Truman State University RPE Tracker

Comprehensive User Manual

Version 1.1 - April 2025

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Introduction

What is the RPE Tracker?

The Truman State University RPE Tracker is a full-stack application designed specifically for Truman State University athletics to track Rate of Perceived Exertion (RPE) data. This system helps monitor athlete workload and recovery patterns to optimize training regimens and prevent injuries.

What is RPE?

Rate of Perceived Exertion (RPE) is a scale from 1-10 that athletes use to subjectively rate how difficult a workout felt:

- **1-2**: Very easy effort
- **3-4**: Easy, comfortable effort
- **5-6**: Moderate effort
- **7-8**: Hard effort
- **9**: Very hard effort
- **10**: Maximum effort

Getting Started

System Requirements

- Web browser (Chrome, Firefox, Safari, or Edge recommended)
- Internet connection
- Truman State University email account

Accessing the Application

- Access the application at: **rpe.truman.edu**

Role Selection

Upon accessing the application, you'll be prompted to select your role:

- **Athlete**: For submitting your daily RPE data
- **Coach**: For accessing the dashboard (requires password)

For Athletes

Submitting Your RPE

1. **Access the Application**
    - Open the application in your web browser
    - Select "Athlete" role on the homepage
2. **Complete the Submission Form**
    - **Email**: Enter your Truman email address (e.g., abc123@truman.edu)
    - **Last 4 Digits**: Last four digits of your student ID
    - **Last Name**: Your last name
    - **First Name**: Your first name
    - **Position**: Select your athletic position
    - **RPE Value**: Select a value from 1-10 that represents how difficult your workout felt
    - **Date**: The current date (auto-filled and cannot be adjusted)
3. **Submit Your Data**
    - Click the "Submit" button
    - A confirmation message will appear when your submission is successful
    - Your data will be stored in the system under today's date

RPE Submission Best Practices

- Submit your RPE within 30 minutes after your workout for the most accurate assessment
- Be honest with your ratings—this helps coaches tailor workouts appropriately
- If you miss a day, submit your RPE for the previous day as soon as possible
- Consistent reporting provides the most valuable data for your coaches

Email Notifications

You may receive automated reminder emails to submit your RPE data. To ensure you receive these reminders:

1. **Configure Outlook Email Settings**
    - Open the Outlook app on your mobile device
    - Tap your profile icon in the top-left corner
    - Go to Settings (gear icon)
    - Select your Truman email account
    - Tap Notifications and set to "All Mail" or "Focused and Other"
    - Ensure app-level notifications are enabled in your phone's settings
2. **Check Your Spam Folder**
    - Add the RPE Tracker email address to your contacts
    - Mark any RPE Tracker emails as "Not Spam" if found in your spam folder

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For Coaches

Accessing the Dashboard

1. **Login Process**
    - Open the application in your web browser
    - Select "Coach" role on the homepage
    - Enter the secure password provided by the development team
    - Click "Login" to access the dashboard
2. **Password Security**
    - Do not share the dashboard password with athletes
    - Contact technical support if you need the password reset

Using the Dashboard

The dashboard provides a comprehensive view of your team's RPE data with several interactive features:

1. **Team Overview**
   - View daily and weekly average RPE for the entire team
   - Track trends over time with interactive line charts
   - Identify overall workload patterns
2. **Position-Based Analysis**
   - Compare RPE data across different positions
   - Identify positions experiencing higher workloads
   - Adjust training schedules based on position-specific needs
3. **Individual Athlete Tracking**
   - Select specific athletes to view their individual RPE trends
   - Compare an athlete's current workload to their baseline
   - Identify athletes who may be at risk of overtraining
4. **Date Filtering**
   - Select custom date ranges for analysis
   - Compare current training block to previous periods
   - View specific days or weeks of interest
5. **Data Visualization**
   - Interactive charts update in real-time
   - Hover over data points for detailed information
   - Toggle between different visualization types

Generating Reports

1. **PDF Export**
   - Click the "Generate PDF Report" button
   - Select the date range for the report
   - Choose inclusion options (team averages, position comparisons, individual highlights)
   - Download the generated PDF
2. **Report Contents**
   - Team and position statistics

- Individual workload tracking
- Acute
  workload ratio alerts
- Visual charts and graphs
- Date range summary

Email Notifications

Coaches receive automated weekly summary reports via email. These reports include:

1. **Weekly Team Summary**
   - Average team RPE
   - Position breakdowns
   - Notable changes from previous weeks
2. **Athlete Risk Alerts**
   - Identification of athletes with significant RPE changes
   - Potential overtraining warning signs
   - Recommended follow-up actions
3. **Workload Analysis**
   - Acute
     workload ratio calculations
   - Training load progression metrics
   - Recovery pattern identification

To ensure you receive these email notifications, follow the same email configuration steps outlined in the Athletes section.

Technical Reference

Data Storage

The application uses a CSV file (responses.csv) for data storage:

- **File Location**: Project root directory
- **Access Method**: Can be opened with Excel or any spreadsheet application

CSV Structure

The CSV file contains the following columns:

- **Email**: Athlete's Truman email address
- **Last 4 Digits**: Last four digits of student ID
- **Last Name**: Athlete's last name
- **First Name**: Athlete's first name
- **Position**: Athletic position
- **Summer Attendance**: Attendance record from summer training
- **Date Columns**: New columns are automatically added for each date with RPE entries

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Troubleshooting

Common Issues and Solutions

Issue	Possible Cause	Solution
Form not submitting	Missing required fields	Ensure all form fields are completed
	Network connectivity	Check your internet connection
	Server not running	Contact technical support
Email notifications not received	Email configuration	Check spam folder
	Incorrect email address	Verify your email address is entered correctly
	SMTP server issues	Contact technical support
Dashboard access denied	Incorrect password	Verify password and try again
	Case sensitivity	Ensure caps lock is off
	Password changed	Request updated password from admin
Data not displaying	Missing CSV file	Check if responses.csv exists
	Corrupt data	Contact technical support
	Date range filter	Adjust date filter to include relevant dates
Visualization not loading	Browser compatibility	Try a different browser
	JavaScript error	Clear browser cache and reload
	Data format issue	Contact technical support

Reporting Technical Issues

When reporting technical issues to the development team, please include:

1. Description of the problem

2. Steps to reproduce the issue
3. Error messages (if any)
4. Screenshots (if applicable)
5. Browser and device information
6. Date and time when the issue occurred

FAQs

Q: How is my RPE data used?

A: Your RPE data helps coaches monitor your workload, prevent overtraining, and optimize team training schedules.

Q: Can I edit my RPE submission after submitting?

A: No, you cannot edit submissions directly. Contact your coach if you need to correct a submission.

Q: How often should I submit my RPE?

A: You should submit your RPE after each training session or game.

Q: Who can see my individual RPE data?

A: Only the coaching staff with dashboard access can view individual RPE data.

Q: What if I forget to submit my RPE?

A: Submit it as soon as you remember. The system will store it under the correct date.

Q: Is the RPE Tracker available as a mobile app?

A: Currently, the RPE Tracker is only available as a web application. Access it through your mobile browser.

Q: How do I know if my submission was successful?

A: A confirmation message will appear on screen after successful submission.

Q: What should I do if I'm consistently reporting high RPE values?

A: Discuss this with your coach as it may indicate a need to adjust your training load.

Contact & Support

For technical issues, feature requests, or questions about RPE requirements:

- **Email**: rpenotification@gmail.com

This user manual is maintained by the RPE development team.

Last updated: April 2025