
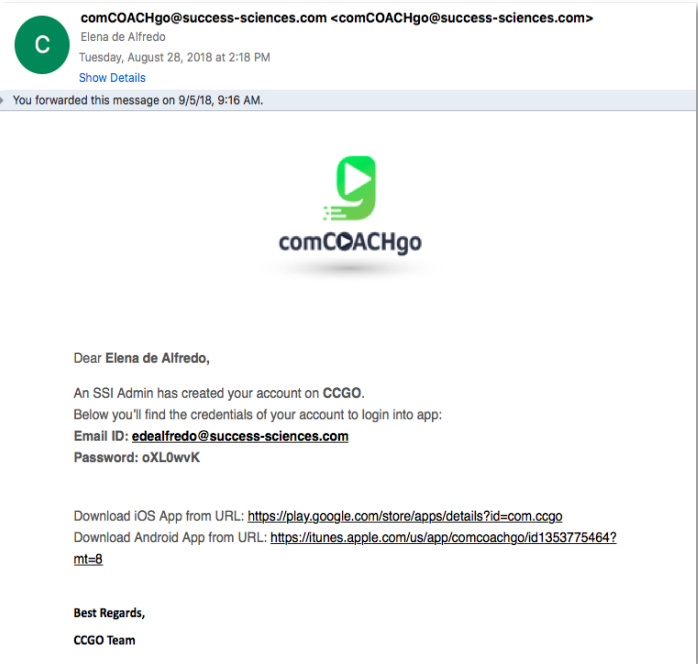


CCGo App Admin Guide

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:

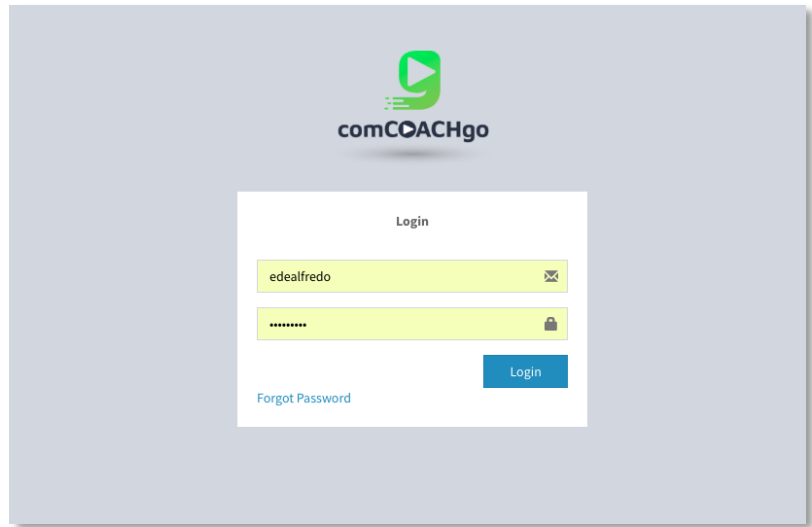
1) Getting started:

<p>1) Download the comCOACHGo App. This is what the app looks like.</p>	 <p>Here are the URL's to download the app:</p> <p>- iOS App: https://play.google.com/store/apps/details?id=com.ccco</p> <p>- Android App: https://itunes.apple.com/us/app/comcoachgo/id1353775464?mt=8</p>
<p>2) Success Sciences will create an Administrative account using your company's name.</p>	<p>Companyname@success-sciences.com</p>
<p>3) Success Sciences will provide you with the login information (email and password) for the admin account.</p>	 <p>comCOACHGo@success-sciences.com <comCOACHGo@success-sciences.com> Elena de Alfredo Tuesday, August 28, 2018 at 2:18 PM Show Details</p> <p>> You forwarded this message on 9/5/18, 9:16 AM.</p> <p>comCOACHGo</p> <p>Dear Elena de Alfredo,</p> <p>An SSI Admin has created your account on CCGO. Below you'll find the credentials of your account to login into app: Email ID: edealfredo@success-sciences.com Password: oXL0wvK</p> <p>Download iOS App from URL: https://play.google.com/store/apps/details?id=com.ccco Download Android App from URL: https://itunes.apple.com/us/app/comcoachgo/id1353775464?mt=8</p> <p>Best Regards, CCGO Team</p>



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4) Also, **Success Sciences** will provide you with a **user name and password** for the WEB **admin account** panel (for your COMPUTER)



» OVERVIEW:

- **What is the WEB admin account?**

- The web admin account allows you to CREATE and MANAGE the challenge categories that you will then use through the app.
- You can also create challenge templates to push out to specific teams or your entire company.

- **What is the PHONE admin account?**

- The phone admin account is where you can manage the teams, members, coaches, and the company account.
- You can also view the challenges being put out by your teams and view the leaderboards for users.

- **What is it the PHONE admin account for?**

- Add new teams and users
- Assign user roles
- Review and manage the rest of the features
- **You will ONLY use this account to ADD/EDIT/MANAGE TEAMS**

2) You are ready to LOG IN as an ADMIN on your phone:

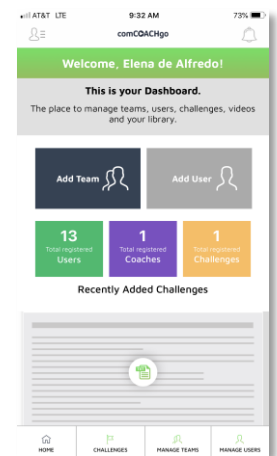
This is your mobile App **LOGIN screen**. (see image on the right)

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



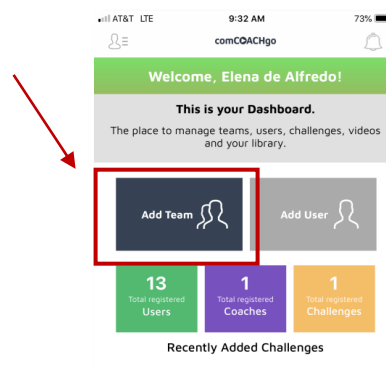
2) This is the main dashboard. Here you can do the following:

- Add/Manage **teams**
- Add/Manage **users**
- Review/Manage **challenges created by coaches**
- Manage the **library**
- Review the **leaderboard**
- Manage challenge categories through **web admin**



- Add **new team** and **users**:

1. Click on "Add a team"





2. Enter your team name and any description you want to add

Manage Team

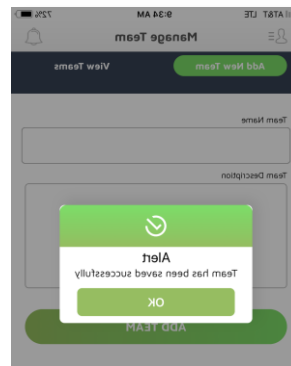
Add New Team View Teams

Team Name
Demo 18/19

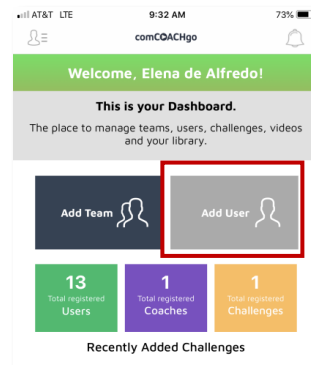
Team Description
Demonstration

ADD TEAM

3. Once your team is added successfully, you will get a notification on your screen



4. Now, it is time to your team members/users



5. Adding team members/users:
From the dropdown menu choose their role:

- Company Admin
- Coach
- User

Manage User

Add new user View all users

Role
Company Admin

Select Role
Company Admin
Coach
User

ADD USER

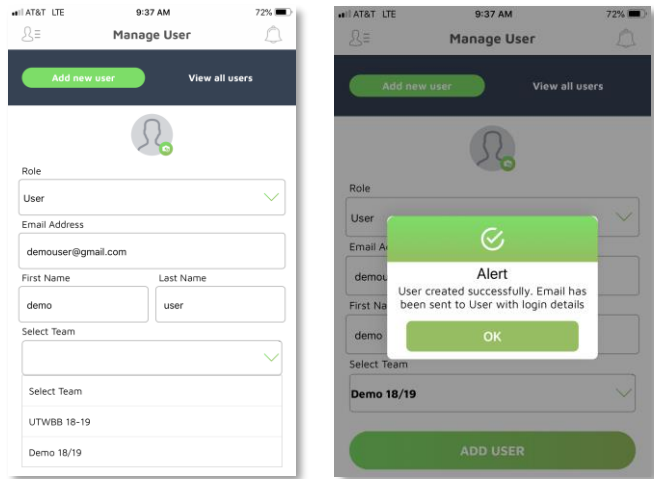


5. Add their work emails, first names, last names and select their teams.

Once you are done you will get a confirmation alert.

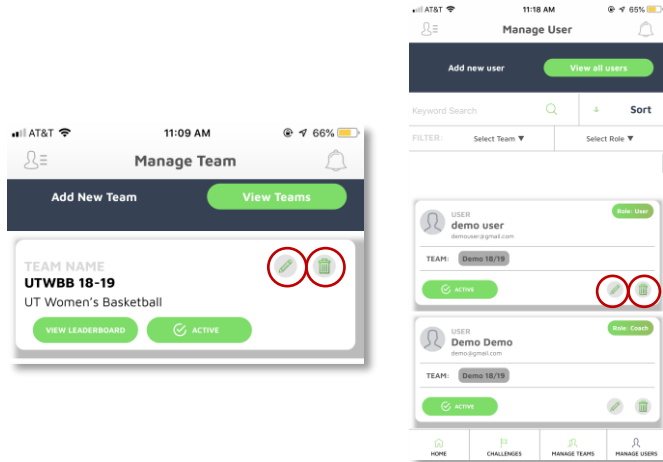
***Repeat steps 4 & 5 to add all of your users**

****See images on your right**



5. You can edit/delete teams/users.

****See images on your right**



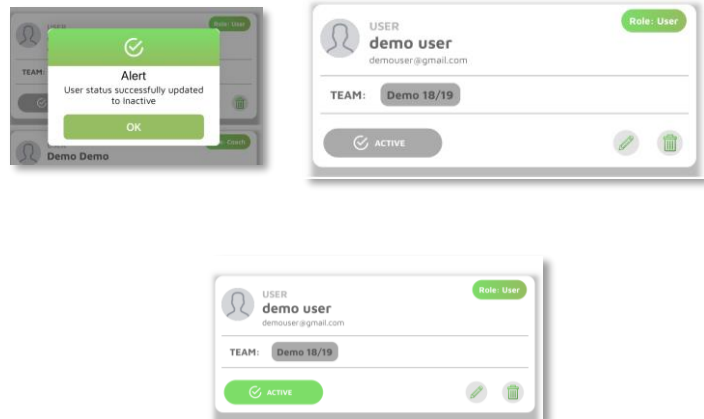
6. Also, you can **ACTIVE/DEACTIVATE** users/teams so they cannot LOG IN into their accounts.

- **When you DEACTIVATE a user/team an ALERT will pop up and the USER/TEAM will become GREY**

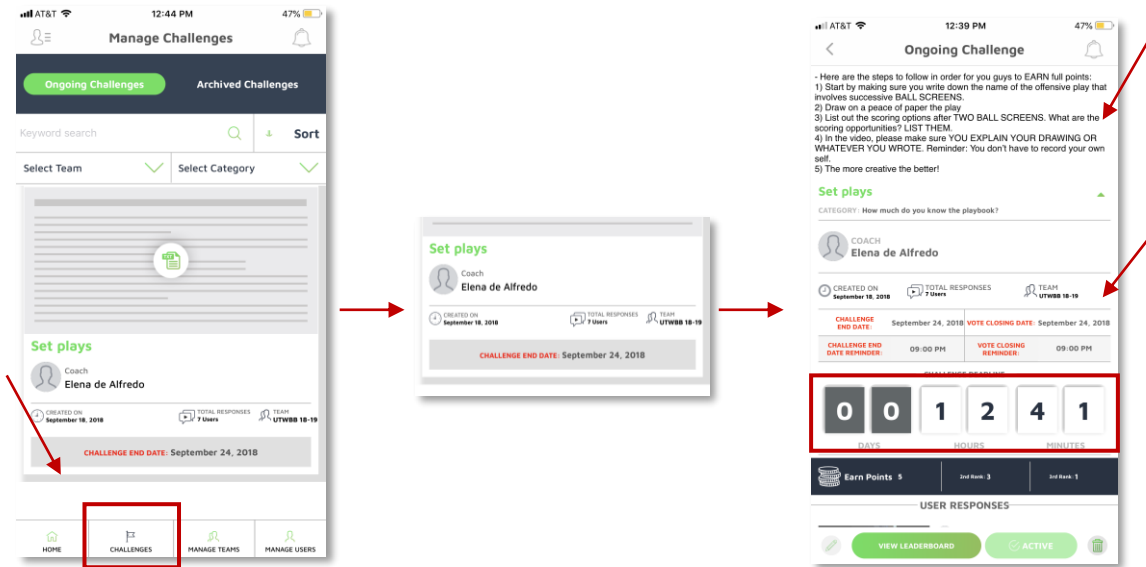
- **When your USER/TEAM is ACTIVE it will stay in GREEN**

****See images on your right**

****Same patterns apply for teams and user for ACTIVATION AND DEACTIVATION**



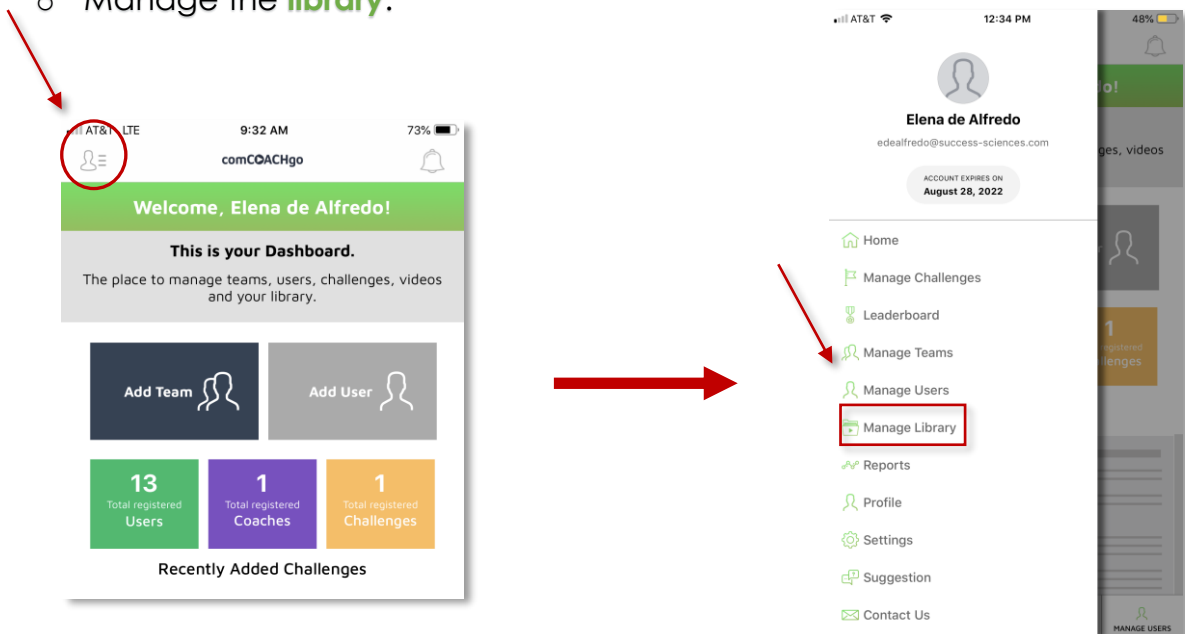
- Review the **challenges created by coaches:**



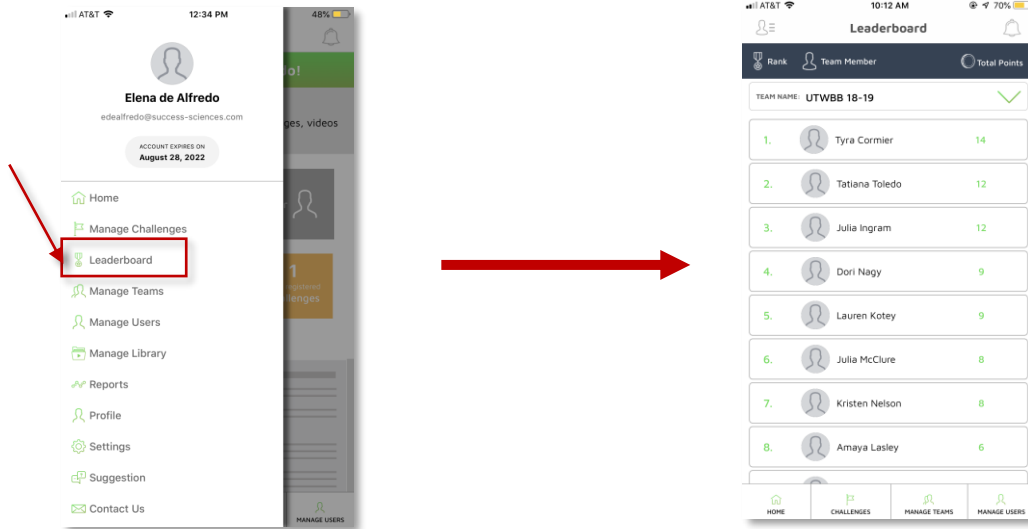
With this option, you can see the following features:

- Challenge start date and deadline
- User responses
- Team and coach name
- Ongoing challenge and guidelines
- Leaderboard

- Manage the **library:**



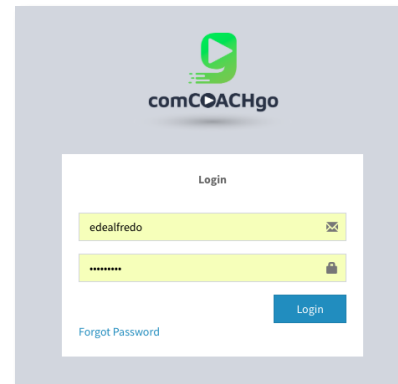
- Review the **leaderboard**:



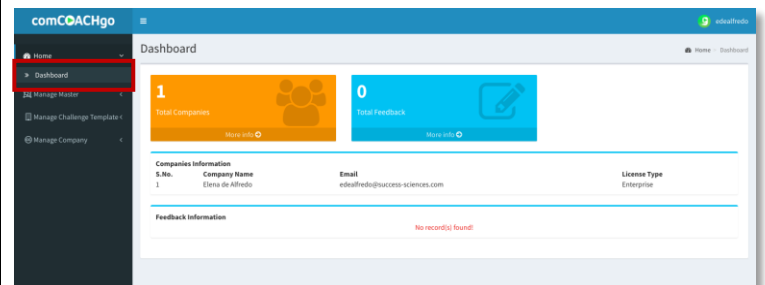
- Manage challenge categories through the **web admin account**:

1. Log in to your **web admin account**.

***Success Sciences provided you with your USER ID, password and URL to the page*



2. This is your **comCOACHgo** main dashboard.





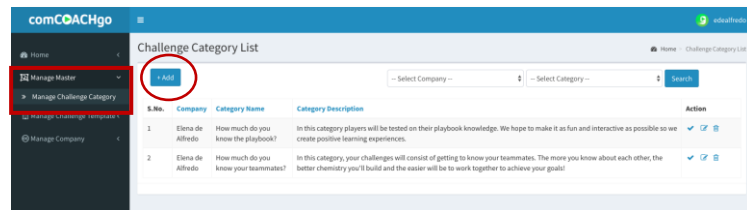
2. You can add challenge categories and challenge templates on the **web admin account**.

Challenge Categories are necessary for your coaches to publish challenges to your users.

Challenge Templates can be used to create a challenge that needs to be pushed out to everyone in the company.

1) Manage Challenge Category:

- Click under Manage Master
- After that, click under Manage Challenge Category
- Add the Category name and Description
- Clicking the "+Add" button on your left-hand corner



2) Manage Challenge Template:

- Click under Manage Challenge Template
- After that, click under Challenge Template
- Add the Template from your files clicking the "+Add" button on your left-hand corner.
- You can add text or video challenge templates
- Click submit when you are ready

