



Getting Started with FITNESSGRAM® (FG) Version 9

Notes and checklist

This checklist has been created to help guide you through the first steps of getting started with FG 9. Please refer to the FG 9 step by step technology tip sheets for additional assistance.

Note: All FG Main Contacts and/or district physical education coordinators in the NFL PLAY 60 FG project should take the lead in setting up their users (i.e. physical education teachers or youth leaders and students) into FG Version 9. Please see custom import documents for more information on how you can import users into the system. The following link will also help get you started:

http://www.fitnessgram.net/fitnessgram9/files/FG9_Getting_Started.pdf

- Received FG 9 Login Information and/or directions.
 - Save Email with Login information and directions
 - FG 9 login address and username/password information will be sent directly to the main FG contact of the NFL PLAY 60 FG sites. All non-NFL PLAY 60 FG sites will receive necessary FG 9 information from Human Kinetics
 - Locate the FG 9 URL address and make a note of the address.
 - NFL PLAY 60 FG users will use log in at www.NFLPLAY60FITNESSGRAM.com
 - It is a good idea to create a shortcut to the URL address so that you can access the application quickly and easily.

- Successfully log into the FG 9 system
 - Select your state, district, school/organization name
 - Enter FG 9 username and password
 - Familiarize yourself with the "Dashboard" or main screen

- Begin investigating how to create a custom import (refer to custom import documents).
 - In mid-October of 2011, a data management utility will be added to FG 9 to allow a user to delete data. Until that time we suggest that you do not enter practice data as it cannot be deleted and will affect your results.

- Set up a meeting with your technology specialist to review the custom import documents and process.

- Work with your technology support staff to create a custom import file by saving it as a CSV (Comma Delimited Text File).
 - Make sure you include a start and end date for each of your classes in the custom import file.
 - Make sure all student and teacher ID numbers are unique.
 - Make sure when importing or naming classes that they are all unique.
 - For additional tips and data fields can be included in a custom import file please refer to the "Custom Import" help documents.

- Successfully upload your CSV file into FG 9. Having trouble call Human Kinetics 1-800-747-4457 and ask for technology support.

- Review to ensure you have teachers, classes and students uploaded into your FG 9 application successfully.

- Define your FG test. Make sure to be specific when naming your test event. It is a good idea to include a date in the test event name. For example create a name like "Smith Grade1 Class 1 Fall 2011."

You are now ready to utilize the software to enter scores and print reports!

For more information in regards to the FG 9 application please refer to technology help sheets and or call Human Kinetics at 1-800-747-4457 and ask for technology support or www.FITNESSGRAM.net

If you have questions about the NFL PLAY 60 FG project please contact The Cooper Institute at 972-341-3200 or and ask for someone on the NFL PLAY 60 FG project team and/or email NFLPlay60Fg@cooperinst.org.