



FitSync[®] Personal
Web User's Guide

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Overview

FitSync® is a combined mobile and Web application that includes a Web site, where you can create and manage fitness programs, and software for your PDA or mobile phone. You can download workouts from your FitSync Web page to your handheld, log training activity and create new workouts and exercises, and then upload your data back to the Web. You can choose exercises, workouts, and programs from the FitSync libraries or you can create your own custom routines. If you can do it, FitSync can track it so you can use FitSync to monitor all of your training activity.

If you're working with a trainer, you can collaborate online through FitSync. Your trainer can monitor your progress remotely through the Web and offer guidance when you're not training one-on-one. If you're not using a trainer and prefer to design your own fitness plan, you can use the exercise, workout, and program libraries to find what's right for you. If you find something that works well for you, share it with others and submit it to the FitSync Public Library.

FitSync's detailed Web charts and reports help you accurately assess your performance. You'll find that your FitSync Web page is the best place for detailed planning and review and that your FitSync mobile application is best for logging activity and a quick review of your day's routine.

This guide will help you learn how to use the Web features of FitSync. You can minimize this Help window and refer to this guide while you are using the Web site. To get to a section in the Table of Contents quickly, click on it. To learn about FitSync for your handheld, please visit the appropriate handheld device's User's Guide in the **Help** section. If you don't have a handheld yet, you can print a worksheet of your workout and then log your data at the Web site.

You will find that viewing your FitSync pages with your browser set on Full Screen will make charts and reports easier to read.

Menus and Getting Around

FitSync provides navigational and pop up contextual menus for getting around the FitSync Web. The menus across the top of the page give you links to the community areas.

<Your> Gym If you are using a private branded version of FitSync you'll see your gym's name in the top navigation bar. Clicking on your gym's name will take you to your gym's home page. Otherwise this will display as the **FitSync Gym** and will take you to the FitSync home page.

Find a Trainer Select a trainer from the profiles of personal trainers.

My FitSync is your personalized portal page where you can select the activities and results you wish to review quickly in one combined view. For more information, see **Using My FitSync**

Help brings you to online documentation as well as contact information for questions and comments.

The menus that run down the left side of the page link to areas where your fitness and personal information is managed.

Message Center

In-Box Any messages from your trainer or club will display in a pop-up box and at the top of the page in the top left corner and are also automatically delivered to your handheld device when you synchronize your device. Any incoming messages are indicated with the number of new messages. Clicking the new message link opens each new message one-by-one.

Message Trainer - Clicking the **Message Trainer** link opens a new, blank message form specifically for your Personal Trainer. Once you've entered the message, simply preview and send. It will be automatically routed during the synchronization process.

Plan

Fitness experts recommend: "Make a plan, track your progress, and update your plan regularly." Set measurable goals that you can achieve one step at a time. Celebrate your success each time you reach a goal! The Web tools for planning are:

Schedule Plan your workouts for the week, month or whatever timeframe you choose

Programs Select from the libraries, or Create and manage your programs

Workouts Select from the libraries, or Create and manage your workouts

Exercises Select from the libraries, or Create and manage your exercises

Progress

Progress shows you how your fitness programs are developing over time. Here, you can view your personal workout and exercise statistics weekly, monthly, and even yearly.

Reports View charts and statistical reports of your exercises and workouts

Vitals Monitor, update and chart vital statistics and body composition over a chosen timeframe

Journal brings you to the free-form Journal area where you or your trainer can record your moods, environment, injuries, etc.

Vital Statistics

The Vital Statistics box displays a brief written description of your weight and body fat percentage as they stand right now. To track and view more measurements, select the **Vitals** link.

Account

My Account You can change your **Contact information** or **Billing Information, Upgrade Account, Change Username, or Change Password.**

Preferences You can choose your **start page**, the page to load when you log in, set your **time zone** and find or change your trainer. Your gym manager can also assign you a new trainer.

My Profile You can choose to share this page of your **Profile** and **PAR-Q**. You can even include photos of yourself in your profile by clicking on **My Fit Files**.

Downloads This is where you can download our handheld software.

The **Logout** button logs you out. Always logout when you are finished.

Help Functions Depending on your familiarity with FitSync, you may choose from two additional levels of optional help, **Step-by-Step Guides** and **In-line Icon Legend**. Placing or clearing a check mark in the box next to **Step-by-Step Guides** or **In-line Icon Legend** in the **Help Functions** box enables or disables each of the optional views that are available to you.

We recommend that you begin using FitSync with **Step-by-Step Guides** enabled if you wish to create new exercises, workouts or programs. **In-line Icon Legend** enables an area on each page that gives you information about each icon displayed during this page's use. Even if you have turned off the In-line Icon Legend, moving your cursor over each icon will open a pop-up contextual menu. Clicking the icon will enable you to perform the listed task or display an additional menu.

BEFORE YOU START

Set your time zone in **Preferences**. Personalize your account by selecting the time zone setting that corresponds to where you live. The time zone setting affects the current date display of the calendar, i.e. what day "today" is. Once "today's" date is determined, all data is stored without any compensation for time zone offsets. It is also important that the time and date are set correctly on your handheld device. All exercise data that you record on your handheld is time-stamped according to the time set on your handheld. When you are traveling, make sure you update the time and date settings on your handheld device as well as in your online FitSync account.

Workouts

1. Workouts are collections of exercises. A selection of popular workouts is available in the **Workout Libraries**. They may be accessed by clicking on the **Workouts** button, on the left-hand navigation bar. This opens up a screen, **Workout List**, with two buttons: **Workout Libraries** and **New Workout**.
2. To access a prepared workout, click on **Workout Libraries**. This takes you to a new screen where you can search for workouts using the **library filter**.

Workout Libraries

1. To search for a particular workout, use the **library filter**. Drop-down menus for each box allows you to select the various filters available. You can search from the FitSync library or the public library which contains workouts contributed by other FitSync users. Within each library you can search for the type of workout that you are interested in.
2. Once you've selected the filters, click on **search workout library**.
3. Select the workouts you wish to copy over to your personal **Workout List**.

Edit Workout

1. The workout you have copied is now displayed in your **Workout List**. Turn on the **In-line Icon Legend** to view the functions available. You can
 - **Set Workout Targets:** set your targets (goals) for the next time you perform this workout.
 - **Edit Workout's Exercises:** add an exercise and change the order of your exercises
 - **Edit Workout's Exercise Note:** update the notes for each exercise here
 - **Edit Workout:** edit information about the workout here
2. Editing a workout is a quick way to customize a workout. If you would like to edit a workout, select the workout and click on the **Edit Workout** icon. Turn on the **Step-by-Step Guides** to edit your first few workouts.

The **Advanced Functions Menu** allows you to perform the following functions:

- **New Data:** this function is used to manually insert data for a workout. Generally this is useful for users that do not have a handheld device.
- **Edit Data:** use this if you would like to edit data that is already in your personal Web pages. You will be presented with a list of every date that has data. Select the appropriate date to modify that date's existing data.
- **View Workout Report:** this opens up the report for the workout.
- **Add to Schedule:** this opens up a pop up window **New Event** where you can select the days of the week you wish to schedule this workout and the frequency.
- **Submit to Workout Library:** You can submit workouts to the **Public Library** that you wish to share with other FitSync users

Add New Workout Data

The **New Data** page is used to directly enter exercise results when data from your handheld is either not available or incomplete or you would like to enter data from your printed workout worksheet. Once you've selected the workout to add data to and chosen the date during which the exercises were completed, you'll be able to select and add data to any of the exercises that are included in the workout. After you've entered the new data, click **Confirm New Data** to store the new information to your personal database.

Update Workout Data

The **Edit Data** page displays basic information for your chosen workout or exercise and allows you to modify it by selecting the desired date for which the data is to be edited. Note that the list of dates only includes dates where data exists. From this page, you may navigate to its corresponding **New Data** page where you may enter additional exercise data, or view and modify other workouts selected from your complete list of available workouts.

Note: *The selected date represents the date that the relevant data was entered into your handheld device or directly into your FitSync Personal account, not the date that the event was scheduled to take place.*

Create New Workout

1. To create workouts, click on **New Workout**. This takes you to a new screen to create your personal list of workouts.
2. Turn on the **Step-by-Step Guides** to create your first few workouts.

Programs

1. Programs are collections of workouts performed over a period of time. A selection of popular programs is available in the **Program Libraries**. They may be accessed by clicking on the **Programs** button, on the left-hand navigation bar. This opens up a screen, **Program List**, with two buttons: **Program Libraries** and **New Program**.
2. To access a prepared program, click on **Program Libraries**. This takes you to a new screen with a list of popular programs, some of which may be prepared by your trainer or gym.

Program Libraries

1. To search for a particular program, use the **library filter**. Drop-down menus for each box allows you to select the various filters available. Once you've selected the filters, click on **search program library**.
2. Select the programs you wish to copy over to your personal **Program List** by clicking on the plus icon next to the program.
3. To create customized programs, click on **New Program**. This takes you to a new screen to create your personal master list of programs.

Edit Program

1. Your copied program is now displayed in your **Program List**. Turn on the **In-line Icon Legend** to view the functions available
 - **View Program:** use this to view the details of the program
 - **Edit Program:** this is where you can add an exercise and change the order of your exercises
 - **Delete Program:** you can delete the program
 - **Program is Active:** This denotes the status of the program

- **Program is Inactive:** This denotes the status of the program
 - **Program is Stopped:** This denotes the status of the program
2. You can edit any program you have copied into your Program List to delete or add workouts. Select the workout and click on the **Edit Program** icon.
 3. Turn on the **Step-by-Step Guides** to edit your first few programs.

The **Advanced Functions Menu** allows you to

- **Add to Schedule:** Add this program to your schedule
- **Submit to Program Library:** You can submit programs to the Public Library that you wish to share with other FitSync users

Create New Program

1. Turn on the **Step-by-Step Guides** to create your first few programs.
2. Complete the program form to enter information for this program. You may name your program anything you wish up to 30 characters.
3. You can select workouts from your personal **Workout List** to create your new program.

Exercises

1. You can select exercises from **Exercise Libraries** to copy into your personal list of exercises or create **New Exercise**.

Exercise Libraries

1. To copy exercises from the libraries, click on **Exercise Libraries**.
2. To search for a particular exercise, use the **library filter**. Drop-down menus for each box allow you to select the various filters available. Once you've selected the filters, click on **search exercise library**.
3. Select the exercises you wish to copy over to your personal **Exercise List**.

Edit Exercise

1. Your copied exercise is now displayed in your **Exercise List**. Turn on the **In-line Icon Legend** to view the functions available. You can
 - **View Exercise:** use this to view the details of the exercise
 - **View Exercise Snapshot:** click on this to view an image or video of the exercise
 - **Edit Exercise:** this is where you can edit the details of the exercise
 - **Edit Exercise Note:** for a quick edit of just the note for the exercise
 - **Duplicate Exercise:** make a copy of the exercise for easy edits and revisions
 - **Set Exercise Targets:** set your targets for the next time you perform this exercise
 - **Delete Exercise:** your exercise will be removed and placed in the **Deleted Exercise List**. Exercises cannot be deleted completely due to the nature of data that may be stored. If you click on **View Deleted Exercise List** this will display previously deleted exercises where you'll have the ability to easily restore any exercise you wish.
2. To edit any exercise select the exercise and click on the **Edit Exercise** icon.
3. Turn on the **Step-by-Step Guides** to edit your first few workouts.

The **Advanced Functions Menu** allows you to

- **Add New Data:** this function is used to manually insert data for today. Generally this is useful for users that do not have a handheld device. It can also be used to add historical data that was not recorded previously.
- **Edit Data:** use this if you would like to edit data that is already in the FitSync system. You will be presented with a list of every date that has data. Select the appropriate date to modify that date's existing data.
- **View Exercise Report:** this opens up the report for the exercise.
- **View Exercise Chart:** this opens up the chart for the exercise.
- **Add to Workout:** add this exercise to a workout
- **Submit to Exercise Library:** You can submit exercises to the **Public Library** that you wish to share with other FitSync users

Create New Exercise

To create a new exercise, click on **New Exercise**. Turn on the **Step-by-Step Guides** to create your first few exercises.

Schedule

The **Schedule** page gives you a 6-week view of recently completed and upcoming workouts. The current day is highlighted and you may scroll back in time by selecting **4 Weeks <** and **1 Week <** or into the future by selecting **1 Week >** and **4 Weeks >** to view or modify the scheduled workout.

Turn on the **Inline Icon Legend** to understand your Scheduled events. You may turn on the Inline Icon legend by placing a check mark in its associated checkbox within **help functions**.

You can schedule your programs or workouts by clicking on the buttons:

Add Program To add programs to your schedule, select available programs from a popup window

Add Workout To add workouts, select available workouts from a popup window

Workout Worksheet

Clicking the **This Week's Workout Worksheet** button opens a popup window with a printable form of your workout listed with areas for you to log your data during your workout. If you don't have a handheld device or would prefer to refer to a printed copy of the workout, select **This Week's Workout Worksheet** to generate a copy that can be printed.

Add an Event to the Schedule

You can also add a workout to a particular date by clicking on this icon. Once you've selected a workout the **New Event** page displays the days of the week for you to schedule your workout. Click on the days you wish to schedule that workout in **days to schedule**. If you'd like to repeat the workout, select the period for recurrence in **repeat options**. You may repeat the workout indefinitely or select an **end date** to stop the workout. Click **confirm new event** and the workout is added to your schedule.

Past Workout Events

To view the event details of a selected workout whose date has already passed click on the icon for that workout on that date. A popup window displays its associated **View Workout** page. Past data can also be modified by selecting the **Edit Data** link from the pop up menu. Note that the relevant data for a particular date was data that was entered into your handheld device or directly into your FitSync Member Web account, not the date that the event was scheduled to take place.

Future Workout Events

To modify future workouts, click on the icon for that workout and a pop up menu gives you links for **View** the event, **re-schedule** a single or a repeating event, and **delete** a single or repeating event.

Understanding Reports & Charts

The **Workout Report** or **Exercise Report** page displays a written and graphical description of the chosen workout's or chosen exercise's statistical analysis of target vs. actual workout data.

The **Exercise Reports (by workout)** page displays a list of workouts and the exercises that are included in each workout. Clicking on the icon **view exercise report** for a selected exercise opens up the **exercise report** for that exercise. From the **exercise report**, clicking the **Six**, **Twelve**, or **52 Week** links toggles the page display of the exercise data and its corresponding reports over the selected time frame.

This **Exercise Report** page gives you access to **edit** (i.e. add to or modify) your **Exercise Data** as well as a link to **view** the complete exercise description and its **chart**. You'll also find a statistical listing by set of your exercises' target attempt vs. achievement ratio.

The **Historical Report** page displays the summary data for workouts. Clicking the **1 Month Back<**, **Weekly Report**, **Yearly Report**, and **1 Month Ahead>** links toggles the page display of the reports over the selected time period.

Clicking on the icon **View Exercise Chart** for a selected exercise opens up the **exercise chart** for that exercise. From the **exercise chart**, clicking the **Six**, **Twelve**, or **52 Week** links toggles the page display of the exercise data and its corresponding reports over the selected time frame.

Setting up My FitSync

My FitSync is a where you can personalize an overview page that best suits your needs for managing your fitness program and tracking your progress. "Modules" are simple to add to or remove from this page by clicking the **Edit My FitSync** button. This is your personal view of how your fitness programs are developing over time. You may wish to select a particular exercise to track your progress on reaching your goal. In this overview report, you can view a historical statistical report giving you weekly and even yearly data. Data is displayed for upcoming workouts, exercises, and analysis by viewing related reports or charts. You may also view further details on any workout or exercise and data can be manipulated by selecting the **Add** or **Edit Data** links.

You may choose to display this page when you first sign-on to the FitSync Member Web site by setting the **Start Up & "My FitSync" Page** option from **Preferences**.

To modify your **My FitSync** page to best suit your needs, click on **Edit My FitSync**, an easy-to-use setup guide that helps you to step through adding or removing the desired "modules." To further customize your **My FitSync** page, most modules have additional settings that are chosen from the **Configure Module section** where a drop-list for the selected module can be applied to the results that are displayed.

FitSync can help you reach your goals. Celebrate each step along the way!

Support

FitSync provides 24 hour email support. If you have a question about FitSync or suggestions, please email us at info@fitsync.com. If you access FitSync through your club's Web site you can also access your FitSync account at www.fitsync.com with your username and password. If you have questions about your fitness program, ask one of the professionally trained instructors or trainers in your gym. We wish you success and good health.