



# 'I'm In' phone app

(updated August 2017)

***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, you can now register via our website <http://www.healthytasmania.com.au/Registration>

## **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?**

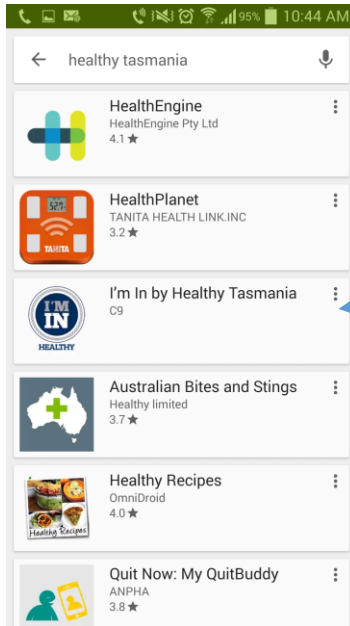
Approximately 4-5 minutes. Registration is a 2-step process and requires you to complete all the fields and secondly, verify your registration on the email account you used in the registration (however you don't need to verify this before you register at a session).

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

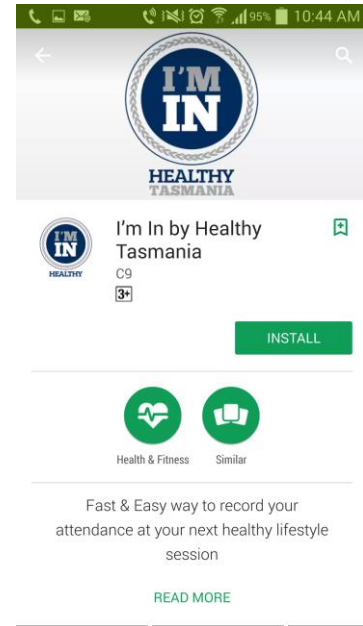
Yes, as long as you don't alter the QR codes aspect size (the dimensions of the square) when you print it, and the piece of paper is in good condition, it is still possible to scan them in. If you are registering a group you could print off the groups QR code as well.

## **How to download and register** (screenshots from Android)

1. Download the 'I'm In' app from the iTunes App Store (Apple devices) or Google Play Store (Android devices). *Note: try searching for 'Im In Healthy Tasmania'*
2. Once you have found it, accept all the permissions and download the app. If you already have downloaded the app, check you have the latest update installed.

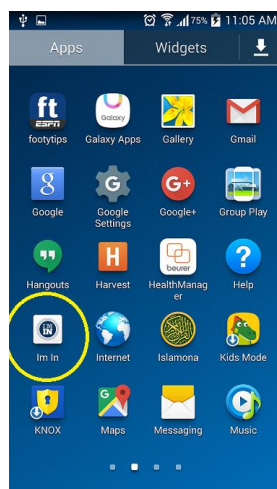


Here



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

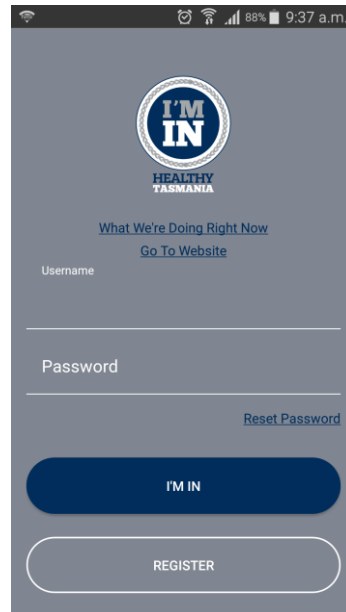
It'll look like this..



4. 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 and press 'I'm In'.



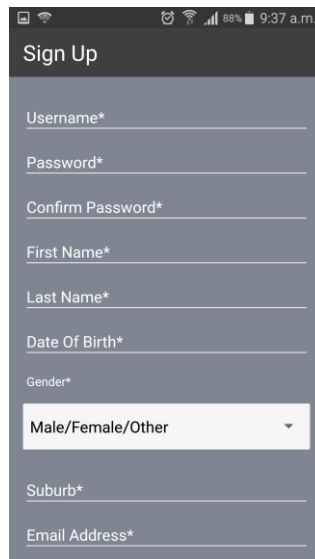
**NOTE: when registering an account for the first time, use an easy-to-remember username and password.**



Register if you are new



5. Fill in all the blank fields making sure everything is 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!**)



6. Once you have filled in all of your information, you have the option to give us more details about yourself. This is optional and you can skip this but if you have time we would love to know more about you for demographic analysis purposes.
7. The next screen you'll need to confirm your information. Please double check everything is entered correctly





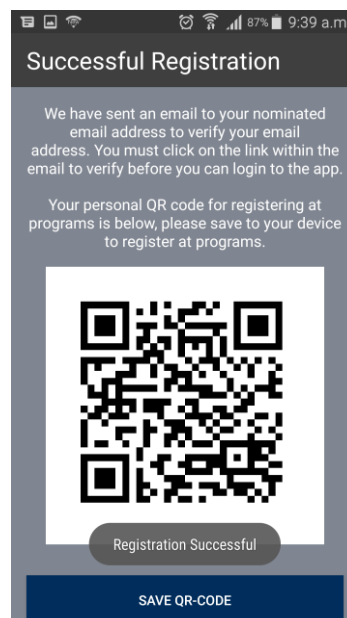
especially your email as you won't be able to fully verify your account without a verification email. Check the terms and conditions box (reading is optional) and tap confirm.



**8.** Congratulations, you have now registered an account.

**How to register yourself at a session**

Save your QR code to your phone and use show this code to our program coordinators and they will be able to scan you in. Down the track we recommend you also verify your account by signing into your email account (the one you used in the registration).

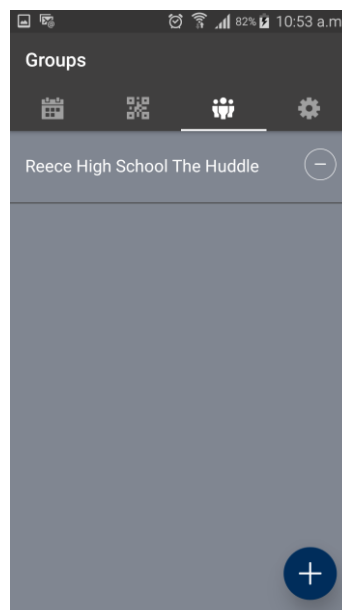


**CONGRATULATIONS!** NOTE: *You can also connect your phone to a computer and print your QR code to a piece of paper (do not edit and crop the code). Just bring the printed QR code along and then you don't have to bring your phone everytime!*

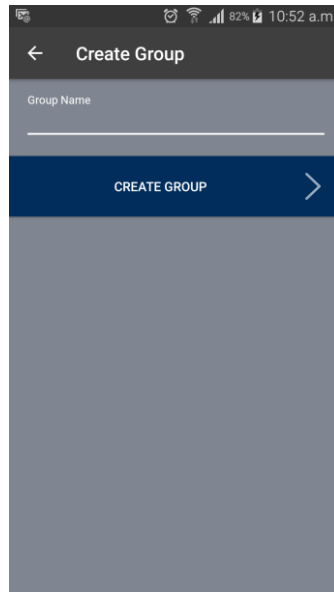
## How to register a group at a session (schools, families etc)

*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 1-7) 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.

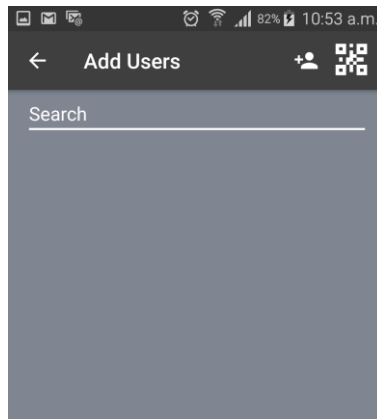



4. Now that you have created the group, you need to add people to the group. These could be your family members, school children or even some work colleagues. Press the blue circle with the + and the head to start adding people.

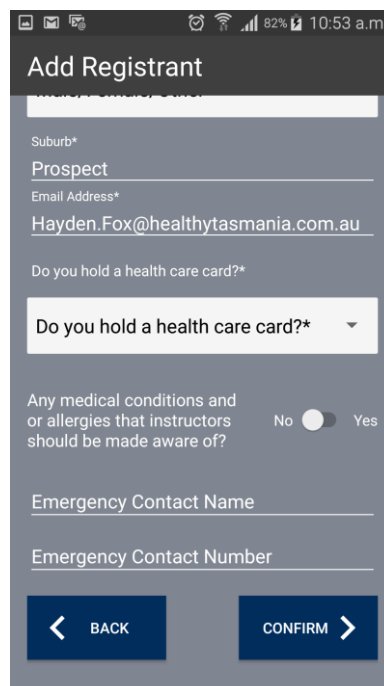


← Tap here to add someone

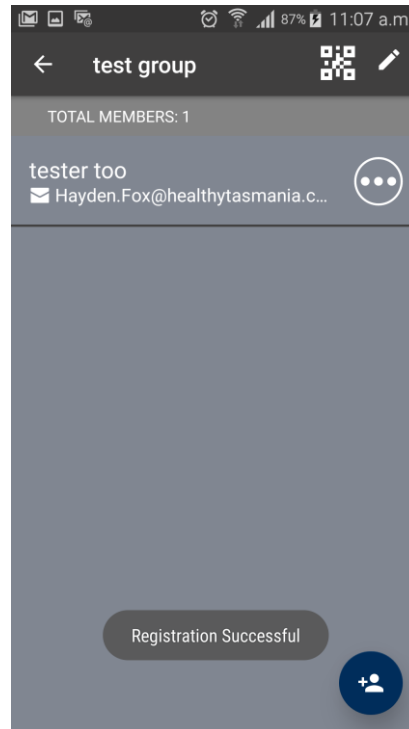
5. Now depending the next step depends on if your group member has registered themselves or you are doing it on their behalf. **If your group member has already registered**, press the QR code looking symbol on the top right and hover your device over their code to add them to your group.



If you are registering someone on their behalf, press the  symbol in the top right. This will prefill most of the screen so you will just need to add their name, date of birth, gender, emergency contact information and whether they hold a healthcare card. You can also edit their suburb, username and email if required. Press confirm.



6. Continue adding all members of your group, including yourself (if you are going to attend) that need to be added.



7. Once you have added every person into your group, when you attend the session simply press the QR code symbol on the top right to bring up the group QR code. Present your **'Group'** QR code (this is different to your personal one) to the coordinator to scan the entire group in. **NOTE: you will still need to ask the coordinator to scan your personal QR code in addition to your group QR code.**

