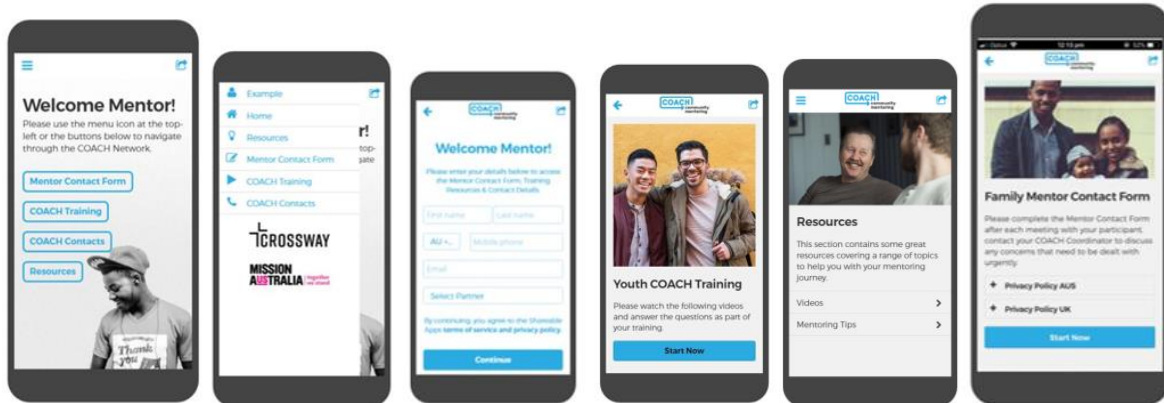


COACH APP USER GUIDE



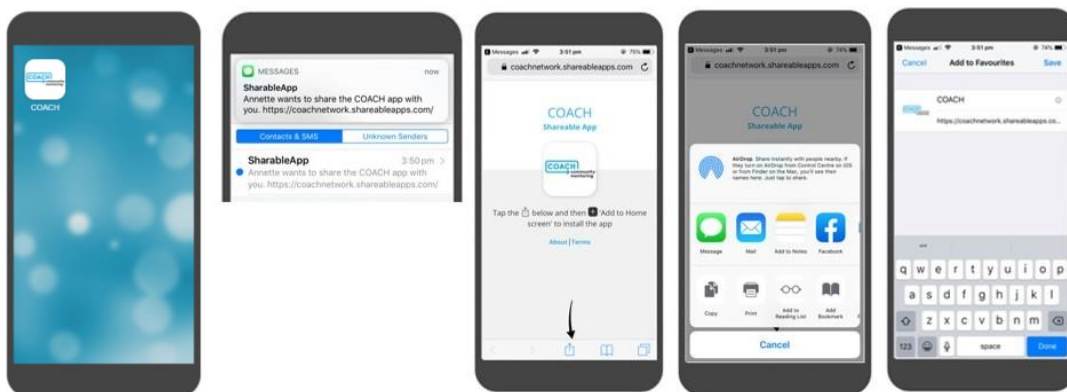
Welcome to the **COACH App User Guide**! This guide will take you through step by step how to install the App on your phone, set up your profile and access the different sections of the App.

The main sections of the App that we have created to resource and support you are:

- **Mentor Contact Form**
- **COACH Training**
- **COACH Resources**

HOW TO INSTALL THE APP ON TO YOUR PHONE

We've made installing the **COACH App** as simple as possible, but the process is a little different depending on the type of phone you have. You can download the **COACH App** via an SMS, an email link or through the webpage. Please follow the instructions below to download it on to your phone.



iPhone & iPad

- Open the install link in Safari & tap the icon below the bouncing arrow
- Choose **Add to home screen** & tap the app icon to launch the App

Android

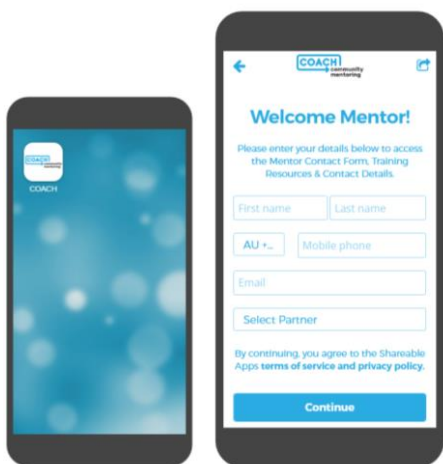
- Open the install link in Chrome & tap the icon above the bouncing arrow
- Choose **Add to home screen** & close Chrome & navigate to the Home screen that contains the App icon to launch it

Windows Phone

- Open the install link in Internet Explorer & tap the icon below the bouncing arrow & choose **Pin to start**

SETTING UP YOUR PROFILE

Once you have downloaded the **COACH App** the next step is complete your Profile.



To setup your Profile follow the below steps:

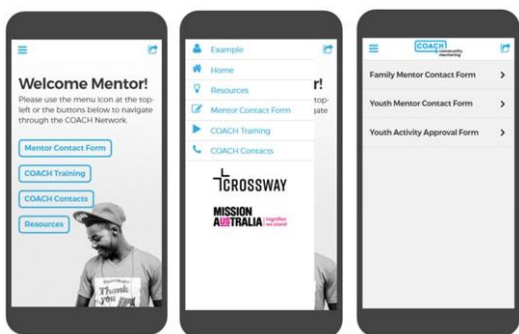
- Click on the **COACH App** icon on your phone
- The Registration page will load
- Enter your details
- Select your **Coordinator & Partner Church or Organisation**
- Click on **Continue** to complete your registration

MENTOR CONTACT FORM

Completing the **Mentor Contact Form** after you have met with your Participant is a key part of the program and allows your Coordinator to follow how everything is progressing and what support you may need.

The forms to select from are **Family Mentor Contact Form** and **Youth Mentor Contact Form**.

* Please note the Youth Activity Approval Form helps you to communicate with your Coordinator about an upcoming youth activity if it is in the community setting.

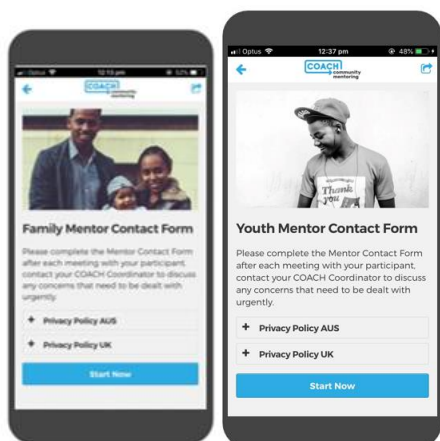


To find the form you require:

- Access the **Mentor Contact Form** page by selecting it from the Home screen or top left navigation bar
- Select the form by clicking on it

Family & Youth Mentor Contact Form

The **Mentor Contact Form** questions consist of multiple choice and free form questions, some of which are mandatory and need to be completed before you can progress to the next question.



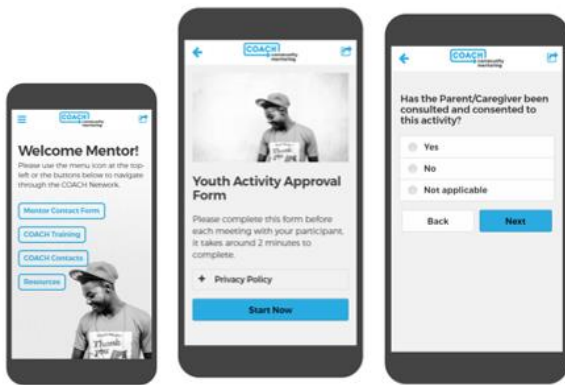
To complete the **Mentor Contact Form**:

- Click **Start Now**
- Enter answers for each question
- Click **Next**
- To complete the form select your **Partner Church or Organisation** from the list
- Click **Next** to submit the form

The completed form will be sent directly to your Coordinator by email.

Youth Activity Approval Form

The **Youth Activity Approval Form** needs to be completed before you meet up with your Participant (when mentoring in the community, rather than in a supervised setting).



To complete the **Youth Activity Approval Form**:

- Click **Start Now**
- Enter answers for each question
- Click **Next**
- To complete the form select your **Partner Church or Organisation** from the list
- Click **Next** to submit the form

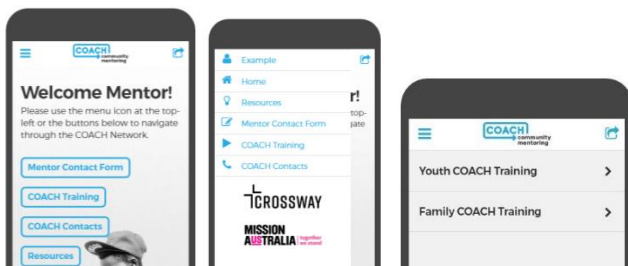
The completed form will be sent directly to your Coordinator by email.

COACH TRAINING

In the **COACH Training** section of the App you will find the **Youth COACH** and **Family COACH Training** videos and surveys.



Get to the **COACH Training** by clicking on either of the below screens:



To view the video training:

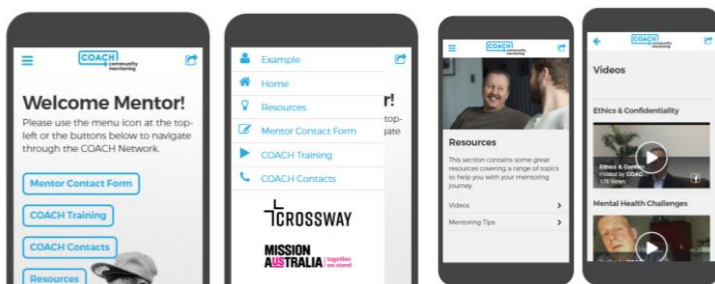
- Click **Start Now**
- Watch the video
- Click **Next** to watch the next video
- Answer the questions & click **Next**
- Click **Submit** at the end

COACH RESOURCES

This section contains some great resources covering a range of topics to help you with your mentoring journey.

Videos

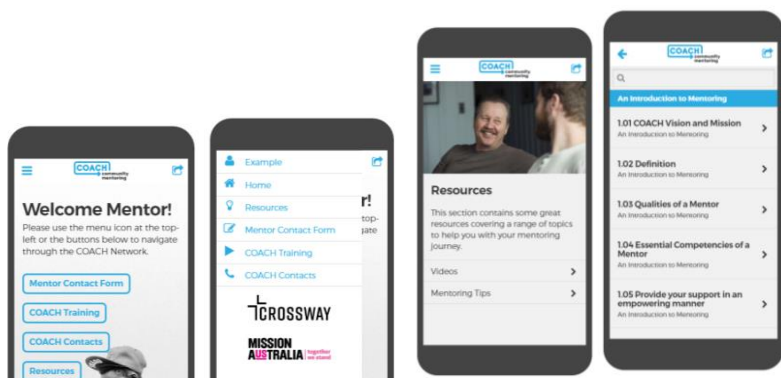
The Vlogs cover a wide range of relevant topics such as Mental Health and are updated regularly.



- Select the **Resources** section from the Home screen or top left navigation bar
- Select **Videos**
- Select the video & click on the play icon to start the video

Mentoring Tips

This section contains a wide range of Tips from the **COACH Family** and **COACH Youth** programs including **An Introduction to Mentoring, Boundaries** and **Understanding Youth**.

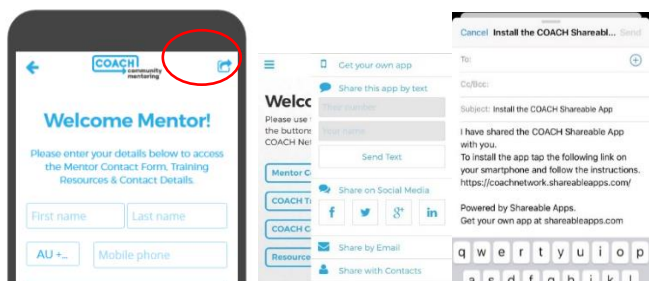


To access the **Mentoring Tips**:

- Select **Resources** from the Home screen or top left navigation bar
- Select **Mentoring Tips**
- Scroll through to find the Tips you want
- Click on the Tip heading to read

HOW TO SHARE THE APP VIA EMAIL

The **COACH App** is easy to share, simply follow the below instructions:



- To share the App click on the icon at the top right of the screen
- Select **Share by Email** or **Text**
- You can either enter the recipient's details here, or you can select **Share with Contacts** and share with an existing contact you have stored in your phone

If you have any questions about how to use the **COACH App** or have come across a technical issue please contact Annette Brown.

COACH App Contact:

Annette Brown

Marketing & Communications Specialist

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