VIRTUAL LOCKER

Equipment Tracking Program
Virtual Locker Mobile App
2024 Season

NFL PLAYER HEALTH & SAFETY

ZEBRA

LOGIN SCREEN / LOGGING OUT

➔ The Virtual Locker app will come pre-installed on the MC330R handheld device.
● The Virtual Locker app image is displayed to the right.

➔ To access the Virtual Locker mobile app, users will need to sign in with their OKTA credentials.
● OKTA will require users to login using their official NFL team email address and password.
● When signing in with OKTA, click on the NFL logo and then a mobile browser will open and prompt you to follow login instructions there.

➔ Upon logging in, Virtual Locker will synchronize the current roster and equipment information.

➔ After logging in for the first time, go the **Readers List** page on the left display panel and confirm the MC33 device is connected. If it is not connected, click on the white circle under "Available Readers" and this will establish connection to the device to enable scanning. Once connected, the device information will display at the top of the page and the MC33 icon will turn green.
  Note: The Readers List page also allows users to control the power level of the reader and select what equipment types they want to scan with the MC33. This is helpful for custom and practice scans when users are only trying to scan a specific type of equipment. Example: If a team conducts a practice where only cleats and shoulder pads were worn, uncheck helmets and knee braces so that way only cleats and shoulder pads are picked up by the RFID reader. All equipment being selected is the default option.

➔ Users will be notified if there is an update for the app when signing in. Simply follow the directions on the screen to update Virtual Locker to the current version.
● We recommend users log out of the mobile app daily to make sure they see any app updates that are pushed to Virtual Locker. Users can do this by opening the left panel and scrolling all the way down to Log Out.
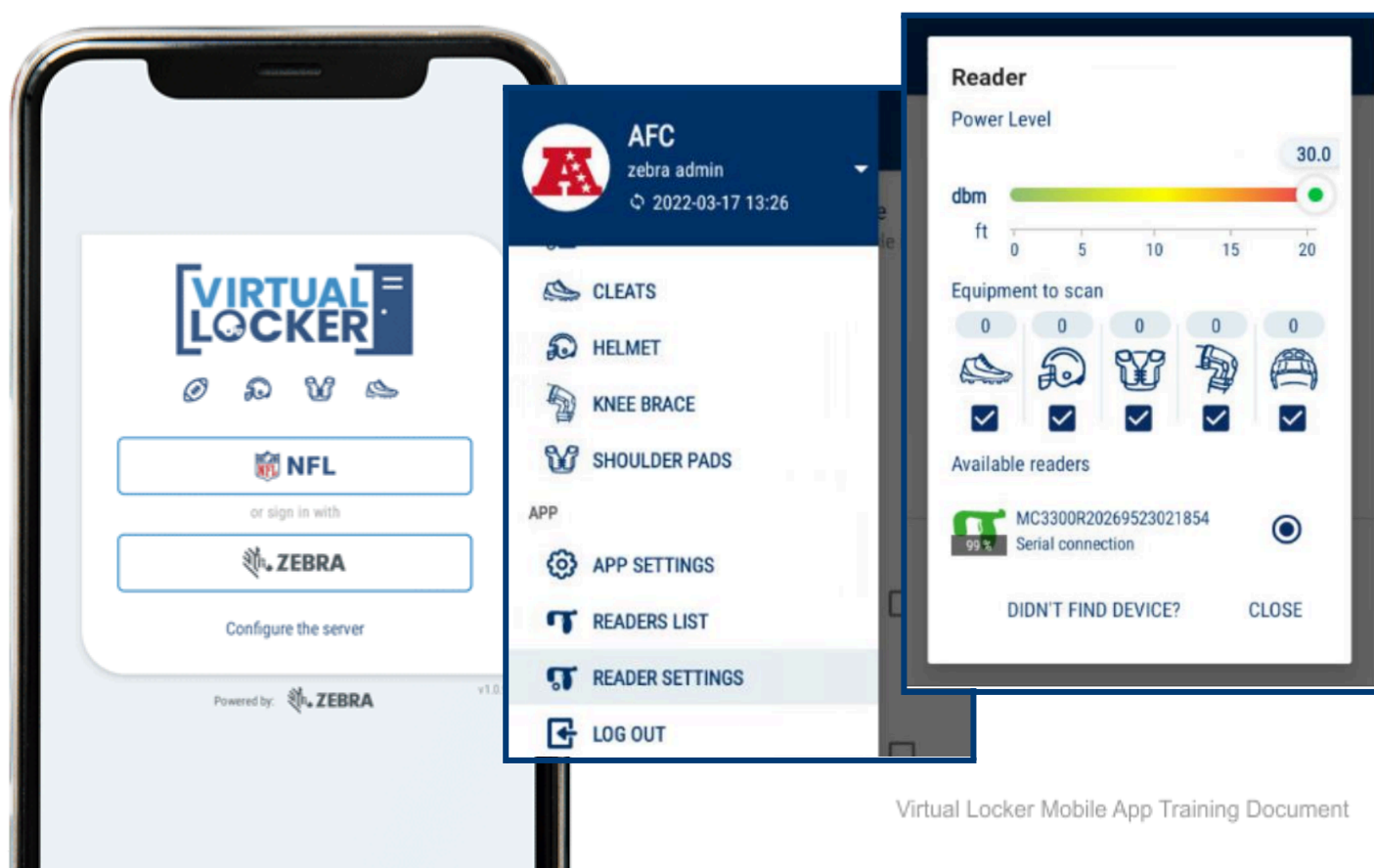
GAMEDAY SCAN / PRACTICE SCAN / CUSTOM SCAN

➔ The session scans allow users to scan equipment and confirm each player has the correct equipment assigned to them for that given game or practice.

- The Gameday and Practice Scans will function the same way.

- The Custom Scan feature is to be used for standalone activities (not gameday or practice) such as performing quick inventory checks before loading the equipment for travel or verifying all equipment in a player's locker room is tagged and rostered properly.

➔ To perform a session scan:
- Select the proper scan on the side display panel.

  ➢ If you are performing a Practice Scan, click on the Calendar Icon on the top of the screen and make sure you have selected the correct practice

  ❖ If you do not see the current practice listed, you will need to manually create one in the Virtual Locker web app in the Activity page. After creating the practice, sync the mobile app by clicking the refresh button at the top of the screen and the newly created practice should display.

  ➢ Like Practice Scans, when performing a Gameday Scan, make sure you have the correct game selected at the top of the screen. All games will be pre-populated, so users do not have to manually create one.

  ➢ If you are performing a Custom Scan, click the green "NEW SCAN" button, and follow the directions below.
    ❖ Users can label a Custom Scan by clicking the Pencil icon at the top of the page and updating the name of the new scan.

- Click on the "Start Scan" button at the bottom of the Players page and the MC33 device will start scanning Zebra Player Health and Safety tags.
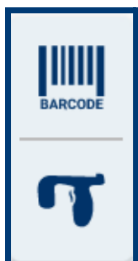
  ➢ There are two scanning options while performing a session scan – RFID and Barcode scanning. The RFID scan (MC33 logo) is the default option and will pick up all tags in the area. The Barcode scan (Barcode logo) will only scan one tag at a time and the device must be pointed directly at the barcode to read the tag ID. To switch to the Barcode scanning option, click on the MC33 logo on the bottom left corner and then select the Barcode icon.

- After a piece of rostered equipment has been properly scanned, the number corresponding to the equipment next to the player's name will change (0 to 1) and the red circle around the number will turn green.

  - Clicking on the white RFID Scanner icon will open the reader settings which will allow users to adjust the power level and filter which equipment they want the reader to look for when scanning.

- Once finished hit "Stop Scan" and "Save".

- The Equipment Count will display the total amount of equipment for each type that were scanned during the session scan. Clicking on Cleats, Helmets, and Shoulder Pads will give a detailed list of all individual pieces of equipment scanned for that equipment type.
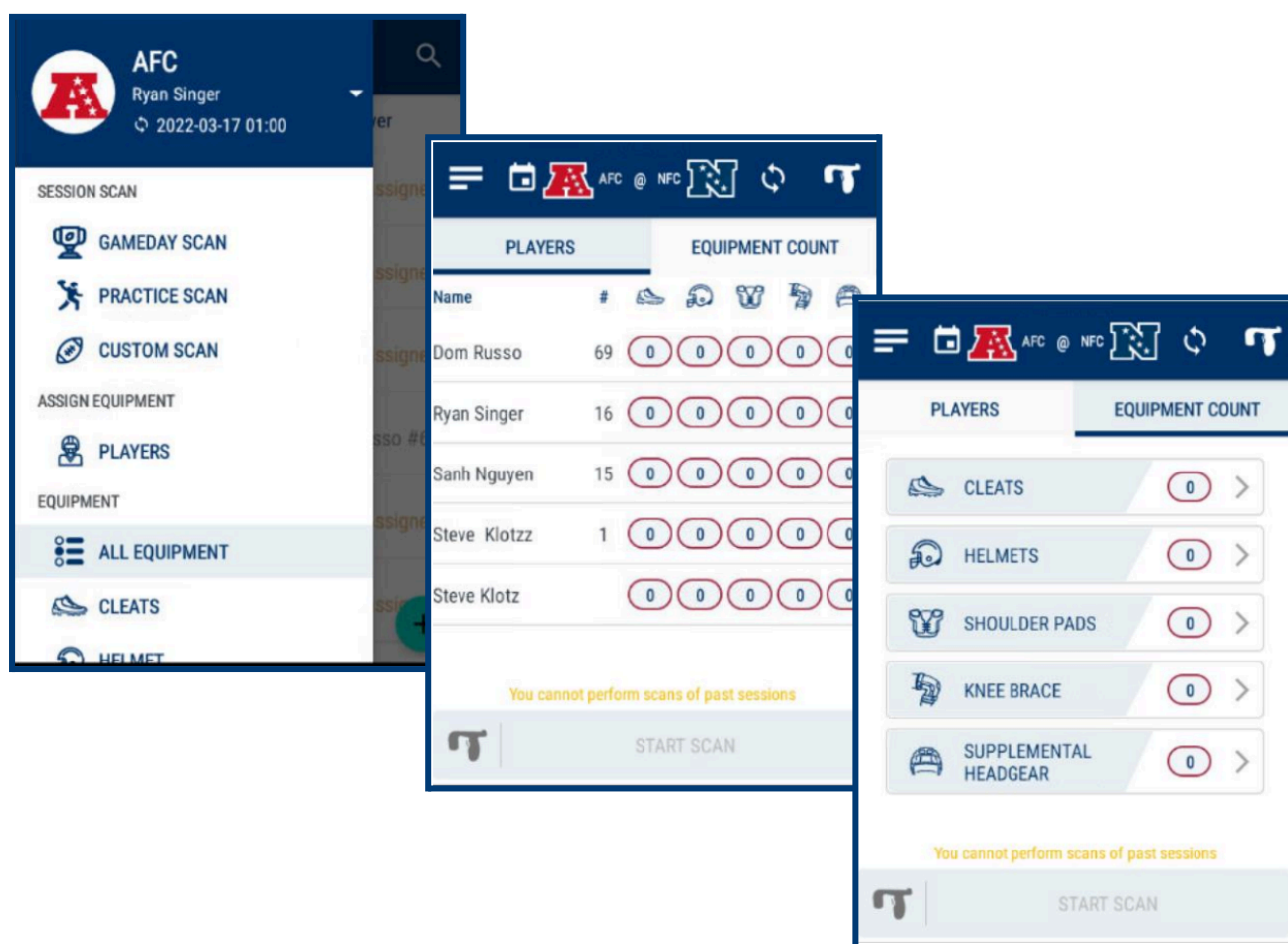
PLAYERS
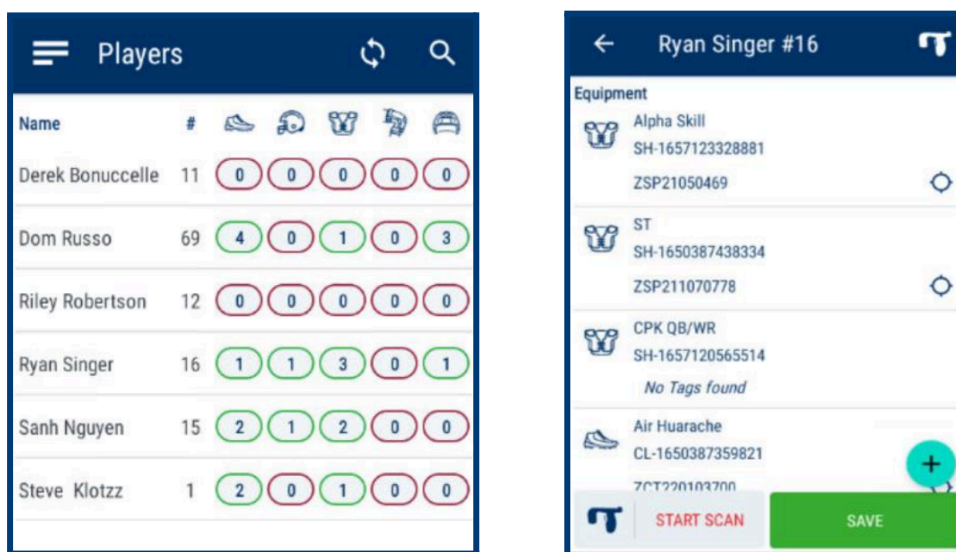
➔ The Players page displays all players currently on the team roster and a summary of the equipment rostered to that player by type.

- Note that players that have archive equipment will be denoted with a yellow dot underneath the respective equipment count

➔ Clicking on a player's name will open that player's equipment profile. This will give detailed insight into each piece of equipment rostered to that player including type, model, tag ID, and equipment code.

- Rostered equipment will be listed in either the Assigned Equipment or Archive Equipment tabs.

- Clicking on the target button for each equipment will allow user to locate that specific equipment in proximity to the MC33.
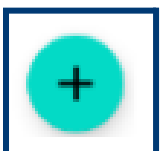
➔ This page also allows users to start a scan (follow instructions in previous section) or create a new piece of equipment to the player by clicking on the blue + button.

➔ After you are finished creating new equipment, **users must click** the refresh button at the top to synchronize the app with the Virtual Locker cloud to save these changes.
   ❖ The left panel will display a timestamp, underneath the username, that indicates the last time the app was synched to the cloud.

EQUIPMENT - CLEATS / HELMETS / SHOULDER PADS / KNEE BRACES

➔ In the Equipment section, users will see all equipment that has been created in Virtual Locker.
  ● Equipment is sorted by type or can be viewed all together.
➔ Users can make updates by selecting the equipment type on the side display panel and then selecting the individual piece of equipment. Once users click into the equipment, all fields can be edited including:
  ● The player the equipment is assigned to Model and manufacturer. Parts and custom fields are editable via the web application only at this time.
  ● Zebra barcode tag IDs

➔ Users can create new equipment by clicking on the blue + button in the bottom right-hand corner. The Create Equipment page will prompt users to assign player and then select equipment type, manufacturer, and model. To assign tags, users will need to click "Start Scan" and follow the prompts.

➔ Equipment can be sorted by clicking on the column headers and can also be searched by Zebra barcode, model, and player name by clicking on the magnifying glass icon in the top right corner.

➔ After users are finished updating all equipment information, **users must click** the refresh button at the top to synchronize the app with the Virtual Locker cloud to save these changes.
  ● The left panel will display a timestamp, underneath the username, that indicates the last time the app was synched to the cloud.