

EZ Scan Scanning Instructions for the 2019 Marathon

Please read instructions carefully. There are only a few simple steps but following them is critical to tracking student laps successfully.

Before arriving at the Marathon please make sure you have:

- Downloaded and set up the *EZ Scan 2* app on your phone
- Charged your phone so it is ready for a full scanning session
- Signed in at the office

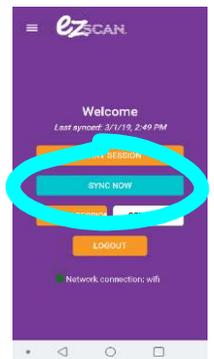
Steps for successful scanning (more details below):

1. Sync EZ Scan app *before scanning*
2. Start scanning session
3. Track student mileage – keep eye out for marathon finishers
4. Stop scanning session
5. Sync EZ Scan app *after scanning*

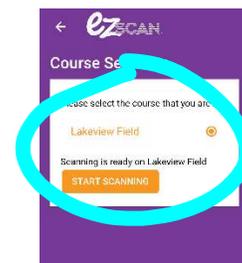
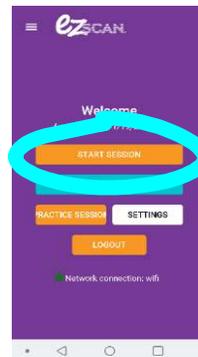
Detailed instructions and screenshots:

Step 1. Before you start scanning each day, open the app and press the blue “SYNC NOW” button on the Welcome Screen. Since syncing takes a moment, you can do this before you arrive at school or on the way to the field (after signing in at the office).

Note: This ensures your phone is updated with current student data (e.g. miles completed, new students who may have been added, etc.).



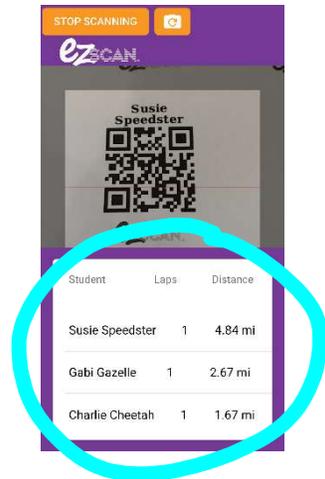
Step 2. To begin the scanning session, press the orange “START SESSION” button. On the next screen, press “START SCANNING.”



Step 3. Keep track of miles and watch for students with 24 miles or more.

Some notes about keeping track (see photo right):

- Students' names will pop up on the screen after each scan (the student you are scanning will be at the top of the list).
- The first scan of the day will have the total number of miles completed and laps will start over at "1".
- If the student continues to get scanned by you, these totals will add up throughout the session.
- If a student is close to completing a marathon (around 24 miles or more), please remind them to get scanned by you for the rest of the session so we'll know when they finish.

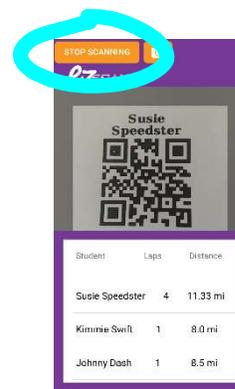


Note: There is no alert when a marathon is completed. Hopefully students will be keeping track and we'll do our best to assist. When students finish a marathon, let the Daily Lead know so we can take their picture!

Due to the way our field is set up (6 laps per mile), a marathon is completed at 26.33 miles (rather than the standard 26.2) (2nd marathon: 52.5 and 3rd Marathon: 78.67). This will be posted at the field for students and volunteers.

Mile increments (note: these numbers can vary by .01 when they show up on your phone):

- .17 (1 lap)
- .33 (2 laps)
- .5 (3 laps)
- .67 (4 laps)
- .84 (5 laps)
- 1 (6 laps)



Step 4. Stop scanning session. Press orange "STOP SCANNING" button at the top left of screen. When asked "Are you sure?" click "OK."

Step 5. SYNC THE EZ SCAN APP! This is how the students' laps will be entered into the database. If this step is forgotten, the laps you just scanned will not be recorded! Please remember to press the "SYNC NOW" button at the end of each scanning session before leaving the field.

Questions? Please ask the Daily Lead at the field or email Andrea Mosa andrea.mosa@live.com