

ATHLETE/PLAYER HELP DOCUMENTATION

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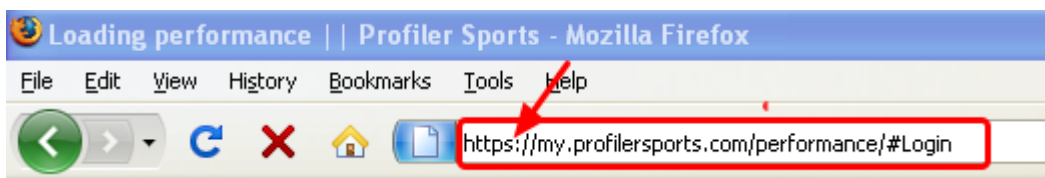
Athletes - What you need to know

Logging into the software

Please note that the system works best using the internet browser Chrome or Firefox. If you are using Internet Explorer 6, we recommend that you change to a different internet browser. Chrome and Firefox are web browser that are free to install and use on your computer and the software will work considerably faster on this browser compared to Internet Explorer. For more information on Firefox visit <http://www.mozilla.com/en-US/firefox/personal.html>

Load your internet browser

You will be given a unique website address, type it into your internet browser:



Access and Login to the website

On your internet web browser such as Firefox **(the preferred browser)** or Chrome type in the software link that your administrator provided you.

Your site will begin with one of the following:

<https://my.profilersports.co.uk/sitename>

<https://my.profilersports.com/sitename>

<https://performance.co.uk/sitename>

<https://my.smartabase.com/sitename>

<https://my.smartabase.co.uk/sitename>

<https://my2.smartabase.com/sitename>

<https://my2.smartabase.co.uk/sitename>

<https://my3.smartabase.com/sitename>

<https://my4.smartabase.com/sitename>

<https://edu.smartabase.com/sitename>

Please note that there is NO "www" at the start of the address and you must type in "**https**" to access the website securely.

Type in Your Username and Password in the Login Page



Username or Email 
Enter your username or email address. Take your pick.

Password 
Enter the password you signed up with. If you have forgotten your password, enter your e-mail into the box to the right of the page.



Enter the Username and Password provided in your Welcome e-mail.

1. Enter your Username in the "Username or Email" text box.
2. Enter your Password in the "Password" text box.
3. Press **Login**

The username and password need to be entered correctly and in the correct case. For example, the username of henry.bander needs to be entered in lowercase with a full stop between the first and last name. **If you are not sure what your Username is** contact your administrator, or look through your e-mails.

This username and password will also enable you to login to the mobile, iPad and iPhone applications if you use them

Forgotten Your Password?

Forgot your password?

Enter your e-mail address and we will immediately send you a new password.

Forgotten your Password?

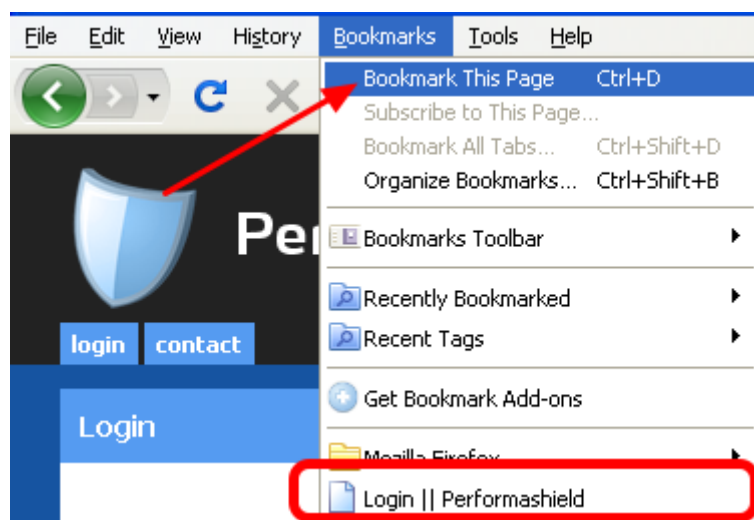
If you have forgotten your password, type your e-mail address in the **"Forgot Your Password"** text box on the right hand side of the page. A new password will be sent to your e-mail account. You will need to use this new password to login.

You can then go to your account settings (top right of the login page) and change your password after you next login.

Bookmark the Website for Easy Access Next Time

If you bookmark the website address, each time you want to enter information, you can simply go to the bookmark link and click it to be taken directly to the login page. This saves you time you don't have to remember the address.

Bookmark the website address for faster access

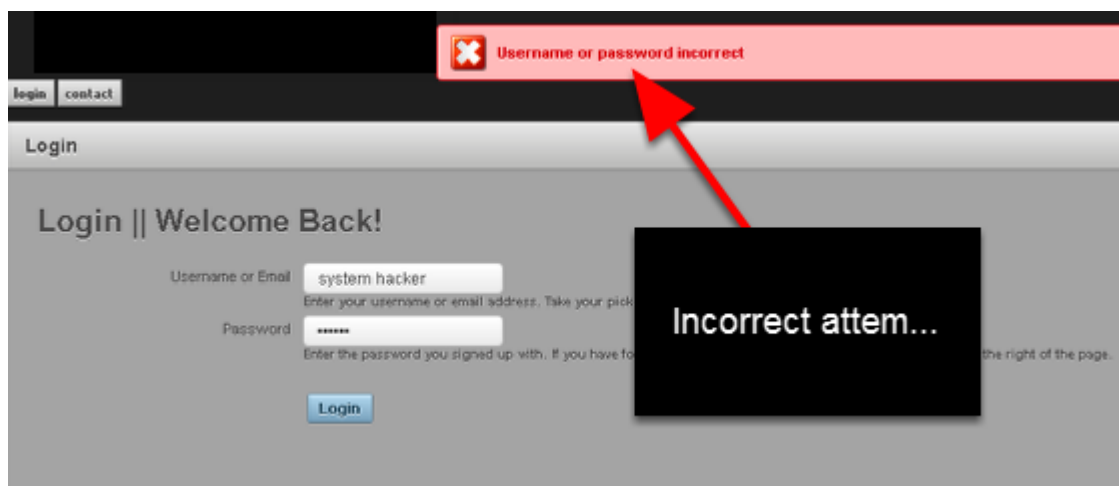


To Bookmark the site:

1. When you are on the **Login Page** go to the **Bookmarks** Menu on your web browser. Click on "Bookmark This Page" (as shown in the image above) and then save the address in your bookmark files.
2. The next time you are on the internet and you need to enter your information, go straight to your **Bookmarks** Menu and select the your link e.g. "**Login II Performashield**" to be taken directly to the Login Page. The image above shows that the Performashield site has already been bookmarked and is available to click on. Once a your site address is book marked, it will appear in your bookmarks list.

Logging in 5 times with an incorrect password or username will stop you from being able to login for 10 minutes

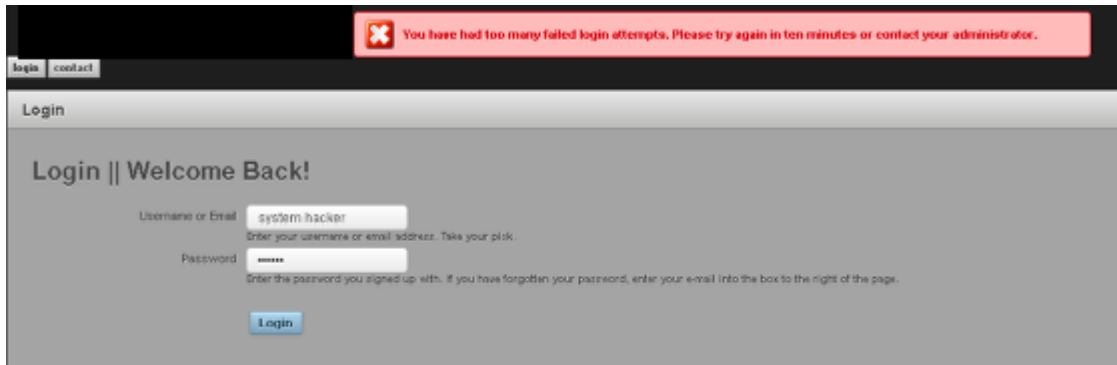
Because we strive to optimise our system's security, if you have 5 failed attempts to login to the software, you will not be able to login for 10 minutes.



This user has tried 4 times with the wrong password. Each failed attempt will follow with a red pop up box that says "Username or Password incorrect". If you get this message, firstly check that you do not have your Caps Lock on (the username and password are case sensitive).

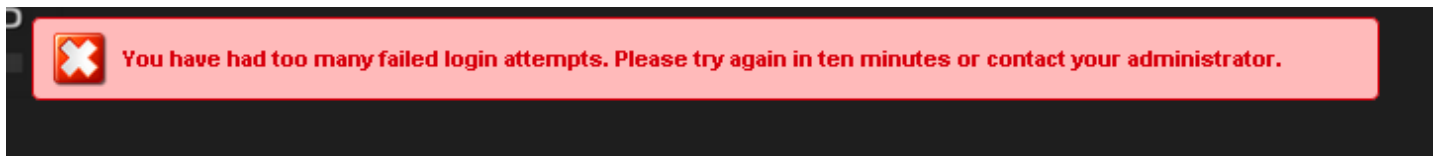
If you still can't remember your username or password, you may need to contact your administrator for a new password if you have forgotten your old one.

If you have 5 attempts and you still enter in your username or password incorrectly, you will not be able to login for another 10 minutes.



If you attempt to login 5 times in a row with an incorrect username or password, you will have to wait 10 minutes before you can login again from your computer. This helps our security team protect against automated programmes that continuously try different username and password combinations.

If this message is displayed, you must wait 10 minutes before you can login.

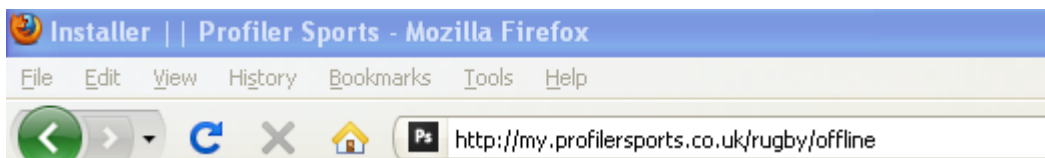


If you have any questions, do not hesitate to contact your administrator

Install the software and work On-line OR Off-line

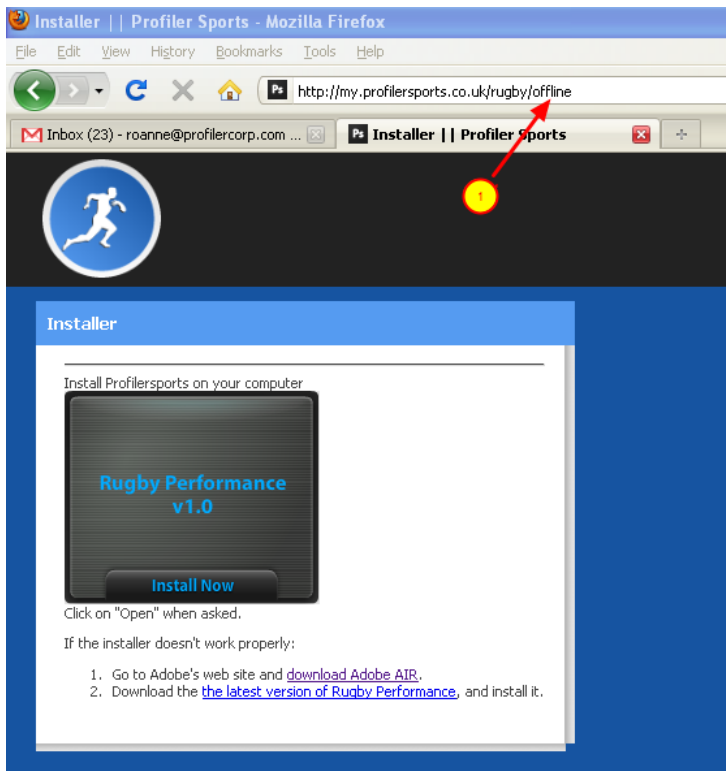
The software is available to use on a desktop or laptop computer on-line (connected to an internet connection) or off-line (not connected to the internet). Follow the steps below to install the software onto your computer for off-line or on-line use.

1.0 Access the downloadable/installed version to work on-line or off-line



The software can be used to enter and view data off-line (without being connected to the internet). To access this capability the software must be installed on your computer. You can easily perform this yourself when you are connected to the internet. To install the software you must be on-line (connected to the internet) and the first time you login to the installed/downloadable version, you **must** be connected to the internet and choose to "Login on-line".

2.0 To Install the software on your computer type in your site name and then"/offline" OR "/install"



To install the software just type in the name of your website address and then add "/offline" or "/install" to the end of the website address. For example:

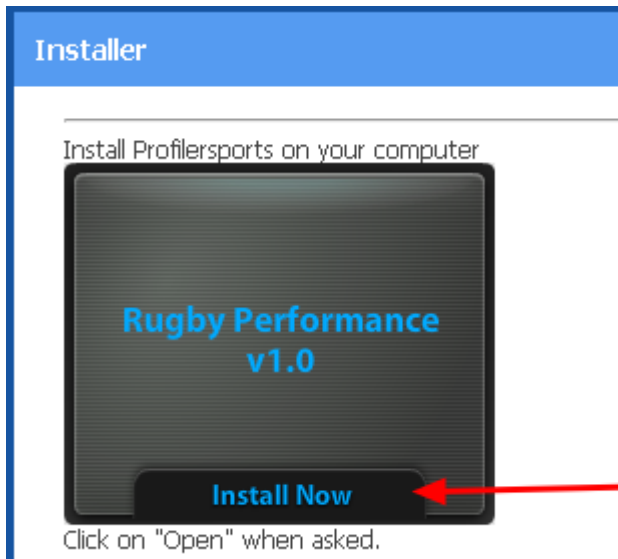
<https://my.profilersports.co.uk/sitename/install>

<https://my.profilersports.com/sitename/offline>

<https://my.smartabase.com/sitename/install>

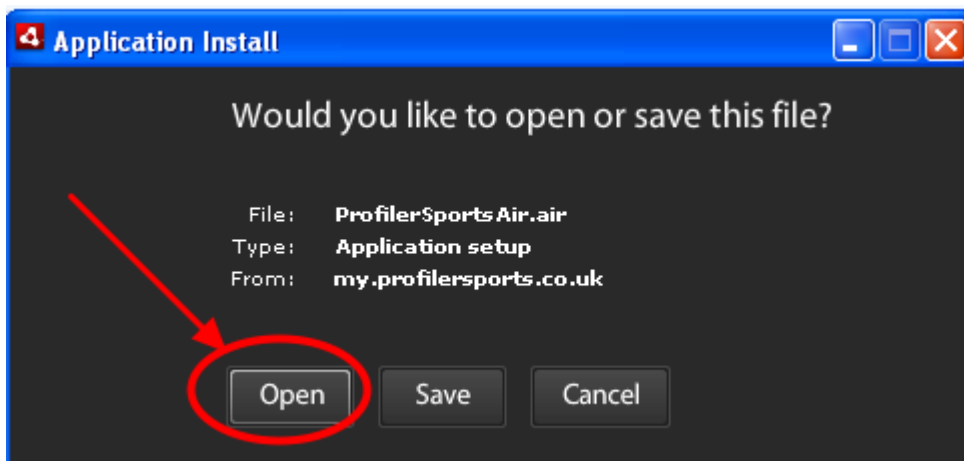
<https://my.smartabase.co.uk/sitename/offline>

3.0 Click "Install Now" and wait for the installation to start



Click the "Install Now" button.

3.1 The application will install, then click "Open"

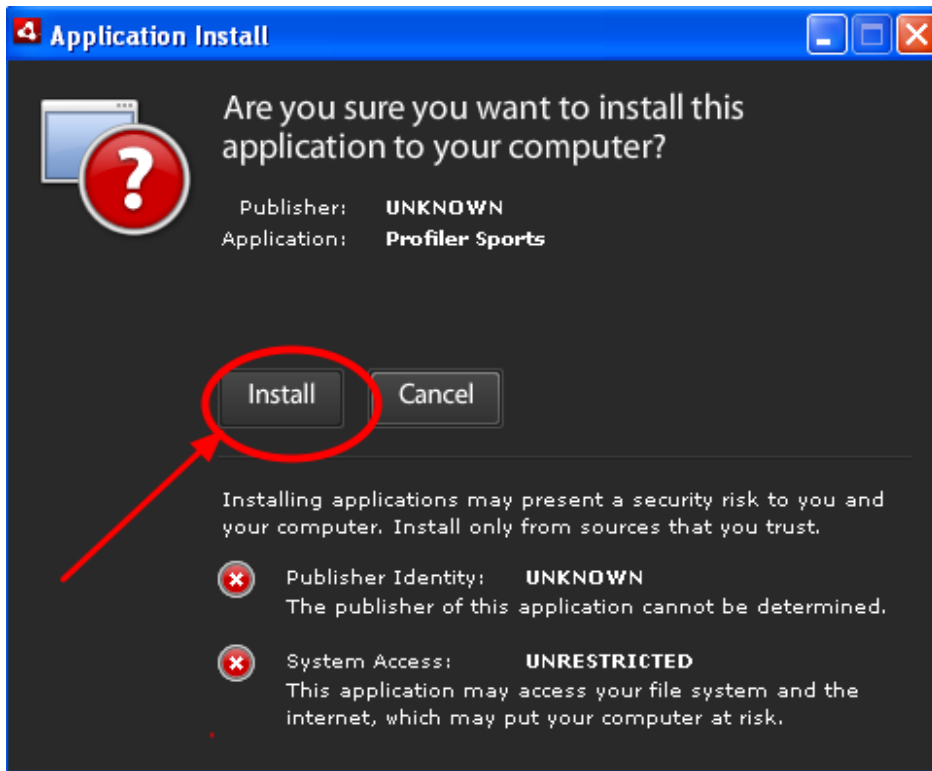


The software will take a moment to install. You will then be asked if you "would like to open or save the file?"

-Click "Open". **Do not** click Save.

The software will then take a moment to install. If the "Application Installation" window does not appear, go to Step 8.0 and install the Adobe AIR program (a program that the software needs to be able to work).

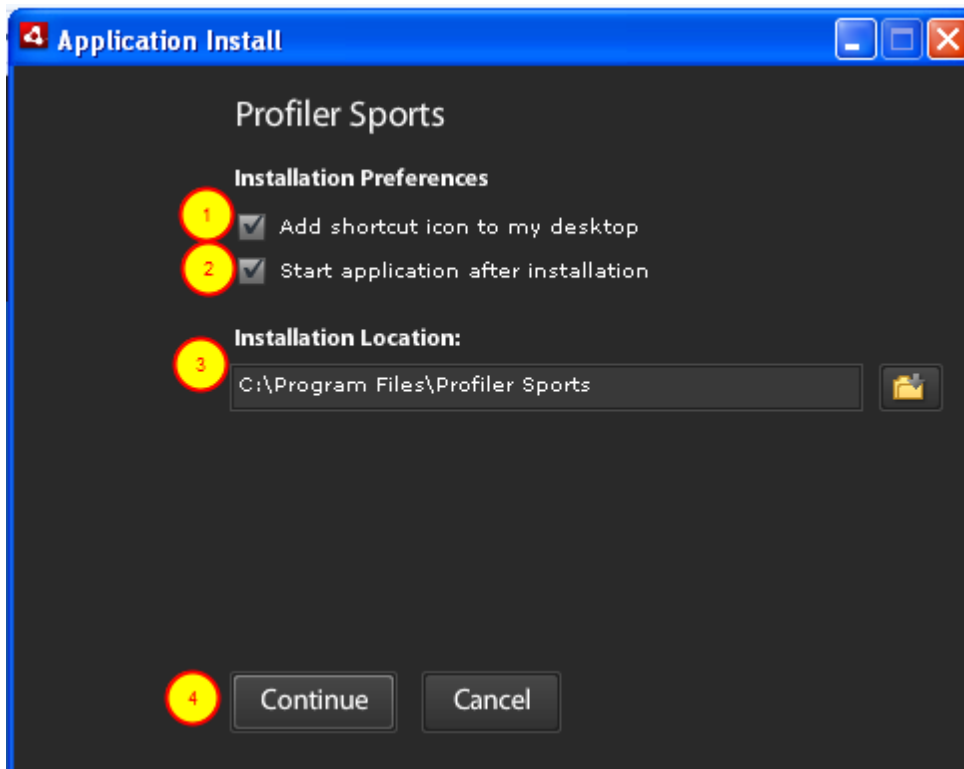
3.2 In the Application Install window, click “Install”



Click **Install** to install the software onto your computer.

Another window will appear that specifies where the program will be stored. It will default to save in your program files. You can chose to save it in a different file location if you require (see Step 3.3 below) .

3.3 Application Install: Set Your Installation Preferences



You will be able to choose where you want the software to be stored and be available from. In the image here you can see that:

#1: A short cut is going to be saved onto the desktop (the desktop file on your computer).

#2: The software application is going to start once you click "continue"

#3: The software is going to be saved in your Program Files. Choose the file box to select a different location to save the software to.

#4: Click "**Continue**"

4.0 The Login window will appear

The screenshot shows a login window titled "Login" in a blue header. Below the header, there is a yellow padlock icon followed by the text "Login || Nice to see you again!". The login form contains three input fields: "Site Location" (with a red circle 1 next to it), "Username" (with a red circle 2 next to it), and "Password" (with a red circle 3 next to it). The "Site Location" field contains the text "http://my.profilersports.co.uk/rugby". The "Username" field contains the text "rugby.coach". The "Password" field contains a series of dots. Below the input fields, there is a green button labeled "All fields valid". At the bottom of the form, there are two buttons: "Login Online" and "Login Offline". A red arrow points from a red circle 4 to the "Login Online" button.

The login window will appear. It will be the same as the window that you use when you login using your internet browser. However, for this login page you also need to type in your system address into the Site Location box:

#1: Enter in the Site Location: e.g. <https://my.profilersports.co.uk/sitename> or <https://my.profilersports.com/sitename>, <https://my.smartabase.com/sitename> or <https://my.smartabase.co.uk.sitename>.

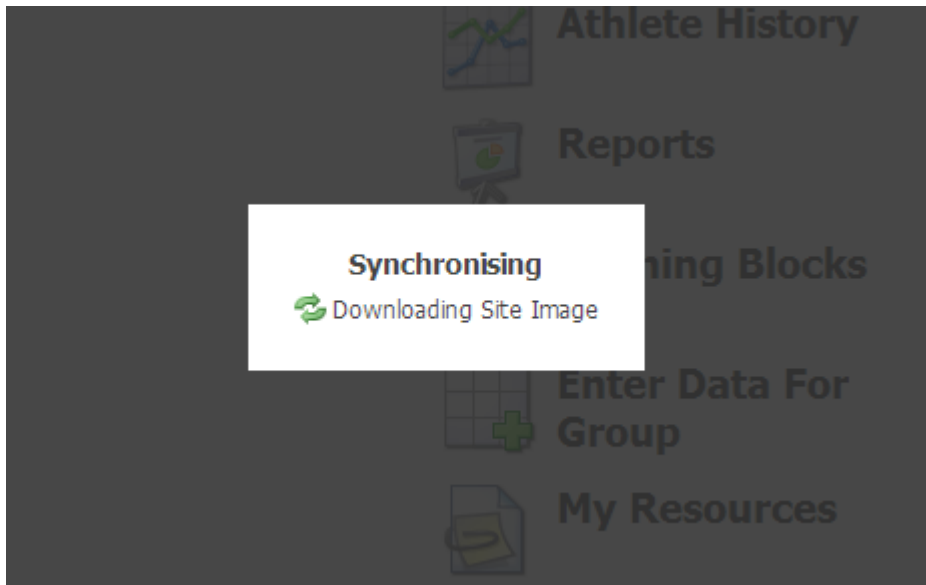
#2: Enter your username

#3: Enter your password

#4: Click "Login Online". The first time you login to the downloadable version **you must** be connected to the internet so that your information can be shared between the two systems and then saved locally on your computer.

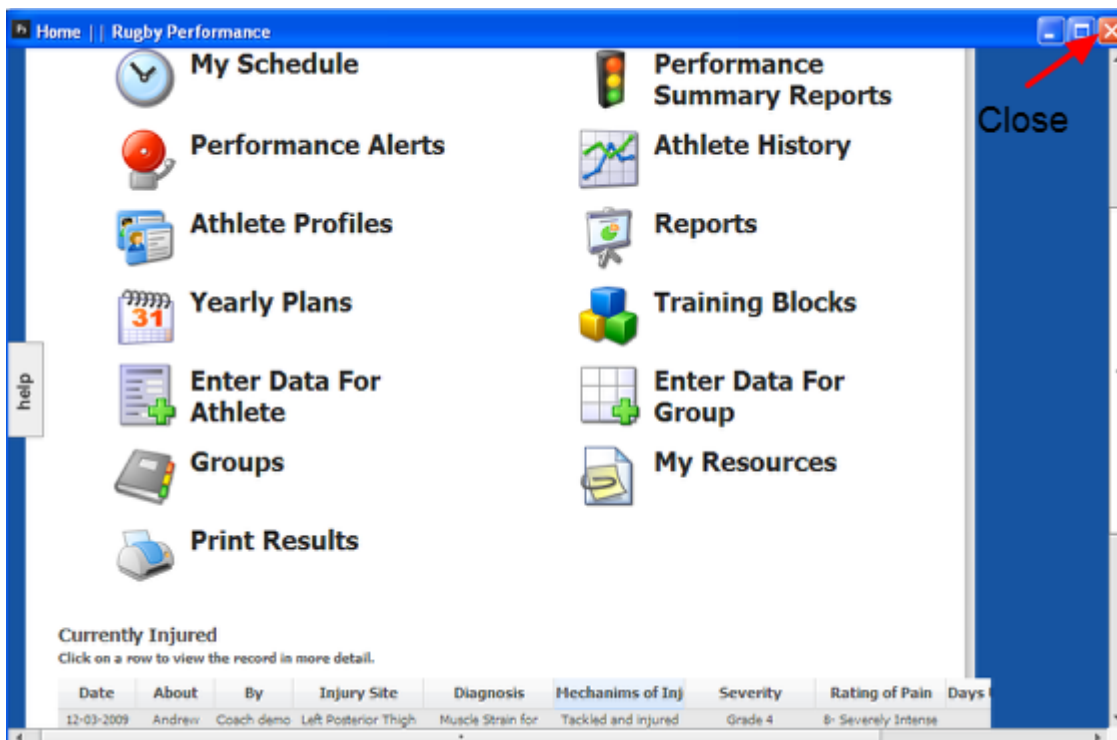
The system will take a moment to synchronise and download any data, reports, or changes to the software. Synchronisation time will vary depending on the amount of data you download, and/or if there is a new version of the software to install (this will happen automatically).

4.1 The software will synchronise



All of the information from the on-line system will synchronise and be copied to the downloadable/offline version. This means when you login off-line you will be working from the most recently synchronised on-line version.

5.0 Working on the installed software: the Same System Features and Front Page Reports

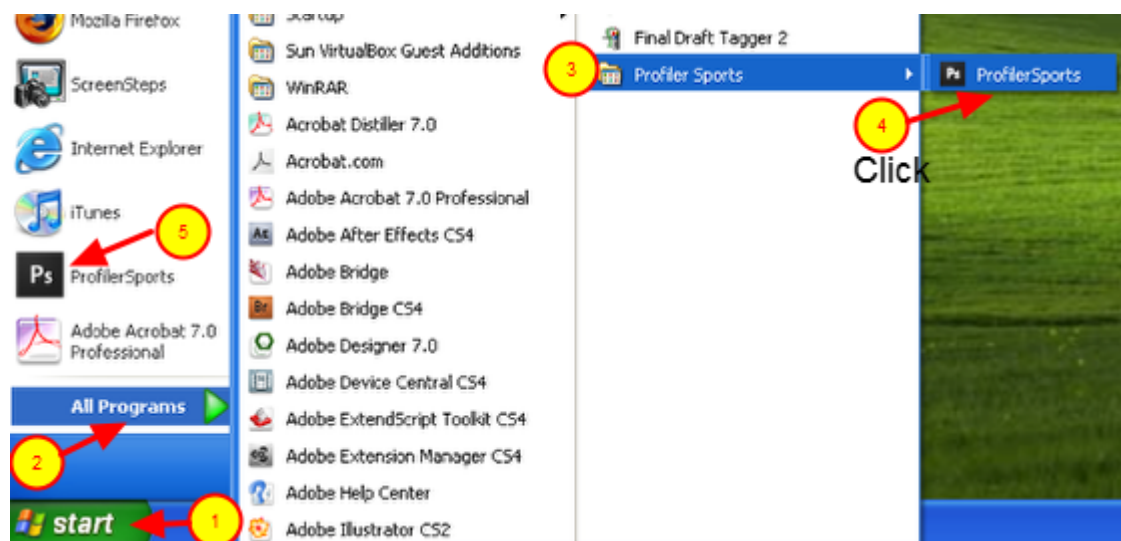


When you work on-line on the installed software, you have access to the same system features. When you add in new data it will need to synchronise between "Saves" but all of the capabilities and modules will be the same.

When you work on-line on the installed version you do not need to logout. When you have finished, simply close the window using the red X in the top right of the window (as shown in the image above). All of the data and settings that you used will be saved.

To reload/access the software again, the file will be available from the settings you specified previously, e.g. in your programme files list (see Step 6.0)

6.0 Load the software from your Program Files or your desktop.



Once you successfully download the program, it will be available from the location that you specified in Step 3.3 (e.g. from the program files or from your desktop).

To access the program from your "Start" menu:

#1: Click on the "start" menu

#2: Click on "All Programs"

#3: Search through your list of program files until you find Profiler Sports

#4: Click on the ProfilerSports (the black PS box) link

or

#5 if you selected to add it to your quick links it will be available on your quick links #5 and you can just click it and the programme will load.

To access the system from your desktop:

Go to your desktop and click on the Black PS icon.

7.0 Login "Off-line"

Login



1 Site Location
The site you login to, e.g. profilersports.com/yoursite

Username
Enter your username. If you are not sure of your username contact your administrator

Password
Enter your password. If you have forgotten your password please contact your administrator

All fields valid

Login Online Login Offline 4

Once you open the software from your programme files or desktop, the login screen will appear again:

#1: The previously entered site link will be automatically remembered so you should not need to retype this in. Just check to see that it is the correct address e.g.
<http://my.profilersports.co.uk/sitename> or <https://my.smartabase.co.uk/sitename>

#2: Enter your username

#3: Enter your password

#4: Click "Login Offline" to access the system without having to be connected to the internet.

7.1 Access to Enter Data and Review Reports

The screenshot shows a web application interface. At the top, there are navigation tabs: 'home', 'recent entries', 'calendar', and 'reports'. Below these is a blue banner that says 'Welcome Coach demo'. The main area contains several icons with labels: 'My Schedule' (clock icon), 'Athlete History' (line graph icon), 'Athlete Profiles' (person icon), 'Reports' (screen with bar chart icon), 'Enter Data For Athlete' (calendar with plus icon), and 'Enter Data For Group' (calendar with plus icon). Below these is a section titled 'Currently Injured' with a link 'Click on a row to view the record in more detail.' followed by a table of injury records.

Date	About	By	Injury Site	Diagnosis	Mechanims of Inj	Severity	Rating of Pain	Days Unable
12-03-2009	demo Andrew	demo Coach	Left Posterior Thigh TMAM Adductor magnus strain	Muscle Strain for Adductor and Lateral head of gastroc	Tackled and injured on the way down	Grade 4	8- Severely Intense Pain	

The off line version is designed for data entry and viewing results. Many of the system modules will be turned off automatically to reduce loading time and increase the speed that the software runs.

Where is the Data Saved and Is it Safe?

Any data that you enter or changes you make off line are saved locally on your computer. The next time you login on line **on the installed** version all of the changes that you made off-line will be **automatically synchronised and updated**.

The data is very safe on your computer as it is all stored as encrypted data. It cannot be accessed without your unique username and password.

Special Note Regarding Attachments and Uploaded files

One of the main difference when you work on line and off line is with attachments. To reduce the size of the system that you load, all of the files and attachments that you upload into the system are all stored on-line on a special secure server. This capability mean hundreds of GB's of files and video can be stored without you having to download them each time you access the system. However, this means you cannot access attachment or uploaded files in the off line version. To access attachments or file uploads you need to be connected to the internet.

8.0 Install Didn't Work? Download the Adobe Air Program

Installer

Install Profilersports on your computer

Rugby Performance Monitor v1.0

Install Now

Click on "Open" when asked.

If the installer doesn't work properly:

1. Go to Adobe's web site and [download Adobe AIR](#).

2. Download the [the latest version of Rugby Performance Monitor](#), and install it.

Click

If the Installation did not work and an error occurred go back to step 2.0 then:

Click on the "download Adobe AIR" link

8.1 The Adobe AIR program will open in a new Window/Tab. Click the "Download" button



Download the latest version of Adobe AIR

Adobe AIR enables you to have your favorite web applications with you all the time.

Adobe AIR 1.5.3 Installer
Windows , English | 15.12 MB
[Different operating system?](#)

[Learn more](#) | [System requirements](#) | [Distribute Adobe AIR](#)

Download now

By clicking the Download Now button, you agree to the  [Software License Agreement](#)

Click

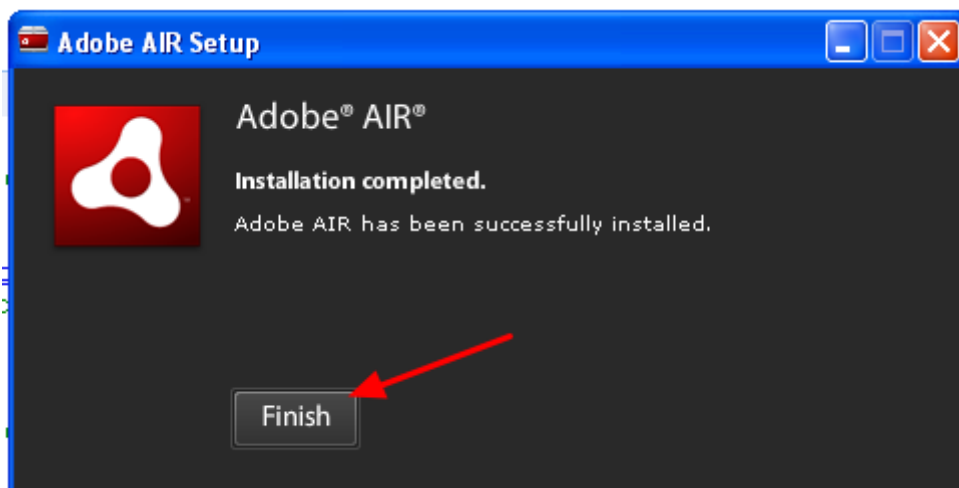
Click on the **Download now** button.

You may be asked via a pop up if you are sure you want to install "AdobeAIRInstaller.exe". Click the "Save" button.

8.2 On your internet downloads list the "AdobeAIRInstaller.exe" will be available. Click on the link to open/run the software.



8.3 A pop up window will tell you when it has installed correctly. Click "Finish"

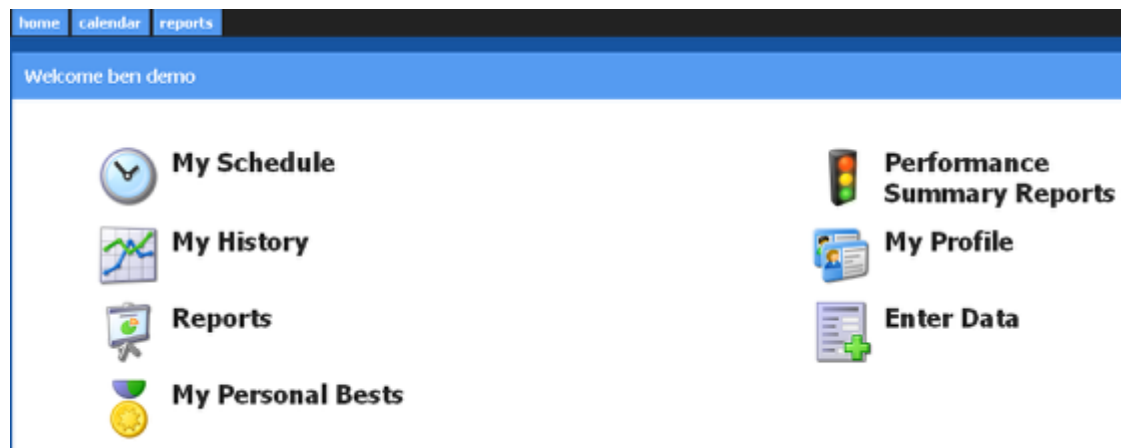


Click "Finish" on the Adobe AIR Setup pop up box. Then, return to the install site address (Step 2.0) on your internet browser and press the Install Now software again. Follow steps 3.0 to 5.0.

Any problems. Contact your administrator.

The Home Page

The Home Page



The Home Page

Once you have logged on you will be taken to the **Home Page** where you can access all of the features on the system:

Every system that is developed has different capabilities. **You may have access to all or some of the capabilities. What you see on your login and home page screen may differ from what is shown in the image above:**

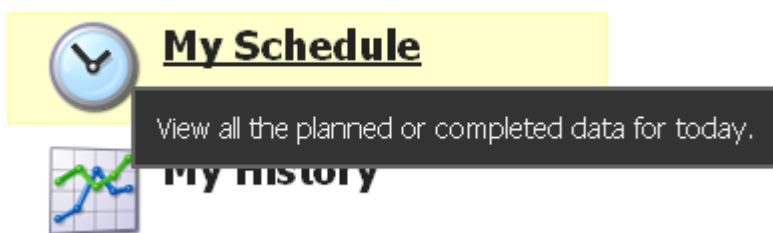
- **My Schedule** shows the events that you have scheduled on a daily basis.
- **My History** allows you to review the information that you have entered for each type of event (available from the Home Page)
- **Performance Summary Reports** allows you to see how you are performing in pre-built reports (available from the Home Page)
- **My Profile** is where information about you such as GP, Physio and emergency contact details (available from the Home Page)
- **Reports** is where you can see the information you have entered into the system as a report (available from the Home Page and the Reports Tab)
- **Enter Data** is where you can enter all new information into the system (available from the Home Page)

- **My Resources** is where resources are stored such as preferred provider lists (available from the Home Page)
- **Calendar** is where you can see what events are scheduled , draft and any overdue events that have not been entered (available from the Calendar Tab)
- **Personal Bests** shows the best results you have achieved so far, and anonymously compares you to others in your group.

My Schedule

My Schedule is a fast way to see what events you have planned for today, tomorrow or any day!

Click on "My Schedule"



This will allow you to see all of the planned or completed data for today.

If any events are entered for today, they will be listed:

Home > My Schedule

My Schedule

Select Date

04-10-2009

Click on an event to edit it

17:0 PM - 17:0 PM - Anthropometry- 8 sites

BMI	
Height (m)	1.78
Weight	89.00
BMI	28.1
Skinfolds	
Triceps	2.34
Biceps	2.44
Subscapular	1.20
Iliac Crest	7.8
Suprailiac	9.30
Abdominal	3.55
Thigh	8.9
Calf	7.20
Sum of 8 Skinfolds	42.73
Percentage Body Fat	6.04
---	---

Scroll down the page to see all of the actual events, and what data is/will be captured for those events on that day.

Click on an entry to enter new information into it:

My Schedule

Select Date14-09-2009

04-10-2009

Click on an event to edit it

7:30 AM - 8:30 AM - Daily Review

Daily Review

Stress/Pressure	1
Sleep Quality	1
Soreness	1
Energy	1
Overall	
Performance	1
Score	13
Overtraining Risk	
Comments	

17:0 PM - 17:0 PM - Anthropometry- 8 sites

BMI

Height (m)	1.78
Weight (kg)	68.00

If you have an event that has been scheduled for you to enter, click on the name of the event to be taken to the actual entry (as shown above). For this example we are going to click on the Daily Review Form.

The event will open. Enter you data or return to the My Schedule page

Home > [My Schedule](#) > Edit Daily Review For demo ben

Edit Daily Review For: demo ben

On Date from to

This Daily Review is marked as planned

Daily Review
Rate from 1-Very Low, 2-Low, 3-Average, 4-High, 5-Very High

Stress/Pressure	1
Sleep Quality	1
Soreness	1
Energy	1
Overall Performance	1

Score

Comments

All fields valid

1: Enter the Event and save it

The event was scheduled and is marked as "Planned" (a draft event). Complete the event, and click on the "Save and Close" button. The information will be saved a completed, and this event will then be saved on your records, and only coach with access to this information will be able to access these results.

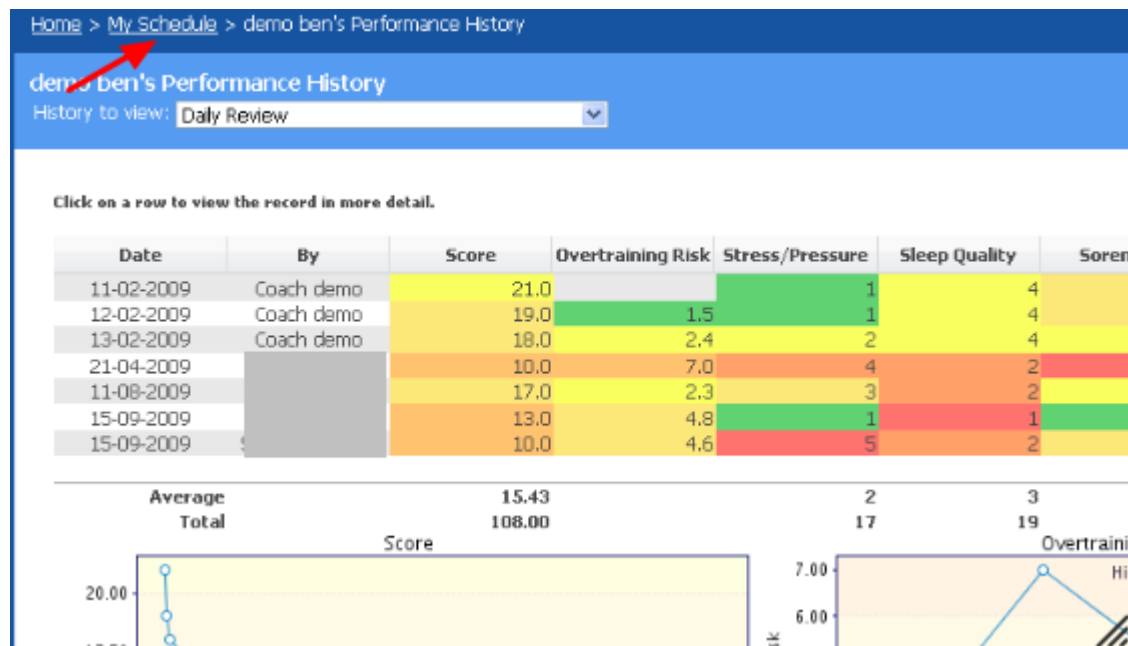
OR

2: Review and Go back to the Schedule

Click on the "My Schedule" link and go back without changing any information on the event.

You will be asked "Are you sure you want to lose all changes?" click the **OK** button.

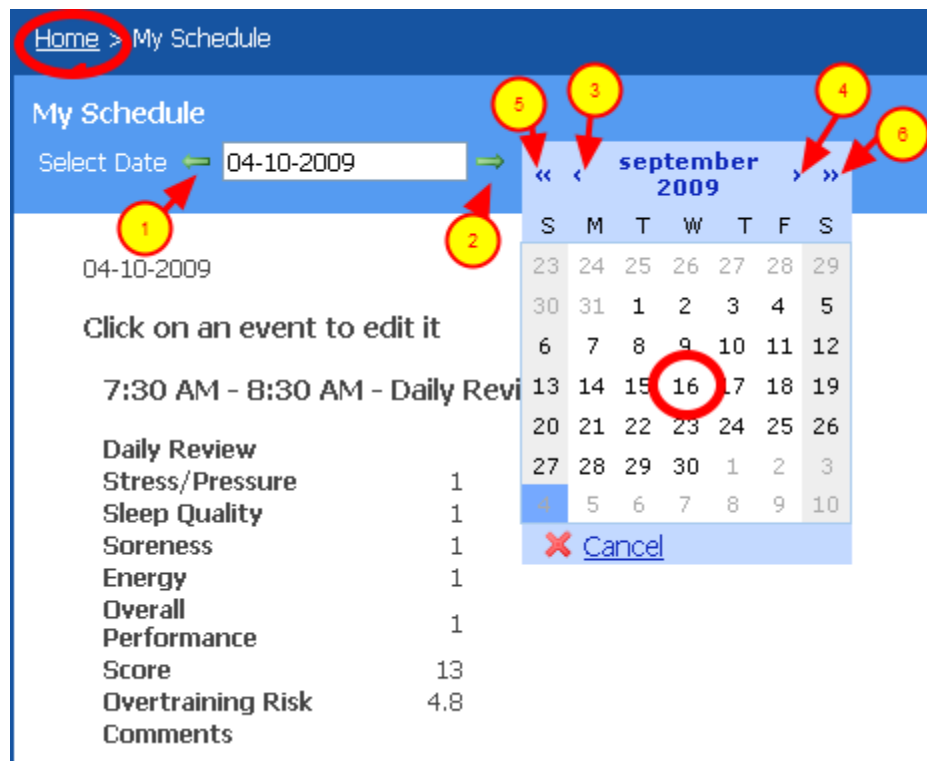
If you select to save and close the event, you will be taken to your History page to see your results.



If you selected to enter data into your event and then save and close it, the system will automatically take you to your history page where you will be able to see how your new entry compares with any other information that you have entered on the system for this type of event (e.g. Daily Review).

To go back to the My Schedule page, simply click on the "My Schedule" shown in the trail bar at the top of this image.

Schedule: Accessing different days



Click on the green arrows to move forward or back one day from the date shown (#1 Left arrow moves back one day, #2 Right arrow moves forward one day).

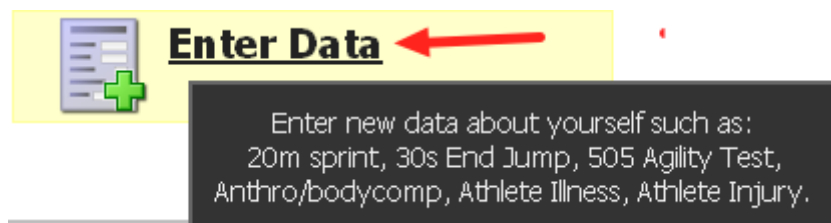
Alternatively, click on the date box, and a calendar will appear for you to choose a date. Use the small blue < and > arrows to skip between months (#3 and #4), and the << and >> (#5 and #6) to skip between years. When you have found the correct date, click it and any events scheduled for the selected day will be shown.

Finished?

To go back to the home page, by clicking the Home link as shown in the image above.

Entering Data

Entering Data



To Enter Your Information into the System:

Select the "**Enter Data**" button displayed in the image above. All of the forms that you have access to, and any new forms that your sport/organisation monitor will all be available using the "Enter Data" button on the Home Page.

Select the Type of Information You Need to Enter



Choose the form you want to enter on the Select Events Page:

1. Once you click "Enter Data" you will shown all of the forms you have access to (they will be different from those in the Image here).
2. The Underlined Blue links show the groups of forms that are available. For example, if you selected **Testing** all of the "Fitness Testing" data entry forms would be shown.
3. You can also select to be shown a subgroup of forms. The example here shows that the "Jumping" Link from the **Testing** forms has been selected which shows all of the jumping Fitness Testing Forms.

4. The example shows that of the two jump fitness testing forms, the **30s End Jump** could be selected instead of the **One-step Vertical Jump Test**.

When you select to complete a specific entry, a form will appear for you to enter your information into. The system is designed to be easy to enter information into and each question is designed to capture specific information. Points a-f below shows you how to enter different types of information into the system.

Set the Date and Time of the Entry (it will show in the calendar, history, reports and the schedule at this time and date)

The screenshot shows a web form titled "Enter New 40M Sprint For demo ben". It includes a date selector (13-10-2009), a time range selector (from 8:30 PM to 9:30 PM), and a list of time slots. Annotations 1, 2, and 3 point to the date box, the "from" time dropdown, and the "to" time dropdown respectively. A red arrow points to the 8:30 PM time slot in the list, which is also circled in red.

Sprint Times	
0-10m Time	1.23 seconds
0-20m Time	2.34 seconds
0-30m Time	3.56 seconds
0-40m Time	4.67 seconds

Splits	
Split time 10m	1.23
Split time 10-20 m	1.11
Split time 20-30 m	1.22
Split time 30-40 m	1.11

You MUST set the date and time that you want the entry to be saved under. ALL records are stored using the date and time selector shown here. It will default to the date and time that you enter the record.

To change the date:

#1 Click in the date box and a calendar will appear. Use the arrows to go back or forward between the correct months (< and > buttons) and years (<< and >> buttons). Then just click on a date in the calendar and it will appear in the On Date Box

#2 Select the time the events will start. click in the **"from"** drop down box and scroll through the time using the scroll bar in the drop down box (or start to type in the correct time) and then click on the correct time. The "to" time will then change to be an hour later than the **"from"** time. To change this, simply click in the "to" drop down and select the correct time that the event will finish.

You need to change the date when:

1. You completed a test/event on 1-2 days ago. You will need to select the correct date and time that the event happened, otherwise the information will be stored on the day that you are entering the information.

2. You want to plan a session for the future. You will need to select the correct date and time that you want the event to be scheduled for, otherwise it will be stored on the wrong date.

a. Entering in numeric fields E.g 40 m sprint

The screenshot shows a web form for entering sprint times. At the top, there's a date and time selector set to '04-10-2009' from '8:45 PM' to '9:45 PM'. Below this is a 'Test Instructions' section. The 'Testing Environment' is set to 'Outdoor Track'. The 'Timing Method' has two options: 'Stop Watch' and 'Timing Lights', with 'Timing Lights' selected. The 'Sprint Times' section contains four rows for different distances: '0-10m Time' (1.34 seconds), '0-20m Time' (2.45 seconds), '0-30m Time' (which is red and contains the text 'was'), and '0-40m Time' (empty). A black callout box with red arrows pointing to the '0-30m Time' field and the '0-20m Time' field contains the text 'Type directly into'. Below the sprint times is a 'Splits' section with four rows: 'Split time 10m' (1.34), 'Split time 10-20 m' (1.11), 'Split time 20-30 m' (empty), and 'Split time 30-40 m' (empty). At the bottom, a yellow error box states: 'The following errors need to be fixed before moving on: 0-30m Time must be a number'. Below the error box are three buttons: 'Save & Close', 'Save Draft', and 'Cancel'.

On Date from to

Test Instructions
If you have timing lights use those and record your split times. If you don't, simply record the time it takes to run 40m using a stop watch.

Testing Environment:

Timing Method: ☐ Stop Watch ☒ Timing Lights

Sprint Times

0-10m Time	1.34	seconds
0-20m Time	2.45	seconds
0-30m Time	was	seconds
0-40m Time		seconds

Splits

Split time 10m	1.34
Split time 10-20 m	1.11
Split time 20-30 m	
Split time 30-40 m	

The following errors need to be fixed before moving on:
0-30m Time must be a number

All of the events have been built to capture specific information.

Numeric Fields

The image above shows that the 40m sprint form can only record numbers.

To complete a number box, simply type in the correct number. In this form you can instantly see that the time needs to be recorded in seconds.

Errors

Someone has tried to enter in text into the 0-30m numeric field. The box has turned red and the "save and close" button is hidden. This prevents users from making mistakes, and ensures you enter the correct information into the system. To fix this issue, simply delete the typing, wait a couple of seconds and then type in a number.

b. Selecting from a drop down or a single selection field

Mechanims of Injury

Severity

Rating of Pain

Able to Train/Play

Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
☒ Unable to train

Date of First Symptoms

Drop down box: Drop down boxes have the blue arrow that you need to click. The you select form a list of possible choices.

The image above shows that Severity needs to be rated, so the users selects the blue drop down icon (Circled) and then the list of available choices appears. Click on the most appropriate response and that will be saved e.g. Grade 1.

Single Selection: for a single selection question (partly obscured in the image above), you will only be able to select ONE answer. Simply click in the correct circular tick box beside the most appropriate response.

The image above shows that "Unable to Train" has been selected from the list of possible responses for the "Able to Train/Play" question.

Multiple Selection: A multiple selection question will have square selection boxes (instead of the circular ones that a single selection has). For a multiple selection question you will be able to select multiple responses.

c. Text boxes: lines and large text areas

Doping Information

Doping Test Name

Test Place
e.g. at home, event, competition

Positive ☒ Yes ☐ No

TUE for drug ☒ Yes ☐ No

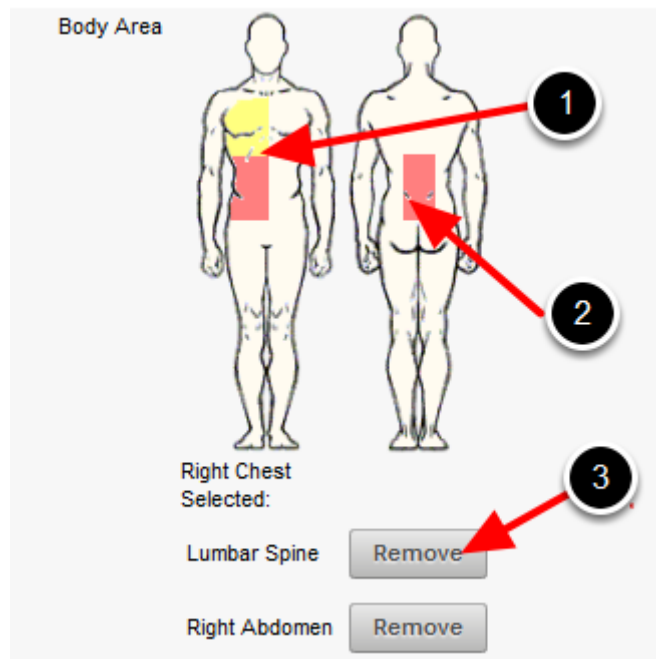
Doping Record

Comments

A single line of text or a text box allow you to enter ANY type of information and no errors or selection boxes appear at all. The arrows above highlight the different sized text boxes that are used in the drug testing form above.

A text area/line allows you to enter any type of information. Other question fields such as databases, or large drop down boxes look like text areas. However, when you start to type in your response, possible selections appear for you to select (see section e. Databases below).

d. How to enter data into a body image



Body Areas

Some daily monitoring, injury, illness or overtraining forms use a body image to track injuries or areas of soreness. The easily allows athletes and professionals to visualise where an soreness, injuries or an issue is occurring.

To select a body area, simply mouse over the body and different areas will be highlighted in yellow (#1).

Click on the area that is injured, the body area it will turn red(#2) and a description of the area will be recorded (Left thigh has been selected).

#3: Click "Remove" to remove this selected body area and select a different area.

Body charts can be are set up to track 1 through to 10 different body areas.

e. Questions linked to a database

The screenshot shows the 'Strength' database interface. At the top, there's a search bar with the text 'Type in here' and a red arrow pointing to it. Below the search bar are buttons for 'Done', 'Cancel', 'Clear', 'Fill Down', and 'Paste From Excel'. The search results are displayed in a list on the left, with 'DB Deadlift' highlighted. A red arrow points to 'DB Deadlift'. On the right, the details for 'DB Deadlift' are shown, including 'Exercise', 'DB Deadlift', 'Primary Muscle Group', 'Quadriceps, Hamstrings, Glutes', and 'Assistance', 'Traps, Forearms, Core'. Below the details is an 'Edit' button. At the bottom, there's a black box with the text 'Select record list' and a red arrow pointing to it.

Type in here

Search Results

Deadlift

DB Deadlift

DB Stiff Leg Deadlift

Smith Machine Deadlift

Stiff Leg Deadlift On Bench

DB Stiff Leg Deadlift On Bench

Smith Machine Stiff Leg Deadlift

Stiff Leg Deadlift (AKA Romanian Deadlift)

View All Add

Use arrow keys to move, enter to select.

Strength

Exercise DB Deadlift

Primary Muscle Group Quadriceps, Hamstrings, Glutes

Assistance Traps, Forearms, Core

Edit

Details of Strength

Select record list

A question can be linked to a database of records. Databases are used most commonly to store a lot of records about a specific question, e.g. exercises for resistance training, or medications, or even different competition event names.

The image above shows a database of exercises is included in a resistance training form, so that users can select an appropriate exercise.

To choose a database record from database question, simply start typing the name of the record that you want and any database records that match that name will appear.

the image shows that deadlift has been typed into the text area, and all matches are appearing to select from. Simply click on the database record that you want and it will appear.

f. How to enter data into a table

[illegible]

Any table that you need to enter data into may be made up of any kind of question (single selection, drop down, text box, number, database). When you enter data into a table, simply click in the first cell of the table, enter your information and click Done. To speed up data entry, the system will automatically take you to the next cell to complete.

Done- takes you to the next most appropriate cell (either right, or down depending on what information you need to enter)

Cancel- closes out of the cell you are editing

Clear- clears the information from the cell you are editing

Fill Down- allows you to select to fill down the entire column (or even all of the rows) with the same data. When you select "Fill Down" a pop up box will appear asking you to clarify what is being filled down. e.g. copy rows 1-2 and fill down rows 3-10. this will take the data from the column in row 1 and 2 and fill down that combination into rows 3-10. **It WILL overwrite any data that is currently there.**

If you select in the "copy entire rows", this will copy all of the information in the entire row, and overwrite any existing data. Use this option only when you need to have the same type of data going into all rows (not just one column!!).

Paste- Paste allows you to copy in data from an excel spreadsheet, as long as it is formatted in exactly the same format as the table columns. Click Paste and a blank pop up box appears. Copy the information from an excel spreadsheet directly into this window and click "Insert Values".

"Save and Close", or "Save and Enter another", or "Save Draft"

On Date from to

Time to complete 3km run
Record the time it takes to run around a 400m track 7.5 times. Run as fast as possible.

Track/weather

3km time:

Speed

Predicted VO2

All fields valid

Complete your information and click "Save and Close"

Complete all of the questions in your data entry form and when you have finished click **"Save and Close"**.

You will then be taken directly to you Athlete history page. This displays the new entry against any other records you have for that type of event. Then you can easily compare your new record and see how you are progressing. For more information on the History page, see the "My History" in the help manual.

Save Draft

Click the "Save Draft" if the information that you entered is NOT completed and you want to go back into it later. You click save to show that a future event is saved as a draft, e.g. a training

session that you need to complete later on in the week. For more information on Drafts, see the "Draft" and Planned data section in the help manual.

Save and Enter Another

To Enter Additional information, you may have access to a "Save and enter another" button at the bottom of the page. This allows you to save the information you have just entered, and then select a different event from a **drop down events** list, to enter new information into the system.

Alternatively, go back to the **Home Page** and select **"Enter Data"**. Then, follow the steps outlined in this section.

Cancel

If you **do not want to save** the form or the information click **"Cancel"** (displayed in the Image above). After you select Cancel you will be asked if you are **"Sure you want to lose all changes"**. Select **" Yes"** if you want to delete the entry. Select **"Cancel"** if you want to go back to the form to continue to edit it. When you have finished changing the form select Save and Close.

What happens to the information you just entered?

What happens to the information that you just entered?

As soon as you select "Save and Close", "Save Draft", or "Save and Enter another" , the information will be stored on the central system and your coach, or any other professional whom has clearance to see your data will be able to access this information. They will use this data to help improve your performance, and modify your training accordingly based on how you are responding.

Entering "Draft" and Planned data

A draft or planned event is one that is saved differently from a completed event. It allows you to plan data and then enter in the actual results/information later on. The system saves both the planned and completed information.

When do I use "Save Draft"?

Exercise	Sets	Reps	Rest (sec)	Weight (kg)	RPE	Load	
Back Squat	5	3	2.0s	180	9	2700.00	
Deadlift	3	8	60.0s	120	8	2880.00	
Bicep Pulls	3	12	25.0s	60	7	2160.00	
							+ Add Row

Total Session Load 7740.00

Training Time (min) minutes

Session Comments

All fields valid

[Save and Close](#) [Save Draft](#) [Cancel](#)

Save the data as a draft. It will be marked as to be completed at another stage.

Why save as a Draft?

Saving as a "Save Draft" allows you to plan an event, and then go back in later and enter in the actual information.

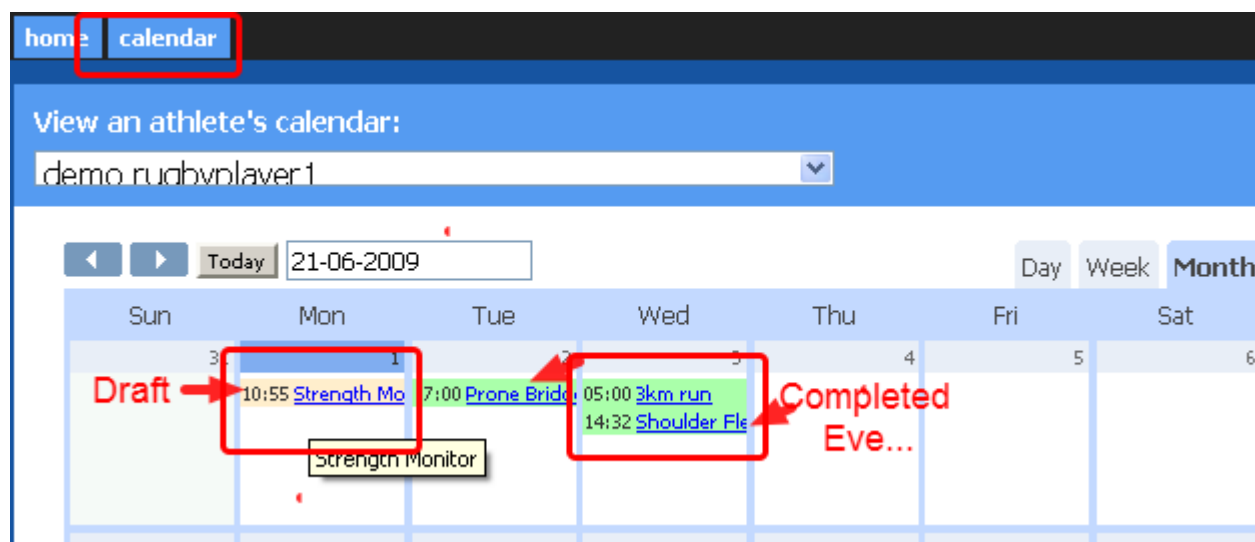
For example, you or your coach may want to plan a strength and conditioning session and then you can enter in the actual data from the session once it is completed. An example of this is:

- Click "Enter Data"
- Select the "Strength" Event from the "Planning" sessions Events Group
- Enter the session information as highlighted in the image above
- Click "Save Draft"

-The event will be saved as a draft, and will be available for you to complete at a later date.

-You can access it on the **Calendar** or the **My Schedule** Page. In the **Calendar**, drafts are highlighted as a orange coloured event, and completed events are highlighted in blue (see below).

How to re-enter information into a Draft?



Go to the **Calendar** Page by selecting the "**Calendar**" Tab (to the right of the Home Page Tab).

On the Calendar Page any events which are saved as drafts are highlighted in orange.

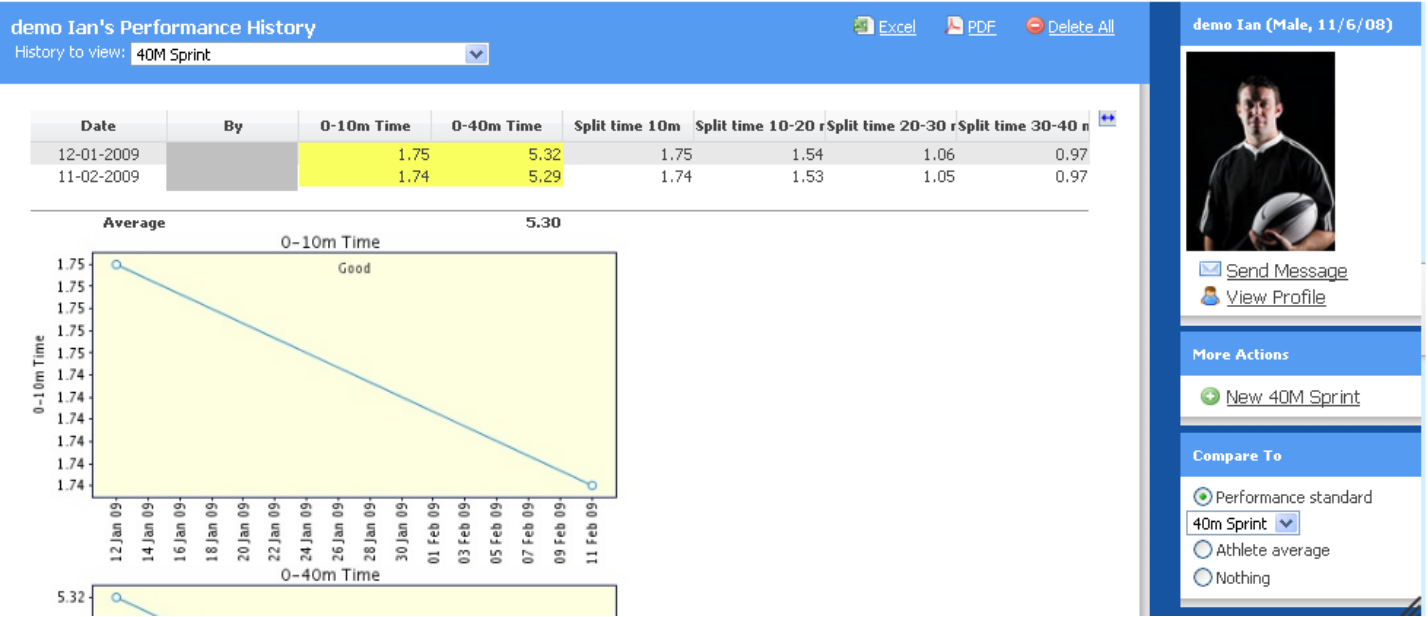
To enter your actual session information into an event that has been saved as a draft, simply click on the name of the event (blue link) and in the example above you click on "Strength Monitor". The Event will then open for you to enter your information in.

The draft event that you open may have no information stored in it, or it may be completely filled in. Regardless, enter the actual session information that you completed, and then click "Save and Close". The information will be saved as completed, and it will appear throughout the system as a completed event.

My History

This is where you see all of the history for the information you and your coach/other professionals have entered into the system.

My History



My History

When you enter a new event and select **Save and Close** you will be taken directly to Your History Page. This shows you the **new entry** that you have added, as well as all of your past entries by each specific form/event.

The History Page

To view your history at any time, select the "My History" icon on the Home Page. The History Page shows all of the information entered by Form/Event (e.g. by injury, daily review etc). The image above shows the history for the 40m Sprint Event Form. The coloured performance backgrounds are shown automatically, and any information which the coach wants to be graphed is displayed in graphical format (as shown in the image). You can rapidly see where the performance information is trending. The first page on the history that is displayed is the "Recent Entries" which shows all of the recent information for the athlete.

Recent Entries

demo Ian's Performance History

History to view: All Recent Entries

[Plyometric Session](#)

Jun 13, 2009

Entered by demo Coach

Session Details

Warm Up

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		3	5	2	focus on technique
Sprinting	20	3	3	3	focus on acceleration
Ricochet jumps-SL		5	3	1	focus on stability
3 step lead into on-box jump		3	4	3	stable landing

Athlete's Rating of their Performance

☆☆☆☆

Session Comments

The Recent Entries is there to show all of the recent information that you or your coach have entered. To view a different Form, click on the drop down box as shown in the step below.

Want to see other History that has been entered?

demo rugbyplayer1's Performance History

Excel PDF PDF (Form)

History to view: 40M Sprint

Date

12-01-2009

26-01-2009

11-02-2009

24-02-2009

5min Burpee Test

Anthropometry- 8 sites

Anthropometry-Basic

Daily Review

Illinois Agility

MFITS

Monthly Review

Nutrition- brief review

Par-Q

Phosphate Recovery Anaerobic Capacity Test

Prone Bridge Hold

Push Up Test

Shoulder Flexibility Test

Sit Up Test

Sit and Reach Flexibility Test

Still Review

Tim0-20m

Tim0-30m

TimSplit time

1Split time

1Split time

2Split

.85

3.36

4.5

1.85

1.51

1.14

2

4

6

2.0

2.0

2.0

.84

3.34

4.47

1.84

1.5

1.13

2

4

5

2.0

2.0

1.0

To view other information that has been entered for you, click on the drop down box beside "History to View" (as shown in the image above) and click on the form that you want to view . If there is any information stored for that event/form it will be displayed.

Please note that only some fields that are displayed will have a coloured background. Some fields have Performance Standards (the coloured backgrounds) created for them and others do not.

5.2 How to Review your Original Data Entry Form

History - Viewing A Single Event

From the Athlete History Page just **click in a cell row in the History table** that you want to view. For this example we clicked on the 40m Sprint Event entered on the 10/02/2009. The actual Event Entry form loads on a separate page (as shown in the image in this section). You can see all of the original information. You may have access to Edit this page, but remember that any changes you make will need to be saved.

PDF, Edit and Delete

-You may have access to create a **.pdf** document of this event by selecting "**PDF**", naming the file and creating a report.

-You may have access to edit this information by selecting "**Edit**". If you do, you will be able to change the information and select "Save and Close" to re-save the new information

-You may have access to **Delete** the entire event from the system. **DO NOT DELETE ANY** of your information as it is needed to have an accurate and complete review of all information entered by athletes. If you want to remove any entry talk to your coach/administrator first.

To Get Back to the History Page from a "Form"

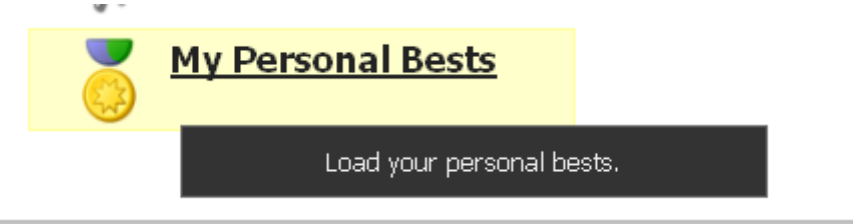
To go back to the History Page, just click on the trail bar link (highlighted in the image above). You will be asked "Are you sure you want to lose all changes?".

-Click **Ok** if you haven't made any changes to the form and want to return to the History page.

-Click **Cancel** to stay on the Page so that you can edit the form, and then once you have select "Save and Close". You will be returned to the Athlete History page and your changes to the form will be shown in the History.

Personal Bests

Click on the "My Personal Bests" button on the Home Page



All personal bests will appear on this page

	Personal Best	Date of Personal Best	Rank	Best Value in Group	Date of Best Value
1000m Rugby Shuttle Run Test					
1000m Time	3.3	12-02-2009	1 / 2		
30m run					
30m time	18.32	09-12-2008	2 / 2	18.12	09-12-2008
40m Sprint					
> 10m Time	1.34	04-10-2009	1 / 2		
> 20m Time	2.45	04-10-2009	1 / 2		
> 30m Time	4.47	10-02-2009	2 / 2	4.32	10-02-2009
> 40m Time	8.54	04-10-2009	1 / 2		
Scrim Burpee Test					
Number of Completed Burpees	79	05-02-2009	2 / 2	83	05-02-2009
MBETS					
10m Time	1.05	13-01-2009	1 / 2		
50m Time	2.74	13-01-2009	2 / 2	7.12	13-01-2009
100m Time	68.54	13-01-2009	2 / 2	68.3	13-01-2009
1500m Time	6.08	13-01-2009	2 / 2	5.98	13-01-2009
Pro Agility					
> 5m	1.13	09-07-2009	2 / 2	1.07	09-07-2009
> 5m Velocity	4.42	09-07-2009	2 / 2	4.67	09-07-2009
> 10m	2.24	09-07-2009	2 / 2	2.12	09-07-2009
> 10m Velocity	4.46	09-07-2009	2 / 2	4.72	09-07-2009
5m-d	1.11	04-07-2009	2 / 2	1.05	04-07-2009

The person who designed the system (system administrator) will have decided what information they wanted to be displayed on the personal bests page.

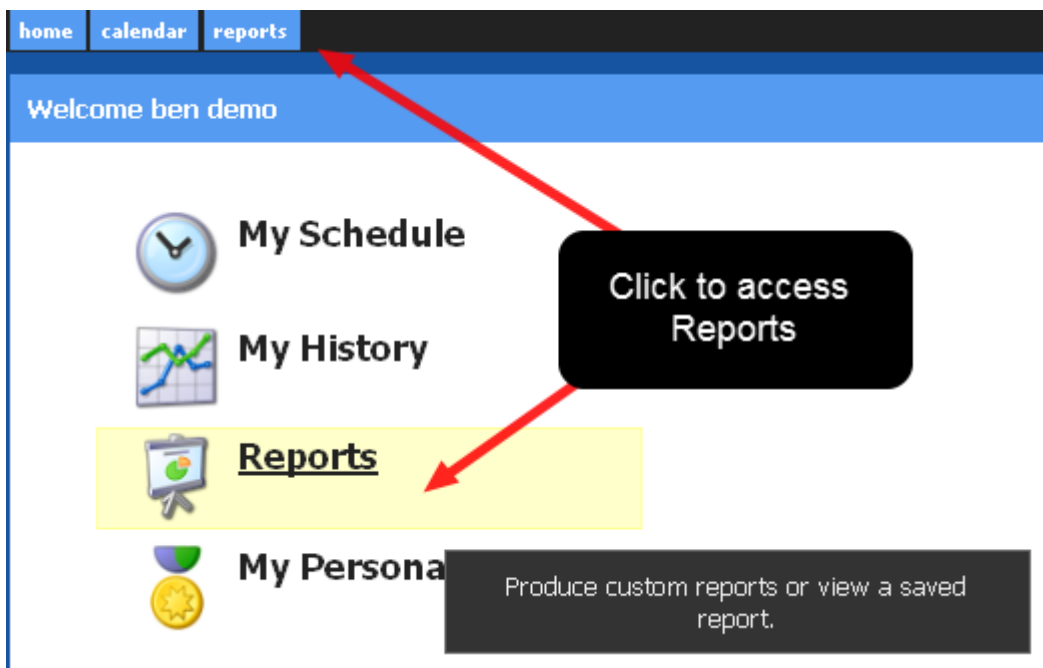
The personal bests page includes your own personal best records, the date you achieved this, how you rank compared to others in your group, the best value in the group, and the date it was attained.

Any coloured backgrounds that you see will have been set by your system administrator as a guide to your performance.

Athlete Reports

Most athletes will not have access to the reports module as you can see all of your history in the "My History" Module.

To View a Report, click on the Reports Tab or Reports Button



Click on the Reports Tab, or the Reports button on the Home page

Select the Data, the data range and filter out any unwanted values

The screenshot shows a web interface for selecting data to view. At the top is a breadcrumb 'Home > Reports'. Below is a blue header 'Select Data To View'. The form contains several dropdown menus and a search field, each with a numbered yellow circle callout: 1 points to the 'Type of Event' dropdown (set to '40M Sprint'); 2 points to the 'Date Interval' dropdown (set to 'All History'); 3 points to the 'Saved/Draft' dropdown (set to 'Saved'); 4 points to the 'Condition' dropdown (set to 'Less than or equal to'); 5 points to the 'Run Report' button. Other fields include 'Athlete(s)' with a link '1 athlete selected', 'Field Name' set to '0-40m Time', and a 'Search Term' field with '6 seconds'.

You can create Reports for any type of Event you have entered information for.

Reports differ from Athlete History because you can filter out any unwanted fields, and select exactly what fields you want to view.

To Run a report:

#1. Select the type of event you want to review

#2. Set date filters (e.g. last All History as shown above)

#3. Select "Saved" data or Draft information (e.g planned), or "Saved and Draft" (all planned and completed data)

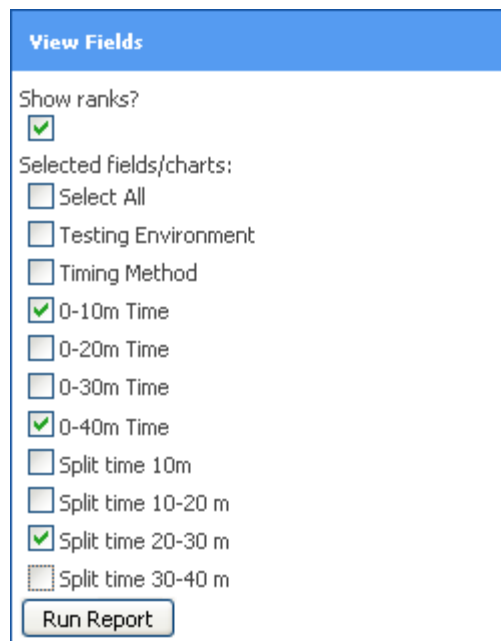
#4. Select the Green + if you want to filter out any specific data (as shown above because I want to view all times below 6 seconds)

#5. Select "Run Report" as you can see the most recent data for your athletes is shown.

You can choose to view all or some of the variables, add ranks and compare to different comparisons using the " View Fields" "and Compare To" properties (discussed below)

"Clear" will clear all of the data and allow you to create a different report.

View Fields: Select Specific Variables to View, and Rank the Data



View Fields

Show ranks?
☒

Selected fields/charts:

- ☐ Select All
- ☐ Testing Environment
- ☐ Timing Method
- ☒ 0-10m Time
- ☐ 0-20m Time
- ☐ 0-30m Time
- ☒ 0-40m Time
- ☐ Split time 10m
- ☐ Split time 10-20 m
- ☒ Split time 20-30 m
- ☐ Split time 30-40 m

Run Report

Ranks

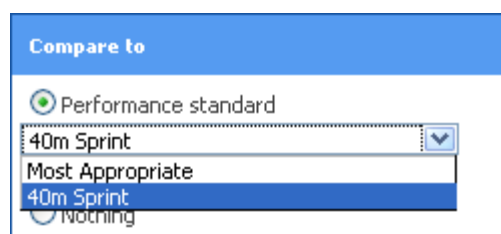
Place a tick in the "Show ranks" tick box to include ranks of all numeric variables in your graph.

Selected fields/charts:

Place a tick beside the field name to select which variables you want to include/exclude from the report

Click "Run Report" to update the fields and include ranks (as shown in the Report: step below)

Compare To



Compare to

☒ Performance standard

40m Sprint

Most Appropriate

☐ Nothing

Allows you to select if you want to compare the data shown in the report to:

Performance Standard: a prebuilt range of coloured performance bands

Athlete Average: the average performance of an athlete in the group

Nothing: no average or performance standard

Report: what can you do with the Report Information?

Click on a row to view the record in more detail.

Date	By	0-10m	0-10m Time Rank	0-40m	0-40m Time Rank
12-01-2009		1.85	3	5.6	3
11-02-2009		1.84	2	5.55	2
24-02-2009	Manager demo	2	4	6	4
05-10-2009	ben demo	1.34	1	3.56	1
Average				5.18	

The Final Report

The Report in the Example shows that all of the data for the 40m Event, excluding the times over 6sec, is ranked and compared to the 40m time performance standard.

Once your report runs, you can save the report settings for future reference (this will be saved on the Reports page when you first go to the Reports Page, as shown in the Step below) and on the reports page

To run a new report or see your saved reports select "Clear" and the current Reports screen will be cleared (as shown in the image in the step below) and you can access any saved reports.

Saved Reports

Reports



Reports

Select the report you want to view below, or create a new one with the filter tools at the side.

  10-40 ranked

Athlete Performance Summary Dashboards

Performance Summary Dashboards provide a complete overview of athletic performance



Performance Summary Dashboards are used to give a professional or athlete a complete dashboard overview of how they are performing across multiple performance areas and indicators. The arrows indicate performance improvement or decrement and the coloured backgrounds are the "Performance Standards" that were created according to the correct ranges of performance for you and others in your group.

The Performance Summary Dashboards also display how old the data is allowing you can decide how relevant the information is.

High Level Overview

The image above shows the high level overview of the athlete across a number of different variables. Your system will track different information but may include:

Lifestyle/Overtraining

Flexibility and Agility

Sprint/MFITS

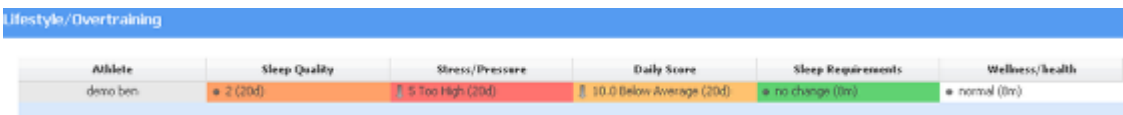
Aerobic

Anthro/Nurition

Strength and Power

Each one of these columns automatically pulls data in from a "Performance Summary Report" that shows the Key fields for a specific area such as Lifestyle/Overtraining as shown below. It pulls through the most important data from the Performance Summary Report to the Main Performance Summary Dashboard (shown here) and highlights any recent changes with the athlete.

Performance Summary Reports



From the Performance Summary Dashboard (discussed in the step above) you can click on an a specific report type to view your performance markers. For this example, you can see that the Lifestyle/Overtraining report has been selected. You can even click on a specific fields to see your actual history.

Viewing the Original Information

[Home](#) > [Performance Summary Dashboard](#) > [Lifestyle/Overtraining](#) > demo ben's Performance History

demo ben's Performance History
History to view: Daily Review

Click on a row to view the record in more detail.

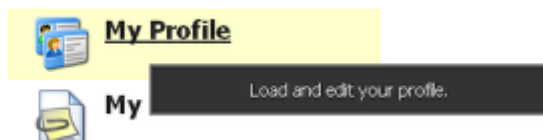
Date	By	Score	Overtraining Risk	Stress/Pressure	Sleep Quality	Soreness
11-02-2009	Coach demo	21.0		1	4	3
12-02-2009	Coach demo	19.0	1.5	1	4	3
13-02-2009	Coach demo	18.0	2.4	2	4	2
21-04-2009		10.0	7.0	4	2	5
11-08-2009		17.0	2.3	3	2	2
15-09-2009	Scott Anderson	10.0	4.6	5	2	3
Average		15.83		3	3	3
Total		95.00		16	18	18

Once you click on a cell you will be taken to your athlete history for that record.

To get back to the Performance Summary Reports, click on the "Performance Summary Dashboards" link or the "Lifestyle/Overtraining" link on the Trail bar as indicated with the two arrows in this image here.

My Profile

"My Profile" Information



Profile Information

The **"My Profile"** Page allows you to enter information about you, your medical support team as well as any other Profile information that your organisation/sport feel is important to capture.

To Enter your Profile information:

Select the **"My Profile"** link on the **Home** Page (shown in the Image above).

Enter your Profile Information and Select "Save Changes"

Profile
Contact Details 

Emergency Contact Details

Contact Name	
Relationship	 e.g. mother, partner etc
Contact Address	
Contact Phone	
Contact Cell	
Contact E-mail	

Select the correct Profile information to complete:

There may be one or more forms for you to complete depending on your organisation/sports requirements.

1. Click on the drop down list and select the Profiler Form that you want to complete.
2. Complete the information.
3. Click "**Save Changes**".
4. Enter/update any other Profile forms (available from the drop down list) and **Save** your changes.
5. Go back to the **Home** Page or Logout of the system.

My Resources: Downloading a Resource

The Resources section is where important Resources that all users need to access are available from.

My Resources

**My Resources**

A storage area for all the resources for this application, all uploads/attachments and all

Resources

The My Resources section provides users with access to any Resources or information that their organisation or sport has developed for them . To access a resource, click on the "My Resources" button on the Home Page. The resources that are available on your specific software site will be different from those shown in this example.

All of your Resources will be available to Download, review or add a comment to

My Resources

Select your file:

[Nutrition](#)
[Healthy Eating](#)

[Performance](#)
[Performance](#)

[Agility](#)

[Speed](#)
[Performance](#)

[Test](#)
[Test](#)

Folders Containing Specific Resources

**Agility**
No Comments 0 downloads

**Test**
No Comments 2 downloads

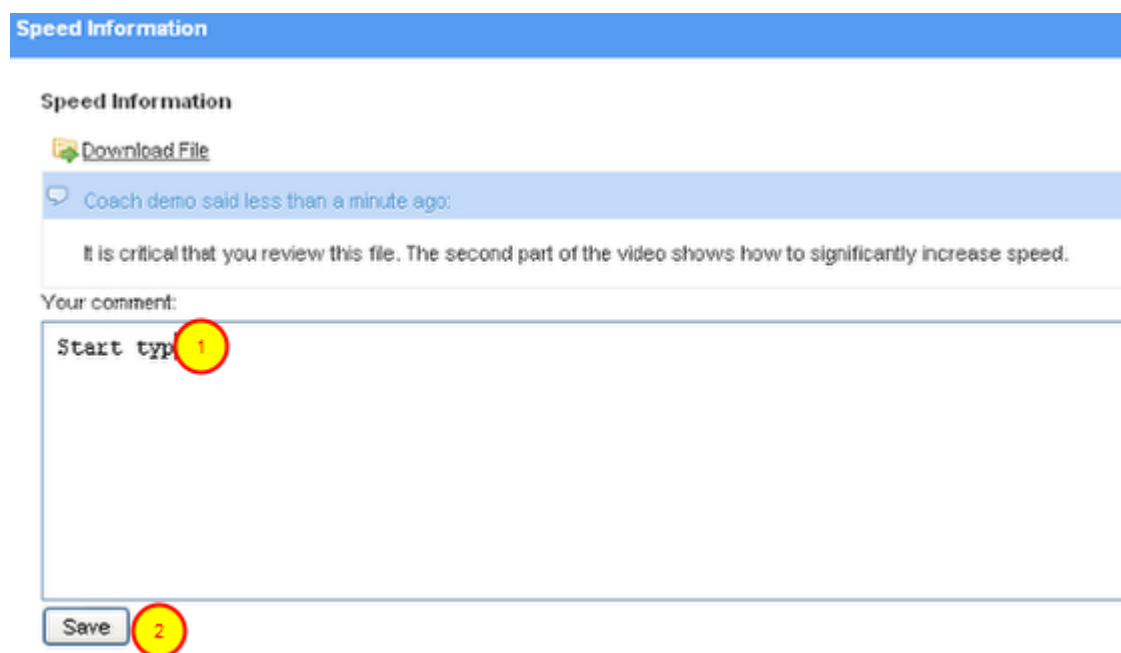
**Speed Information**
1 comment 0 downloads
[View/Add Comments](#) [Download](#)

Resource Files

Once you select the My Resources Module any resources will be shown. Resource Folders are shown at the top of the page in Underlined Blue. If you click on a Specific Folder name, only the Resources in that Folder will be shown below in black

The actual Resources are shown in black and when you mouse over them, you can select to View/Add Comments which are relevant to other users, or Download the file. The number of downloads and comments about each specific Resource also appears.

Make and Review Comments



The screenshot shows a web interface for a resource titled "Speed Information". At the top is a blue header bar with the text "Speed Information". Below this, there is a "Download File" link with a download icon. A comment from "Coach demo" is displayed, stating "less than a minute ago:" followed by the text "It is critical that you review this file. The second part of the video shows how to significantly increase speed." Below the comment is a text input field labeled "Your comment:". The field contains the text "Start typ" and has a red circle with the number "1" next to it. At the bottom of the form is a "Save" button, which has a red circle with the number "2" next to it.

You can add comments about any Resource simply by clicking on the "View/Add Comments" button that appears when you hold your mouse over a Resource on the My Resources Page (as shown in the image in the previous step). In the example here, the **View/Add Comment** link was clicked for the **Speed Information** Resource.

A list of all comments and who entered the comment is also shown.

To add a comment:

#1: Type directly into the text box

#2: Click **Save**.

The comments will be updated and anyone with access to that Resource will be able to see your comment.

To Download the Resource

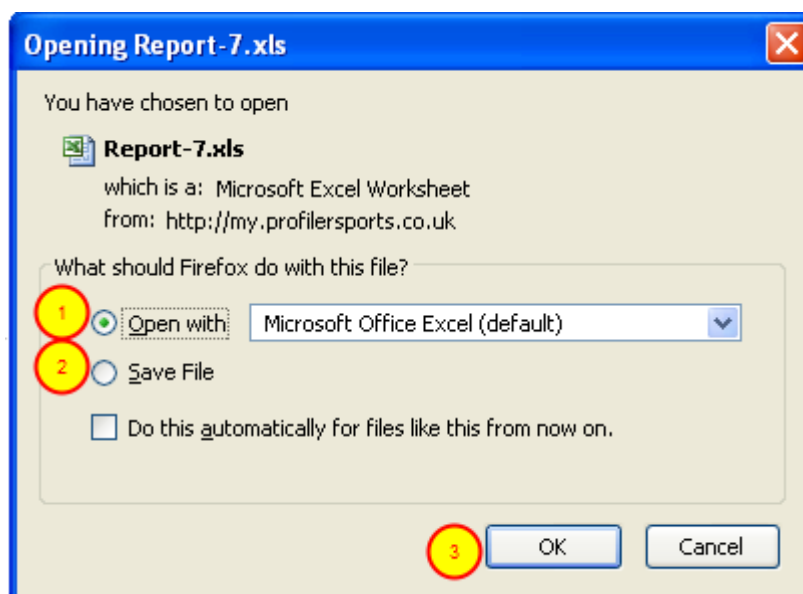


To Download a Resource, simply click on the blue "Download" link on the Resources Page.

Alternatively, there is a link on the View/Add Comments page to download the file as well (as shown in the image in the previous step)

N.B. If an error message appears, see the "Allowing Pop Ups" step at the end of this section.

Select to "Open with" or "Save File"?



Open or Save?

Users will need to select if they want to Open the document with existing software available on their computer, or Save it to their computer via their internet browser Downloads.

#1: "Open With"

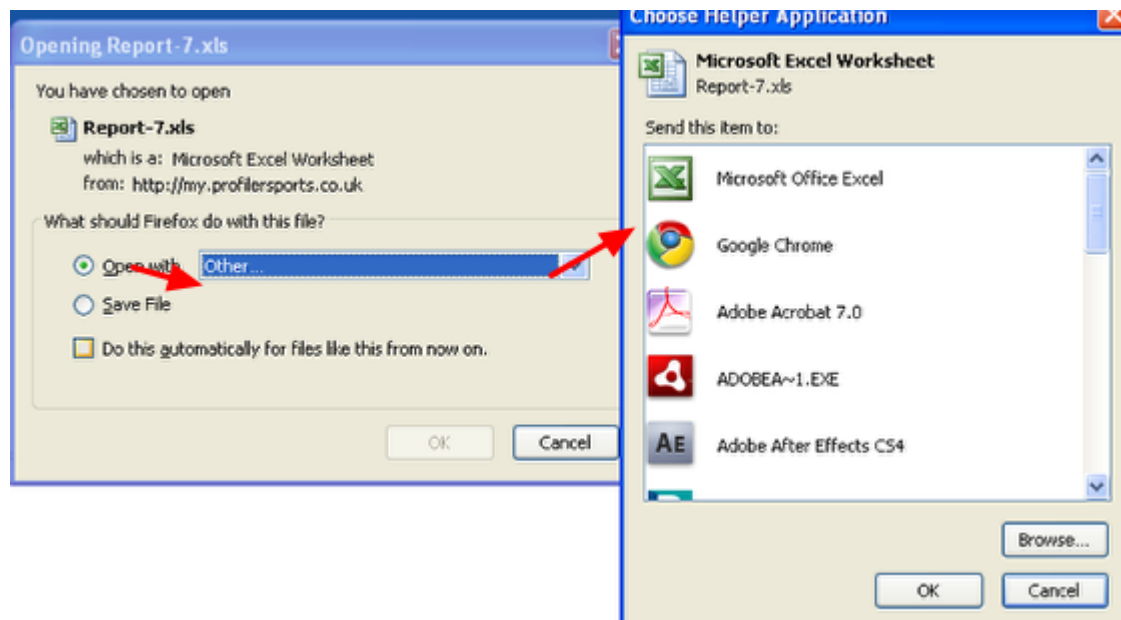
In the example here, the Speed Resource is a .xls document, so the software has already selected to open the .xls file using the Microsoft Office Excel software that reads xls files. Alternatively, if the file was a .png or a .flv then the software would use the existing image, or video software to open the file. If a user wanted to use different software to open the file, they would select the Other and then choose the programme as shown in the image in the "Open with chosen software" step below.

or #2: "Save File"

If a user selects to save the file, it will be saved to the Downloads List (as shown in the next Step).

#3: Click **OK**.

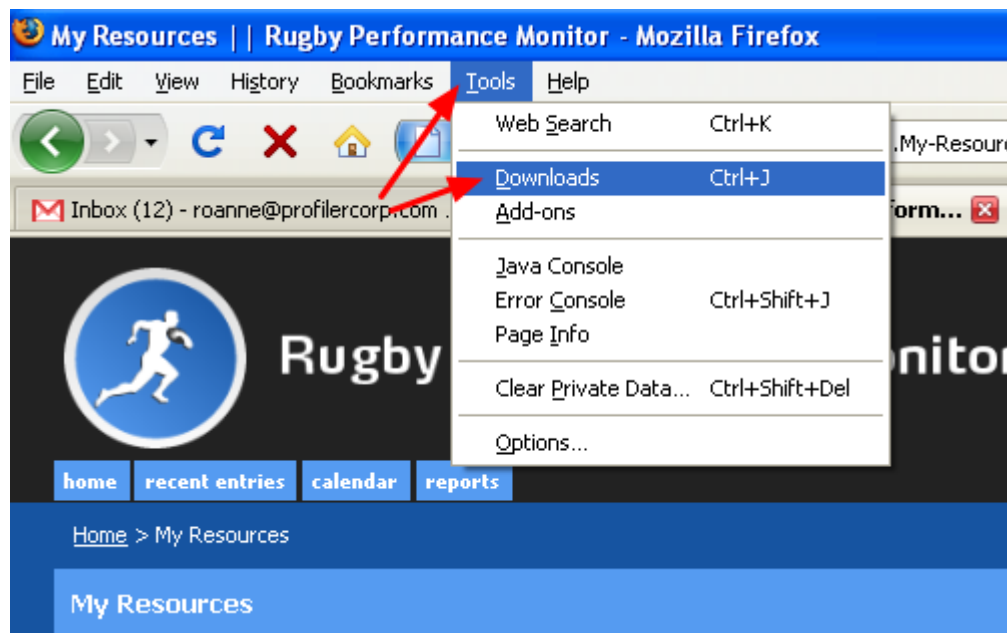
Users can also choose different software to open the file



Your computer will automatically try and open the file using the correct programme. However, you can select to choose a different software programme.

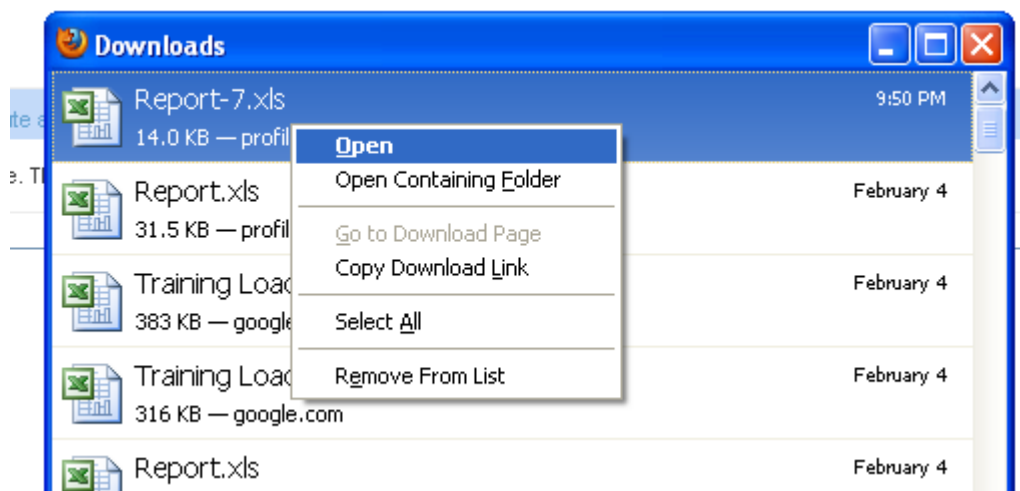
If a user selected to open the file with an "Other" file a **Choose Helper Application** selection box appears. Select the application/software program that you want to use to open the file (as shown in the image here). Then click the "OK" button.

Save File: the file is saved to the Downloads list



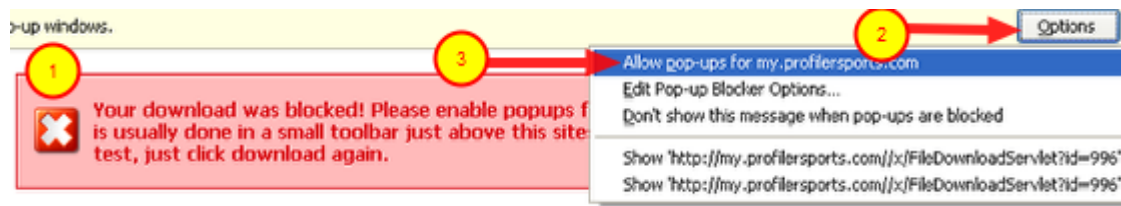
If you chose to save the file by clicking the selection box beside **Save File in the previous image**. The file will then be downloaded to the "Downloads" list on the users internet browser. The Downloads list usually pops up as soon as the file is finished downloading. If it does not appear, users can access the Downloads list by clicking on the "Tools" menu and then selecting "Downloads" (as shown here).

Open the file from the Downloads



The file will appear in the Downloads List. Click on the file name, and then click **Open**. When the file opens, a user can save it to their computer.

Allowing Pop Ups



Pop-Up Blocker?

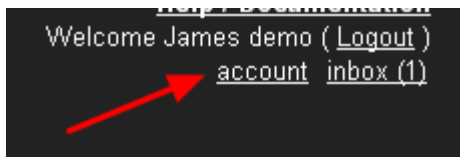
#1: If a message about the download being blocked appears because of a "pop up", don't worry.

#2: Click on the **"Options"** button on the top right of the web page.

#3: Select the **"Allow pop-ups for my.profilersports.com" or Allow pop-ups for my.smartabase.com**". Then click download again and the document will download and be available to open or save.

Your Account

The Account Page



What is your Account information for?

You **Account** information is used when you log into the system. It is used to identify what information is being stored in the system about you. Your "Known As" details and "Picture" are displayed to the Coaches/ Support Team and you can also set up your favourite forms here too.

Updating your account information

First Name	Test
Middle Names	
Last Name	User
Username	testuser
Known As	
Email Address	ast@smartabase.com
Password	
Confirm:	
Generate Random	
Date Of Birth	Sat 07-March-1979
Sex	Male
Picture	Browse... No file selected.
Upload	
Addresses	Add Address
Phone Numbers	Mobile + 61 - 431 - 233311 E.g. +64-275-123123 Test Remove Up Down Mobile + 44 - 797 - 144323434 E.g. +64-275-123123 Test Remove Up Down Add Phone Number
Language	English
Active	☒
Favorite Events	Injury Record Remove Up Down Counter Movement Jump Remove Up Down Add

Updating/Editing Your Account:

All of your **Account** information can be accessed by selecting the "**account**" button (shown in the image above).

If your details are not correct or they have changed then please edit them by either selecting the correct option, or by typing in the correct information:

-First Name: Your first name (must be entered into the system)

-Middle Names: Your Middle Name

-Last Name: Your Last Name (must be entered into the system)

-Username: The the Name you type in when you login (must be entered in the system)

-Known As: The name that is shown when others are viewing your information

-Email Address: Your e-mail is the address that any reports, messages, or new passwords are sent to. **Please make sure that it is correct at all times** (must be entered into the system).

-Password: (must be entered on the system) but if you have installed a version of the softw

-Date Of Birth: To change this type in your correct date of birth in the following format MM/DD/YYYY. It must be written with a "/" separating the Month/Day/Year and then select press enter on your keyboard. You can use the << arrows to move between years and the < to move between months to select the correct date using the pop-up calendar. Move to the correct date and then right mouse click on the correct day.

-Sex: Male/Female

-Picture: An image of you that is displayed beside your Know as details. To replace the image with a different image select "**Replace File**", then select the "**Browse**" button to browse through the files on your computer once you have selected the correct image press the "**Upload**" button to upload the image into your account information.

N.B. If you do not select "Upload" your picture will not be updated

-Address: You can select to include a Primary or Alternate Address

-Phone Number: Phone numbers are used for text messages. Phone numbers need to be entered as International, National (drop the 0) and then Local Number. For example, a New Zealand number (03) 453 2768 becomes 643 453 2768, or a New Zealand cell phone 0275663 877 becomes 642 756 63877.

-Time Zone: **Select the correct timezone** depending on where you are in the world.

YOU MUST CLICK "SAVE" to update you account information

Make any necessary changes and select "**Save**" to updated your account.

-Please note that any changes you **Save** cannot be reversed, so if you change your password and then cannot remember it when you login next you will need to enter your e-mail in the "Forgotten Your Password" section of the Login page (see Section 1.0) and wait for a new password to be e-mailed through to you.

Your Password and Password Security



The screenshot shows a user profile form with the following fields: Password (6 dots), Confirm: (6 dots), Date Of Birth (Sat 07-March-1979), Sex (Male), and Picture (Browse... No file selected). A red box highlights the Password and Confirm fields, with a red arrow pointing to a black button labeled "Update both boxes". A "Generate Random" button is also visible next to the Confirm field.

Passwords

When you received the Welcome e-mail you were provided with a **Username** and **Password**.

Your password can be reset in the **account** page. To go to this page select the [account](#) button in the top right hand corner of the site.

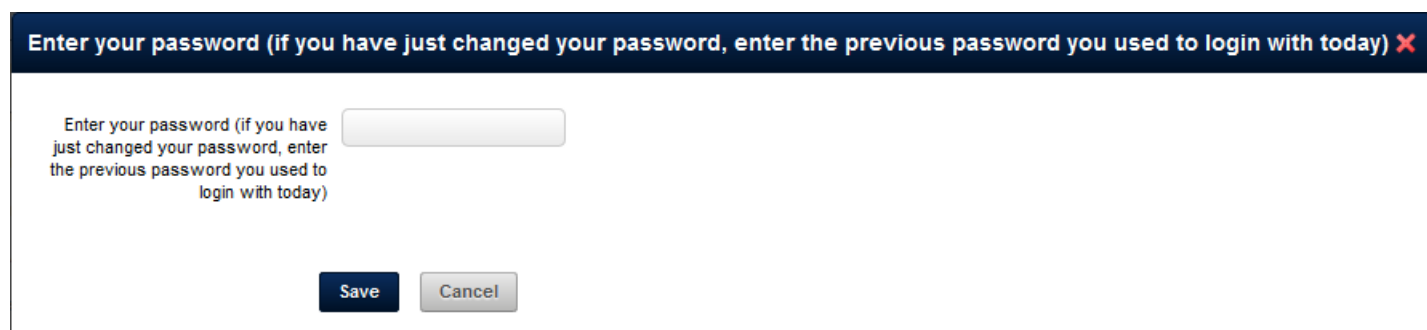
For security reasons your password is never displayed on the account page, but it **can be reset here**.

Type in a new 6 character password in the "Password" and "Confirm" Box. If the two passwords that you have just entered are different an error message will appear (as shown in the image above). You **MUST** enter the same password in both text boxes and the error message will disappear and you will be able to save this password and use it the next time you login.

Password Security

Passwords need to be a minimum of 6 characters. You can change your password to something more meaningful, but please remember that for security try and use a mix of letters and numbers. NEVER use a simple 123456 or just your first name.

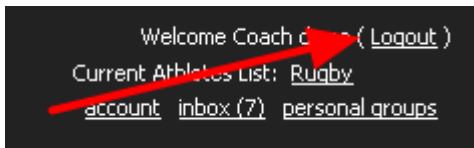
If you make any changes to your account, you need to enter in the password that you logged in with the confirm these changes



The screenshot shows a dialog box with a dark blue header containing the text: "Enter your password (if you have just changed your password, enter the previous password you used to login with today) X". The main area has a text input field with the same placeholder text. Below the input field are two buttons: "Save" and "Cancel".

Log Out

Log Out

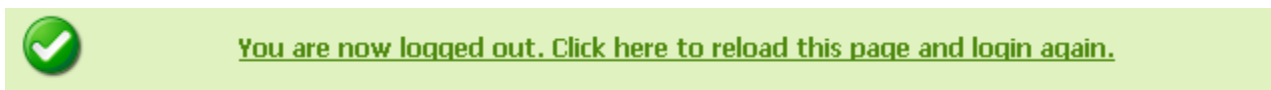


Finished Entering Your Information?

When you have entered your information, reviewing your athletes or your own information and completed your training schedule, select the "**Logout**" button (top right hand corner of the web page, as shown in the image above). You will be logged out of the system and no one else will be able to login.

Please ALWAYS remember to logout to keep your information safe and secure.

If you logged out successfully



If you logged out successfully, you will be shown the logout screen as shown here.

Thanks and work smarter to improve your performance.