

USER MANUAL

ACCUROFIT.COM



Welcome to AccuroPT!

To get started, please register your user account. To do this, please select the "Register" button and move on to the next page to register.

If you have already created a user account, you may login at this point with your email and password.

If you have forgotten your password, you may reset your password by selecting "Forgot Password".





Register your club with AccuroPT by inputting the necessary information.





You will be sent a verification email to verify that your email address is a legitimate and working email address.

Once you receive your verification email, please click on the link provided within the email to verify your account.







How to Add Member Profiles

ACCUR®PT

To add a new member, select the "Add Member" button at the top of the page above the search bar.

Fill in all the necessary member information.

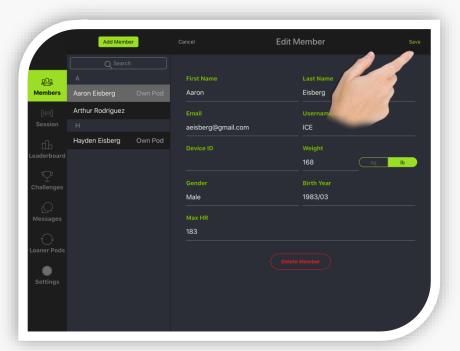




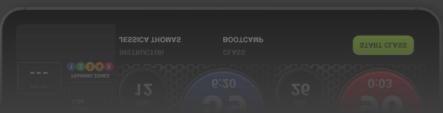
The Username/Alias is what appears on the members heart rate tile during a class session.

Max Heart Rate is calculated automatically, but you are able to manually over-ride this number by clicking in the box and inputting your own value.

Click "Save" to continue.





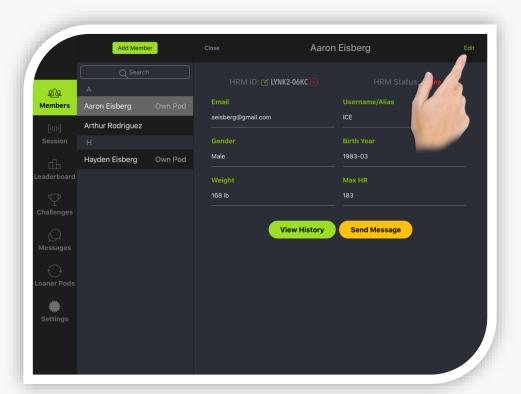


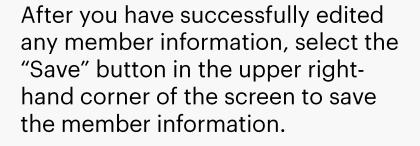
How to Edit a Member

ACCUROPI

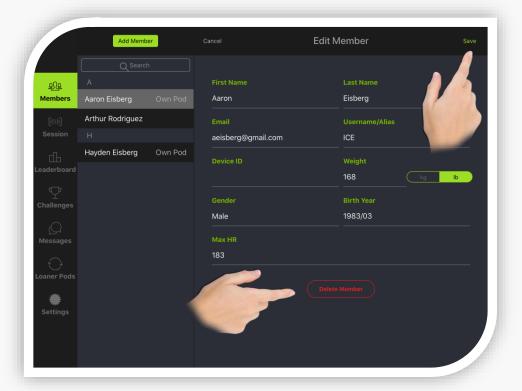
To edit a member profile, select the "Edit" button located in the upper right-hand corner of the screen.

Once selected, you will be able to edit your member profile.

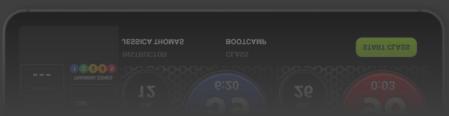




You can also delete a member by selecting the "Delete Member" button located at the bottom of the member profile.





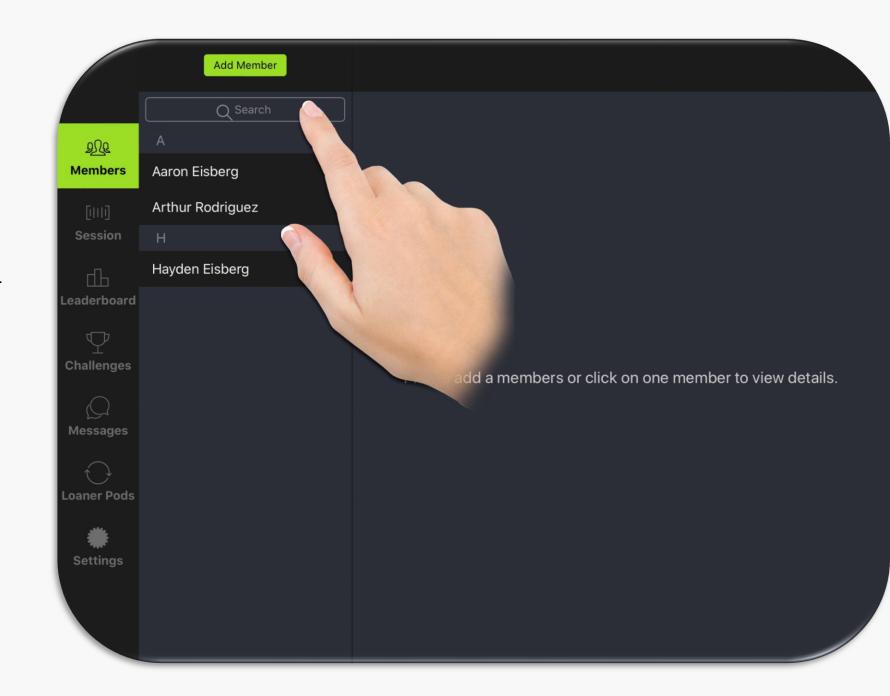


How to Search for a Member



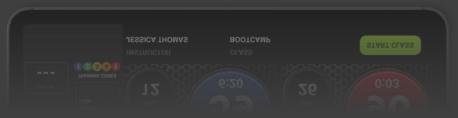
To search for a specific member, click on the search box located above the list of member names. Once you select the search box, your device keyboard will appear on screen and allow you to start typing the name of the member you are searching for.

The search results will start to filter. You can then select the member you are searching for in the list provided.



ACCUROPI

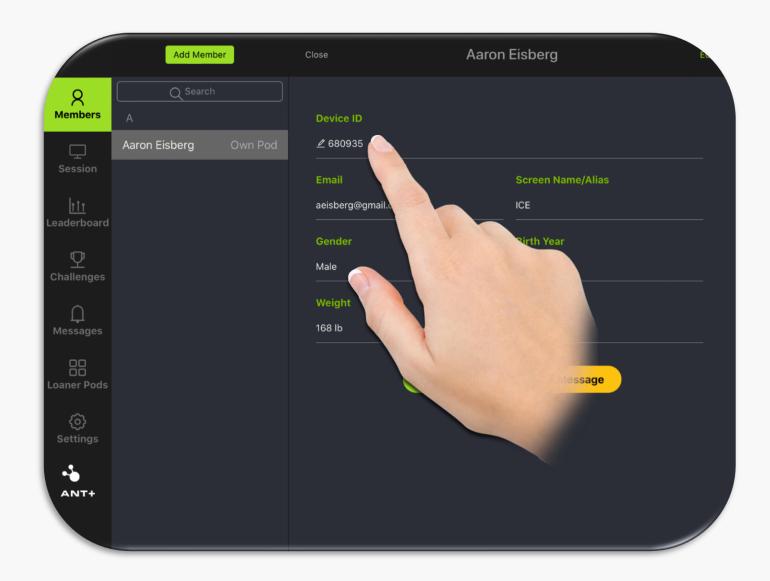




How to Assign a Heart Rate Monitor



To assign a heart rate monitor to a member, select the member you want to assign a monitor to. Once you do, select the icon next to the "Device ID" section.



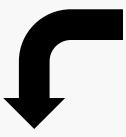


Bluetooth Connection

To assign an HRM that the members owns while utilizing AccuroPT Standard in Bluetooth mode, make sure the member is wearing the HRM and that they are near the iPad/Tablet and then select "Use Own HRM".

Then touch the space that reads "HRM ID" to bring up the list of HRM options available to assign. The option listed first or highest in the list will be the device closest to the iPad/Tablet.

Select the HRM you want to utilize and then click "Save".













ANT+ Receiver Connection

To assign an HRM that the members owns while utilizing AccuroPT+ in ANT+ mode, make sure the member is wearing the HRM and that they are near the ANT+ Receiver and then select "SCAN".

The ANT+ ID number should appear and automatically in the HRM ID field. If you have any issues with the SCAN option, you can also manually type in the ANT+ ID number directly into the HRM ID field.

Your final step is to select "Save".







View Member History

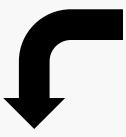
ACCUROPI

To view a member's workout history, select the member you would like to view.

Once you do, select "View History" to see this members workout history.

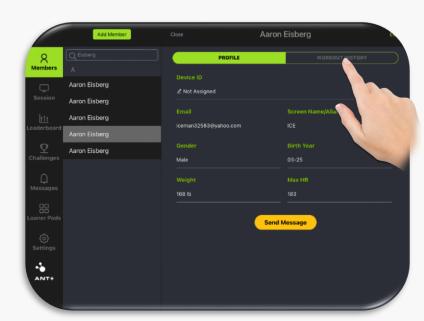
Select the workout that you would like to review. Once you do, the summary of that workout will display on the screen for you to review.

Review the member workout data and then you can close the workout overlay by selecting the close "X" in the upper right-hand corner of the overlay.



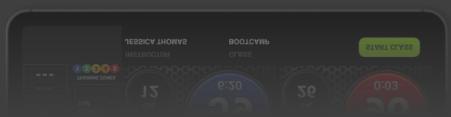












Message a Member

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To message a member, select the member you would like to communicate with.

Once you are in their profile, select the "Send Message" button.

The chat box, along with your keyboard, will appear on your screen ready for you to communicate.





You are able to chat with your member, who will receive the message via their mobile app. You can chat, share images, screenshots, etc. All in real-time with the member.

Click "Send" when you are ready to send the message.







Review Workout Sessions

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In the navigation bar, select "Session". At the top of the page, you are able to select a specific date range to view a list of all workout sessions that have been completed during that time frame.

To view a specific session, click on the workout you would like to review. The summary of the workout session will come up on the screen.

To view the workout details for a specific member of the class session you selected, you can click on their tile to bring up the summary.

Once you view the workout summary, you are able to close the overlay window by selecting the "X" in the upper right-hand corner.



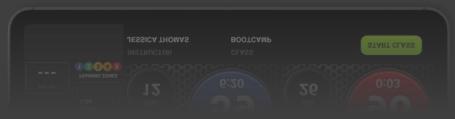












Start New Workout Sessions



To start a new workout session, go to the "Session" section of the navigation and click on the "Start Session" button at the bottom of the session tab in the navigation bar.

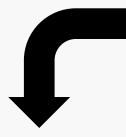


ACCUROPI

A session set-up overlay will come up on your display. You can select a class name and instructor name from an optional drop-down menu. You can also input the time for the class in minutes.

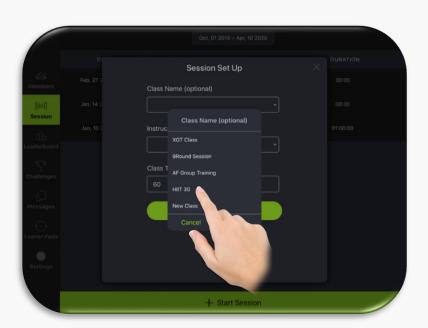
If you are utilizing the class scheduler, classes from the schedule will appear from the list to choose from.

Once you are ready to start a class session, click "Start Session".







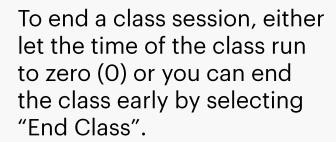




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Make sure the members are wearing their HRMs. Once picked up by the system, they will appear on screen. Once the tiles appear on the display and you are ready to start the class session, click the green "Start Session" button on the display.











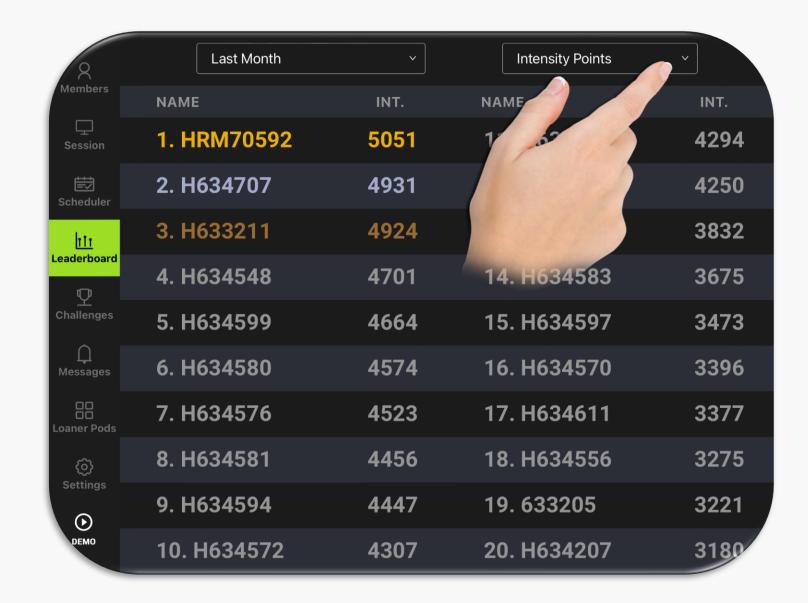
Leaderboard

ACCUR® PT

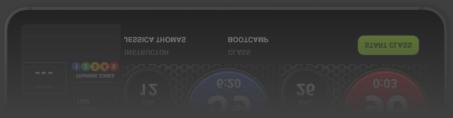
The "Leaderboard" is a real-time list of all active members who are utilizing the system. As an Admin, you can filter and apply a leaderboard based on either Intensity Points or Calories and within any custom date range you would like.

This allows you to create competition and gamification within your club and among your membership base where you can actively see the most active and engaged members in real-time.

Choose the criteria and date range from the top of the page. Once you select, the leaderboard will filter and display your selected criteria.







Challenges

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Challenges is another way to gamify your AccuroPT system and create some competition between your membership base.

To create a challenge, first select "Create Challenge" from the "Challenges" section on the navigation bar. The Challenge Set Up screen will appear. Select the type of challenge, challenge name, duration, etc. and select "Create Challenge".

If you already have an active challenge, you can review the current results by selecting the "view" option under the leaderboard header.

If you would like to review a challenge that has already been completed, you can select "Finished Challenges" and then click "view" option under the leaderboard header to review the final results of that completed challenge.





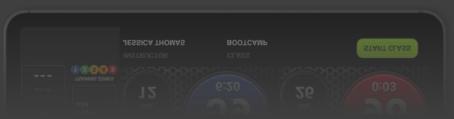












Messaging



The messaging feature in the navigation bar allows you as a manager/trainer to see all messages that are currently going on with any member of the database.

To continue a conversation with a member, select the conversation with the member you would like to chat with. You will be taken to the chat page for that member.

Select the chat box and your keyboard will appear. Type out your message, share an image, etc. and then select "Send".

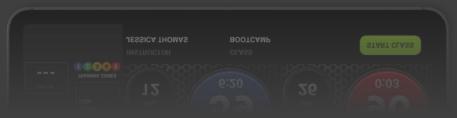












Create / Add Loaner Pods

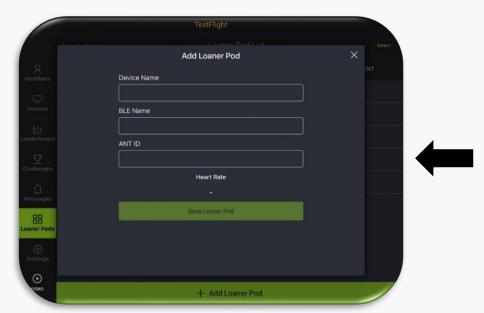
To create a new loaner pod within the system, select "Loaner Pods" on the navigation bar. Once you do, select "Add Loaner Pod" that appears at the bottom of the screen.

On the overlay that appears, fill in the device name with a specific name to easily identify the loaner to be used. IE...Loaner Pod 1.

For a BLE Connection, click the BLE Name box. The available HRMs to pair will appear (make sure the HRM is being worn). Select the HRM to use. The HRM nearest the top of the list is the closest to the iPad/Tablet.

For ANT+ Connection, type in the ANT+ ID number in the field provided.

Once completed, click "Save Loaner Pod".











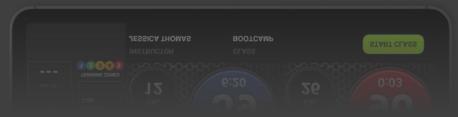


BLUETOOTH CONNECTION

ANT+ CONNECTION

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Remove / Delete Loaner Pods

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To remove a loaner pod that has been created, select the "Select" button from the upper right-hand side of the screen when within the "Loaner Pods" section on the navigation menu.

Once you select "Select", you can select the device you want to remove and then select "Remove Selected Loaners" at the bottom of the screen.

You will get an overlay that comes up asking you to confirm that you want to remove / delete the loaner. Select "Confirm" to officially remove the loaner from the list of Pods to use.

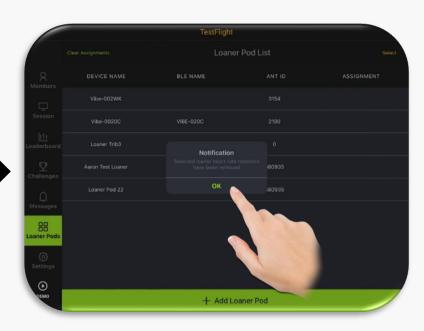
Once you confirm, select "OK" to complete the process.



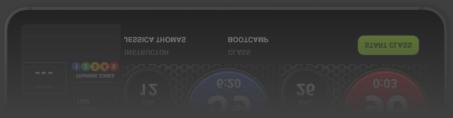












Assign a Loaner Pod

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To assign a loaner pod to a member, select the member you would like to assign to from the member section of the navigation bar.

Once the member is selected, click on the "Device ID" icon at the top of the member profile.

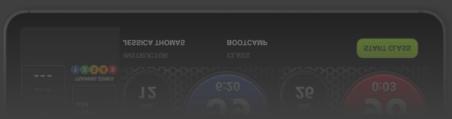
This will open an overlay. Select "Use Loaner HRM" and then select the "HRM ID" box to bring up the loaner pods available. Select your pod.

Select "Save" on the overlay and then you will see the loaner pod assigned to the member and ready to use.



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Settings



Session Settings

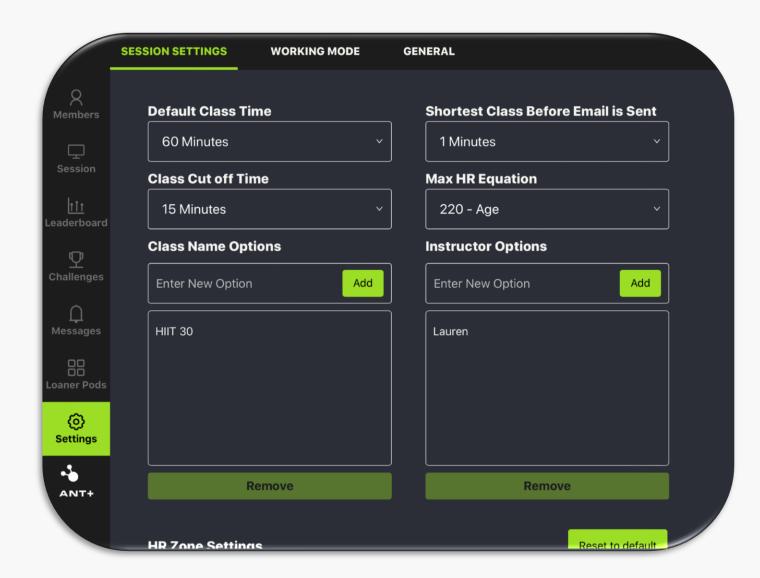
You are able to add / remove class names and instructor names, which can be used and selected before you start a class session. These are identified within the summary emails and the back-end reporting for reference and reporting purposes.

Also, you are able to select the default class times for all classes. This can be overridden when starting a class session if needed.

Class cut off time restricts a member from joining a class after this amount of time has passed.

Shortest class before email is sent means that a member has to be in the session at least this long to receive an email summary.

Lastly, you will also have control on the default heart rate equation that is used to calculate max heart rate for your members within their profile and on the display. Default is 220-Age, but there are several other formulas that can be used. More can / will be added over time as well.





When you scroll down still within the Session Settings, you first see the ability to turn on/off group and individual milestone medals/badges. These will display in-class during the session when the specific criteria is met.

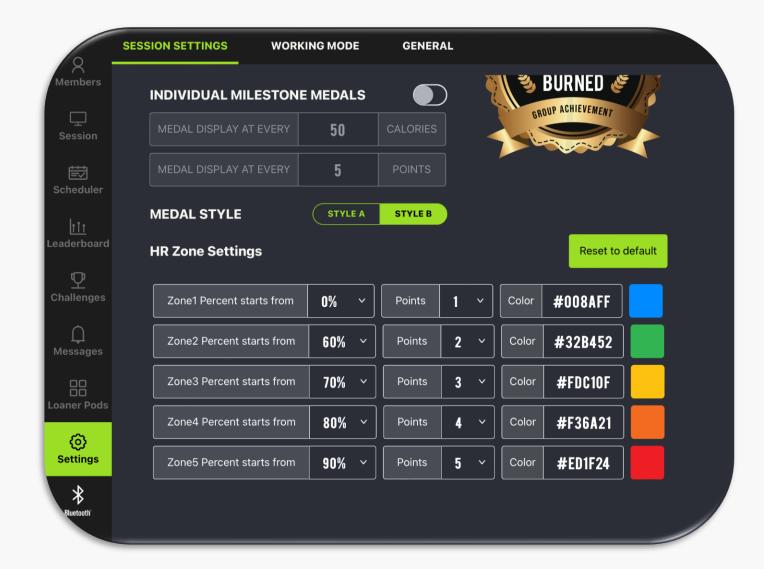
For groups, the medal will display on the whole screen. For individuals, it will appear on their own individual tile when the milestone is met during the session.





When you scroll down a bit further, you are able to control the percentages assigned to each heart rate zone. Also, you are able to change the points assigned to each heart rate zone as well as the color associated with each zone. This gives you a bit more flexibility and control on how you gamify the system and control how your members are being rewarded for their efforts.

For your reference, points are awarded as time spent in each zone. For example, by default, 1 point is awarded for each minute spent in zone 1. 2 Points for each minute in zone 2. So on and so forth. This is designed to "level the playing field" during challenges and gives everyone the same opportunity to compete.



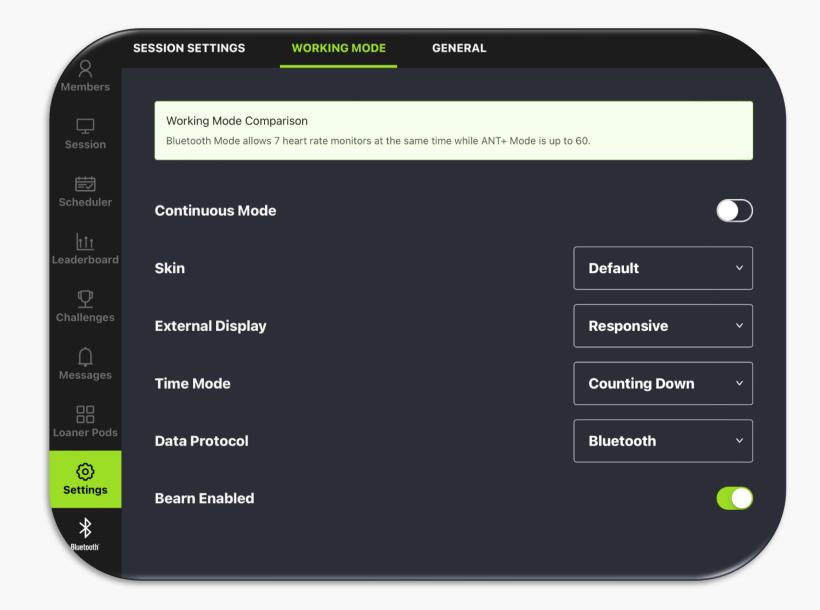


Working Mode Settings

Continuous Mode allows the system to run all of the time with no need to start a timed class session. This allows members to come and go as they please. This is ideal for clubs not running timed class sessions.

Skin is referring to the look and feel of the display that is shown during a class session. By default, Accuro has 3 skins that can be utilized. Custom skins can be created for an additional fee.

External Display - Under the drop-down list, you will see either "Responsive" or "Mirror". Responsive means the display will automatically adjust to your TV screen size and will filter out anything else that may happen on the iPad in the background. Mirror means you will see everything on the TV exactly as it is on the iPad.





Time Mode allows you to choose between the ability to have the timing on the display count up or count down.

Data Protocol gives you the option to convert AccuroPT from Bluetooth mode to ANT+ mode. Converting to ANT+ requires an ANT+ receiver(s) from Accuro.**

Demo Mode (under Data Protocol) is an option that allows you to have "fake" display tiles running on the display should you want to show how the system works to your members and/or staff.

Bearn Enabled is the ability to have Bearn Bucks showing on the members display tiles or not.

**To see how to connect an ANT+ receiver to AccuroPT, check out this instructional video here:

www.accurofit.com/aptmanual

SESSION SETTINGS WORKING MODE **GENERAL** Working Mode Comparison Bluetooth Mode allows 7 heart rate monitors at the same time while ANT+ Mode is up to 60. **Continuous Mode** Skin Default **External Display** Responsive **Time Mode Counting Down** oaner Pods **Data Protocol** Bluetooth **(Settings Bearn Enabled**



General Settings

You will be able to see the logo you are using, the Club Location (if assigned) and the sign-in email address.

The dashboard button gives access to view all reporting, challenges, leaderboards, etc. directly within the Accuro system.

User manual give you direct access to this manual you are currently reading.

Also, you will be able to identify your App version, your Activation timeline and the ability to logout or delete your account.



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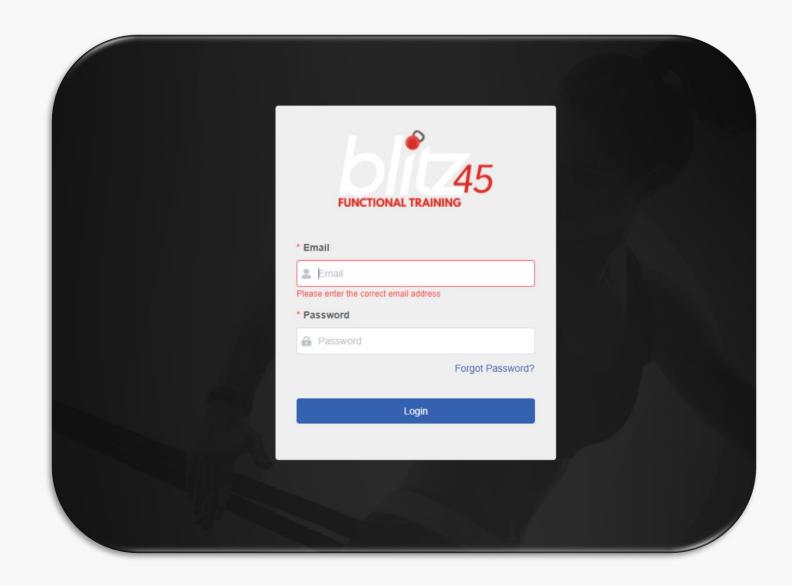
Performance Dashboard



Your brand will be given access to your own branded online Performance Dashboard. The link to this dashboard can be found in the settings of the AccuroPT app. When clicked, it will bring up the website URL for you to access.

This URL can also be placed on your club website where your members can access. Your members will also have access to this data via your branded mobile app that we provide to you.

As an admin, you will have access to view all members and all locations that have participated in utilizing either your in-club AccuroPT system or your private labeled mobile app that we provide for you.



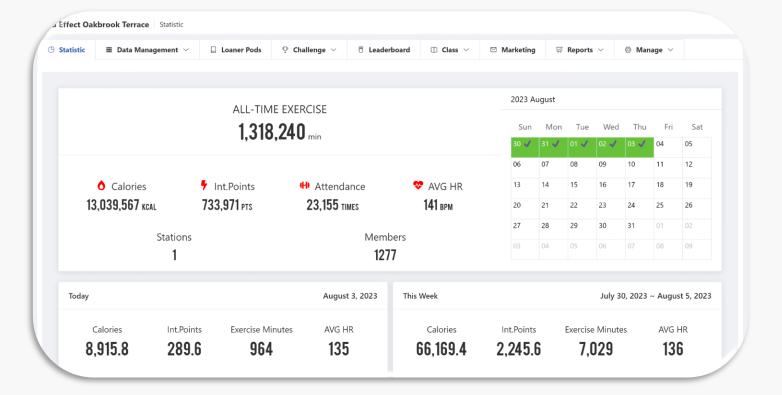


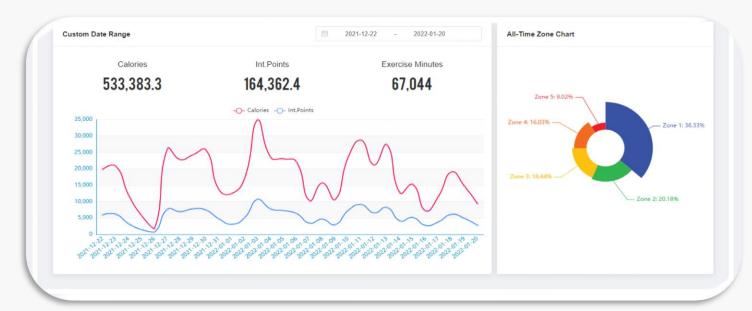
Statistics Tab

The statistics tab will show you all of the data associated with your club, no matter how many licenses you have associated with your club.

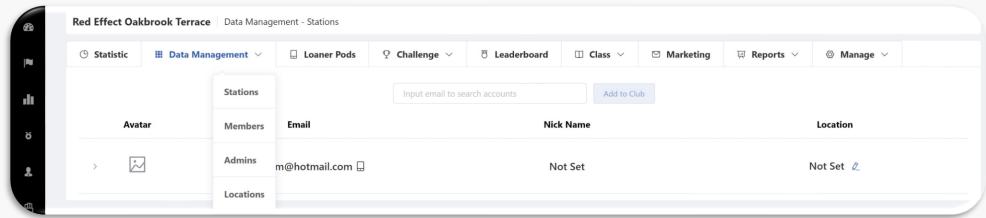
At the top of the dashboard, you will be able to see all-time exercise data for all locations and all stations associated with your club.

Below, you will see data from today and this week, followed by two graphs, one a line graph and another a pie chart. You are able to customize the date range and view the calories and intensity points earned during this time frame. Also, the pie chart shows the percentage of time spent within each heart rate zone.









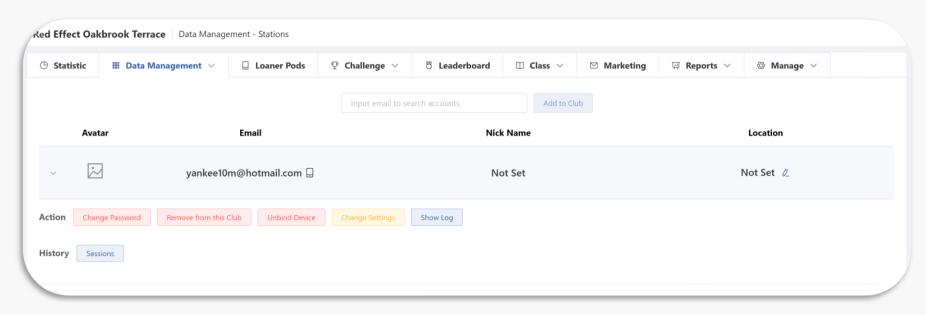
Data Management Tab

Under the Data Management tab, as an admin, you will be able to edit / see multiple different items.

- Stations
- Members
- Admins
- Locations

We will go into detail on each one in the following sections.





Data Management Tab > Stations

A station is a specific room / iPad used for the heart rate system. For example, one location can have multiple stations, including a cycle room, a group training room, etc.

You will be able to assign the station to a specific location if you have multiple physical studio locations. This is helpful during reporting.

Each station / iPad is bonded with an email address. That email address *can not* be used with any other station unless it is unbonded first. To get a station unbonded, you will need to contact Accuro Support.

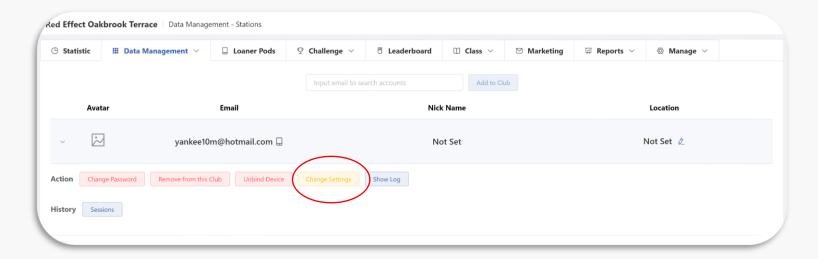
Under the station details, you can change the password and as a Global admin, you can remove a station from your location / account.

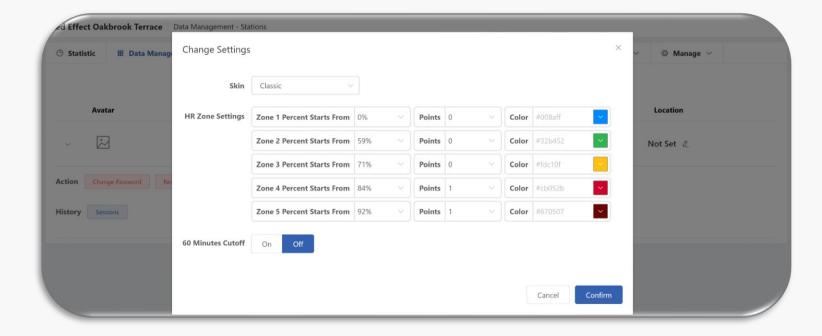
"Show Log" will not appear on your dashboard. You can ignore this.



Data Management Tab > Stations > Change Settings

The orange Change Settings button allows you the opportunity to change the skin and HR Zone settings and colors directly from the dashboard. These changes will be applied on the station's iPad automatically for you.





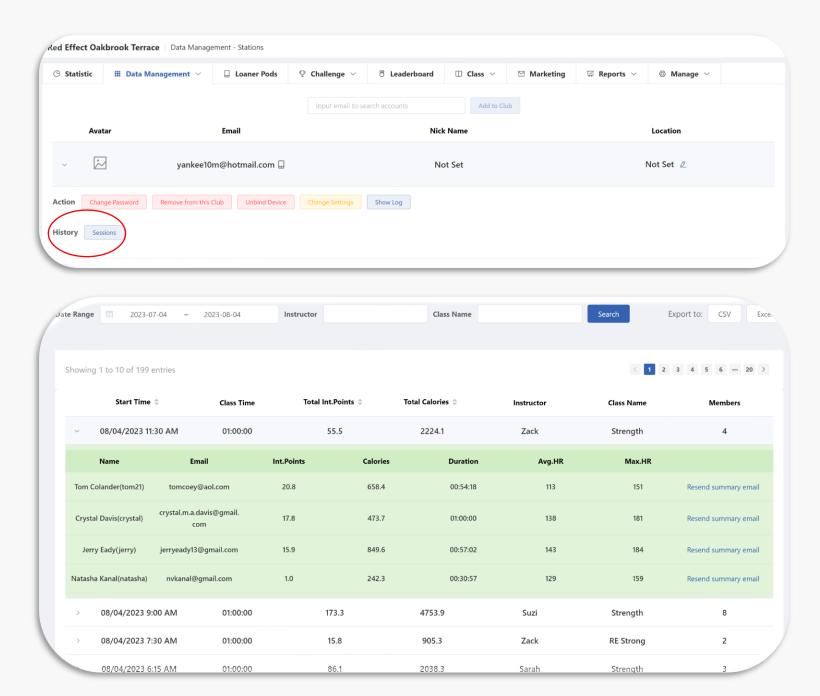


Data Management Tab > Stations > History > Sessions

The sessions button under History allows you to narrow down and view all workout history at that station.

By default, all classes are showing from the last 30 days. You can always filter the date range.

You can also filter class sessions by Instructors and Class Names.

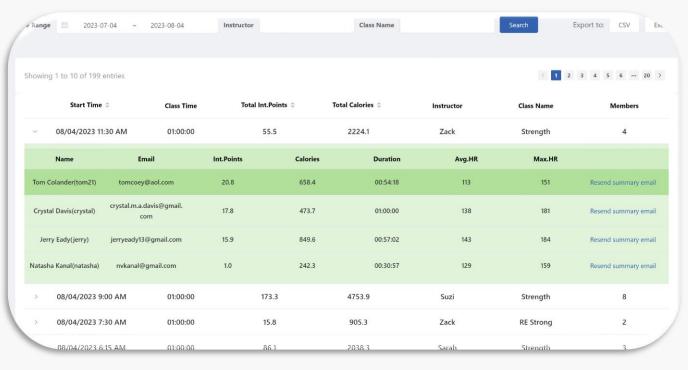




Data Management Tab > Stations > History > Sessions

You can select a specific session and see all the members that were part of that session. You can even have their email summary resent to them if they did not receive it immediately after class for any reason.

Once you select an individual user from the session list, their workout summary will display on the screen for you to review and analysis either with the member or on your own as you are measuring and reviewing member progress.





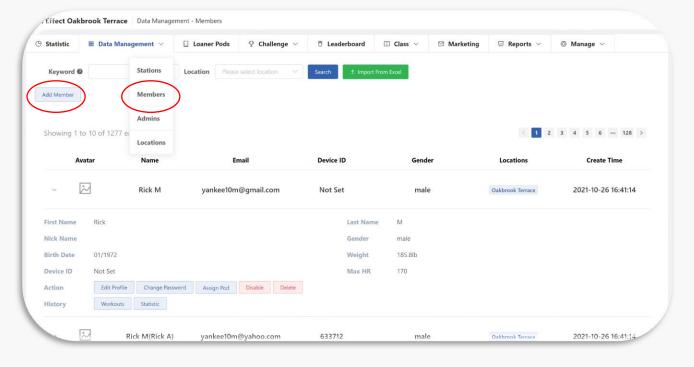


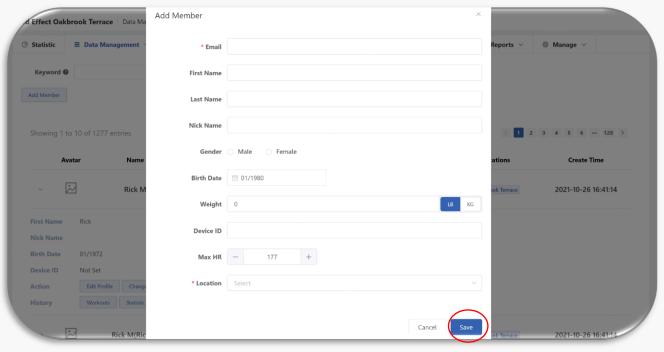
Data Management Tab > Members

As an admin, you will be able to add members, edit members, change passwords, disable members, assign HRM pods, delete or view all workout history for any member.

You can filter members by locations or see all members associated with all club locations. You can search by keyword, email address or location.

To add a new member, select the "Add Member" button located under the Keyword search box. Once you selected, you will see an overlay appear. You will need to enter all information and click "Save".



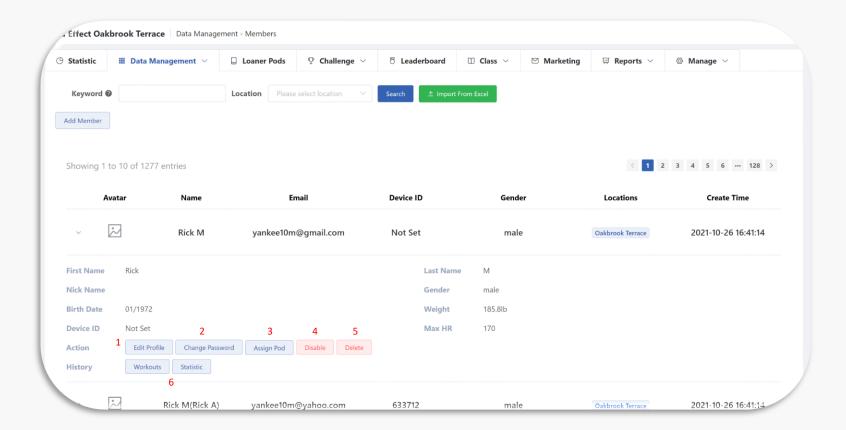




Data Management Tab > Members

You will have the ability to edit several other items within member details.

- 1. Edit Profile The ability to change all the details about the member.
- 2. Change Password The ability to change the password for the member. This effects their login to the mobile app and the online dashboard.
- Assign Pod The ability to assign a loaner pod that has already been created and ready to be used by a member.
- 4. Disable The ability to disable a user from logging in at all. If a member leaves your studio, you can cut off their access to your mobile app and the ability to utilize Bearn.
- 5. Delete The ability to delete the member permanently.
- 6. Workouts + Statistics See details on the next page.

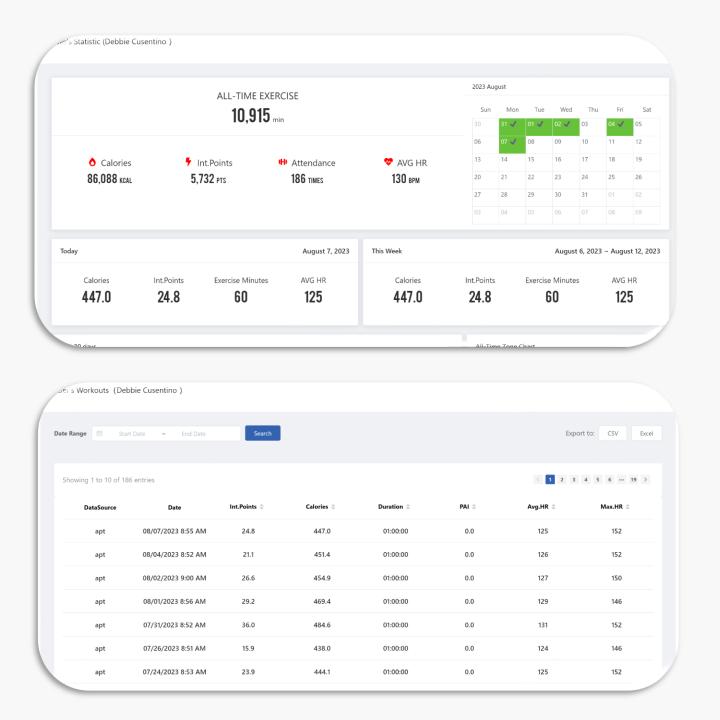




Data Management Tab > Members

Just as you have a "Statistics" view for the entire club as a whole, you have the same view per member. This gives you a wholistic view of the members journey with you, how often they have been with your studio, what's going on currently, and how much time do they spend in each heart rate zone.

You can also dig into individual workouts for the member. You will see all of their workouts listed and are able to select any of them to get the details around that specific workout.



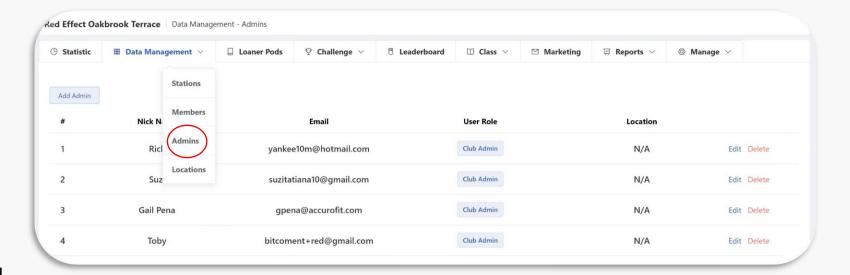


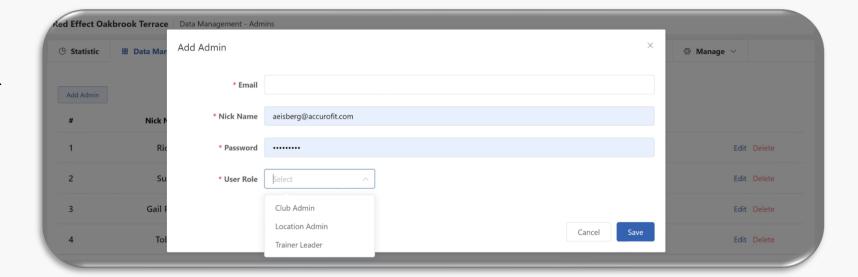
Data Management Tab > Admins

Here you will be able to see all of the admins assigned to your account. You can add additional admins or delete admins.

To add a new admin, you will select the "Add Admin" button. Once selected, you will have an overlay open, which will ask you for the admin details.

You can have the new admin login added as a Club Admin (meaning an admin over all locations and stations), a Location Admin (meaning an admin over all stations at one or more specific locations), or a Trainer Leader (meaning a trainer can add members, assign loaners, etc., but can not change any critical level admin features or functions).





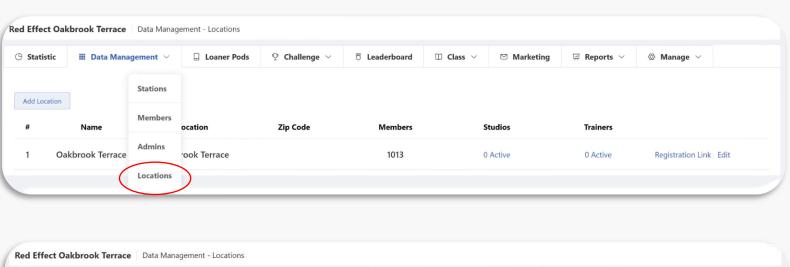


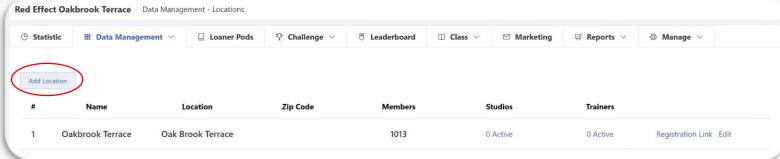
Data Management Tab > Locations

To see all the locations associated with your studio, you select Locations under Data Management.

All the current locations associated will show by default. You can add additional locations by selecting the "Add Location" button.

Once you select, an overlay will appear where you can add the details of the new location. Branch Name is the general name, for example, Oakbrook Terrace. Branch location is the street address, city, and state. Branch zip code is the zip code of the location.





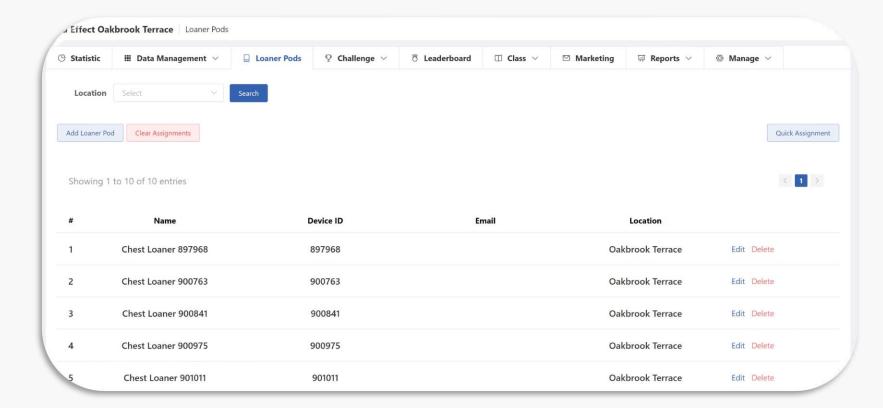




Loaner Pods Tab

As a Club admin, you will be able to add, remove, assign and clear assignments of loaner pods directly from your dashboard. Just as with the in-club iPad app, you are able to see all loaners available and which location loaners are assigned to.

You are also able to identify who is assigned to each loaner, which can help you identify who was last to utilize the loaner if the loaner is not turned back into your team after a session. This is identified by the email address shown to the right of the Device ID in the screenshot to the right.



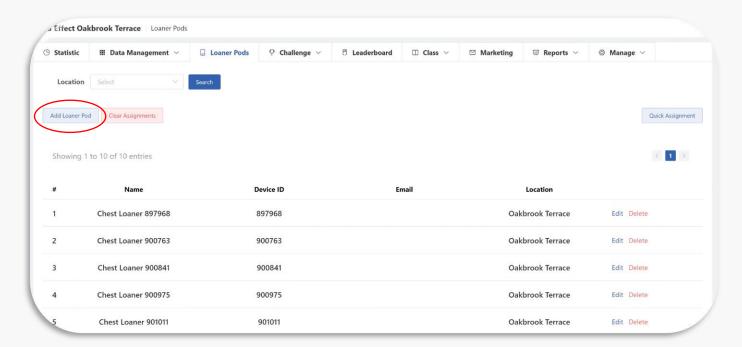


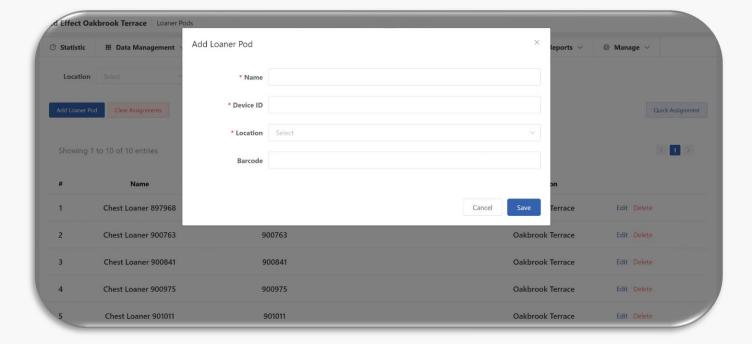
Loaner Pods Tab > Add Loaner Pod

To add a new loaner pod to be used in class, you add it directly into the system from the dashboard.

Selecting Add Loaner Pod brings up an overlay where you can add:

- Device Name This allows you to identify it within the system. Give it a unique name.
- Device ID This is the ANT+ ID that is located on the device and the packaging it came in.
- Location The location the device is assigned to (if you have multiple locations)
- 4. Barcode If the device comes with a scannable barcode, this can be used to quickly and easily identify a loaner that gets assigned to a user.







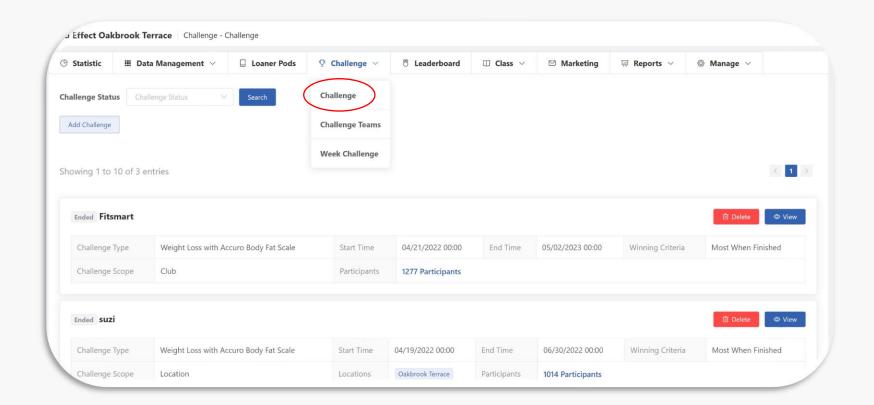
Challenge Tab

You are able to create multiple challenge types within the system as well. These challenges can be:

- 1. Individual Challenges
- 2. Team Challenges
- 3. Weekly Challenges

If you have any current, past, or future challenges created, you will see them listed in order or completion date.

You can always filter challenges by either current, past, or future by selecting the drop down from the Challenge Status located directly above the "Add Challenge" button.

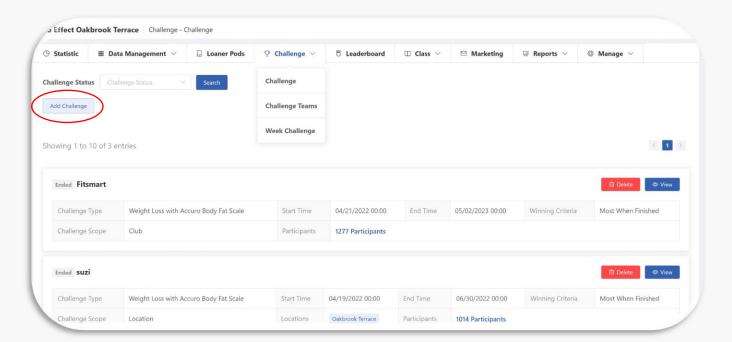


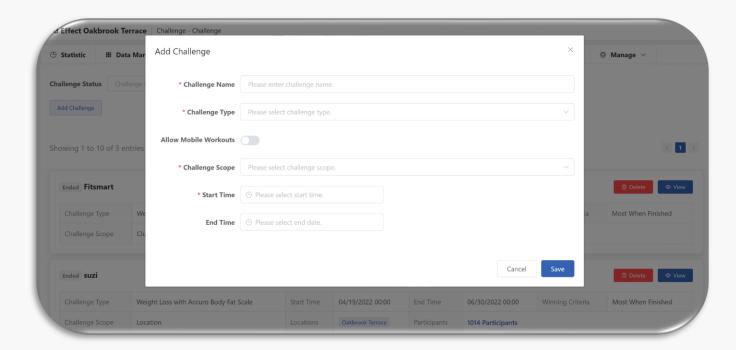


Challenge Tab > Add Challenge

To create a new challenge, you would select "Add Challenge". An overlay will appear to allow you to enter challenge details.

- Challenge Name The name of the challenge you are creating
- Challenge Type What is being measured. Currently, you have the following options to choose from:
 - Calories
 - Intensity Points
 - Zone Time
 - Zone Points
 - Weight Loss
 - Body Fat Loss
 - Weight Percentage Loss
 - Attendance
- 3. Challenge Scope Who can participate
 - Entire Club (All Locations)
 - Specific Locations
 - Teams Custom Teams Created
 - Private Select Members
- 4. Start Time Challenge Start Date
- 5. End Time Challenge End Date



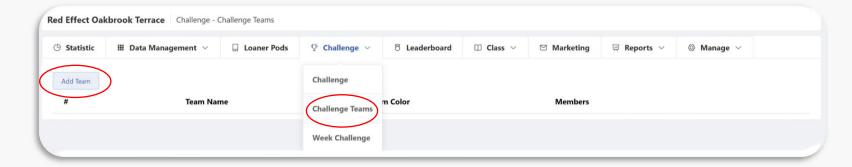


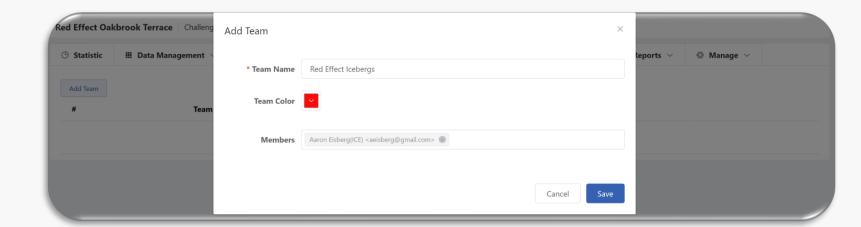


Challenge Tab > Challenge Teams

To create team challenges, you first need to have teams created. If you have any existing teams already created, they would be listed here immediately when you navigate to "Challenge Teams".

To create a new Challenge Team, select "Add Team". An overlay will appear where you can add the team name, team color (to help with identification), and the members of each team (searchable by email and name).



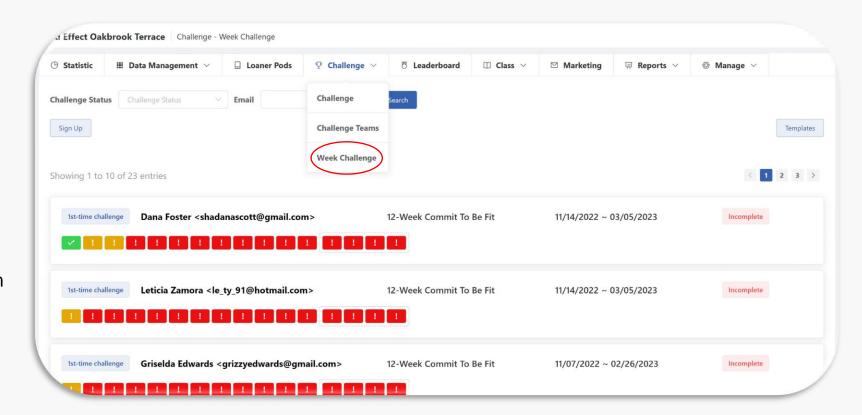




Challenge Tab > Week Challenges

Week Challenges are challenges that can be utilized to run specific challenges where there are more strict requirements and "check-ins" are required. It doesn't focus just on the output of the work, but also on attendance and staying consistent.

For example, in the screenshot to the right, a green check mark means the member met the criteria for that week. A yellow icon means they attended classes that week, but did not meet the minimum requirements. A red icon means they did not attend any workout sessions that week.



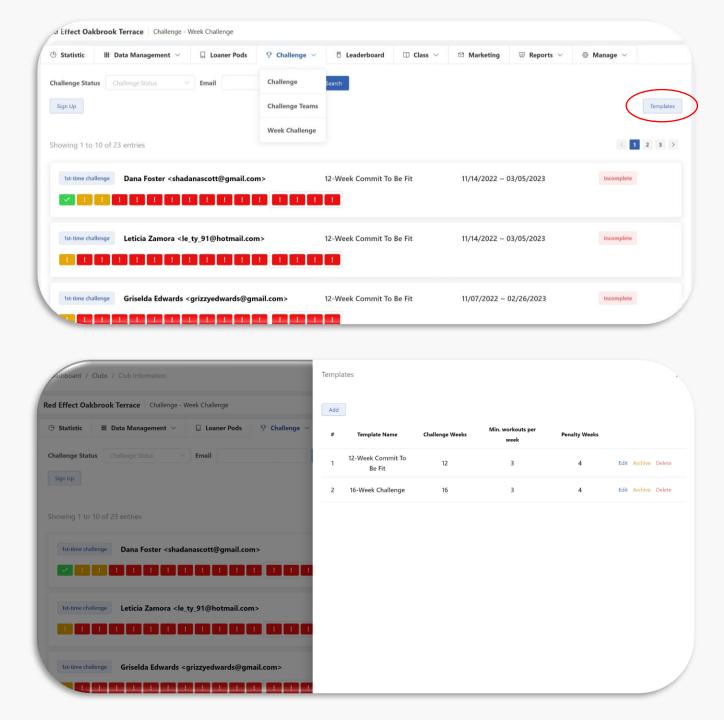


Challenge Tab > Week Challenges

To create a new weekly challenge, you first need to create and add a new template.

The template is what dictates the challenge criteria. The criteria can include:

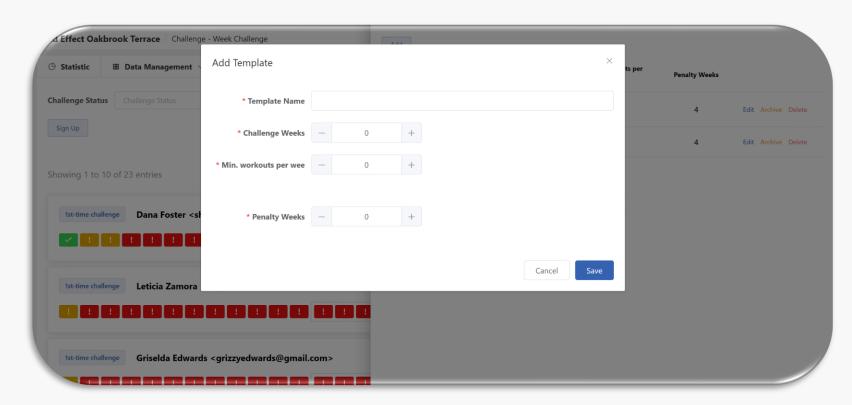
- 1. Template Name
- 2. Challenge Weeks
- Minimum Workouts Per Week
- 4. Penalty Weeks





Challenge Tab > Week Challenges

- 1. Template Name What do you want the name of the template to be?
- 2. Challenge Weeks How many weeks will the challenge take place for?
- 3. Min. Workouts per Week How many times does a member need to come to the studio and do a workout for a week to considered a success or completed?
- 4. Penalty Weeks How many weeks can a person miss and still successfully complete the challenge?
 - challenge, but a member is going on vacation for a week, will you allow them to miss a week and still complete the challenge? In this example, with a 1-week penalty, they have 13 weeks to complete 12 successful weeks of workouts. If they miss more than one week, they won't be able to successfully complete the challenge.





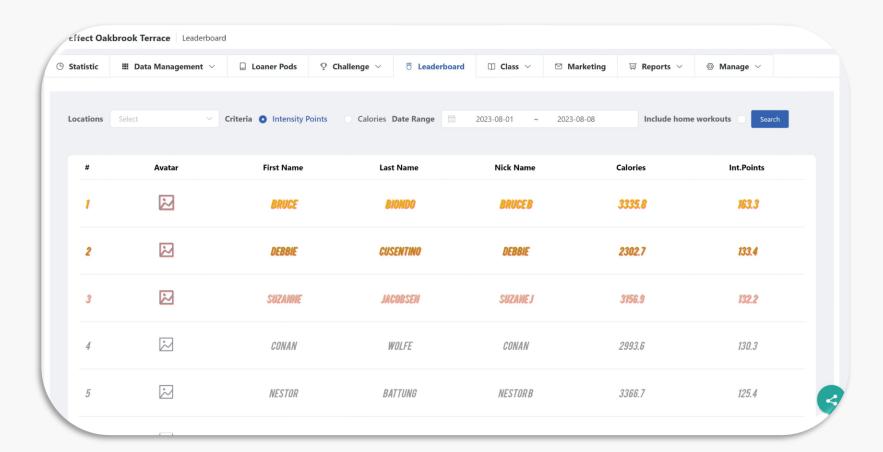
Leaderboard Tab

The leaderboard tab is a live, real-time leaderboard that can be controlled via a specific date range and also allows you to filter by criteria such as Intensity Points and Calories.

You also have the ability to filter the leaderboard to either include "home workouts" that are done via the mobile app or exclude these workouts and only tally workouts done with the inclub solution.

You can also filter the leaderboard by location if you have multiple locations.

Lastly, the leaderboard can be shared via social media for another way to promote the challenges that your studio is doing.





Marketing Tab

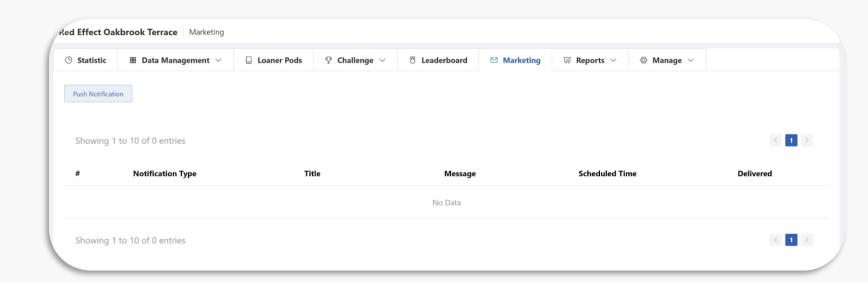
The marketing tab allows you to reach out to your existing members in two ways:

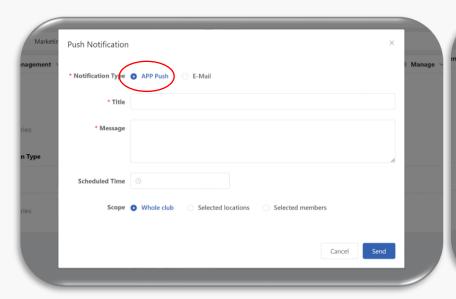
- 1. Push Notifications
- 2. Email

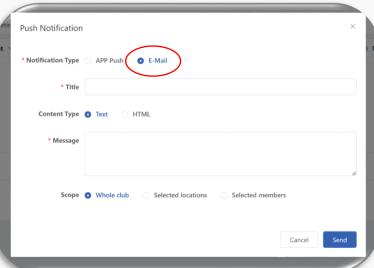
A push notification is a message that appears within the mobile app that is provided by Accuro. The member will see this on their phone and can click into it to see the message within the notifications center of the app.

An email can be either a plain text or HTML email sent to your members via the Accuro system.

Both options allow you to either sent to everyone in your club network, selected locations or even select members that you can pick and choose.









Reports Tab

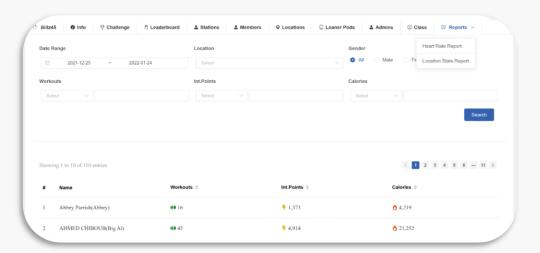
Under the reports tab, there are two reporting options:

- 1. Heart Rate Report
- 2. Heart Rate Stats
- 3. Location Stats Report

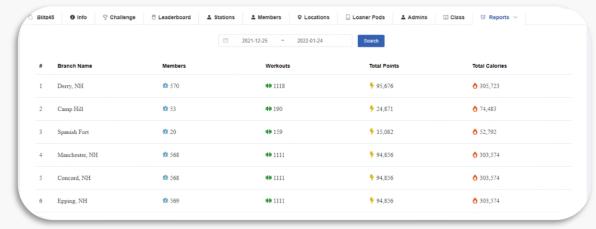
The tab defaults to Heart Rate Report (top image). You can filter by date range, location, gender, number of workouts, intensity points, or calories.

The second option is Heart Rate Stats (middle image). This report is similar to the stations report that shows all workouts and members associated, but all locations combined.

The third reporting option is location stats reports (bottom image). This allows you to filter by date and see all specific KPI details broken down by location.







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Connecting to a TV Display



StV

Connecting the iPad display to your TV display is mainly up to your personal preference, but we do recommend utilizing AppleTV, ChromeCast, wireless HDMI or hardwired HDMI.

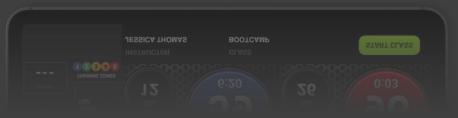






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For further assistance, please contact our support team at:

support@accurofit.com

877-409-0937