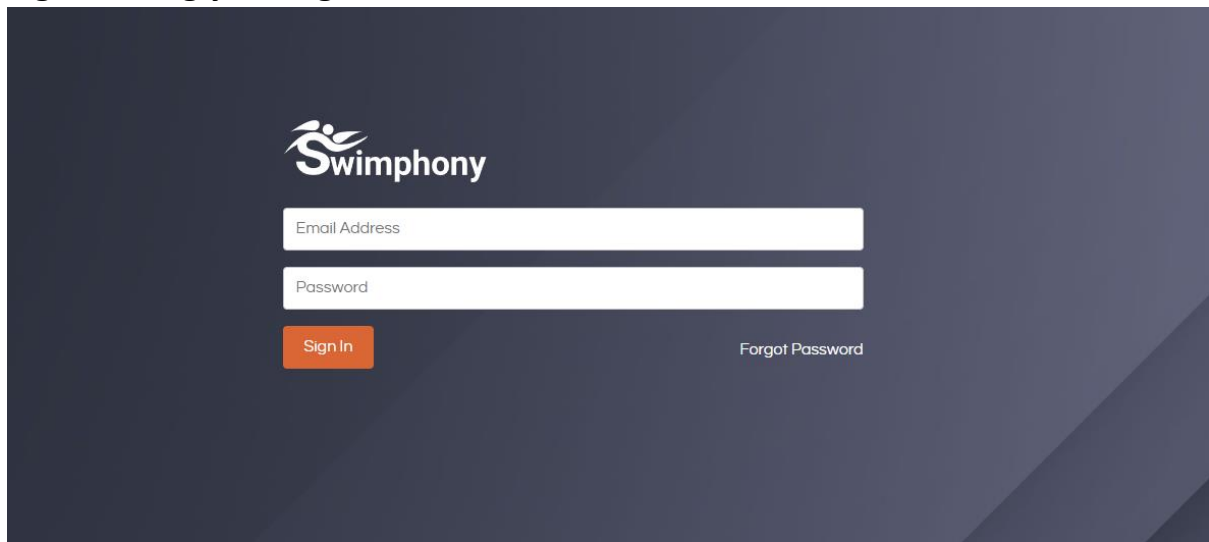


Swimphony How To:

Login to Swimphony Register/Progress app via the following link:

<https://admin.swimphony.courses/instructor/lesson>

Sign in using your login details:



The image shows the Swimphony login interface. At the top center is the Swimphony logo. Below it are two white input fields: 'Email Address' and 'Password'. Under the 'Email Address' field is an orange 'Sign In' button. To the right of the 'Sign In' button is a link that says 'Forgot Password'.

Once in you will be presented with the lesson selection screen. Use the date box at the top left to select the date which the lessons took or is are due to be taken. Once you have selected the date the lessons will appear. Click the start button to edit the register and progress for that lesson:

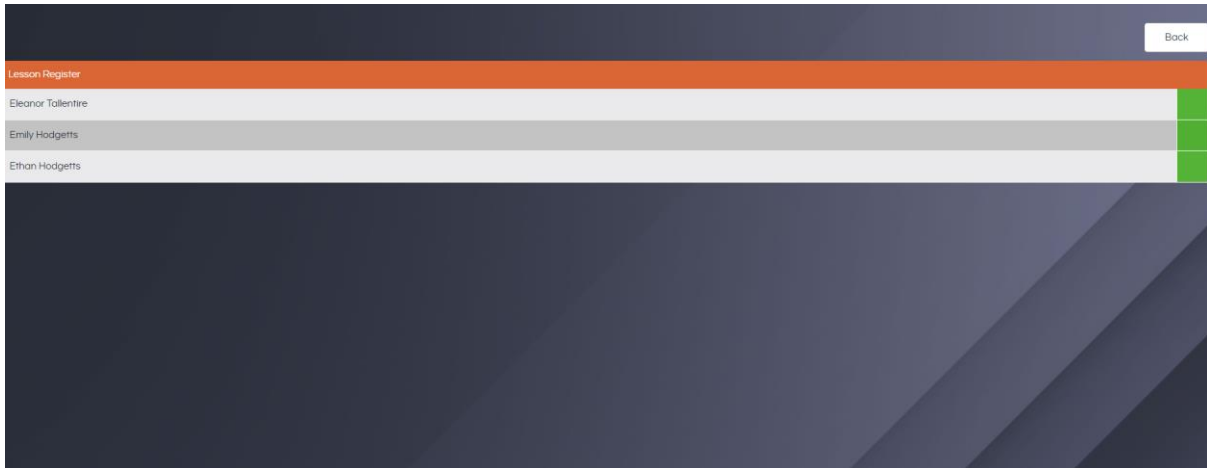


The image shows the lesson selection screen in the Swimphony app. At the top left, there is a date selector dropdown menu showing 'Wednesday 12th Jan'. At the top right, there is a 'Back' button. Below the date selector is a table of lessons. The table has a header row with the text 'Select Lesson'. The table contains several rows of lesson information, including lesson names, times, and 'Start' buttons.

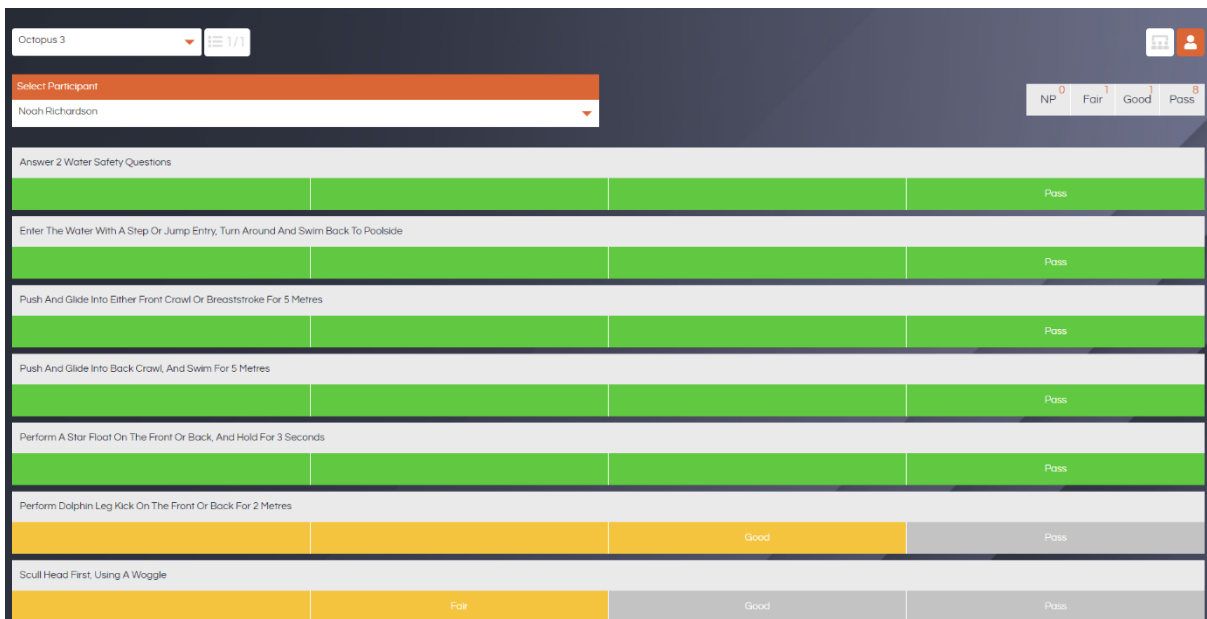
Select Lesson	
Everlast Fitness Clubs Tunstall	Start
16:00 - Octopus 1 2 3	1
Everlast Fitness Clubs Tunstall	Start
16:30 - Goldfish 2	2
Everlast Fitness Clubs Tunstall	Start
17:00 - Octopus 1 2 3	3
Everlast Fitness Clubs Tunstall	Start
17:30 - Goldfish 1	3
Everlast Fitness Clubs Tunstall	Start
18:00 - Private	1

After selecting the lesson you wish to edit you will be presented with the progress screen. There will be 3 tabs in the top left corner. These are for selecting the Swimmer, Award and the register.

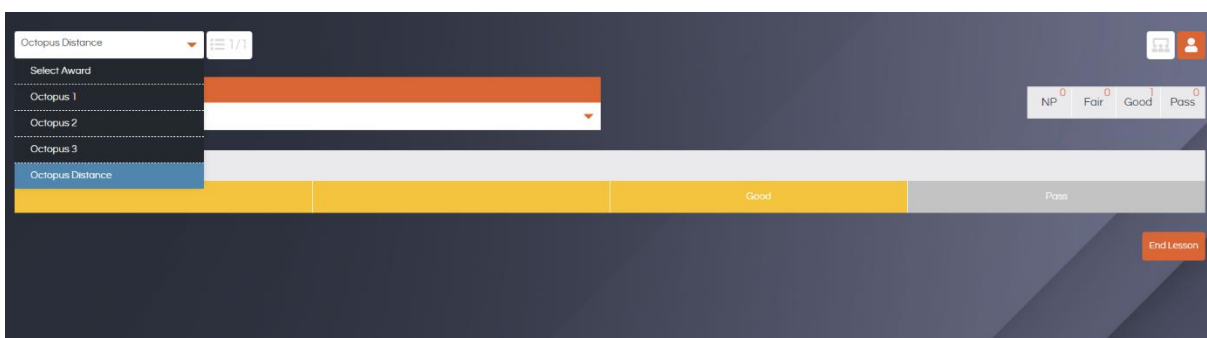
Click the register and ensure all swimmer who attended have a green mark to the right and click back when complete. This will ensure only the swimmer that attended your session will show up in the name tab.



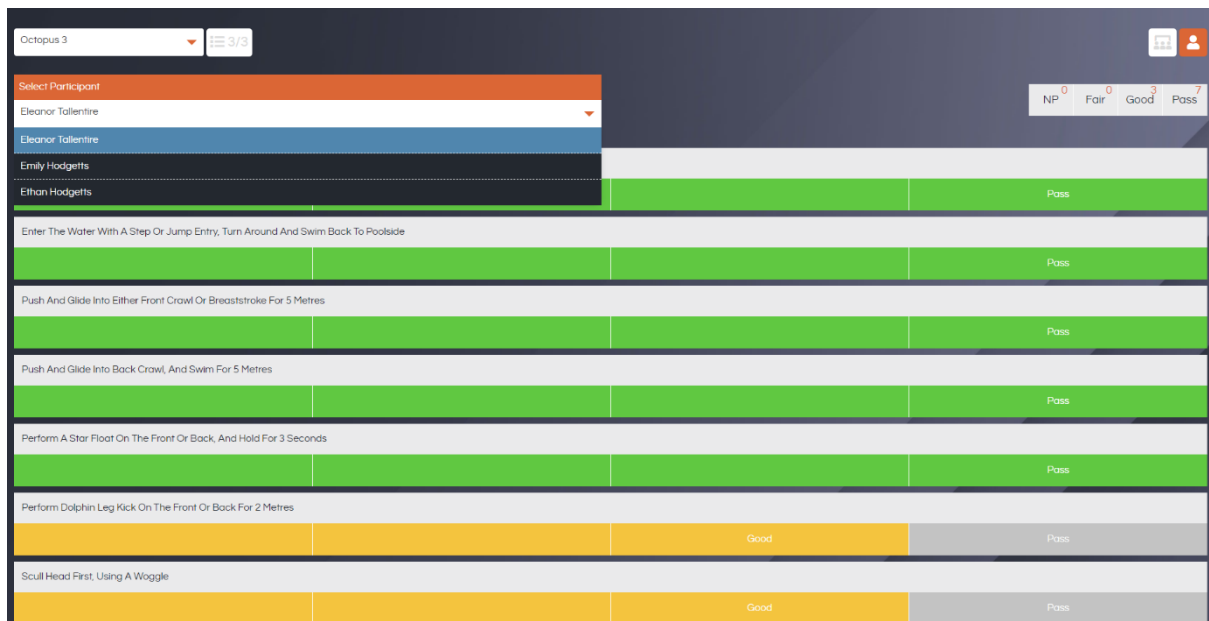
Complete the progress report as shown below:



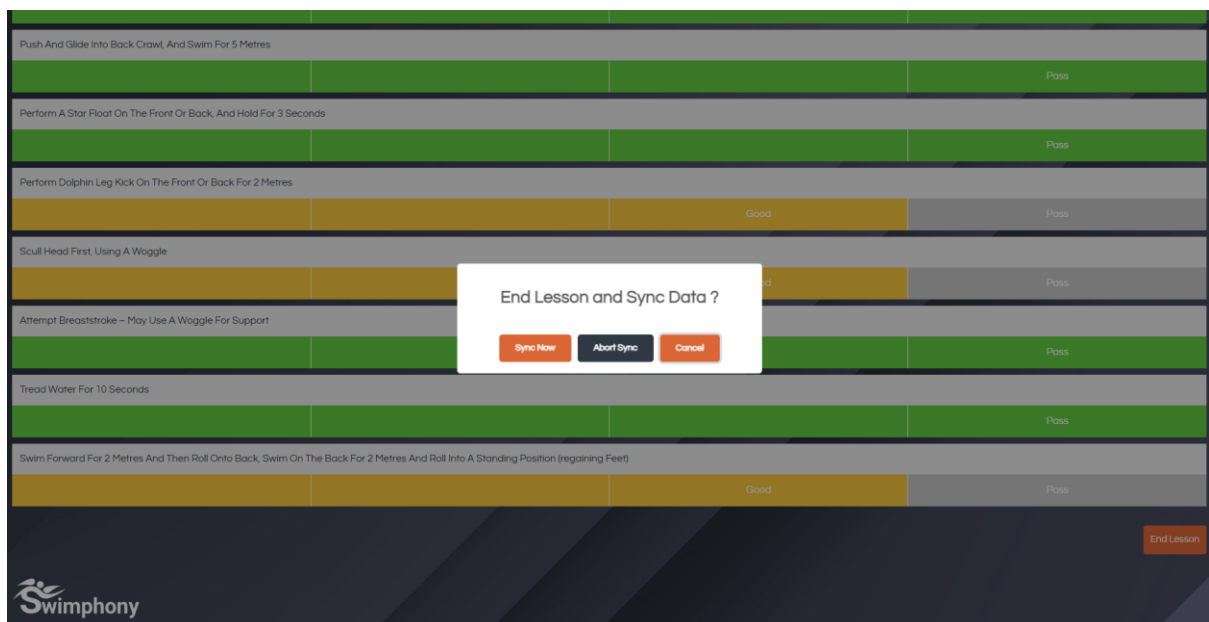
To change award, select the tab at the top left which shows the current award (Octopus3 etc) this will create a drop down menu.



Once you have completed the progress for the first swimmer select the tab in the top left with the swimmers name. This will create a dropdown with all the swimmers who attended that day. Select the next swimmer and continue to update progress as needed:



Once all swimmers progress has been updated. Click the orange “end lesson” button at the bottom left corner. Click sync lessons.



If you make a mistake, click the end lesson button at the bottom left corner and select the black abort sync button and start again.

If you have any issues, please post this in the facebook chat!