



## PHYSICAL ACTIVITY CHALLENGES

1. Login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/ncai/>.



To access this page, you have to log in to NCAI.

Username

Password

Log In

☐ Remember me

[Forgot Your Password?](#)



2. Once logged in, you will arrive at your Dashboard. From there, click on the “Program” link in the top right corner of the screen, which will lead to a drop-down menu. Please select “Youth Data”.

The screenshot shows the NCAI dashboard for 'Example Land'. The top navigation bar includes 'Dashboard', 'About', 'Applications', 'Documents', 'Program', 'Help', and 'Logout'. The 'Program' dropdown menu is open, showing options: 'Monthly PA Logs', 'Progress Reports', 'Youth Data' (highlighted with a red circle), and 'Chapter Reports'. The main content area displays 'HELLO EXAMPLE PERSON.' and 'What's New/System Updates' with a list of system updates. Below this, there are four sections: 'Incomplete Applications' (No Incomplete Applications Found), 'Incomplete Progress Reports' (a table with 4 columns: Report Name, Site, Status, Submitted Date), 'Incomplete PA Logs' (a table with 5 columns: Report Title, Site, Month, Year, Status), and 'Incomplete Mid-Year & Final Reports' (No Incomplete Mid-Year & Final Reports Found).

3. You will see a section named “Participating Youth”. In order to find existing youth in your system, you will need to use the filter options at the top-right of your screen to specify which youth you would like to see.

The screenshot shows the 'YOUTH DATA' section. At the top, there are filter options: 'Grant: View All', 'Year: View All', 'Sort By: Site', and 'Site: View All'. Below these are 'Update' and 'Clear' buttons. The main section is titled 'Participating Youth' and contains a table with the message 'No Participating Youth Found'. There is an 'Add Youth' button in the top right corner of the table.

- a. The Grant dropdown menu helps to narrow the search based on which youth are associated with which grant (for this example, I am looking for youth associated with the “Test Grant”, as seen in the image below).

The screenshot shows the 'YOUTH DATA' section with the 'Grant' dropdown menu set to 'Test Grant'. The 'Year' dropdown menu is highlighted with a blue circle and set to '2018 - 2019'. The 'Site' dropdown menu is set to 'Example Site'. Below these are 'Update' and 'Clear' buttons. The main section is titled 'Participating Youth' and contains a table with the message 'No Participating Youth Found'. There is an 'Add Youth' button in the top right corner of the table.



- b. The Year dropdown menu helps to narrow the search based on program year (for this example, the youth I am looking for were involved in the 2018-2019 program year, as seen in the image below).

YOUTH DATA

Grant: Test Grant Year: 2018 - 2019 Sort By: Site Update Clear

Site: Example Site

Participating Youth

Add Youth

No Participating Youth Found

- c. If you have more than one site, the Site dropdown menu helps to narrow the search based on which site your youth are located in (for this example, the youth I am looking for are located at Example Site, as seen in the image below).

YOUTH DATA

Grant: Test Grant Year: 2018 - 2019 Sort By: Site Update Clear

Site: Example Site

Participating Youth

Add Youth

No Participating Youth Found

Once you have selected the filters that you wish to use, click the “Update” button (underlined in the image below) to view the relevant list of youth. If you would like them sorted in a certain way, you can use the “Sort By” filter (highlighted in the image below) which allows you to sort the Youth List by Site, Grant Name, or Youth Name. Clicking the “Update” button again allows you to initiate this sort, as well as any updates to the filters as wished.

YOUTH DATA

Grant: View All Year: 2018 - 2019 Sort By: Site Update Clear

Site: Example Site

Participating Youth

Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

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If you do not see your youth in this section after doing the relevant searches, you will need to first add youth into the system – please see the corresponding guide titled “Adding Youth to the Site”.

- In the “PA Challenge” column, click on one of the “Not Started” or “Incomplete” links to begin or continue entering the PA Challenge data for the corresponding youth. In the example shown below, I have not yet entered any PA Challenge data; therefore, all youth show a PA challenge status of “Not Started”. However, depending on the data status, these links may also say “Incomplete” or “Complete”.

YOUTH DATA				
				Grant: <a href="#">View All</a>
Participating Youth				
Name	Site	Year	Pre-Test	PA Challenge
Example Y	Example Site	2018 - 2019	Complete	<a href="#">Not Started</a>
John S	Example Site	2018 - 2019	Not Started	Not Started
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started
Peter A	Example Site	2018 - 2019	Complete	Not Started
Jill R	Example Site	2018 - 2019	Not Started	Not Started

- You will then see the following screen that presents the three challenges that you will record throughout the T.R.A.I.L. curriculum. The strength challenges – Low Plank and Push-ups – are done for 6 of the 12 chapters (odd-numbered chapters), while the endurance challenge – Shuttle Run – is done for the other 6 (even-numbered chapters). Therefore, there are 6 boxes for each Challenge.

EXAMPLE Y				Status: Not Started	
Grant: BGC Example Land		Grant Year: 2018 - 2019		Report Date Range: 9/1/2018 - 8/31/2019	
Physical Activity Strength Challenge 1 - Low Plank				Unit of Measurement: Time in Seconds	
Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Activity Strength Challenge 2 - Push-ups				Unit of Measurement: Number Completed	
Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Activity Endurance Challenge - Shuttle Run				Unit of Measurement: Time in Seconds	
Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Back</a>	<a href="#">Save</a>	<a href="#">Save and Exit</a>	<a href="#">Submit</a>		

- The “Example Y” Youth shown in the screenshot below, has completed chapters 1 through 5. This would mean that I would compile data for 3 of the low plank strength challenges and 3 of the push-up strength challenges (completed during chapters 1, 3, and 5), along with 2 endurance challenges (completed during chapters 2 and 4). *Reminder: when compiling data for the Low Plank and Shuttle Run, enter your number in seconds, not minutes.* When you successfully save, your Status will change from “Not Started” to “Incomplete” (upper right-hand corner).



### EXAMPLE Y

Status: **Incomplete**

Grant: BGC Example Land

Grant Year: 2018 - 2019

Report Date Range: 9/1/2018 - 8/31/2019

#### Physical Activity Strength Challenge 1 - Low Plank

Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
30.00	35.00	55.00			

#### Physical Activity Strength Challenge 2 - Push-ups

Unit of Measurement: Number Completed

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
12.00	15.00	20.00			

#### Physical Activity Endurance Challenge - Shuttle Run

Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
67.00	58.00				

[Back](#) [Save](#) [Save and Exit](#) [Submit](#)

Save successful.

7. In order to update PA Challenges for more youth, click the “Back” link next to the “Save” option.

### EXAMPLE Y

Status: Incomplete

Grant: BGC Example Land

Grant Year: 2018 - 2019

Report Date Range: 9/1/2018 - 8/31/2019

#### Physical Activity Strength Challenge 1 - Low Plank

Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
30.00	35.00	55.00			

#### Physical Activity Strength Challenge 2 - Push-ups

Unit of Measurement: Number Completed

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
12.00	15.00	20.00			

#### Physical Activity Endurance Challenge - Shuttle Run

Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
67.00	58.00				

[Back](#) [Save](#) [Save and Exit](#) [Submit](#)

Save successful.

8. You will now see that the Example Y's PA Challenge is “Incomplete” which indicates that it is in-process of being completed.

### YOUTH DATA

Grant: BGC Example Land

Year: 2018 - 2019

Sort By: Site

Site: Example Site

[Update](#) [Clear](#)

#### Participating Youth

[Add Youth](#)

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Incomplete	Complete		<a href="#">X</a>
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		<a href="#">X</a>
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		<a href="#">X</a>
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		<a href="#">X</a>
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		<a href="#">X</a>

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9. Once you complete all 12 chapters, you will also need to ensure that the complete data for all your youth's PA Challenges has been entered. To complete and finalize this data, you would go to the "Participating Youth" page and click on the PA Challenge status that corresponds with the individual youth, grant and year. If we wanted to enter the rest of the PA Challenges for "Example Y" under the "BGC Example Land" grant and the "2018 – 2019" year, we would click on the word "Incomplete" under PA Challenges.
10. If you have previously entered PA Challenge information, you will see that data on your screen. You will need to fill in the remaining information so that there are 6 Endurance Challenges (Shuttle Run) and 6 of each Strength Challenge (Push-ups and Low Plank). If a youth was absent during a PA challenge, you can put "0" for that day – but Club staff should strive to conduct make-up sessions to ensure the maximum amount of data is reported in the site.

EXAMPLE Y Status: Incomplete

Grant: BGC Example Land Grant Year: 2018 - 2019 Report Date Range: 9/1/2018 - 8/31/2019

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**Physical Activity Strength Challenge 1 - Low Plank** Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
30.00	35.00	55.00			

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**Physical Activity Strength Challenge 2 - Push-ups** Unit of Measurement: Number Completed

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
12.00	15.00	20.00			

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**Physical Activity Endurance Challenge - Shuttle Run** Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
67.00	58.00				

Back Save Save and Exit **Submit**

11. Once you have compiled all of your data, hit the "Submit" button in the lower left-hand corner.

EXAMPLE Y Status: Incomplete

Grant: BGC Example Land Grant Year: 2018 - 2019 Report Date Range: 9/1/2018 - 8/31/2019

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**Physical Activity Strength Challenge 1 - Low Plank** Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
30.00	35.00	55.00	60	63	70

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**Physical Activity Strength Challenge 2 - Push-ups** Unit of Measurement: Number Completed

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
12.00	15.00	20.00	25	30	32

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**Physical Activity Endurance Challenge - Shuttle Run** Unit of Measurement: Time in Seconds

Challenge 1	Challenge 2	Challenge 3	Challenge 4	Challenge 5	Challenge 6
67.00	58.00	45	42	39	36

Back Save Save and Exit **Submit**



12. You will be sent back to the “Participating Youth” screen. Now, because you have entered data into all of the PA Challenge slots for “Example Y” Youth, their PA Challenge status now reads “Submitted”. Complete these same steps for all youth in your program.

YOUTH DATA

Site: Example Site

Grant: BGC Example Land

Year: 2018 - 2019

Sort By: Site

Update

Clear

Participating Youth

Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Submitted	Complete		
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		

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**Please note:** In order to help you visualize and gather data for these 18 challenges, we have provided a spreadsheet tracker which is accessible to you under the Help Tab. The Help Tab is available at the top-right of your screen, next to the “Logout” button. Located beneath the “Physical Activity Challenges” section of the Help Tab, this spreadsheet is titled “Physical Activity Challenge Tracker”.

Youth Data

Adding Youth Data to the Online Reporting Site

Adding Pre / Post Test Data to the Online Reporting Site

T.R.A.I.L. Pre / Post Test

Physical Activity Challenges

Adding Physical Activity Challenge Data to the Online Reporting Site

Physical Activity Endurance Challenge - Shuttle Run

Physical Activity Strength Challenge 1 - Low Plank

Physical Activity Strength Challenge 2 - Push-ups

Physical Activity Challenge Tracker



**Excel Interface:**

- Formulas Tab:** Paste, Format Painter, Clipboard, Font, Alignment, Number, Merge & Center, Conditional Formatting, Cell Styles, Insert, Delete, Format, Clear, Sort & Find & Filter, Select.
- Formula Bar:** C16
- Worksheet Header:** Physical Activity Challenge Tracker
- Columns (A-S):** A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S.
- Rows (1-25):** 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.
- Table Structure:**

	Chapter 1		Chapter 2		Chapter 3		Chapter 4		Chapter 5		Chapter 6		Chapter 7		Chapter 8		Chapter 9		Chapter 10		Chapter 11		Chapter 12	
	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)	Shuttle Run (Time in Seconds)	Push Up (Number Completed)	Low Plank (Time in Seconds)
3	Youth Name																							
- Status:** Sheet 1