

Physical Activity Challenges

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

TRAIL
Diabetes Prevention

Please check your username and password. If you still can't log in, contact your TRAIL administrator.

Username
cclemens@firstpic.org

Password

Log In

Remember me

[Forgot Your Password?](#)

2. Once logged in, you will arrive at your Dashboard. From there, click on the "Youth Data" link in the top right corner of the screen.

TRAIL
BGC of Example Land

Dashboard About Applications Program Monthly PA Logs Progress Reports **Youth Data** Chapter Reports Help Logout

HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted until the budget has been reviewed and approved. If the user chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).

Incomplete Applications

Application Id	Status	Submitted Date
APP-00354	In Progress	
APP-00358	In Progress	
APP-00407	Sent to Applicant	

Incomplete Progress Reports

Report Name	Site	Status	Submitted Date
ES Q3 Progress Report	Example Site	In Progress	
ES Q1 Progress Report	Example Site	In Progress	
ES Q4 Progress Report	Example Site	Not Started	

Incomplete PA Logs

Report Title	Site	Month	Year	Status
March 2018 PA Logs	Example Site	March	2018	In Progress
October 2018 PA Logs	Example Site	October	2018	Not Started

- You will see a section named “Participating Youth”, along with a list of the your T.R.A.I.L. youth (if you don’t see youth in this section, you will need to first add youth into the system – please see the corresponding guide titled “Adding Youth to the Site”).

YOUTH DATA

Site: Example Site

Grant: View All 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	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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- In the “PA Challenge” column, click on one of the “Not Started” links to begin 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: View All

Participating Youth

Name	Site	Year	Pre-Test	PA Challenge
Example Y	Example Site	2018 - 2019	Complete	Not Started
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 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

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

Challenge 1 Challenge 2 Challenge 3 Challenge 4 Challenge 5 Challenge 6

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

Challenge 1 Challenge 2 Challenge 3 Challenge 4 Challenge 5 Challenge 6

Back Save Save and Exit Submit

6. My “Example Y” Youth 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 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	<u>Incomplete</u>	Complete		X
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		X
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		X
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		X
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X

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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 this data, you would go to the "Participating Youth" page and click on the PA Challenge status that corresponds with the individual youth. If we wanted to enter the rest of the PA Challenges for "Example Y", we would click on the the word "Incomplete" under PA Challenges.

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	<u>Incomplete</u>	Complete		X
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		X
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		X
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		X
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X

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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).

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

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

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

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

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

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

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

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

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

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

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

Challenge 1: 67.00 Challenge 2: 58.00 Challenge 3: 45 Challenge 4: 42 Challenge 5: 39 Challenge 6: 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	<u>Submitted</u>	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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