

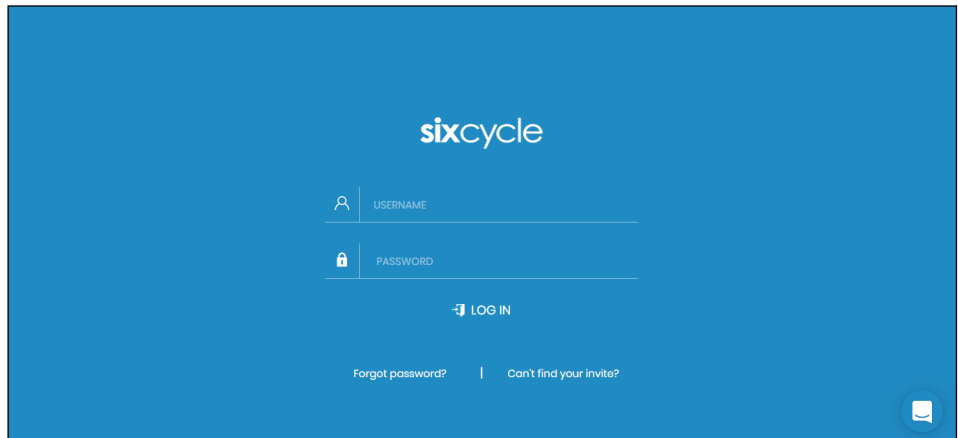


WELCOME TO SIXCYCLE

Welcome to Sixcycle! The following pages are a step-by-step “how-to” guide for navigating through your new training app. Save this document and refer back when you need.

LOGIN

- Our welcome email from Sixcycle will arrive within 24 hours after registering for Team In Training.
- Follow the link in the email OR go to app.sixcycle.com
- If you don't know your password you can click the 'Forgot Password?' button. It will ask you to submit your email address that you registered for and send you a link to login and change your password.

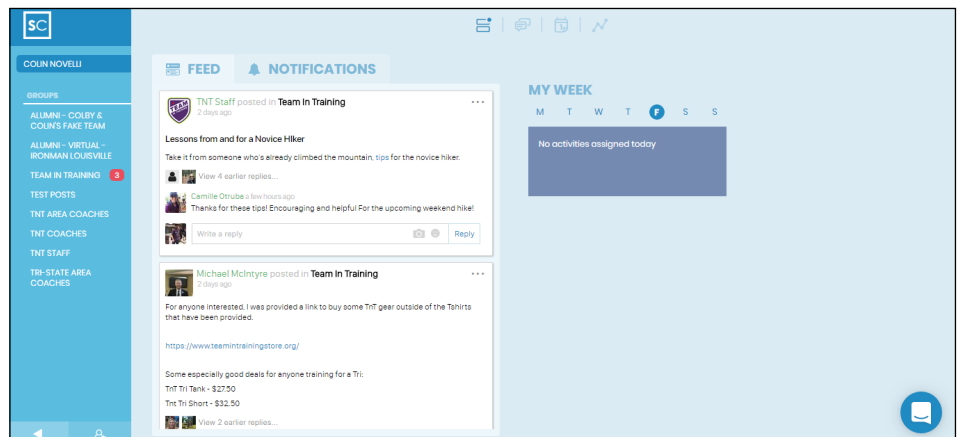


TRAINEE DASHBOARD

- This is your Dashboard. On the left are the list of the Groups you are part of. These groups will be where you communicate with your Team
- Your Dashboard focuses on the following:
FEEDS - This is a full list of all activity that is happening within your groups and personal stream

NOTIFICATIONS - This is where you are notified when you are added to a new group, removed from a group or when somebody uses notifications to contact you or a group you're in. (More on notifications later!)

YOUR ACTIVITIES FOR THE WEEK - These are directly linked to your Calendar and detail what activities you have assigned for the day (Run/Swim/Bike/Etc...)





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TRAINEE DASHBOARD



DASHBOARD



PERSONAL STREAM



CALENDAR



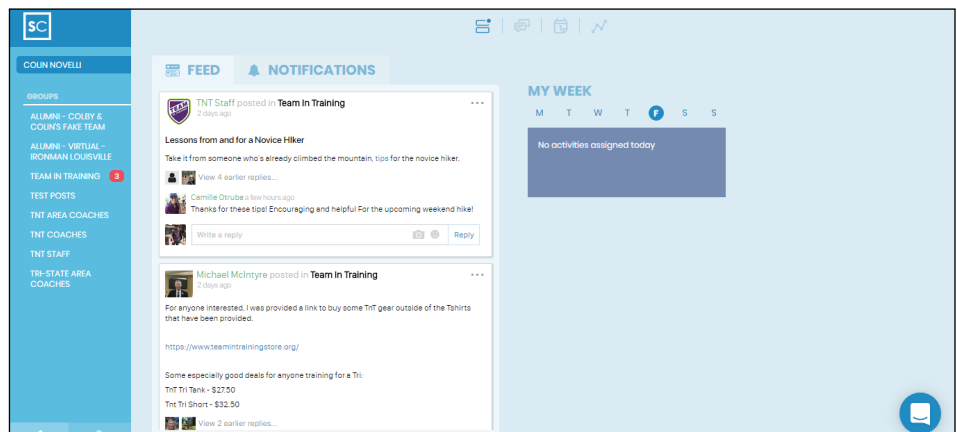
PERSONAL CHARTING

AT THE TOP ARE FOUR ICONS:

- The first one on the left is your Dashboard (where you are now)
- The second one is your Personal Stream. This is where you can ask questions directly to your coach(es)
- The third one is your Calendar. This is where you will find your training calendar.
- The fourth one is Personal Charting. This connects with any recording technology you use to store heart rate and power.

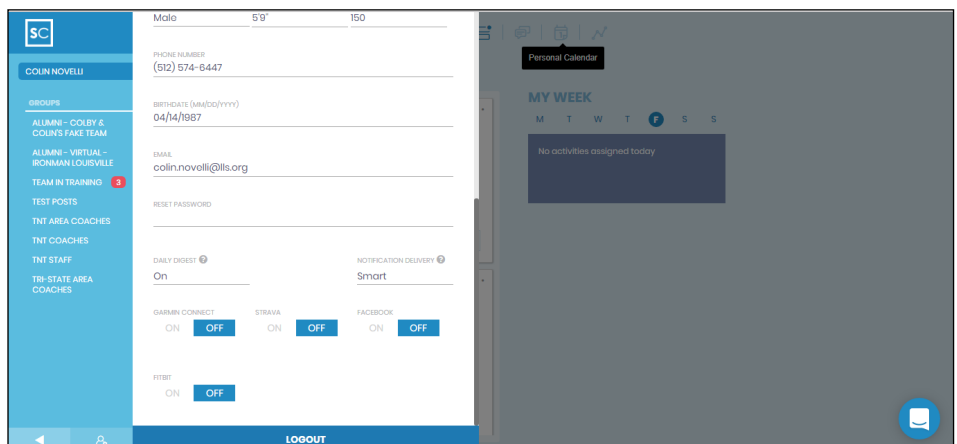
ON THE BOTTOM LEFT ARE TWO ADDITIONAL ICONS:

- The arrow minimizes the Blue Navigation Panel
- The Person icon is your Profile



PROFILE

- When you click the Person Icon it opens the Profile
- Click the camera thumbnail at the top to add a photo
- You can change your Time Zone under the ‘Time Zone’ line
- The ‘Account Type’ allows you to view Sixcycle as either an Athlete or Coach
 - If you are a participant for Team In Training, the Coach view will only expose a ‘Trainee’ bar but will not allow any access to Coaching tools or schedules
- Feel free to make changes to any of your personal information
 - You will notice that the Sex/Height/Weight are already filled out with stock answers. You can choose to leave these or change.





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TRAINEE DASHBOARD

DAILY DIGEST

- Every morning, Sixcycle will send an email that recaps everything that happened in your Groups, Personal Stream and your activity (workout) for that day
- You can turn it off by clicking the ‘On’

NOTIFICATION DELIVERY

- This is how you receive notifications
 - **SMART:** Determines whether you have the App installed on your phone. If not, it will email to you. If so, it will send the notification via your cell phone.
 - **MOBILE AND EMAIL:** All notifications go to both your phone and email
 - **MOBILE:** Only sends to your phone
 - **EMAIL:** Only sends to your email

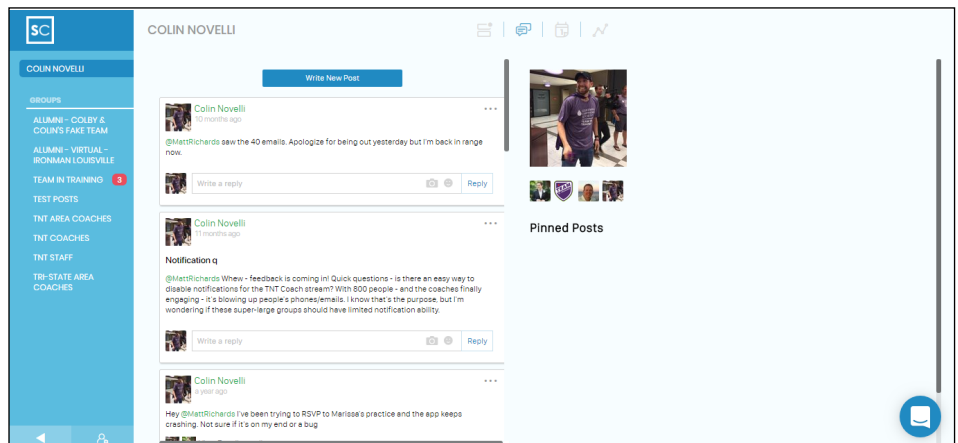
INTEGRATION

- The bottom 4 toggles allow you to integrate common fitness apps/tools directly with Sixcycle.
- If you toggle any on, you will be taken directly to a page that allows you to enter your login information and approve a connection between the device/tool and Sixcycle.
- Going forward, any time you use one of the tools (such as Strava) and then log into Sixcycle it will automatically record the data from Strava and add it to your calendar.

Now let's explore each of the top icons. We've already gone through all of the options on the Dashboard. Next, is the Personal Stream...

PERSONAL STREAM

- This is where you will communicate privately to your Coach(es)
 - **NOTE:** You only have one private stream to your Coach/Coaches; if you have 5 coaches on your Team the private stream encompasses all of them.
- No other Teammates will see these interactions
- Any time you post a question/comment here the Coach will be notified that you have left a message.
- You can notify your Coach immediately by using the '@' button and then typing his/her name or 'all' immediately following the '@'.
 - **Ex: @all or @ColinNovelli** More on Notifications soon...





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THE CALENDER

THIS IS WHERE YOU WILL VIEW YOUR TRAINING SCHEDULE

- You can view additional months by clicking the sliding timeline at the top
- If you click an activity, it will further expand the activity to explain the workout.

There are multiple components to the calendar:

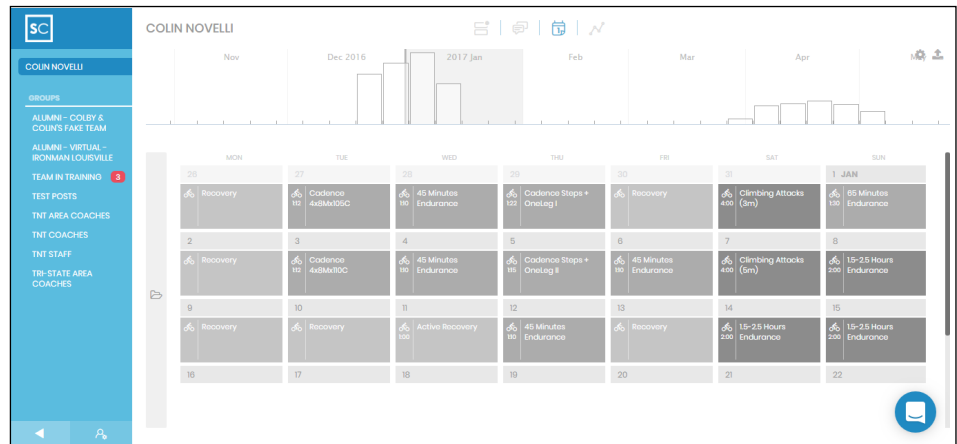
TIMELINE: That's the scroll bar at the top that lists the months horizontally. Clicking any month will take you to an overview of all the activities in that month.

- The bars within the timeline represent the overall volume and/or time involved in each week of that month.
 - You can select Volume/Distance or Time by clicking the small tool icon on the top right hand of the screen.

ACTIVITIES: These are your daily workouts:

- Workouts occur in different colors depending on use:
 - **GRAY** means they are in the past and were not marked completed
 - **GREEN** means that you have completed the workout
 - **RED** means this activity is a goal, such as race day
 - **GOLD** means you set a Personal Record
- Refer to the 'Dashboard Overview' for instructions on how to integrate Strava, Garmin, Facebook or Fitbit
 - **BLUE** means the workout is in the future

PERSONAL CHARTING: The fourth icon is the Personal Charting icon. This is only used if you sync tools that measure Heart Rate or Power during workouts and if you log each of your daily activities.



GROUPS

WHAT IS A GROUP? A Group is where a group of Team In Training Teammates communicates with each other in an open forum setting (think Facebook groups). When you first log into Team In Training you will notice that you belong to two groups:

- **Team In Training:** A group that all Team In Training Teammates, Coaches, and Staff have access to
- **Your local or Virtual Training Team:** This is the group you selected when you registered for Team In Training. All of the Teammates you see at practice? They're in the same group with you! And, if you're in a Virtual group then that group is made up of every TNT Teammate who is participating in that event but isn't training with a local group.



WELCOME TO SIXCYCLE

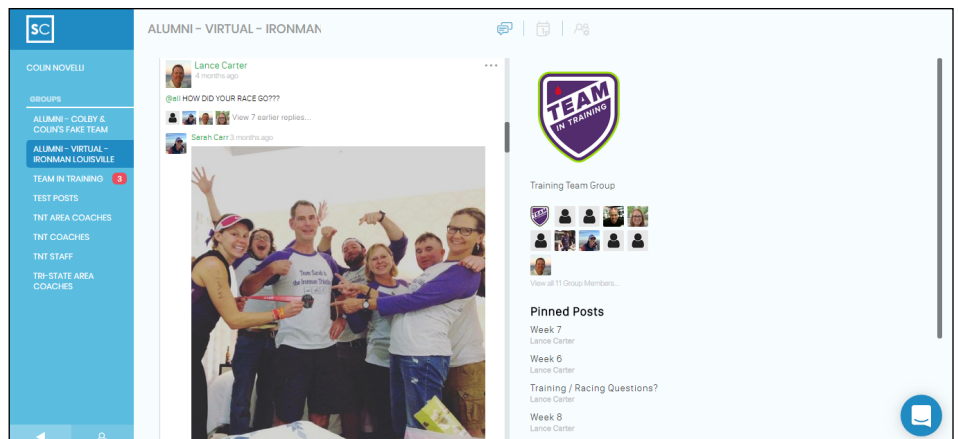
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GROUPS (CONT.)

In this screenshot, you are viewing the **‘ALUMNI – VIRTUAL IRONMAN LOUISVILLE’** group. This group is shared by all members of the virtual Ironman Louisville team. Any posts within this group are viewable by everyone who is a member of the team.

- If you post to this group, everyone on your team will see it
- This is where your Coach will share weekly tips, communicate changes in practice locations, answer group questions relating to training, etc.

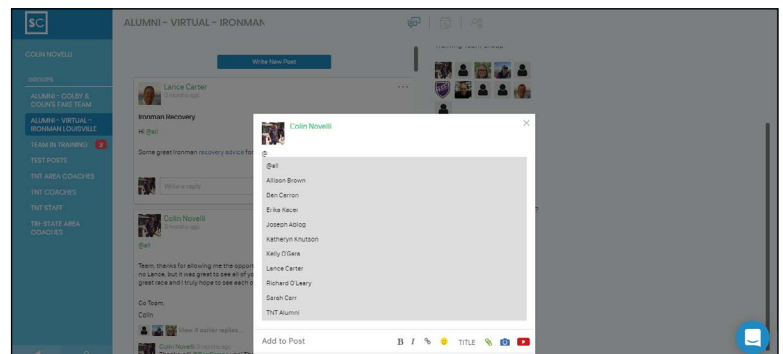
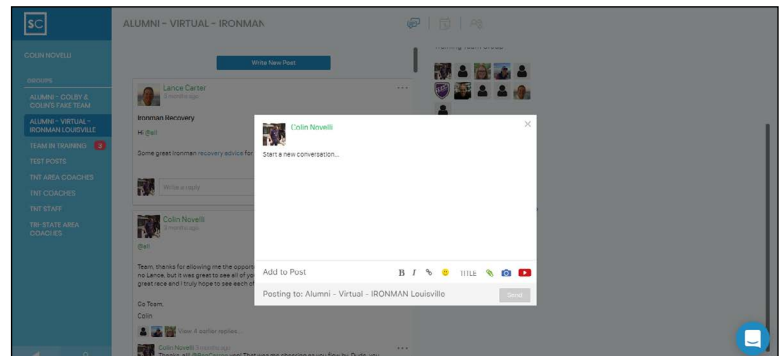
NOTE: In this picture, Coach Lance Carter has used a notification: **@all**



NOTIFICATIONS

- Notifications enable you to immediately grab somebody’s attention. It’s similar to sending a text message on a phone or messaging somebody in Facebook.
- To enable notifications, you use the ‘@’ symbol. Here are some examples:
 - **@all** sends a notification to everyone in the group
 - **@name (ex: @LanceCarter)** sends a notification specifically to that individual
- If you want to send a note to everyone in a group, for instance the **ALUMNI – VIRTUAL IRONMAN LOUISVILLE** group, follow these steps:

1. Click ‘Write a New Post’ at the top of the group page. A dialogue box will pop up.
2. Begin the message by typing in the @ sign. Immediately, a list of every individual in the group will popup. You can either select a name from that list or continue typing.
3. Once you’ve finished typing, select the appropriate name for the notification. The ‘@Name’ will appear green to signify that you have enabled the notification.





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GROUP PROFILE PAGE

Lastly, each group has a Profile page – much like any individual Trainee.

ACCESS THE GROUP PROFILE

- Open up any group and click the button on the top right (the person icon). It will take you to the following page:

This gives you a full list of every member within the group. It also allows you to leave the group, if desired.

GROUP CALENDAR

- Similar to your Dashboard, the group also has a Calendar. What's the difference??
 - The group Calendar is where any social activity can be posted by a TNT Staff or Coach.
 - This is NOT your training calendar
 - Generally, the group you are a part of will have teammates doing different distances (Half Marathon vs Full Marathon) and different events (Rock 'n' Roll San Diego vs New Jersey Half Marathon). As such, the Coach has access to separate, hidden, groups that allow him/her to control schedule delivery to each Teammate.
 - This calendar syncs directly with your personal Calendar
 - If a Coach adds a Kick-off to the Group Calendar it will sync with your personal training calendar.

CHAT ICON - WHAT'S THAT FOR?

Finally, you may have noticed that on each screenshot there is a small chat bubble icon on the bottom right of the screen. This is where you can start a conversation with Sixcycle staff. Communicate with Sixcycle if any of the following problems occur:

- Unusual slowness in your connection to Sixcycle
- Calendar is loading improperly
- You are having trouble integrating any of your training platforms (such as Strava)
- Suggestions for improvement

