AddDietTracking

Getting Started Tips & Tricks

- We suggest doing your setup on a computer. After setup, you can administer the program using a tablet or mobile device, but the initial setup is much easier on a computer.

- Open your *control panel* in one tab and the *user program* in a second tab. You'll be switching between the two during setup.

- Upon setup, we copy over data from the demo account to give you a starting point. Copy over and remove these assets as needed.

- Change the "Main Access Code" to DEMO to have data pre-filled for a new user. This is only useful when testing your new program, change it before launching.

- You can turn off the Custom Page, Message Board and Coaching pages if desired. Sometimes it's easier to launch and slowly add these features later.

- Staff accounts can add events, challenges and moderate the message board from within the normal tracking program. Make at least one staff account, even if you don't plan on using the coaching features.

- If your visual updates aren't showing up, try holding down the Control or Apple key when refreshing the page. Your browser could be reusing previously downloaded assets.

- Visit our YouTube page for how-to videos for setting up your account.

Getting Started Checklist

- ☐ Create an access code in the control panel
- ☐ Set up standard user account in a new tab
- ☐ Upload your logo in control panel / settings
- ☐ Upload your icon in control panel / settings
- ☐ Change program name and colors in settings
- ☐ Refresh user page to see new assets / colors
- ☐ Adjust logo, colors and text as needed
- ☐ Adjust staff options on User Management page
  Tip: Add a few posts so users don't see a blank message board
- ☐ Adjust message board options on Setting page
  Tip: Add a few posts so users don't see a blank message board
- ☐ Upload assets on Foods, Exercises & Videos page
- ☐ Construct Custom page on control panel
- ☐ Update text options on Program Text page
- ☐ Remove any sample assets no longer needed
- ☐ Run through program as a typical user would
- ☐ Adjust settings as needed
- ☐ Start sending out memberships