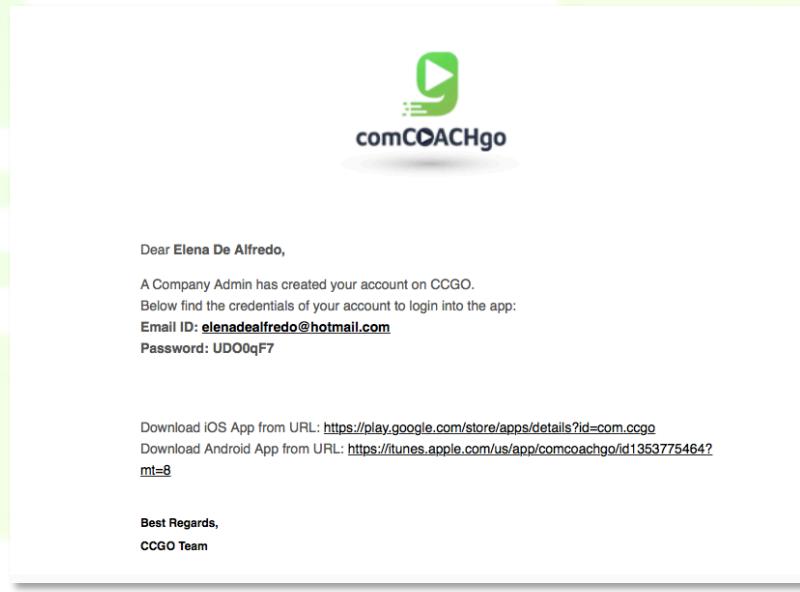




CCGo App Coach Guide

Welcome to **comCOACHgo** App, the fastest, most engaging, social learning and development system ever built. Below are the easy-to-follow instructions for getting a successful start today:

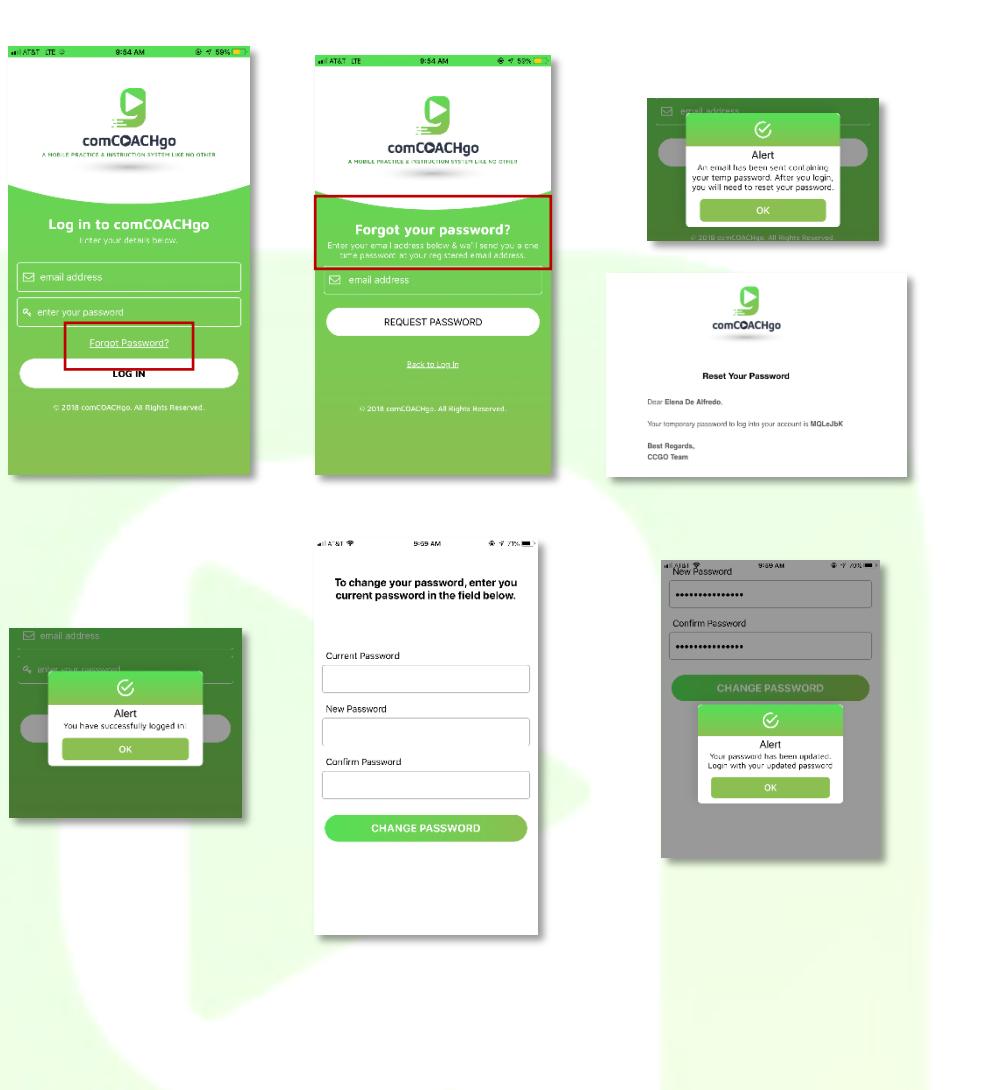
» Getting started:

<p>1) Download the comCOACHgo App. This is what the app looks like.</p>	 <p>Here are the URL's to download the app: - Android App: **Requires Android tablet or phone 5.0 and up. https://play.google.com/store/apps/details?id=com.ccgo - iOS/iPad/iPhone App: **Requires iOS 9.1 or later. Compatible with iPhone, iPad, and iPod touch. https://itunes.apple.com/us/app/comcoachgo/id1353775464?mt=8</p>
<p>2) Your Company Admin will create a COACH account using your email.</p>	<p>Yourname@email.com</p>
<p>3) Your Company Admin will provide you with the login information (email and password) for your coach account.</p>	 <p>Dear Elena De Alfredo,</p> <p>A Company Admin has created your account on CCGO. Below find the credentials of your account to login into the app:</p> <p>Email ID: elenadealfredo@hotmail.com Password: UDO0qF7</p> <p>Download iOS App from URL: https://play.google.com/store/apps/details?id=com.ccgo Download Android App from URL: https://itunes.apple.com/us/app/comcoachgo/id1353775464?mt=8</p> <p>Best Regards, CCGO Team</p>



5) If you forget your password follow these steps:

1. Open your app
2. Click "Forgot Password?"
3. Enter your login email address. You will get an alert
4. CCGo will send you a temporary password to your email
5. Log in with your temp password
6. Once you log in, you will have to reset your new password. Enter your temp password, then enter your new chosen password (twice)
7. You will get a confirmation alert. You are all set!



» OVERVIEW:

- **What is the COACH account?**
 - The coach account allows you to create challenges for your assigned team
 - You can also add videos to the Library for future review
- **What is the COACH account for?**
 - With the coach account, you can manage/edit/view your teams/challenges/videos/library.



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1) LOG IN:

» This is your mobile App **LOGIN screen**. (See image on the right)

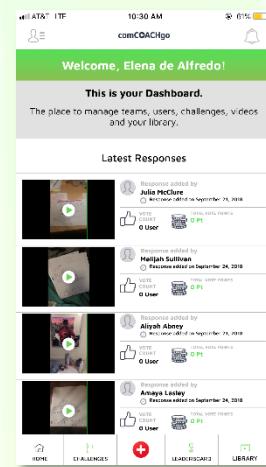
a) **LOG IN** with your **COACH account** entering the email address and the password provided in your email.



b) This is the main dashboard. Here you can do the following:

» Here you can do the following:

- o **Manage teams/users**
- o **Add/Edit challenges**
- o **Manage the library**
- o **Review the leaderboard**
- o **Edit your profile/theme**
- o **Turn on/off push/ view notifications**
- o **Add suggestions**
- o **Contact Success Sciences**

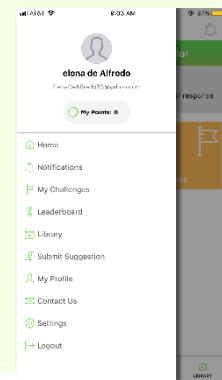
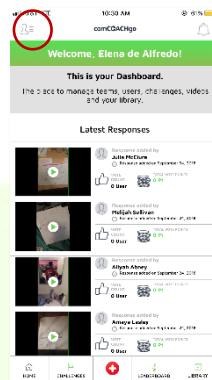


****All of these features will be explained in the following pages ****

c) You can access any app features from the drop-down menu.

» In your main dashboard top left-hand side icon:

A drop-down menu/table of contents will display all the app features.





2) MANAGE TEAM/USERS & ADD/EDIR CHALLENGES:

<p>1. Click on the red "+" circle</p>	
<p>2. Fill out the following information:</p> <ul style="list-style-type: none"> - Select your team - Choose Option to create your own challenge or from a template. **See note - Select the Category - Add the Challenge title - Pick if you want to submit a VIDEO or TEXT with your challenge description - Once you are done, click NEXT (You must fill out all the info before you continue) <p>**See images on the right</p>	<p>**Note: if you choose a template, there has to be a template available to your team from your company admin. If you choose a template and none exist in the category chosen, you will receive an error. If you choose a template, you will be able to review the text or video challenge, but not edit it.</p>
<p>3. Fill out the following information:</p> <ul style="list-style-type: none"> - Challenge End Date - Challenge End Reminder. **The vote closing date has to be the same or earlier than the challenge end date - Vote Closing Date - Vote Closing Reminder - 1st Rank Winner Points - 2nd Rank Winner Points - 3rd Rank Winner Points 	<p>Click SUBMIT when all the information has been filled. (You must fill out all the info before you continue)</p>



4. You will get notifications when the users respond. You can access the notifications:

- 1.** Press the bell in the upper right corner
- 2.** You will see your notifications
**Once you access your main dashboard you will see the videos directly there too (See the first image on your right)

5. You can also edit an **ONGOING** Challenge. (**Only before the deadline**).

*Once the challenge is past due you will not be able to edit

The **ACTIVE** button will be **GREEN** one the challenge is still **ongoing**. If the challenge is **past due** (like in the screenshot example) the **EDIT icon on the down left-hand corner** & the **ACTIVE button** will become unclickable

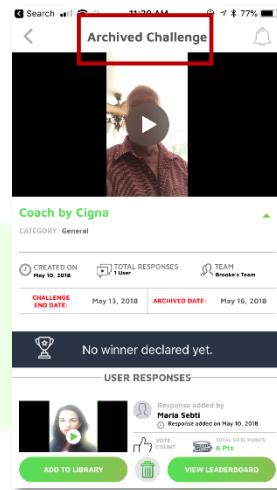
6. As a coach, you can declare a **Winner Rank**. ONLY after **THREE DAYS** have passed from the deadline. To declare winners:

- Click "View Leaderboard"
 - Pick the 1st, 2nd, and 3rd Ranked users
 - Click Submit
 - An alert confirmation will show on your screen & the users will be able to see it
- **Winning users will be notified**



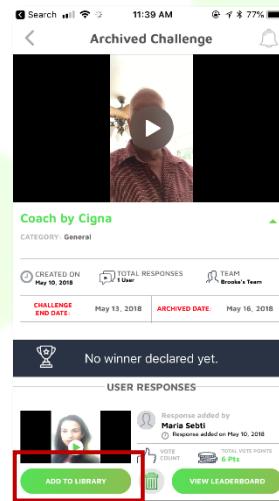
7. Also, you can add videos to the library so your team can refer back to the videos you added to it.

- To add a video to the library, the challenge has to be in **archived challenges**. Challenges are moved to archived challenges after 3 days of being over.
- You can add **individual** responses to the library or **all of the responses**.



7.1. To add **ALL RESPONSES**:

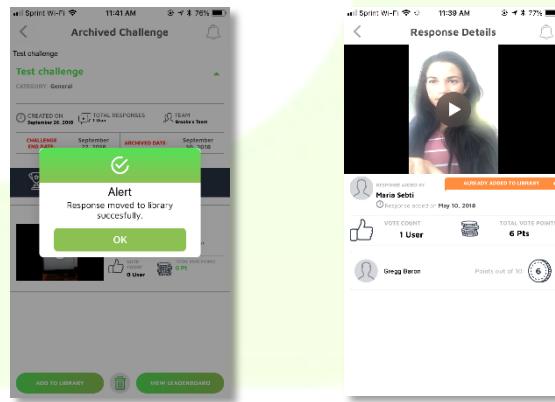
Press the “Add to library” button on the archived challenge. This will move all responses and the challenge into the library.



7.2. To add an **INDIVIDUAL RESPONSE**:

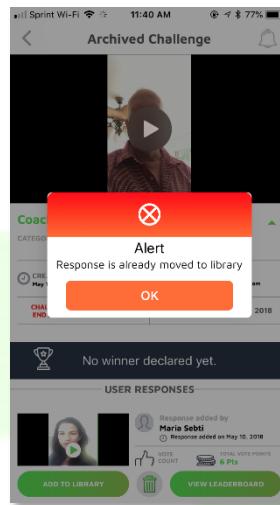
- Choose the response you want to add and tap it.
- Press the “Add to Library” button on the response details page.
- Once it has been added to the library, it will have a tag that says “Already added to Library”. It will also give you a confirmation notice.
- Note that adding that a response will also automatically add the challenge video/text.

****See Images on the right**



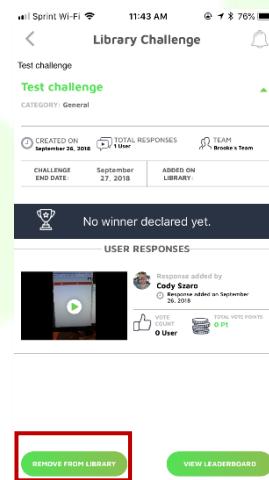


7.3. You will receive an **ERROR** If the challenge is already in the library.



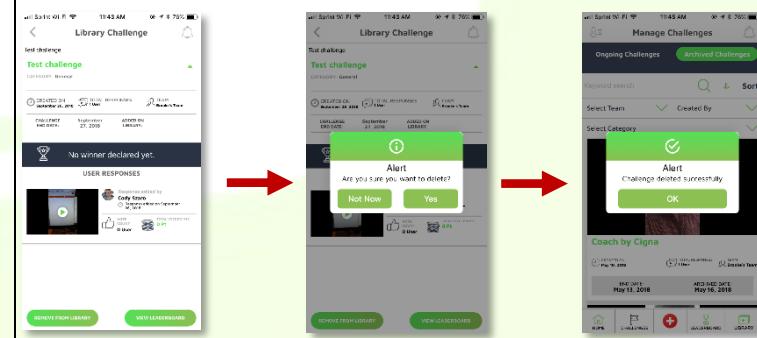
7.4. You can **REMOVE** any video from the library by finding the video in the library and pressing the remove from library button.

You will be asked to confirm you want to remove the video. If you confirm, you can still view the video in Archived challenges.



7.5. To delete a challenge or response:

- Tap on the challenge/video you want to remove and then press the trash can button.
- You will be asked to confirm.
- You will get a confirmation when the deletion is successful.
- You cannot retrieve deleted challenges or responses.





3) MANAGE THE LIBRARY:

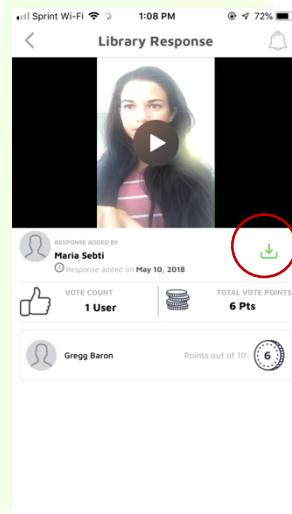
The screenshots illustrate the library management features of the comCOACHgo app. The first screen shows the dashboard with four recent responses from users Julia McClure, Melijah Sullivan, Aliyah Abney, and Amaya Lailey. The second screen shows the 'Manage Library' interface with sorting options for 'Select Team' and 'Select Category'. The third screen shows a 'Library Challenge' with a list of responses and a 'Reasonable Similarities' section.

****You can also access the Library through the table of contents (clicking on the top left-hand side icon on your screen)**

- » You can download any response that is in the library by pressing the green down arrow.

***Please note: you may have to allow CCGo to access your photos. Then a green bar will show up to show the download progress at the bottom.**

It will save the video to your Photos or Gallery.





4) REVIEW THE LEADERBOARD:

» There are two types:

- Overall** Leaderboard
- Challenge** Leaderboard

a) **Overall** Leaderboard:

» The points come from the following:

- **INTERACTING** with the users. When users vote their other members of the groups they will get 1 point for each time the vote
- **RANKED POINTS** from each individual challenge. Added to the interactive points users will get points added to their total based on winning challenges determined by you, the coach, or voting.

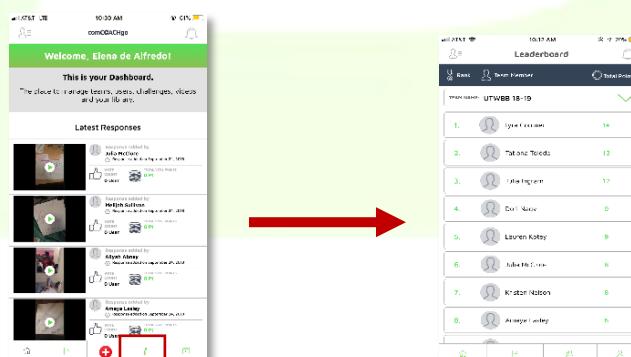
» Accessing the **Overall Leaderboard**:

- There are two ways to access it:

a) Through the table of contents:



b) The bottom options bar:



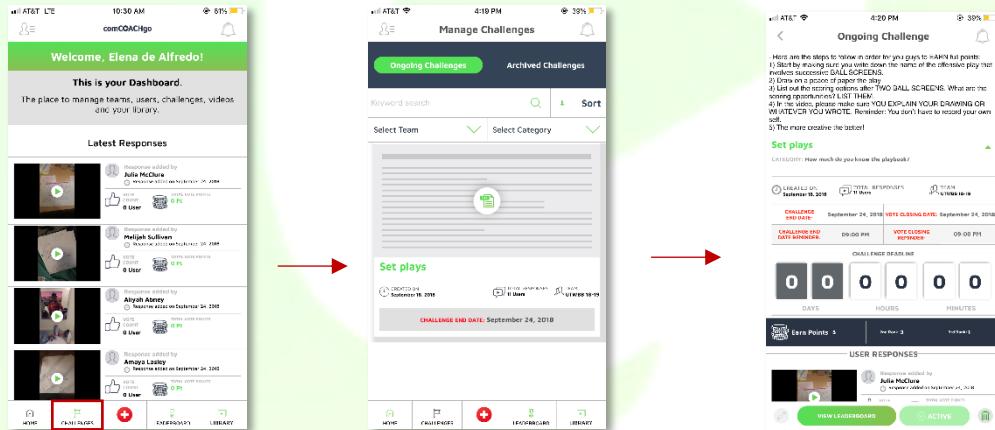
b) **Challenge** Leaderboard:



- » Shows the three ranked winners determined with the respective total points in that single challenge.
- » The points come from:
 - Teammates voting on each other's videos – points are awarded based on votes by other teammates. These are totaled up in the challenge leaderboard.
 - The points given to the top videos by either the coach or by voting results.
- » Accessing the **Challenge Leaderboard**:

1. Click the tab on the bottom of the phone screen that says "Challenges"
2. Click under the challenge itself
3. Click "View Leaderboard"

****See images below**

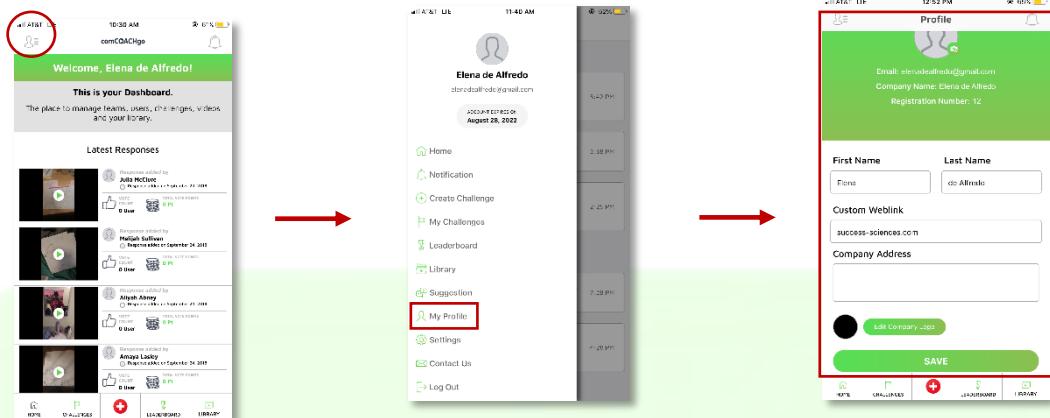


5) EDIT YOUR PROFILE/THEME:

- » How to **edit your profile**:

1. Tap the top left-hand icon to display the table of contents
2. Click "My Profile"
3. You will be able to edit/add your **name and last name**, **change your customized web link (your company's website)**, add/edit your **company address**, and add/change **your company logo***** and **profile picture*****
4. Click "Save" once you are finished

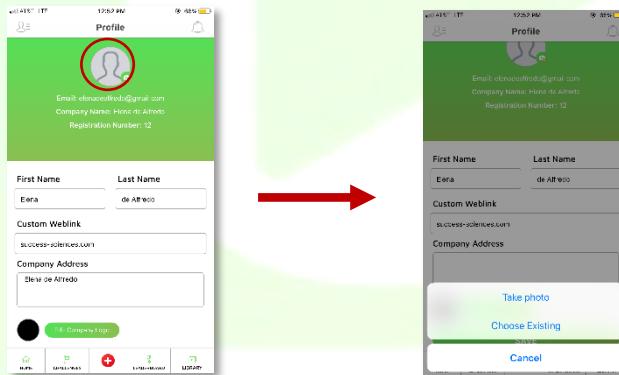
****See images below**



» How to change your profile picture**:

1. Follow the same steps to access your profile
2. Once you are in your profile, tap the grey circle
3. You will be able to take a photo or choose from a picture from your phone
4. When you are done, fill out the rest of the boxes and click **SAVE**

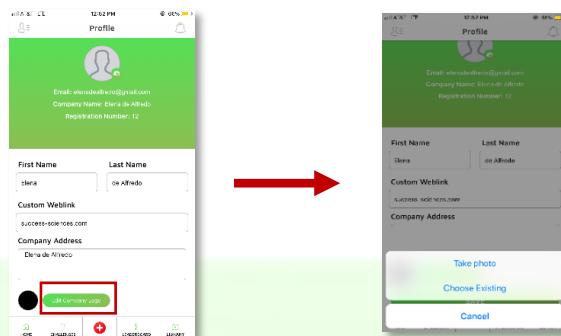
****See images below**



» How to change your company logo**:

1. Follow the same steps to access your profile
2. Once you are in your profile, tap the “Edit Company Logo” button
3. You will be able to take a photo or choose from a picture from your phone
4. When you are done, fill out the rest of the boxes and click **SAVE**

***See images below**

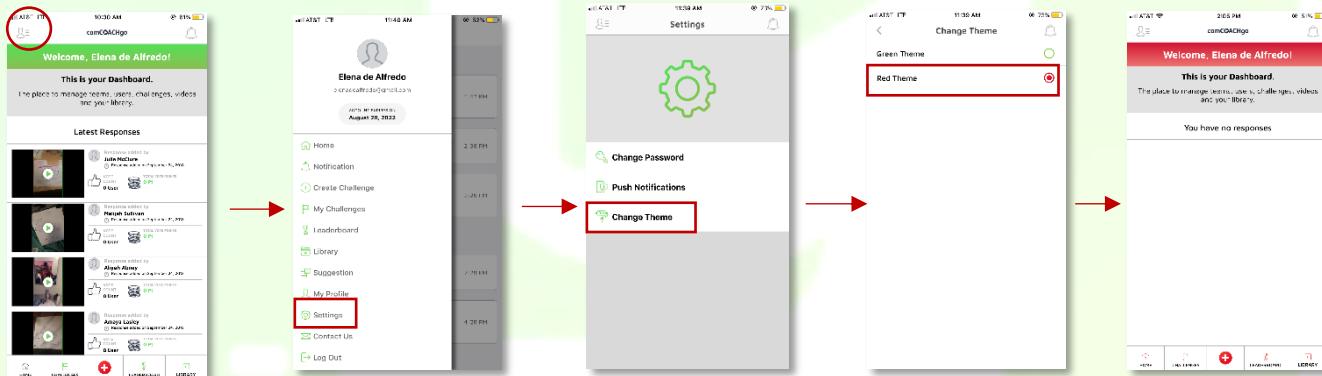


» How to change your app theme.

You can change the theme from **GREEN** to **RED**:

1. Tap the top left-hand icon to display the table of contents
2. Click “Settings”
3. Tap “Change Theme”
4. Pick **Red** or **Green**
5. The app will automatically set the color you choose
6. You can change it as many times as you want to

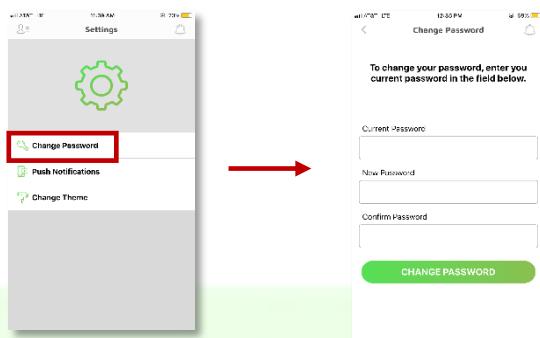
****See images below**



» How to change your password**:

1. **Follow the same steps above** to access it
2. Click “Change Password”
3. Enter your previous password
4. Enter & confirm your new password
5. Click “Change Password” to save your new changes

***See images below**

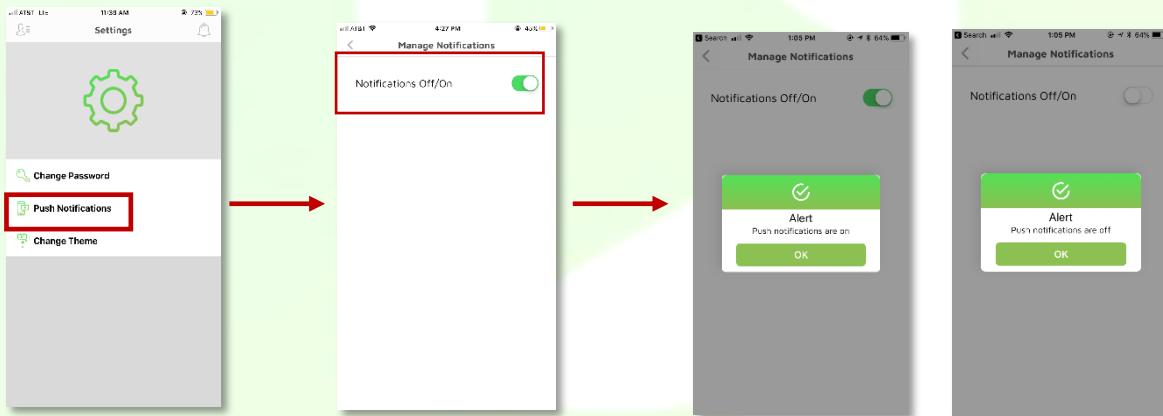


6) TURN ON/OFF PUSH/ VIEW NOTIFICATIONS:

These are messages that pop up on your mobile device from **comCOACHgo**.

- 1) You don't have to be in the app or using their devices to receive them.
- 2) The **on/off** switch in the settings can turn these **on or off**.
- 3) Turning off push notifications may mean that you **will miss challenges** as you won't be notified when they are published.

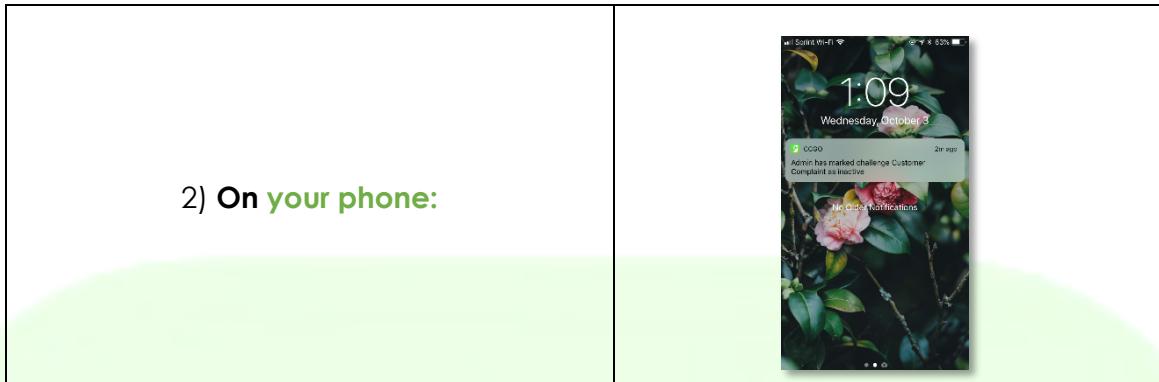
***See images below**



» This is **how the notifications show:**

1) On your comCOACHgo app:

**Tap the top bell in the upper right corner of the app to access "Notifications"



2) On your phone:

» What are the **notifications**?

The notifications area tells the users what has happened recently in the app.

Coaches get notified about:

- New responses to challenges
- When admin deleted or deactivated a challenge

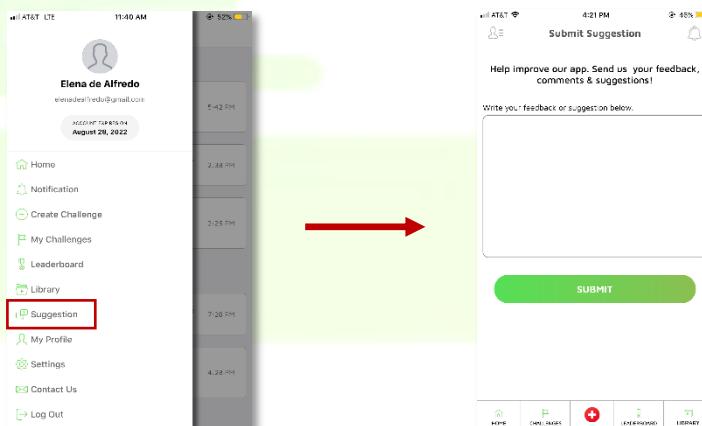


****To view your notifications, tap the bell in the upper right corner of your app**

7) ADD SUGGESTIONS:

1. Tap the top left-hand icon to display the table of contents
2. Click "Suggestion"
3. **Help us improve our app & give us your feedback**
4. Click "Submit" when you are done! ****The suggestions go to Success Sciences, not to your company**

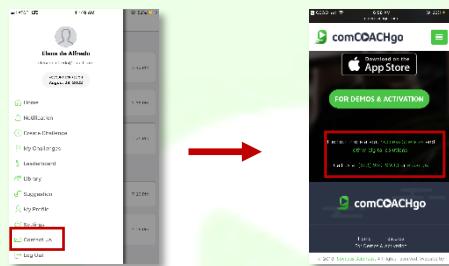
****See images below**





8) CONTACT SUCCESS SCIENCES:

1. Tap the top left-hand icon to display the table of contents
2. Click “**Contact Us**”
3. This will take you to the **comCOACHgo** website where you can learn more about the app. **Scrolling down the page you will find our **phone number and email**



9) FAQ'S:

If you still have any questions about the App that weren't covered above please go to the following link: <http://comcoachgo.com/faqs/ccgoFAQ.html>