**Jogscotland jogleader app**

**Key terms**

* **Server** – the server is the central computer where all your sessions will be saved long-term. After your session, using Wi-Fi if you prefer, you will upload your session from your phone to the server. You must do this by noon the day after the session took place.
* **Local** – a local session is one which has so far *only* been saved to your phone, and has not yet been uploaded to the server. Only sessions which have been uploaded to the server will be stored long-term.
* **Annnnnn number –**Beneath every barcode is a unique number, with the format A1234567.

**Jogscotland Android download and install instructions**

1. Ensure your phone has internet connection (best to use Wi-Fi rather than mobile data, which may incur cost)
2. Open the list of apps on your phone
3. Find and open “Google Play Store”
4. In the search box at the top, search for jogscotland which will find the app
5. Follow the on-screen instructions from there – Play Store walks you through the downloading and installation of the app

**Jogscotland Android app – How to use it**

Once launching the app, you will be presented with a login page

* Tap the top field (barcode ID Annnnn) and enter your barcode ID (Annnnn)
* Tap the second field (password) and enter your password
* Once you have completed the two fields, tap authenticate, which will take you to “my sessions”
* Once logging in you will be presented with “my sessions”
* From this page, you can tap “+new” to create a new session
* Leaders can use the app even where there’s no signal, and the details will be stored in their phone until they are somewhere convenient to upload the information to the server (the central computer which holds all the data)

To create a session ahead of time e.g. the day before, a week before etc.

* Hit the “+new” button on the top right
* Click on the “date” field to choose a date (on some phones the keyboard will come up – if the keyboard covers the calendar control, it can be removed by hitting the phone’s back button)
* Then tap in the box under location and type the name of your group, e.g. Galavanters, Muir of Ord, and click done once you have typed it in.
* Choose a distance and a duration
* Hit either the phone back button or the app “back” button (top right) to locally save the new session and return to the default screen

To locally create a session ‘on the day’ and immediately start scanning

* Follow the instructions immediately above for creating ahead of time, except for the final one (i.e. don’t go back)
* Hit the “record participation” button to start scanning barcodes
  + The scanner will load showing a camera viewfinder with a red line through the centre
  + Get the barcode in the viewfinder and position the line going through it
  + The scanner should focus on the barcode and capture it (it beeps)
  + Once scanned, the interface briefly goes back to the ‘session view’ screen then reloads the scanning interface ready for the next one
  + If the barcode will not scan, try moving the device nearer and further away
  + If it still won’t scan, you can hit the <back button and you’ll get the chance to enter it manually or exit scanning
* To just do a single scan, hit “record single participant” button; only difference is that it doesn’t reload the scanner once you’ve done the single scan

To locally edit a session e.g. go into the session at session start time and start scanning in participants

* Tap the session in question to edit
* Start scanning with “record participation” as above
* To save the session locally once e.g. completed the scanning or editing the basic info, hit either the back button on the top right or the phone’s back button – this saves the session locally as always

To fully save your local only session to the server (i.e. ‘save remotely’), go back to the default ‘my sessions’ screen (if not already there)

* Swipe the session in question either left or right (doesn’t matter which)
* This brings up a menu, including “save to server” – click that to save it
  + If you’ve not currently got any internet connection, it’ll tell you this
  + If it’s too late to save this session (currently the cutoff is noon the day after the session date), it’ll tell you this and won’t save it
  + If there are duplicate scans of the same athlete, it’ll tell you this and won’t save it

To remove a duplicate participant from the list of participants within a session (you’ll know which athlete ID it is because the error message gives you the Annnnnn number when you attempt to save the session remotely)

* Tap the session in question to edit it
* Tap the participant in question
* This brings up a menu – choose to delete this duplicate copy of the participant

To delete a local session i.e. one that’s not been saved remotely to the server yet (you cannot delete ones that *have* been saved remotely)

* Swipe the session (within ‘my sessions’ screen) either left or right
* If it’s indeed a local only session, it’ll offer a button to delete the session; if it’s been saved to the server already, that button will be greyed-out/unavailable

Things to avoid

* On the scanning screen, there’s a little icon that flips the device between using the back and front camera – if you suddenly see your own face in the viewfinder on the screen then this is what you’ve done – you can either try scanning with this camera (it’s harder because you can’t see the barcode in the viewfinder to centre it) or (better) hit the flip button again to switch back to the default camera

**Jogscotland Android app – How to view the data created**

* Jog leaders and members will be able to view their sessions on the trackmefit website
* [http://trackme.fit/](http://trackme.fit/sessionFeed.php)
* Users must log in with their barcode ID and password to be able to access the data
* Once on this webpage you can view the activity feed, sessions and your personal barcode
* On the activity feed jog leaders, can view the activities that they have recorded, showing who the jog leader was and how many people attended
* Also on this page, the box which shows the attendees, distance and duration, the top left box has an L and an A on it – the L means Leader, and A is for Attendee
  + If you are the leader of the session the L will be in black
  + If you are not a leader and just an attendee of the session the A will be in black
* The sessions tab shows all the sessions completed, when and where they took place
* If you click on a session it shows who has attended the session, as well as the approx. distance and duration
* If you click on barcode this displays your personal A-n-n number and barcode