EZ Scan 2 Setup Instructions

Thank you for volunteering to track student laps at the Marathon! First, you'll need to download and set up the EZ Scan App on your phone. A Volunteer-only email address has been created so **no personal information is needed** to use the app.

The app is called **EZ Scan® 2** and is published by **Fitness Finders, Inc**. You can search for "EZ Scan" and download the App from the App Store or Google Play.

Quick Setup instructions and screenshots:

Once the app is installed on your device, open the app and log in with the following:

> **Email:** LVmarathon@outlook.com
> **Password:** Marathon2019

After logging in, you will see the screen to the right. This is the Home/Welcome Screen that you'll see every time you open the app and prepare for scanning. Before you start scanning for the first time, you'll want to change some of the default settings. Click on the SETTINGS button.
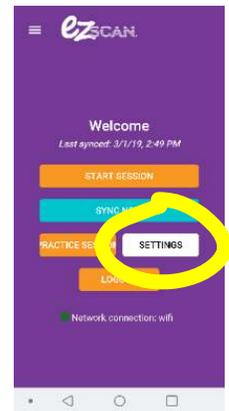
Note: There are two question that may come up during setup that I wasn't able to get screenshots for. 1. You may be prompted to name your device, if so, name it "Volunteer." 2. The app may ask for permission to access your Camera/Photos and Audio; I don't recall the exact wording but please click "Yes" when prompted.

First, you'll select a *Theme*. For quick setup, press the down-arrow on the right, select "Beep" and press ok.

Note: There are a few other themes installed that play fun, positive phrases to encourage students. If you'd like to explore these themes, see additional instructions below.
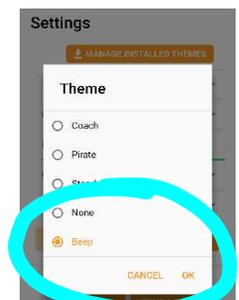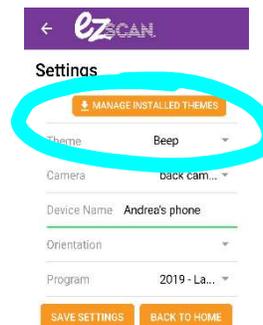
Next, you'll change the Camera setting to "back camera." This will allow you to see the QR codes on your screen as you scan, as well as the daily laps and total miles by students.

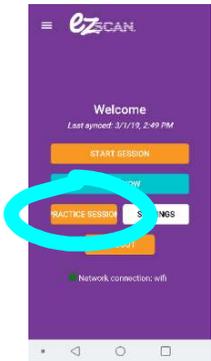**Note: you can skip the "Orientation" settings.**
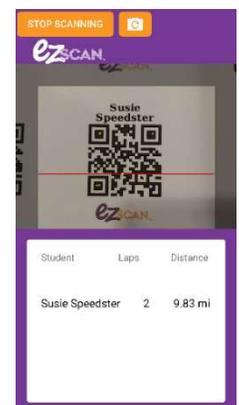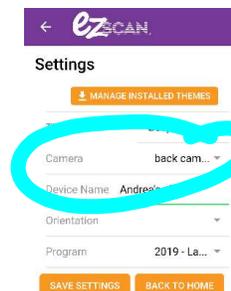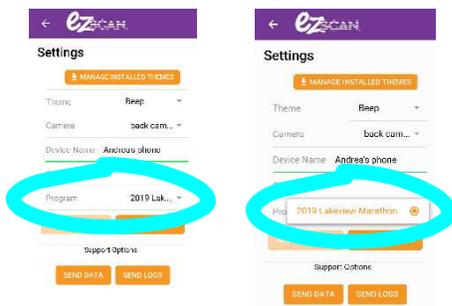
The final step is to select the Program. Select 2019 Lakeview Marathon. Press "SAVE SETTINGS."
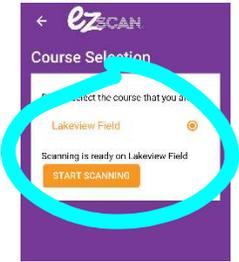
Testing the app

After saving setting, press "BACK TO HOME."

From the Home Screen press "PRACTICE SESSION"

This will take you to this screen where "Lakeview Field" should be pre-selected. Press "START SCANNING."


Now you're ready to scan! Hover your phone's camera over a student QR code below (you can scan codes on your computer screen if viewing from your computer). This should register a scan and show you the number of laps and miles for the scanned student. Continue scanning other QR codes (as many times as you'd like).

Charlie Cheetah

Gabi Gazelle

Johnny Dash

Kimmie Swift

Susie Speedster

If everything is working, you're all set! Press "STOP SCANNING" and click "OK" when pop up asks "Are you sure?"

Once you're back to the HOME SCREEN, press the blue "SYNC NOW" button. Syncing will take a few moments -- this is a <u>critical</u> step at the beginning and end of scanning at the Marathon.

You are now ready for the Marathon! Please be sure to review the Marathon Scanning Guidelines before the Marathon starts. See you at the Field!
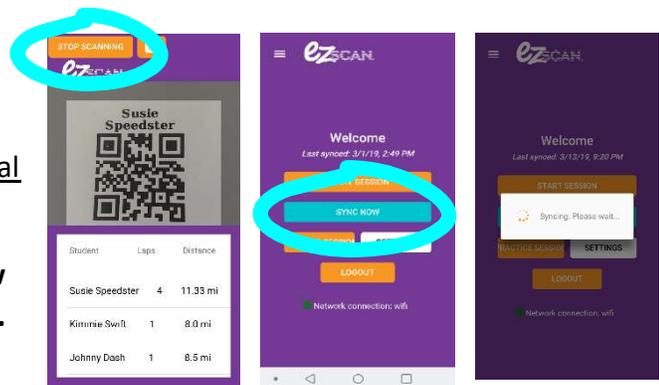
Changing Themes (optional): Go back to settings and click on a new theme, remember to save settings. Repeat the steps above to start scanning to hear the new theme. Repeat until you find a theme you like.

Questions/issues: Please email Andrea Mosa andrea.mosa@live.com