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 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 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

-
- 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':

-
- 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:

-
- 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'

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)

- **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'*:

  - The next time your 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 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…)

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

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

-
- 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.