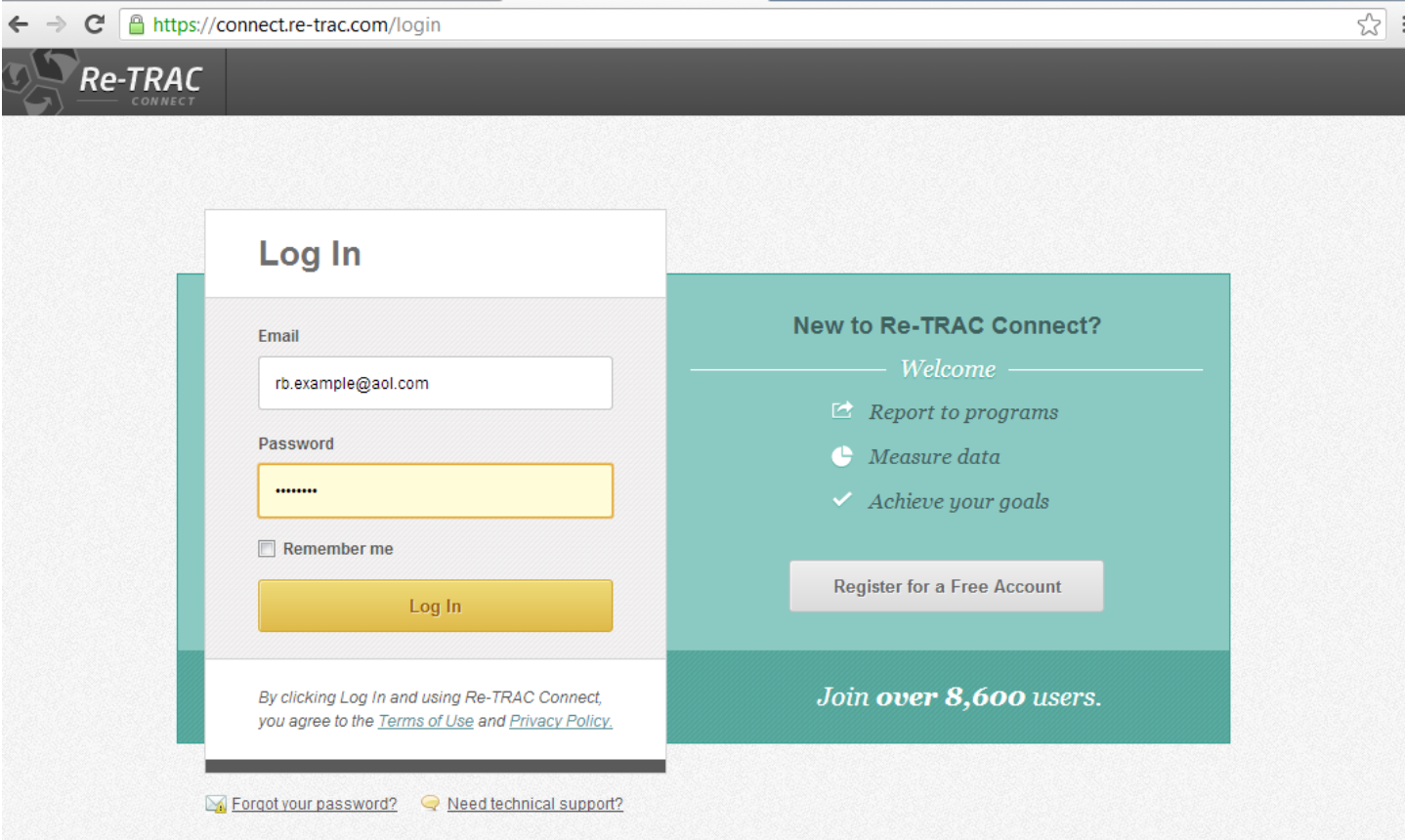
**By activating your Re-TRAC account, you have NOT activated your Recycle-Bowl 2013 competition account. You MUST log into Re-TRAC and fill out the following forms:**

**Recycle-Bowl – Registration Information**

**Recycle Bowl – Results Reporting**

**Register school in  
Recycle-Bowl  
competition**

# Step 1: Enter email and password via log in page



The screenshot shows a web browser window with the address bar displaying <https://connect.re-trac.com/login>. The page header features the Re-TRAC CONNECT logo. The main content area is divided into two sections. On the left, a white 'Log In' box contains an 'Email' field with the text 'rb.example@aol.com', a 'Password' field with masked characters, a 'Remember me' checkbox, and a yellow 'Log In' button. Below the button, a disclaimer states: 'By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#).' On the right, a teal box titled 'New to Re-TRAC Connect?' includes a 'Welcome' message, three bullet points with icons: 'Report to programs', 'Measure data', and 'Achieve your goals', a 'Register for a Free Account' button, and the text 'Join over 8,600 users.' At the bottom of the page, there are links for 'Forgot your password?' and 'Need technical support?'.

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](#).

New to Re-TRAC Connect?

Welcome

- Report to programs
- Measure data
- Achieve your goals

Register for a Free Account

Join over 8,600 users.

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

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

# Step 2: On Your Re-TRAC dashboard click “Go” next to your school name

The screenshot shows the Re-TRAC Connect dashboard interface. The browser address bar displays <https://connect.re-trac.com/members/8767/home>. The top navigation bar includes the Re-TRAC logo, a user profile for Rita Recycle, and links for Messages, Help, and Log Out. Below this is a secondary navigation bar with tabs for Dashboard, Programs, Directories, Tracking, Community, and Manage. The main content area is titled 'Dashboard' and features a 'My Programs' section. Within this section, there is a card for the 'KAB - Recycle-Bowl Competition' which includes the 'Keep America Beautiful Presents RECYCLE BOWL COMPETITION' logo and the text 'KAB Elementary School'. A red arrow points to a 'Go' button with a circular arrow icon, which is highlighted by a red rectangle. To the right of the 'My Programs' section is an 'Announcements' section with a 'System Updates' button, and a 'Tuesday Training' section with a description of a webinar and a link to register.

Re-TRAC CONNECT

Rita Recycle Messages Help Log Out

Dashboard Programs Directories Tracking Community Manage

Overview |

## Dashboard

### My Programs

Join Programs

KAB - Recycle-Bowl Competition

Keep America Beautiful Presents  
**RECYCLE BOWL**  
COMPETITION

KAB Elementary School

Go ↻

[Add / View organizations](#)

### Announcements

Learn more about the newest enhancements.

System Updates

### Tuesday Training

Join Emerge Knowledge for a free 40 minute 'Tuesday Training' webinar. We'll provide an overview of the system, and answers to your questions. Learn how to use Re-TRAC Connect to achieve your goals.

Select an up-coming webinar, and click to register:

July 2nd, 4pm - 5pm EDT

### Get Started

Join Directories Track Data

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

The screenshot shows the Re-TRAC Connect website interface. The browser address bar displays [https://connect.re-trac.com/programs/21/nodes/23859/program\\_status](https://connect.re-trac.com/programs/21/nodes/23859/program_status). The page title is "KAB - Recycle-Bowl Competition Status" and the member is "KAB ELEMENTARY SCHOOL".

**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			

A red box highlights the "2013" column and the "+" icon for "Recycle-Bowl - Registration Information". A red arrow points down to the "+" icon.



# Step 4: Complete All Fields

Re-TRAC  
CONNECT

Rita Recycle ▾MessagesHelpLog Out

DashboardProgramsDirectoriesTrackingCommunityManage

Join ProgramsMy 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.

Keep America Beautiful Presents  
**RECYCLE-BOWL**  
COMPETITION

Program Details

Member Information  
[Program Status](#)  
Recycle-Bowl - Registration Information  
[Program Forms](#)  
Host:  
Keep America Beautiful

## Recycle-Bowl - Registration Information

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

### 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: \*

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](mailto: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.**


← → ↻ [https://connect.re-trac.com/programs/21/nodes/23859/program\\_status](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](#)



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](mailto:info@recycle-bowl.org)  
202-688-0605

## KAB - Recycle-Bowl Competition Status

Member: **KAB ELEMENTARY SCHOOL**


**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			





After you click "Submit," the Registration Information icon will appear locked for 2013. You have successfully completed Recycle-Bowl 2013 Registration! You can log back into Re-TRAC at any time.