



Heart&Stroke Walkabout Training

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1. Getting Started – Welcome to Walkabout!



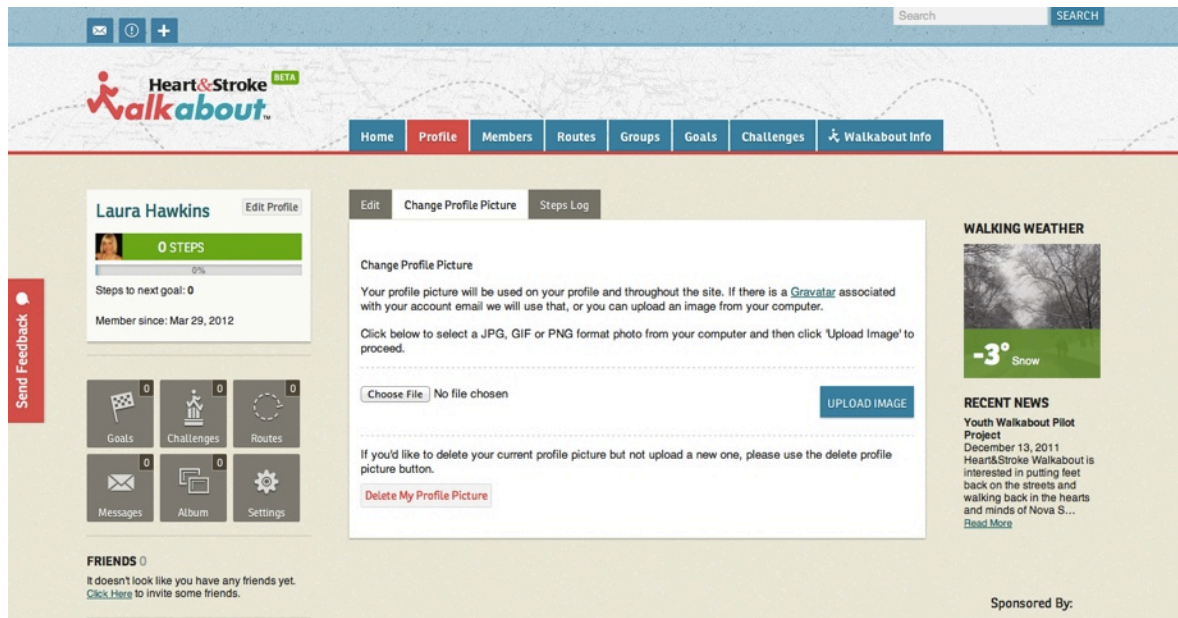
1.1. Registration

To register for Walkabout, simply fill out the form provided on the home page. That's all it takes – you're now ready to start exploring, connecting, and most importantly, walking!

2. Profile

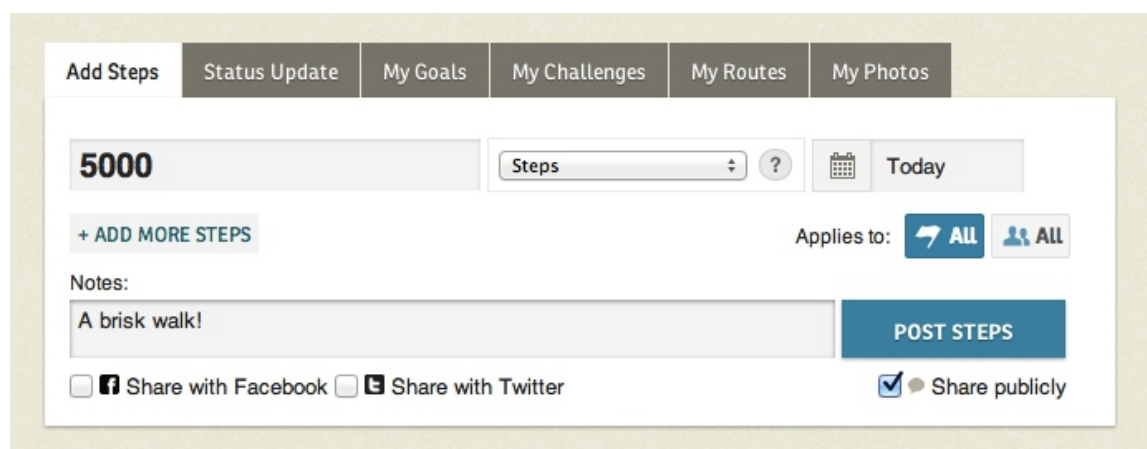
To log in to Walkabout, enter your email address and password in the appropriate spaces at the top lefthand side of your screen and click the "Log In" button. If you need to reset your password, you will be guided to a page where you can enter your email address and request a password reset. Walkabout will then send you an email. Follow the instructions in the email to reset your password and log in again as outlined above. To access your profile information, click the "Profile" tab. Within the "Profile" tab, you can Add Steps and view your progress in a chart; create Status Updates by clicking the "Status Update" tab, entering your update and posting it; view your ongoing and finished Goals by clicking "My Goals" (once here, view your Ongoing and Finished Goals and create New Personal Goals); and you can view your Challenges by clicking "My Challenges" (view Ongoing and Finished Challenges, create New Friend Challenges and view your Challenge Invitations).

2.1. Change Profile Picture



To change your profile picture, click the “Change Profile Picture” tab. Click “choose file” to browse your files and click the picture you’d like. Then click “Upload Image.” To delete your picture, you can click the “Delete My Profile Picture” button.

2.2. Log Steps



To log your steps, click the Profile tab and go to the Add Steps box. Enter your number of steps in the space provided.

By clicking the “?” icon next to steps, you have the option to choose another activity if you did something other than walking (e.g. pilates, gardeningyoga, etc.). By entering your number of minutes in the space provided and selecting your activity, the form will convert your activity to steps.

Before posting, you have the option to add a note (simply fill in the space provided), to share your progress on Facebook and Twitter and the option to share your post publicly. You may do this by checking or unchecking the appropriate boxes before clicking “post.”

This Add Steps box also allows you to log your steps by entering time or distance. Simply click “Steps” menu to select your option. Clicking this menu also allows you to enter other activities and convert them into steps. Simply enter the number of minutes you performed the activity and find the activity in the drop down menu.

2.2.1. Apply Steps to Groups, Goals & Challenges

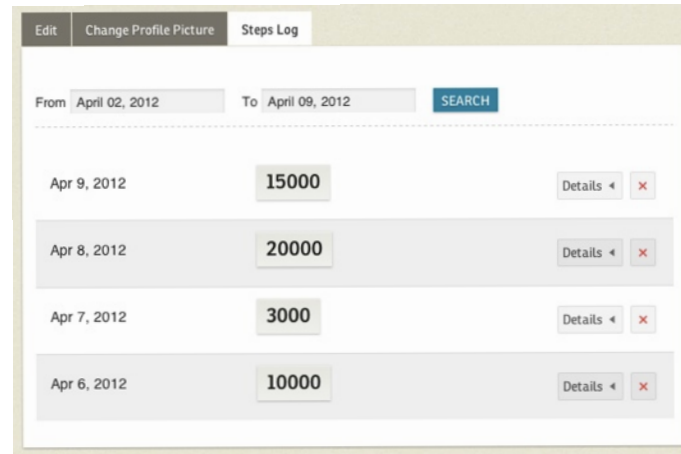
When you log steps as indicated above, they will automatically be applied to your goals/challenges (flag icon) and to your groups (people icon). If you wish not to apply steps to all goals/challenges and groups, simply click the appropriate icon and deselect the option you wish to exclude by clicking it and then click “done.”

2.2.2. Log Steps for a Different Date

The Add Steps box is automatically set to “today,” but should you wish

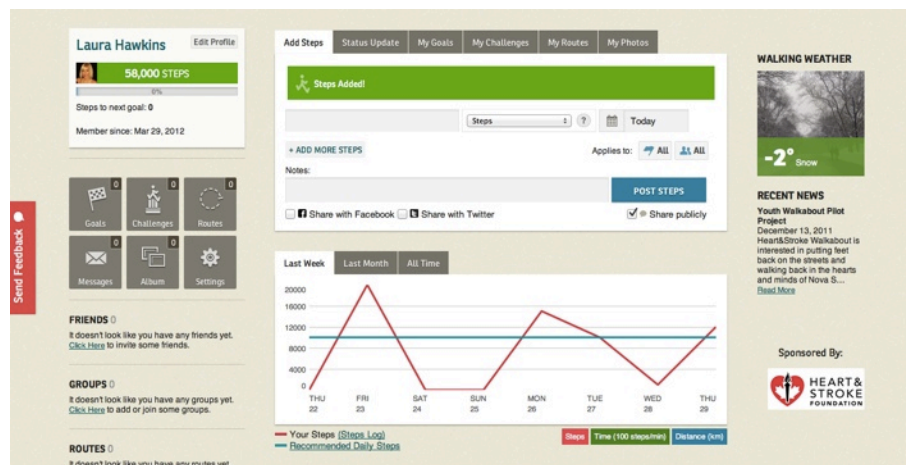
to log steps for a different date, simply click the calendar icon and choose the date you'd like to add steps to.

2.2.3. Edit Steps



To edit your steps, click the “Edit Profile” button by your name, then click the “Steps Log” tab. Your steps entries will be listed by date. You can delete an entry by clicking the red x button. To edit an entry, click the “Details” tab and click the link to the area you’re looking to change. You will then have the option to edit it by clicking the “Edit” button.

2.3. View Progress in a Chart



To view your progress in a chart, click the Profile tab at the top of your screen (note: you can also access your profile by clicking your name as it appears on the top lefthand side of your page).

The red line on the chart represents your steps and the teal line represents the recommended number of steps you should be aiming for per day. You can view your progress over a given period of time by selecting the “Last Week,” “Last Month” or “All Time” tabs.

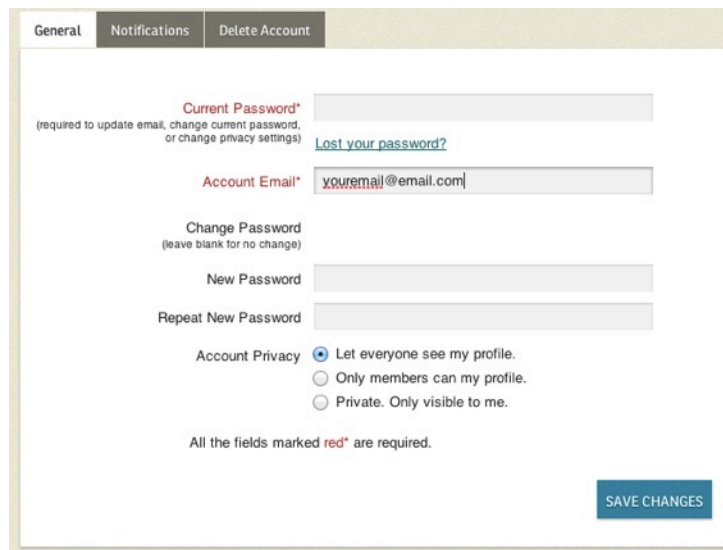
2.4. Add Photos

You can add photos to your profile by going to “My Photos.” Here, you can create photo albums and upload your photos. Click “Create Album” to create your album. You can name it, add a description, and choose who can view your album (public, private or friends only). You may then browse your photos and click “Upload & Save.” Here, you can also edit your album information, choose an album cover or delete your album altogether. You can add photos individually by going to the “Photos” tab.

3. Settings

To view or change your profile settings, click the “Settings” button.

3.1. General (Password, Email & Privacy)



The screenshot shows the 'General' settings page with three tabs: 'General', 'Notifications', and 'Delete Account'. The 'General' tab is active. It contains the following fields and options:

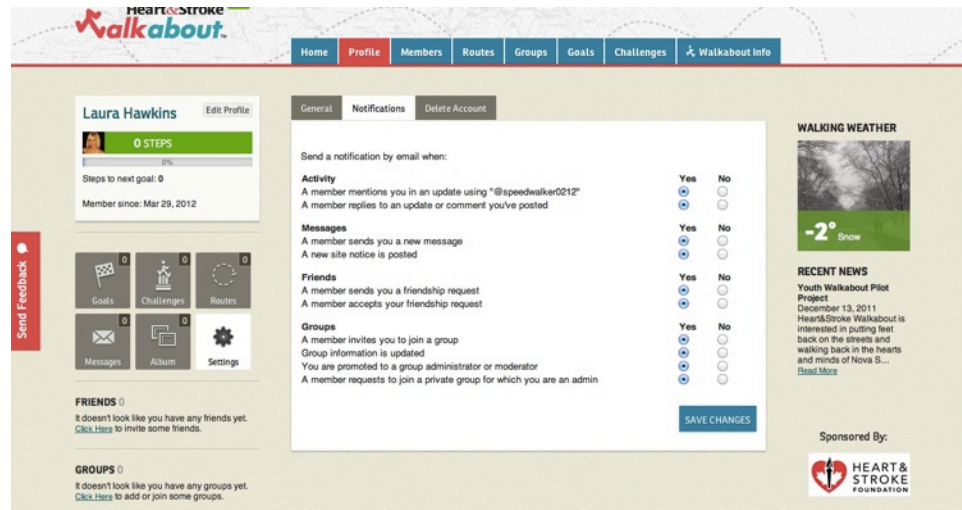
- Current Password*** (required to update email, change current password, or change privacy settings): A text input field with a red asterisk. A link [Lost your password?](#) is next to it.
- Account Email***: A text input field containing 'youremail@email.com' with a red asterisk.
- Change Password** (leave blank for no change):
 - New Password**: A text input field.
 - Repeat New Password**: A text input field.
- Account Privacy**: Three radio button options:
 - ☒ Let everyone see my profile.
 - ☐ Only members can my profile.
 - ☐ Private. Only visible to me.

At the bottom, a note states: 'All the fields marked red* are required.' A blue 'SAVE CHANGES' button is in the bottom right corner.

Under the “General” tab, you can change your account email or password. Beside Account Privacy, you can select whether you’d like to “Let everyone see my profile,” “Only members can see my profile” or “Private. Only visible to me.” By choosing one of the first two privacy options, you will benefit

from interacting with others and using this social function to motivate and encourage yourself and fellow walkers.

3.2. Notifications



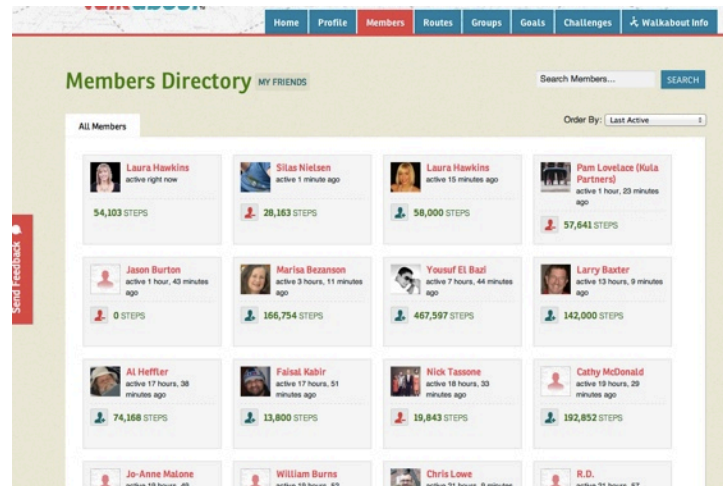
Click the “Notifications” tab to change which notifications you receive by email. Select either the “yes” or “no” option beside each notification and click “Save Changes” when you’re finished.

3.3. Delete Account

If you wish to delete your account, click the “Delete Account” tab and click delete account. Please note your account information will be lost and you not be able to reinstate your account.

4. Members

4.1. Search Members



To search for another member, go to the “Members” tab. All members with public profiles will be displayed on this page. To assist you in finding a member you would like to “Friend”, you may choose how to display members by clicking the drop down menu that says “Order By.”

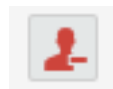
If you know the name of the member you’re looking for, you may enter that name in the space that says “Search Members” and click the search button.

4.2. Add/Remove Friends

To add another member as a friend, send them a request by clicking the green icon:

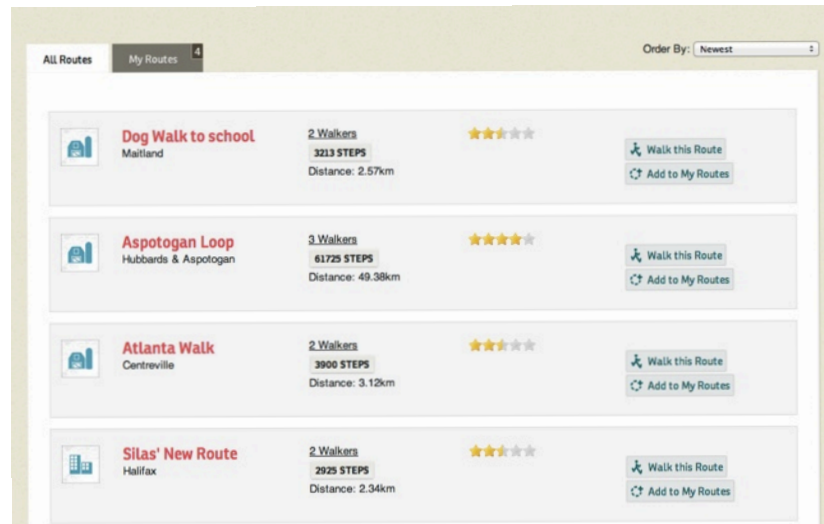


Should you wish to remove someone from your list of friends, click the red icon:



5. Routes

5.1. Find Routes



To search for an existing route, go to the “Routes” tab. All routes will be displayed on this page. To assist you in finding a route you would like to walk or add to your routes, you may choose how to display the routes by clicking the drop down menu that says “Order By.” Here you may display routes according to distance, ratings and so on.

If you know the name of the route you’re looking for, you may enter that name or a keyword in the space that says “Search Routes” and click the search button.

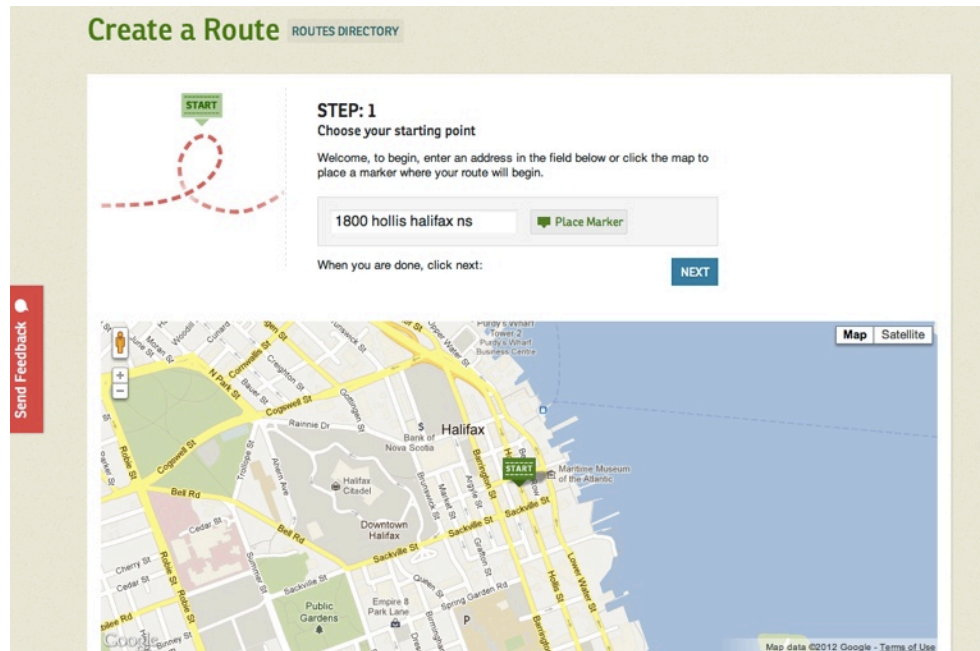
5.2. Walk a Route / Add to “My Routes”

To walk a route, click the “walk this route” button next to the listing. This will automatically fill in a form for you with the number of steps in that route and allow you post these steps as your normally would.

To add a route to “My Routes,” click the “Add to My Routes” button next to the route listing.

Adding a route to “My Routes” will enable you to access the route easily again in the future should you wish to walk it again.

5.3. Create Routes



To create a new route, click the “Routes” tab. On this page, you can click “Create a Route” button next to “Routes.” This will take you to a page when you can either click a starting point on the map provided or enter an address then click “Place Marker.” Then click “Next.” The next step allows you to draw your path on the map.

STEP: 2
Drawing the path

Now you can begin to draw your path. Just click on the map where you would like to start! Use the buttons below to modify the path.

Line Type: Straight Squiggly

Edit: Edit Path Delete Last Line Reset

PREVIOUS When you've finished your route, click Next: NEXT

Choose your line type (straight is good for routes that follow a straight path while the squiggly line allows you to contour your route to any bends and curves in your trail). You then have the ability to drag the line by moving your cursor along the route and clicking at turns/corners or variations in the route to anchor it. If you make a mistake, you have the option to “Edit Path,” “Delete Last Line” or “Restart.”

STEP: 3
Enter Route Details

Fill out the form below with your path's details.
All the fields marked red* are required.

Name* Lunchtime Jaunt

Community* Downtown Halifax

Type* Urban

Difficulty* Easy - clear path, few inclines/hills

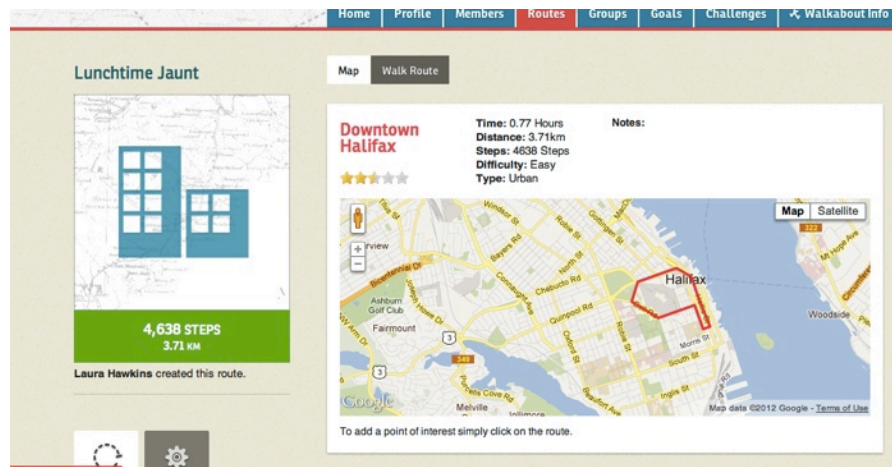
Route Notes

This should be a description for the route ie: "Route in downtown Halifax"

Number of Steps* 4637 Edit Map

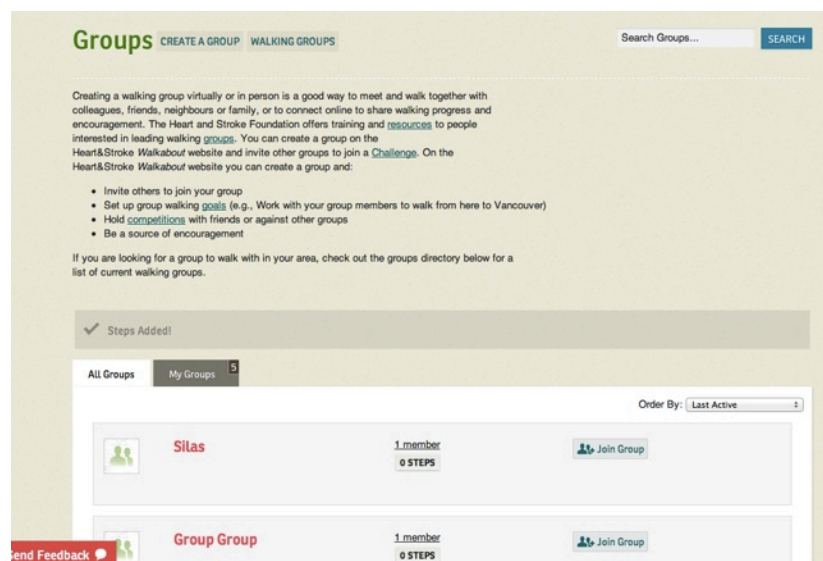
FINISH

When you’ve finished, click “Next.” The next step enables you to fill out the Route’s details, then click “Finish” to create the Route.



6. Groups

6.1. Search for a Group



To search for an existing group, go to the “Groups” tab. All public and private groups will be displayed on this page. To assist you in finding a group you would like to join, you may choose how to display the groups by clicking the drop down menu that says “Order By.” Here you may display groups according to alphabetical order, number of members and so on.

If you know the name of the group you’re looking for, you may enter that

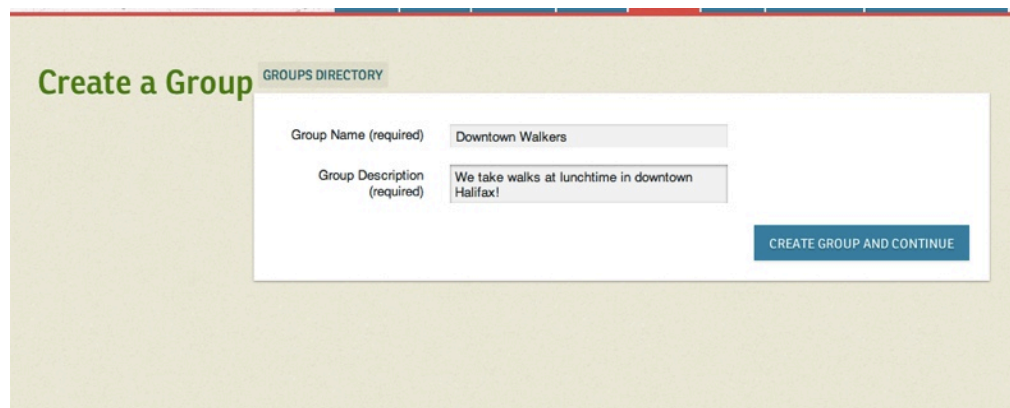
name or a keyword in the space that says “Search Groups” and click the search button.

6.2. Join Groups

To join a group that is public, click the “Join Group” button next to the group listing. To request membership to a private group, click the “Request Membership” button next to the group listing. You will be added to the group if your request is approved.

To view the groups you are a part of, click the “My Groups” tab. This information is also visible in your Profile (click the “Profile” tab and find “Groups” on the lefthand side of your page).

6.3. Create a Group



The screenshot shows a web interface for creating a group. On the left, there is a green heading "Create a Group". To its right, a light blue tab labeled "GROUPS DIRECTORY" is active. Below the tab is a white form with two input fields. The first field is labeled "Group Name (required)" and contains the text "Downtown Walkers". The second field is labeled "Group Description (required)" and contains the text "We take walks at lunchtime in downtown Halifax!". At the bottom right of the form is a blue button with the text "CREATE GROUP AND CONTINUE".

To create a walking group, click the “Groups” tab. Beside the word “Groups” at the top of your page is a button that says “Create a Group.” Click it and enter your group name and a description in the spaces provided. Click “create group and continue.”

Create a Group GROUPS DIRECTORY

☐ Disable Album

Privacy Options

☒ **This is a public group**
 Any site member can join this group.
 This group will be listed in the groups directory and in search results.
 Group content and activity will be visible to any site member.

☐ **This is a private group**
 Only users who request membership and are accepted can join the group.
 This group will be listed in the groups directory and in search results.
 Group content and activity will only be visible to members of the group.

☐ **This is a hidden group**
 Only users who are invited can join the group.
 This group will not be listed in groups directory or search results.
 Group content and activity will be visible to members of the group.

Group Invitations

Which members of this group are allowed to invite others?

☒ **All group members** ☐ **Group admins and mods only** ☐ **Group admins only**

[BACK TO PREVIOUS STEP](#) [NEXT STEP](#)

The next page, “Settings,” will allow you to choose whether you wish to make the group public (anyone can join), private (only users who request membership and are accepted can join) or hidden (only users who are invited can join the group).

Under “Group Invitations,” you may choose which members of your group may invite others.

Create a Group GROUPS DIRECTORY

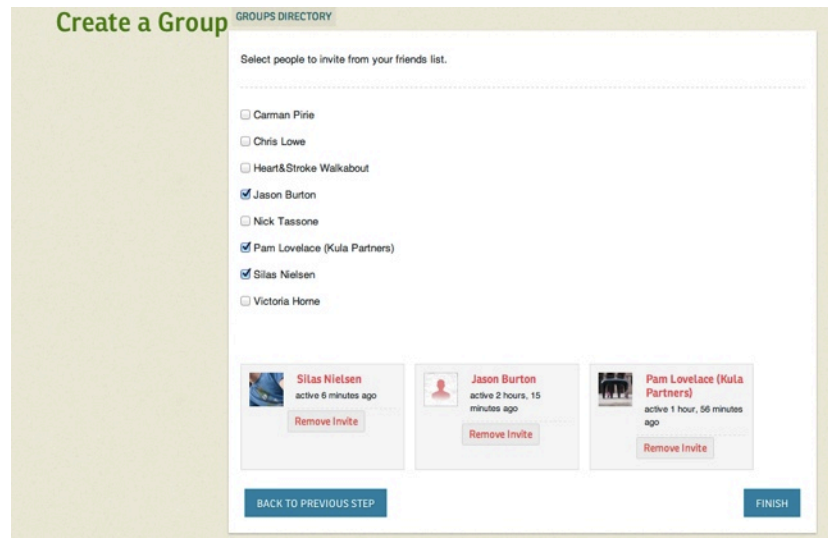
Upload an image to use as a profile picture for this group. The image will be shown on the main group page, and in search results.

IMQ_0003.jpg

To skip the profile picture upload process, hit the "Next Step" button.

[BACK TO PREVIOUS STEP](#) [NEXT STEP](#)

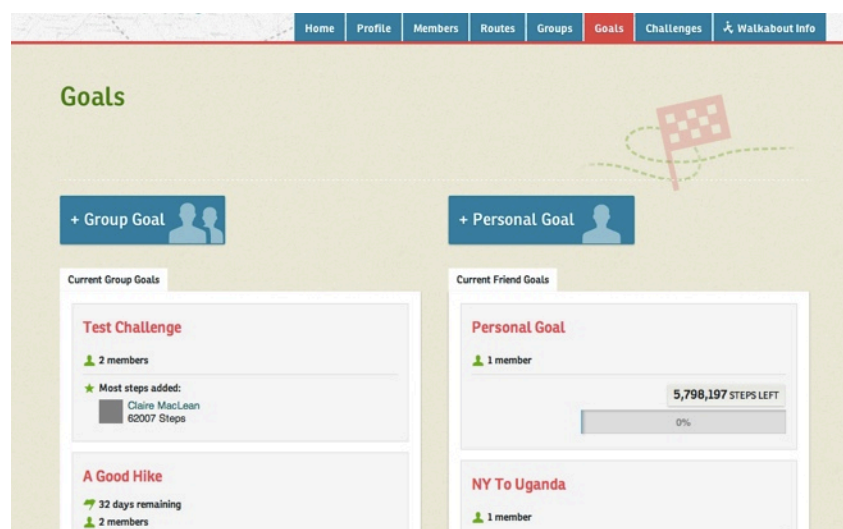
The next step allows you to upload an image to use as the group’s profile picture. Click the “choose file” button, select your image, then click the “Upload Image” button. Click “next step” to continue and invite friends to your group. You may also click “back to previous step” should you wish to return to “Settings.”



The next step allows you to invite people from your friends list to join. Simply check the box next to the friends' names you wish to invite and click "Finish." You can also invite friends that haven't registered for Walkabout yet by sending them an email with the name of the group and asking them to join.

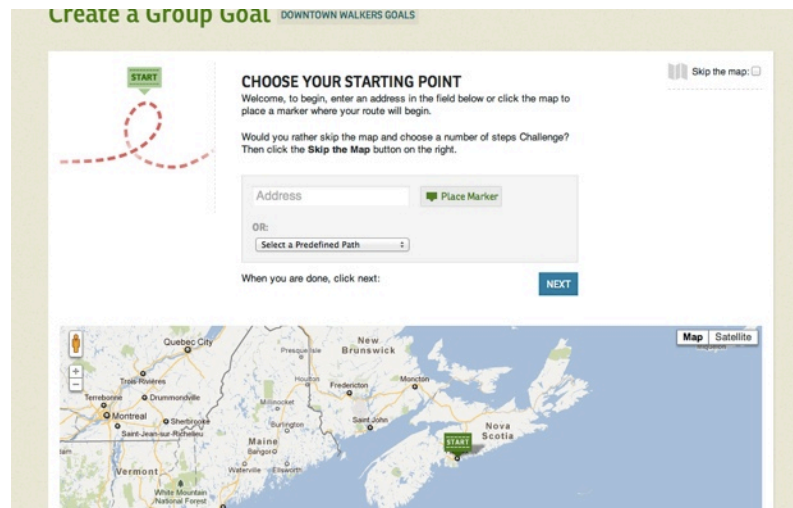
7. Goals

7.1. Create a Group or Personal Goal

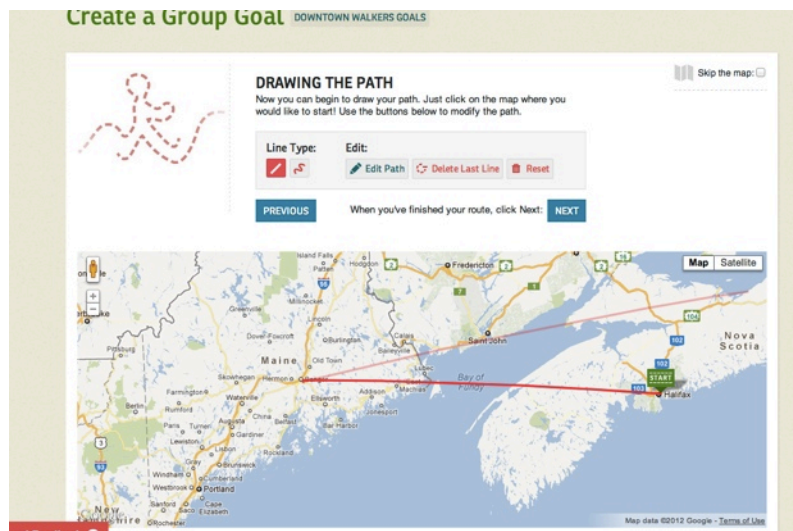


Click on the "Goals" tab at the top of your page. You can then decide

whether you'd like to make a Group Goal (will create a Goal for the Group you are an admin of) or a Personal Goal.




You have the option to create a new custom Goal or select a predefined path from the drop down menu.



Choose your line type (straight is good for paths that follow a straight path while the squiggly line allows you to contour your route to any bends and curves). You then have the ability to drag the line by moving your cursor along the path and clicking at turns/corners or variations in the route to anchor it. If you make a mistake, you have the option to “Edit Path,” “Delete Last Line” or “Restart.”

Create a Group Goal DOWNTOWN WALKERS GOALS



ENTER GOAL DETAILS

Fill out the form below with your path's details.
All the fields marked red* are required.

Name* Walk to Maine

Goal Description

Start Date March 30, 2012

End Date April 12, 2012

Number of Steps*

April 2012

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Edit Map

FINISH

After hitting next, you'll be taken to a page where you can enter your Goal details, including a suggested start and end date to begin and complete your new goal. Click "Finish" when you're done.

8. Challenges

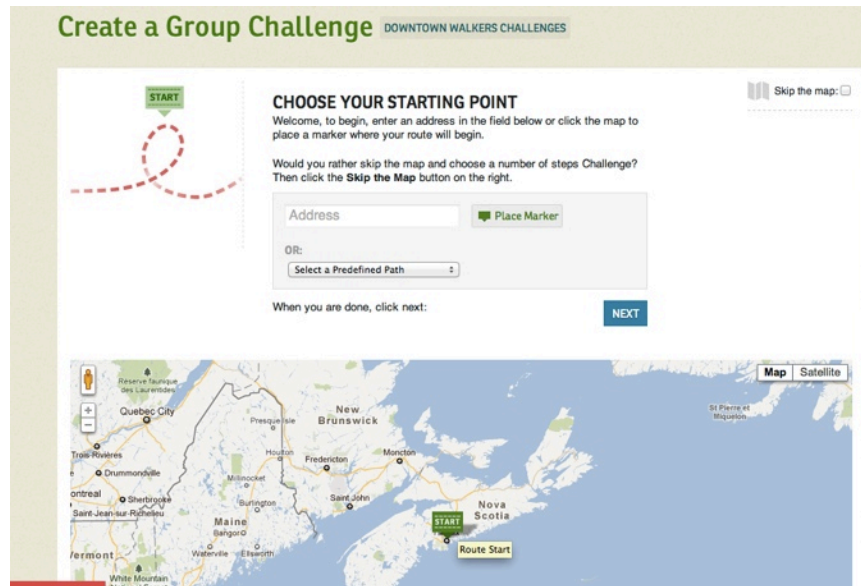
8.1. Join a Group or Friend Challenge

To join an existing Group or Friend challenge, click on the challenge you would like to join and click the "Join Challenge" button.

If it's a group challenge, you must join the challenge as a group by selecting your group name. A Friend challenge you can join on an individual basis.

8.2. Create a Group or Friend Challenge

Click on the "Challenge" tab at the top of your page. You can then decide whether you'd like to make a Group Challenge (will create a "Challenge" for the Group you are an admin of) or a Friend Challenge (people on your list of Friends can join on an individual basis).



You have the option to create a new custom path or select a predefined path from the drop down menu.



Choose your line type (straight is good for paths that follow a straight path while the squiggly line allows you to contour your route to any bends and curves). You then have the ability to drag the line by moving your cursor along the path and clicking at turns/corners or variations in the route to anchor it. If you make a mistake, you have the option to “Edit Path,” “Delete Last Line” or “Restart.”

After hitting next, you'll be taken to a page where you can enter your Challenge details, including a start and end date to begin and complete your new Challenge. The start date is when your steps will start to be counted toward the Challenge; steps you've walked up to this point will not be counted.

Once you've created your challenge, if it's a Group Challenge, you can select other walking groups to invite; if it's a Friend Challenge, you can pick which friends you would like to invite. You also have the option to make this an open challenge so any member can join (check off the box).