'I'm In' phone app

Thanks for getting involved in our Healthy Lifestyle programs – your body and mind will thank you for it!

Why Use the 'I'm In' phone app?

- Helps project managers to count participants and evaluate the success of the program
- Provides emergency contact details in case of an accident

If you find registering via the app confusing, just bring your phone to the session and we will help you, or we can register you via one of our devices if you don't have a smart phone!

Frequently Asked Questions

Do I need to have an internet connection to use the app?

Initially to download the app and to register your account, you will need to have a stable internet connection. However as soon as you have a QR code displayed on your screen you can save this to your phone picture gallery and disconnect from the internet.

**How long does it take someone to register?**

Approximately 5 minutes. Registration is a 2-step process and requires you to complete all the fields and secondly, verify your registration on the email account you used in the registration.

**Can I print my QR code on a piece of paper and still be scanned in?**

Yes, as long as you don't alter the QR codes aspect size (the dimensions of the square) when you print it, and the piece of paper is in good condition, it is still possible to scan them in. If you are registering a group you could print off the groups QR code as well.

How to download and register

1. Download the 'I'm In' app from the iTunes App Store (Apple devices) or Google Play Store (Android devices). *Note: try searching for 'Healthy Tasmania'*

2. Once you have found it, accept all the permissions and download the app.

Here
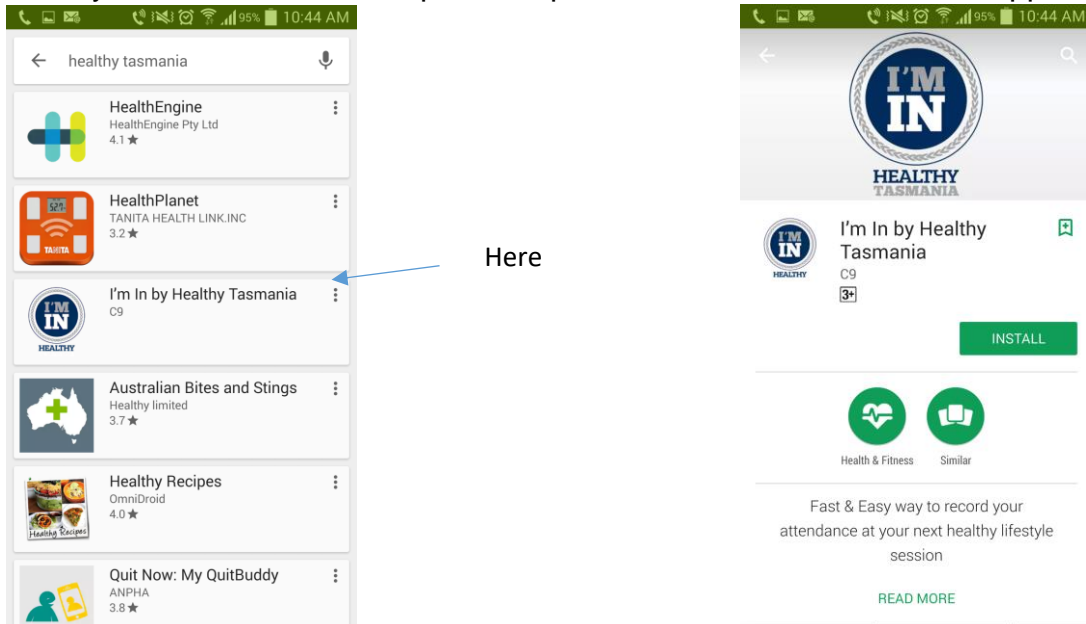
3. Once you have downloaded the app, open it up (see below image)

It'll look like this..
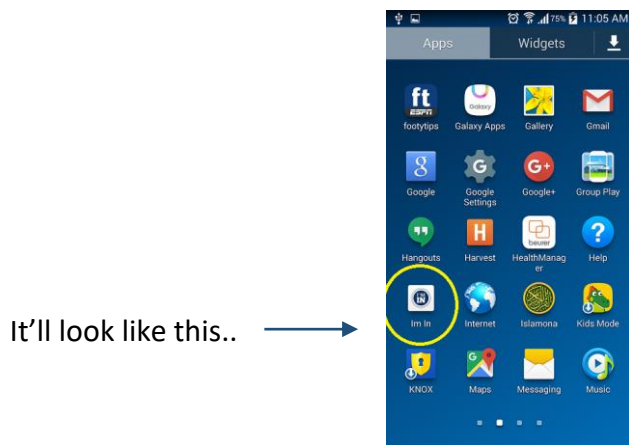
3. If you are using the app for the first time you'll need to register a username and password. Press 'register' to create an account. If you have already registered an account, fill in your username and password, press 'I'm In' and go to step 6. ***NOTE: when registering an account for the first time, use an easy-to-remember username and password. Your password must contain a capital letter, a symbol and a number.***
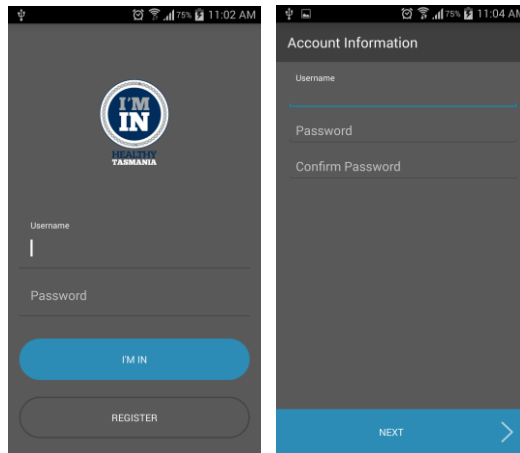
Register if you are new

4. Fill in all the blank fields making sure everything spelt correctly. Use an email address connected to your phone as you will need to verify your account once you finish registration (**check it doesn't end up in your junk mail/clutter folder!)**

5. Once you have filled in all of your information, you need to verify your account by signing into your email account (the one you used in the registration). Once you have completed this step you are <u>almost</u> ready to ready to register for an actual session you are attending. Go to step 6.

How to register yourself at a session

6. You are almost ready to be signed in! Once logged in you should be able to see a personal QR code in front of you. Ask the coordinator at the session to scan your code with their phone. **CONGRATULATIONS**, you have just registered for a session. NOTE: *You can save your QR code to your phone gallery to make this process easier for next time. You can also connect your phone to a computer and print your QR code to a piece of paper (do not edit and crop the code). Just bring the printed QR code along and then you don't have to bring your phone everytime!*

How to register a group at a session (schools, families etc)

Teachers/parents/group leaders – you can be the leader of a group if you are a parent/guardian, carer or teacher.

1. You will need to register yourself first (see steps 1-5) NOTE: *if you are a teacher you might like to use your school email address rather than your personal address.*

2. Once registered, you can add people to your group – this is particularly useful for families, school groups and day care centres. To do this, select the groups column option in your app. Press the blue + circle symbol.
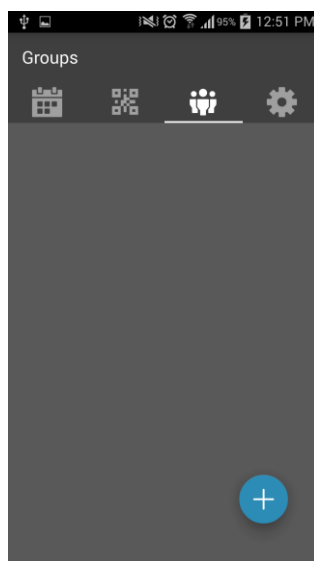
3. Type in the name of the group. This could be a school name, your family name or an organisations name. Once you have typed in the name of the group, press the 'create group' box.
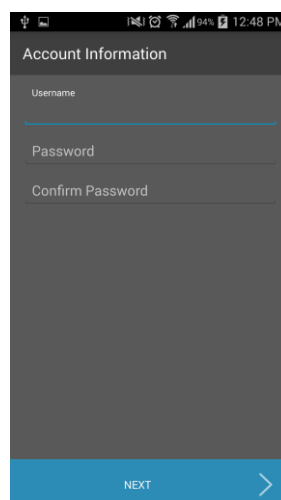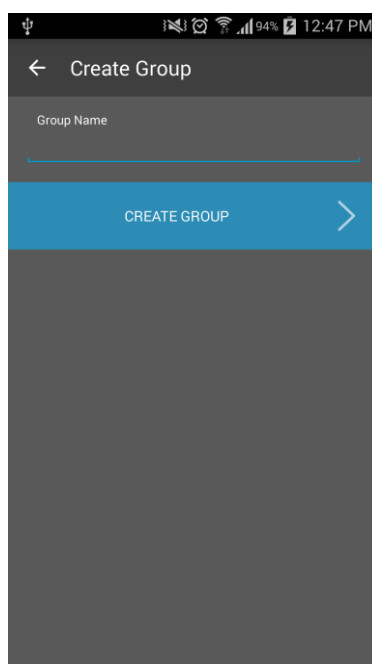
4. Now that you have created the group, you need to add people to the group. These could be your family members, school children or even some work colleagues. Press the blue circle with the + and the head to start adding people.

Tap here to add someone
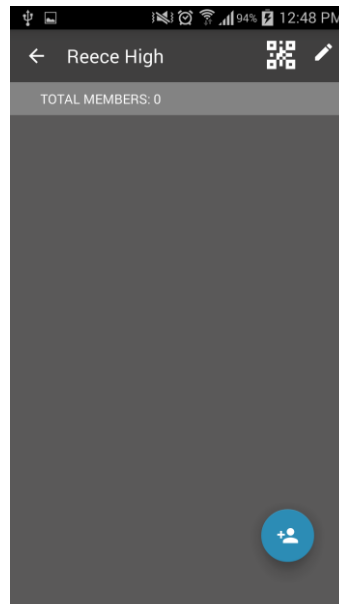
5. For every person you add, you need to give them a unique username. We suggest you keep the format consistent. For e.g. You could use:
- a student's username,
- Smith.J
- John.Smith

You can use the same password for all entries if it is easier. We also suggest you use your schools (or families) physical address and your own school (or families) email address for each person. It is important to correctly enter the persons **first name**, **last name** and **DOB**. Every time you add someone, the majority of the fields should be pre-filled to make it quicker for you.
Continue adding all members of your group that need to be added.

6. Once you have added every person into your group, when you attend the session simply tick the children that are present with you on the day and present your **'Group'** QR code (this is different to your personal one) to the coordinator to scan you in. *NOTE: you will still need to ask the coordinator to scan your personal QR code in addition to your group QR code.*

SAVE QR-CODE