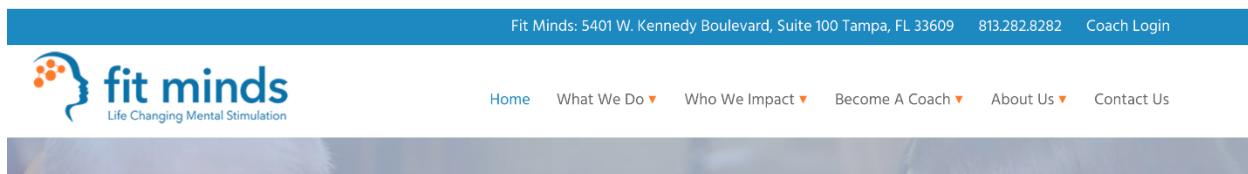


Intro

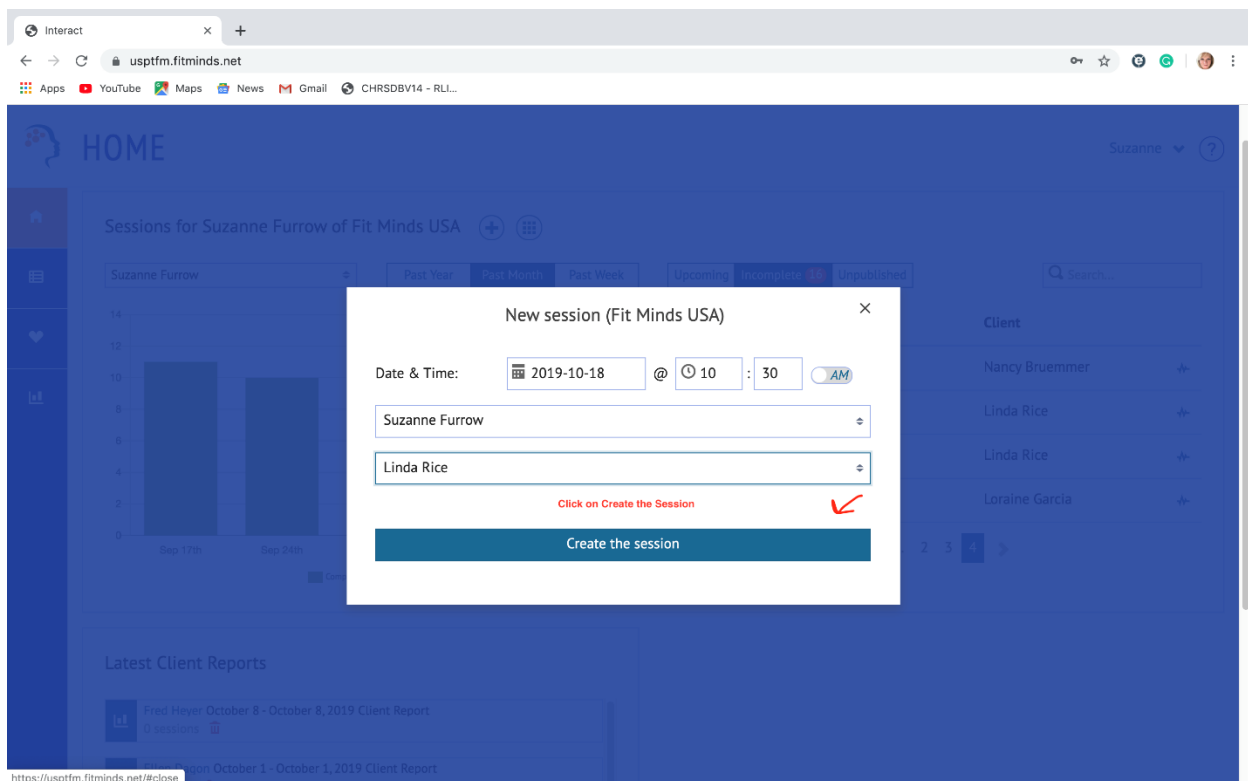
Welcome new coach! The Portal is where you will be creating your sessions for clients. This is also where you enter the notes for the sessions. It is **imperative** that you complete the notes directly after your session.

Login

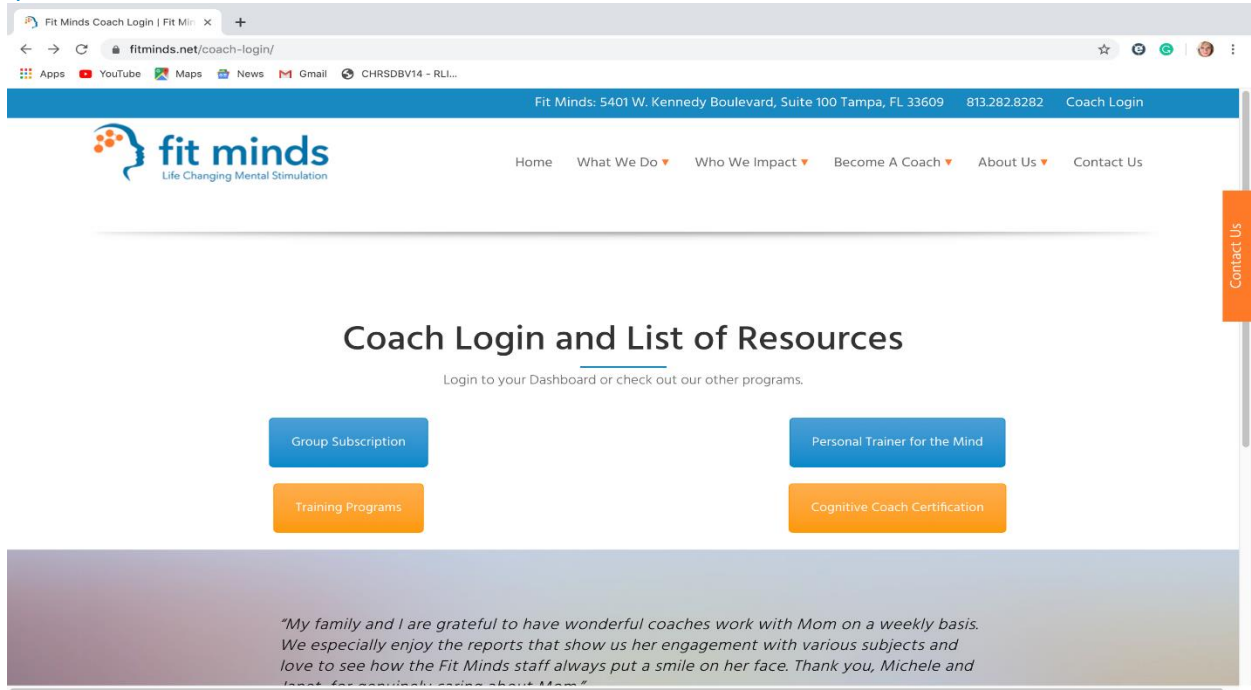
1. Login to: <https://fitminds.net>
2. Go to upper right-hand side (blue strip) click on "Coach Login"



3. Type your email and password. (Make sure to save your login information)
Click Create the session



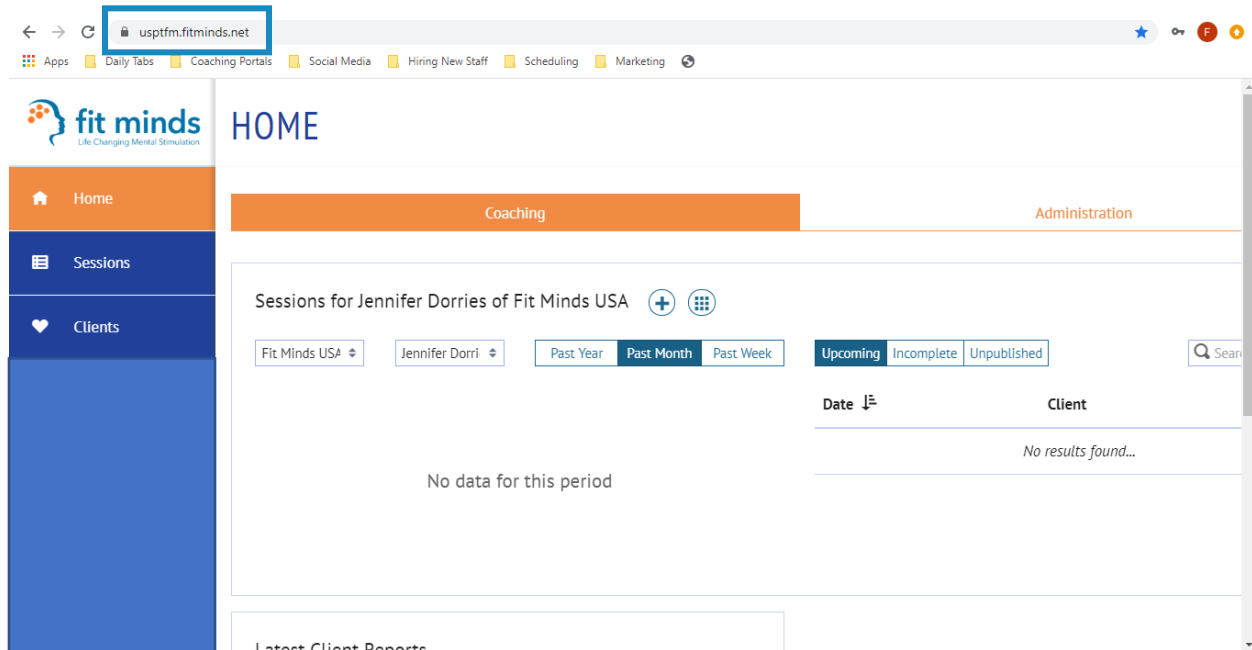
4. Click on Personal Trainer for the Mind



The screenshot shows a web browser at fitminds.net/coach-login/. The page features the Fit Minds logo and navigation links: Home, What We Do, Who We Impact, Become A Coach, About Us, and Contact Us. The main heading is "Coach Login and List of Resources" with a sub-heading "Login to your Dashboard or check out our other programs." Below this are four buttons: "Group Subscription" (blue), "Personal Trainer for the Mind" (blue), "Training Programs" (orange), and "Cognitive Coach Certification" (orange). A testimonial quote is visible at the bottom of the page.

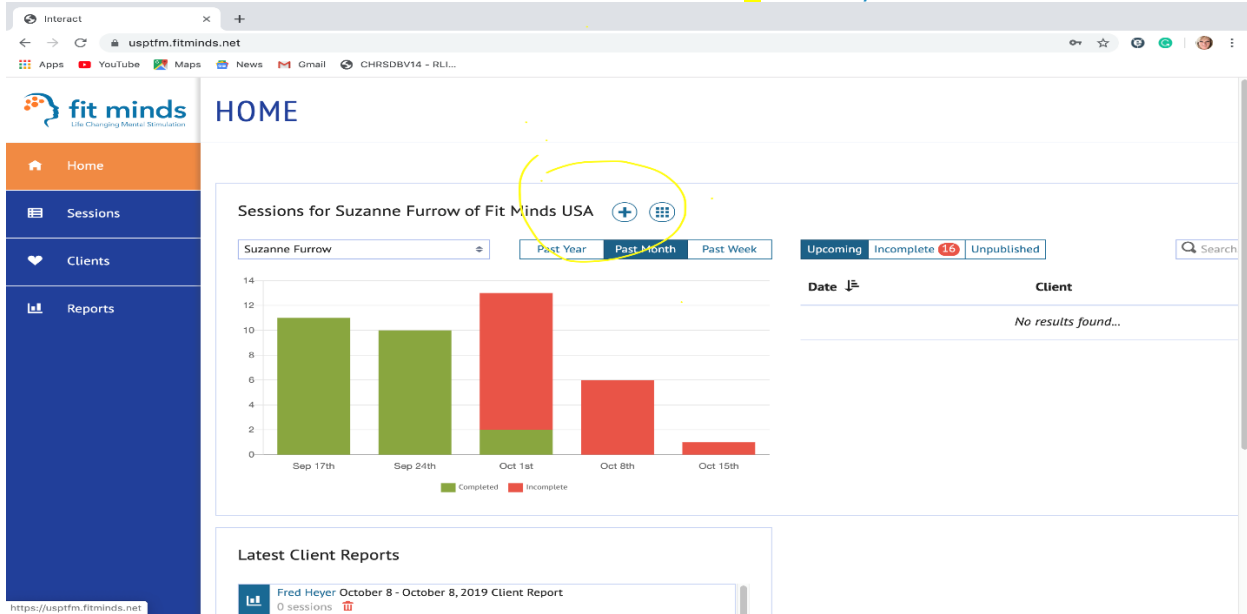
5. This is what your Home Screen will look like. You will have 3 tabs on the right-hand side.

a. Home, Sessions, Clients



The screenshot shows the "usptfm.fitminds.net" home screen. A left-hand navigation menu has three tabs: "Home" (orange), "Sessions" (blue), and "Clients" (blue). The main content area is titled "HOME" and has two sub-sections: "Coaching" (orange) and "Administration" (orange). Under "Coaching", there is a section for "Sessions for Jennifer Dorries of Fit Minds USA" with filters for "Fit Minds USA", "Jennifer Dorri", "Past Year", "Past Month" (selected), and "Past Week". There are also filters for "Upcoming", "Incomplete", and "Unpublished". A search bar is present. Below the filters, a table header shows "Date" and "Client", with the message "No results found...". At the bottom, there is a section for "Latest Client Reports".

6. Main screen (to create a new session click on the **+** beside your name).



Sessions for Suzanne Furrow of Fit Minds USA (+) (⋮)

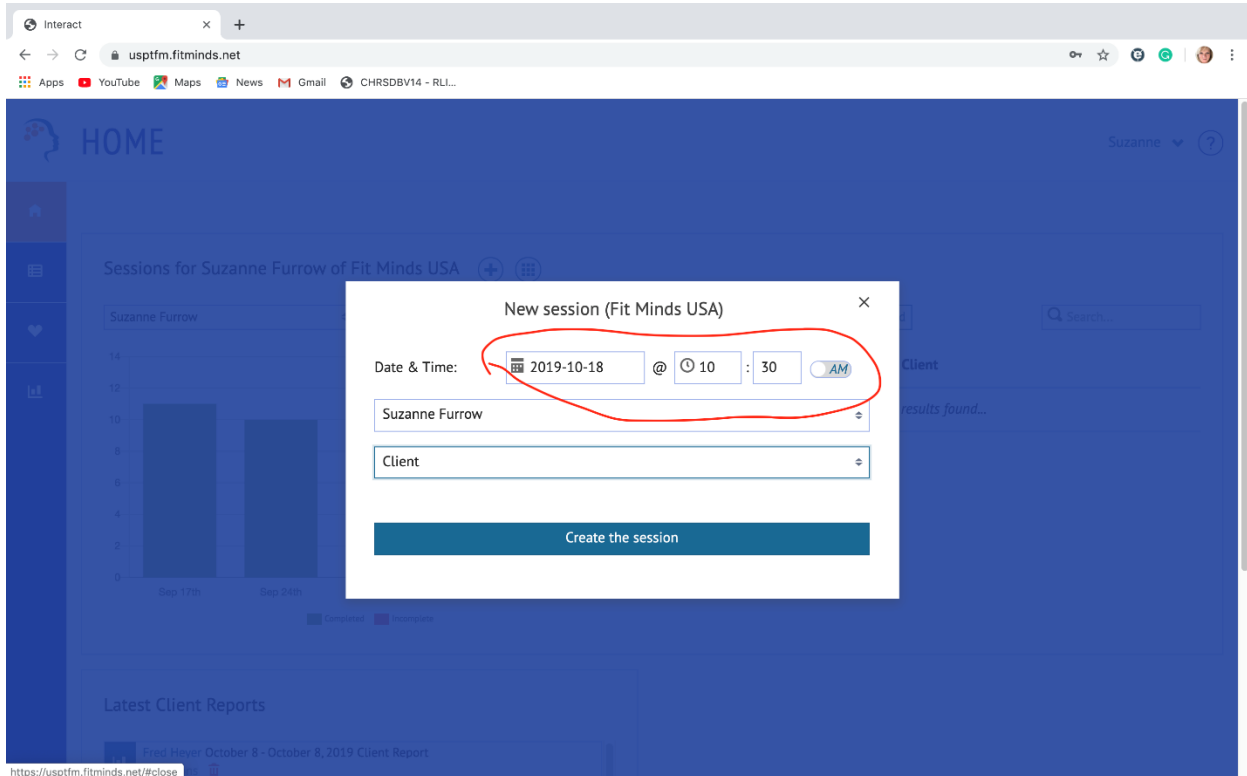
Suzanne Furrow | Past Year | Past Month | Past Week | Upcoming | Incomplete (15) | Unpublished | Search

Date	Completed	Incomplete
Sep 17th	11	0
Sep 24th	10	0
Oct 1st	2	11
Oct 8th	0	6
Oct 15th	0	1


Latest Client Reports

Fred Hoyer October 8 - October 8, 2019 Client Report
0 sessions

7. Make sure the date is correct and time. If not click on the Date and a calendar will appear



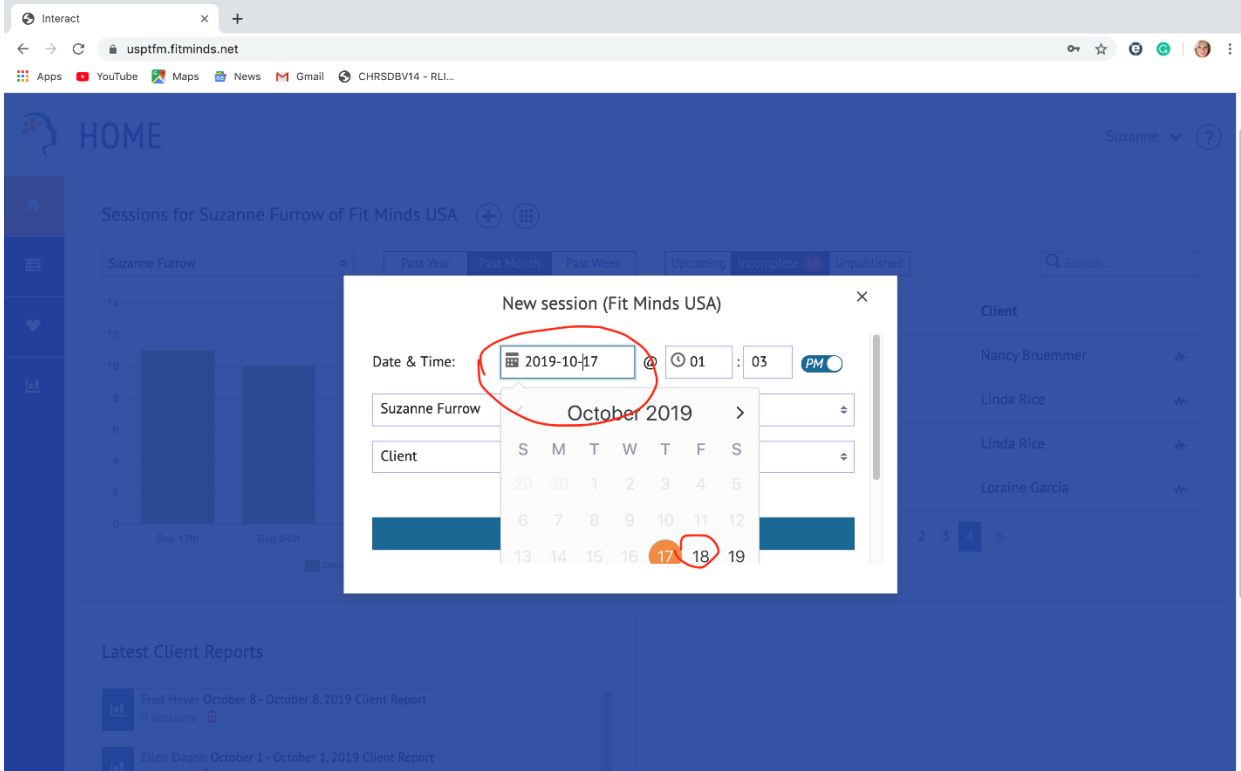
New session (Fit Minds USA)

Date & Time:  2019-10-18 @ 10 : 30 AM

Suzanne Furrow

Client

Create the session



Interact x +
usptfm.fitminds.net

HOME Suzanne

Sessions for Suzanne Furrow of Fit Minds USA

Suzanne Furrow Past Year Past Month Past Week Upcoming Incomplete 10 Unpublished

Date & Time: 2019-10-17 @ 01 : 03 PM

Suzanne Furrow October 2019

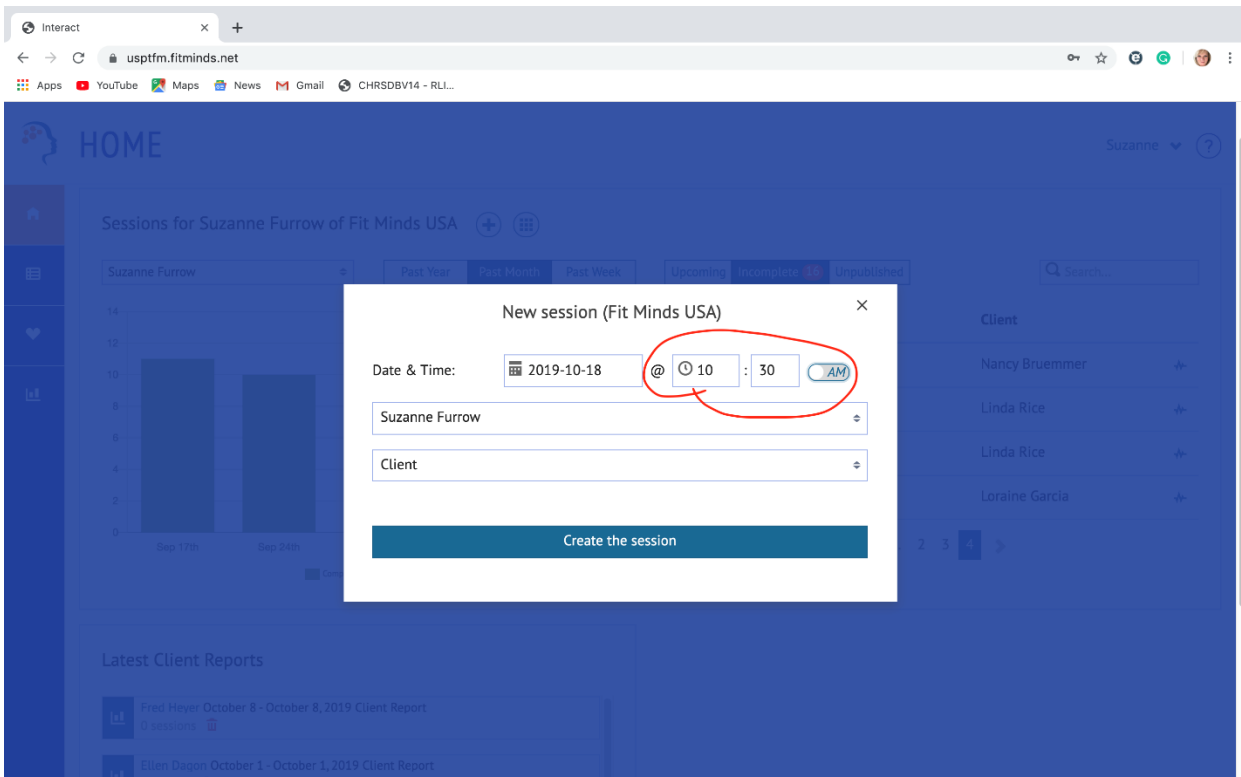
Client

Latest Client Reports

- Fred Meyer October 8 - October 8, 2019 Client Report
- Ellen Dagon October 1 - October 1, 2019 Client Report

Client

- Nancy Bruemmer
- Linda Rice
- Linda Rice
- Loraine Garcia



Interact x +
usptfm.fitminds.net

HOME Suzanne

Sessions for Suzanne Furrow of Fit Minds USA

Suzanne Furrow Past Year Past Month Past Week Upcoming Incomplete 10 Unpublished

Date & Time: 2019-10-18 @ 10 : 30 AM

Suzanne Furrow

Client

Create the session

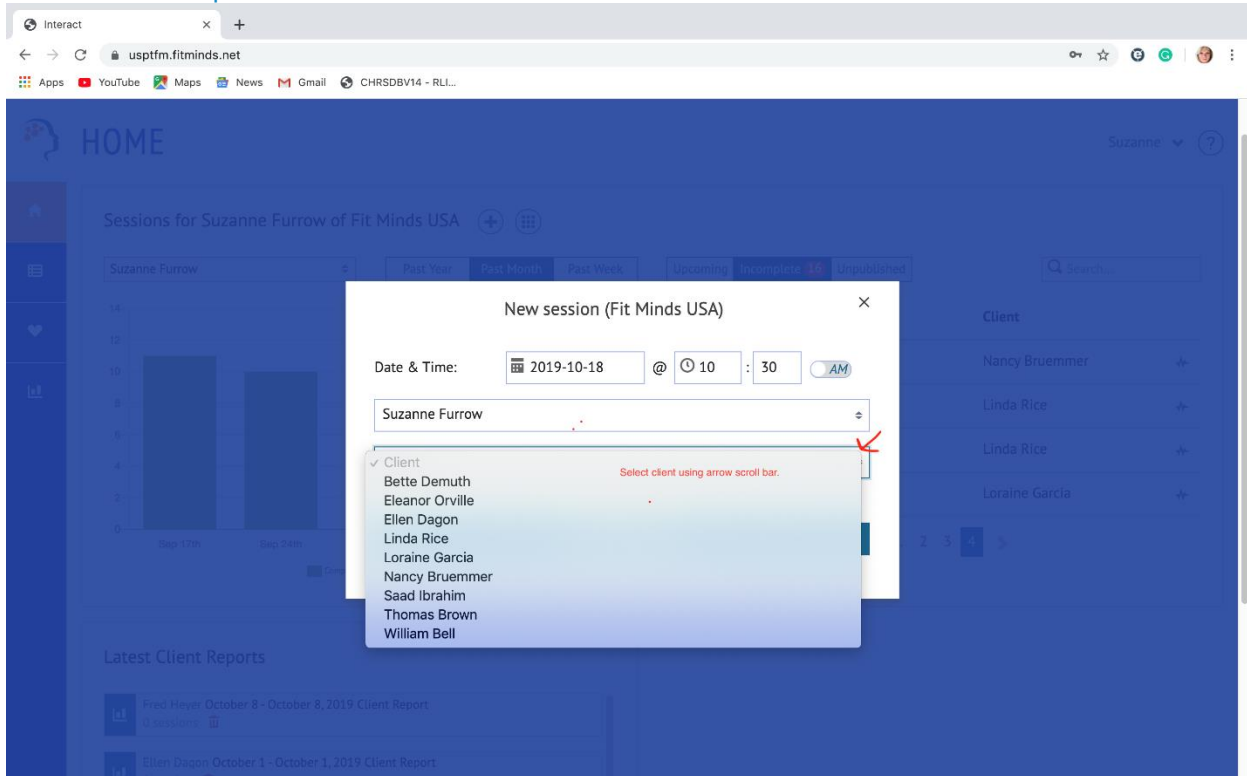
Latest Client Reports

- Fred Meyer October 8 - October 8, 2019 Client Report
- Ellen Dagon October 1 - October 1, 2019 Client Report

Client

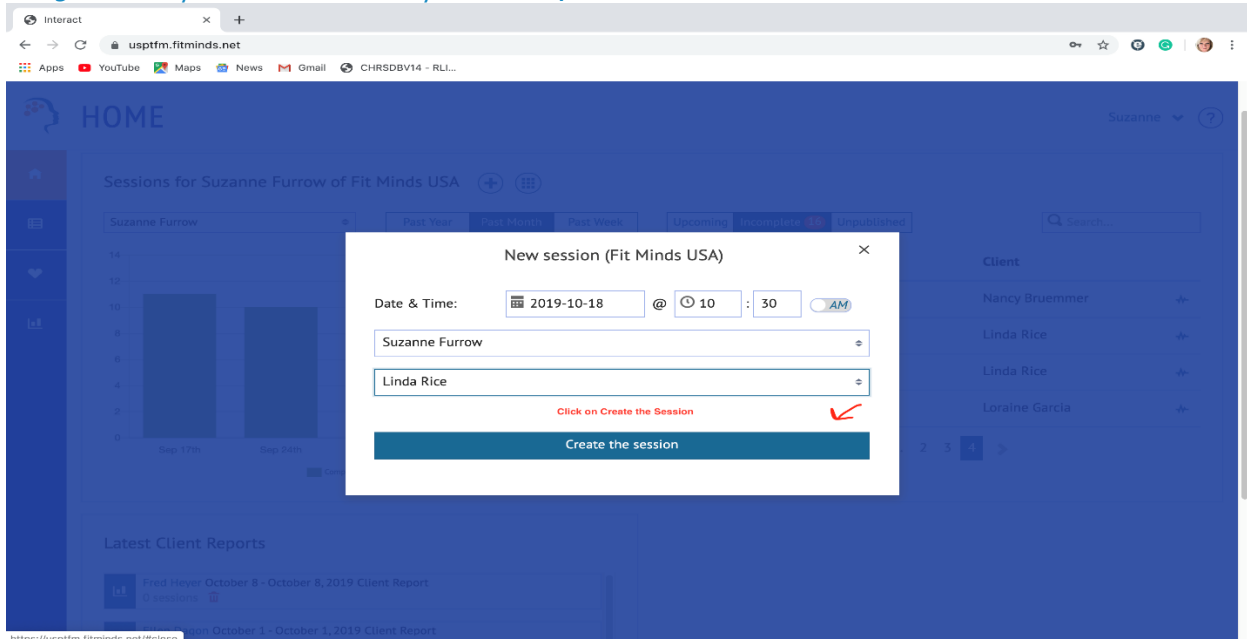
- Nancy Bruemmer
- Linda Rice
- Linda Rice
- Loraine Garcia

8. Next step: Click on arrow to select client



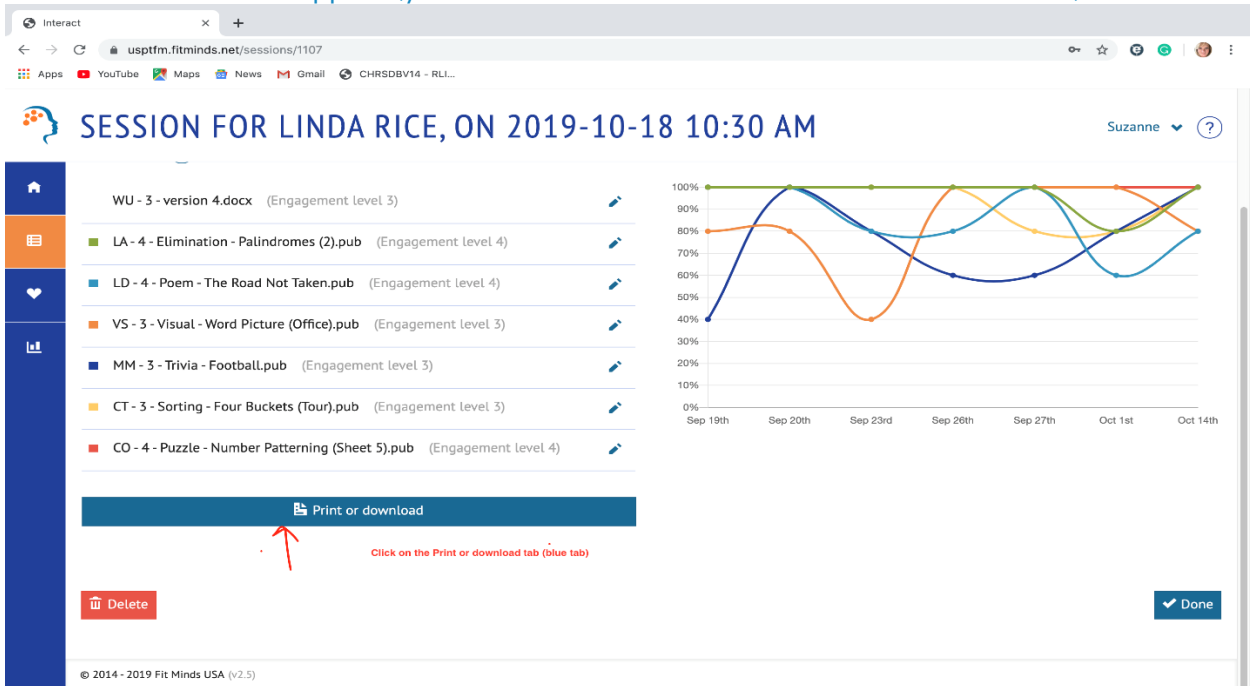
The screenshot shows a web browser window with the URL usptfm.fitminds.net. The page displays a dashboard for 'Suzanne Furrow of Fit Minds USA'. A modal window titled 'New session (Fit Minds USA)' is open, showing a date and time selection (2019-10-18 @ 10:30 AM) and a dropdown menu for client selection. The dropdown menu is open, showing a list of clients: Bette Demuth, Eleanor Orville, Ellen Dagon, Linda Rice, Loraine Garcia, Nancy Bruemmer, Saad Ibrahim, Thomas Brown, and William Bell. A red arrow points to the dropdown arrow on the right side of the client selection field.

9. Once you have selected your client, click on the blue tab (Create the session)



The screenshot shows the same web browser window as above. The 'New session (Fit Minds USA)' modal is still open. The client selection dropdown menu now shows 'Linda Rice' selected. A red arrow points to the 'Create the session' button at the bottom of the modal. The URL in the browser address bar is <https://usptfm.fitminds.net/#close>.

10. Your session will then appear (you will now click the blue tab to Print or download)



Interact x +
usptfm.fitminds.net/sessions/1107

SESSION FOR LINDA RICE, ON 2019-10-18 10:30 AM

WU - 3 - version 4.docx (Engagement level 3)

LA - 4 - Elimination - Palindromes (2).pub (Engagement level 4)

LD - 4 - Poem - The Road Not Taken.pub (Engagement level 4)

VS - 3 - Visual - Word Picture (Office).pub (Engagement level 3)

MM - 3 - Trivia - Football.pub (Engagement level 3)

CT - 3 - Sorting - Four Buckets (Tour).pub (Engagement level 3)

CO - 4 - Puzzle - Number Patterning (Sheet 5).pub (Engagement level 4)

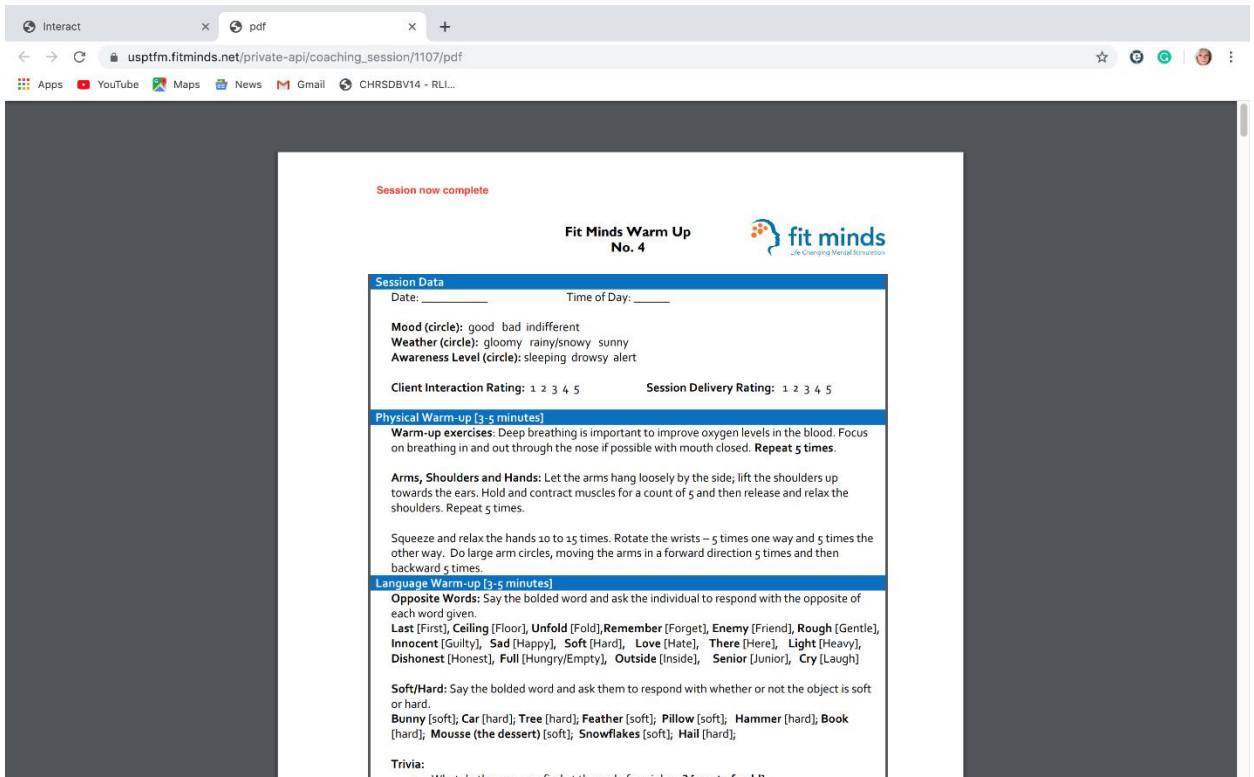
Print or download

Click on the Print or download tab (blue tab)

Delete Done

© 2014 - 2019 Fit Minds USA (v2.5)

11. The session will appear on the screen and you will follow your printing steps.



Interact x pdf x +
usptfm.fitminds.net/private-api/coaching_session/1107/pdf

Session now complete

Fit Minds Warm Up
No. 4

fit minds
Life Changing Mental Stimulation

Session Data
Date: _____ Time of Day: _____

Mood (circle): good bad indifferent
Weather (circle): gloomy rainy/snowy sunny
Awareness Level (circle): sleeping drowsy alert

Client Interaction Rating: 1 2 3 4 5 Session Delivery Rating: 1 2 3 4 5

Physical Warm-up [3-5 minutes]
Warm-up exercises: Deep breathing is important to improve oxygen levels in the blood. Focus on breathing in and out through the nose if possible with mouth closed. Repeat 5 times.

Arms, Shoulders and Hands: Let the arms hang loosely by the side; lift the shoulders up towards the ears. Hold and contract muscles for a count of 5 and then release and relax the shoulders. Repeat 5 times.

Squeeze and relax the hands 10 to 15 times. Rotate the wrists - 5 times one way and 5 times the other way. Do large arm circles, moving the arms in a forward direction 5 times and then backward 5 times.

Language Warm-up [3-5 minutes]
Opposite Words: Say the bolded word and ask the individual to respond with the opposite of each word given.
Last [First], Ceiling [Floor], Unfold [Fold], Remember [Forget], Enemy [Friend], Rough [Gentle], Innocent [Guilty], Sad [Happy], Soft [Hard], Love [Hate], There [Here], Light [Heavy], Dishonest [Honest], Full [Hungry/Empty], Outside [Inside], Senior [Junior], Cry [Laugh]

Soft/Hard: Say the bolded word and ask them to respond with whether or not the object is soft or hard.
Bunny [soft], Car [hard], Tree [hard], Feather [soft], Pillow [soft], Hammer [hard], Book [hard], Mousse (the dessert) [soft], Snowflakes [soft], Hail [hard]

Trivia:
1. What do they say you find at the end of a rainbow? **a pot of gold!**