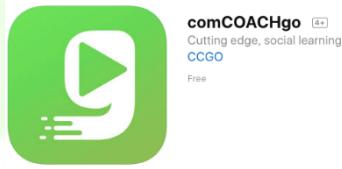
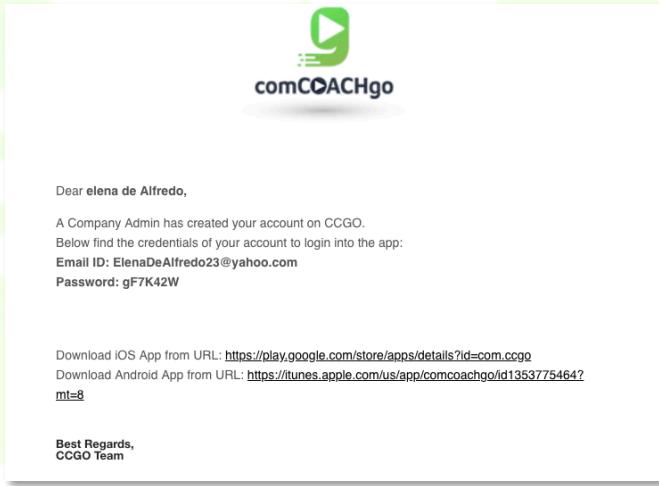




CCGo App User Guide

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:

1) Download the comCOACHgo App. This is what the app icon looks like.	 <p>Here are the links to download the app:</p> <ul style="list-style-type: none">- Android App: **Requires Android tablet or phone 5.0 and up. https://play.google.com/store/apps/details?id=com.ccggo- 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
2) Your Company Admin will create your USER account using your email.	<p style="text-align: center;">Yourname@email.com</p>
3) Your Company Admin will provide you with the login information (email and password) for your user account . This email will come from comCOACHgo@success-sciences.com . Be sure to check your spam if you cannot find the email.	 <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: ElenaDeAlfredo23@yahoo.com Password: gF7K42W</p> <p>Download iOS App from URL: https://play.google.com/store/apps/details?id=com.ccggo Download Android App from URL: https://itunes.apple.com/us/app/comcoachgo/id1353775464?mt=8</p> <p>Best Regards, CCGO Team</p>



<p>4) You will be able to change your password once you log in with the username and password given.</p> <ul style="list-style-type: none">- Enter your previous password- Enter your new password and confirm it	
<p>5) If you forget your password follow these steps:</p> <ol style="list-style-type: none">1. Open your app2. Click "Forgot Password?"3. Enter your login email address. You will get an alert4. CCGo will send you a temporary password to your email5. Log in with your temp password6. 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 USER account?**

- The user account allows you to interact and share content with your teammates

- **What is the USER account for?**

- With the user account you can answer the challenges your coach creates for you, vote on your teammates' responses and interact with them

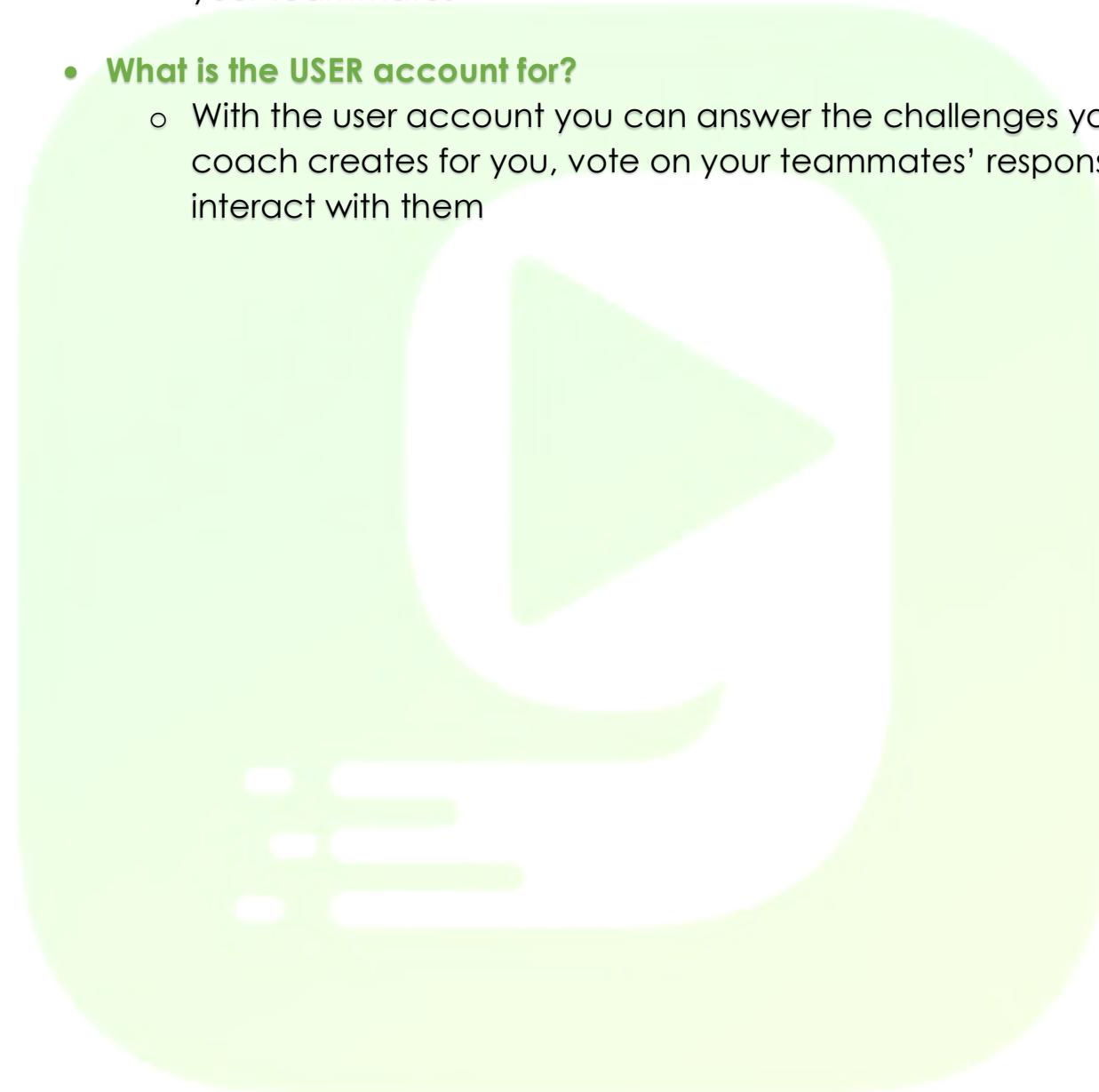




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1) LOG IN:

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

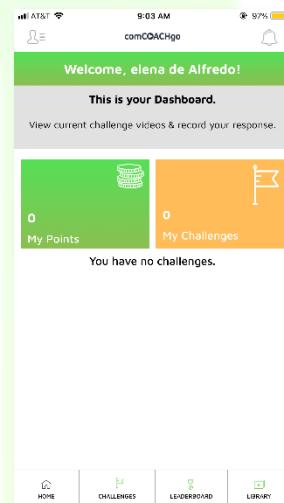
- a) **LOG IN** with your **USER account** entering the email address and the password provided in your email.



- b) Once you LOG IN you will see the main dashboard.
(Refer to the image on the right)

» Here you can do the following:

- o **View your points**
- o **View/Respond to your challenges**
- o **Vote for other users**
- o **View the leaderboard**
- o **View the library**
- o **Edit your profile/theme**
- o **Add suggestions**
- o **Turn on/off push/ view notifications**
- o **Contact Success Sciences**

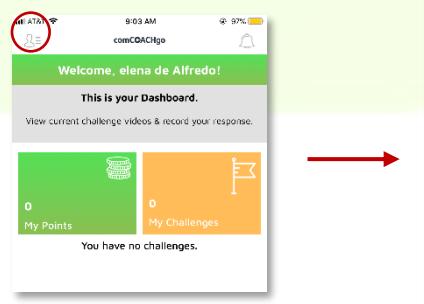


****All of these features will be explained in the following pages ****

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

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

A menu of contents will display all the app features.

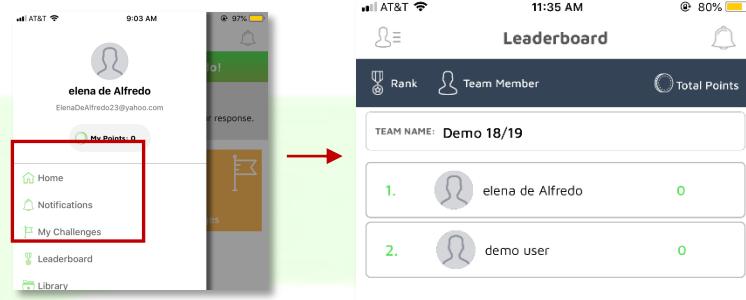




2) VIEW YOUR POINTS & VIEW/RESPOND TO CHALLENGES:

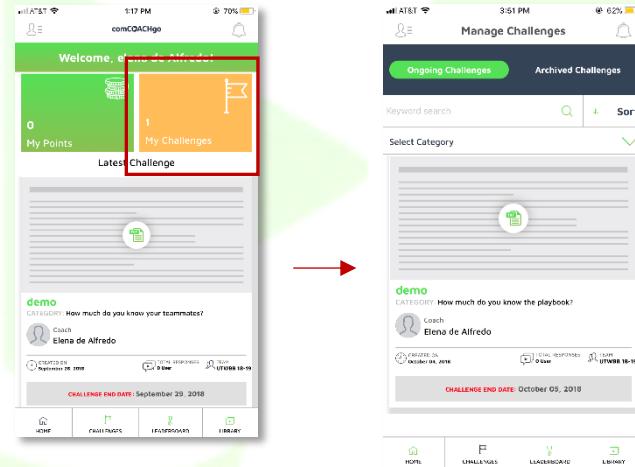
1. View your points:

- Click “My Points”
- You will see the total points you have and how you rank against your teammates



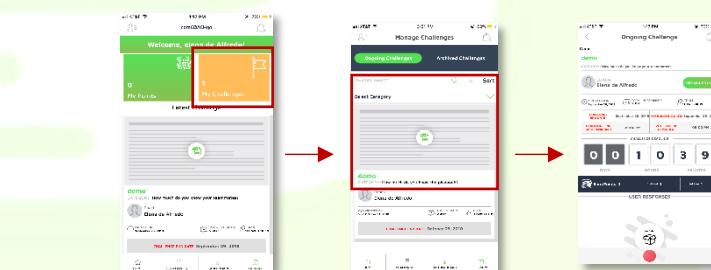
2. View your current challenges:

- Click “My Challenges” (inside the red box)
- You will see a list of current challenges



2.1. View the specific challenges:

- Click “My Challenges”
- Once you see the list, click the challenge you would like to view (Inside the red box)
- You will be able to see the characteristics of the specific challenge.



**You can see the following in the challenge:

- Challenge end date (& deadline)
- Vote Closing date
- Challenge end date reminder
- Vote closing reminder
- How many points you can earn
- View the leaderboard

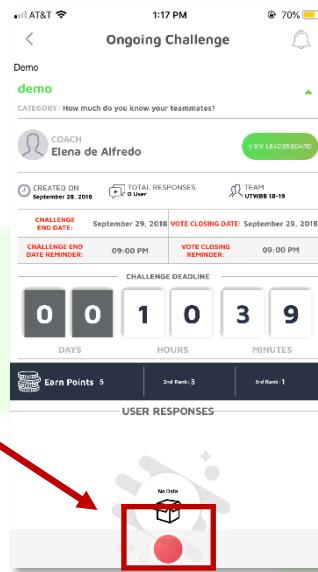


2.2. How to **Respond** to your challenge:

- Follow the steps from above to access it**
- Click the “red button” to record
- Make sure you **REVIEW** your video **BEFORE** you submit it

****Once your video is submitted you CANNOT delete it**

- Once the video is submitted, the coach and other teammates will be able to see the video



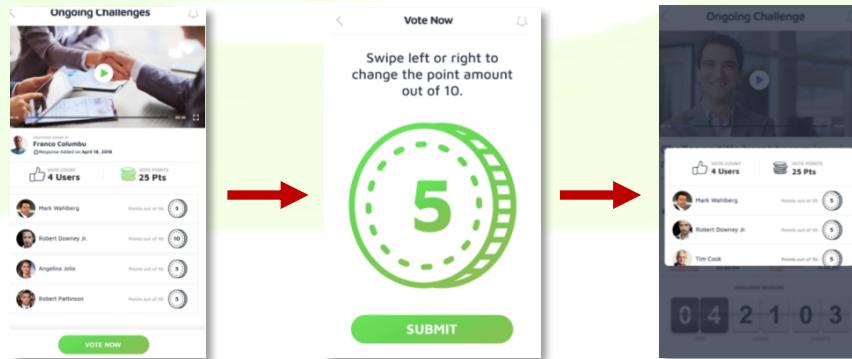
3) VOTE FOR USERS:

1. The challenge has to be active
2. You have to vote **BEFORE** the challenge date ends
3. Select a response to view
4. Vote that response:

You can vote from **1 to 10**. You will start at **5**:

- a) Swipe **RIGHT** to go up and give more points
- b) Swipe **LEFT** to go down and give fewer points

4. Once you are done press **SUBMIT**





4) LEADERBOARD:

» There are two types:

- Overall** Leaderboard
- Challenge** Leaderboard

a) **Overall** Leaderboard:

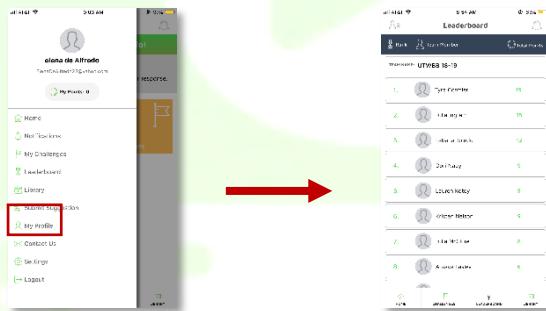
» The points come from the following:

- **INTERACTING** with the users. When you vote on other teammates videos, you will receive one point per vote. You cannot vote on your own video.
- **RANKED POINTS** from each individual challenge. In addition to the interactive points, you will also receive points if you win challenges based on the coach's choice or the voter's choice.

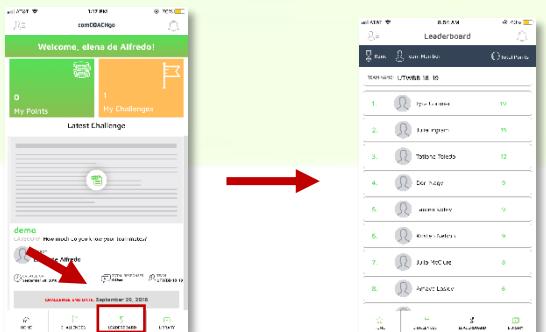
» Accessing the **Overall Leaderboard**:

- There are two ways to access it:

a) Through the menu on the left side of your app:



b) Through the bottom options bar:

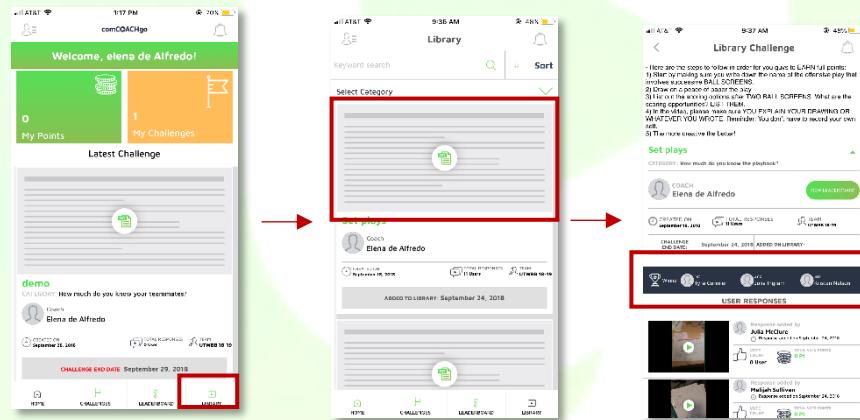




b) **Challenge** Leaderboard:

- » Shows the three ranked winners determined with the respective total points in that single challenge.
- » The points are earned in two ways:
 - Voting on your teammate's videos – the points are totaled up as players are awarded points by each other. The highest ranked responses will be higher up in the challenge leaderboard.
 - The points given to the top videos by either your coach or by voting results.
- » Accessing the **Challenge Leaderboard**:

1. Click the bottom "Library" option
2. Click under the challenge you would like to access
3. Here you will be able to see the specific challenge winners

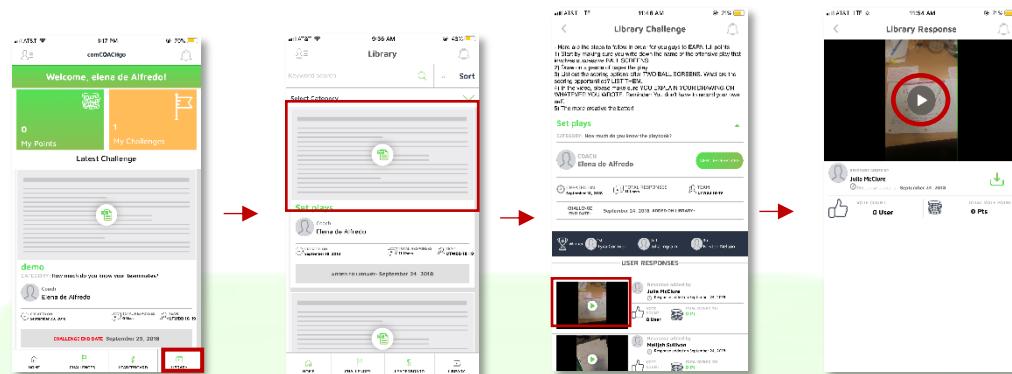


****You can view the challenge leaderboards when the challenge is active or In archived challenges.**

5) LIBRARY:

1. Click the "Library" tab
2. After that, you will be able to see the challenges added In the library
3. Click the challenge that you would like to see
4. Tap the video response you would like to watch
5. Click on play to watch it!

****See images below****

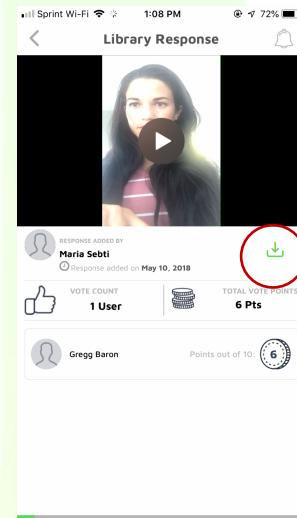


****You can access the library or any of the features in the bottom menu through the left-hand drop-down menu. Click the top left-hand side icon and you will be able to see all the app features.**

- » 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.

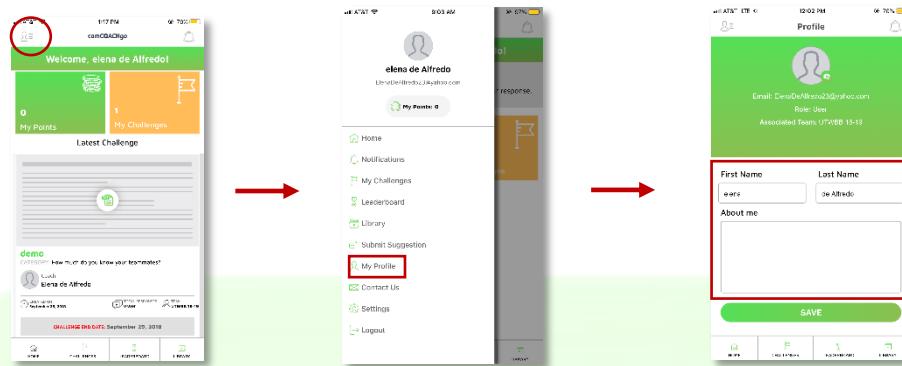


6) EDIT YOUR PROFILE:

- » 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 add a description, change your name and last name, and change your **profile picture*****
4. Click "Save" once you are finished

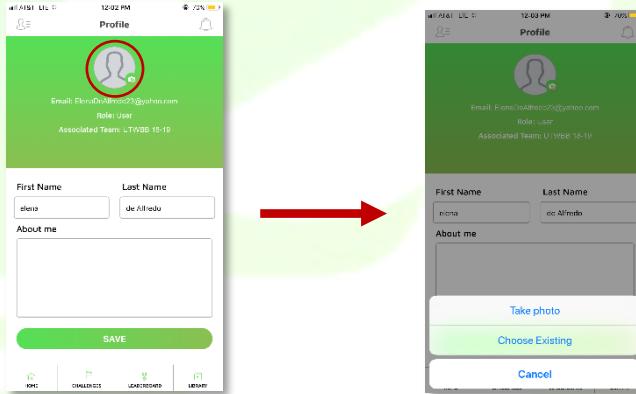
****See images below**



» 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 **Note: you may need to allow access to your camera and/or photos
4. When you are done, fill out the rest of the boxes and click SAVE

****See images below**



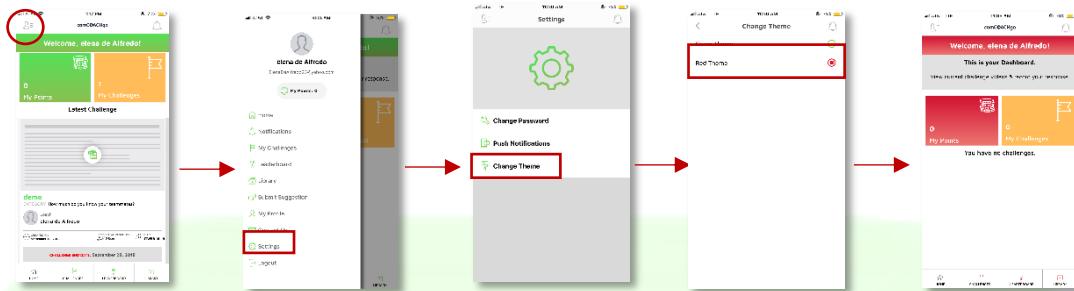
» How to change your app theme.

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



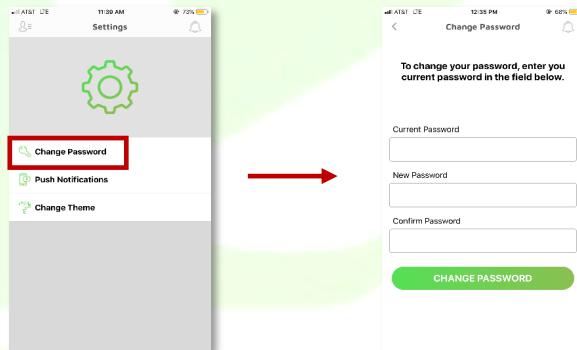
****See images below**



» 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**



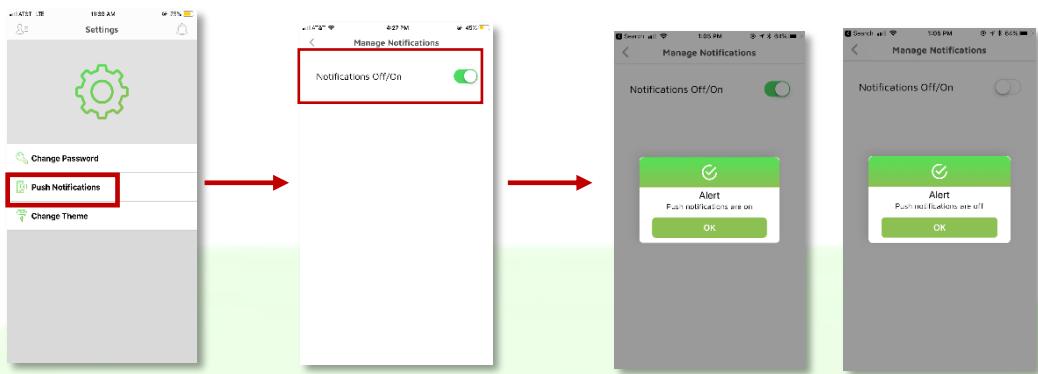
7) TURN ON/OFF & VIEW PUSH NOTIFICATIONS:

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.

***If you aren't receiving push notifications after following these steps, please refer to the FAQ's at the bottom of the page**

***See images below**



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

<p>1) On your comCOACHgo app:</p> <p>***You can access the notifications by tapping the left-hand side icon on your screen and clicking "Notifications."</p>	
2) On your phone:	



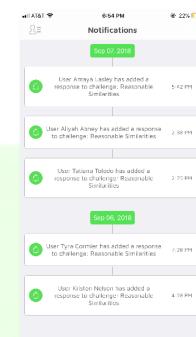
» What are the notifications?

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

Users get notified about:

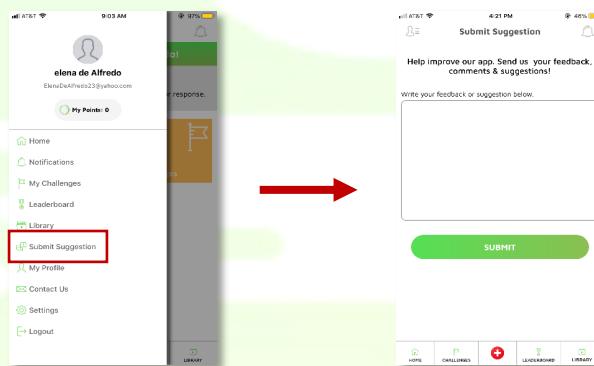
- New challenges,
- When someone votes on your challenge
- If an admin/coach deletes a challenge
- If a coach makes a challenge inactive/active,
- If you win a challenge

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



8) ADD SUGGESTIONS:

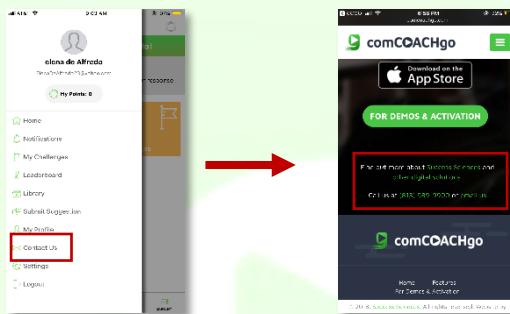
1. Tap the top left-hand icon to display the table of contents
2. Click "Submit Suggestion"
3. **Help us improve our app & give us your feedback**
4. Click "Submit" when you are done!





9) 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**



10) TIPS FOR USERS:

- To respond to a challenge, you **can only use the App** to record your videos. (You cannot record a video on your phone and submit it from the phone's camera roll or gallery. It has to be through the **comCOACHgo** app.)
- You **CAN and SHOULD review your videos** before submitting them. You will only have **ONE submission**. You CANNOT delete that submission once it is published
- You **get points for interacting within the app**. Once a challenge is submitted make sure you vote for others' submissions to get extra points in the overall leaderboard
- The response submissions are in a **video format**; however, you **don't need to record your own self** if you don't want to. This is where creativity plays an important role in your submissions. You can easily record your voice while pointing with your camera at something else
- The challenges have a **closing deadline for submission and voting period**. Make sure you are on top of it
- Be **mindful of the time limit** you have. The timer will start to countdown once you start recording
- **Creativity also counts**. You must follow the coach's directions throughout their submission but make sure you **have fun with it!**



11) FAQs:

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>

