

# RunningAHEAD Online Training Log

## Quick Steps to setup RunningAHEAD.com:

- There are detailed setup instructions below, but if you don't have time to read them, please keep the following items in mind:
  - Go to [www.runningahead.com](http://www.runningahead.com) and click the **"Create your FREE Account Now"** link
  - Enter your **first and last name** as your Screen Name so that the coaching staff will know who you are. If we don't recognize the name, we will remove it from our Team group.
  - Update your Training Log preferences to **'Only allow members in my groups to view my log'**, so that your miles will only be seen by the Geneva team. (You can choose to 'Allow everyone to see your training log' if you would like).
  - Join the **'Geneva Vikings Distance Runners'** User Group under Community by using the password provided by the Coaches.
  - Middle school athletes should join the **'Geneva Middle School North or South Runners'** User Group by using the passwords provided by the Middle School Coaches.
  - Update the Group Options to select **'Allow administrators of this group to view your training log.'** (This will allow the coaching staff to monitor your training miles.)

## How to Create an Account on RunningAHEAD.com:

- Go to [www.runningahead.com](http://www.runningahead.com) and click the **“Create your FREE Account Now”** link
- Fill in fields to setup your account.
- Enter your **first and last name** as your Screen Name so that the coaching staff will know who you are. If we don't recognize the name, we will remove it from our Team group.
- After your account is setup and you are logged in, click the Settings link from the left menu

The screenshot shows the user dashboard for Tom Rodgers on Friday, January 08, 2016. The navigation bar includes Home, Training Log, Resources, and Community. Below the navigation bar, there are links for New Run Entry, New Equipment, New Course, Upload GPS Data, and New Message. The main content area is divided into several sections: Summary, Calendar, Workouts, Equipment, Courses, Personal Records, Reports, Training Plans, Messages, and Tools. The Tools section is highlighted with a green circle, and the Settings link is also highlighted with a green circle. The main content area displays run statistics for Weekly, Monthly, and Rolling Run totals, as well as Overall Run totals. The Daily Run distance section is also visible.

- Click the **‘Log Preferences’** box
- Select the Training Log Access level you would like. We would prefer you select **‘Only allow members in my groups to view my log’**, so that your miles will only be seen by the Geneva team. Then click ‘Save’:

### My Log Preferences

The screenshot shows the My Log Preferences form. The Training log access section has three radio button options: Keep my running log private, Allow anyone with this password to view my log (with a password field), and Only allow members in my groups to view my log (which is selected and circled in green). The Password protected log URL is displayed as <https://www.runningahead.com/logs/a21a89f3279d42d98602687ba>. The Workout comments section has a checked checkbox for Allow other users to comment on my workouts. The Map access section has an unchecked checkbox for Keep my new maps private unless I explicitly allow them to be public. The Course filtering section has an unchecked checkbox for Only show courses that I used in the last 3 months. The Body weight section has an unchecked checkbox for Fill weight field with the most recent weight and a checked checkbox for Keep my training log weight information private. The Graph style section has an unchecked checkbox for Render the graphs with the flat style.

- You can fill in your other Account Information and Profile as you see fit.
- You can **‘Allow everyone to see your training log’** if you want to.

## How to Join the Geneva Group on RunningAHEAD.com:

- Click the **'Community'** item from the top menu:

The screenshot shows the RunningAHEAD.com website interface. At the top, there is a navigation bar with the following items: Home, Training Log, Resources, and Community. The 'Community' item is circled in green. Below the navigation bar, there are several utility links: New Run Entry, New Equipment, New Course, Upload GPS Data, and New Message. The main content area displays a welcome message for Tom Rodgers on Friday, January 08, 2016. It includes three summary tables: Weekly Run stats, Monthly Run stats, and Rolling Run totals. The Weekly Run stats table shows data for various periods in 2015 and 2016, all with 0.0 mi and 0:00. The Monthly Run stats table shows data for months from August to January 2016, also all with 0.0 mi and 0:00. The Rolling Run totals table shows data for the last 7 and 30 days, and overall run totals for 2016 and a total, all with 0.0 mi and 0:00. On the left side, there is a sidebar menu with items like Calendar, Workouts, Equipment, Courses, Personal Records, Reports, Training Plans, Messages, Tools, and Settings.

- Click **'User Groups'**
- Type 'Geneva' in the Find a Group search box and hit enter.
- High school runners, Select **'Geneva Vikings Distance Runners'**
- Middle school runners, Select **'Geneva Middle School North or South Runners'**
- Click 'Join Group' - Enter the password: **(provided by Coaches)** - Click 'Enter'
- Click **'Geneva Vikings Distance Runners'** or **'Geneva Middle School North or South Runners'** beneath the 'My Groups' box
- Click 'Options'
- Select **'Allow administrators of this group to view your training log.'** (This will allow the coaching staff to monitor your training miles.)
- Set your Default page to 'Reports' (optional)
- Click 'Save'

[User Groups](#) > [Geneva Viking Distance Runners](#) > [Options](#)

### Geneva Viking Distance Runners

The screenshot shows the 'Options' page for the Geneva Viking Distance Runners group. On the left, there is a sidebar menu with items: Home, Forum, Maps, Reports, and Options. The 'Options' item is circled in green. The main content area is titled 'Options' and contains a 'Group preferences' section. This section has three rows of settings: 1. 'Access:' with a checked checkbox and the text 'Allow administrators of this group to view your training log.' 2. 'Default page:' with a dropdown menu set to 'Reports'. 3. 'Notify new topic:' with an unchecked checkbox and the text 'Send me an email when someone creates a new topic'. Below these settings is a 'Save' button circled in green. At the bottom, there is a 'Leave group' section with a 'Leave' button.

[User Groups](#) > [Geneva Viking Distance Runners](#) > [Options](#)

## How to Add a Workout on RunningAHEAD.com:

- **Manual Add:**

- Click **'New Run Entry'** from top menu
- Fill in Date, Activity, Distance, Duration then click 'Save' (other fields are optional)

**RunningAHEAD**

Home Training Log Resources Community

New Run Entry New Equipment New Course Upload GPS Data New Message

### Edit workout entry

**General Info**

Date: 1/8/2016 Private entry

Time of day: :h:mm AM

**Workout Details**

Activity: Run

Workout Type: Easy

Route: Type to create new route

Distance: 3 mi

Duration: 0:18:30 Pace: 6:10 / mi

Equipment: No equipment

**Health**

Weight: 0.0 lb

Heart rate: Rest: 0 Avg: 0 Max: 0

**Weather**

Conditions:  Sunny / Clear  Partly Cloudy  
 Overcast  Rain  Snow  
 Windy  Humid

Temperature: F

**Race Results**

Field Stats: Placement: 0 Field Size: 0

Age Group Stats: Min Age: 0 Max Age: 0  
Placement: 0 Group Size: 0

Gender Stats: Placement: 0 Gender Size: 0

**Ratings**

Quality: ☆☆☆☆☆☆☆

Effort: ☆☆☆☆☆☆☆

Save

- 
- **Upload a GPS Data File:**

- Click **'Upload GPS Data'** from top menu
- Click **'Upload from file'**
- Browse for your .tcx data file and load (hint: you can combine many individual daily files into a single .zip file and upload the .zip file once)

- **Setup Automatic loading with Garmin Connect:**

- **In a separate browser window, log into your Garmin Connect account, then minimize the window.**
- In RunningAHEAD.com, click **'Upload GPS Data'** from top menu
- Click **'Upload from GPS'** - Click the **'Garmin Connect'** button - Click the **'Connect'** button
- You should be prompted to allow RunningAHEAD to have access to your Garmin Connect account. Make sure the correct Garmin Connect UserID is displayed. Click **'Allow'**:



**An application would like to connect to your account.**

The application RunningAHEAD by RunningAHEAD, LLC would like the ability to access your data on Garmin Connect. This application will access your public and private data on Garmin Connect.

Sign Out if you want to connect to an account other than TOM\_RODGERS

**Allow RunningAHEAD access?**

Allow Deny

- 
- The next time you upload your activity to Garmin Connect, it will also load RunningAHEAD.com (after a few days, **all** of your activity for the past 30 days from Garmin Connect will be sent to RunningAHEAD).

## How to Copy a Training Plan provided by Coaches (High school only):

- Log into [www.runningahead.com](http://www.runningahead.com) with your email and password.
- Go to **'Community – User Groups – Geneva Vikings Distance Runners'** Click on the **'Coach Raak'** hyperlink
- Click on **'Training Plans'** from the left side menu
- Select the Training Plan for the current week that applies to you (Boy, Girl, Beginner, Advanced...)

**RunningAHEAD®** Home Training Log Resources Community

Viewing Doug Rodgers's data. Click here to return to your log...

Summary **Training Plans**

Calendar Whether you're training for your first 5k or trying to qualify for the Boston Marathon, a training plan helps to visualize your workouts. Once you create a training plan, you will see the scheduled workouts in the monthly calendar.

Workouts  Hide past training plans

Equipment

Courses

Personal Records

Reports

**Training Plans**

About Me

**1 2016-01-11 Training - Boys 01**  
Weeks 1/10/2016 – 1/17/2016  
Standard Training Plan for the Advanced Boys

**1 2016-01-11 Training - Girls 01**  
Weeks 1/10/2016 – 1/17/2016  
Standard training plan for Advanced Girls.

- Click the **'Copy'** button in the upper right corner to copy this Training Plan to your calendar.

**RunningAHEAD®** Home Training Log Resources Community

Viewing Doug Rodgers's data. Click here to return to your log...

Summary **View Training Plan**

Calendar

Workouts

Equipment

Courses

Personal Records

Reports

Training Plans

About Me

**2016-01-11 Training - Boys 01**  
Standard Training Plan for the Advanced Boys

Download ICS **Copy**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Summary
Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17	Week 1
Run - Tempo 3 mi	Run - Easy 8 mi	Run - Fartlek 5 mi	Run - Easy 9 mi	Run - Interval 3 mi	Run - Long 13 mi	Run - Easy 8 mi	Run: 49 mi

- Enter a name for the Training Plan (you can use the same name)

**Copy Training Plan** X

Please specify a name for the new training plan:

Name:

**Copy**

- The new Training Plan will now appear in your Training Plan screen as well as your Calendar.
- If you need to remove a Training Plan, go to the Training Plan screen, hover your mouse over the Training Plan box, then click the 'x' in the upper right hand corner. This will remove it from your Calendar as well.