(1) Complete your personal carbon footprint and explore the FutureFit features

Doing this first will enable you to comfortably navigate your students through the survey, sign-up, and choosing actions.

(2) Take note of terms and concepts that your students may not be familiar with

This is a great opportunity to connect climate change vocabulary with personal action and responsibility.

(3) Protect students' personal information

Students may be unable or struggle with answering some questions in the survey. You may wish to provide some generalised answers, however be aware that this will skew their footprint result. Here are a couple of suggestions you can use if needed:

Question 1: What is your HOUSEHOLD'S average yearly income (before tax)? Choose the default \$100,000 - \$120,000 range - the NZ average household income.

Question 13: Which of these is your main source of water heating? Choose electric cylinder (which is the most common source)

Question 18: Do you typically choose to offset your emissions when you fly? *Choose No*

Question 19: Apart from YOUR flights, how many additional tonnes (if any) do you purchase in carbon offsets each year? Choose 0 (it's unlikely students offset)

(4) Basic vs next level questions

Completing the Basic Questions will give students a general overview of their carbon footprint. Once registered students will be able to use all the features, including creating a team, setting goals and achieving badges. The Next Level questions allow your students to provide more details about their lifestyle, helping to create a more accurate carbon footprint. However, several of these questions require more detailed information from power bills or mileage records, which may not be accessible for younger students.

(5) Don't forget to register

Registering will save your student's carbon footprint, so they can return to it later. Once registered students will be able to use all the features in FutureFit, including setting actions, creating a team, setting goals and achieving badges. Note that registering requires an email address.

(6) Keeping track of your students' goals and achievements.

You will not be able to access a student's carbon footprint results unless you and your students are part of the same FutureFit Team. This feature enables teammates to share each other's progress and work towards common goals. (At this stage teachers will need to join all student teams to view their progress).

(7) Set achievable actions.

Suggest that students set 2-4 meaningful actions each (perhaps across each of the categories of Move, Shop, Grow, Eat, Power and Talk) or specifically within their area of biggest impact on their footprint chart. Setting too many actions may overwhelm students. Not all of the actions that the FutureFit suggests may be suitable for students, i.e., they may relate to a household change like installing insulation. Encourage students to choose actions that they are personally able to influence themselves, like walking to school.

(8) Set up teams

Once registered, students can set up their own team and invite other classmates to join their team. Or, you can create a team and invite your students to join. From mid-February 2021 a new feature will let people 'join an existing team' without having to receive an official FutureFit invitation email.

(9) Choose how long students receive texts and emails.

FutureFit will automatically send reminders to your students once they have registered, to remind them of the actions they have chosen. This will occur for 6-weeks, however students can adjust how long they receive these for or turn them off (on the screen where they choose their actions). You can run a 3-week or term-long challenge, if you get all students to set their reminders to the same number of weeks.

(10) Keeping track of your students' goals and achievements.

You will not be able to access a student's carbon footprint results unless you and your students are part of the same FutureFit Team. This feature enables teammates to share each other's progress and work towards common goals. (At this stage teachers will need to join all student teams to view their progress).