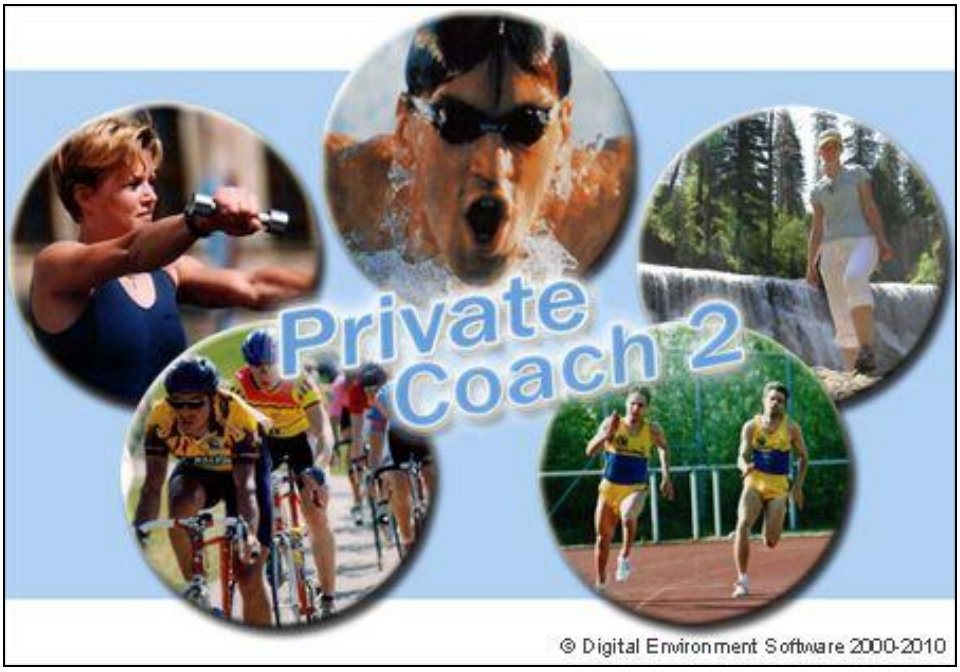
Digital Environment
SOFTWARE FOR ATHLETES



User Manual

Private Coach 2 User Manual

Revision 1.4 (English)

11/25/2010

www.digital-environment.com

Welcome

Thank you for purchasing *Private Coach* or taking the time to evaluate it. This application was designed by sports enthusiasts and is the result of several years of development. We are confident it will help you to achieve your fitness goals faster by making your workouts more effective and enjoyable.

Whether you are already in shape or want to start the first serious exercise plan of your life, this program was created for you.

Private Coach offers the level of training and nutritional advice you need. If you are a beginning athlete, the program can set up your training completely and will then accompany you each step on your way to becoming the athlete you want to be.

However, if you are an experienced athlete and have already found out what works best for you, any advice can be disabled. In this case *Private Coach* will serve as your workout and nutrition diary, and as a database for your walking, running or cycling routes, exercises, recipes and more.

In any case it will keep you motivated for a long time and make it easier to connect to like-minded people of all fitness levels. No computer program can be as motivating as a human counterpart, be it a training partner or an online friend to share training results or workout plans with.

Please let us know if the application does not meet your expectations. We constantly strive to improve *Private Coach* and depend on your feedback.

You can reach us:

Via our website: www.private-coach.com
By email: support@private-coach.com

Table of Contents

1. About this manual

This document consists of two parts:

- The "Quick Start Guide" will walk you through the most important key features of *Private Coach* without diving into too many details. If you are in a hurry this is a good starting point.

- The main part of the manual, starting at chapter "User Interface", explains each feature in more detail and through the use of examples. It might offer valuable information even if you are already familiar with *Private Coach* and we recommended reading it from start to end for every user of the program.

Throughout this document certain symbols and fonts are used to mark special sections:

Example: Examples are written in italics and describe real-life situations on how to use features, to show a particular case of a calculation, or something similar.

This symbol marks an important note or warning.
Such sections should be read carefully.

This symbol indicates a section of technical information which might require background knowledge of a certain technology.

This icon denotes a side note or comment. The text might accentuate an interesting feature or just provide a fun fact.

2. Installation

2.1. System requirements

Technical specifications

- Operating system: Windows 2000, Windows XP (32-bit), Windows Vista (32-bit), or Windows 7 (32-bit). Note: *Private Coach* might run on 64-bit Windows operating systems. This feature is not supported however.
- Processor: 1 GHz
- System memory: 256 MB
- Hard disk space: 500 MB, additional space for user data and downloaded content might be required depending on usage.

Third-party applications

- Some program features require Adobe® Reader®. If this application is not available on your system, it can be downloaded for free at www.adobe.com.
  Digital Environment is not associated with Adobe® in any way.
- Imported GPS tracks (that you have recorded while running, walking, or bicycling) can be displayed in Google Earth™. If this application is not available on the system, it can be downloaded for free at
  http://earth.google.com/download-earth.html.
  Digital Environment is not associated with Google™ in any way.

For troubleshooting issues with third-party applications please refer to the application's manual or the manufacturer's customer support. Digital Environment can not provide support for third-party applications.

2.2. Installing Private Coach 2 on Windows

1) Download the installation file from www.private-coach.com to your computer.

2) Double-click the installation file ("setup_privatecoach2.exe"). This will open the setup wizard. Click "Next" on the Welcome screen.

3) Select where you want to have shortcuts placed to start Private Coach. Then click "Next".

4) Read the license agreement, and, if you agree to the terms, select "I accept the terms of the License agreement" and click "Next".

5) Select where Private Coach entries should be placed in the Windows Start Menu, if so selected in step 3.

6) The wizard has now collected all necessary information to install *Private Coach* on your computer. Click "Install" to begin with the installation process.

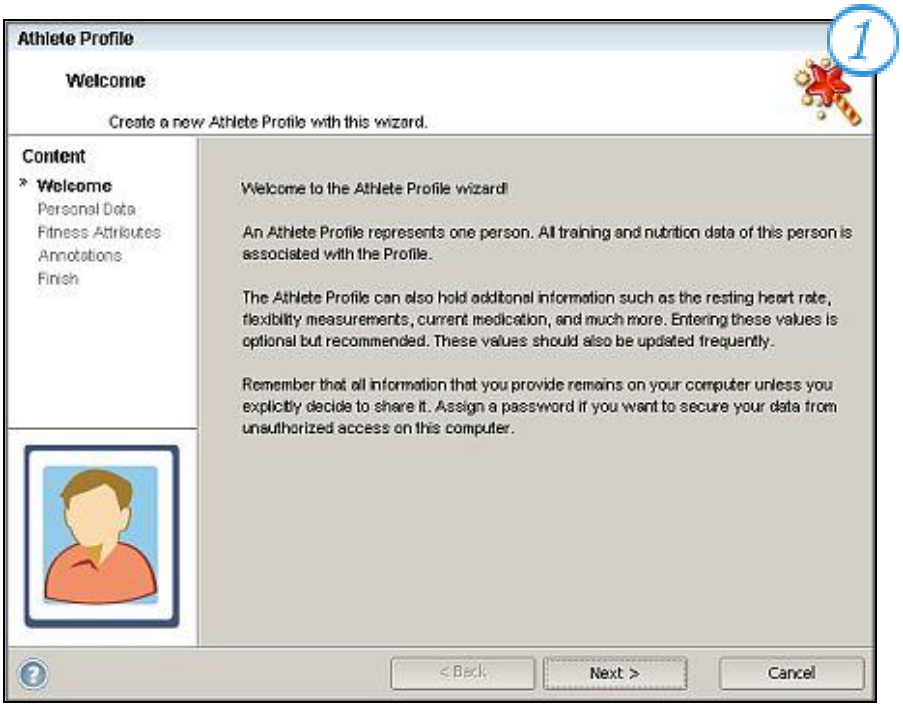
7) When the installation is complete, click "Finish". Start Private Coach using one of the created shortcuts or by double-clicking "Private Coach.exe" in the installation directory (by default this is "Program Files/Digital Environment/Private Coach" on your Windows hard disk).

3. Quick Start Guide

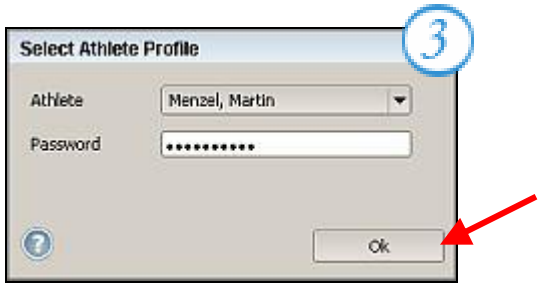
Follow these steps to quickly get familiar with some key features of *Private Coach*.

1. Create an Athlete Profile and log on

A wizard to create the first Athlete Profile will come up automatically at startup when no Profile exists yet. Alternatively, choose “New” from the “Athlete” menu.



See the section [Creating Athlete Profiles](#) for more details about the Athlete Profile wizard. When you are finished with the wizard, click the “Active Athlete Profile” button to open the logon window. Select the created Profile, enter the password (if any), and click “Ok” to log on.

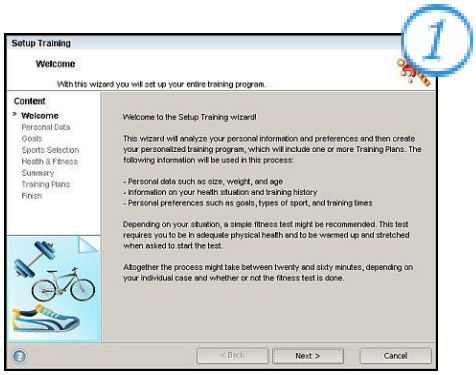


2. Set up your training

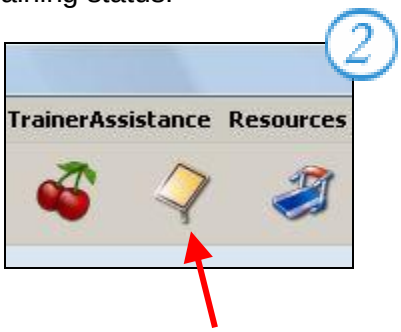
Option A:

Have your training set up using *TrainerAssistance*

Choose “Setup Training” in the dialog box after switching to the Athlete Profile for the first time and follow the directions.



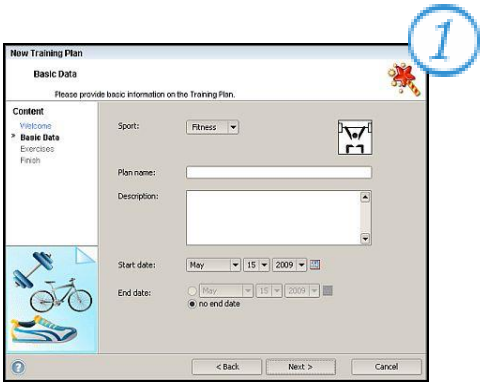
When finished, click the “Training Monitor” icon in the Tool Bar to view your training status.



Option B:

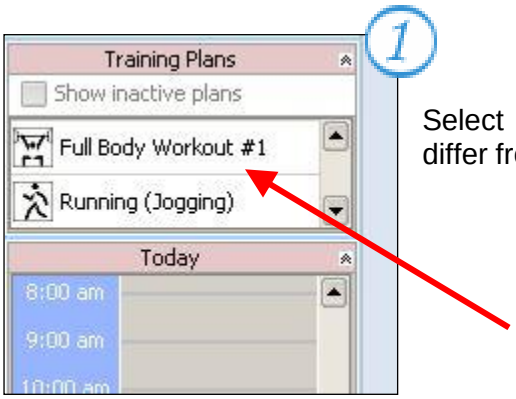
Set up your training manually

Choose “New” from the “Training Plan” menu and use the wizard to create a Training Plan.



3. Enter a training session

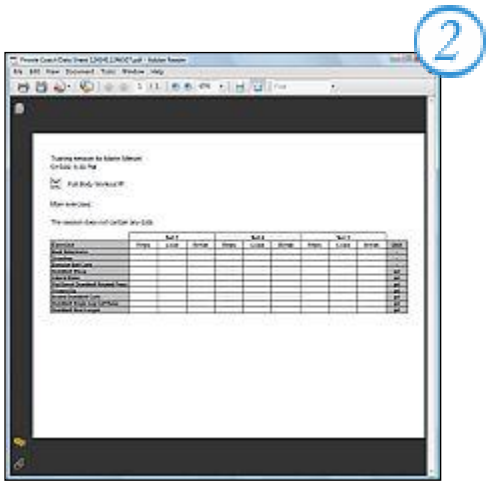
<u>Option A</u> (if your training was set up using *TrainerAssistance):*



Select a Training Plan from the list (plan names might differ from the ones on the picture).

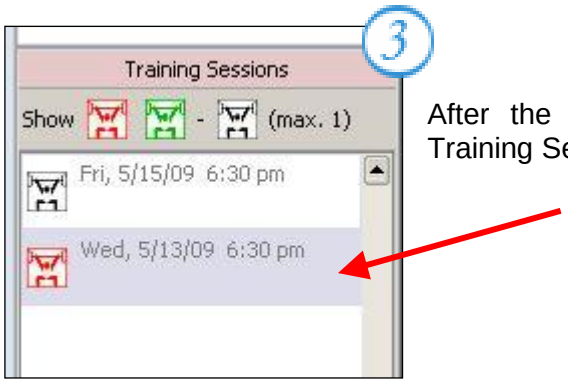
Choose "Next session's data sheet" from the "Training Plan" menu and click "Ok" in the configuration window that appears.

Note: This step requires that Adobe Reader® is installed on your system. If this is not the case, the session can be viewed by clicking the topmost session in the session list.



At the suggested session time, follow the recommendations and try to achieve the target values.

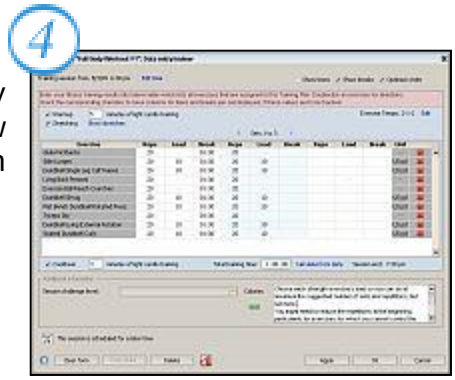
If the recommendations are too challenging, only do as much as you feel comfortable with and then stop or lower the intensity.



After the session is completed, select it from the Training Session list.

Adjust the values so they reflect what you actually did. Remember to provide feedback on how challenging you perceived the workout (session challenge level).

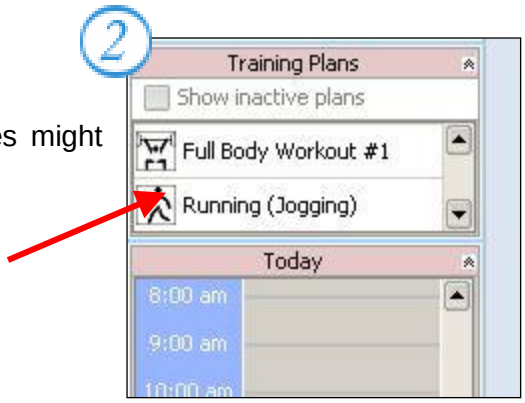
Confirm the session by clicking “Ok”. It will now be included in the statistics and goal calculations. Your next session’s target values will now also be available.

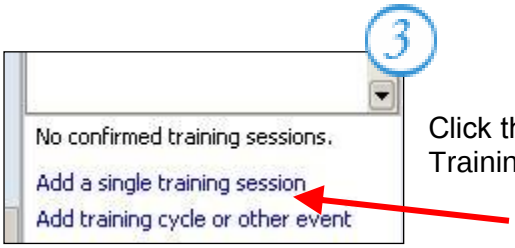


<u>Option B</u> (if your training was set up manually):

1 Complete your workout as usual.

Select a Training Plan from the list (plan names might differ from the ones on the picture).

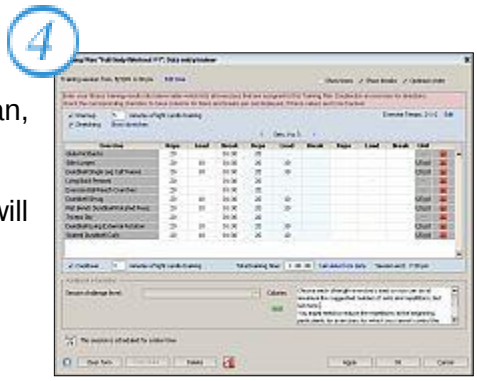




Click the “Add a single training session” link below the Training Session list.

Enter the training results, e.g. the distance that you ran, or the weights that you lifted.

When done, confirm the session by clicking “Ok”. It will now be included in the statistics and goal calculations.

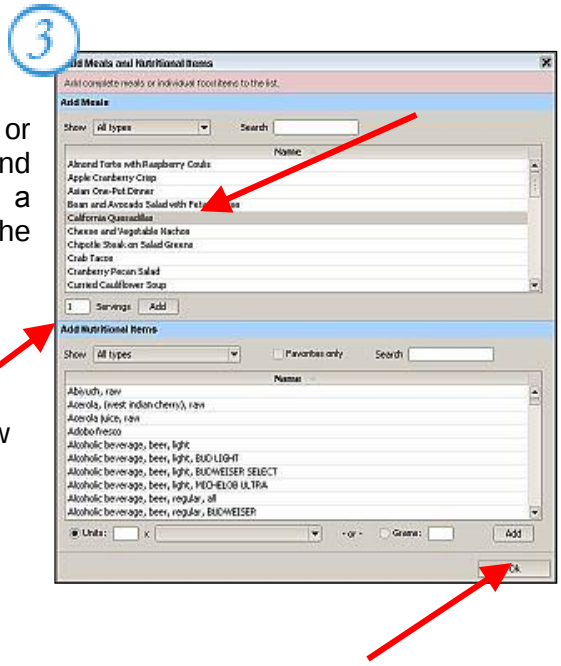


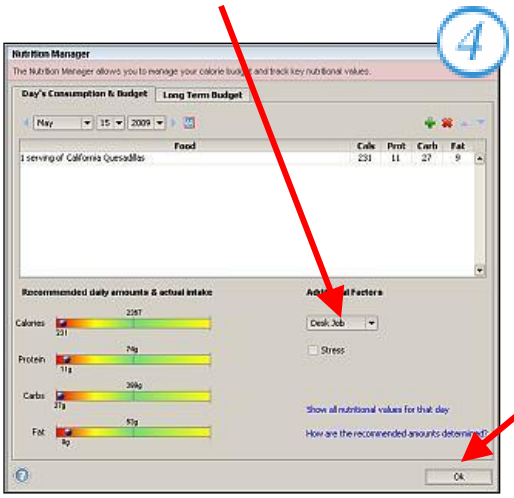
4. Track your nutrition

Click the “Nutrition Manager” icon (the cherries) in the Tool Bar and open the Food Selector window by clicking the “Add Food” (the green “plus” sign) button.

Select what you consumed today (meals or individual food items), enter the amount, and click “Add” for each item. You will notice a message in the status bar indicating that the item was successfully added.

When finished, close the food selector window by clicking “Ok”.





Adjust additional factors such as your job activity or a high current stress level. These parameters might have an impact on your nutritional needs.

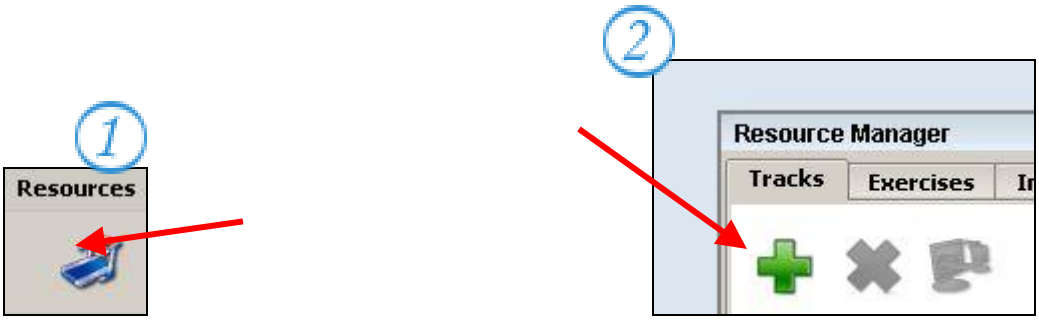
When finished, click “Ok”.

Optional: Choose different dates, if so desired, and enter your food consumption following the same steps. Verify the selected date's nutritional status by observing the bars.

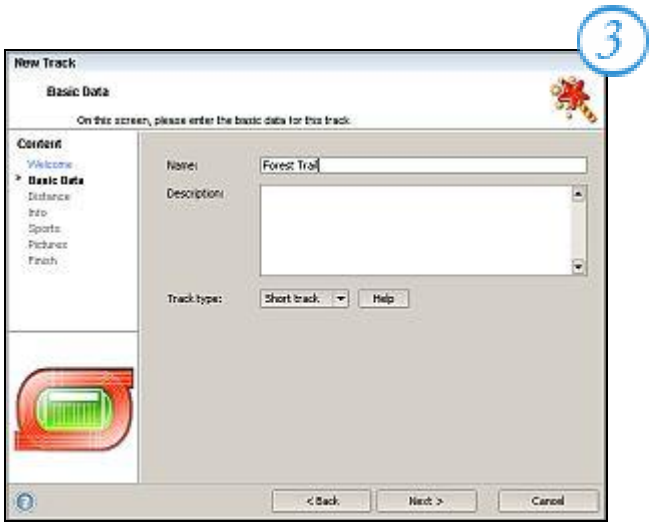
Click the "Long Term Budget" tab and verify your long-term nutritional status (data for several days needs to be entered to obtain useful statistics).

5. Add a resource (track)

Click the "Resource Manager" icon (the treadmill) in the Tool Bar. This will open the Resource Manager window. Make sure the "Tracks" tab is selected and click the "Add Track" button (the green "plus" sign).



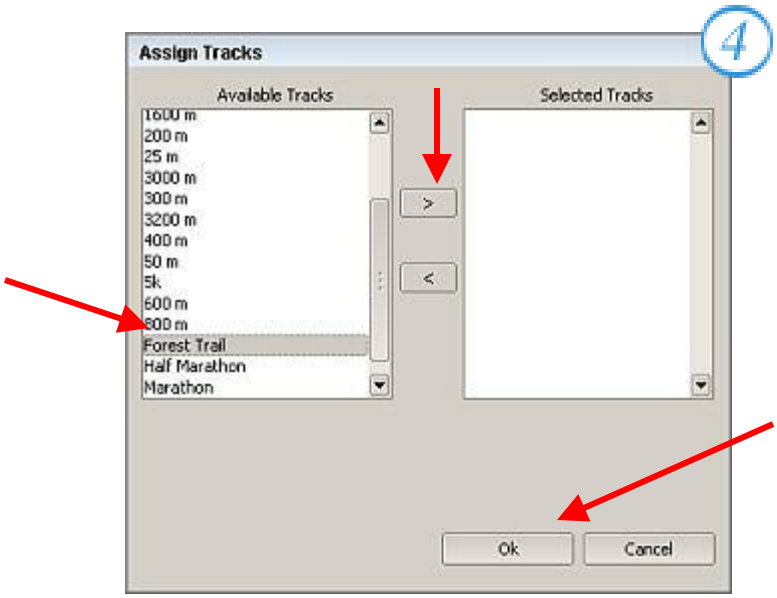
Complete the wizard to define a track of your choice, for example a favorite running route or hiking trail. If the track is on a flat surface and easy to follow, using the simple input mode is preferable. If the track is more complex and/or contains elevation changes, the detailed input mode should be used. In detailed mode, a track can also be created by importing recorded GPS data.



Optional: If you have a training plan for a cardio sport that the new track is suitable for, you can assign the track to the training plan for easier data entry. Select the plan from the Training Plan area and click the “Assign Tracks” link on the left side of the screen.

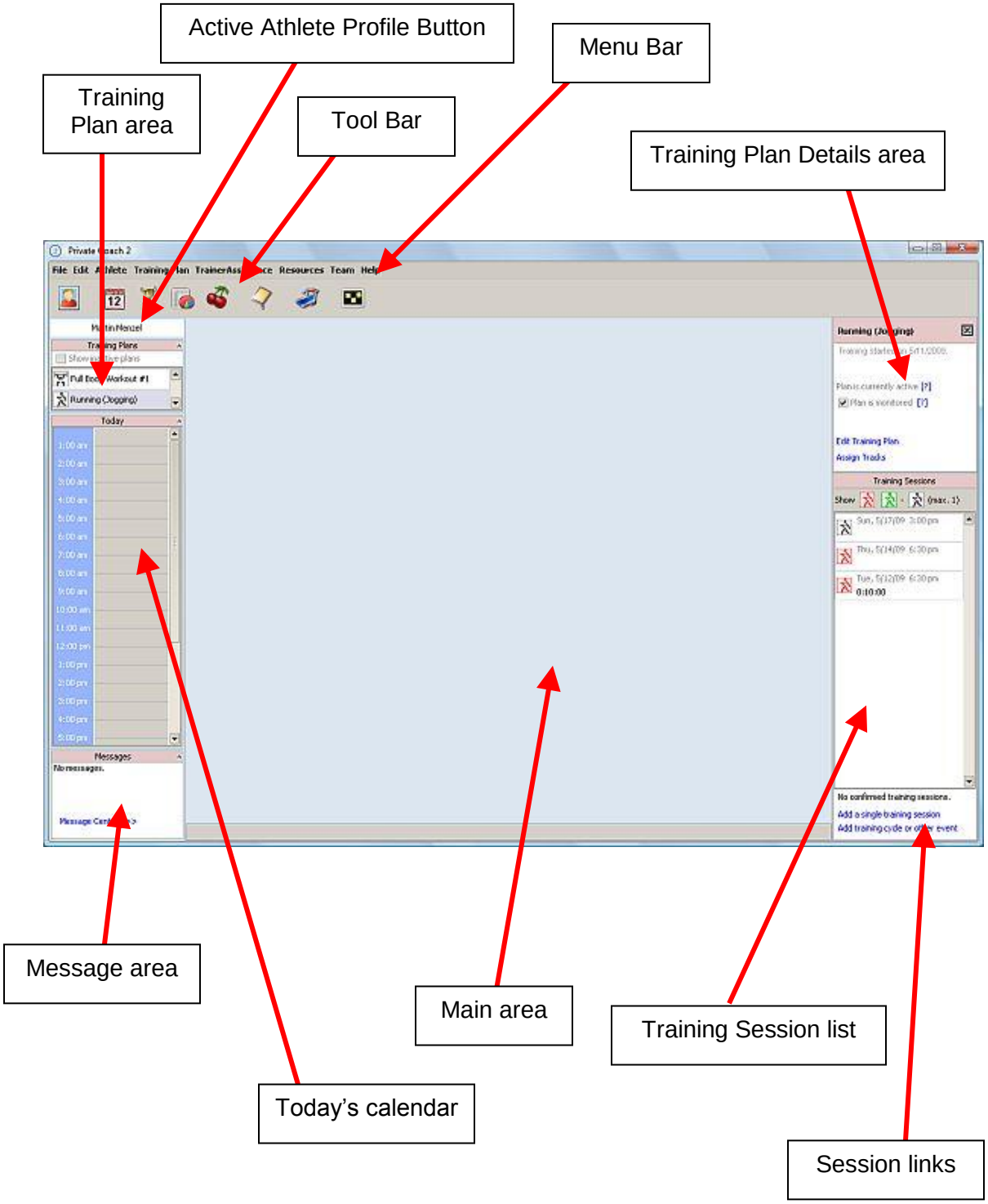
Select the new track, move it to the tracks assigned to this Plan by clicking the “right arrow” button, and then click “Ok”.

The track can now be selected when entering training data for that Plan.



4. User Interface

The user interface of the application's main window is divided into several areas:



Menu Bar

The Menu Bar provides access to high-level program features. Some features are only available in certain editions of the software. Features might be disabled if no athlete is logged on, if the role of the current athlete does not allow access to those features, or if the feature depends on pre-requisites that have not yet been met.

Tool Bar

The Tool Bar provides quick access to select key features. Features might be unavailable or disabled (see Menu Bar).

Active Athlete Profile button

This button shows the name of the athlete who is currently logged on. Clicking it opens the log-on window.

Training Plan area

In this area, a list of the current athlete's training plans is displayed. Inactive plans are filtered from the list when the checkbox is unchecked. Clicking one of the plan buttons will populate the Training Plan Details area and the Training Session list with this plan's data. Hold the mouse over a button to display that plan's description.

Message area

This area holds the newest messages from the inbox. Links to unread messages are colored differently. Click the "Message Center" link to show all messages and (in some editions) send messages to other athletes.

Main area

The main area holds other windows that appear while the program is being used.

Training Plan Details area

This area shows more information about the selected plan and holds links to plan-specific features.

Training Session list

This list shows training sessions that belong to the currently selected training plan. Past sessions and the next upcoming training sessions are listed. The view can be filtered to exclude confirmed, unconfirmed, or future sessions. The maximum number of visible sessions can be configured in the athlete preferences.

Session links

Displays the number of confirmed training sessions and holds links to add new sessions, training cycles, or other events. New sessions and other events can also be added from the calendar window.

5. Athlete Profile

5.1. Overview and logging on

An athlete is represented by an Athlete Profile which holds personal information and is connected to the athlete's training and nutrition data.

To access any athlete related information (with the exception of addresses and roles in some editions of the software) the athlete needs to be logged on. Select "Switch" from the "Athlete" menu, choose the appropriate athlete and enter the password (if any), and then click "Ok" to log on.

Depending on the program edition and the role of the athlete that is currently logged on (if any), some general program features might not be available:

- Features requiring a certain role might be disabled. As an example, program settings can only be modified by Administrators in the Team Edition or higher.
- Some athlete-dependent data in the Resource Manager (such as the absolute maximum heart rate during Interval Training) will be unavailable if no athlete is logged on.

5.2. Creating Athlete Profiles

New Athlete Profiles can be created by selecting "New" from the "Athlete" menu. This will open the Athlete Profile wizard; the wizard appears automatically when no Athlete Profile exists yet.

Note: In the Team Edition or higher, the first Athlete Profile will have the Administrator role. Administrators can assign roles to all other athletes. See sections Athlete Roles and Assigning Athlete roles for more details.

The maximum number of Athlete Profiles available is determined by the program edition:

Edition	Maximum Athlete Profiles
Personal	2
Family	6
Team	50
Trainer	125
Studio	500
Enterprise	unlimited

Maximum Athlete Profiles by program edition

When the limit is reached, a new Profile can be added only if an existing Profile is deleted first. You can see how many Athlete Profiles are still available by selecting “License Information” from the “Help” menu.

The Athlete Profile wizard consists of the following screens:

Account screen

An athlete profile is associated with an account. Creating such account is free, and as it is stored online, it needs to be unique. If your preferred username is no longer available, please choose an alternative one.

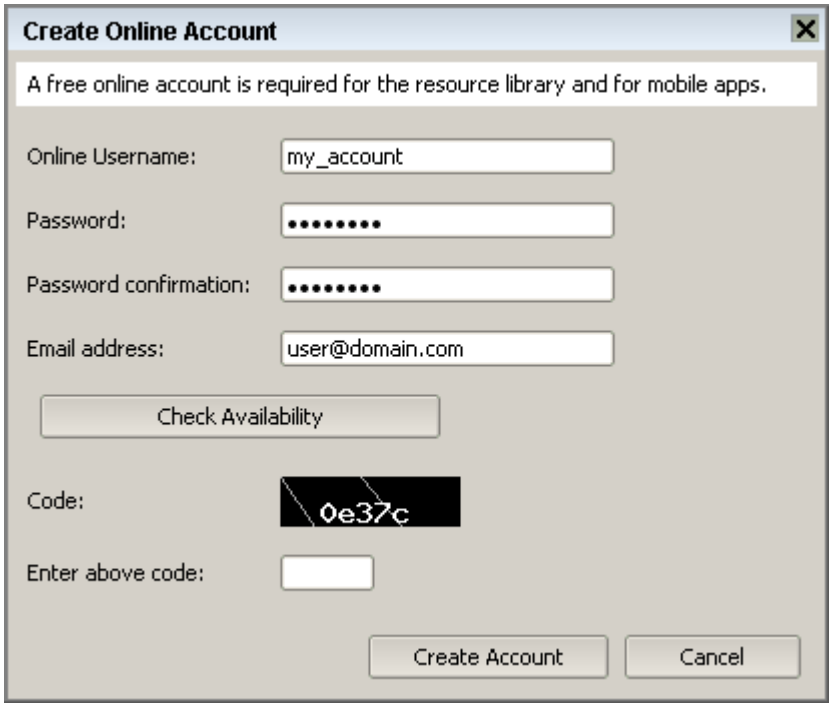
Select a password. The password does not need to be entered at each login if the checkbox “Remember password” is selected.

Once the profile has been created it needs to be activated before it can be used. An activation email is sent to the provided email address for that purpose.

Make sure to enter your correct email address when creating the account, or it will not be possible to activate and use it.

Click “Check Availability” to determine if your chosen username is still available. If this is the case, a control picture with a number/character combination will appear (“captcha”). Enter the code in the corresponding field before proceeding.

The account can also be used to login to the mobile app (coming soon).



Create online account window

Personal Data screen

Basic athlete data and preferences are entered on this screen. A first and/or last name is required. Entering the birth date is optional, but might be required later when setting up training. The gender will affect many aspects of the program such as the BMI calculations, pregnancy consideration, and more.

Note: The local login password, as it was used before version 2.3.0, has been replaced by the online account's password. If you upgraded from an earlier version of Private Coach and do not have an online account with a password yet, you will be prompted to create one before you can login.

Lastly, the preferred unit system can be chosen on this screen. Units from both the metric and American standard (customary) systems can be used for entering data at all times; this selection will determine which unit will be pre-selected in unit fields:

- American standard (customary): miles/feet for distances, customary pounds for weights
- Metric: kilometers/meters for distances, kilograms for weights

Note: The customary unit system as used in the United States is sometimes referred to as the "imperial" system, although the imperial system truly is slightly different from the customary system. For purposes of the program, "customary" and "imperial" unit systems are equivalent.

Fitness Attributes screen

Data entered on this screen might change frequently and is stored with a date for tracking changes over time in the statistics. Enter the current values when creating the Athlete Profile.

All fields on this screen are optional, but body height and weight might be required later when setting up training with *TrainerAssistance*.

Annotations screen

Additional textual information can be entered on this screen. This information is for your reference and has no effect on the program behavior.

Default Athlete Profile

In the Personal and Family Editions, a prompt appears upon completion of the Athlete Profile wizard. You can choose if the created Profile is to be the default, meaning, it will be loaded automatically upon startup.

The default Profile can be changed in the Program Settings at anytime. See section Program Startup for details.

5.3. Athlete Profile window

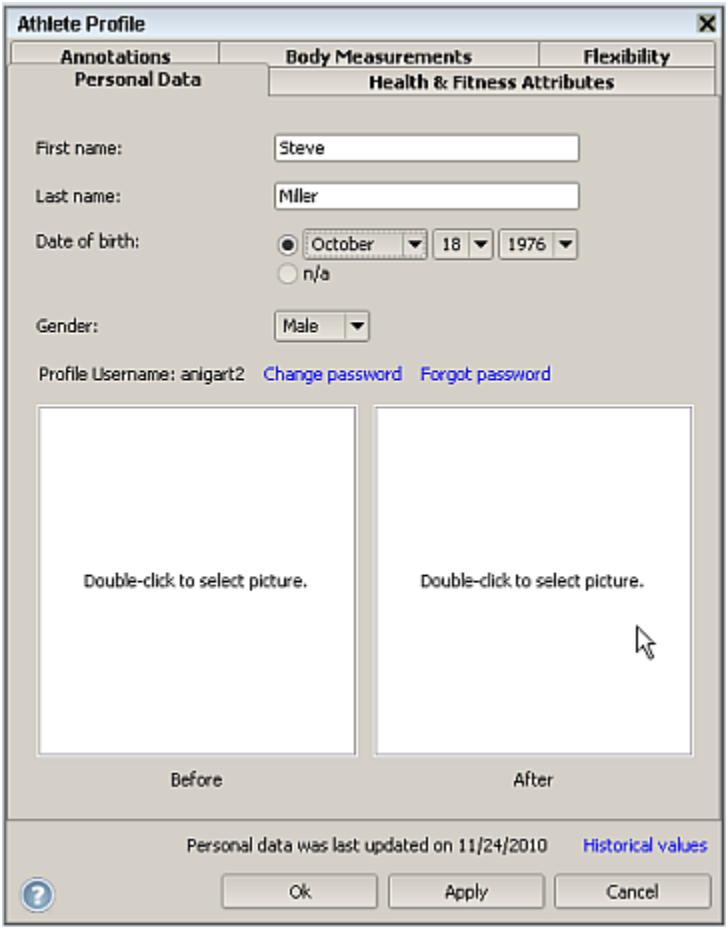
5.3.1. Overview and data entry

When logged on, the Athlete Profile window can be opened by choosing “Athlete Profile” from the “Athlete” menu. The information in this window is organized in several sections:

Personal Data

Holds the athlete’s gender, name, and date of birth, and provides a link to change the password. The date of birth is required only if *TrainerAssistance* features are used.

Optionally, “Before” and “After” pictures of the athlete can be added to record the change in personal appearance after an interval of balanced nutrition and training.



Athlete Profile window, Personal Data tab

Health & Fitness Attributes

On this screen, personal health parameters can be viewed and updated. These parameters include the athlete's height, weight, BMI (automatically calculated from height and weight), resting heart rate, blood pressure, cholesterol, blood sugar, and body fat ratio.

Consult your physician for advice on how to measure these metrics correctly. Specific equipment might be required and the procedure might vary depending on your personal situation.

When using *TrainerAssistance,* body height and weight are required information. The other values on this screen are optional, but, when provided, might be used.

Example: Carol is setting up her training program using TrainerAssistance*. Being obese, it is her goal to reduce body weight first before pursuing any other goals. For determining her target weight,* TrainerAssistance *uses the body fat ratio information in combination with Carol's gender and weight. If she had not provided the body fat ratio, only her gender and weight would have been taken into account. The result would have been in the same ballpark but with more information available it might be slightly more accurate.*

Note: When creating your training program, *TrainerAssistance* does not use medical metrics like the resting heart rate or blood pressure from this screen to determine if it is best to exclude certain exercises or training practices. These values might vary greatly from day to day due to external influences such as activity level or nutrition. Instead, a more long-term oriented medical questionnaire will be used.

Annotations

Information on this screen is textual and for your reference only. You can record notes on your medical history, medication, and any other information.

Unlike with Health & Fitness attributes, older versions of this text will not be saved when it is updated.

Body Measurements

This screen records the circumferences of key muscle groups that are representative and easy to measure. The data is for your reference and also used for goal calculations when pursuing the "Muscular Hypertrophy" goal.

Flexibility

There are many different exercises to measure a person's flexibility. This screen presents a selection of tests for key body areas. The data is for your own reference and is also used to calculate the status for goal "Improve Flexibility & Balance".

For some of the tests a higher number represents a "better" result, for others a lower number is better. This is taken into account for the "Improve Flexibility & Balance" goal status calculation. Hence, when doing a test it is important to do it as described. If you

do not feel comfortable doing a specific test it can be left out but should not be replaced with a different exercise.

Note: Measurements of different persons cannot be used to “compare” their flexibility.

Address

An athlete’s address can be entered in the Team Edition and higher. Entering the address is optional. Note that information provided on this screen is accessible to every athlete through the contact database.

5.3.2. Data updates

We recommend updating the information regularly - how often exactly depends on your personal situation. Once a week is a good general guideline, but there is no reason to update if nothing has measurably changed. You will find what works best for you.

For each day only one set of values can be stored. When updating the data on the same day, the older values will be overwritten.

The date of the last data update is shown on the bottom of the Athlete Profile window. Click the “Historical values” link to show statistics of the currently displayed data.

5.3.3. Privacy

Information provided in *Private Coach*, and particularly in the Athlete Profile window, is very personal.

Digital Environment takes your privacy very serious. No personal information will leave your computer unless it is manually sent to us by email for troubleshooting reasons, or explicitly requested by you. Any personal data given to us will not be shared with third parties unless requested by the data owner.

For increased privacy we also recommend using passwords for your Athlete Profile and leaving the log file feature disabled if not needed.

5.4. Athlete Roles

Note: Athlete Roles only apply to the Team Edition or higher. In the Personal and Family Editions all athletes have permission to access any program feature.

A role is assigned to each athlete. This role determines which features can be accessed by the athlete that is currently logged on:

Role	Permissions/Restrictions
User	Cannot modify resources, Athlete Profiles, roles, or program settings
Resource Editor	Like User, but can modify resources
Administrator	Full access to all features

Athlete role assignment

Athlete roles can be changed by an Administrator only. For details see section Assigning Athlete roles.

6. Resources

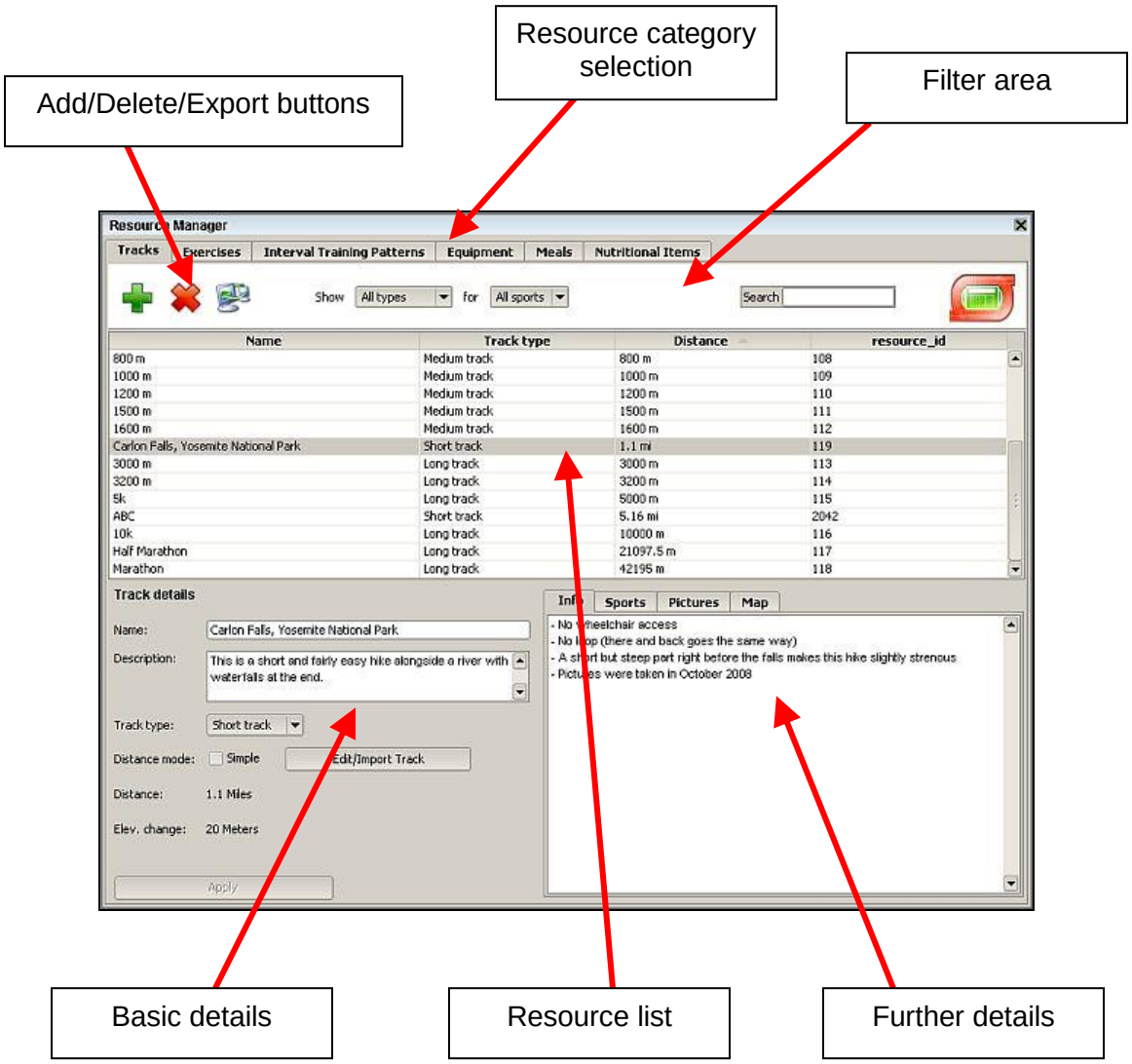
"Resources" is a term which encompasses different entities that can be used within *Private Coach* in various ways. These entities are: Tracks, Exercises, Interval Training Patterns, Equipment, Meals, and Nutritional Items.

6.1. Resource Manager

6.1.1. Overview

The Resource Manager contains information on all resources stored in the *Private Coach* database. Open the Resource Manager by selecting "Resource Manager" from the "Resources" menu.

The Resource Manager window is divided into several areas (the exact view depends on the selected resource type):



Resource category selection

Click the tabs to switch between resource categories.

Resource list and details

The resource list shows all resources of the selected type in a tabular form. The sort order can be changed by clicking the column headings.

Resource details are displayed for the selected row. These details differ by resource type and are described below.

6.1.2. Adding, editing, and deleting resources

The Resource Manager allows for adding new resources as well as editing or deleting existing ones. In the Team Edition or higher, these activities require the “Administrator” or “Resource Editor” role (resources can be viewed by everyone though).

To add a resource, click the “Add Resource” button in the upper left corner of the Resource Manager. A wizard guides you through the process of entering the resource-specific information.

All resources are available to all athletes. Therefore, it is highly recommended to modify or delete them with care as it might affect others.

Editing or deleting resources can cause side effects on goal details and existing training and nutrition data of all athletes.

Example: Rodney has added a track to the database which is used by all athletes of his runner’s group to enter their training data. When he added the track he assumed that the track would be 2.5 miles long, as measured with his pedometer. A few months later someone from his group finds out that the track is actually 2.7 miles long, measured with a more accurate GPS system. Robert changes the track distance, causing several side effects. For one, the distances of all athletes’ sessions containing this track are recalculated. But not only training data is affected. The calorie expenditure calculations for these sessions are also updated, causing changes in nutrition data. Additionally, athletes using this track for their goal will have to verify if their training procedures are still correct with the changed track.

All athletes will find a message in their inbox describing the change and its effects.

Above example is a simple case. There are more complex situations where entered data would be affected in such a drastic way that the change is not possible.

To edit a resource, highlight the corresponding row in the list and modify the values that should be changed in the details section. You might need to change the tabs to see all details.

Remember to click the “Apply” button to save the changes (some changes, including changing pictures, do not require the “Apply” button to be clicked).

To delete a resource, highlight the corresponding row in the list and click the “Delete” button in the upper left corner of the Resource manager window.

There are a few limitations on how stock resources can be modified. Some key tracks, exercises, interval training patterns, and equipment items are required for *TrainerAssistance*. These resources can be edited to a certain extend but not deleted or significantly changed. These restrictions do not apply to resources that were created or imported.

Stock nutritional (food) items cannot be edited, and stock food weights cannot be deleted (they can be modified though).

6.1.3. Filters

Resource lists contain many items (up to several thousands), and they can even be extended. It is therefore useful to filter the view and limit the displayed items to the ones that are currently of interest.

All resource types contain a search field. When you type a search term (or terms) in this field, all resources that do not contain your search terms are filtered from the view.

There are also other filters which depend on the selected resource type. They can be combined with the search field to further narrow down the list of displayed items.

The remaining part of this chapter describes the different resource categories and explains how to add your own resources to the database.

6.2. Tracks

Tracks are resources to simplify data entry for cardio sports. Tracks can be abstract and not refer to a particular location in the world, such as “100 m”. They can also represent a specific trail that really does exist, such as the “Grand Canyon Bright Angel Trail”. A track can also be a cycling route or swimming a certain number of laps, for instance.

Tracks that are frequently used in your training can be added to the database with their distance and elevation (altitude) change characteristics. Later, when entering training

results, a track can be selected and these values will be added automatically to the session totals.

The database shipped with *Private Coach* contains a number of tracks for different sports. However, tracks provided by us can only be of limited value to you – they simply aren't the ones you use in your training. For that reason we recommend adding your own favorite tracks.

Tracks have the following characteristics:

Name, description, and info

All tracks must have a unique name. The description and info fields provide additional information on the track. All three fields can be edited even for tracks that are generally not editable.

Distance input mode and waypoints

Tracks have a fixed distance which can be specified as one number (e.g., 2.5 miles), or as a sum of segments between multiple waypoints. The first case is what we call "simple distance input mode", while the latter is "detailed distance input mode".

For many tracks it is sufficient to use simple mode. In detailed mode, on the other hand, it is possible to define elevation changes within the track.

If the track is mostly flat it is usually recommended to use simple mode. However, in some cases it might be useful to choose detailed mode even for a flat track. For instance, a track's trajectory can roughly be recorded by using waypoints that are named after landmarks.

To modify the distance in detailed mode, check the corresponding checkbox and click the button "Edit/Import Track" which will bring up the waypoint editor window.

For any track at least two waypoints need to be specified (the track's start and end points). These can be the same actual location for circular tracks.

For each segment between two waypoints a name, the distance, and the elevation change can be specified. The track's total distance and elevation change is calculated as the sum of all segments.

Elevation change

Needless to say that tracks with changes in elevation pose a greater challenge when used for training than flat ones. Elevation changes are considered by *Private Coach* in calorie expenditure calculations and, when importing tracks from GPS, in an increase in distance.

Positive and negative elevation changes are summed up to the total elevation change value. For calorie expenditure calculations it is taken into account if a segment goes uphill or downhill.

Note: If the track contains both uphill and downhill segments, the total elevation change does not equal the elevation difference between start and end point.

Example: A track might have three waypoints. The first segment starts at waypoint #1, which is 500 feet above sea level. From there, the track goes up a hill by 50 feet. On top of the hill is waypoint #2. From here it goes down 50 feet to waypoint #3, which again is at 500 feet above sea level. Both start and end point are at 500 feet, but the total elevation change is 100 feet (50 up + 50 down).

Track type

Tracks can roughly be categorized into short, medium, and long tracks. This categorization is not very accurate since it depends on the sport how long a track is perceived (e.g., a track that seems long for swimming can seem short for bicycling). The category is for filtering tracks in the Resource Manager view only and has no further effect.

Note: *TrainerAssistance* uses the actual distance of a track, not the type, to determine training procedures.

Track sports

Most tracks are limited to certain sports. Open the Resource Manager to specify which sports a track is suitable for. Make sure the “Sports” tab of the “Tracks” screen is selected and choose the sports that the track can be used for. When finished, click “Apply” to save the changes.

This track will now be included in all track selection lists for the chosen sports, e.g., when assigning tracks to a Training Plan.

Track Pictures

Up to 24 pictures can be added to a track. These could be photos from the track itself, a map, or other. To assign, modify, or remove pictures, open the Resource Manager and make sure the “Pictures” tab of the “Tracks” screen is selected.

- To add a new picture, click “Add Picture” and select the picture file in the file selector (standard picture formats such as .jpg, .gif, and .png are accepted). A thumbnail of the picture will be visible once the file has been chosen. Double-click the thumbnail to open the picture in a bigger window. If the picture is larger than the window, the content can be scrolled by holding/dragging the left mouse button.

- To change a picture, highlight it (left click) and select “Change Picture”. Select the new file in the upcoming file selector.

- To remove a picture, highlight it (left click) and select “Clear Picture”.

Note: When adding a picture, the picture file is copied to a folder in the *Private Coach* directory. The original picture files on your computer are not affected by adding or deleting them in *Private Coach*.

Pictures can be edited even for tracks that are generally not editable.

Map

When importing a track by using a GPS file (see next section for details), the GPS file is also automatically converted into the .kml file format which can be displayed in many applications including Google Earth™.

Click the “Show track in Google Earth” button to open the track in Google Earth™.

Note: To use the map file with other applications, open it in Google Earth™ and save it under a new file name.

Please refer to the Google Earth™ manual for details on the use of this application and for troubleshooting any issues.

Creating tracks from GPS data

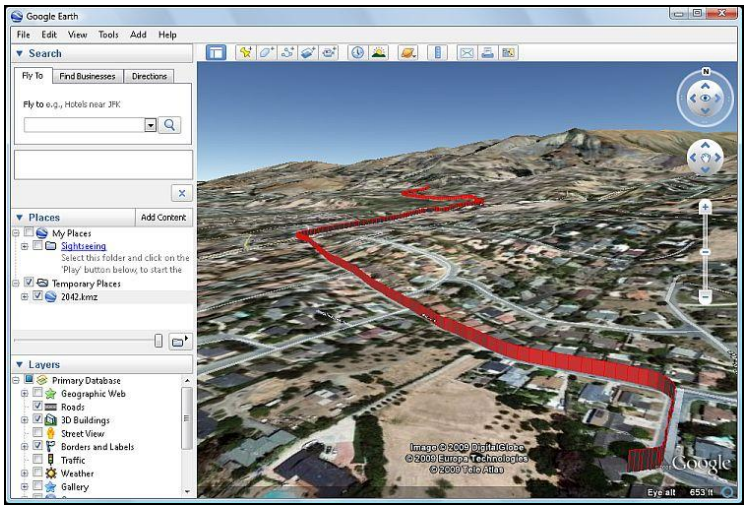
In detailed distance input mode, Tracks can also be created by importing previously recorded GPS data.

The GPS data file needs to be in NMEA format and contain at least message RMC and/or GGA. If you are unsure which messages are recorded in your GPS file, chances are that these standard messages will be there. Additionally, message GSA is used to verify data integrity, if available.

To import GPS data, open the waypoint editor and click the “Import GPS data” button. This will bring up the GPS import window on which some settings can be adjusted. In most cases the default settings will be fine. For very long tracks it might be necessary to increase the waypoint limit and/or reduce the resolution by choosing a higher minimum distance between waypoints.

The import of elevation changes can be disabled. This is recommended if the track is mostly flat.

Finally, some settings can be modified to change the appearance of the trail in Google Earth™. If you are unfamiliar with Google Earth we recommend importing the same track several times and playing around with the settings until you find out which one you like the most.



Google Earth™ showing an imported GPS track

Note: Adding tracks by importing GPS data can instantly add large amounts of data to the database. If this process is done frequently the database can grow very large, ultimately making it slower over time for every athlete using the software. The effect is more dramatic with long tracks and a high waypoint resolution (shorter distances between waypoints).

We recommend only using this feature for tracks that are frequently used. This does not apply to imported GPS data for training sessions as for these no waypoints are stored.

6.3. Exercises

Exercises are used for entering the results of fitness activities. They have the following characteristics:

Name, description, and directions

All exercises have a name, a description is optional. The directions describe how the exercise is executed in a step-by-step manner.

All three fields can be edited even for tracks that are generally not editable.

Exercise type

Exercises are grouped into different types:

- Strength, muscle toning

  These exercises are aiming for an increase in strength, muscular hypertrophy, muscle speed, or muscle endurance. They often make use of weights to increase the resistance (load).

  If exercises do not use additional weights ("Calisthenics"), it is the body weight and gravity that provide resistance. In that case the exercise's difficulty level might be harder to control.

  Exercises in this group are also used by athletes focusing on "toning" (defining) their muscles, often in combination with a low-fat diet.

- Flexibility

  These exercises are used to increase a person's flexibility. Many Yoga and Pilates exercises fall into this category. Unlike stretches, flexibility exercises will be listed in the main workout part of the session editor window.

- Balance

  These exercises are used to improve a person's sense of balance. Improving the sense of balance might take longer then gaining strength, and the gain is usually harder to measure. Balance exercises are often performed to support a particular sport.

  This category includes exercises using jumping moves. Exercises that utilize special balance-improvement equipment (such as a wobble board), and many Yoga exercises also fall into this category.

- Plyometrics

  Plyometrics are exercises that train muscle acceleration. They are done by taking muscles from a rested state to a contracted state in a fast, explosive move.

  They usually do not require special equipment and are important for supporting any sport that requires fast moves. Short distance sprinters in particular benefit greatly from these exercises.

- Stretches

  These exercises are usually done before and after the main workout. Before the workout, they prepare muscles for the upcoming increase in stress and thereby help prevent injuries. After the workout they might help prevent sore muscles.

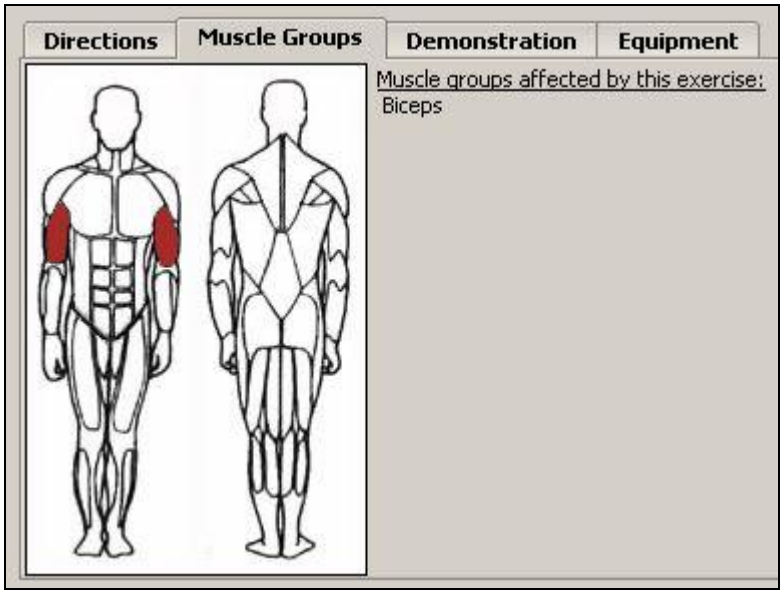
It is important to warm up before doing any stretching.

Stretches are usually done by holding a particular muscle in a stretched state for a period of time ("static stretch"). There are different guidelines on the exact duration; one says the stretch should be held for one second for each year of the athlete's age, others recommend a fixed time between 15 and 40 seconds.
There are also "active stretches" which involve a movement during the stretch; often these are more advanced versions of static stretches.

In *Private Coach*, stretches are not included in the list of exercises for the main workout in the Session Editor. They can be viewed by clicking the "Show stretches" link in the data entry window.

Muscle Groups

The muscle group selector shows muscles trained by the exercise. Exercises often target one muscle/muscle group ("primary" muscles) while other muscles support the movement ("secondary" muscles). The muscle group selector highlights muscle groups that significantly contribute to the exercise – both primary and secondary.



Muscle group selector

For exercises that were created or imported, the muscle group selection can be changed. Hold the mouse over areas on the picture to see which muscles they represent and click to toggle the selection. Click the "Apply" button to save the changes.

Difficulty Level

The difficulty level describes if an exercise is suitable for beginning, intermediate, or advanced athletes. "Intermediate" and "Advanced" means that they involve movements that require greater strength and more training experience than "Beginner".

TrainerAssistance takes the difficulty level into account when choosing exercises for your fitness plan depending on your training history.

When an athlete becomes “intermediate” or “advanced” depends on very individual factors. You should use your own judgment to determine if you feel ready for an exercise and consult with more experienced athletes or trainers, if necessary.

Performing exercises that are beyond an athlete’s level of experience can lead to injuries and is not recommended. Performing exercises with a higher difficulty rating does not lead to better or faster results.

Sets and Repetitions

Most exercises are not just done once per training session but are performed several times, grouped into sets and repetitions. For strength exercises for example, a session could consist of 10 different exercises during the main workout, each of which is done in three sets, with each set itself consisting of 10 repetitions. This amounts to 300 repetitions total. There are usually fixed time periods between the sets and repetitions.

However, some exercises do not use repetitions. Examples are static stretches or isometric exercises. If an exercise is done in series of repetitions, this can be specified in the details section of the Resource Manager. If the corresponding checkbox is not selected, repetitions cannot be entered when entering training results.

Exercise load and unit

Every exercise is a procedure to master a particular challenge. This challenge is called “load” or “resistance” and is measured in a certain unit.

The load of most strength exercises is given in weight units, e.g. a dumbbell’s weight in pounds.

The load of many fitness machines is expressed in “levels” which often represent a resistance measured in watts. If these “levels” are linear (meaning that multiplying the level by two also multiplies the resistance by two) they can be used for calculating the progress. If they are not linear, or if you prefer to be more exact, “watts” can also be used as an exercise’s unit.

There are also exercises which describe their “load” in lengths. Examples are leaping exercises or “hill sprints” (an exercise for training short distance speed running).

Many exercises do not have any unit. Exercises where the load is presented by the athlete’s body weight (such as pushups) fall into this category. Choose “None/Body weight” as the unit category when creating such exercises. Loads cannot be entered for exercises without a unit when entering training results.

Private Coach offers a means of changing all weight units in the database to a different unit system (metric or American standard). Use this feature if the unit system of the stock exercises is not your preferred system. The feature can be found in the program settings (requires the Administrator role in the Team Edition or higher). When the weight

unit system is changed globally, data for previously entered training sessions is not affected – weights will be automatically converted into the new unit.

Demonstration video

A video can be added to an exercise to demonstrate how it is performed. All stock exercises in *Private Coach* do have a video clip attached. Many people find that this addition to the textual directions makes it clearer how the exercise is done.

Press the “Pause/Play” button to stop the video at a specific moment or to resume it.

If you have trouble with the video display make sure the MPEG-4 codec is available on your system. Also verify that the latest drivers for your video card are installed.

Exercise equipment

For each exercise, dependencies on certain pieces of equipment can be defined such as dumbbells being required for “Dumbbell Biceps Curls”.

TrainerAssistance will make use of this information and only assign exercises to your fitness plans that use equipment that is available to you.

6.4. Interval Training Patterns

Interval training can further enhance the effectiveness of your cardio workouts. It is an advanced form of training but can also be used by beginners.

It works by repeatedly pushing your body a little further for a limited time during the training session while giving the body a chance to recover in between. It is especially useful for performance oriented athletes and those trying to overcome a “plateau” (a period of progress stagnation).

Interval training is done by completing cycles of intervals which define target heart rates for consecutive time periods. Simple interval training patterns can be done by manually measuring your pulse rate during the workout using a watch or clock. More sophisticated interval training patterns require the use of a heart rate monitor.

It is recommended that you frequently switch patterns; this will present new challenges to your body and can lead to better results while keeping the workouts more diverse and interesting.

Private Coach includes interval training patterns for various groups of athletes and fitness stages. For example, pregnant athletes should use different patterns than others. You can also add additional patterns using the Resource Manager.

TrainerAssistance might recommend interval training for cardio training if a heart rate monitor is available and the settings indicate that interval training is to be used. Even if these conditions are met it will not do so for every session or for all training plans.

To see what a particular interval training pattern looks like, open the Resource Manager and select the “Interval Training Patterns” tab. Select the pattern from the list to see its details. Interval training patterns have the following characteristics:

Name and description

All interval training patterns have a name. A description is optional and indicates the athlete group or fitness level the pattern is suitable for.

Cycle duration

The cycle duration is the sum of durations of all intervals included in the pattern. When the workout time is longer than the cycle duration, several cycles or parts thereof can be performed sequentially.

Example: Norma is going to work out on the elliptical for 45 minutes. She has chosen an interval training pattern with a 14 minute cycle duration. She also wants to have a warm-up and cool-down phase of 4 minutes each, leaving her 37 minutes for the main workout. She will do two complete cycles and the first 9 minutes of a third cycle.

Highest HR

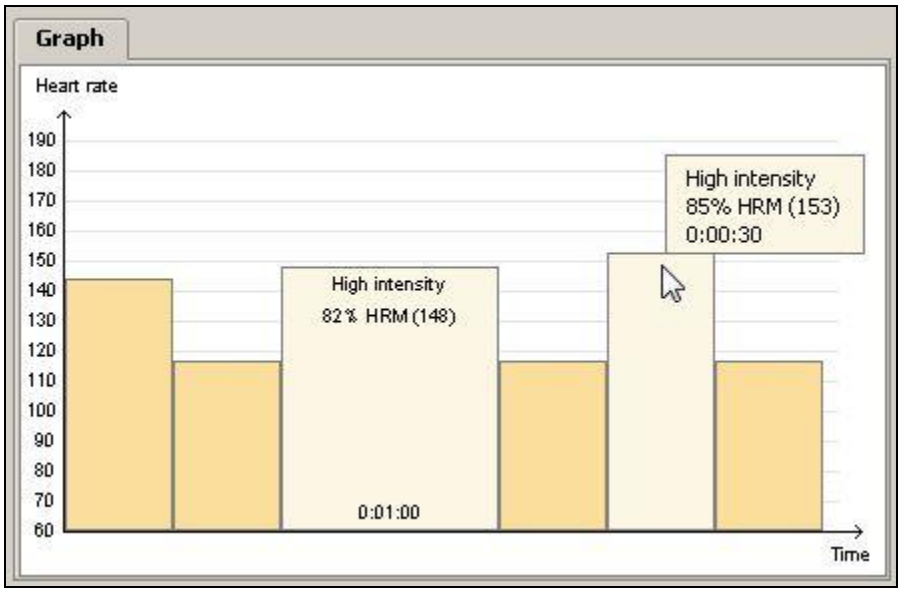
This number shows the maximum heart rate of all included intervals and gives a rough indication of how challenging the pattern is. For a more complete picture it is important to also look at the interval durations and the other interval hear rates.

Intervals

To view or edit the intervals of the selected pattern, click the “Define Intervals” button which opens the Interval Editor window. This window lists the intervals in order, along with their names, duration, and target percentage of the athlete’s maximum heart rate.

Graph

The graph visually represents the pattern and the included intervals. Hold the mouse over the graph to see more details of a particular interval. Click an interval to highlight it (this feature can be useful while exercising for keeping track of the interval you are currently in).



Interval Training Pattern

The graph shows the interval's duration and target percentage of the athlete's maximum heart rate. When an athlete is logged on the graph will also display the exact target heart rate for that athlete in parenthesis (this feature requires the athlete's birth date for calculating the age).

6.5. Equipment

The equipment section of the Resource Manager allows for keeping track of training equipment. Equipment items have the following characteristics:

Name, description, and info

All equipment items have a name. The description and info fields can provide additional information and are optional.

Category

Each equipment item belongs to a certain category. Depending on the category, additional features might be available. Equipment items of all categories can be added to exercises as required equipment. The equipment categories are:

- Shoes

  This category is for running or hiking shoes. Items in this group can be selected in the field "Shoes used in this session" for training sessions of a running or walking/hiking training plan.

  Mileage can be tracked for items in this group.

- Bicycle

  This category is for outdoor bicycles (street bikes, mountain bikes, trekking bikes, etc). Items in this group can be selected in the field “Device used in this session” for training session of a bicycling training plan.

  Mileage can be tracked for items in this group.

- Stationary Bicycle

  This category includes stationary bicycles (“Ergometers”) used for certain forms of cardio training (e.g., “Spinning”) or for warm-up/cool-down. Items in this group can be selected in the field “Device used in this session” for training session of a bicycling training plan.

- Treadmill

  Items in this category are for stationary walking or running workouts. They can be selected in the field “Device used in this session” for training session of a running or walking/hiking training plan.

- Elliptical

  This category includes elliptical machines (also known as “Cross-Trainers”) which allow for low-impact cardio training. Items from this category can be selected in the field “Device used in this session” for training session of a running or walking/hiking training plan.

- Other Cardio Equipment

  This category is for all other cardio equipment not falling into one of above categories, such as rowing machines or steppers.

- Fitness Equipment

  The “Fitness Equipment” category holds all items used for fitness training such as dumbbells or barbells, weight plates, mats, jumping ropes, exercise balls, and many more. Fitness machines such as barbell racks are listed in the category “Fitness Devices”.

- Fitness Device

  Fitness Devices are large equipment items that are usually stationary and often used for particular exercises only. This category includes items like benches and heavy gym machines.

- Fitness Equipment Set

  This category includes collections of other equipment items. They are used for describing a list of items that are available to you.

Three sets are pre-defined ("Minimum", "Basic", and "Gym Equipment"). These sets can be modified to fit your situation. *TrainerAssistance* makes use of them and will not suggest exercises which require equipment that is not available to you. It is therefore recommended to review and update these sets before setting up your training.

Mileage

Some categories allow for tracking the mileage of their items. The mileage is automatically calculated from confirmed training sessions and does not need to be entered manually. Each time a piece of equipment item is used in a session, its mileage will be updated. It can be reset to zero if needed.

Example: Randolph added his new running shoes to the equipment database. Each time he uses them, he chooses the shoes from the dropdown menu in the session editor window. As soon as he confirms the session, the mileage is updated and can be seen in the Resource Manager. After several months of regular training his shoes' mileage got high and he replaced them. He selects "Reset mileage" in the Resource Manager and the mileage starts over at zero for his new shoes.

Included items (Fitness Equipment Sets only)

Click the "Included items" button for fitness equipment sets to open a window listing the items that are included in this set. All items (except fitness equipment sets) can be selected. Items can be included in more than one set at a time.

Equipment pictures

Up to eight pictures can be added to an equipment item. These could be photos from the item or graphics demonstrating its usage. To assign, modify, or remove pictures, open the Resource Manager and make sure the "Pictures" tab of the "Equipment" screen is selected.

- To add a new picture, click "Add Picture" and select the picture file in the file selector (standard picture formats such as .jpg, .gif, and .png are accepted). A thumbnail of the picture will be visible after the file has been chosen. Double-click the thumbnail to open the picture in a bigger window. If the picture is larger than the window, the content can be scrolled by holding/dragging the left mouse button.

- To change a picture, highlight it (left click) and select "Change Picture". Select the new file in the upcoming file selector.

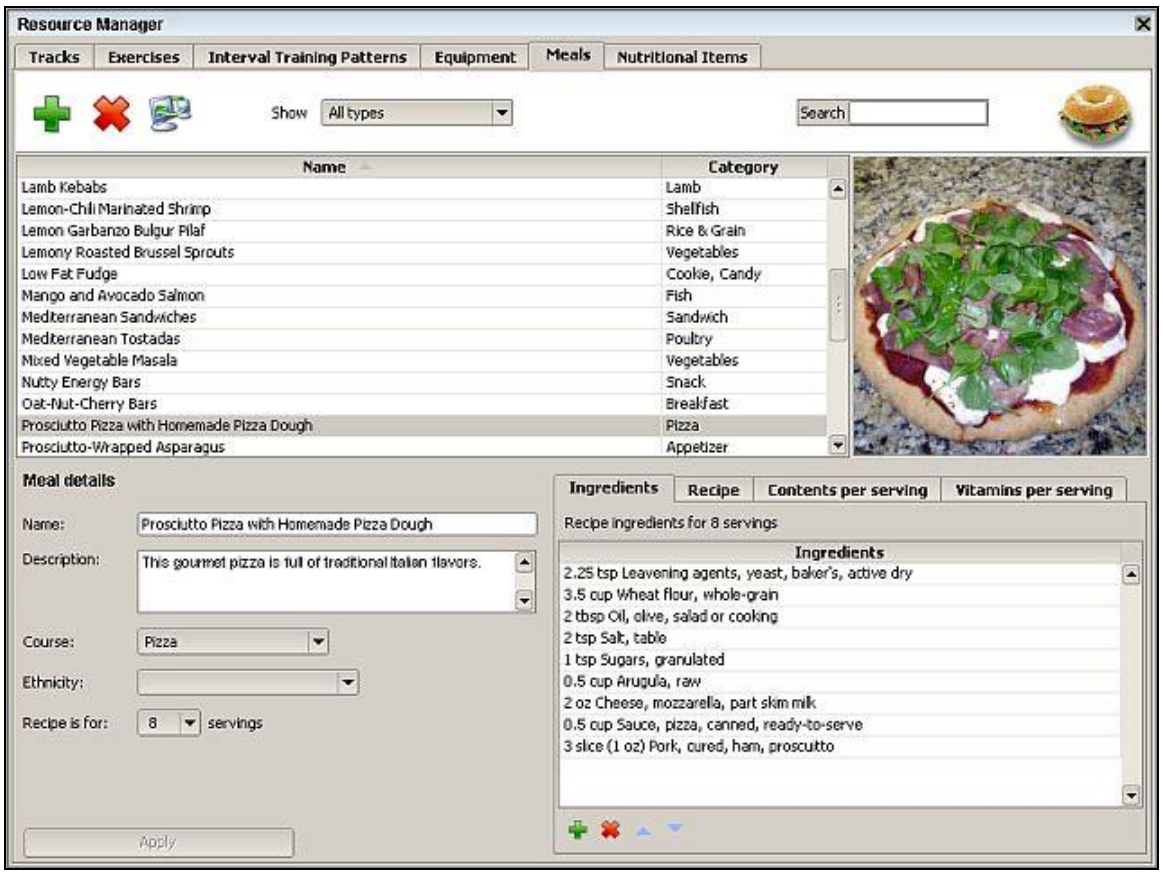
- To remove a picture, highlight it (left click) and select "Clear Picture". This picture will no longer be present.

Note: When adding a picture, the picture file is copied to a folder in the *Private Coach* directory. Original picture files on your computer are not affected by any of the above actions.

6.6. Meals

These resources are used for tracking your nutritional intake. Meals consist of several nutritional items (a different type of resource, as explained below). Their purpose is to simplify data entry for frequently consumed dishes and to provide additional information such as a recipe and the total number of nutrients per serving.

As with tracks, there are only few meals in the original *Private Coach* database. Pre-defined meals can only be of limited value since they are probably not the ones you are regularly eating. We recommend adding your favorite meals to the database and use them for tracking your nutrition. However, to get inspired about new recipes, feel free to download additional meals from our website.



Meals in the Resource Manager

Meals have the following characteristics:

Name and description

All meals have a name; a description is optional.

Course

The course describes which type of dish the meal is. Many meals fit into two or more categories; when creating your own meals, choose the one that describes it best. The list of shown meals can be filtered by the course.

Ethnicity

This field adds information on the ethnicity of the food, if any.

Recipe servings count

This number indicates how many servings the ingredients list produces. Make sure that this number is correct when adding your own meals as the nutrients per serving will be calculated from it.

Ingredients

This list shows which ingredients are used in the recipe to produce the number of servings selected in the “recipe servings count” field.

Recipe

The meal’s recipe is stored in this field.

Contents/vitamins per serving

These screens hold the nutritional values of one meal serving. The numbers are calculated from the ingredients list and the servings count.

6.7. Nutritional Items

Nutritional items are basic food items with distinct nutritional values. For tracking your nutrition, both meals and nutritional items can be used.

Nutritional items have the following characteristics:

Name

The name of the nutritional item. You can type into the search field to search for items with a particular text fragment in their name. The stock *Private Coach* database contains many thousand nutritional items; however, the text search feature, especially when combined with the “food group” filter, allows you to quickly locate items you are interested in.

Food group

The items are categorized into several food groups such as “Vegetables”, “Spices & Herbs”, or “Beef Products”. The list of items displayed can be filtered by this category.

Overview

This tab gives an overview of key nutrients the food item contains. These are:

- Protein
- Carbohydrates
- Fat (being the sum of all fat types)
- Water
- Alcohol
- Ash (inorganic residue that remains after all the water and organic material in a food have been burned away – this part contains minerals)
- Energy (kcal in 100g of the edible parts)

For a more detailed list of the ingredients, choose the “Contents” or “Vitamins & Trace Elements” tabs.

Contents

This tab shows a breakdown of key nutrients and their amounts in 100g of the edible parts of the food item.

Vitamins & Trace Elements

This tab shows more of the nutrients contained in the food item: Select minerals, vitamins, and other trace elements.

Weights

The list of weights shows which “units” the food item usually comes in (in fact not all of them really are “weights”; this term just describes the purpose well). These weights can be selected when tracking your nutrition.

The weights appear in selection fields in the order they are listed in this table. Hence, frequently used weights should be moved to the top - that makes it easier to pick them when entering consumed foods.

Favorites

The “favorite” tag allows you to mark particular nutritional items as ones you eat often. The view can be filtered to show only your favorites when entering consumed foods.

This attribute can be set for all items (including otherwise un-editable ones), and is stored for each athlete individually - everyone has his or her own list of “favorite” foods.

6.8. Transferring resources between computers

The “Export Resource” and “Import Resources” features can be used for exchanging resources between different computers. Exported resources can be uploaded to the *Private Coach* online resource library where they can then be downloaded by others and imported into their *Private Coach* database. The export files can also be directly given to other athletes; usage of the library is optional.

6.8.1. Exporting resources

To export a resource that was previously added to the database, open the Resource Manager, select the resource category tab, and highlight the resource in the list.

Click the “Export Resource” button and choose the export destination.

Resources can be exported to a file for direct exchange between computers, as a backup, or to post online elsewhere than on the Private Coach server.

They can also directly be uploaded to the Private Coach online library to be shared with the community. After a review process the resource will be made available to other athletes for download from within the application.

Exported resource files can be large if they contain picture or video content or waypoints imported from a GPS data file. There is no export file size limit, but as mentioned, only files up to 2 MB can be uploaded to the online resource library. Larger files can be shared between athletes directly, without using the online library.

When adding a demonstration video to an exercise, make sure it is encoded with a codec that a default Windows installation can handle. Otherwise other athletes might not be able to play the video.

Pictures should be in a standard compressed picture format such as .png, .jpg, or .gif to ensure all athletes can display them and to keep the file sizes small.

Exporting to a file

When exporting to a file, choose a filename and location in the file selector. It is useful to name the export file in a way so it gives a clue which resource it contains, e.g. “Track - Grand Canyon Bright Angel Trail.pcr”.

Exporting to the server

If you would like to share your resource with the community, select “Upload to server”. The currently selected resource will automatically be uploaded after this option was selected. If you have trouble with the upload, make sure your internet connection is active and your firewall or proxy server doesn’t block the upload.
When using this feature you agree to the Privacy Policy and the Terms & Conditions on www.private-coach.com.

6.8.2. Importing resources

Resources can be imported from a previously exported file or from the online resource library.

Importing from files

To import a resource from a file and add it to your database, choose “Import from File…” from the “Resources” menu in *Private Coach*. Several files can be imported at once. Select the resource file(s) in the file selector and click “Open”.

The imported resources will be added to their corresponding category with the original resource name. The resource name might differ from the file name.

Resource names need to be unique within a category. Attempts to import resources with names that already exist within the same category will fail.

Importing from the online library

Choose “Online Resource Library…” from the “Resources” menu to access the library on the *Private Coach* server. The upcoming window shows all resources available for download, ordered by category. Check the checkboxes of the resources you would like to import and click “Import selected”. Only resources that are not already in your database with the same name and category can be imported.
The import occurs automatically when all resources are downloaded. This can take a while depending on the number of selected resources, your internet connection speed, your computer’s speed, and the content of the selected resources.
When using this feature you agree to the Privacy Policy and the Terms & Conditions on www.private-coach.com.

Note: The Team Edition or higher requires that the user have “Administrator” or “Resource Editor” roles to import resources.

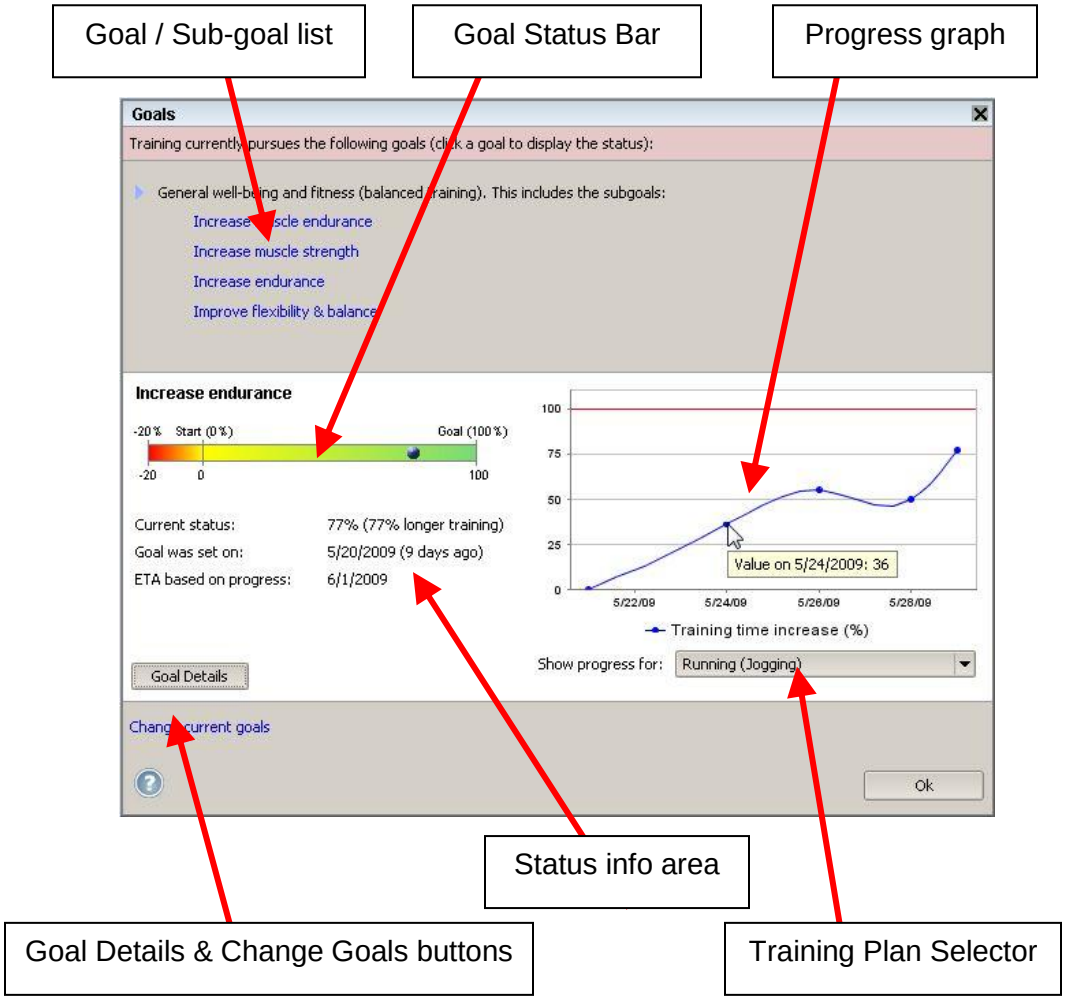
7. Training Goals

Your personal training goals affect many aspects of *Private Coach*, especially if your training is monitored (for more information on monitored training see chapter Training Monitor).

Goals should be long-term oriented and should not be changed frequently. While it is possible to adjust minor goal details at any time, major goal changes might also require changing the overall approach to your training. For example, a long-distance endurance runner has very different training techniques than a short distance sprinter.

7.1. Overview

You can see the current status of your goals by selecting “Goals” in the “Athlete” menu. This will open the goals overview window:



Goal / Sub-goal list

This section lists all your current goals. Clicking one of them will display this goal's status. Up to four goals can be pursued at one time; however some goals can only be picked by themselves and others are mutually exclusive.

Goal Status Bar

The goal status bar displays the current status of the selected goal with respect to the target value which is defined in the goal details (see section Goal Details for more information). Depending on the goal, this target value can be an absolute number (e.g., the target weight for goal "Reduce Body Fat") or a percentage (e.g., the achieved percentage of a cardio performance goal). As you progress towards your goal, the blue bullet will move to the right. The goal has been achieved when the bullet reaches the far right end. You will then receive a message in your inbox.

If you have more than one training plan that qualifies for displaying a status, the values for the one that is currently selected in the Training Plan selector are displayed.

The goal status is re-calculated every time data changes in a way that the status could be affected. This includes changes in the goal details, training data, nutrition data, personal data (e.g., body weight), etc.

An absolute goal target value can itself be a percentage, as it is for example for goal "Increase endurance". In this case, two percentages are displayed: one representing the current status as the current value, and the other one representing the percentage of the goal achieved.

Example: Maggie is pursuing the goal "Increase endurance". She has defined the goal details as to have her goal achieved when she can run for 50% longer than when she started. At the beginning, she could run for 40 minutes without a break. Over time, her cardiac endurance improved and she can now run for 50 minutes. This is an increase by 25%. Since it is her goal to improve her endurance by 50%, she has achieved half of her goal, or 50%. Hence, her goal status shows the numbers 25% and 50%.

The status of some goals can be negative. This is the case if the latest data indicates that the current situation is further away from the goal than it was when the goal was picked.

Displayed status values are capped at 100% (or -20% for a negative status) on the Goal Status Bar. Of course the actual status can exceed these limits. See the status info area to see the actual value.

Progress graph

The progress graph shows the development of the currently selected goal's status over time.

If you have more than one training plan that qualifies for showing a status, progress for the one that is currently selected in the Training Plan selector is displayed.

The red line represents 100% (goal achieved). Hover the mouse over a data point to see the exact value for that day.

Status info area

The status info area shows additional information on the currently selected goal, including the numerical status values and when the goal was set (only data from that date and later is used to calculate the goal status).

The ETA ("estimated time of achievement") is an approximate date when the goal will be achieved. The calculation is based on the progress thus far and will be updated regularly. Naturally, it is only valid if progress continues as it did in the past.

Training Plan Selector

This drop-down menu contains all training plans for which a status of the currently selected goal can be displayed. Choose between different plans to compare your performance progressing towards your goals.

7.2. Selecting Goals

Clicking the link "Change current goals" in the Goals window will open the Goal Selection window.

Setting goals is a two-step process: First, one or more goals (e.g., "Reduce body weight") are selected, and then the details for each goal (e.g., the target weight) specified.

Several goals can be selected a time, with the exception of the goals "Cardio Performance" and "Fitness Performance"). Performance goals are for Athletes who wish to achieve a particular performance like running a Marathon. When pursuing such a goal it is necessary to fully focus on it – some training techniques are unique to that goal and would conflict with those of other goals.

You can choose from the following:

- General Well-Being & Fitness

  This is the default for Athletes who are not obese. Encompassing the sub-goals "Increase Endurance", "Improve Flexibility & Balance", and "Increase Muscle Strength", it is a well-balanced combination of cardio and fitness goals. If you do not have a particular goal and are unsure what to select, this is the one you can't go wrong with.

- Cardio Performance

Cardio Performance is a category that spans a spectrum of different goals. The goal itself is defined by the criteria you choose. You should select “Cardio Performance” if you want to achieve a specific cardio-based performance – this could be everything from short-distance sprints to a Marathon or more. In the goal details you can specify the sport you want to achieve the performance in, a target time, and a target track (which defines the distance and, if any, elevation change).

Time or track can also be selected by themselves. This is useful if it is your goal to perform for a certain time (e.g., 60 minutes of running, regardless of the distance) or completing a particular track (e.g. 10K, regardless of the time.)

However, note that it is not very useful to select a short distance track without a target time – the goal would be counted as “achieved” as soon as you cover the distance for the first time, which is most likely during the first session. In other words, when aiming for speed, a target time is needed; otherwise speed calculations are not possible.

- Fitness Performance

The Fitness Performance goal is for athletes who wish to excel in one particular fitness exercise. This could be for several reasons, e.g. a competition in that exercise, or to rebuild strength for a particular muscle after an injury.

Fitness Performance ensures that the target exercise will be included in every monitored Fitness Training Plan (with some exceptions). Therefore, the target exercise will be done more often than other exercises.

- Reduce Body Fat

This goal is the default for athletes who are obese at the time their Athlete Profile is created. It will ensure that cardio training for monitored Training Plans is scheduled with durations and at heart rates that are most efficient for burning fat. If using interval training, *TrainerAssistance* uses special Interval Training Patterns for this goal.

The target weight can be selected within a “healthy” range; however, it is advised to follow the given target weight recommendation.

Note that excess body fat will automatically be reduced following a balanced and healthy diet combined with regular training activity. Hence, this goal should only be selected if weight management will be your primary goal for a prolonged period of time. This is probably only the case if your BMI indicates obesity.

- Improve Flexibility & Balance

Progress for this goal is measured by the average flexibility improvement over time (balancing improvements are difficult to measure and not included in the goal status).

When this goal is selected, *TrainerAssistance* adds special exercises to monitored Fitness Training Plans which focus on improving flexibility and balance.

- Increase Endurance

  Set this goal if you aspire to improve your cardiac endurance over time. This will be reflected in an increase of the duration of cardio training sessions.

  TrainerAssistance might recommend cardio training sessions to athletes with this goal that are longer than those for athletes with other goals.

- Increase Muscle Strength

  Progress for this goal is measured by the increase of the load parameter of strength exercises, e.g., the lifted weights.

  When training for this goal, *TrainerAssistance* optimizes the number of sets and repetitions, the duration of breaks, the execution speed, and the used resistance for strength exercises for a growth of muscle strength. This naturally comes with an increase of muscle mass; however, unlike with the goal “Muscular Hypertrophy”, the visible muscle growth is secondary.

- Increase Muscle Endurance

  Athletes with this goal are training for an increase in the number of repetitions in one session by using the same loads. It is achieved by choosing the parameters sets, repetitions, breaks, and execution speed so they lead to this goal the fastest.
  Note: When using *TrainerAssistance*, the recommended number of repetitions is set to a value which changes depending on the current level on the Fitness Roadmap. This might cause that the goal progress goes down according to plan temporarily after level changes. On the long run, however, the value should increase.

- Increase Muscle Speed

  This goal is for athletes who wish to improve their muscle speed, which is important for many sports including most competitive team sports.

  Progress is measured by the exercise execution speed done in certain stages of your training.

- Muscular Hypertrophy

  A visible growth of muscle mass is in the focus of athletes selecting this goal. Building muscle strength is secondary but might also occur when training for hypertrophy.

  Progress is measured by the circumference of several key muscles which are best measurable and visible.

- Increase Power

  This goal is the combination of “Increase Muscle Strength” and “Increase Muscle Speed”. Athletes with great power are capable of delivering great strength in an explosive movement. Hence, this goal is a popular choice for athletes conditioning themselves for other sports.

- Increase Lean Body Mass

  The sub-goals “Body Fat Reduction” and “Muscular Hypertrophy” are combined in this goal. This goal is for athletes who do not particularly wish to lose body weight but want to replace body fat by muscle mass. A high muscular definition is the result.

- Stress Relief

  Athletes who want to switch off after a stressful day in the office will find relief with this goal. It is the combination of the non-performance sub-goals “Increase Endurance” and “Improve Flexibility & Balance”. Clearing your mind is easy when running through the forest and doing certain exercises such as Yoga.

7.3. Goal Details

All goals require details to be specified by the user. For example, choosing the goal “Reduce Body Fat” will add this goal to your list and invoke respective *TrainerAssistance* features; however, the current status can only be calculated as a numerical value if the exact target weight is entered.

When closing the Goal Selector window, the Goal Details window will automatically appear and ask for these target values for each goal. The fields are pre-populated with default values; review and edit them to fit your needs.

The Goal Details window can manually be opened at any later time by clicking the “Goal Details” button. Changing the goal details might affect the overall approach to your training, depending on the change. If your training is monitored and the existing training plans no longer provide the optimal training for the updated goal details, you will be asked to set up your training again.

Whenever goal details are changed, an option is offered to reset the goal start date to today’s date. This will clear the graph and statistics and reset progress calculations.

8. Training Plans

8.1. Overview

All training in *Private Coach* is organized in training plans. A training plan usually represents one particular sport such as running, swimming, or strength training.

Depending on the goals and preferences there could also be more than one training plan for a sport. As an example, when using split training for fitness sessions, there could be two or more fitness training plans - one for the upper and one for the lower body. One fitness plan might be sufficient if each training session is a full body workout. Nonetheless, even with a full body workout it might make sense to alternate between different training plans to add variety to your training.

For cardio training it might be useful to have several training plans for the same sport to separate different parts of the training. For example, a short distance runner could have one plan for sprints and another one for jogging. It is necessary to keep these apart so training times and distances can be tracked separately in the statistics, and the goal status can be calculated correctly.

All training plans share the following attributes:

Sport

This field indicates the sport that the training plan is designed for. The sport cannot be changed once the training plan has been created.

The plan's sport has impacts on all activities for the plan including what kind of training data can be entered, which resources can be assigned, how goal progress is calculated, how *TrainerAssistance* handles this plan, and more.

Sports are categorized as either "cardio" or "fitness" sports.

- Cardio sports

  Cardio sports in *Private Coach* include running, swimming, bicycling, and walking/hiking. When entering training data for these sports, usually a training time and/or distance is provided along with additional information such as a heart rate, or (for some sports), a change in track elevation during the workout.

- Fitness sports

  "Fitness" represents all athletic activities that are done in a sequence of exercises. This group includes activities like strength training, flexibility exercises (such as stretching, Yoga or Pilates), exercises to improve your balance, Plyometrics, Aerobics, and others.
  While doing these exercises might still improve your cardio endurance, the way they are performed is very different than for other (cardio) sports; hence, they are handled separately.

Name and description

All training plans have a name; a description is optional.

Start and end dates

These dates indicate when training for a specific plan has begun and when it will end (if applicable). A start date is required, an end date is optional. No training results can be entered for days before the start date or after the end date.

Both dates can retrospectively be changed, but note that any training data that falls outside the new dates will be lost.

Assigned resources

Training plans can have resources assigned to them. Tracks can be assigned to the training plan of a cardio sport. For fitness plans, exercises need to be assigned to a plan.

Assigned resources are used for entering training results. See sections Assigning Resources to Training Plans and Entering Workouts for details.

8.2. Monitored Training Plans

Training plans can be “monitored”, which means that they are managed by the Training Monitor as part of the *TrainerAssistance* feature. Monitored training plans offer additional benefits:

- Automatic calculation of target values for upcoming training sessions
- Consideration for Training Roadmap level advancements
- Automatic plan activation/deactivation by the Training Monitor

Each training plan created by using the “Setup Training” wizard is initially monitored. *TrainerAssistance* features are not available for training plans that were created manually by using the “New Training Plan” function.

You might find after a while that you would prefer to manage a monitored plan manually while having others still managed by the Training Monitor. In this case a training plan can be excluded from the Training Monitor. Please note that this process is irreversible as an “unmonitored” plan can not be changed back to monitored. The plan will be treated as if it had been created manually in the first place.

It is generally not recommended to mix monitored and unmonitored training. This is because the Training Monitor will schedule as much training for you as is advisable in your situation considering the available timeslots. If additional training sessions outside the Training Monitor’s scope are performed, overtraining could result, which can lead to

serious health issues. There is, however, nothing wrong with adding additional sessions to your training if you are an experienced athlete and know your limits.

For more details on monitored training please refer to chapter Training Monitor.

8.3. Creating Training Plans

Training Plans can be created manually or automatically (assisted).

8.3.1. Creating Training Plans manually

Select “New…” from the “Training Plan” menu to manually add a training plan. This will open a wizard which will collect the required information. Depending on the selected sport on the first screen of the wizard, the information requested might differ.

Follow the directions of the wizard and click “Finish” when done. Your new training plan will be added to the Training Plan area in the upper left corner of the main window and can be used for tracking training results.

8.3.2. Automatic creation of Training Plans

Training Plans are automatically created when setting up your training program using the *TrainerAssistance* feature “Setup Training”. For more information please refer to chapter Setting up your training with TrainerAssistance.

8.4. Training Plan attributes

Training Plans can have the following attributes:

- Not yet started

  A training plan is in this state if it was created with a start date in the future, or if the start date was moved to a future date retrospectively. Training data cannot be entered for plans in this state.

- Started

  If a plan’s start date is in the past and the end date (if any) is in the future, the Plan is considered “started”. Training data can be entered for plans in this state.

- Ended

  Plans are “ended” if they have an end date in the past. Training data can not be

entered for plans that have ended. A plan should be ended if it is not going to be used anymore for training but you want to keep the results and statistics.

- Active/Inactive

  Started plans can either be “active” or “inactive” (plans that are not started are always inactive). A plan can be deactivated if it will not be used or a while. Training data can be entered manually for inactive plans; however, if the plan is monitored, the Training Monitor will not automatically schedule sessions during “inactive” times.

  A plan can be activated/deactivated either by yourself or (if monitored) by the Training Monitor. For example, two fitness training plans targeting the same muscle groups might be created during the “Setup Training” process. The Training Monitor will only activate one at a time - the plan activation/deactivation occurs automatically at the right time.
  You can deactivate plans manually by creating a “Training Interruption” in the calendar. This can be useful for various reasons such as an illness, vacation, etc.

  Example: Steve is going on a two-week business trip to Japan. Since he has little time and no access to his gym while out of town, he sets up a training interruption for the duration of his absence. He only applies the interruption to fitness training as he still can go jogging in the morning. After a week he finds a chance to use the hotel gym for one session which he enters manually. After his return the interruption ends automatically as set in the calendar, and the Training Monitor will resume scheduling sessions for his fitness plan.

8.5. Assigning Resources to Training Plans

Tracks and Exercises can be assigned to training plans to allow or simplify data entry. Click the “Assign Tracks” or “Assign Exercises” link in the Training Plan Details area to assign resources to the selected plan.

When a track is assigned to a cardio plan it will appear in the dropdown menu for stored tracks in both simple and detailed input mode in the Session Editor. Instead of entering training data manually the track can then be selected, and distance and elevation changes will be added to the total values.

For fitness sessions, data can only be entered for exercises that are currently assigned to the plan. If an exercise is removed from the assignment after data was entered for it, the existing data will remain, but no data can be entered for it in new sessions.

Example: Sandra has entered training data for the ten exercises of her fitness plan over the course of the last six months. She now decides to replace one of the exercises from the assignment with a different one because she purchased new equipment which allows her to train the same muscles more comfortably. The old exercise will no longer be listed for new sessions, but when reviewing earlier sessions she still can see the results for that exercise.

9. Training Sessions

9.1. Overview

In *Private Coach*, workouts for a training plan are entered as “training sessions”. Sessions can be added at anytime – even before it actually occurs.

Sessions can fully describe a workout and contain detailed data on all session parameters such as training times, distances, heart rates, sets and repetitions, weights lifted, breaks, and more.

On the other hand, training sessions can also function as simple placeholders in your calendar, only holding information on when the session is (or was) supposed to happen.

9.2. Future sessions and target values

Sessions planned for a future time do not need to contain any data; it is sufficient to just set up a time for them in the calendar. In this case the sessions are simple placeholders, and a reminder will be displayed when the start time approaches.

However, future sessions can already contain data – the values that you will be trying to achieve. These are called “session target values”.

Target values are entered the same way as training results for past sessions (see section Entering Workouts for details). When the session is completed, replace the target values with those that were actually achieved. Ideally the planned values were exactly achieved and the session can be confirmed as “executed” without further changes.

If your training is monitored, *TrainerAssistance* will automatically assign target values for each monitored training plan’s next upcoming session. At the time such a session is confirmed as completed, *TrainerAssistance* determines target values for the next session.

9.3. Past sessions and session confirmation

Past training session can either be “confirmed” or “unconfirmed”:

- Sessions added for a date in the past are automatically “confirmed”.
- Sessions are “unconfirmed” if they were originally planned for a time in the future and that time is now in the past.

To confirm a session, open it, review and complete the training results, and click “Ok” or “Apply”. Only confirmed sessions are included in the statistics and goal status calculations.

As mentioned above, results from confirmed sessions are used for several calculations. Therefore, confirmed sessions cannot be “empty” – they need to contain a minimum of training results:

- For cardio sessions, at least a training time or distance is required
- For fitness sessions, at least the result of one set of one exercise is required

9.4. Training session list

The training session list on the right side of the main window shows sessions that belong to the selected training plan (icons vary by sport):

Confirmed past sessions are displayed in green.

Unconfirmed past sessions are displayed in red.

Future sessions are displayed in black.

By default, all a plan’s sessions are listed. The view can be filtered to exclude any of the above types (click the corresponding icon on top of the list to filter that type from the view). Moreover, the maximum number of listed sessions can be changed in the athlete preferences.

Note: Only the next upcoming future session is shown for each training plan as there could potentially be an infinite number of them.

Left click a session in the session list (double-click in the calendar) to open and review it. If the session is part of a recurring cycle, right click it to open a context menu containing options to edit the session itself or the recurring cycle settings.

---

10. *TrainerAssistance*

10.1. Overview

TrainerAssistance is a set of features unique to *Private Coach* which provide professional training advice. *TrainerAssistance* will guide you from the very beginning of your training through all stages on your personal roadmap to your fitness goals.

While it is possible to skip this feature altogether and manage your training completely manually, this is usually not recommended. Beginners especially will benefit greatly from the detailed and highly individualized advice *TrainerAssistance* has to offer, but experienced athletes can also get valuable hints on how to improve the efficiency of their workouts.

TrainerAssistance consists of the following features:

- Setup Training Wizard

  This wizard is used to initially setup your training. This process creates your custom training roadmaps and training plans.

- Training Roadmaps

  Personalized cardio and fitness roadmaps indicate what level of your training you are currently at, what comes next, and which prerequisites you need to meet to get there.

- Training Monitor

  This component analyzes past training sessions, suggests target values for upcoming sessions, and manages the transition to the next level on your roadmaps.

10.2. Setup Training wizard

When your training is initially set up using the Setup Training wizard, your personal cardio and fitness roadmaps and your training plans are created. Your training is based on these components.

The setup process usually needs to be done only once but it can be repeated if you would like to make major changes to your training (e.g., changing sports), or if your personal situation has changed significantly.

For more information on the Setup Training wizard please refer to Setting up your training with *TrainerAssistance*.

10.3. Training Roadmaps

Depending on the sports selected when your training was set up, a Cardio and/or Fitness roadmap is available. These roadmaps and the levels they show depend on several factors such as your fitness history, medical background, goals, and preferences.

The Training Monitor window contains information about the current level of each roadmap, the next level (if any), and the pre-requisites to proceed to the next level. You can see if a pre-requisite is currently met by the color of the bullet in front of it (green: met, red: not yet met).

Click the “Full Cardio Roadmap” and “Full Fitness Roadmap” links on the Training Monitor window to open the corresponding roadmap window which displays the roadmap visually.

Training Roadmap window

Hold the mouse pointer over a level to see more details about it.

Once all prerequisites for a level are met you will proceed on your roadmap. This usually involves some changes to your training such as a different number of sets and

repetitions for fitness roadmaps, different interval training patterns for cardio roadmaps, etc.

Advancement may not always mean transitioning to a “higher” level. For fitness roadmaps, for example, it is perfectly normal to traverse through all levels and then start over at the lowest one. This will ensure that your muscles do not get used to a particular movement, and keeps your training interesting. Cardio roadmaps might also go back and forth between levels to alternate between phases of higher and lower intensity.

As long as your goals do not fundamentally change the roadmaps will also remain unchanged. If your goals change in a way that calls for new roadmaps, you will see a note that recommends you setup your training again, since the existing training plans do not match your new goals. Smaller changes in your goals usually do not require new roadmaps.

Example: Paul was told by his friends that he could never complete a Marathon. He would prove them wrong. When setting up his training, several training plans optimized for achieving his ambitious goal were created, together with an appropriate cardio roadmap. After Paul completed his first Marathon and made his point, his focus shifted to a more balanced training. He decided to change his “Cardio Performance” goal to the goal “General Well-Being & Fitness”, which includes the cardio sub-goal “Cardio Endurance”. His cardio roadmap was updated to reflect his new goal, so his original training plans that had been created with a Marathon in mind were no longer appropriate. He re-ran the Setup Training wizard in order to have his training match his goals.

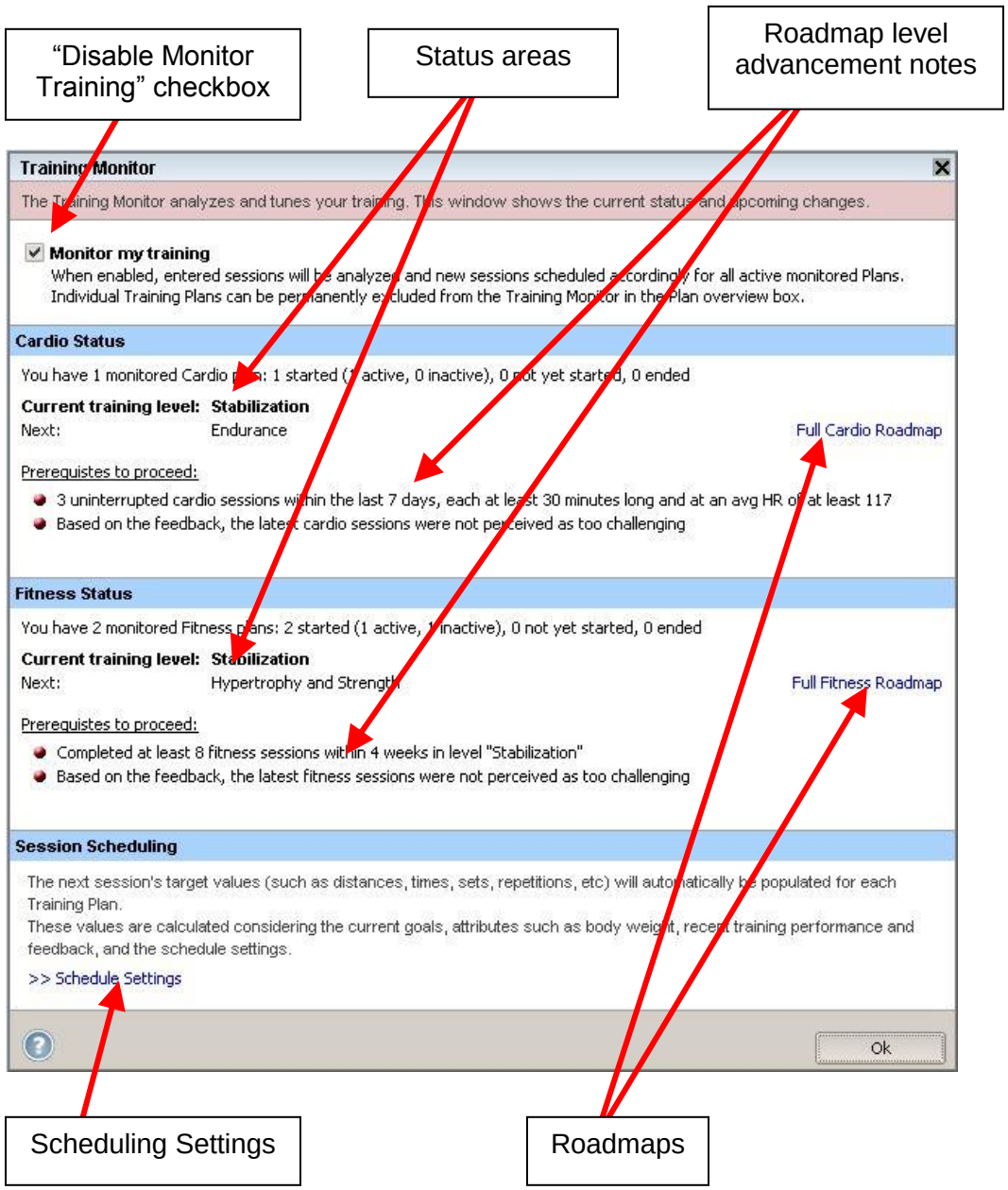
10.4. Training Monitor

The Training Monitor feature is available as long as you have at least one monitored training plan. Monitored training plans are created by completing the Setup Training wizard; see section Setting up your training with TrainerAssistance for details.

10.4.1. The Training Monitor window

The Training Monitor window provides an overview of the current status of your overall training (including all monitored training plans). From here the roadmaps can be accessed and changes made to how future sessions should be scheduled.

Open the Training Monitor window by selecting “Training Monitor” from the ‘*TrainerAssistance*” menu.



“Disable Monitor Training” checkbox

This checkbox will set all training plans to status “unmonitored”, thus fully disabling all *TrainerAssistance* features for the athlete who is currently logged on.

This action is irreversible. Although *TrainerAssistance* can be re-activated by setting up the training again, the existing training plans will no longer benefit from it. It is recommended to use this feature only if you are sure that you want to manage all training manually in the future or are planning to re-setup your training program.

Status areas

The cardio and fitness status areas show the current and next roadmap level (if any). They only contain information if there is at least one monitored training plan of that sport type.

Roadmap level advancement notes

This section lists the pre-requisites that need to be met to advance to the next level on your cardio or fitness roadmap. All pre-requisites must be met to advance. If a pre-requisite is met, the bullet in front of it will turn green. See section Training Roadmaps for details.

Scheduling Settings

This link will open the session scheduling settings window. These settings are a subset of the ones that appear in the Setup Training wizard. Some settings from the wizard, such as the available timeslots, cannot be changed using this window after the training has been set up. They can be changed through other means though, for example by moving or deleting events on the calendar. For a description of the settings see section Summary and Scheduling Settings.

Roadmaps

Click one of the roadmap links to open a window with a visual display of the corresponding roadmap. See section Training Roadmaps for details.

10.4.2. Session target values

The Training Monitor analyzes past training sessions and recommends target values such as distances, times, sets, and repetitions for the next upcoming session for each monitored training plan.

How target values are determined

The Training Monitor determines target values by taking recent session performances as a base value and adjusting the intensity for the next session according to the challenge feedback (see below) and a number of other factors.

The most recent session has the greatest impact but a few earlier sessions are also taken into account to avoid drastic changes from one session to the next.

Sessions that are too long ago will not be considered for the calculation even if they are the last ones that were done – if the last session was months ago, for example, it cannot be used as a base value anymore.

Only sessions of the Training Plan for which the target values are being calculated will be looked at. Performance and feedback are not considered across different Training Plans, as Athletes often cannot (or choose not to) show the same performance in different sports.

Just like with a real Personal Trainer, the target values are only recommendations. Even though the Training Monitor has extensive information about your background and goals, there are many factors that are too complex to consider with reasonable effort such as your daily form, when you had your last meal and what it consisted of, the amount of sleep you had the night before, weather conditions, minor injuries, and so on.

Therefore, the recommendations may not always match what you can actually do. This applies especially to the first few sessions when the Training Monitor does not have a performance/feedback history yet.

- Target values that are too challenging

  It is very important to lower the intensity or end the session if you feel during your workout that the recommended values are too challenging. Disregard the recommendations in this case and trust the signals your body is giving you.

Only do as much as you feel comfortable doing and stop immediately if you start to feel pain or dizziness.

It might not be possible for you at the beginning to reach the recommended number of repetitions for fitness sessions even with the lowest load. This holds particularly true for exercises that use the body weight as load, such as push-ups or pull-ups.

Remember that the target values are the ideal that you are aiming for. It is not expected that they can be achieved every time. Do not get de-motivated if, instead of 20 recommended pushups, you are only able to do one or two. This is normal at the beginning and will change – don't give up!

- Target values that are not challenging enough

On the other hand, if you feel that you can do more than the recommendations, you should still stop after the suggested amount and express through your challenge feedback that you felt under challenged. This will tell the Training Monitor to increase the intensity for the next session. That way you will gradually and safely reach the right intensity.

During recovery phases the target values might be intentionally lower than what you can do. It is important to give your body a chance to recover from higher intensity phases to avoid overtraining.

Target values for fitness sessions (sets, repetitions, and breaks) should not be exceeded in any case. These values are ideal for reaching the goal you are currently training for, and it could be counterproductive to do more sets or repetitions, or to shorten the breaks. Instead, if you feel under challenged, increase the intensity by adding to the load, e.g. more weight for strength exercises. However, you should follow the recommendations about load in the session notes.

10.4.3. Determining your fitness loads

For monitored fitness training plans, the Training Monitor gives a recommendation for each exercise's number of sets and repetitions. Find out the resistance that allows you to perform the suggested times by starting at a very low weight and slowly increasing the load. Several sessions might be required to determine each exercise's load that works for you.

As mentioned above, for some exercises the load cannot be controlled. Do as many repetitions for these exercises as you can, up to the recommended number.

10.4.4. Providing challenge feedback

Once a session is completed, the session's target values should be replaced with the actual values that were achieved, and appropriate feedback provided on how challenging you found <u>these actual values (not the recommendations)</u>.

Example: The Training Monitor suggested Daniel to run for 40 minutes. After he completed these 40 minutes, Daniel felt that he could go on for a little while, maybe for another 10 minutes. However, he stopped and provided feedback "Moderately challenged". For the next session he was advised to run for 42 minutes. The night before he didn't get much sleep and after half an hour he started to feel tired. He pulled himself together and continued for a little while before finally stopping after a total of 38 minutes. At that point he gave all he could and still wasn't able to finish the recommended amount. He provided feedback "Over challenged", which caused the Training Monitor to lower the intensity for the next session, giving him a chance to recover.

Provide your feedback while keeping in mind how the Training Plan is designed. For instance, if the Plan is called "Active Recovery Day", it is expected that the training intensity is not 100% of your capabilities. Therefore, providing feedback "Under

challenged” is not the right choice unless you really feel that you were under challenged even for a session that should be an easy one.

11. Setting up your Training

11.1. Setting up your training with TrainerAssistance

Overview

TrainerAssistance begins with a process to set up your training. During this process custom training plans are created, for which training sessions will be scheduled later.

To determine the best set of training plans for your individual situation, information about your goals, background, and training preferences need to be collected and analyzed. This is done by a wizard which guides you through the process in a step-by-step manner. Optionally a simple physical fitness test can be done which will help to determine your fitness level. The test might not be recommended if certain health conditions apply.

It is useful to verify if the contents of the "Equipment sets" in the Resource Manager match your situation before setting up your training. One of those sets should include all items available to you. *TrainerAssistance* uses these sets to select your exercises. See section Equipment for details.

The overall process of completing the wizard can take up to one hour the first time it is done. It could take much less time depending on your particular situation, but in any case you should not rush through the process, since each choice might have a significant impact on the resulting training program.

Start the wizard by selecting "Setup Training…" from the "TrainerAssistance" menu.

Personal Data

Most of the data on this screen might have already been entered when the Athlete Profile was created. Please review the values and fill in missing fields (click on the corresponding link to open the Athlete Profile window, and enter or edit the values accordingly).

Goals

Your personal training goals might have already been entered. They can be reviewed or changed on this screen. For a detailed description of the individual goals please refer to the Training Goals chapter.

Your goals have a profound effect on all aspects of your training program including training plans, intensity, interval training patterns, etc. Please select goals that best apply

to you from a long-term perspective. For example, if you intend to reduce your body weight by only three pounds, the goal “Reduce body fat” should not be selected as it might be achieved very soon.

If you have no particular goal at all it is best to choose “General well-being and fitness” which is a collection of sub-goals that are not performance oriented.

For the goal “Cardio Performance”, your training program’s sport must match your goal sport. Training plans can still be added for other sports manually (not recommended for beginning athletes).

Sports Selection

On this screen you can choose your preferred sports from the list. For balanced training you should choose a fitness category and at least one cardio sport.

TrainerAssistance will try to include all selected sports into your training program. However, limitations imposed by the available training times or certain health conditions might require that one or more of the selected sports are not included. If this is the case a warning will be displayed before your training program is finalized so you can go back and modify your selection.

- Walking

  Walking/Hiking keeps you healthy and can be included in everyone’s training program. No equipment is required and it can be done almost everywhere.

  If you are out of shape, older, or have certain medical conditions, this might be the right choice for you. Experienced athletes will find walking to be a good activity for recovery days. Walking can be done outdoors or, for even lower impact on the joints and for training in a safe environment, on elliptical machines and treadmills.

- Running

  This sport includes short and long distance running. For short distance speed training (sprints), be sure to choose the “Cardio performance” goal.

  Running requires no equipment other than comfortable running shoes and can be done almost anywhere at anytime. It is a suitable sport for beginners without health issues as well as for experienced athletes. Running can be done outdoors or, for lower impact on the joints and for training in a safe environment, on elliptical machines and treadmills (excluding short distance speed training).

- Bicycling

  Bicycling is fun! Many people can turn their daily commute to work into their workout by riding a bicycle – it is healthier, “greener”, and even saves money.

  Choose this sport for any form of bicycling, including exercising on a stationary bike.

- Swimming

  This sport includes training for short distance speed as well as for cardio endurance. It is suitable for many athletes who cannot go running because of joint issues, and can be done indoors or outdoors.

  If you want to improve your short distance swimming speed, be sure to choose the “Cardio performance” goal.

  If this sport is selected, your preferred stroke can be selected later.

- Fitness

  Fitness exercises of all kinds are included in sport “Fitness”. The exercises will be assigned on a later screen, further defining the training.

  At this point the available equipment can be specified. *TrainerAssistance* will not assign exercises to your fitness training plans that use equipment that isn’t available to you.

  Make sure the equipment categories reflect your situation. Each category’s contents can be modified in the Resource Manager. For example, if you have all items from the “Basic equipment” category but also a barbell, add this item to the “Basic fitness equipment” set to allow *TrainerAssistance* to add barbell exercises to your training. This needs to be done before the training is set up; however, exercises can also be added or removed manually at any later time.

  Click the “What do the fitness equipment categories include?” link for more information on the equipment categories.

Health & Fitness

On this screen your training history, current fitness level, and health background is assessed. This will have an impact on the sports and exercises included in your training program as well as on the intensity of training sessions.

Healthy, already trained athletes will begin at an advanced training level and might get sessions with a higher starting and/or maximum intensity.

If certain medical conditions apply (such as cardiac conditions, pregnancy, or others) it might be necessary to consult a physician before the training can begin. It is best to have this consultation before the training is set up, as it might have an influence on some of your choices in the wizard. Print your initial training sessions after the training has been set up and show them to your physician for approval.

Complete the three questionnaires described below by clicking on each corresponding button and filling in the appropriate answers. If the training is to be set up for someone else (e.g., when setting up training as a Personal Trainer for one of your clients), present the questionnaires to the person the training program will be for.

Health status

This questionnaire includes questions on your medical background. Answering certain questions with “Yes” might bring up additional questions.

Cardio history

The cardio history questionnaire will determine your endurance level. Both current and past training periods are considered. If you are not currently training on a regular basis but have done so in the past, your former workouts might still add to your current fitness level to a certain extend, depending on the amount of time that has passed since your last workout (this effect is called “De-conditioning” or “De-training”).

Fitness history

The fitness history questionnaire will determine your level of experience with strength, flexibility, and other exercises. De-conditioning effects are being considered like they are for the cardio history (see above for details).

Fitness test

Depending on the result of the health questionnaire, a simple physical test might be recommended to further determine your current fitness level. This test is optional and supplements the questionnaires – the result is a more accurate assessment of your individual situation. The goal of the test is to determine your heart rate at a certain activity level and to measure how fast the heart rate drops after the activity.

Please make sure that the following pre-requisites are met before starting the test:

- You should be healthy and not suffer from a current or recent disease or injury. If necessary, wait until you are fully recovered before setting up your training.
- You should be warmed up and stretched before starting the actual fitness activity.
- You should have had enough sleep the night before. Remember that the goal of the test is to measure your heart rate. Without sufficient sleep the result could be skewed even if you do not feel tired.
- Sufficient time should have passed since your last meal (approximately 2 hours, maybe more or less depending on the amount and type of food), and you should drink some water before starting.
- The temperature should not be extremely hot or cold since that could also have an effect on the heart rate.

If these conditions are not met or if you choose to not do the test, you can continue without completing it.

If you do the test, read the instructions in full before starting. There might be more than one test available – choose the one you are more comfortable with, or do both for an even greater accuracy.

Heart rate monitor availability

Check the corresponding checkbox on this screen if a heart rate monitor is available to you. Using a heart rate monitor during cardio training is highly recommended for everyone, and it is a must for athletes with certain medical conditions.

With a heart rate monitor you can easily control the intensity of your workout. This is useful for any cardio session and particularly when doing interval training.

If a heart rate monitor is available, *TrainerAssistance* will recommend training techniques it otherwise wouldn't. If you don't have a heart rate monitor at the time you set up your training, this setting can be changed if you get one.

Pregnancy due date

This field is only visible for female athletes who stated in their medical questionnaire that they currently are, or recently were, pregnant. Set the approximate due date (or delivery date, if in the past) in the date selector if this applies to you.

TrainerAssistance might recommend a lower training intensity in the session target values to start with, and will gradually reduce the intensity as the due date approaches. Other modifications such as special interval training patterns also come into play. Should the due date be very close, and you haven't done a training program before, *TrainerAssistance* might recommend waiting until after the delivery date before starting a new exercise program.

Conversely, if the delivery date was in the recent past, training will be of lighter intensity and use appropriate training techniques. These modifications to your training will automatically disappear after some time and you will receive a message in your inbox about the change.

Summary and Scheduling Settings

This screen shows an outline of the training program: your cardio and/or fitness roadmaps, a preliminary schedule, and potential training limitations. Your training plans are not yet finalized at this point.

- Roadmaps

  The roadmaps are based on your goals, fitness level, and a few other factors. Review them by clicking the corresponding buttons, and hover the mouse over a level on the roadmap window to see further details. For more information on the roadmaps see section Training Roadmaps.

- Training Schedule

Click the “Show Training Schedule” button to open a window displaying a preliminary training schedule. The icons on the schedule represent training sessions which will be scheduled weekly as shown.

Areas with green background indicate timeslots that are available for training. Default times are used when entering the Summary screen for the first time; if these times do not work for you, you can move sessions by dragging and dropping their icons to a different time. Sessions are not limited to the green areas but other restrictions apply – see the instructions above the schedule for details (some of these restrictions can be modified in the schedule settings).

You can also modify the available timeslots in the schedule settings to fit your needs and have the schedule re-build automatically.

In some cases a designated recovery day will be placed in the schedule (shown with a coffee cup icon). This day can be changed by dragging/dropping the icon to a different day which must be empty.

If you have several cardio sports included in your training program, you can change the sport by right-clicking the session and selecting the preferred sport from the context menu.

If you feel that there are too many or not enough sessions in your training program, you can close the schedule window, open the schedule settings, and add or remove timeslots. The automatic schedule builder will adjust and schedule fewer or more sessions accordingly. If not enough timeslots are available to create a reasonable training program, you will be prompted to add more timeslots.

In general it is recommended that you exercise every day. At a certain training intensity a recovery day might be called for to avoid overtraining – this can be a day of complete rest or an “active” recovery day with a session of very light training. There can be up to two training sessions per day – sessions of the same sport or different ones.

TrainerAssistance places sessions into the schedule for every day there is a timeslot, with the exception of when a recovery day is scheduled. If only two short timeslots are available on one day, the schedule builder might split this day’s training into two short sessions.

However, exercising almost every day does not work for everyone. Your work or personal lifestyle might not allow dedicating the required time to exercising, or you simply might not want to do it. Remove days from the timeslots in the schedule settings to reduce the number of sessions, but remember that this will affect your results. Working out every day might sound overwhelming for a beginning athlete, but you might also be surprised how fast you adapt to it and not want to miss a day.

In addition to many other benefits, exercising for more than half an hour makes your body emit chemicals called Interleukin-6 and -10 which act as regulators for your immune system and keep your body cells young. You want to enjoy this fountain of youth as often as possible!

Click “Ok” when satisfied with the schedule. Individual session times or their scheduling patterns can be changed at any time.

- Training limitations

Athletes with certain health conditions should refrain from training techniques that could potentially be painful or dangerous, or they should perform their training at a lower intensity.

Click the “Show limitations” button to see if *TrainerAssistance* added restrictions to your training. This is for your information only – the limitations will automatically be applied to your session target values.

- Schedule Settings

With these settings the schedule builder can be customized. This affects the resulting preliminary schedule, and also how training sessions appear on the calendar after the training is set up. Most of these settings can be changed at a later time.

General:

1. Limit the timeframe for which sessions are pre-scheduled in the calendar: This allows for setting the number of weeks training sessions are scheduled ahead. If the checkbox is unchecked, there is no limit and sessions are scheduled indefinitely into the future (this is only recommended if your training never changes, which is not usually the case for most athletes).
2. Schedule cardio & fitness training on the same day, if necessary: *TrainerAssistance* generally tries to avoid scheduling cardio and fitness sessions on the same day. However, if there are only very few training timeslots available, it might be necessary to have mixed sessions on the same day to fit all recommended training on the calendar. To avoid this behavior, uncheck this checkbox. This might reduce the effectiveness of the training or, in some cases, prevent the creation of a reasonable training schedule altogether.
3. Assign a designated recovery day if there are more than 6 full sessions a week: If your training program consists of more than six “full” training sessions per week (sessions are considered “full” if they are at least 30 minutes long), then a recovery day (a day with no training) will be scheduled, if this feature is enabled. Recovery days are important to avoid overtraining. Your training may also have more than one training session per day. Note: Sessions that are shorter than 30 minutes can be scheduled, but the overall

training time on one day needs to amount to 30 minutes for each type of training (cardio or fitness). Doing less than 30 minutes of training on one day will not add enough value to the training program to be effective. At the beginning, shorter times might be scheduled.

Cardio:

1. If possible, prefer outdoor training over stationary equipment: This setting tells *TrainerAssistance* if certain sports (running, walking, and bicycling) are to be scheduled with or without the use of indoor equipment. Some health conditions might require the use of such equipment as it lowers the impact on the body. When this checkbox is unchecked, cardio training will always be scheduled with indoor equipment, if possible. For running and walking, it can also be selected if a treadmill or elliptical is preferred.
2. For medical reasons, a heart rate limit applies: Specify an absolute heart rate limit in these fields if applicable. *TrainerAssistance* will not schedule any sessions with higher heart rate requirements than the provided number. The value is pre-populated with the number provided on an earlier wizard screen, if the medical questionnaire required it. When this checkbox is checked, a heart rate monitor is mandatory.
3. A heart rate monitor is available: If this checkbox is checked, interval training might be recommended (requires that the below checkbox “Use Interval Training whenever appropriate” is also checked).
4. Default swim stroke: The default swim stroke is pre-set as the swim stroke for new sessions. However, the stroke can be changed for every session individually.
5. Use Interval Training whenever appropriate: When this checkbox is unchecked, interval training will not be scheduled. Otherwise, some sessions of some training plans might be scheduled as interval training. See section Interval Training Patterns for more details.
6. Schedule a minimum/maximum of weekly training sessions: These two values limit the minimum and maximum number of cardio training sessions per week. *TrainerAssistance* will try to schedule the maximum number first. If the number of session timeslots is insufficient, the number will be reduced. If not enough sessions can be scheduled to achieve the minimum, a training program will not be set up.
   Note: These values do not apply for the roadmap level “Stabilization” which requires a minimum of 3 cardio sessions per week (less will prevent advancement on the roadmap). The values also do not apply when the goal “Cardio Performance” is selected – this goal uses a fixed minimum and maximum number of weekly sessions, depending on the goal details.

Fitness:

1. Schedule a minimum/maximum of weekly training sessions: These two values limit the minimum and maximum number of fitness training sessions per week. *TrainerAssistance* will try to schedule the maximum number first. If the number of session timeslots is insufficient, the number will be reduced. If not enough sessions can be scheduled to achieve the minimum, a training program will not be set up.

2. Sessions need to be at least this number of hours apart, if from the same Training Plan: This number sets the minimum time between sessions from the same training plan. In most cases, different training plans exercise different muscle groups. It is, therefore, unproblematic to schedule sessions from different training plans on consecutive days. Sessions from the same training plan exercise the same muscles. It is recommended to leave at least 36 hours of recovery time between such sessions; however, this number can be configured here.
3. Split full body workout into lower & upper body workouts, if required: *TrainerAssistance* will try to schedule full body workouts instead of split training. If this is not possible due to short training timeslots, training can be split into two training plans with shorter sessions. Uncheck this checkbox to prevent split training in all cases.
4. Exercise Exclusion Lists: In case of certain medical conditions or pregnancy it might be recommended to exclude specific exercises from your training. For example, a pregnant athlete should avoid exercises that involve lying on the belly. The exercises to be avoided are part of an "exclusion list". The list will be automatically applied when a medical condition was determined. On the "Training Plans" screen the selected exercises can be viewed. There, exercises can also be manually replaced or removed if you feel that there are still some in your training that shouldn't be there.

Note: When goal "Fitness Performance" is selected, the goal exercise will be included in more than one training plan. This might break the rule for a minimum recovery time. However, this is allowed by Private Coach since the fitness performance goal is usually for advanced athletes only.

Potential training times:

These times define the "timeslots" in which sessions can be scheduled by the schedule builder. Up to two slots per day can be provided. The minimum time for one session is 15 minutes (requires two sessions on that day). The minimum time for a day's single session is 30 minutes.

Training Plans

This screen shows your custom training plans. If applicable in your situation, tracks and exercises might be pre-assigned to some or all of the plans. Review the assignment by clicking the corresponding links.

It is recommended that beginners stick with the assignments unless a specific exercise cannot be done for reasons unknown to *Private Coach*. Experienced athletes might want to change the assignment to include their favorite exercises or tracks. This change can also be done later at any time.

Finish

When entering this screen the training program is completed and ready to be used. Go back to make any changes, or read and agree to the disclaimer and then finish the wizard.

If the tutorial feature is enabled it will guide you through the next steps after the wizard closes.

Your new training plans are in the upper left corner of the main window (some might be hidden if currently inactive). Select a plan to view the target values for the next session.

11.2. Setting up your training manually

If you choose not to make use of *TrainerAssistance* features, your training can be set up manually by creating training plans for the sports you are performing. See section Creating Training Plans manually for details.

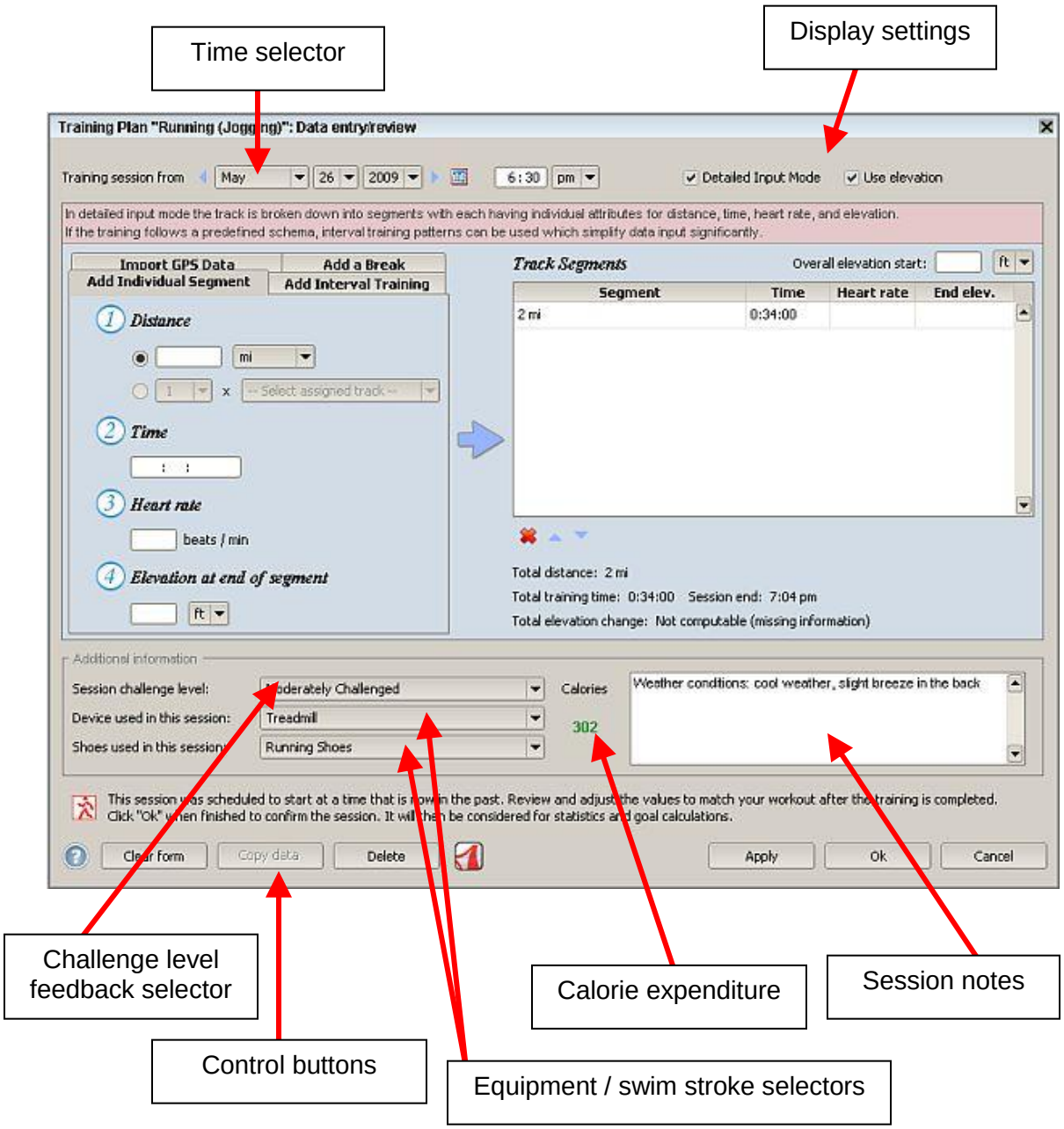
12. Entering Workouts

New training sessions can be added by clicking “Add a single training session” or “Add training cycle or other event” in the Session Links area. While the first directly brings up the session editor, the latter opens the calendar event editor (from which sessions can also be created, see section Calendar for details).

To review or edit an existing session, left-click it in the session list or double-left click it in the calendar.

12.1. Session Editor

The content of the session editor window (blue background area) varies by sport and selected display settings. The highlighted outer control areas shown below are shared between the different views.



Time selector

Set the session date and time using this control. For existing sessions, a label showing the session time is displayed instead; click the link “Edit time” to bring up the time selector.

Display settings

The available display settings depend on the sport type:

- Cardio

  Toggle between simple or detailed input mode, and show/hide elevation fields using the corresponding checkbox. The default for these settings can be specified in the athlete preferences.

- Fitness

  Make time and break columns visible/hidden using the corresponding checkbox. The defaults for these settings can be specified in the athlete preferences.
  If the “Optimize order” checkbox is selected, the order of exercises is re-organized. Exercises training larger muscle groups are moved to the top; and of these, exercises training leg muscles will be listed first. If the checkbox is not selected, the exercises are listed alphabetically.

The rule “large muscle groups first” might be widely accepted but it really is a matter of personal preference. A study published in the January ’09 issue of the “Journal of Strength & Conditioning Research” concludes that many people enjoy their workouts more in the reverse order.

Challenge level feedback selector

Use this drop-down menu after the session is completed to indicate how challenging you perceived the workout to be.

This is important feedback if your training is monitored - it will tell *TrainerAssistance* to lower or raise the intensity for the next session. Other factors, however, also affect the intensity.

Equipment / swimming stroke selectors (cardio sports only)

Depending on the cardio sport, these selectors might be available:

- Shoes used in this session

  Select the shoes from the list that were used in this session. The session’s distance will be added to the shoes’ mileage. See section Mileage in the Resources-Equipment chapter for details.

- Device used in this session

  If the workout was done on an elliptical machine, treadmill, or stationary bicycle, the device can be selected here.

  TrainerAssistance might preset this field with a recommended device for athletes with certain health conditions such as joint issues.

- Swim stroke

  Pick the swim stroke that was used in this session. If more than one swim style was used, select “Front crawl / Freestyle / Multiple”. The selection affects certain calculations such as the session calorie expenditure.

  A default swim stroke can be selected in the athlete preferences.

Control buttons

Use these buttons to empty all fields, copy the data from the most recent session (see section Copying training results for details), or to delete the session altogether.

Create a PDF file of the session using the “Data Sheet” button (see section Session data sheets for details).

Calorie expenditure

This value gives an approximate number of calories that were burned during the session.

The calculation is based on a group of formulas that vary by available information and include factors such as personal athlete attributes (age, gender, weight, etc), sport, speed, times, distances, heart rates, changes in elevation, swimming stroke, exercises, and other.

Session notes

This field allows for entering additional notes about the session such as weather conditions, wind directions, and everything else you may find notable.

TrainerAssistance uses this field to give additional instructions on how to do your workout, select weights for strength exercises, and other. Please read this section carefully before exercising if your training is monitored.

12.2. Entering cardio data

Input mode

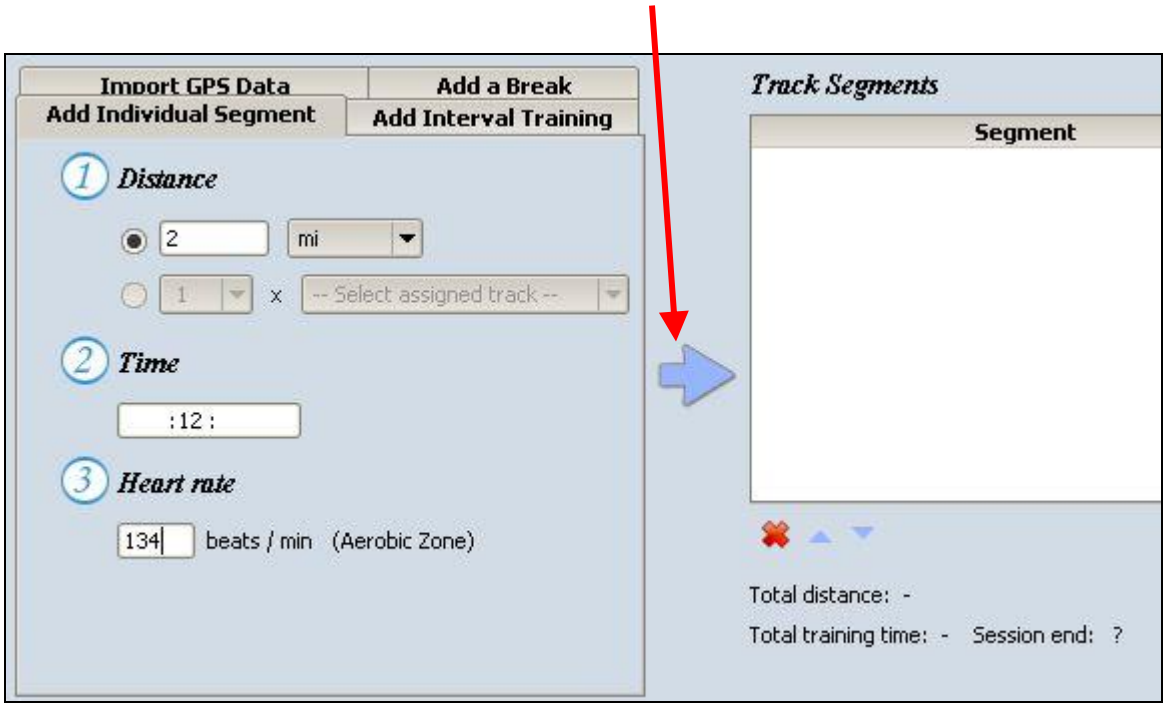
Training results for cardio sessions can be entered in one of two different modes: “simple” and “detailed”.

- The **simple mode** is sufficient for most athletes who just want to record the training time, distance, and heart rate. It allows for entering data in a quick and convenient way.

- The **detailed mode** allows for entering data as a series of “track segments”. Each segment can have values for distance, time, changes in elevation, and heart rate. Segments can be added as numeric values and/or laps of stored tracks (as in simple mode), in the form of interval training patterns, or as imported GPS data. Additionally, breaks can be added.

Adding segments in detailed mode

To add a segment in detailed input mode, select the segment type tab (individual segment, interval training, break, or GPS data) and fill in the segment details in the corresponding fields. When completed, click the “Add segment” button to add a new segment to the list based on the entered information.



Adding a segment in detailed cardio input mode

Segments in the list can be edited, moved, and deleted. Double-click the table cell containing a value to edit it (not all values are editable). Use the “Delete” and “Move segment up/down” buttons to permanently remove a segment or change the segment order.

Distance

The distance covered in the session can be entered as a numerical value and/or a number of laps of a track that is assigned to the training plan.

In simple mode: If both fields are entered, the session's total distance is the sum of both. *Example: Two times a week, Serena runs three laps of her favorite forest trail (one lap being 1.2 miles). Sometimes she drives her car to the beginning of the trail; on other days she starts running at her house which is a mile away from the trail. In both cases she chooses three laps to enter her training data. For those days when she starts at her house, she adds an additional two miles to account for the way to and from where the trail starts.*

In detailed mode: Laps of a track and a numerical distance value can be added to the segment list as separate segments.

Elevation change

This field is available in detailed mode if the checkbox "Use elevation" is checked. For many athletes elevation changes are of minor importance; therefore, the elevation fields can be hidden (it can be specified in the athlete preferences if the elevation fields are visible by default).

Elevation changes are provided by specifying the elevation (altitude) at the end of the segment. The elevation at the beginning at the segment equals the end value of the previous segment, or, in case of the first segment, the value entered into the field "Overall elevation start".

For most segments, the difference between start and end elevation makes the "elevation change". For segments that are defined as a number of a stored track's laps, the elevation change equals the track's elevation change (multiplied by the number of laps) and might not equal the difference between start and end (see section Elevation change in chapter Resources-Tracks).

Time

The training time can be entered as a value in hours, minutes, seconds, and milliseconds (Example: 1:02:12.545).

In simple mode: The entered training time represents the full duration of the training session.

In detailed mode: The time for each segment can be entered individually.

The session's end time is calculated from the start time plus the total training time.

Heart rates and zones

Training data may contain heart rates that were maintained for certain periods of time. Heart rates are categorized into "zones". Each zone's boundaries are percentages of an athlete's individual maximum heart rate (HRM):

- 50 - 59% HRM (“Easy zone”): This zone is reached by easier athletic activities like walking briskly. It is the safest and most comfortable zone and has several effects: the heart is strengthened and muscle mass is improved, while body fat, cholesterol, blood pressure, and the risk for degenerative disease are reduced. Training in this zone will probably improve an athlete’s health - but not endurance or strength. It is the zone for beginning athletes and athletes who need to watch their heart, and it is also suitable for warm-up and cool-down phases before and after spending time in more vigorous zones.

- 60 - 69% HRM (“Temperate zone”): This zone is reached by light athletic activities like jogging slowly. It only requires a relatively low level of effort but is the zone that offers the best cost-benefit ratio for burning fat. Athletes who wish to reduce their body weight should spend most training time in this zone.

- 70 - 79% HRM (“Aerobic zone”): An athlete’s functional capacity is increased by spending time in this zone which is reached by activities like running easily. Training in this zone comes with an increase of the number and size of blood vessels, lung capacity and respiratory rate, and heart size and strength. Fats and carbohydrates are metabolized at about a 50% rate in this zone, meaning both are burned at the same ratio.

- 80 - 89% HRM (“Anaerobic threshold zone”): A greater effort is required to reach this zone – fast running, spinning, or similar activities. It is the zone that makes athletes faster and fitter, increasing their heart rate as they cross from aerobic to anaerobic training. At this point, the athlete’s heart cannot pump enough blood and oxygen to supply the working muscles fully, so they begin to contract anaerobically (without oxygen). Training in this zone can only be sustained for a limited amount of time (about one hour) as muscles cannot work anaerobically without fatiguing.

- 90% and more HRM (“VO2 Max zone or ‘Red Line’ zone”): Being in this zone means performing at maximum level – running at the fastest speed, as an example. Even experienced athletes can only stay in this zone for a very short time (a few minutes at maximum). Training in this zone bears the risk of injuries and is only recommended for special training programs of experienced athletes (such as interval training).

Entering heart rates is optional, but usually leads to more accurate calorie expenditure calculation results.

In simple mode: The heart rate can be entered as one value which represents the average heart rate during the session. The individual maximum heart rate value (HRM) can be calculated from an athlete’s age. If the athlete’s date of birth has been entered, the heart rate zone is shown next to the heart rate field when a value of 50% HRM or more is entered.

In detailed mode: The heart rate can be specified for each segment. For interval training, the maximum heart rate of the selected interval training pattern is shown (calorie expenditure calculations consider all heart rates during interval training).

Overall, the heart rate presents a good measure to rate a workout's intensity. However, according to a study from the Journal of Strength and Conditioning Research, heart rates can vary between workouts and even within one workout without a change in intensity. Heart rates also cannot be fully compared between different sports.
Trust the signals your body gives you more than this number, and reduce your intensity if you feel overchallenged, no matter what the heart rate monitor might tell you.

Breaks

In detailed mode, break times can be added as segments. Break times are not counted towards the session training time, but are considered to determine the session end time.

Interval training

In detailed mode, a number of cycles of interval training patterns can be added as segments. Choose from the list which pattern was done and how often.

If the checkbox "Add each interval as an individual segment to the list" is selected, intervals will be listed separately rather than as one combined segment. This feature can be used to remove or modify individual intervals that were skipped or only done partially.

Importing session GPS data

A GPS data file recorded during your workout can be imported and added as one segment including the time and distance, and elevation change if so selected.

12.3. Entering fitness data

12.3.1. Overview

A fitness session should consist of several parts: a warm-up phase, the main workout, and a cool-down phase.

Warm-up phase

To reduce the risk of injuries and enhance the effectiveness of the workout it is important to prepare the body for the main workout by warming up and stretching muscles. This phase should include 5-10 minutes of light cardio training (such as using an elliptical or stationary bicycle on a low setting) to increase the body temperature, and 1-2 stretches for each larger muscle group to reduce muscle stiffness.

In the fitness session editor window, the duration of the warm-up phase can be entered; this time is added to the total training time. Additional time will be added for each stretching exercise assigned to the training plan if the “Stretching” checkbox is selected.

Click the “Show Stretches” link to open a window listing the stretches that are assigned to the training plan. Double-click a stretch in this window to show the demonstration video and directions.

Main workout

The main workout is the phase in which the body is trained. This phase includes activities such as strength, balance, flexibility, or plyometric exercises.

Training results can be entered for exercises of the main workout that are currently assigned to the training plan. Data entered for exercises that are no longer assigned to the plan will remain in the database, but no new data can be entered for those exercises. See below for details on how to enter exercise results.

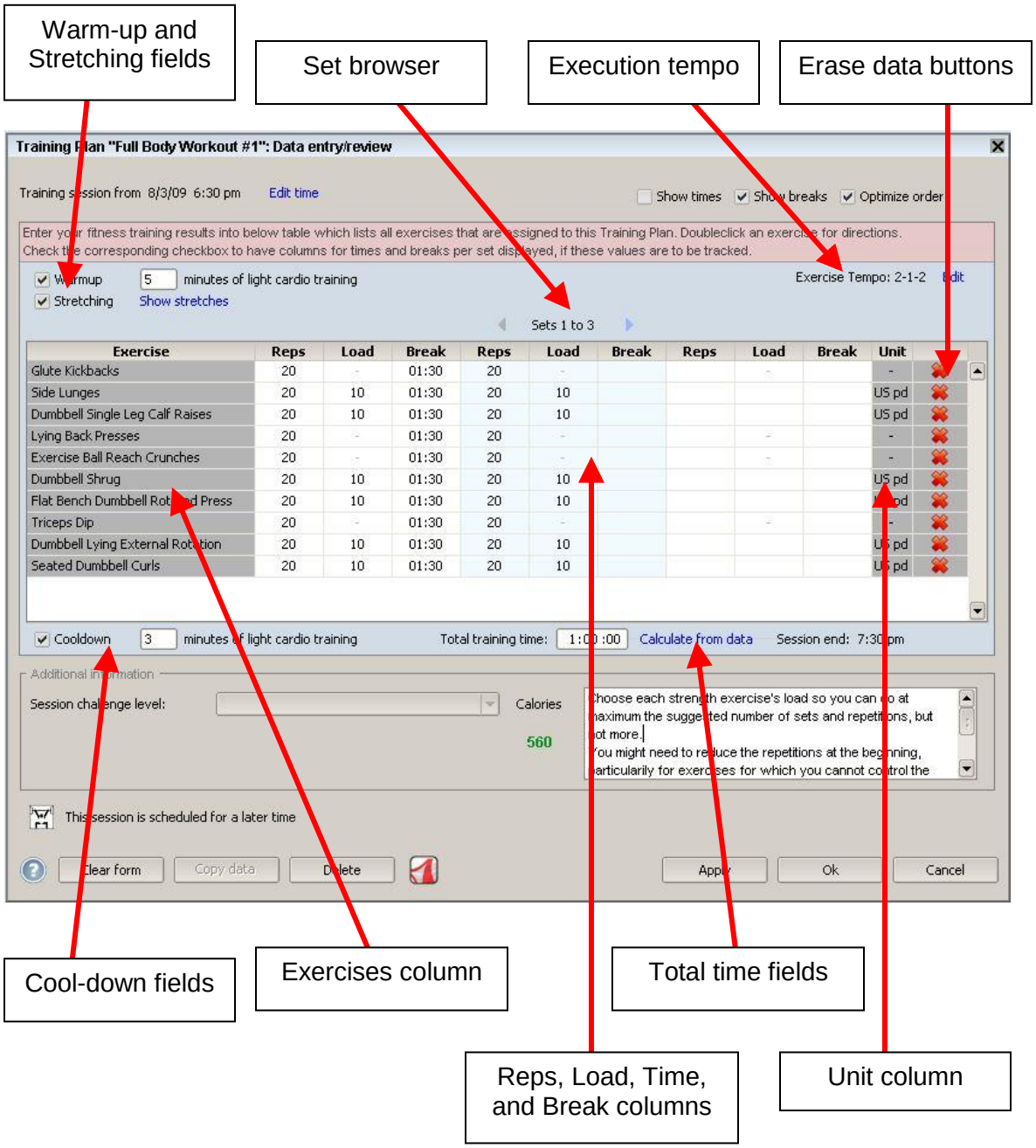
Cool-down phase

The cool-down phase should include a few minutes of light cardio training to gradually reduce the body temperature and to remove waste products such as lactic acid from the exercised muscles. Static and/or dynamic stretching exercises to realign muscle fibers and re-establish their normal range of movement complete the cool-down.

In the fitness session editor window, the duration of the cool-down phase can be entered; this time is added to the total training time.

12.3.2. Entering main workout results

Fitness results are entered in a tabular form. For each exercise up to ten sets with information on the repetition count, the load, the time (set duration), and the break after each set can be entered.



Exercises

The exercises column shows all exercises that are assigned to the training plan. For past sessions, exercises that used to be assigned at the time of the session can also be in this list (if data was entered for them).

Double-click an exercise to open a window with the demonstration video and directions.

Sets

The session editor window shows three sets at a time. Use the “browse set” buttons to scroll to other sets. A golden “+” symbol next to the session browser indicates that there is more data after the currently displayed sets.

Repetitions

Enter the number of repetitions of each set in the “Reps” column for exercises that use repetitions.

TrainerAssistance populates this field for each set with a recommended number of repetitions. This number describes the ideal value – it might not be possible for you to achieve it, especially at the beginning. Be sure to read chapter Session target values and feedback for more information.

Loads

Enter the load that was used for each set in the corresponding “Load” columns. The load needs to be a numerical value that matches the unit in the “Unit” column.

Example: A dumbbell loaded with four pounds of weight was used in an exercise. The dumbbell bar itself adds a weight of two pounds. In this case, the “Unit” column should show “US pd” (if it doesn’t, you can change the exercise’s unit in the Resource Manager). Enter the value “6” in the “Load” column of each performed set.

The “Load” column can only be filled for exercises that use a load.

Note that the load field is not populated by *TrainerAssistance*. Just like live Personal Trainers have to try and adjust each exercise’s load for their clients, this also needs to be done in *Private Coach* for new exercises. It is not possible to “calculate” loads that work for individual athletes.

To find out the right resistance (load) for your exercises, begin by determining the number of sets and repetitions you would like to do (or follow the guidance provided by *TrainerAssistance*). Then, starting with a very low weight, perform the exercise and slowly increase the load to a point where you can just do the target number of sets and repetitions, but can’t do more. Several sessions might be required to determine each exercise’s load that works for you.

Times

The time it took to complete a set can be entered in the “Time” column. Check the “Show times” checkbox if the Time column is not visible.

Some athletes prefer not to enter times as it requires recording these times during training and entering a more data for little benefit to them. Those athletes can hide the “Time” columns and leave this feature unused (specify in the athlete preferences if the “Time” and “Break” columns are to be shown by default).

When times are entered, however, the “Calculate from data” feature can be used to automatically determine the session duration and end time. The value is the sum of the times and breaks of all sets, plus warm-up and cool down phase. Additional 40 seconds are added for each stretch assigned to the training plan if the stretches checkbox is checked.

Breaks

Enter the duration of breaks between two sets in the “Break” column (minutes and seconds). Check the “Show breaks” checkbox if the column is not visible.

As with the time, this feature is not to every athlete’s taste and can be hidden and disregarded.

TrainerAssistance will populate this field with a recommendation.

Tempo

Many exercises should be executed in a specific “tempo” (speed) which depends on the goal and fitness level. The tempo is defined by three values:

- Concentric phase

  This is the number of seconds it should take to contract (flex) the muscle.

- Isometric phase

  This is the number of seconds the muscle should be held in the contracted position.

- Eccentric phase

  This describes the number of seconds it should take to bring the muscle back to the starting position (stretch).

Click the “Set exercise tempo” link to open a window where the tempo can be defined.

The tempo is the same for all exercises it applies to; however, some exercises are done differently. Always read the exercise directions when using *TrainerAssistance* to make sure how the exercise is executed.

Tempo values are useful for strength exercises but might not apply to other exercise types such as flexibility or balance. Please read the exercise directions – they always override tempo values.

TrainerAssistance will set the tempo according to your roadmap level when calculating target values.

Erase data buttons

Use these buttons to clear all entries for one exercise in this session.

12.4. Copying training results

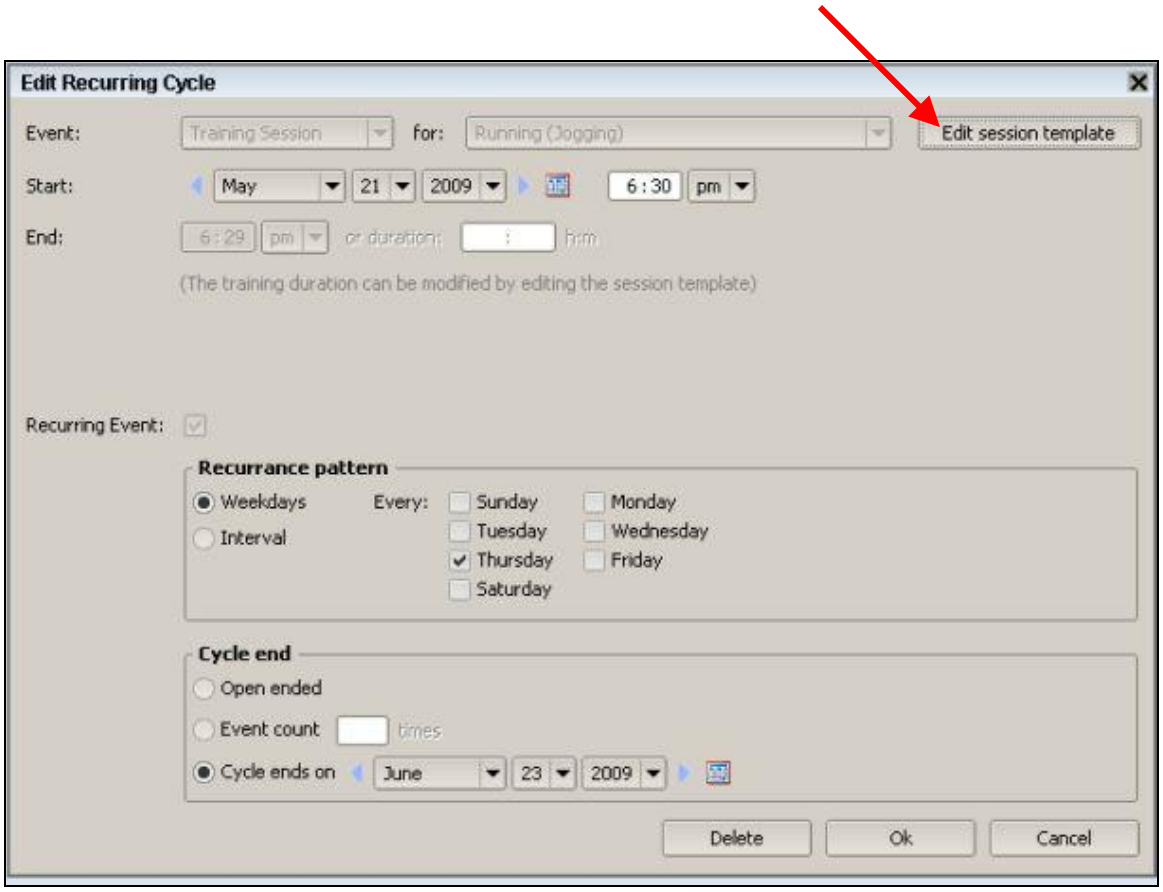
Many athletes repeat their workouts with no or only slight modifications. The “Copy data” button in the training session editor window can be used to populate the fields with the values of the most recent confirmed session from the same training plan. It is very little effort then to adjust the values to reflect any changes.

The “Copy” feature can be set to work by default in the athlete preferences. In this case newly added sessions will automatically display the values of the most recent confirmed session.

12.5. Session templates

For training sessions that are part of a recurring cycle, a template can be created which holds default values for all training sessions of that cycle. Unmodified sessions of the recurring cycle will all contain these values. The defaults can be overwritten by changing individual sessions.

The template is created when a new recurring cycle is set up (see section Calendar for details). It can be edited by clicking “Edit session template” in the calendar event editor window.



Changes to the template are reflected immediately for all unmodified training sessions in the corresponding recurring cycle.

The template does not need to contain any values – it can be completely empty if desired. *TrainerAssistance*, for instance, leaves templates of all automatically created recurring cycles blank and calculates each session’s target values individually.

If the template does not contain a total time, a default session duration of one hour will be used for displaying sessions in the calendar.

12.6. Session data sheets

12.6.1. Overview

Sessions can be written to a PDF file which can then be opened by Adobe® Reader® or transferred to other systems. There are numerous uses for sessions in PDF format. A few examples of what you can do are:

- Print off the session before the workout and take it to the gym
- Copy the PDF to a notebook, cell phone, or other mobile device that can display PDF files. No printing required!
- Upload the PDF to a web server to share your workout with others on the internet
- Create handouts with target values for members of a sports club or school class

The PDF file contains all session data (if the session does not contain any data, a note will be included on the data sheet).

For fitness sessions the reps, load, time, and break values are printed lightly so they can easily be overwritten on a printed sheet when taking it to the gym.

To convert any session into a PDF file, click the “Data Sheet” button in the session editor window.

12.6.2. Next session’s data sheet

A PDF file can be created from any session, but in most cases the next upcoming session is the one of interest. *Private Coach* includes a feature to easily open that session as a data sheet. Just select “Next session’s data sheet” from the “Training Plan” menu and the sheet will open.

12.6.3. Data sheet settings

For fitness sessions, some settings concerning the content of the data sheet can be changed:

- <u>Include time/break columns</u>

If these checkboxes are checked the data sheet will contain the corresponding fields, regardless whether these fields are currently displayed on the session editor window.

- Show times in seconds

  If selected, set times and breaks between sets will be shown in seconds rather than in “hh:mm:ss” format. This might be more readable for shorter times.

- Number of sets to include

  This determines the number of sets included on the sheet.

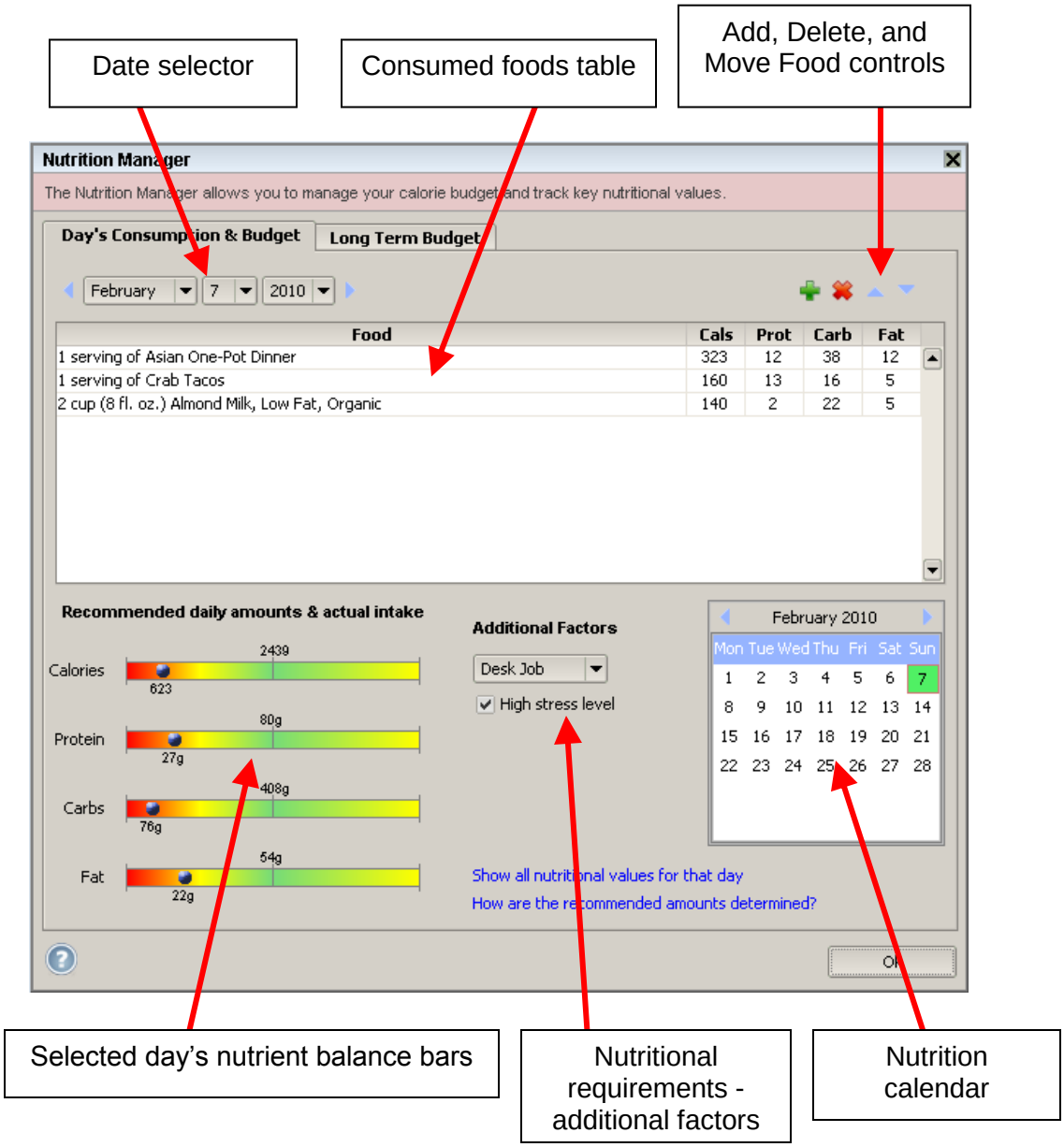
For cardio sessions containing interval training, an additional setting is available to specify if interval training pattern descriptions are to be included on the data sheet.

13. Nutrition

Athletes can keep track of consumed foods and have their nutritional needs calculated with the Nutrition Manager. Open the Nutrition Manager by selecting “Nutrition Manager” from the “athlete” menu.

13.1. Day’s Consumption & Budget

Select this tab to enter consumed foods for a specific date and to see that day’s calorie, protein, carbohydrate, and fat balance.



13.1.1. Nutritional needs

The calculation of your nutritional needs is based on the resting metabolic rate (RMR). The RMR is the amount of energy and other nutrients that are needed to keep your bodily functions (heart beat, brain activity, breathing, etc.) going in a fully rested state.

Any physical activity expends additional calories which need to be compensated for. These activities might also have an impact on other nutritional needs, for example, strength training will require a higher amount of protein. Your nutritional requirements, therefore, might vary on different days depending on your lifestyle. Exercising is an important factor when calculating your nutritional needs, but other activities such as your job are also important.

Private Coach provides an estimate of your nutritional needs that is as accurate as possible with reasonable effort – you wouldn't want to have to record your every movement!

However, physical activities are not the only factor that can have an effect on your nutritional needs. Pregnancy and stress, for instance, are two more examples; these two and your job activity level can be specified for each day (the pregnancy checkbox is only visible for female athletes within a certain age range).

When the pregnancy checkbox is selected, you can further provide information by selecting the current trimester (calorie needs vary slightly for different trimesters). If your training is monitored and you have specified the due date when you training was set up, the trimester will be preset with the correct value.

Click the "How are the recommended values determined?" link for more information on the parameters used to compute your nutritional needs.

13.1.2. Entering / viewing consumed foods

Date selector

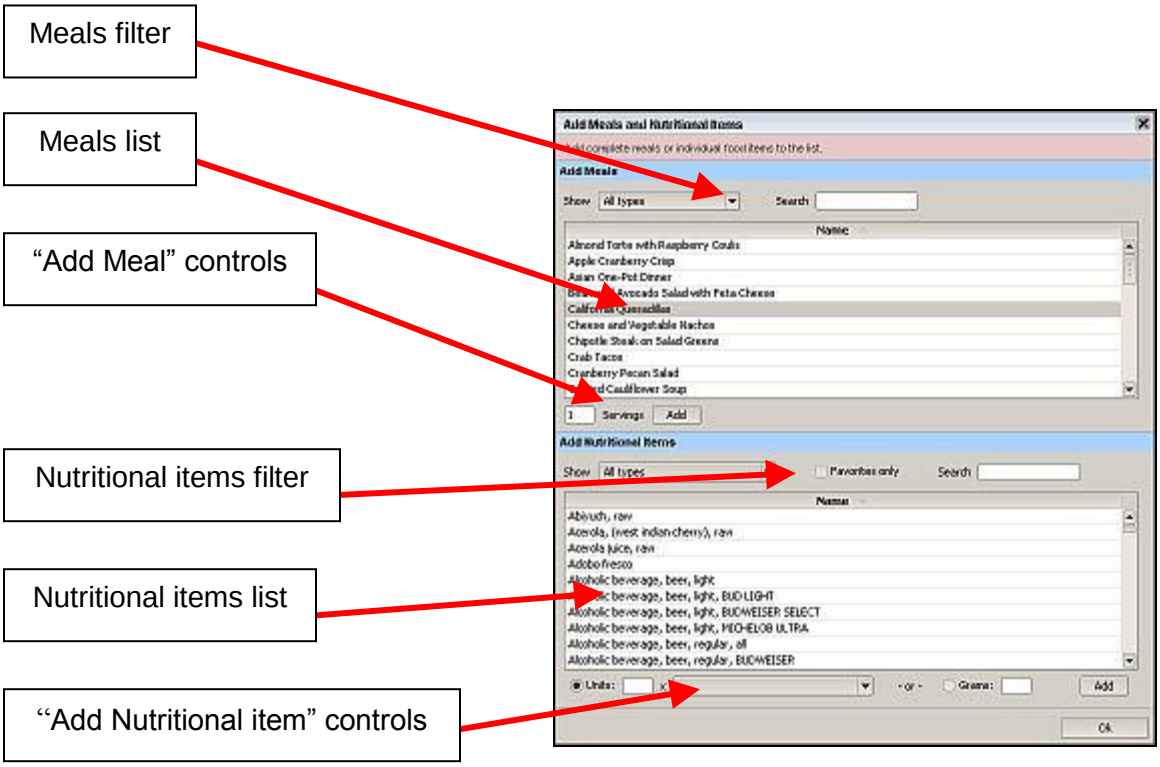
Select a date for viewing/editing consumed foods using the date selector. Foods cannot be entered for a future date.

Consumed foods table

This table lists all foods that were consumed on the selected date with key nutritional values. These values are added up and are reflected by the position of the blue bullets in the nutrient balance bars. The items in the table are listed in the order that they were entered (the order is not relevant for the calculations and is for your reference only).

Adding consumed foods

Add consumed foods to the table by clicking on the “Add Food” button. A food selector window appears which separately lists all meals and nutritional items from the Resource Manager.



To add the number of servings of a consumed meal, choose the meal from the list, enter the amount of servings, and click the “Add” button next to the servings field. A note in the status bar confirms that the meal was added.

To add a nutritional item, choose the item from the list and either select the “Units” or “Grams” radio button. The “Weight” field allows for choosing the consumed amount of the nutritional item from a pre-defined list of commonly used weights for that item which can be modified in the Resource Manager. The “Grams” field allows for entering the consumed amount in grams. Click the “Add” button next to the grams field to add the item to the consumed foods table. A note in the status bar confirms that the item was added.

Both the meals and nutritional items lists can be filtered by using their corresponding filter area controls.

Modifying consumed foods

Foods in the table can be deleted by clicking the “Delete Food” button.

The row order can be changed by using the “Move up” and “Move down” buttons.

Nutrient balance bars

These bars show the selected day's balance of key nutrients. The number shown in the middle of the bar is the value in grams that you should consume that day. This number might change from day to day depending on calorie expenditure and other factors; see Nutritional needs for details.

When consumed foods are added to the table, the blue bullet moves to the right, indicating how many grams of that nutrient were consumed in total on the selected day.

It is neither possible nor necessary to hit each bar's middle value every day. What's import is that the nutritional budget is balanced over time. Check the long term budget to see how your balance looks like for a period of a week, month, or longer.

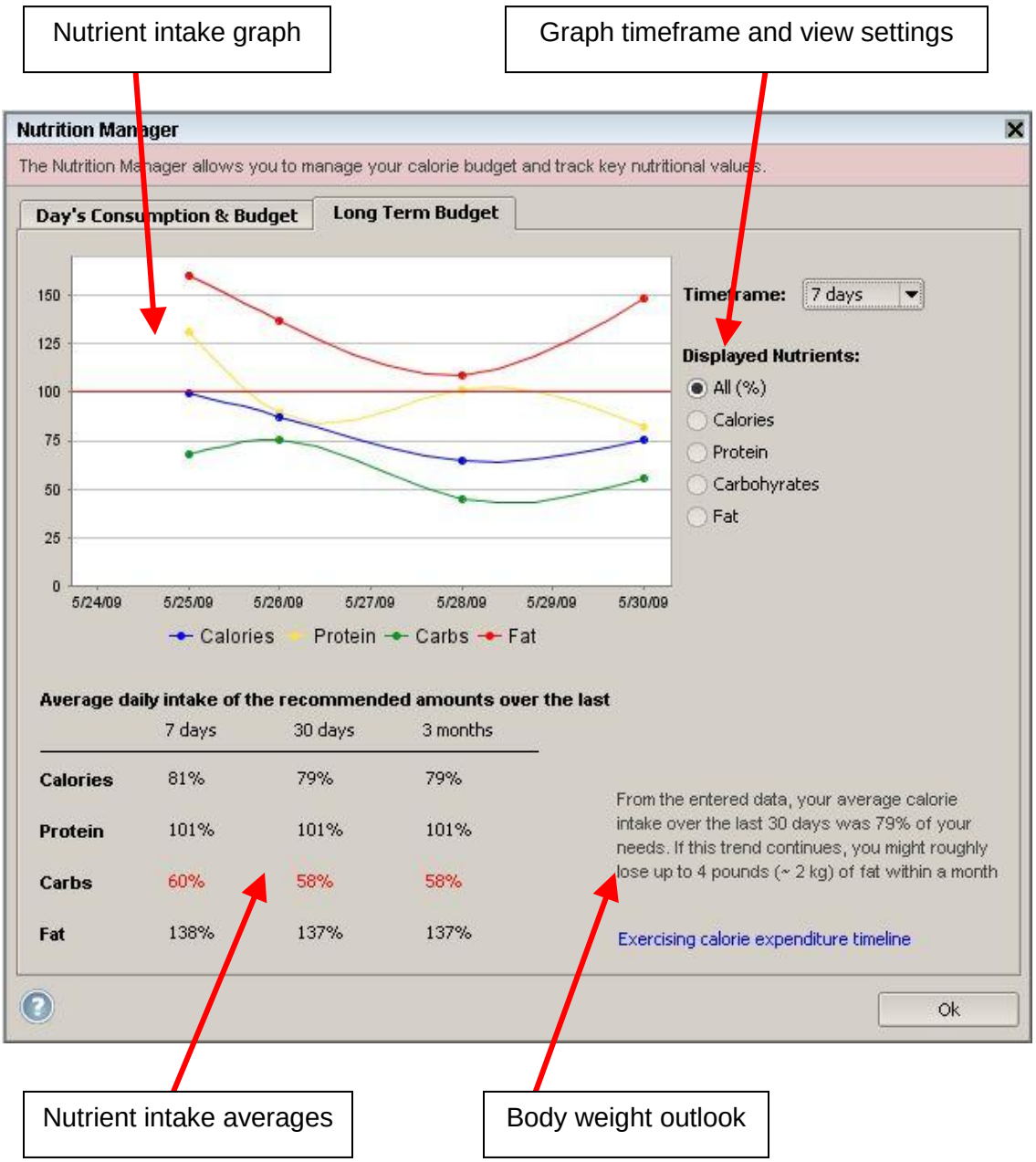
The recommended value for protein is a minimum value. It is of no disadvantage to have some more of it and cut on the carbs instead. Just make sure you don't replace too many carbs with fat, as consuming high amounts of fat is not healthy.

Nutrition calendar

The nutrition calendar highlights the days for which nutritional data has been entered (green background). To quickly jump to a particular day and see the entered values, click it on the calendar.

13.2. *Long Term Budget*

Select this tab to view long-term statistics of your nutritional budget.



Nutrient intake graph

This graph shows one or all of the four key nutritional values calories, protein, carbohydrates, and fat. When all values are shown, the numbers are percentages; otherwise they are absolute values (kcal for calories, grams for protein, carbs, and fat).

The red line represents 100% of your needs. Hold the mouse over a data point to see the exact value for that day.

Select the timeframe for the displayed data – the time frame always ends on today's date and starts from the beginning of the selected time frame (a week, a month, etc.).

Nutrient intake averages

These numbers show the average intake of key nutrients. A number is shown in red if it is below 75% or above 150% of the recommended value.

The average can be deceiving, as in any statistic. Verify if the intake was balanced during a time period by looking at the graph. For example, it is not healthy to have twice the calorie intake for the first half of a period, and then almost none for the second half – even though the average would still look good. By looking at the graph large fluctuations in the nutritional intake can be detected.

Body weight outlook

This text gives a perspective on how your body weight could change if the current calorie intake-expenditure ratio is maintained. It is an estimate and should only serve as a general guideline - there are factors that the software cannot consider.

14. Statistics

The Statistics window offers various graphs and reports regarding your training and personal attributes. Select “Statistics” from the “Athlete” menu to open the Statistics window.

Select the corresponding radio button to display one of the athlete or training statistics, and click the “Chart” or “Report” button to toggle between the displays.

Timeframe

Choose the desired timeframe for which data should be included in the graph or report. “All data” does not apply any filter and will show all available data. All other timeframes end on today’s date and go back for the specified period of time.

PDF files

To create a PDF file of the currently displayed data, click the “Create PDF” button. PDF files can be printed, transferred to other systems, or posted online to be shared with others.

14.1. Athlete statistics

Health & fitness attributes

This statistic shows the change in personal attributes such as body weight, resting heart rate, etc. over time. Define in the settings area which attribute you want to have displayed. For body weight, the unit can also be selected.

Body measurements

This statistic shows how measurements of key muscle groups changed over time. Choose your preferred unit (inches or centimeters) from the unit selector.

Flexibility

This statistic shows the development of recorded flexibility measurements over time. Choose your preferred unit (inches or centimeters) from the unit selector.

14.2. Training statistics

Confirmed session count

This statistic shows the total number of your confirmed training sessions by sport. The displayed data can be customized to only include certain sports or training plans. Choose the visible data from the settings area, or click one of the bars in the graph to filter the data by a specific type.

Cardio training

This statistic shows the development of cardio training results over time by training plan. Distance, time, or speed can be selected to be displayed.

Fitness training

This statistic displays the number of exercises performed by training plan. Choose the fitness training plan that you want to see the data for.

Burned calories through exercising

This graph shows the amount of calories (kcal) burned through exercise over time.

15. Calendar

Training sessions and other events are kept in the calendar. From there, events can be opened for review, added, moved, and deleted.

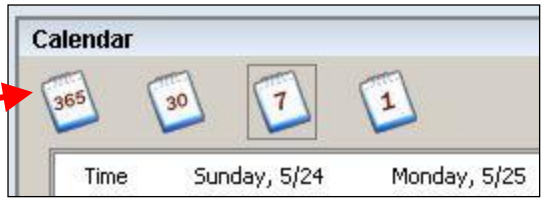
Open the calendar by selecting “Calendar…” from the “Athlete” menu.

15.1. View

The calendar can be either displayed in date, week, month, or year view.

For the year view, two different layouts are available – one that we call the “row” layout (as all days in a month are shown as one row), and the classic layout where months are listed as separate boxes. Events are displayed in the row view only.

Switch between views by clicking on one of the icons in the upper right corner of the calendar window.



Default view and default year view layout can be set in the athlete preferences.

15.2. Events

15.2.1. Overview

Calendar events are of one of the following types:

- Training sessions

  Each training session in the calendar represents a workout. See section Training Sessions for details on this type of event.

  Note: training sessions cannot overlap. They can be added to the calendar that way but only one can be confirmed.

- Physical assessment

  This event indicates that it is time to step onto the scale. Personal health and fitness attributes such as body weight or the resting heart rate should be updated regularly. This reminder event can be disregarded if nothing has changed. See section Athlete Profile window for details on how to update personal attributes.

- Training interruption

Times when the usual training just isn't possible will occur to everyone. If your training is monitored, and an illness, a trip, a busy job, or some other reason keeps you from doing your regular workout, a training interruption can be added to the calendar to tell *TrainerAssistance* not to schedule any training sessions for a specific timeframe. This is more convenient than deleting sessions individually during a long interruption. Sessions can still be added manually during training interruptions.

Training sessions that are already in the calendar when the interruption is set up can optionally be removed.

- Other (custom)

  This type gives you the opportunity to add any other kind of event to the calendar, such as gym club meetings, baseball games, or your spouse's birthday if you wish.

15.2.2. Recurring event cycles

Events can be scheduled as single occurrences or, alternatively, in the form of a recurring cycle which automatically places new events in the calendar according to a certain pattern (e.g., every Tuesday at 9:00 am).

Recurring cycles have these parameters:

- Recurrence pattern

  The pattern can be defined to make the event repeat on certain weekdays (e.g., every Monday and Wednesday) or in intervals (e.g., every three days).

- Cycle end

  The recurring cycle can optionally be setup to cease when a condition is met. This can either be after a number of events or at a certain date.

Recurring events will automatically be placed in the calendar. Individual events of that cycle can later be modified, or the pattern re-defined.

Note: events in the same recurring cycle cannot be moved so they would overlap or start on the same day.

Once an event has been modified (e.g. was moved, was confirmed as a training session, the description was changed, etc), it is still part of the cycle but will not be affected when the pattern itself changes. In other words, manual changes to individual events will not be overwritten by a pattern change.

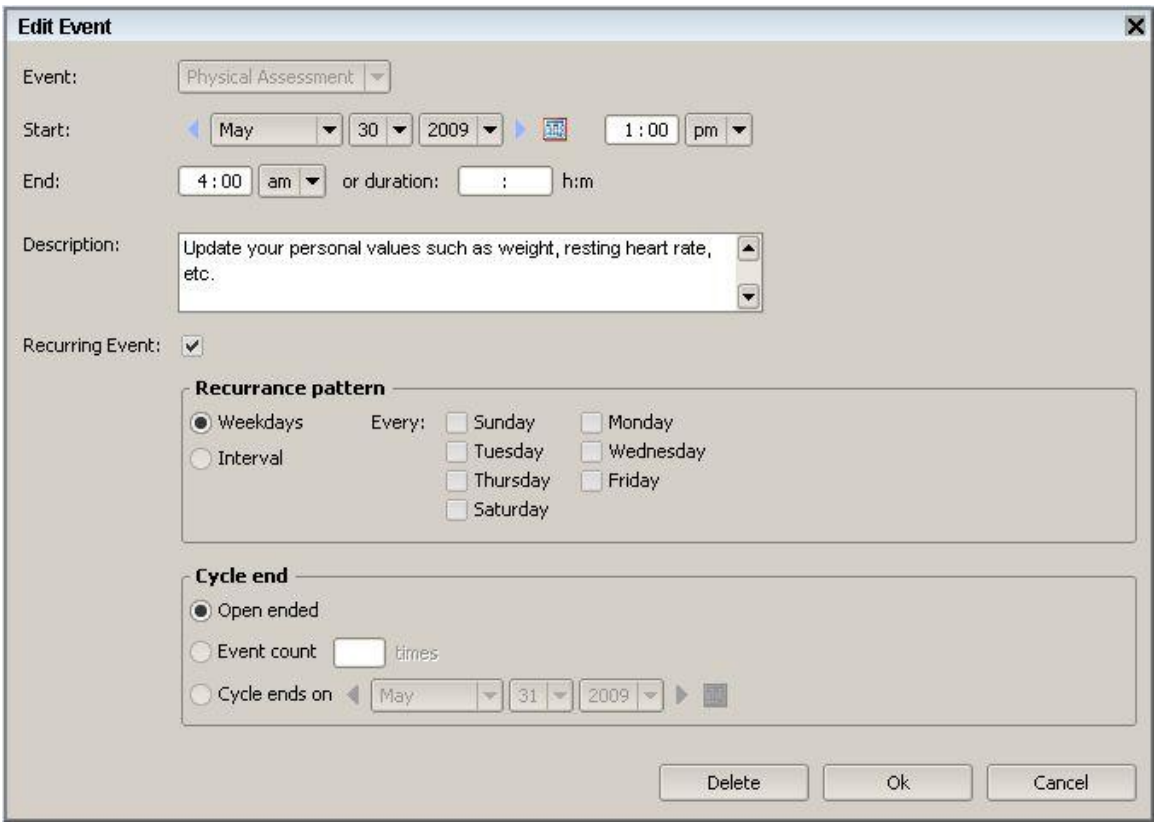
Example: Ron sets up a recurring cycle for training sessions of his swimming plan. The cycle is defined as "swimming, every Friday at 7:00 pm, 1 hour, open ended cycle". After a few weeks Ron needs to move this week's session to 9:00 pm. He moves only that

event instance; the other events remain unaffected. Yet another few weeks later, he permanently changes the pattern so the events now occur every Saturday at 4:00 pm. All future, unmodified events are automatically changed to the new time – but his past sessions are all confirmed and therefore are not affected by the pattern change.

Note: training interruptions can not be created as recurring events.

15.2.3. Adding events

Add a new calendar event by clicking the "Add Event" button on the Calendar window. This will display the event editor. This window can also be opened by clicking "Add training cycle or other event" under the session list when a training plan is selected.



Event editor window

Depending on the type of event, different information is required to create the event. The required information for each event type is as follows:

- <u>Training session</u>

  Select a training plan from the drop-down menu and enter the session's start time. End time is optional; when none is provided, the duration will default to one hour for display purposes in the calendar.

If the session is not part of a recurring cycle, clicking “Ok” will open the session editor for a new training session of the selected plan which starts at the specified time.

Training sessions are the events you will probably add most often. When a session is added by using the event editor, it will just bring up the session editor. Click “Add a single training session” when a training plan is selected to take a shortcut to the same feature.

If the session is set up as a recurring cycle, clicking “Ok” will create the cycle and prompt a message that a session template can be defined. For more details on session templates see section Session templates.

- Physical assessment

  These events just require a start time. End time and description are optional. If no end time is provided, the duration will default to one hour for display purposes in the calendar.

- Training interruption

  Choose if the interruption should apply to one specific training plan only or to all plans. Start and end date are mandatory fields. Training interruptions can not be created as recurring events.

- Other events

  All other events require a subject and a start time. End time and description are optional. If no end time is provided, the duration will default to one hour for display purposes in the calendar.

15.2.4. Reviewing and modifying events

Events are shown in the calendar with the following icons:

- Training session (Running)
- Training session (Swimming)
- Training session (Walking)
- Training session (Bicycling)
- Training session (Fitness)
- Physical assessment
- Training interruption
- Custom event

Note: The colors of the above training session icons represent future sessions. The icons are red for past unconfirmed sessions and green for past confirmed sessions.

In the year view (row layout), icons are smaller due to space constraints when several events are on one day. At a certain point they will be shown as colored squares.

Hover the mouse over an icon to see a description of the event.

Double-left click an event to review or edit it. For training sessions this is done in the session editor. For other events the event is modified using the event editor.

Right click an event to open a context menu. If the event is part of a recurring cycle, it can be selected if only the selected event is to be modified or the pattern cycle.

Delete an event by clicking the “Delete” button in either the session or event editor window.

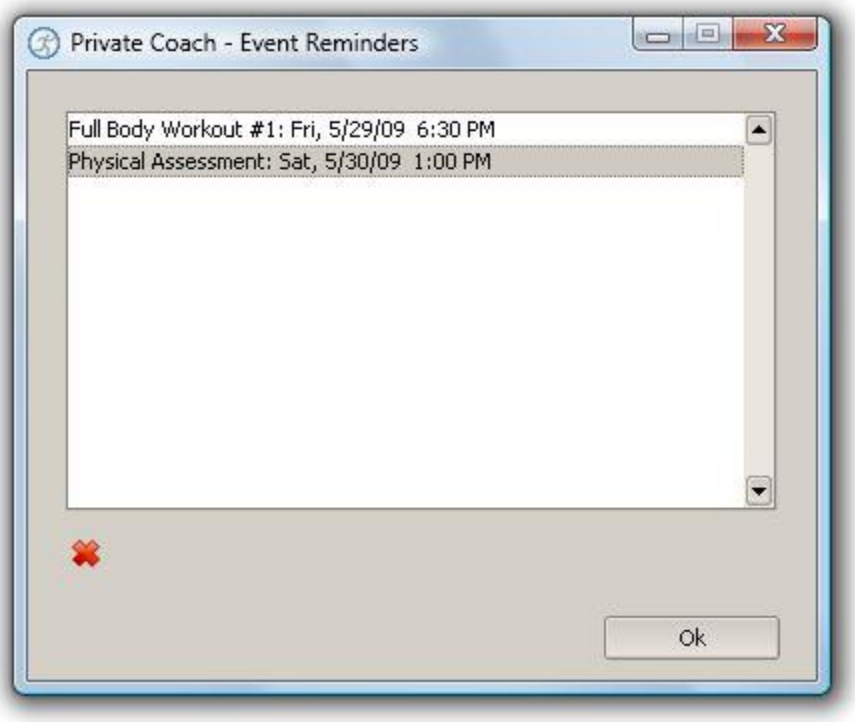
When a recurring cycle is deleted, all events that are part of that cycle will be permanently removed (this excludes confirmed sessions).

15.2.5. Reminders

Optionally, you can be reminded about events one hour before they are scheduled to begin. This feature is enabled by default; it can be disabled in the athlete preferences.

If you also want to get reminders when *Private Coach* is not running, you can make use of the background task feature (for more details see section Program Settings). This feature is disabled by default.

Events reminders are listed in a separate window. Highlight an event and click the "Dismiss selected reminders" button to remove the event from the list (several events can be selected at the same time by holding down the Ctrl key while selecting them). Reminders that have been dismissed will not be shown again.



Reminder window

16. Settings and Preferences

Program settings affect all athletes and – depending on the program edition – might require the Administrator role to access.

Athlete preferences can be set by every athlete individually and only affect the Athlete Profile that is currently active.

16.1. Program Settings

Select “Program Settings” from the “Edit” menu to open the program settings. In the Team Edition and higher, the Administrator role is required to edit settings.

Program Startup

- Default athlete

  Choose an Athlete Profile as the default, if any. This Profile will be loaded on startup (if a password was assigned it needs to be entered). If you do not want to assign any default athlete, select “No default athlete” from the drop-down menu.

- Start maximized

  With this setting you can specify if the application window is maximized at startup.

- Tray icon

  Private Coach can be configured to remain running in the background when the main window is closed. When this feature is enabled, messages and calendar event reminders will be displayed even if the main program window is not visible.

  An icon in the taskbar indicates that the program is running. Double-left click the icon to bring the main window up, or right click the icon to display a context menu with the following options:

  - Open: Selecting this option will show the main window.
  - Tray icon settings: This option will open the main window and show the tray icon settings window.
  - Exit Private Coach: This option closes the application. The background task will also be shut down.

- Check for updates at startup

If selected, Private Coach will periodically check for program updates when started. This uses the same function as when selecting “Check for Updates” from the “Help” menu, but happens in the background.

Resource Default Units

The unit of all exercises in the Resource Manager using weights as a unit type can be globally changed to a different unit. Using this feature will not affect the absolute values of existing data; these entries will be converted into the new unit so their actual weight remains the same (e.g., 1 kilogram becomes 2 metric pounds).

This is a reversible change that affects all athletes using this computer.

Data Backup

Private Coach includes an automatic data backup feature. By default, a backup of the entire database is made on a monthly basis; the interval can be changed to “weekly” or “every time the application ends”. The latter will trigger a new backup each time the application is shut down, which uses system resources for a period of time after the application has closed; it is recommended to only use this setting if the data is very important (e.g., serves many athletes or is used for professional athletic purposes), or if the computer system is known to be unstable.

Choose the directory where backups are to be stored in the corresponding field. For increased data safety this directory should be on a different hard drive than the program installation.

To disable the creation of automatic backups, uncheck the “Automatically backup data” checkbox.

Backups can also be created manually to store the current state of the database. Click the “Create Backup” button to do this. This is useful if you are about to re-install the software.

Note that an existing backup in the same directory will be overwritten in both manual and automatic mode.

To restore a previous backup, click the “Restore Backup” button, browse for the backup file, and click “Ok”. After the restoration of the database the application needs to be restarted.

Logfile

A logfile can be created to record program activities and error conditions. Enabling this feature is usually not necessary but can be very helpful for troubleshooting purposes. If you are experiencing issues while using *Private Coach*, this feature should be enabled. Next time an error comes up it will be recorded in the logfile and Digital Environment customer service will be able to find the root cause of the issues much more easily.

Send the logfile as an email attachment to support@digital-environment.com. The logfile can be found in the installation directory in folder “log”. If possible, the file should be compressed (zipped) – the logfile is text only and the file size of the email attachment will be greatly reduced by compressing it.

See section Troubleshooting and support for more details on how to report errors.

The logfile can be set to include more or less information. In mode “Minimal”, program activities such as “opened Statistics window” are recorded. Log level “Verbose” will include additional data in the logfile which might help to better detect errors. In this mode, the logfile might contain information on your training plans. Personal information such as names or addresses is not recorded in either mode.

16.2. Athlete Preferences

Select “Preferences…” from the “Athlete” menu to open the preferences. The following preferences can be set:

Units and Formats

On this screen, default units and formats can be set to fit your preference.

- Default unit system

  The default unit system can be set to either “customary” (American standard) or “metric”. See section Personal Data screen for more information.

- Number format

  Select the appearance of the decimal symbol and the symbol to separate units of one thousand.

- Date format

  Choose from the standard US date format (MM/DD/YYYY) or the format used in many other countries (DD.MM.YYYY).

- Time format

  Choose from the 12 or 24 hour clock display formats.

Training Plans

Select if you want to have a warning message displayed when you are about to perform an action that will create a mix of monitored and unmonitored training plans. This is for example the case when you have *TrainerAssistance* create some of your training plans, while others are added manually before or after running the “Setup training” wizard.

There are more conditions that could cause such a mix, for example setting a monitored plan to being unmonitored.

It is not recommended to use both monitored and unmonitored training plans at the same time as this could cause overtraining. However, if you are an experienced athlete and know how much training you can do, you might intentionally want to create such a mix. Uncheck the checkbox in this case to avoid the warning messages.

Also, you can choose if the “Show inactive plans” checkbox in the Training plan area is checked by default when logging on with the current Athlete Profile.

Training Sessions

The following settings can be configured on this screen:

- Maximum of past sessions shown in the session list

  Set how many past training sessions of the selected training plan will be listed in the session list. In any case, only one future session is ever shown (the very next one).

- Pre-populate fields of new training sessions with most recent values

  If this feature is enabled, training sessions that are added using the “Add a single training session” or “Add training cycle or other event” options will contain the results of the most recent confirmed session of the same training plan. This is useful if training session results frequently only differ marginally or not at all.

- Default cardio session input mode

  This selection sets the default input mode that is visible when adding new sessions to a training plan of a cardio sport. For more details see section Input mode.

- Cardio sessions, detailed input mode: Show elevation fields by default

  If this feature is enabled, the checkbox “Use elevation” in the session editor is checked by default for all cardio sessions in detailed data input mode.

- Fitness sessions: Show time and break fields by default

  These checkboxes allow for specifying if the “Time” and “Break” columns of fitness training sessions are visible by default.

Calendar

Set your preferred calendar appearance on this screen.

- First day of the week

Choose either Sunday or Monday to be the first day of the week in the calendar.

- Default calendar view

  This selection allows for specifying the view that is initially visible when the calendar is opened. Choose from Day, Week, Month, or Year view.

- Year view – default layout

  Define which layout should initially be used for the year view. The “row” layout allows for viewing and moving calendar events, while the classic year view lists months in a more familiar way.

- Mark today’s date

  Specify if today’s date should be displayed with a red frame.

- Separate weeks by color

  The background color for weeks shown in the year view, row layout can be alternated to make weeks more distinguishable.

- Enable event reminders

  If this checkbox is checked, a reminder window is shown when the start time of an event is one hour away or less. Please see section Program Settings to learn how *Private Coach* can be configured to show these reminders when the application is not open.

Nutrition

On this screen, you can set default values that are to be used in the Nutrition Manager.

- Job activity level

  Choose your default job activity level from “Desk Job”, “Active Job”, and “Physical Work”. The setting can be adjusted for each day in the Nutrition Manager; the value that is set here will be used as the default selection. The job activity level has an impact on your nutritional needs.

- High stress level by default

  With this setting you can define your stress level (coming from both work and private life). The setting can be adjusted for each day in the Nutrition Manager; the value that is set here will be used as the default selection. A high stress level has an impact on your nutritional needs.

Tutorial

Enable or disable the tutorial feature on this screen. It can also be disabled in the tutorial window itself.

Tutorial messages usually only appear once - when a feature containing a tutorial message is used for the very first time. Click the “Reset all tutorial messages” to set all tutorial messages to status “Unviewed”. Previously viewed tutorial messages will then appear again when such a feature is used the next time.

17. Message Center

17.1. Messages

Personal messages keep you informed about changes related to resources, your goals, your roadmaps, or other important parts of your training.

Most messages are generated by *Private Coach*, while some program editions (Team Edition or higher) also allow for sending custom messages between athletes (see section Messages between athletes for details).

Messages are delivered to your inbox in the Message Center. The Message Area in the main window shows some of the most recent messages.

Incoming messages are shown as a popup near the system tray. Click on the message link in this popup to open the message.

To view all your messages, open the Message Center window by clicking the link "Message Center", or select "Message Center…" from the "Athlete" menu.

17.2. Message Center

The Message Center lists all your messages in the order they were received (newest on top). Highlight a message to read the message text and to see the message date, sender, and priority.

- Message date

  This is the date the message was received.

- Sender

  This field shows the message sender. If the sender is "Private Coach", the message is an automatically generated message sent by the program to inform you about an important change such as an achieved goal.

- Priority

  The message priority can be "high", "medium", or "low". In the message list, this is represented by a colored bullet in front of it (high = red, medium = yellow, low = green).

Links to messages that have already been viewed are colored differently than those that haven't.

To delete single or multiple messages, check their corresponding checkboxes in the list and click the “Delete checked messages” button. Use the “All” checkbox to check or uncheck all messages at once.

18. Team features

The following features are available in the Team Edition and higher.

18.1. Assigning athlete roles

To assign new roles to athletes, choose “Assign Roles” in the “Team” menu (this action requires the Administrator role). This will open the “Assign Roles” window.

Click in the role column of the athlete, and select the new role from the resulting drop-down menu. Note that at least one athlete needs to have the Administrator role.

For more information on the different roles, see section Athlete Roles.

18.2. Bulletin Board

The bulletin board offers a place to post messages that can be seen by everyone. An Athlete Profile and login is not required to view the bulletin board, but is necessary to post or update messages.

Choose “Bulletin Board” from the “Team” menu to open the Bulletin Board.

The bulletin board shows up to four posted messages at a time (newest on top). Use the scrollbar to view older messages.

Each posting contains information on when it was posted or updated, and by whom.

Posting types

Postings can be of the following types:

- Text postings

  Text postings hold plain text messages (up to 2000 characters). A scrollbar is visible if the message text exceeds the size of the posted “note”.

- Picture postings

  Picture postings are for sharing single pictures with others. Standard picture formats such as .jpg, .gif, and .png are accepted. A short caption text (up to 50 characters) is displayed below the picture.

Picture posting

Double click the picture in the posting to open it in a bigger window. If the picture is larger than the window, the content can be scrolled by holding/dragging the left mouse button.

- Link postings

  Link postings are for sharing web pages with others. When adding link postings, enter the web link and a caption text to describe the website (maximum 50 characters).

  Links can be opened by everyone and are opened with the system's default web browser.

Adding postings

Click the "Add Posting" (the green "plus" symbol) button on the bottom of the bulletin board to add new postings.

Updating and deleting postings

Postings can be updated and deleted by the original poster and any athlete with the Administrator role.

To update a posting, click the "Edit this posting" button in the upper right corner of the posted note. When a posting is updated, the posting time is changed to the current time and the posting is moved to the top of the board.

To edit the picture in a picture posting, double-click the picture to open it in a larger window. Use the "Change Picture" button in this window to select a different picture.

To permanently delete a posting, click the "Remove this posting" button.

18.3. Messages between athletes

To send a message to another athlete with an Athlete Profile in this computer's database, open the Message Center ("Message Center…" in the "Athlete" menu) and click the "New Message" button.

To reply to a message in your inbox that was sent by another athlete, click the "Reply" button when the message is highlighted in the Message Center.

In the resulting message editor window, select the recipient (when replying, the recipient is pre-selected) and the message priority, and enter a message subject and text.

When finished composing the message, click the "Send" button to dispatch the message. It will be delivered instantly.

In the recipient's inbox, the message priority is indicated by a colored bullet in front of the message (green= low, yellow = medium, red = high).

For more information on the message fields, refer to section Message Center.

18.4. Contacts

The contacts window shows all athletes' contact information such as address or phone numbers, as provided. To open the window, select "Contacts…" from the "Team" menu. Select an athlete from the list to populate the fields with this athlete's contact information.

Contact information can be entered and edited in the Athlete Profile window and while creating a new Athlete Profile.

Note that the provided information is visible to every athlete using the program. All information remains on the computer and is not sent elsewhere, e.g. over the internet.

19. Help buttons and menu

19.1. Help buttons

Context sensitive “Help” buttons are available in the lower left corner of most windows in *Private Coach*. Click the button to open this manual to the page where the current feature is described.

19.2. Help menu

The Help menu offers the following options:

- Documentation

  Selecting the “Documentation” item will open this manual.

- Private Coach Online

  Click this item to open the *Private Coach* website www.private-coach.com in your default web browser.

- Purchase Private Coach Full Version

  This menu item is available as long as your *Private Coach* copy is not yet registered. Selecting it will open the *Private Coach* website on the page on which a license can be purchased.

- Enter License Key / License information

  Depending on the registration status of your *Private Coach* copy (registered or unregistered) one of these menu items is available.

  “Enter license key” will open a window that allows for entering license information.

  “License information” will display the product serial key, edition, and the number of athletes registered on the system.

- Upgrade License

  To upgrade your *Private Coach* license to a higher edition, select this menu item and enter the license information of the higher license. Your new features will be activated right away.

  Check the *Private Coach* website or contact customer service for special deals on license upgrades.

About Private Coach

This menu item opens a window showing the program version, Digital Environment contact data, and additional information.

20. Troubleshooting and support

Digital Environment customer service will gladly provide support by email if you are experiencing problems using *Private Coach*. Response might be faster for registered customers.

Please write to support@private-coach.com describing your problem and include all information that could help detecting the cause such as:

- System information (operating system, processor, memory, user permissions)
- Information on the program (version, edition, registration status)
- Description of the problem
- Last activity before the problem occurred (button clicked, menu item, etc)
- Screenshots demonstrating the issue (if possible)
- Error logfile (if applicable, see section Logfile in chapter Program Settings for details)

Please note that we cannot support problems with third party applications such as Adobe® Reader® or Google Earth™.

Digital Environment customer service does not provide Personal Training or Nutrition consultation. Questions regarding your training or nutrition can only be addressed if they relate to a specific feature within *Private Coach*. If you are looking for training or nutrition advice, please post your question in the forums at www.private-coach.com.