



A guide to better coaching

Mobile apps — updated 3/28/18

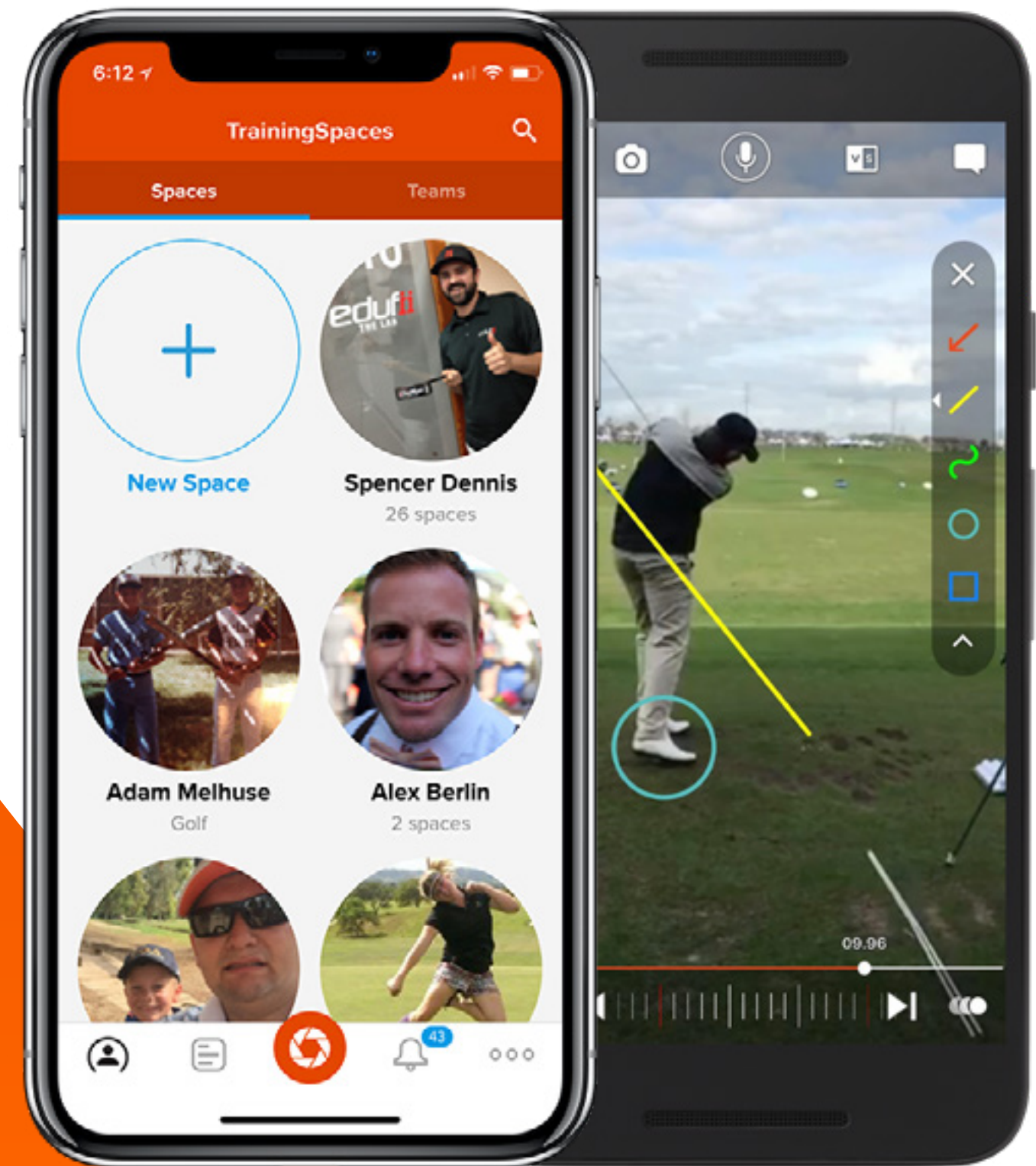


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Getting started

Selecting your role



Coach

CoachNow is perfect for Coaches who are working with Teams or working with athletes 1:1. Setup private Spaces, give real time feedback and help Athletes develop faster to reach their goals by creating a Coach account.



Athlete

Your Spaces in CoachNow are a place to keep all of your Athletic/Developmental notes and media. Your private Space doubles as a record for tracking progress and collaborating with your Coach and other Athletes.



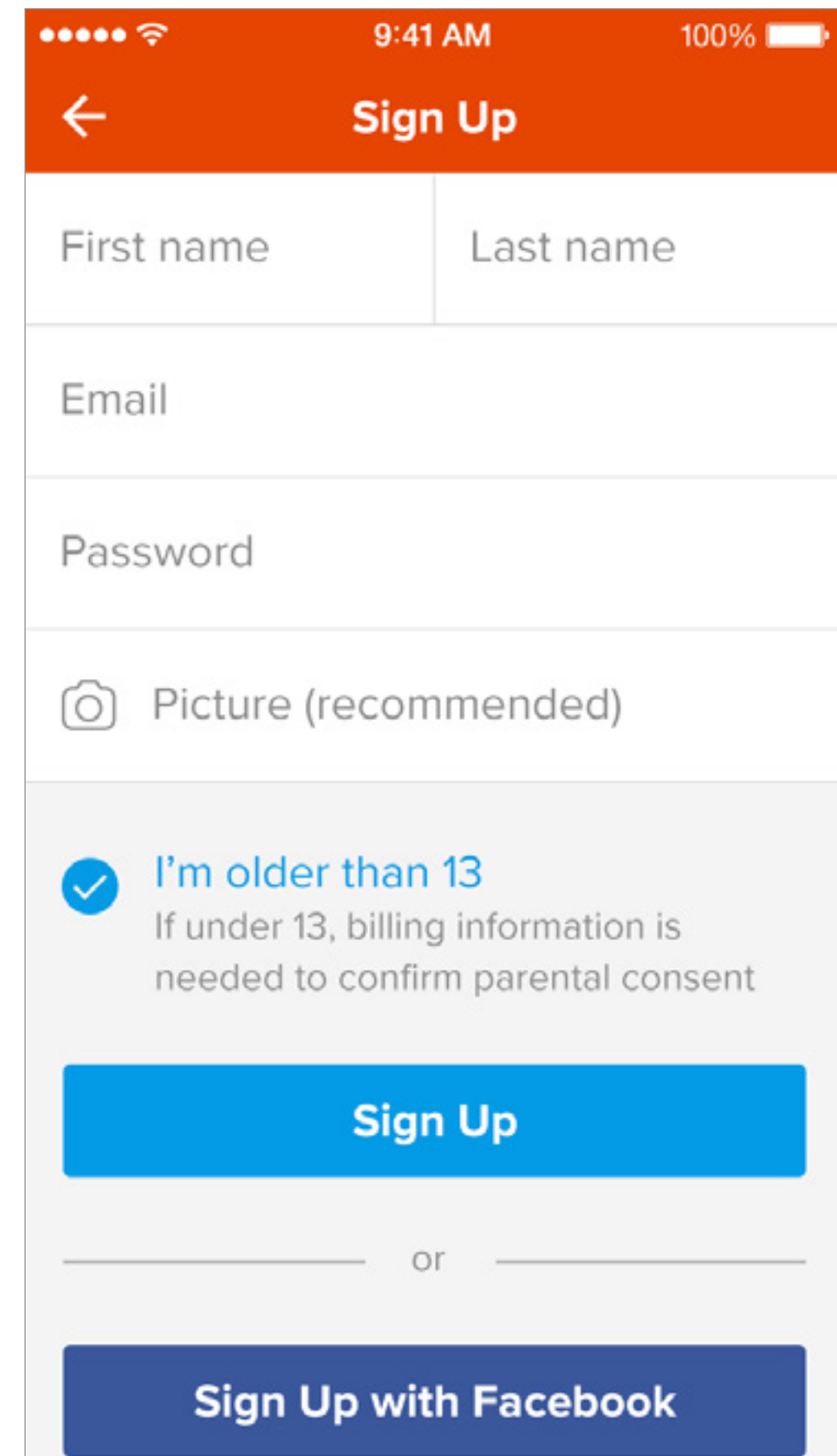
Member

Anyone can be invited to a Space as a general Member. Often, Parents, Friends, other Coaches and Recruiters will join a Space to keep up with an Athlete's Progress and Routines. The Owner of a Space can determine who is eligible or ineligible to post content in any given Space in the respective Spaces settings.

Signing up

Creating a new account is the first step towards better Coaching and Athlete Development. CoachNow is accessible on any Android or iOS mobile devices and on your computer by visiting coachnow.io/signup. If you were invited to join and have an activation code, jump to the next page of this User Guide.

To get started, install CoachNow on your Mobile Device and open the App, or visit coachnow.io. Select the option to Sign Up and enter your name, email address and password, then select Sign Up. Be sure to add a photo so others can recognize your account and TrainingSpace easily. Next, just select your Role as the Coach, Athlete Fan or Other and hit Done to create your account.

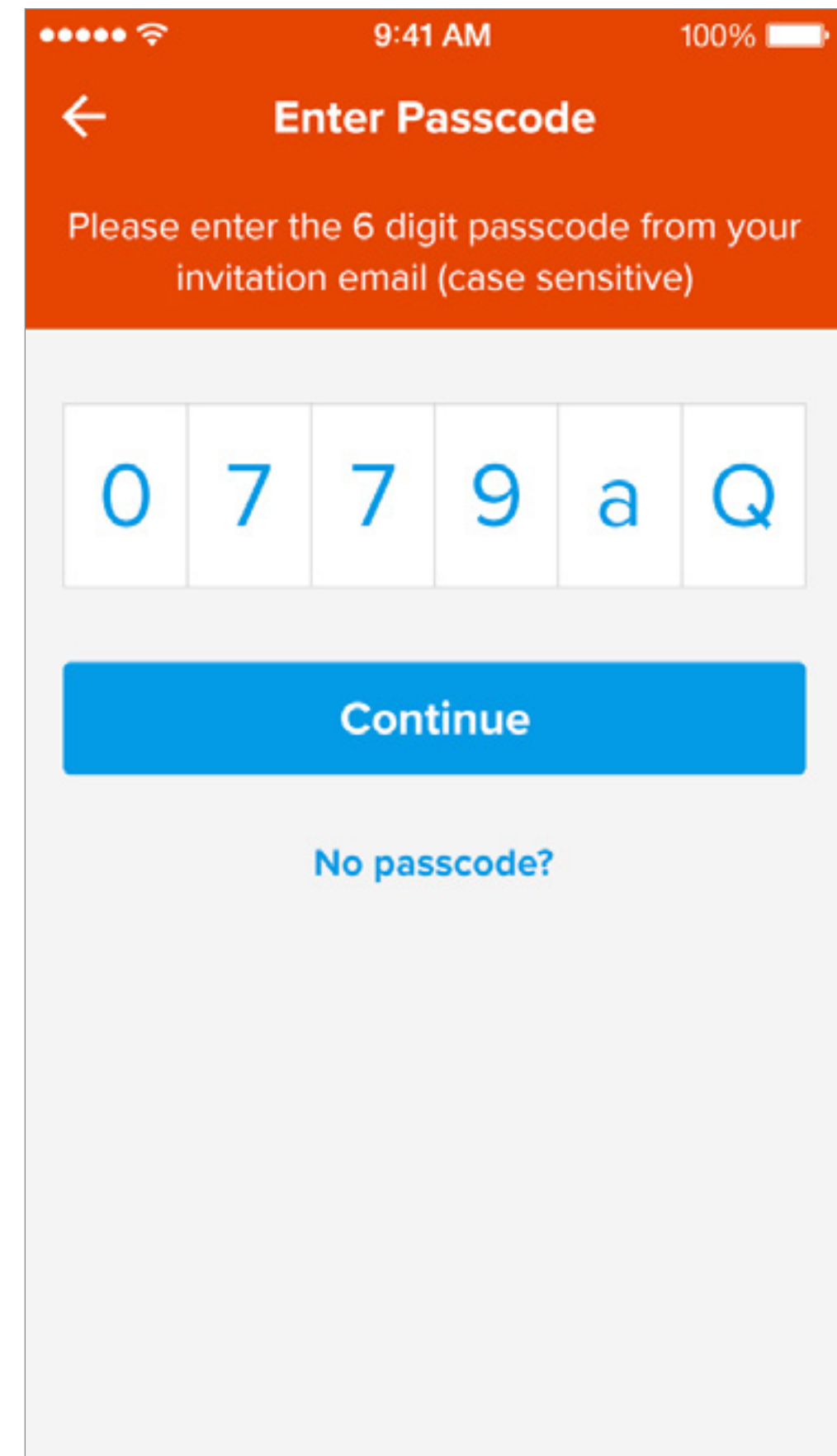


The screenshot shows the 'Sign Up' screen of the CoachNow mobile app. The status bar at the top indicates the time is 9:41 AM and the battery is at 100%. The app's header is orange with a back arrow and the text 'Sign Up'. The form consists of several fields: 'First name' and 'Last name' (split into two columns), 'Email', 'Password', and 'Picture (recommended)' (with a camera icon). Below these fields is a grey section containing a blue checkmark icon and the text 'I'm older than 13', with a sub-note: 'If under 13, billing information is needed to confirm parental consent'. At the bottom of this section is a large blue button labeled 'Sign Up'. Below the button is a horizontal line with the word 'or' in the center. At the very bottom is a dark blue button labeled 'Sign Up with Facebook'.

I was invited

If you were invited to CoachNow, you will receive an Activation Code in your inbox to get started. CoachNow is accessible on any Android or iOS mobile devices and on your computer by visiting coachnow.io.

Once you install CoachNow, open the app and select the “I was invited” button, then enter your unique Activation Code. Enter your Name, verify your email address, and add a Password. Once you are finished setting up your account with your Activation Code, you can gain access to your new Space or Team.





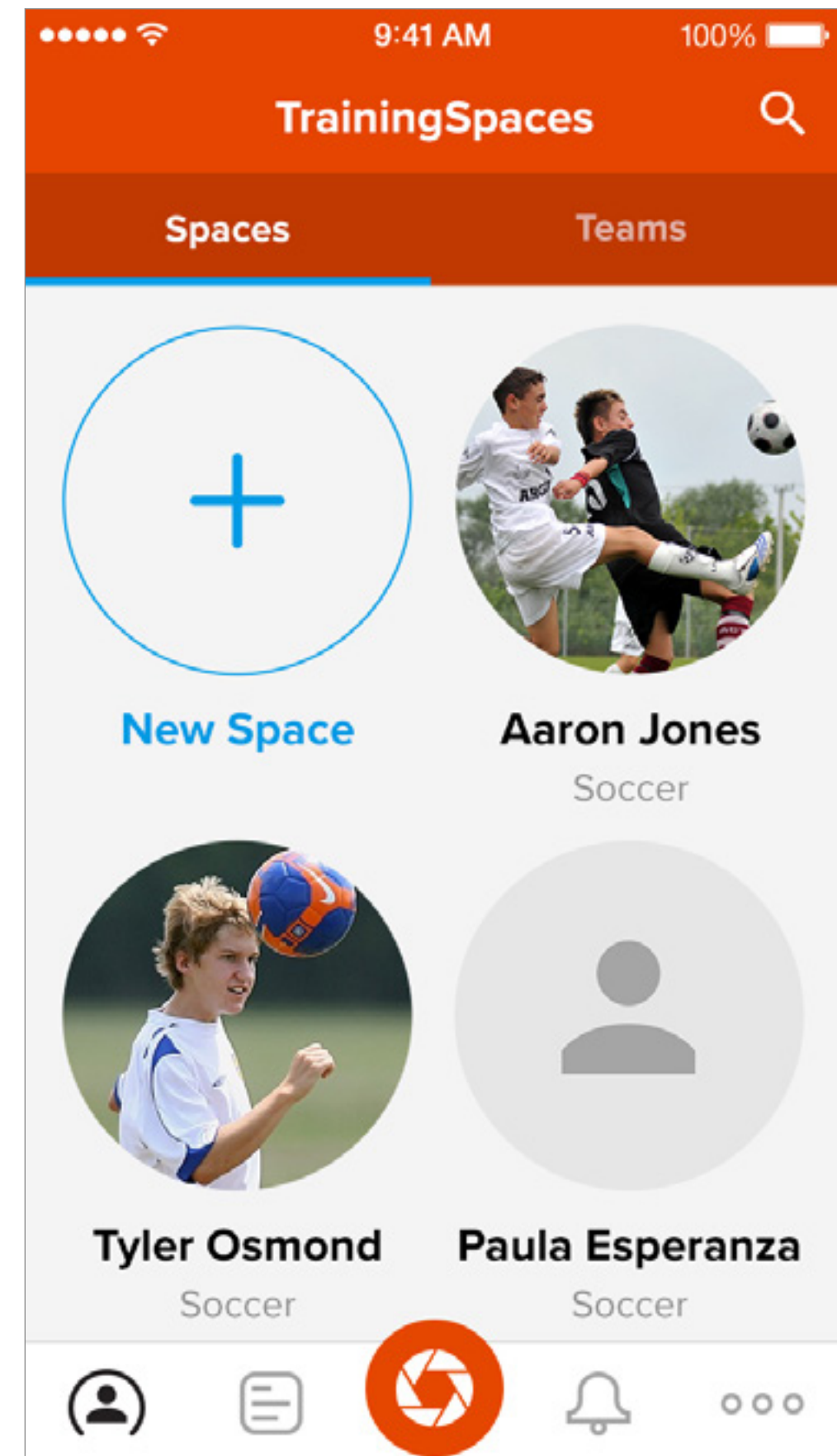
Spaces

Spaces are intended for working with a specific Athlete on their individual programming and personal development. Creating this private Space offers a hub for both you and the Athlete to collaborate, share videos, photos and notes, as well as track an Athlete's Development and analyze their performance.

Get started by selecting the '+' button on the Space screen to create a new Space. Choose a Sport and Athlete to work with, also be sure to add any other Coaches, Fans or Scouts that are interested in the success of your Athlete.

Utilize the notification settings during Space creation to set your preferences for collaboration.

Once you select 'Create', invitations will be sent to the selected Athlete and Members.



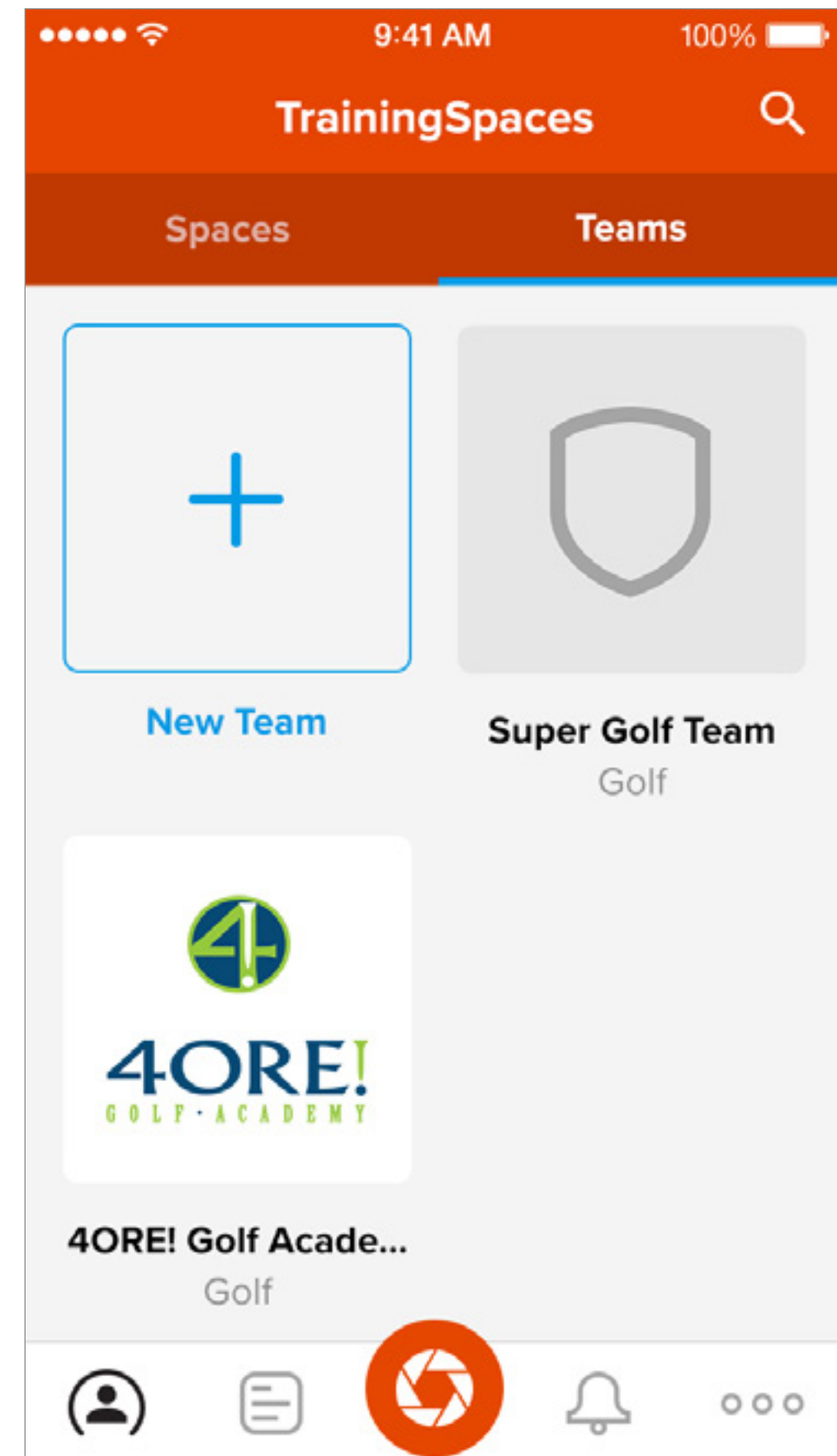


Teams

Unlike individual Spaces, which are intended for focus on specific Athletes, Teams are intended for Coaches who are working with groups of athletes. Creating a Team will ensure that all of your communication is shared with everyone, in one place. Choose the Private or Public setting to allow members to share this content elsewhere, or keep it within your group.

To create your first Team, go to Teams and select the 'Create a Team' button. Select your Sport, then add all of the Athletes on that Team. Be sure to add a Team Name, Logo and Contact information. Add Team Managers, who will have access to Admin Features for the Team. Assistant Coaches and Specialty Coaches are good examples of officials to be added as Managers.

Set your Notification preferences for the Team and select "Create" to finish creating the Team.



Space/Team Settings

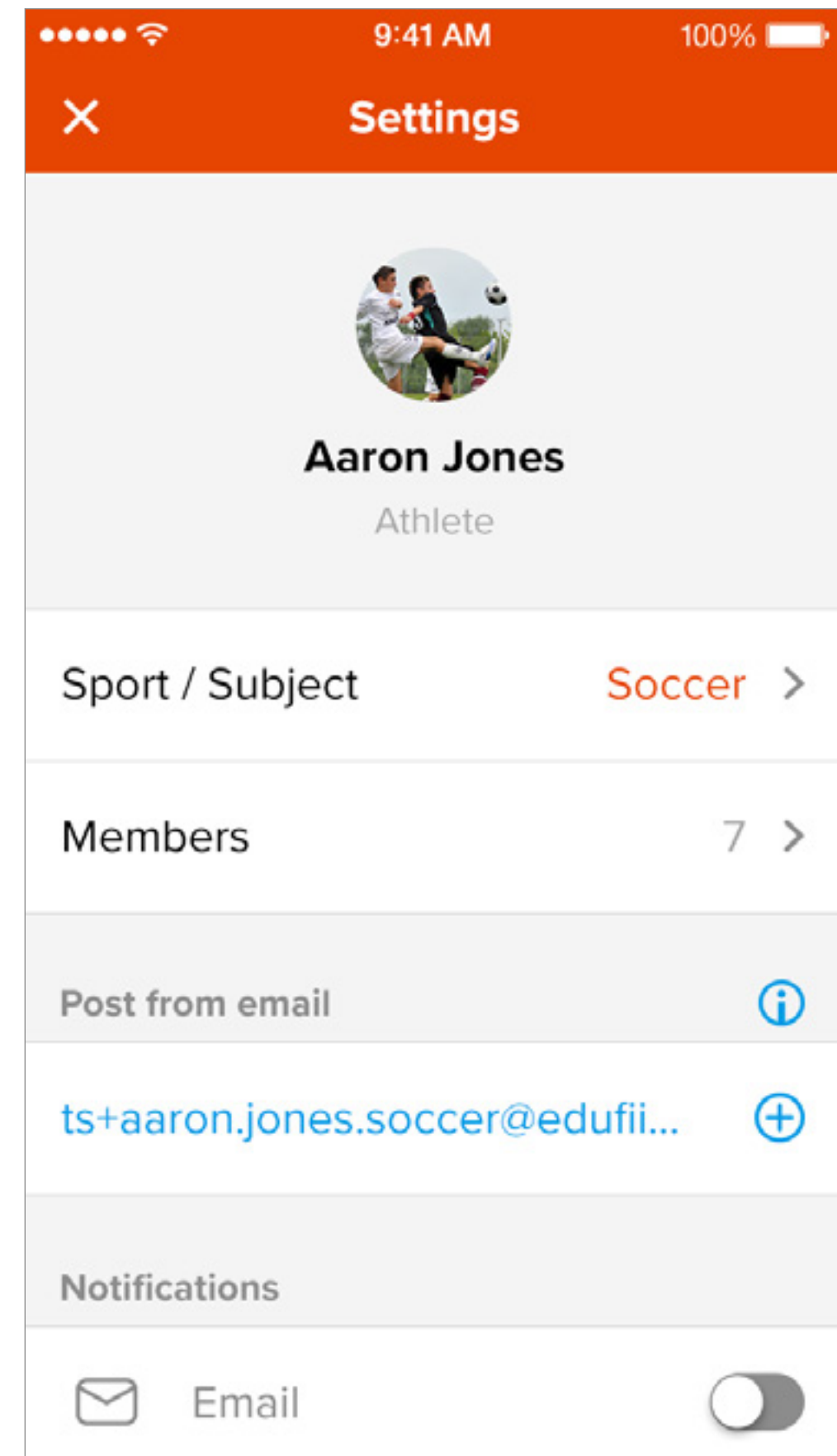
While viewing a Space or a Team, select the Settings icon in the upper right corner.

Space Settings

Here, you can update the Sport, add or remove Members, adjust your Notification Settings and Delete or Leave the Space. Individual Spaces can only be deleted from a Coach account if the Athlete has not yet accepted their invitation to the Space. Once the Athlete accepts the invitation, ownership of the Space is granted to the Athlete.

Team Settings

In settings you can update the name of your Team and/or the Contact info. You can also add or remove members from your Team by selecting “Members” on this screen. Team settings also allow you to control Member Permissions, change the Team from Public to Private or even delete the Team from your account entirely. As the creator of the Team, you are the Owner of that team. You can assign a different Coach as the Owner, but only the Owner can Delete the Team.



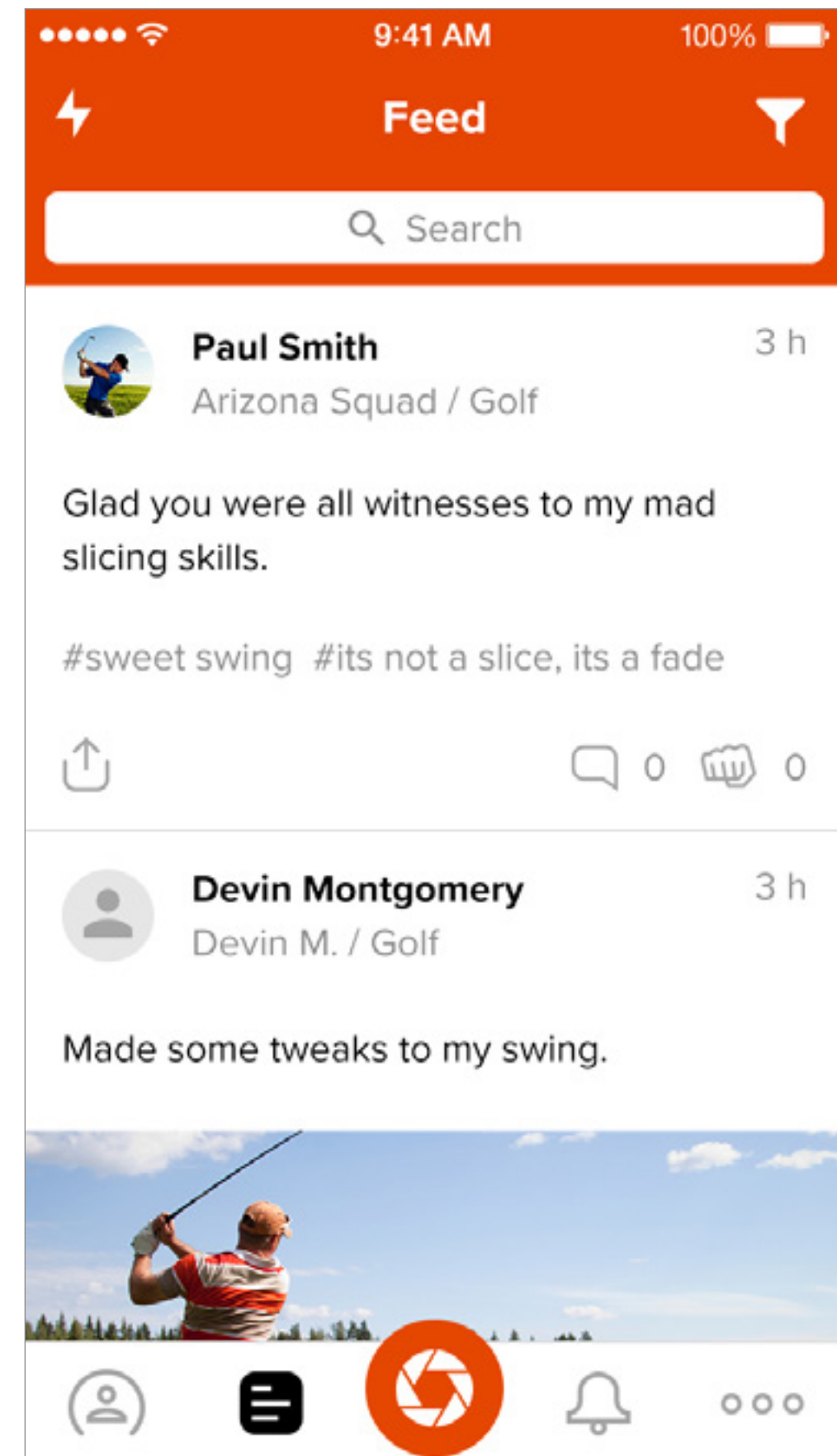


Feed

Select the Feed button to view posts from all of the Spaces you are part of.

While viewing the Feed, select the Filter option at the top right corner to sort posts. This feature can help you locate a post based on a Specific Author, Media Types, Tags or Publish/Post Date.

Pending Posts can be viewed by selecting the Lightning Bolt at the top Left corner of the Feed. Posts that have been paused while uploading can be resumed by selecting the Lightning Bolt, then select that post to resume the upload.

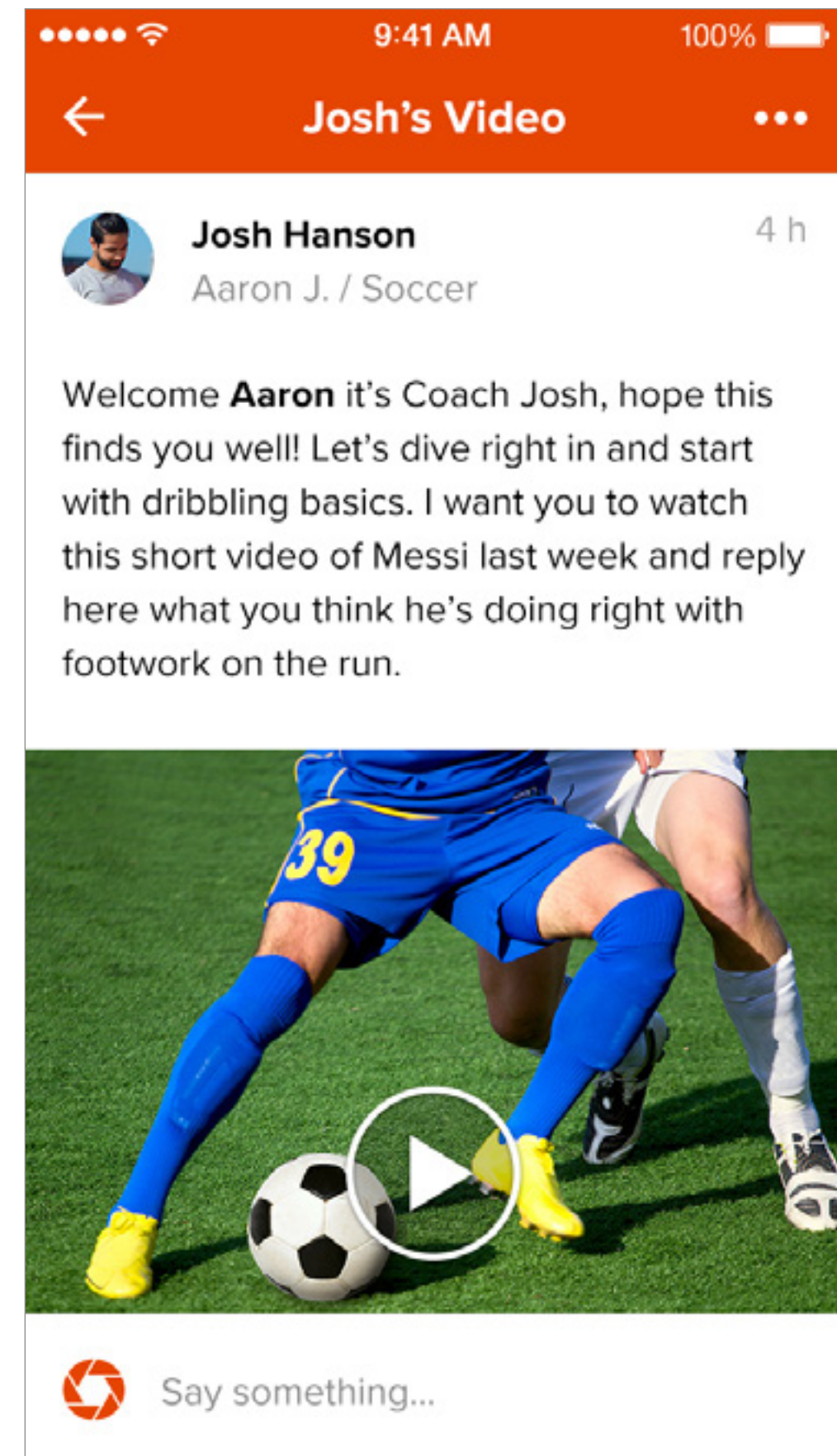


Viewing posts

Posts appear in chronological order on the Feed, in Spaces and in Teams. Each posts displays the Author, Space and a time stamp. Select any post to view it in its Space.

Select the Comment or Reply button on the bottom of any post to engage with others. Reply to posts with comments, or even a Photo or Video.

Some posts can be shared externally by selecting the Share Icon located on the bottom left corner of any post. This setting can be managed by a Team owner to protect any content that needs to be private.



Creating posts

At anytime, select the Orange Post button on the bottom center of the screen to create a new post. Choose from the media options to create your content.

Video: Capture New Video to post in CoachNow.

Photo: Capture New Photos to post in CoachNow.

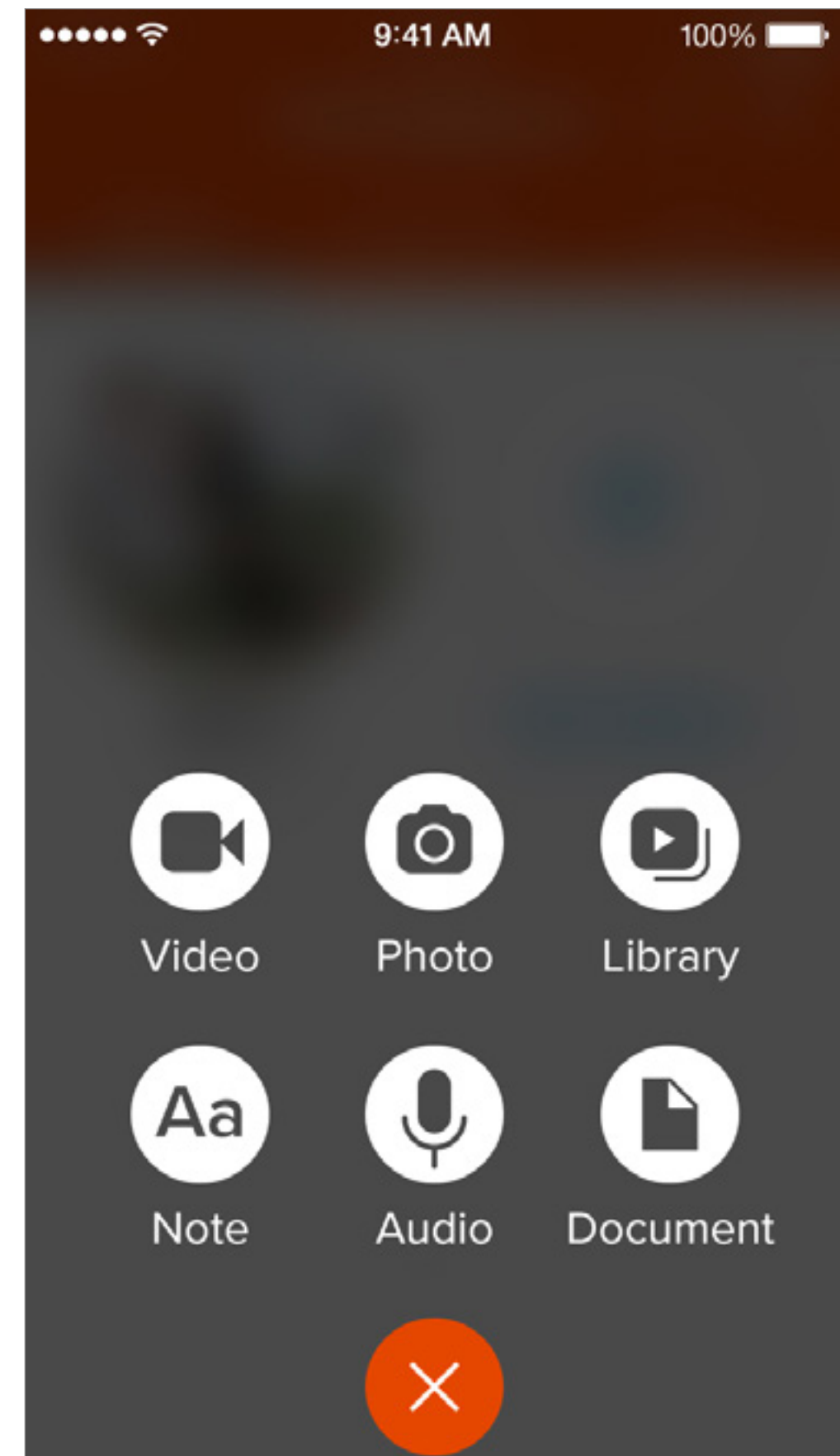
Note: Add a quick Note to share with others or share formally written messages.

Audio: Captures Audio to Post in a Space.

Library: Select any existing Media from your Device or your **CoachNow Library**.*

Document: Import Documents from Dropbox, Google Drive, iCloud, etc.

* *CoachNow+ upgrade feature*



Video/image analysis

CoachNow offers a range of tools and features to Edit Photo/Video Content before you post it. Adding Illustrations to Photos and Videos is a great way to help with Athlete Development and ensure that your direction is preserved for the Athlete.

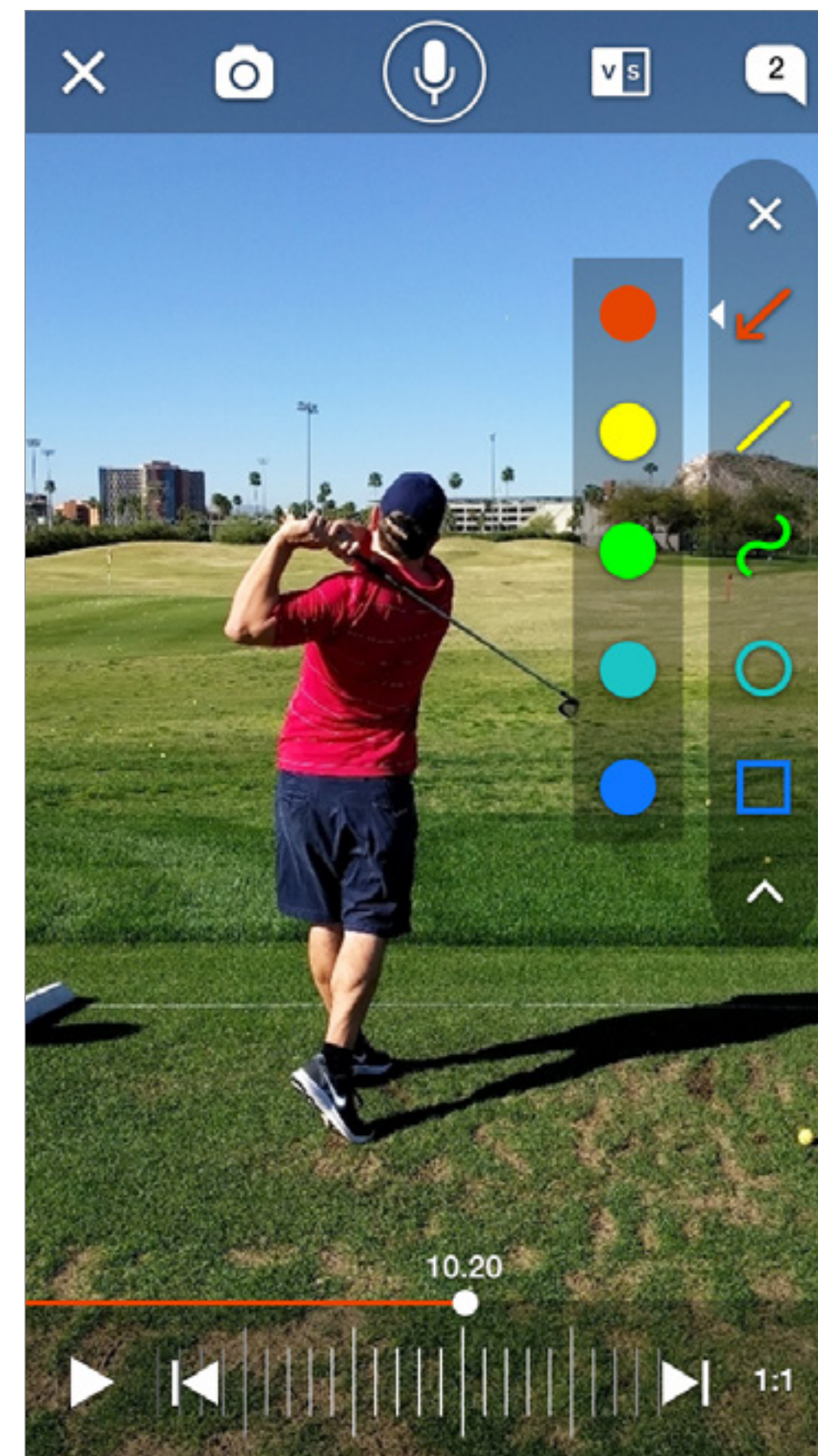
Zoom: Use two fingers to zoom on an image or video and highlight the area of focus.

Illustrate: Expand the Tool Panel on the right to select a Drawing Tool. Double Tap a tool to change the color. Press the camera icon to save.

SloMo: Select the Playback Speed icon in the bottom right corner to choose playback speed. Playback Speed options are 1:1, 1:2, 1:4 or 1:8.

Compare: Select the V/S button at the top to select a second Video/Photo and compare the two on one screen.

Record: Select the Record option to record audio over the video playback. Annotations are also recorded in real time with this feature.



Video recording

Using CoachNow for Video Analysis is quick and easy. While executing Video Analysis, you can record any Audio and Illustrations you want to include in your feedback.

Recording - Select the Record button at the Top Center of the screen. This feature records Audio, Illustrations and the Video Playback all at once; everything you see on the screen will be recorded in addition to anything you say while it is recording. You can record in Slo-Mo by changing the playback speed in the bottom right corner.

Record in Slow-Mo - Videos captured at 30fps-240fps can be posted in CoachNow. You can also change the Playback Speed of any video in CoachNow to 1:2, 1:4 and 1:8 speeds while recording over an existing video.



➤ Posting and Tags

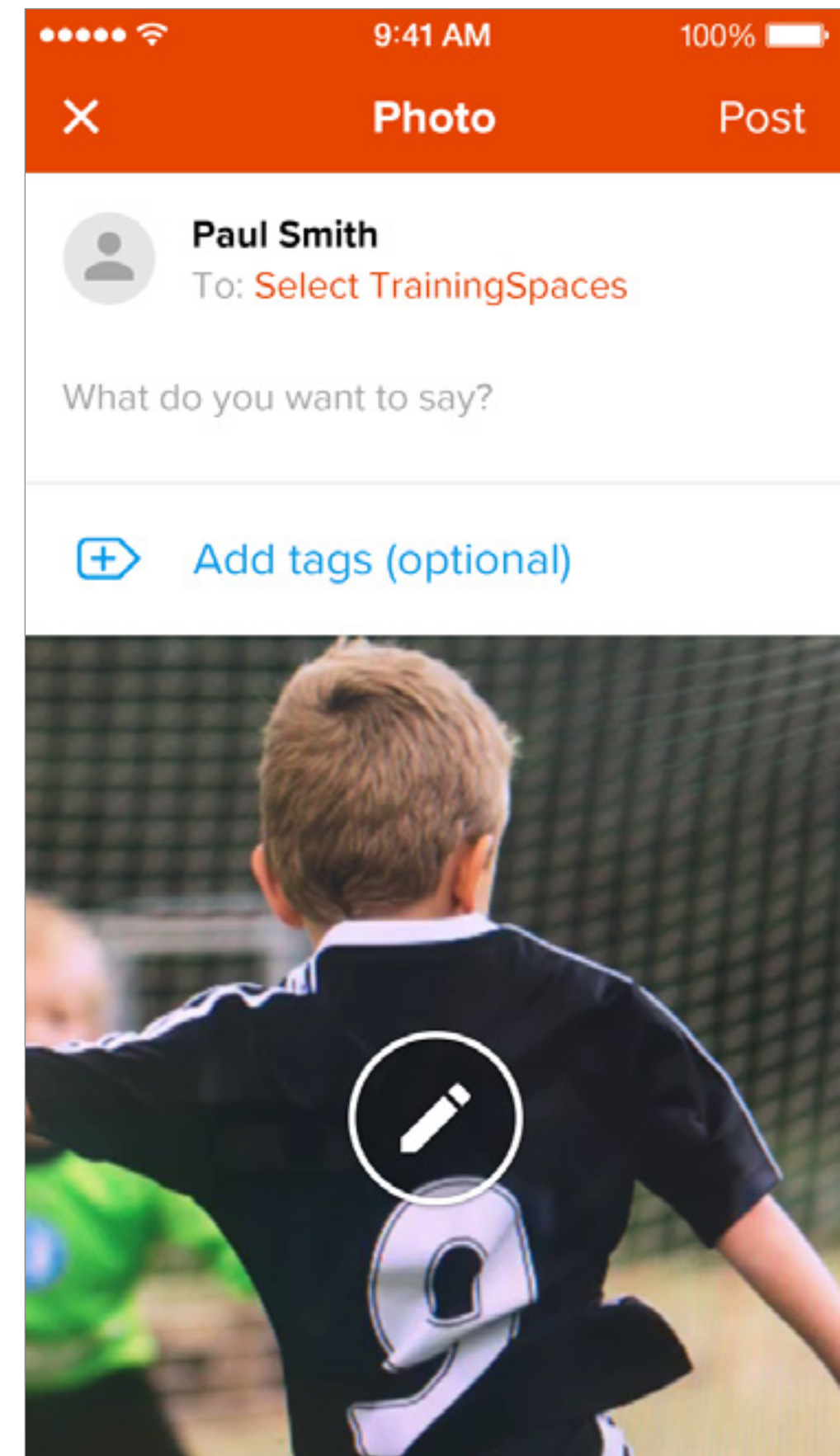
After selecting your Video/Photo/Media, select a Space or Spaces to post it in. You can also add comments and Tags before you post.

Tips for Posting

Utilize the Tags feature to mark important posts, or posts that deal with specific topics. Later, use the filter option to locate posts using that unique Tag.

Add Comments to your post. Adding comments to your post is a great way to ensure your post has context.

People are more likely to engage with posts when you add comments.

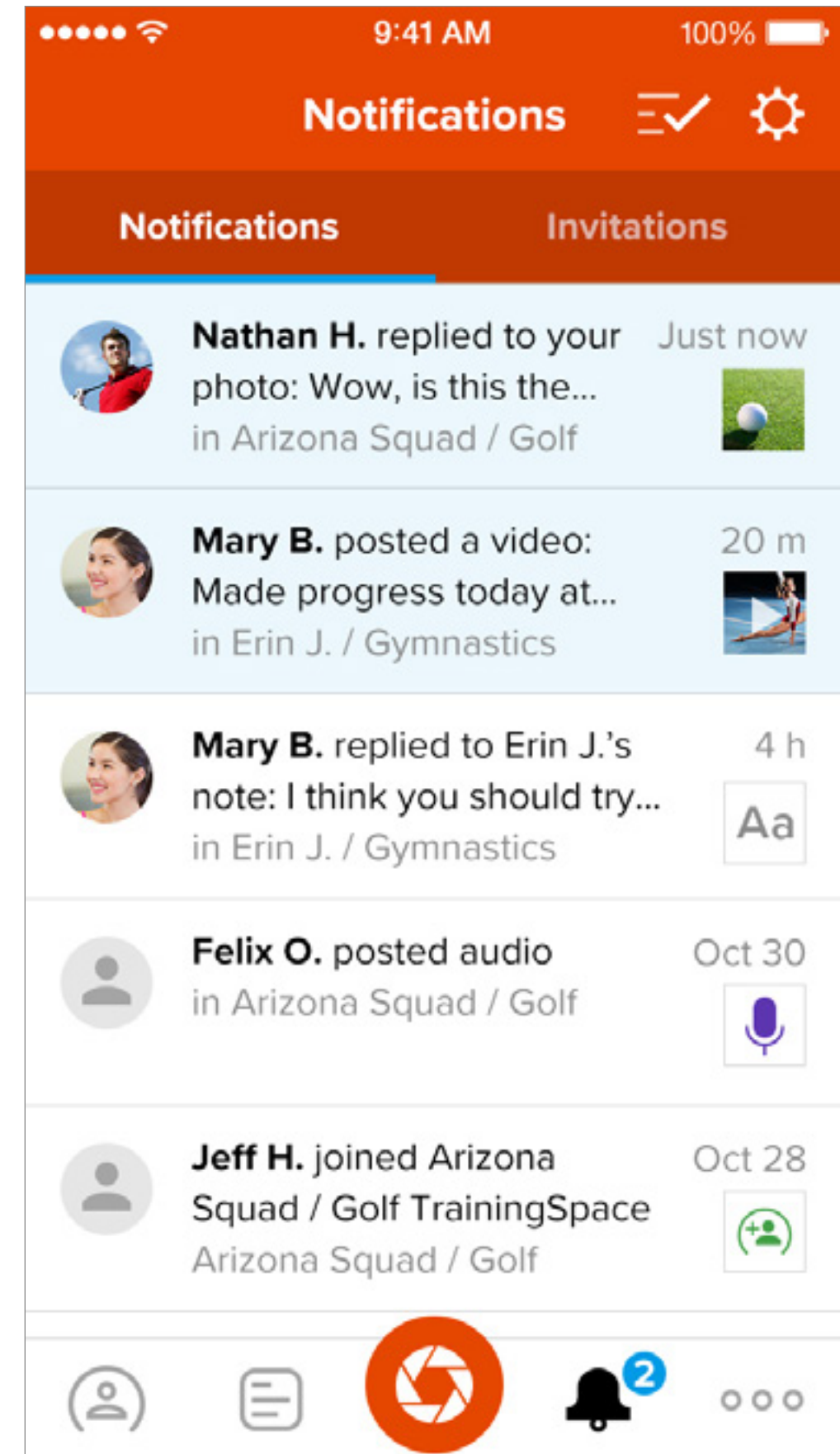




Notifications

Notifications: Notifications are alerts that inform you of activity in your CoachNow Spaces. Select the Notification button to view all notifications.

Notification Settings: CoachNow Users can manage which Spaces send you notifications and email notifications. Open CoachNow and select the Notifications button > Select The Settings Icon in the top right corner> Select Spaces or Teams to enable/disable notifications and emails for any particular Space.

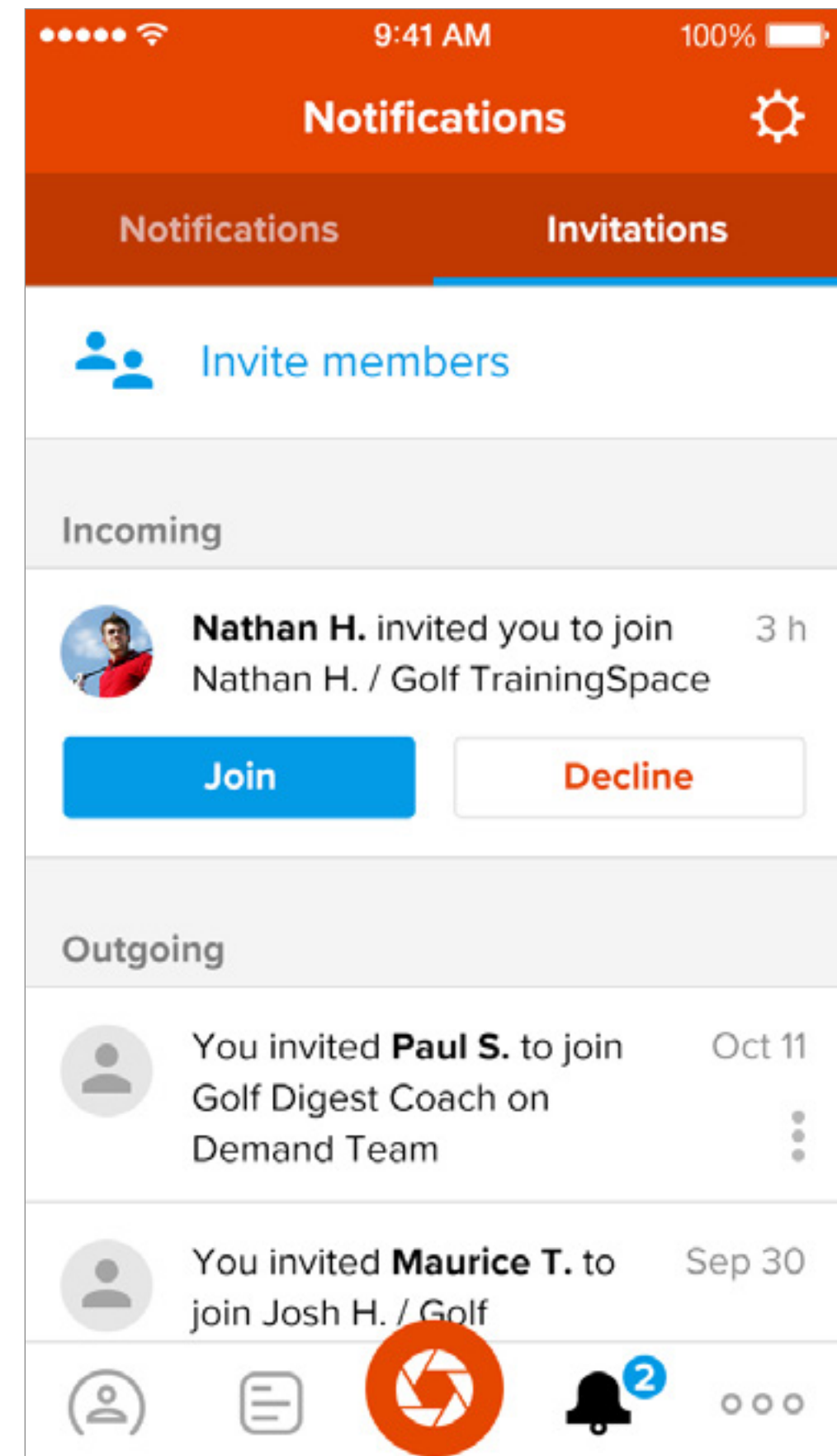


Invitations

Sending Invitations: Invitations can be sent when you create a new Space or Team. When creating a new Space, the Coach/Athlete you select will receive an invitation, as well as any members you add. You can also send invitations after a Team or Space has been created. To send an invitation for an existing Space, just open the Space > Tap Settings > Tap Members and follow the steps to invite more collaborators.

Receiving Invitations: When you receive an invitation, tap on the notifications button > Select Invitations. Here, you can accept an invitation to join your Space or Team.

Editing: You can edit invitations and resend from the Web or in the CoachNow app. It is helpful to choose “edit” so that you can see if the email address entered is correct. If the invitation was sent to an incorrect email address, you can simply edit the address to resend the invite. You can also resend invitations every 24 hours if members have not received or accepted them.





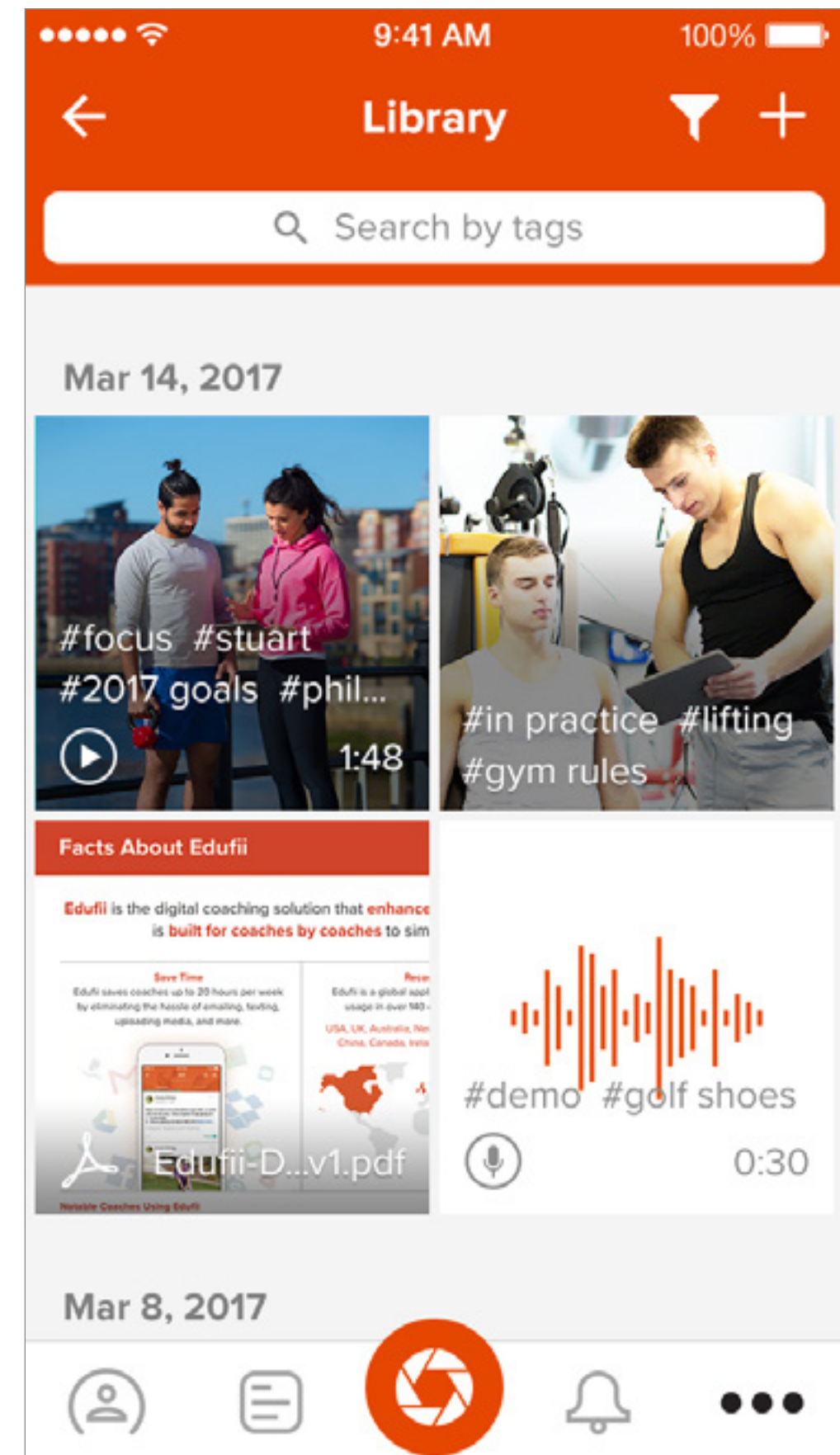
Library

The **CoachNow Library*** is where Coaches can store and locate media files. This is a great place to store content that you intend to share with multiple Athletes. Photos, Video, Audio and Documents can be saved to the CoachNow Library.

Select the '+' to add new media to your CoachNow Library.

Search for media in the Library by entering text into the Library Search Bar or use the Filter option to sort specific media types, like Photos or Videos.

* *CoachNow+ upgrade feature*

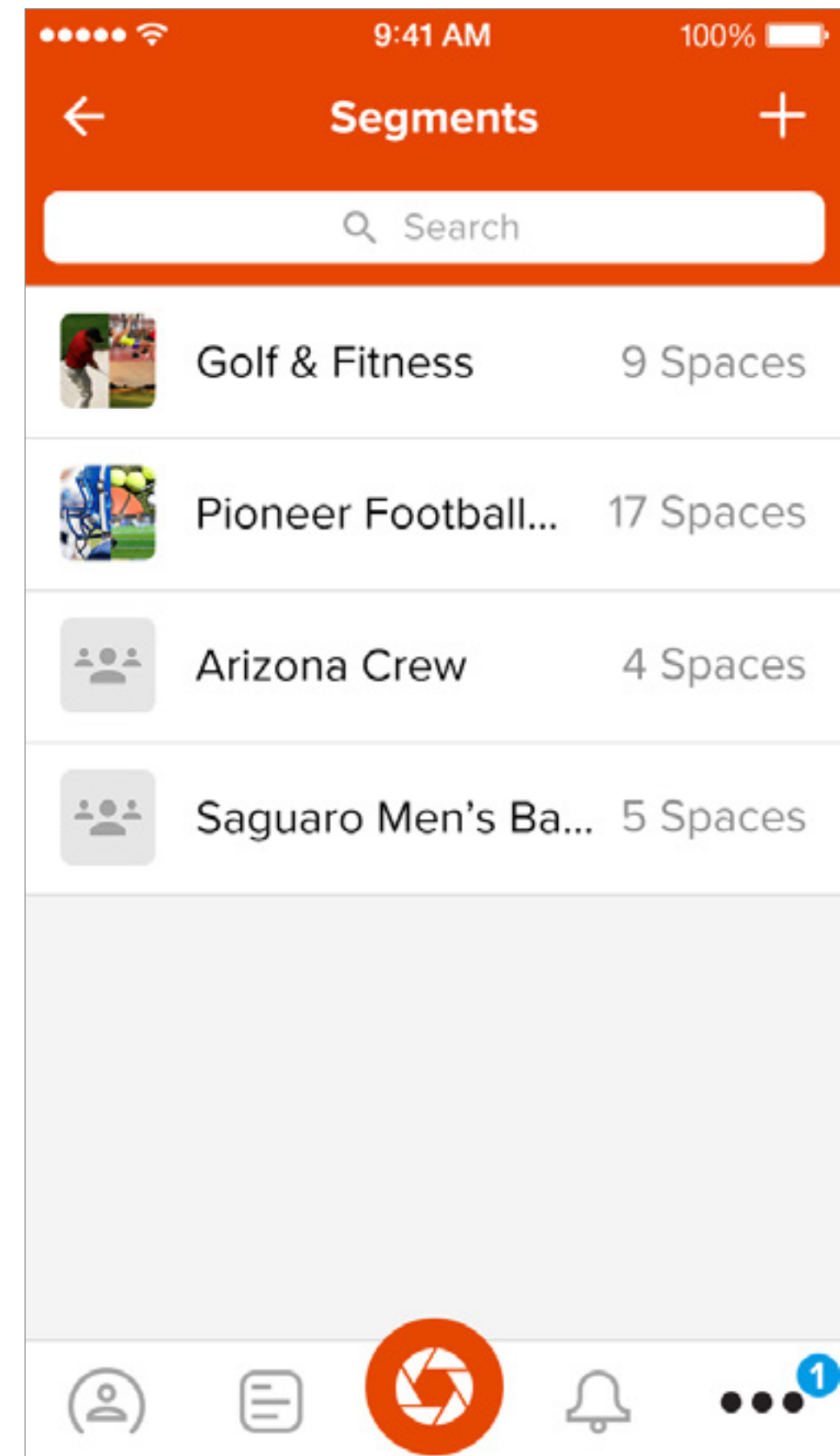


Segments

Segments* is a group messaging feature that allows you to separate your athletes/clients into groups and send messages directly to those individual Spaces.

From here, you will be able to group message selected Athletes/Clients. Select “Create Segment” and create a Title in the “Name your Segment” field then select the Spaces you would like to message.

** CoachNow+ upgrade feature*



CoachNow+

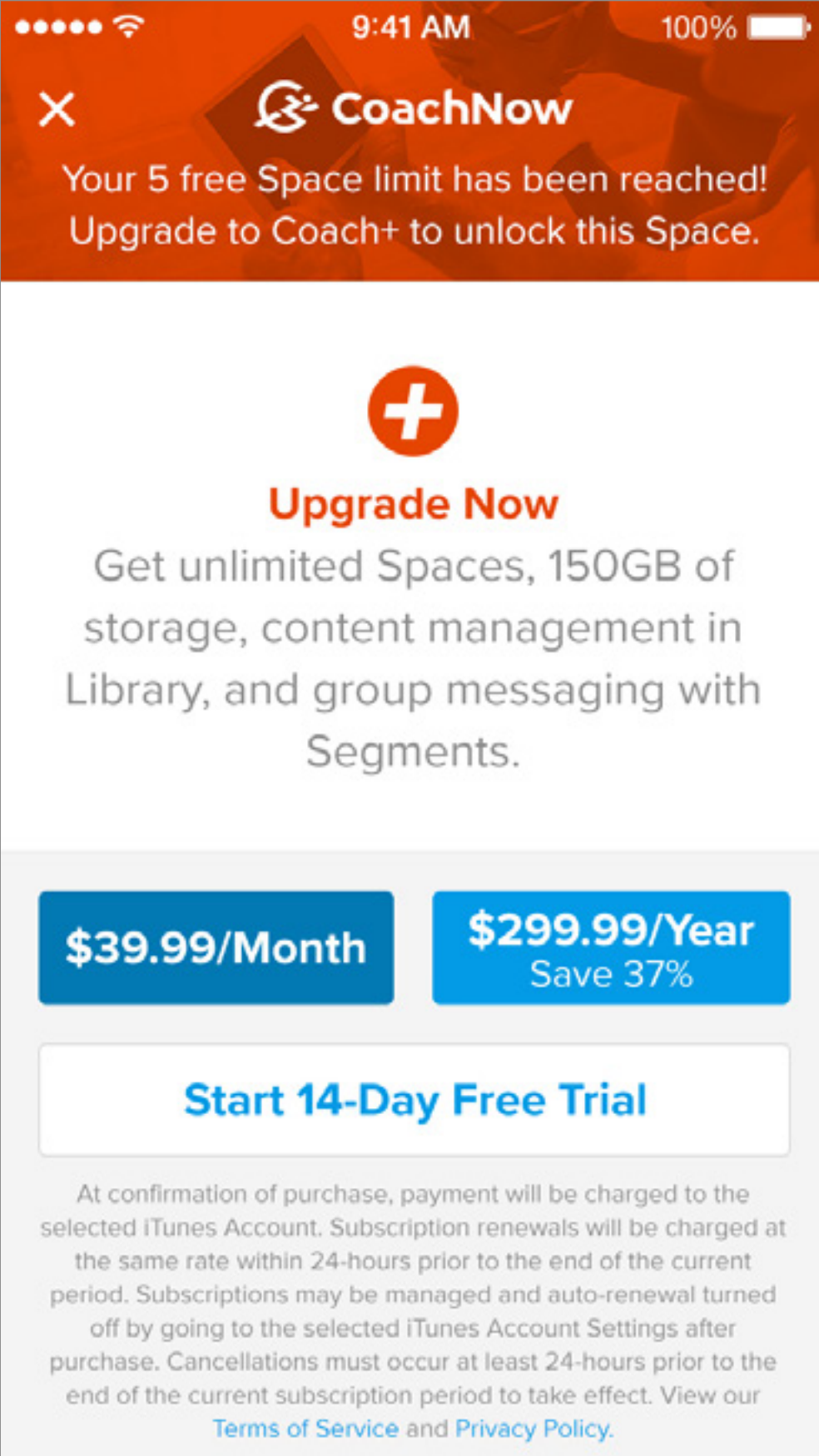
Upgrade to CoachNow+ in-app for \$39.99/month, \$299.99/year, or start a 14-day free trial and gain access to:

Unlimited Spaces/Teams: Communicate better and develop your athletes and teams with as many Individual and Team Spaces as you need.

150 GB of Storage: Keep thousands of photos, documents, audio files, and hours of video organized and accessible with 150 GB of online storage.

Library: Easily store, edit, and share media with multiple Spaces/Teams. Have material that you're consistently sharing? Keep it all stored and accessible to avoid digging around.


Segments: Send the same material to multiple Spaces/Teams at once. Have a new workout or change in the schedule? Send a message to the people who need to know.



9:41 AM 100%

CoachNow

Your 5 free Space limit has been reached!
Upgrade to Coach+ to unlock this Space.



Upgrade Now

Get unlimited Spaces, 150GB of storage, content management in Library, and group messaging with Segments.

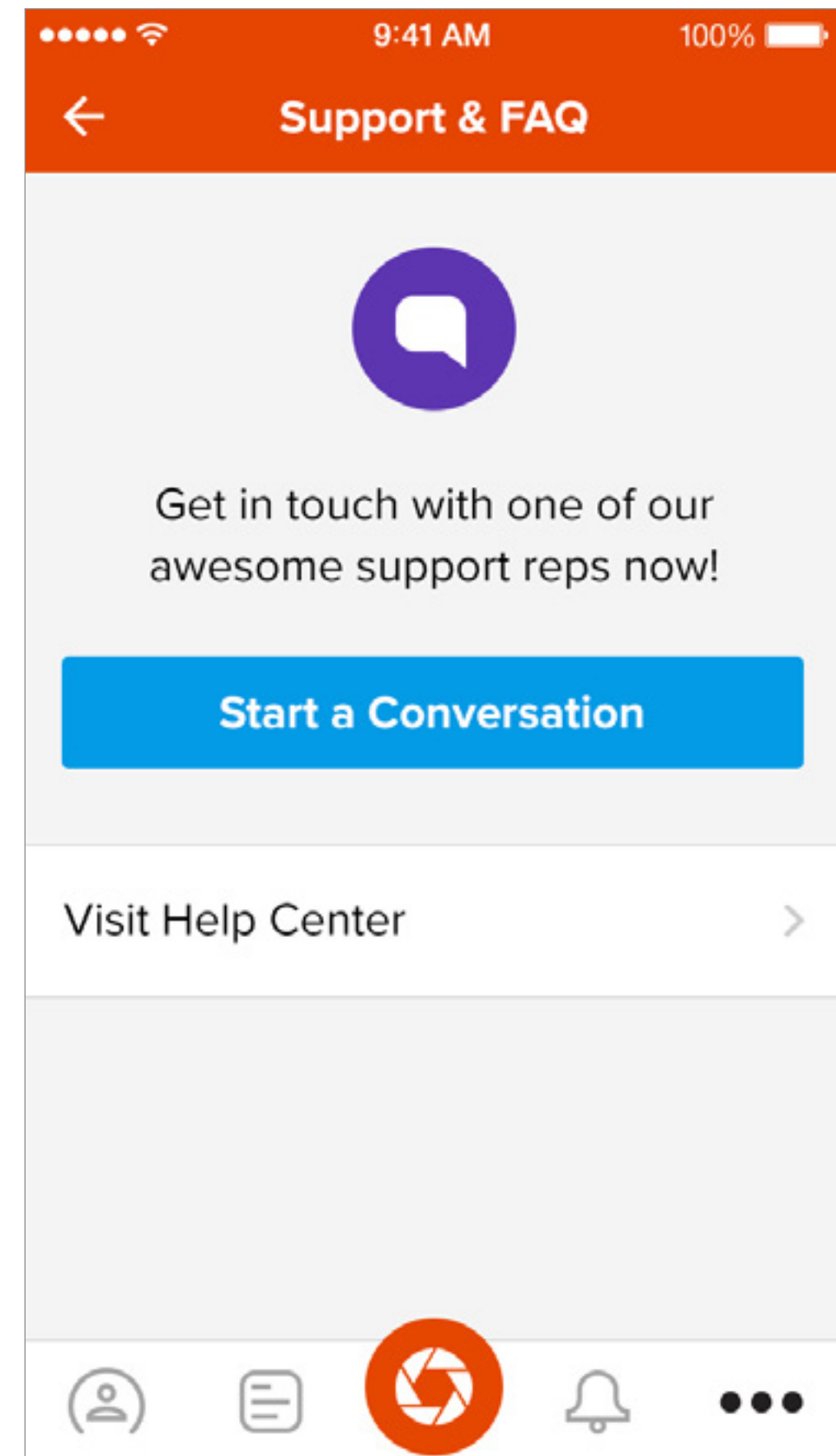
\$39.99/Month **\$299.99/Year**
Save 37%

Start 14-Day Free Trial

At confirmation of purchase, payment will be charged to the selected iTunes Account. Subscription renewals will be charged at the same rate within 24-hours prior to the end of the current period. Subscriptions may be managed and auto-renewal turned off by going to the selected iTunes Account Settings after purchase. Cancellations must occur at least 24-hours prior to the end of the current subscription period to take effect. View our [Terms of Service](#) and [Privacy Policy](#).

Support & FAQs

From the Support & FAQ section, you will be able to start a Chat conversation with our Support Team. You can also Visit the Help Center to access our FAQ articles.

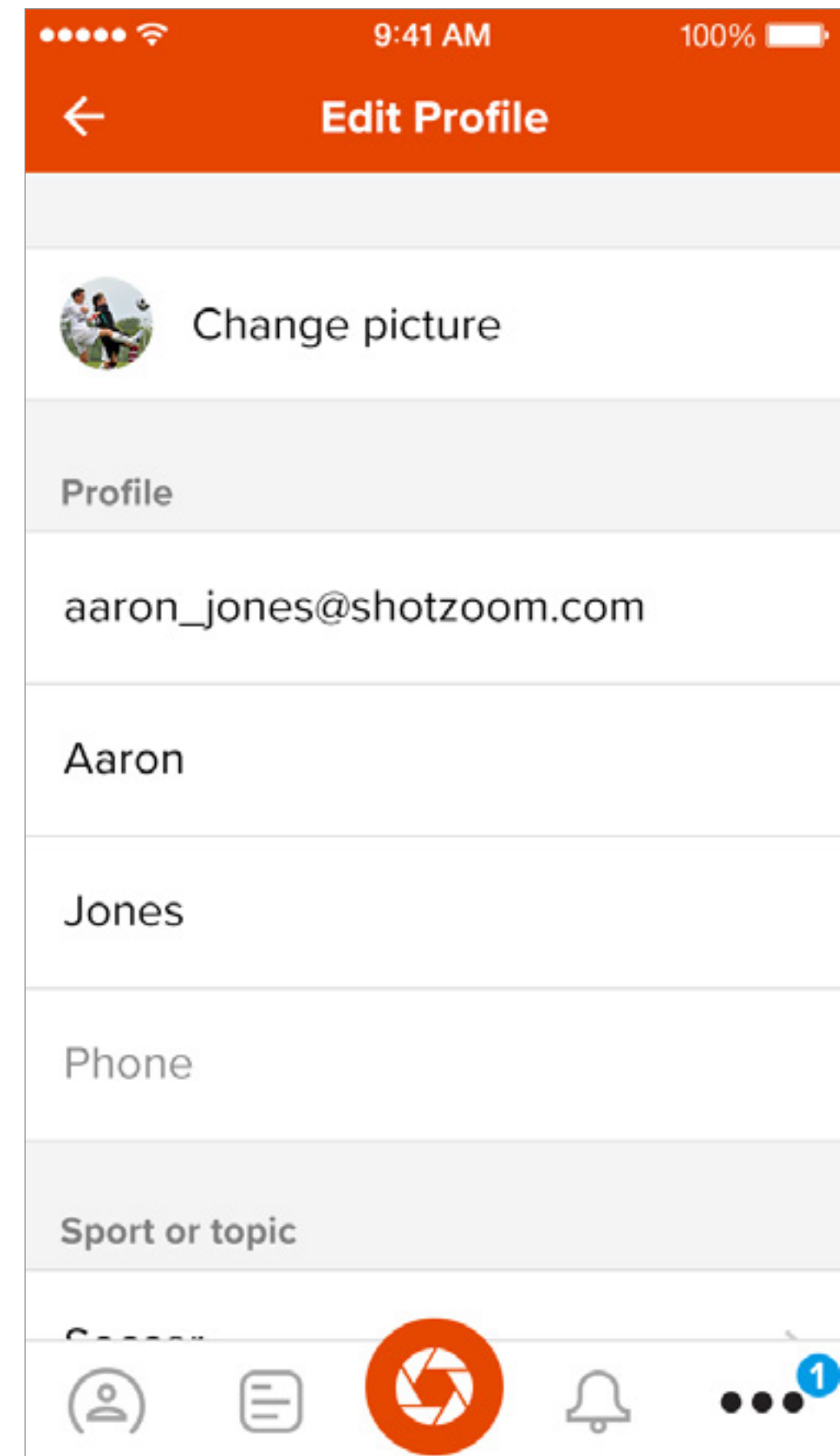


Settings

Edit Your Profile: On the settings Screen, you can view your current membership Status, or click on “Edit your profile” to make changes to your Profile Photo, email address, name, add a Phone number, update your sport or change the password on your account.

Support & FAQs: From the Support & FAQ section, you will be able to start a Chat conversation with our Support Team; our team can also be contacted at support@coachnow.com

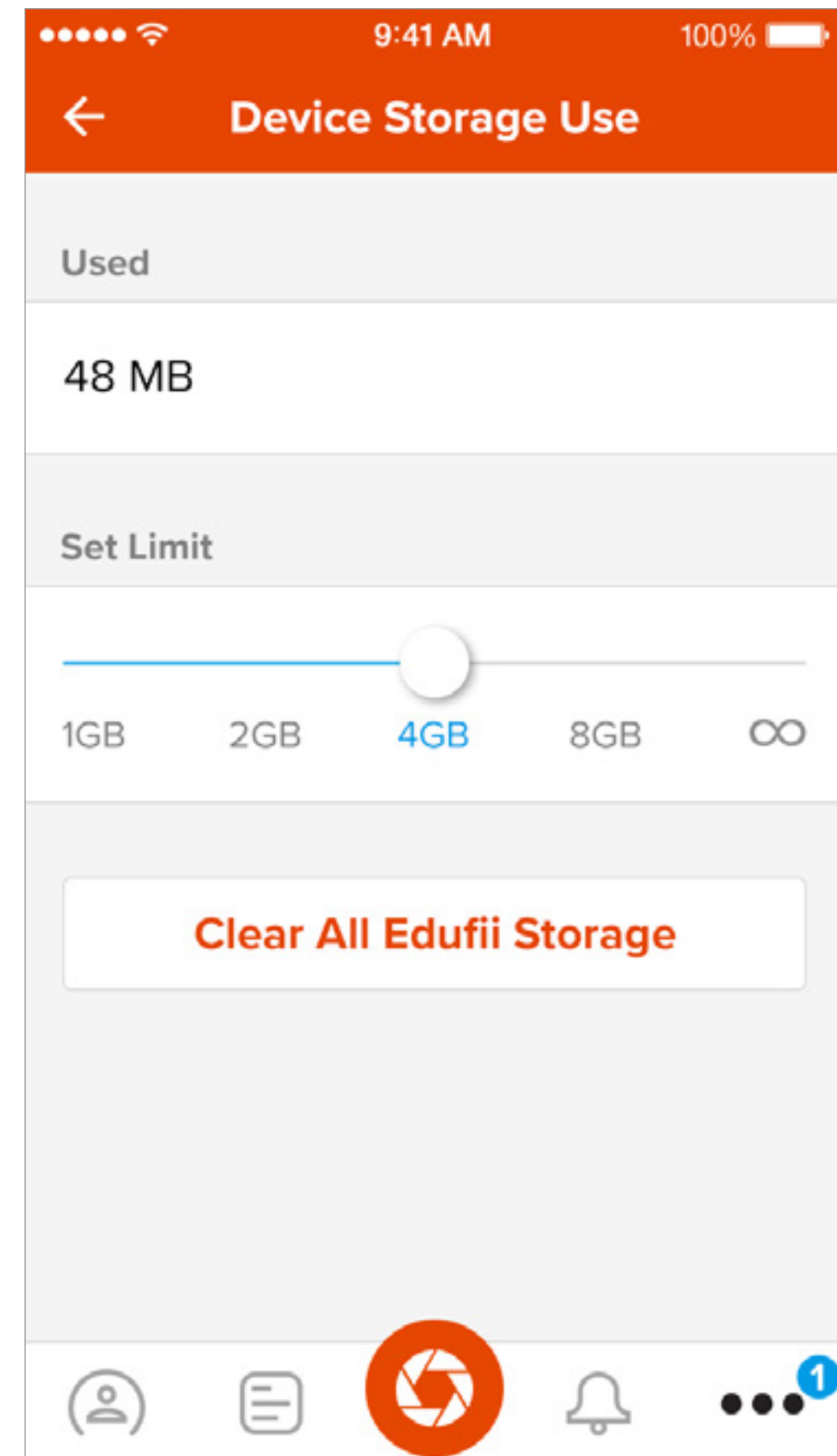
You can also Visit the Help Center to access our FAQ articles.



Device storage usage

Select “On Device Memory Usage” which will allow you to view how much device storage CoachNow is currently utilizing, set a limit on how much space it uses, or clear your current CoachNow Storage.

CoachNow storage only refers to the media that is being stored on your Device, but all content is also stored on the CoachNow Servers. Clearing your CoachNow Storage will clear the storage on your device, but won't remove them from your CoachNow Account. Posts will be reloaded to your device when you view them again in CoachNow.



Glossary

Spaces: Spaces allow you to connect with other coaches, athletes and fans in CoachNow. They are a place to capture, organize, share and store all your data and media.

Teams: Spaces for a group of athletes. Team Spaces allow you to share with an entire group at one time.

Segments*: Segments is a group messaging feature that allows you to separate your athletes/clients into groups and post directly to those individual Spaces.

Library*: Stores your important media files for quick reference.

Owner: The owner of a Space or Team. They can remove and add members to the Space. This person can also delete the Space or Team.

Manager: Refers to manager of a Team. They can remove or add members to a Team Space.

** CoachNow+ upgrade feature*

Glossary

Feed: The Feed is a historical view of all posts and communication from Spaces.

Tags: Enables members to tag content for identification and repurposing. Tags make it easy to find content by using the Filter option in the Feed or a Space.

Templates*: Allow Coaches to pre-populate a Space to quickly onboard new Athletes. Add a Welcome Message or some Best Practices to a template so users see content the moment they join a Space.

Role: CoachNow Members can select a Role as an Athlete, Coach or Fan. This lets other people in a Space know what your Role is.

Device Storage Use: In Settings, Device Storage Use indicates how much Storage CoachNow is using on your device. CoachNow stores information on your device, and on our servers. You can clear CoachNow Storage to Save Space on your device without losing any content.

** CoachNow+ upgrade feature*