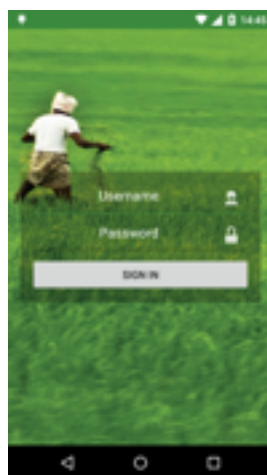


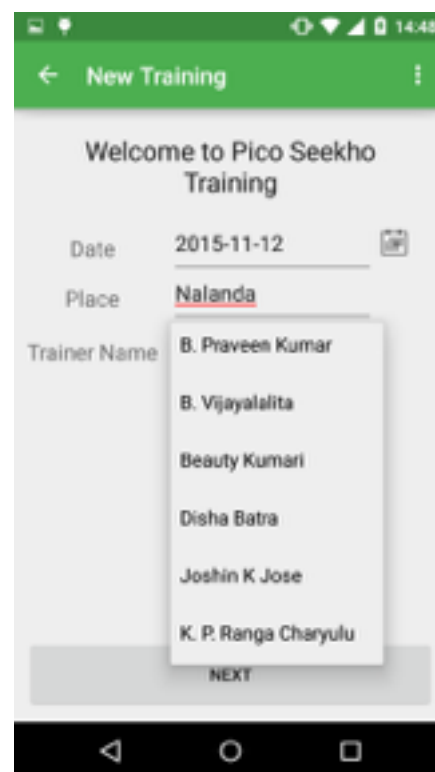
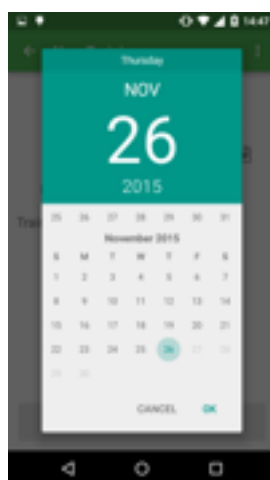
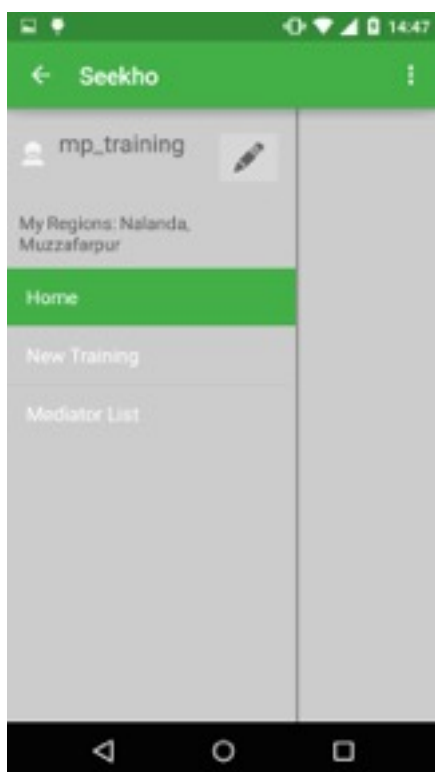
TRAINING APP GUIDE

This guide is about how to use the training app for mediator assessments during training.

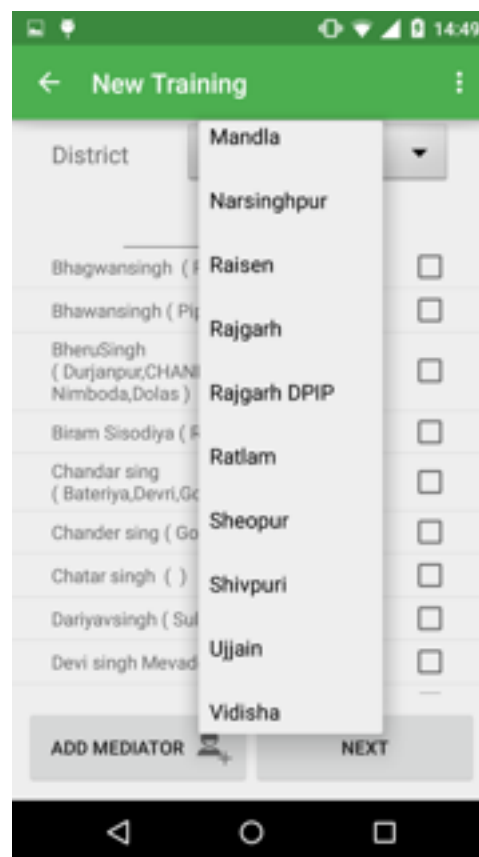
1. Install app from Google Play store at <https://play.google.com/store/apps/details?id=org.digitalgreen.trainingapp>.
2. Login using your username and password. All the trainers from one state can use the same username that has been created for the state.



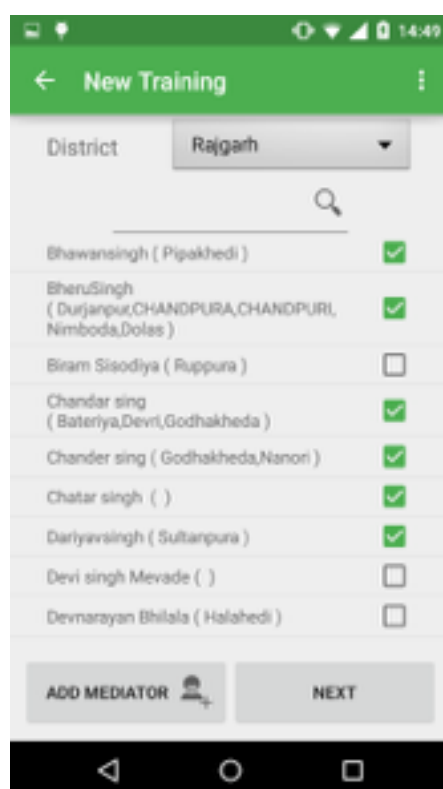
3. Select *New Training*.
4. Fill in the *Date* on which the training started. Fill the *Place* (city/town name) where it is happening. Select your name as the *Trainer Name*. Select Next.



5. Select the *District* from the drop down menu.



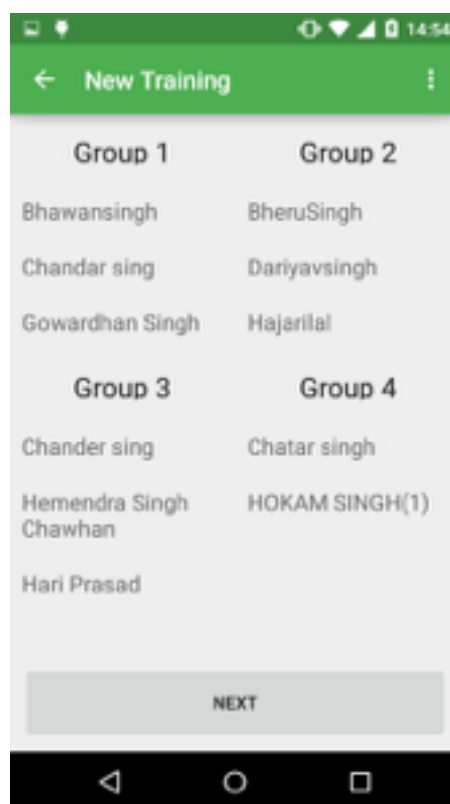
6. If the mediator who you are assessing on Pico app is an old mediator then search for the mediator's name. This is linked to our COCO database, so those mediators whose names are in the database would show up. Select the mediators who you would assess.



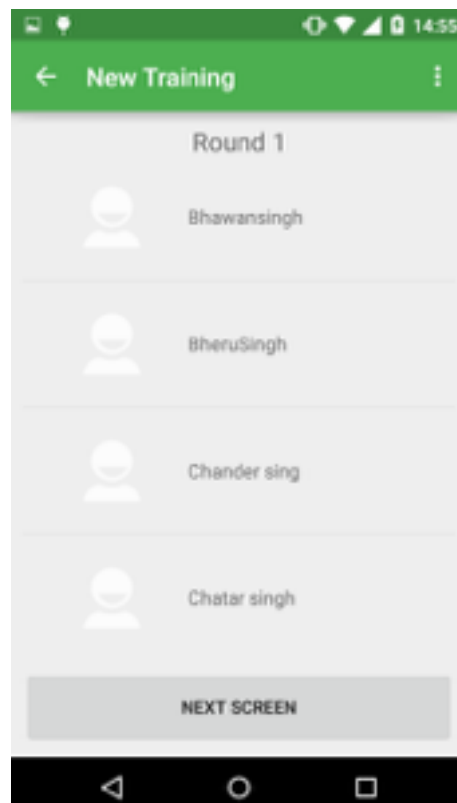
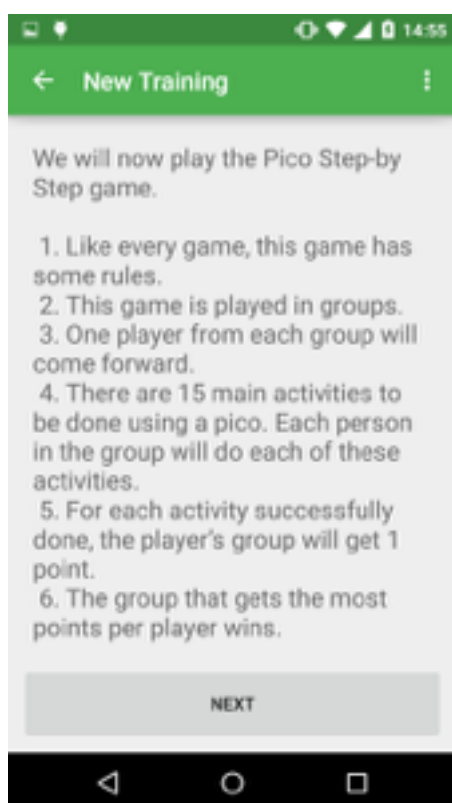
7. If the mediator is new, then select *add mediator*. Fill in the *Name*, *Partner*, *Gender* and *Phone no.* (if any). **Please remember that this entry is directly linked to the database - when you are adding a mediator here, you are adding them in COCO.** So please follow the correct data entry conventions to make sure the mediator information is entered correctly.
8. Add as many mediators as you have to by selecting *Save and Add more*. Once you have added all the mediators, select *Save and Return*. Click *Next*

9. The screen would show you the total no. of mediators added. **Make sure that you have added all the mediators at the end of Day 1 of training, before the game.**
10. *Select language* in which you want to see the assessment sheet. It is recommended that you choose the language in which the training is being conducted so that you can read out the instructions.
11. Select the *number of groups* that you want to make. The maximum no. of groups that you can make is 6. If you are entering data as you are conducting the session, select *Conduct Session Now*. If you are entering data from an offline form, select *Skip to data entry*. In this manual, the instructions are for a live training session.

12. As you can see, the participants are on the left of the screen, whereas the groups are on the right. You can assign each participant to a group by dragging them in the groups.
13. You will see all the groups and the participants in it.



14. Click *Next*. Instruct participants on the rules of the game that appear on your screen.
15. Each round would have one participant from each group. The screen would show you the name of the participants in round1. Call them forward and start the game. Click *Next*.



16. You would see that the game has been divided in 6 sections, to make it easier for you to observe and score. Go through one instruction at a time.
17. Once you have gone through all the instructions in the section, go to each participant and mark them on how they have followed each instruction. Selecting a thumbs up means the participant has completed the task successfully. A thumbs down means that they were unable to complete the task.



18. At the end of each round you would see the scores of each individual and the total group score.
19. Once you have done all the rounds you would see the winning group. Announce the winning group and close the game.

