**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 iPhone download and install instructions**

iPhone users must be running an iOS 8 or onwards

1. Ensure your phone has internet connection (best to use Wi-Fi rather than mobile data, which may incur cost)
2. Open the App Store, which should have an icon on the home screen on your phone (if not scroll sideways to find it)
3. Tap “Search” on the row of icons at the bottom of the screen
4. Tap the search box at the top of the screen, then search for jogscotland which will find the app
5. Follow the on-screen instructions from there – App Store walks you through the downloading and installing of the app

**Jogscotland iPhone 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 locally 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
* 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 rough distance and duration
  + We don’t track the exact distance for each individual runner, just an approximate distance for the session as a whole
  + If there are runners of different abilities, running different distances, the leader can either pick an approximate average distance for the whole group, or choose to log more than one session e.g. a 4km session and an 8km session and scan the relevant joggers to each session
* Hit either the phone back button or the app “back” button (top right) to locally save the new session and return it to the default screen

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

* Follow instructions above except for the final one (i.e. don’t go back)
* Hit the “record participation” button to start scanning everyone’s barcodes
  + The scanner will load – a camera viewfinder with a line through the centre
  + Get the barcode I the viewfinder and position the line going through it as shown in the images here…
  + The app beeps when it has focused and scanned the barcode
  + 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 slowly moving the device nearer and further away
    - If it still won’t scan, you can hit the cancel 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 first/single scan

To locally edit a session e.g. to go into pre-created session at session start-time and start scanning participants

* Tap the session in question to edit
* Start scanning with “record participation”
* To save the session locally once e.g. completed scanning, hit the back button on the top right – this saves the session locally as always

To save any local 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
* This brings up a menu, including (if there are updates or its new) “upload to server” – click that to save it
  + If you do not currently have internet connection, it’ll tell you this
  + It it’s not too late to save this session (currently cut off is noon the day after the session date), it’ll tell you for 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
* Tap one of the instances of the duplicate participant (they’re all listed in green at the bottom of the ‘edit session’ screen)
* This brings up a menu – choose to delete this participant i.e. leaving the remaining non-duplicate instance

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 in question either right or left
* If it’s indeed a local-only session, it’ll offer a button to delete the session

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 iPhone 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