



Setup Directions

Setup is as EZ as 1-2-3!

1. Setup your EZ Tally[®] account (the online database)

- a. **Receive Email.** A welcome email is sent to the provided coordinator address. This email contains a link to the EZ Tally[®] activation page and an activation code. If you have trouble finding the email, be sure to check your spam folder. *Note: It is best to use Chrome as your browser.*
- b. **Password.** Create an 8 digit password with at least one capital letter and one number. Symbols may be included.
- c. **Four Setup Steps.** Complete the four steps to create an EZ Tally[®] account. If you do not have all the necessary information right now, just create a Program, then click “Next” on each step and click “Done” at the end. Missing information may be added later.
 - i. **School Information.** Edit this information if needed.
 - ii. **Program.** A Program allows you to name each event (i.e., Noon Hour Mileage Club[®], Morning Run, Fun Run, One Mile Run, etc). Create a descriptive name for each program and enter dates that cover the entire program. You may run multiple programs at a time. Program data is not combined.
 - iii. **Courses.** Name your courses (yes, you may have multiples) and note the number of laps per mile. Scan Delay is the time between each scan per student. This keeps students from double scanning. The default time is 60 seconds – you may change it to fit your program.

- iv. **Classes & Students.** It is easiest to enter students by class. Select “Add a Class” to create a class. Once a class is created, click on the class to add students. Add students by copy and paste using any list of students with last name first. (Note: Each EZ Scan[®] subscription covers up to 1,500 students.)
- d. **Done.** Select “Done” and your account is created. Congratulations!

2. Print QR Codes

- a. Go to [Edit My School > QR codes](#).
- b. Select the size and how you would like to print the QR codes.
- c. Print and scan a few cards to determine that all barcodes are working correctly before printing all students.
- d. It is best to print QR codes on white or light pastel paper. Darker colors can make it difficult for the device to read the code.
- e. We suggest laminating the cards for added durability and longevity.

3. Setup EZ Scan[®] (the scanning app)

- a. **Acquire the EZ Scan[®] App.** Download the EZ Scan[®] 2 app onto your scanning device(s) - iPad, tablet or phone (Android or iOS). The app can be found in the App Store or Google Play store. *Note: EZ Scan[®] works on iPads, Android tablets and smartphones running iOS 10.0 and later or Android 6.0 (Marshmallow) and later. EZ Scan[®] is not compatible with Amazon Kindle or Fire, and Google Chromebooks. Due to technology advances, these requirements will change over time. Please contact us if you have questions before purchasing a device. Fitness Finders[®] is not responsible for purchases of devices that are not compatible with EZ Scan[®].*
- b. **Login.** Once the EZ Scan[®] 2 app is downloaded, open it and login using your email address and password.
- c. **Scanning.** To scan the QR codes simply select Scan Session. (Note: the practice session scans the QR codes but it does NOT record the laps. The practice session should only be used to help students get familiar with scanning.)
- d. **Syncing.** To sync the data, end a scanning session then press the teal Sync button. It's that EZ! Your data has been sent to the EZ Tally[®] data base.
- e. **Themes and Encouragement.** These are the visual and audio effects that occur when a child scans a QR card. They are found in Settings.

- f. **Settings.** Go here to find themes, program listings, and courses. At the bottom of the page there is a place to send data to Fitness Finders[®] if you have an issue.
- g. **Timing (for those with EZ Scan[®] + Timing).** Talk about EZ! Just select Timing on the home screen, then line the students up and press start. Each scan will inform them of the laps completed and display the time. The reports with total time and splits will be printed from EZ Tally[®].

That's it! Happy scanning!

Have questions or need additional support?

Check out our Q& A at

<https://ezmileageclub.freshdesk.com/support/solutions>,

use the chat found on EZ Tally[®],

or email us at help@fitnessfinders.net.