

MOBILE APP USER MANUAL



Available for, iOS/ Android.

Points of contact; for any further information, please refer to the FAQs in the app, the in app live chat feature, or alternatively email directly to info@onexp.co.uk and we will be happy to help.

To understand the flow of the manual we suggest you read the whole of your relevant section, coach, or client. Whilst following with the app in front of you on a separate device

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1.0 The OneXp App

Dear Customer,

Thank you for choosing OneXp to improve your sporting experience. Here at OneXp we pride ourselves on improving the user experience for both Coaches and Client, no matter what sport are involved in.

OneXp is an app which enables you to be better at your role in sport and maximise your experience of working as a sports coach and client. Improvement in sports can be enhanced by technology. The key to this is useful data and simplifying its delivery to users.

By bringing as many people as possible together in one place, we can maximise this data's potential. Data is important but people care about experiences. By focusing on each user's roles and desired results, we can deliver fantastic experiences for all roles, while gathering important data for future developments.

Therefore, oneXp is the main tool you need to improve your experience in sport. It's the friend that connects you to everything you need for your sport and is on course to become THE authority for digital sports experiences.

This user manual will provide you with extensive, simple, and clear information to get the best out of OneXp.

This manual provides the functions that are directly accessible from your smartphone-tablet device (supported by iOS and Android)

2.1 How to use OneXp,

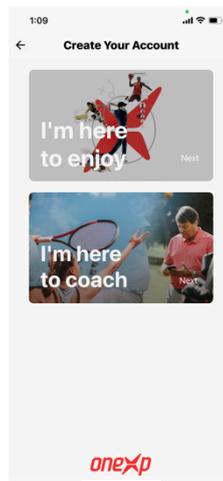
1. Download the free “OneXp” app view your Mobile App store
 - App iOS (15+) available on App Store
 - Android (11+) available on Play Store

Insert screenshots for both the app store and the play store when available

2. Open the application and select ‘Create an Account’ (highlighted in red)



3. This will allow you to select two options, ‘I’m here to enjoy’ or, ‘I’m here to coach’,
4. Please select the relevant answer



5. Then, fill in Your Details.

1:10

New Coach

Your Details

First Name

Last Name

Email Address

Password

8 characters or more, with at least 1 number.

Confirm Password

8 characters or more, with at least 1 number.

Agree to Terms and conditions

CANCEL NEXT

6. Don't forget to read the terms and conditions first, then tick 'Agree to Terms and Conditions' box if you agree with them, finally select 'NEXT'

7. Once you have entered your initial details you will be taken to a second page, to complete your profile.

Coaches will have the following page:

- A window to add your Business Details, please provide as many as possible

Clients will have the following page:

- An opportunity to add a profile picture

8. Once you have completed the steps above you will be directed to the main page.

2.2 The Home Page

The Main Page shows the 'feed', this is where all information will accumulate, including: media, bookings, cancellations, payment requests, payments, chat notifications, and live requests

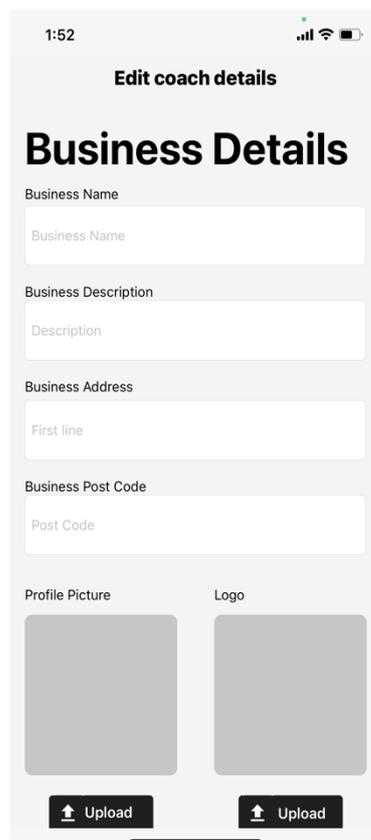
Notifications will be seen in the top right, beside menu button, which will take you to a list of all the available features. Note, that the bottom of the Menu page is where you will be able to log out.

The remainder of the user manual will be split into two sections: Client View and Coach View.

2.0 Coach View

2.1 Editing your Business Details and profile picture

You will be able to edit your Business Details by selecting the profile picture in the top left corner of the home page (feed). This will allow you to edit your business details, such as: business name, business description, business address, business post code, profile picture, logo. This page will also give you the opportunity to enter your social media platforms, Twitter, Facebook, Instagram, LinkedIn and TikTok. Links to Social media accounts which have been entered here will be seen via a hyperlink on the Coaches profile. Seen at the top of the menu when clicking on the profile picture in the top left corner.



1:52

Edit coach details

Business Details

Business Name

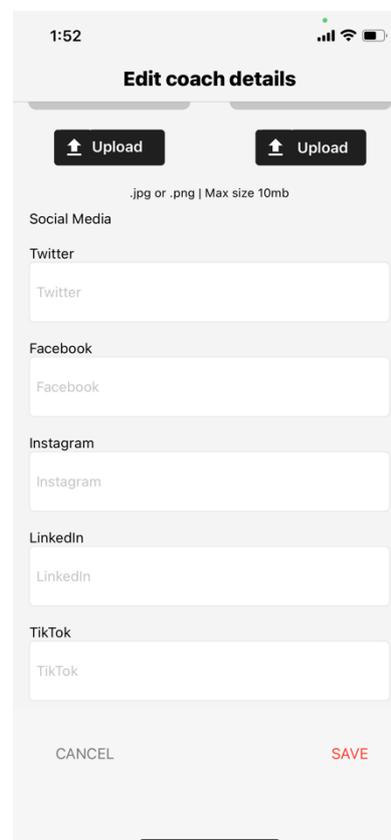
Business Description

Business Address

Business Post Code

Profile Picture Logo

UploadUpload



1:52

Edit coach details

UploadUpload

.jpg or .png | Max size 10mb

Social Media

Twitter

Facebook

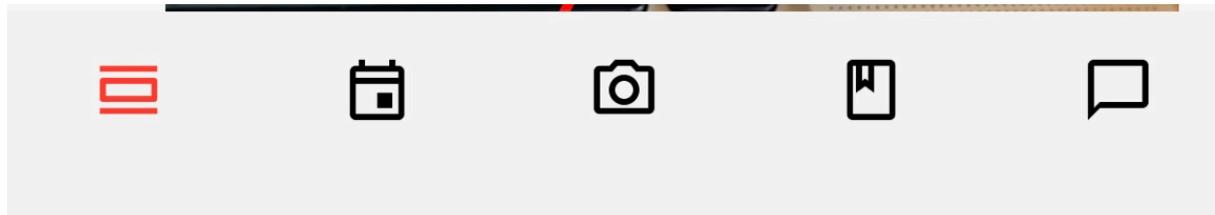
Instagram

LinkedIn

TikTok

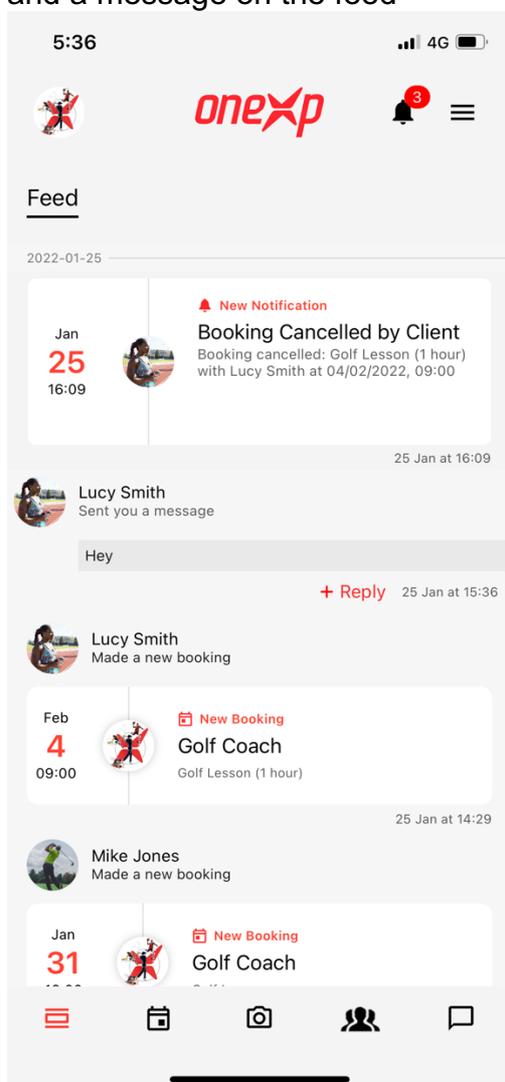
CANCELSAVE

2.2 Coach Feed



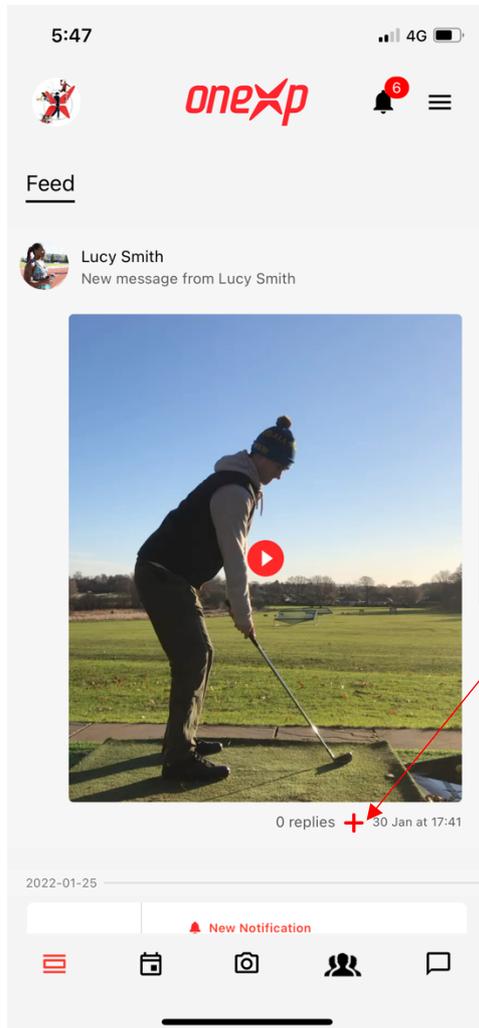
As explained on page 7, the feed is where all your bookings, notifications, live stream links, media and messages will be seen.

For example, here can be seen the format for a booking cancellation, a new booking, and a message on the feed



By selecting the relevant feed message, it will directly take you to your booking, notification, live stream, media, or chat message

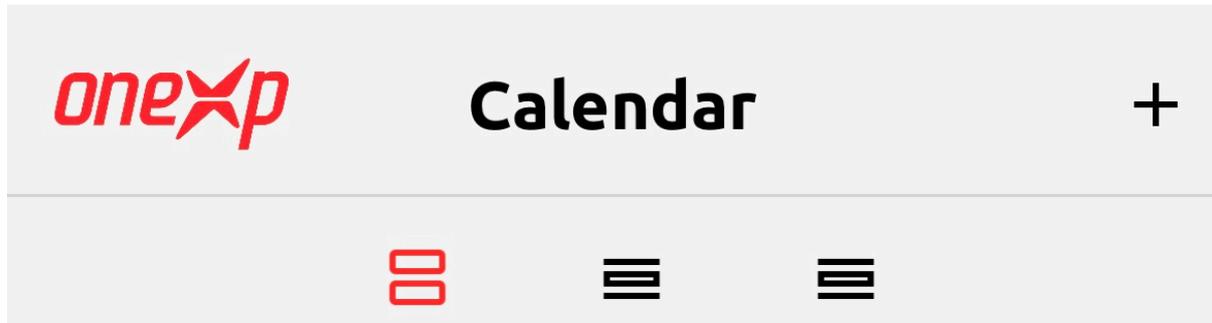
To reply to any media in the feed, press the 'reply button' below the relevant media.



This will take you to a separate window where you can create a reply including media and/or text.

2.3 Coach Calendar

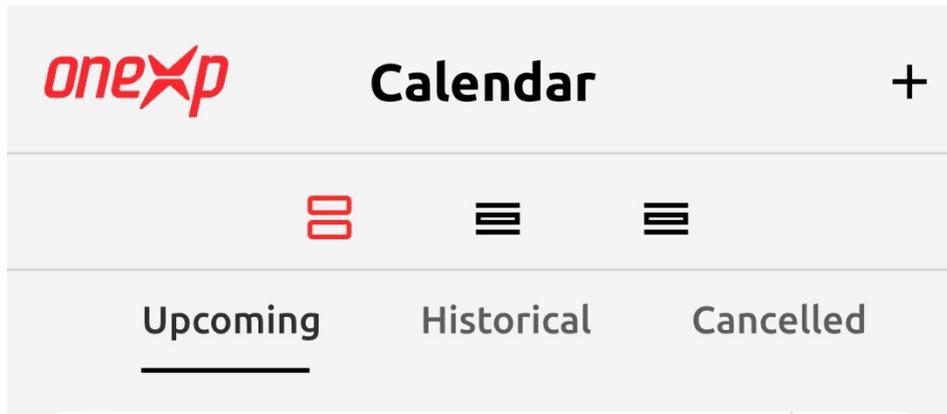
Once the calendar icon has been selected, below the heading of Calendar, you will have three icons to select.



From right to left, the first will show you all your events: upcoming events, historical events, and cancelled event. The middle icon will show your calendar for a selected day and the right-hand icon will show your calendar in week mode.

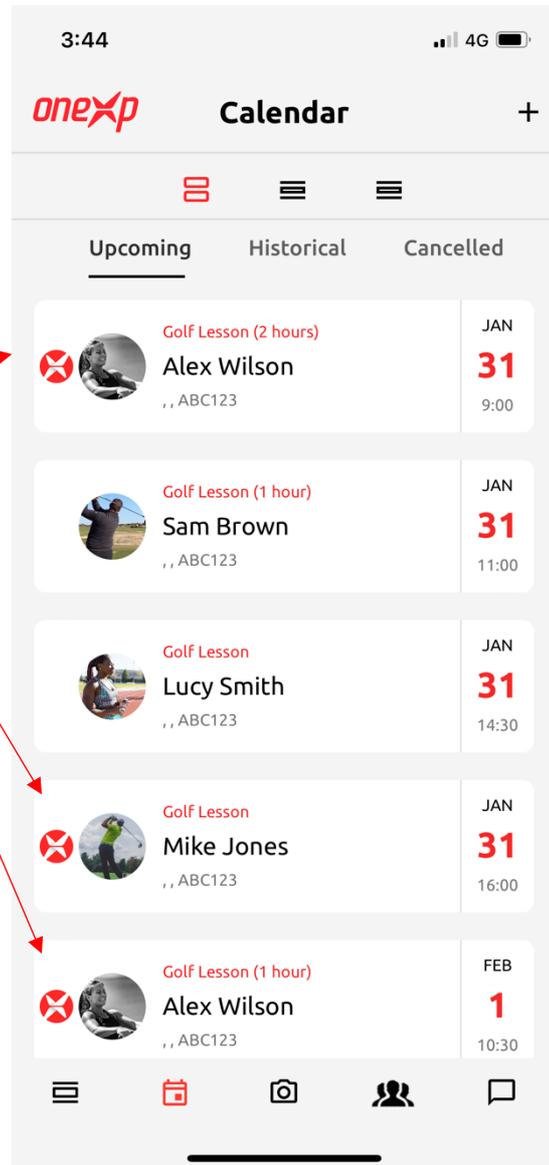
The plus icon in the top right when the left icon is highlighted in red, allows a coach to create a booking for a new session and an unavailability. (The plus button is also available in the day diary and week diary, in a slightly different position of the top right corner, but with the same functionality in all three windows: events, day diary and week diary)

2.3.1 Coach Events



In the 'Upcoming' section, you will see all upcoming sessions, including a summary of the session details such as Client name, session length, date, time, and location. You will also be able to see if a session has been paid for. If a session has been paid for by the client, the coach will see the 'oneXp' logo to the left of the booking as seen below, if the logo isn't visible, the client is still to pay. Examples of paid sessions can be seen below. You can also see how the session details are summarised in the format below.

OneXp logo to indicate a paid session

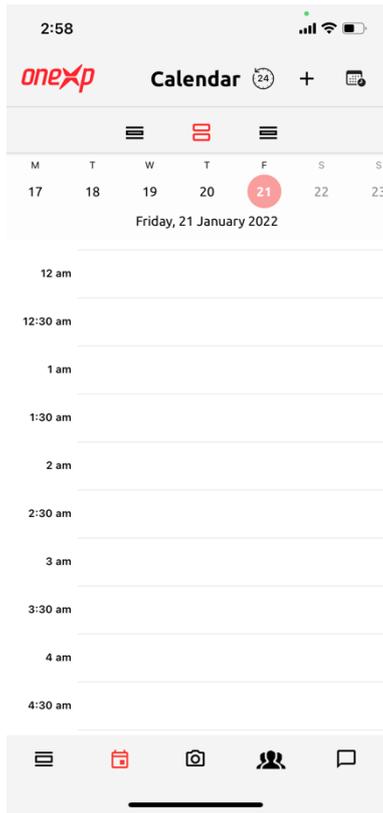


2.3.2 Coach Day Calendar

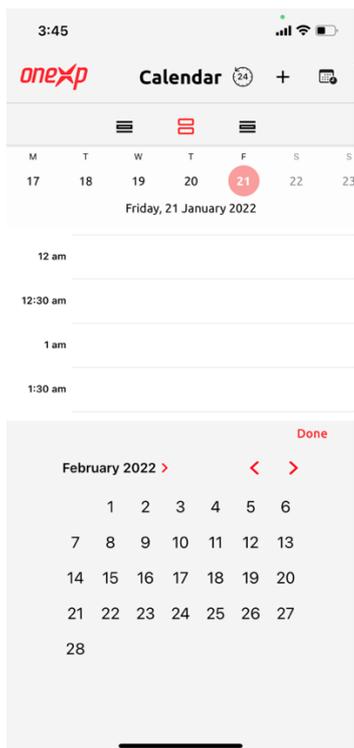
In the coach day calendar, you will be able to select the chosen day to view the calendar for that day. Alternatively, swipe the dates at the top to the left to jump forward a week from the current day selected, or swipe right on the dates, to jump back a week from the day currently selected.

To move forward a day swipe anywhere on the calendar to the left and to move back a day swipe anywhere on the calendar to the right.

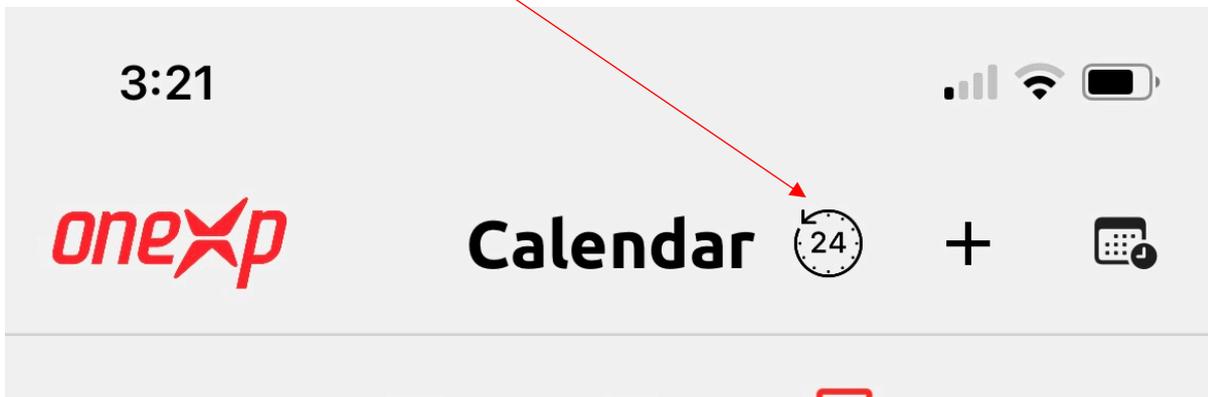
Today's date will be in red text, every other day in black text (Number at the top only).



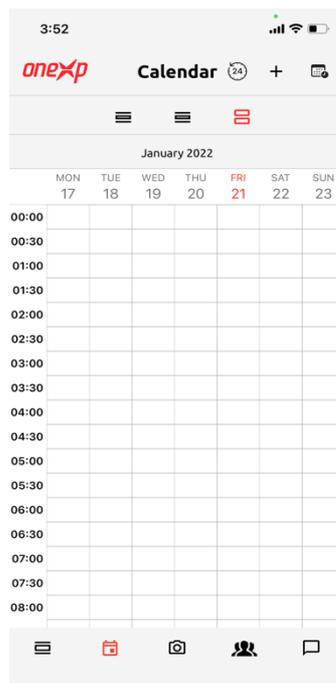
Use the top right icon to jump from month to month with ease.



The 24-hour button to the immediate right of the calendar, allows both the day diary and week diary to be viewed in business hours mode or full day mode. When the icon is seen in black, business hours mode has been enabled, when in red full day mode has been enabled



2.3.3 Coach Week Calendar



This window allows a full week view of the coach's calendar. Business hours mode can be selected by pressing the icon directly next to Calendar, by pressing it again the calendar will now be viewed in 'full day mode'. For more information on setting business hours, please see section 2.7.1

The oneXp logo in the bottom right corner of a booking will indicate if a session has been paid for or not.



2.3.4 Viewing a booking from the day calendar or the week calendar

To view a session that has already been booked in the day calendar and week calendar, press on the relevant session, which will take you to a page which provides a summary of the booking details. This can be seen below.

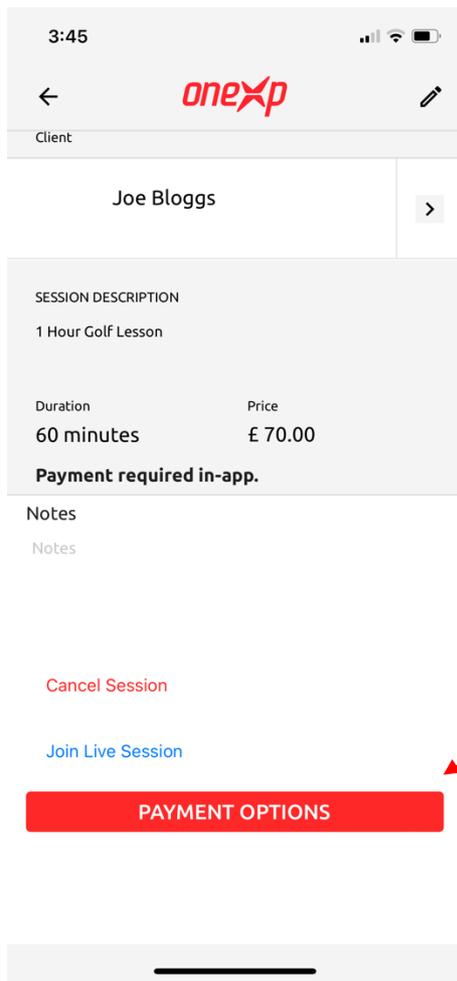
The screenshot shows the 'oneXP' app interface for viewing a booking. At the top, the time is 3:26 and the 'oneXP' logo is visible. Below the logo is a 'Booking' section with a calendar view for January 26, 11:00 am, and session details: '1 Hour Golf Lesson' from 11:00 am to 12:00 pm. A red arrow points to an edit icon in the top right corner. Below this is the 'Client' section, showing a profile picture and the name 'Alan Shearer'. The 'SESSION DESCRIPTION' section lists '1 Hour Golf Lesson', 'Duration: 60 minutes', and 'Price: £ 70.00'. It also states 'Paid for from session balance.' Below this is a 'Notes' section. At the bottom, there is a 'Cancel Session' button and a 'Join Live Session' button. A red arrow points to the 'Join Live Session' button.

Here a coach can edit the session details, such as: date, time, client and whether a client has already paid or not

Here a session can be cancelled by the coach. Cancellation protocols can be altered on the 'Edit Session Type' page, see chapter 2.7.2 for further details

Scrolling down this screen will allow a coach to begin a live session with the client if this session is being undertaken remotely. Alternatively, you can join a live session from the feed

If a coach is viewing a session which hasn't been paid for, a payment option feature will be available

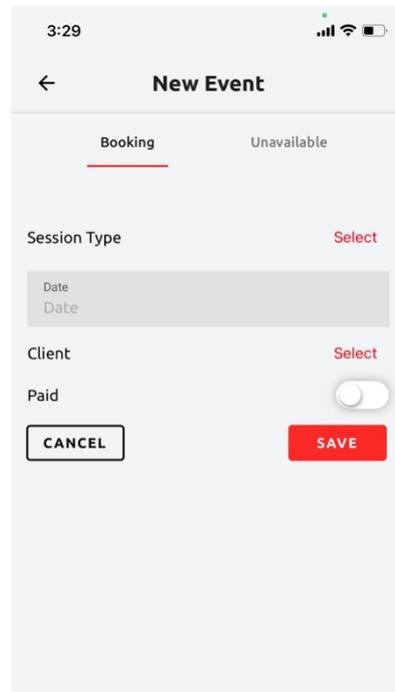


Here a coach will have two options, 'Request a payment from the client' or 'mark as paid, to mark a session as being already paid for

2.3.5 New Event- Booking an Event

When on the day diary and week diary, you will be able to create an event by selecting the relevant time.

This will take you to the 'New Event' window, as seen below.

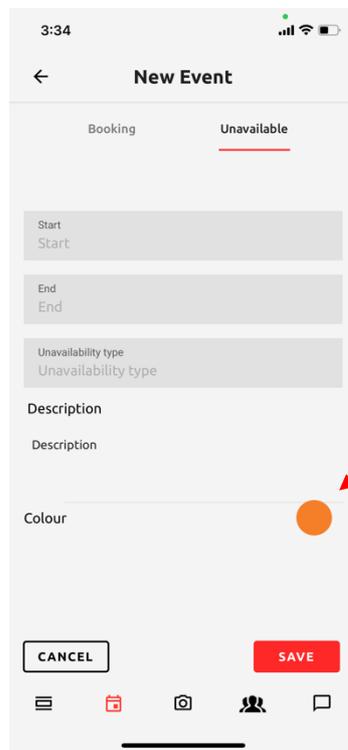


The screenshot shows a mobile application interface for creating a new event. At the top, the time is 3:29. The title bar contains a back arrow and the text 'New Event'. Below the title bar, there are two tabs: 'Booking' (which is selected and underlined) and 'Unavailable'. The main content area contains several fields: 'Session Type' with a red 'Select' button to its right; a 'Date' field with a grey background and the text 'Date' below it; 'Client' with a red 'Select' button to its right; and a 'Paid' field with a white toggle switch. At the bottom of the form, there are two buttons: a white 'CANCEL' button on the left and a red 'SAVE' button on the right.

Here you can book a session, by selecting:

1. The relevant session type (new sessions can be created when selecting the top right plus icon on the session type page, found when the select button next to 'session' is typed, as seen below)
2. The relevant client (new clients can be added by selecting the plus icon on the client's page, found in this case after you have pressed select, next to 'Client').
3. Finally, an option to select whether a client has paid already is available, if this is left un-selected the client will be promoted to pay on their side of the app.
4. Once you have double checked the information is correct, please select SAVE. This will create the booking which will now be available to view in your Upcoming bookings, your day diary and your week diary.

2.3.6 New Event- Booking an Unavailable time

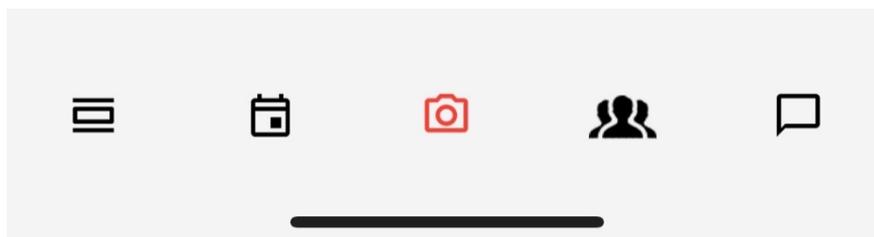


You can choose a colour which makes the view of your calendar clearest to you. This is done by selecting the colour icon indicated and choosing which one you want

When you wish to create a time that is unavailable, such a one-off dentist appointment or your daily lunch time. You would use this window to create an unavailable time that the client won't be able to book an appointment during.

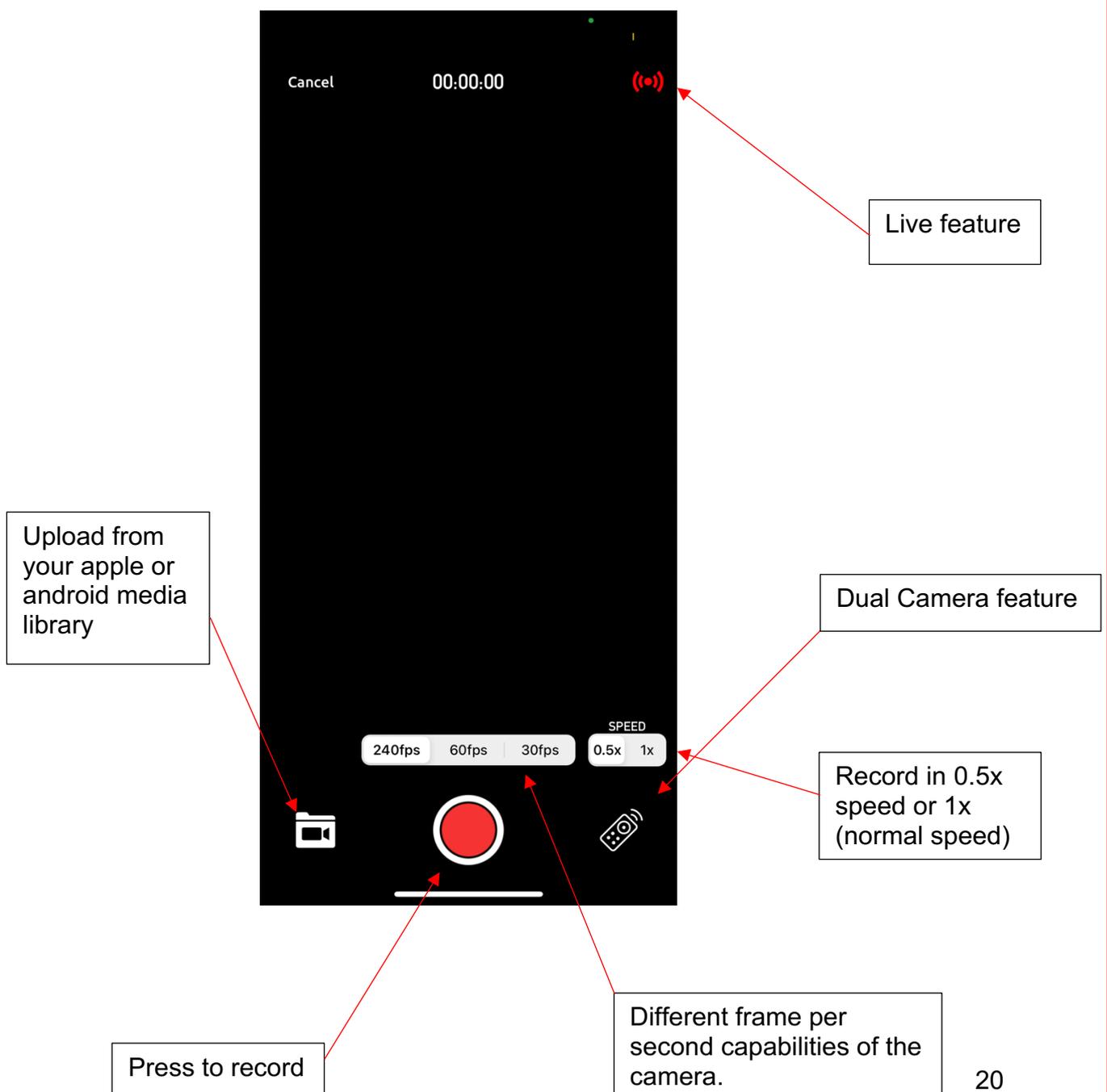
2.4. Coach Media

The middle icon of the main icons at the bottom of your, as seen and highlighted in red below, will take you to the camera and media section of the app.



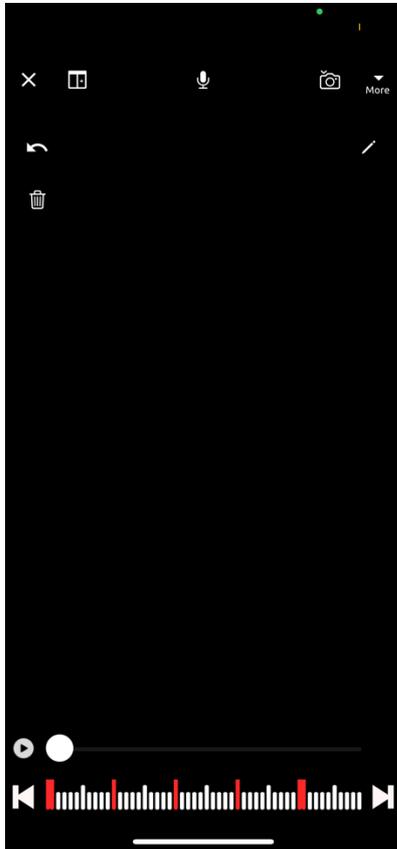
... this will initially take you to the camera function (screenshot below), where you will be able to:

- Record within the app with our three options of frames per second (240fps, 60fps and 30fps). Next to this feature you can record in 0.5x speed or normal speed.
- You will also be able to go live by pressing the icon in the top right-hand corner.
- Upload a video from your phone media library by pressing the icon in the bottom left of the screen
- You will also be able set us dual camera mode. This feature allows two separate phones to video the same client from two different views, and then be able to send both videos to the primary phone via Bluetooth.



2.4.1 Voice record over a single media or split screen media

By selecting the microphone icon seen below you can attach a voice recording to a video, when finished you will have an option to share the voiceover to, your library, a specific file, a client's file, to an outside app, or finally the option to cancel.

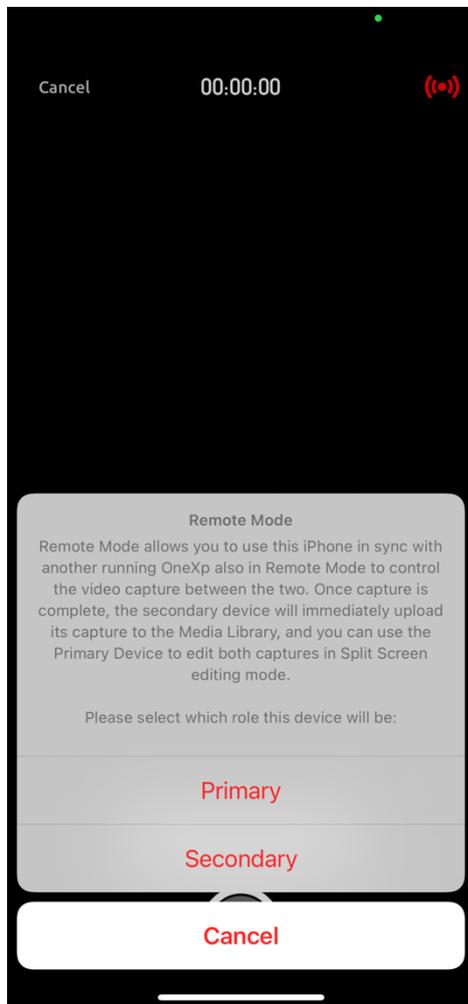


2.4.2 Live Feature.

The live feature highlighted on page 18 will give you a list of all your clients, select the correct one and you will be taken to a live video conversation with your client. See page ... for how the client can join a live video chat.

2.4.3 Dual Camera Feature

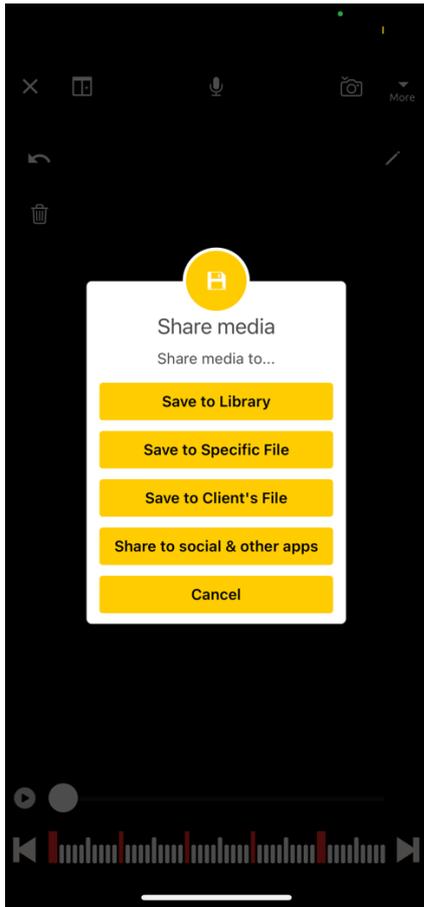
By selecting the dual camera icon highlighted on page 18, you will be presented with the following pop-up



Please select 'Primary' on the phone you wish to control when the video starts and stops. Then on your second device you will open the media section, select dual camera and press 'Secondary'.

Once the connection has been made, you can take a video on the primary phone and there will be a synchronised video taken on the second phone. Once you stop the video being taken on the primary phone, your video will also stop on the secondary phone.

You can then save the two videos to where you choose, out of the options below.

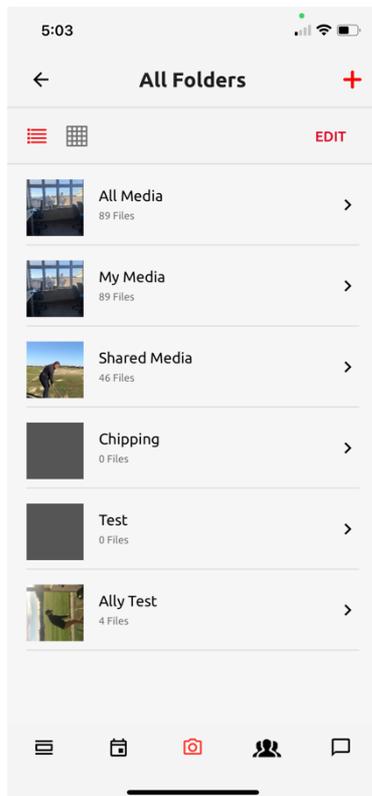


2.4.4 Viewing the OneXp media library

By pressing cancel, this will take you to your OneXp media library



Here you will be able to view all your Media including, voice notes, videos, and images. You will also be able to delete the un-needed ones by pressing Edit and be able to create a media folder to organise relevant media by pressing the plus icon in the top right corner.



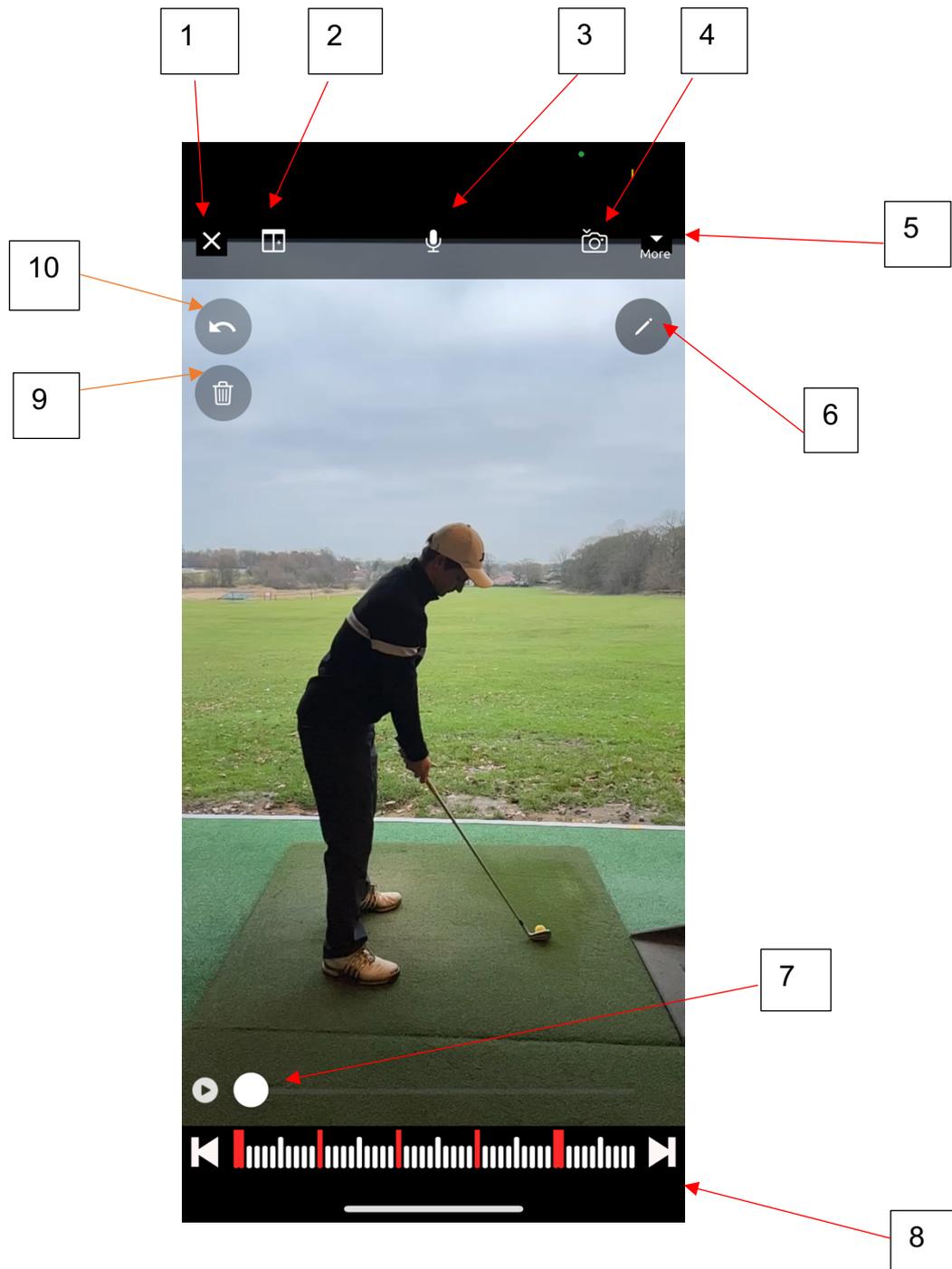
Create a new folder, add new media or re-name a media folder

Delete media

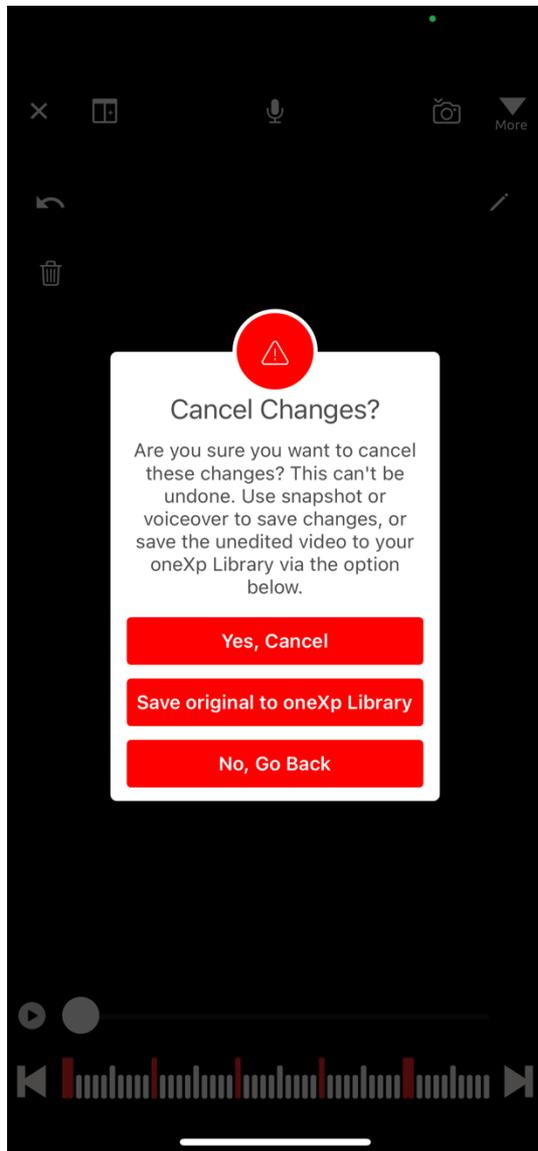
2.4.5 Analysing Media

There are two ways to open the analysis feature of chosen media

1. Once the correct video has been opened, this can be done via the media library, the feed, or the chat.
2. Once a video has been uploaded from your apple or android media library, as highlighted on page 20



1. -This icon allows you to cancel any changes you've made and exit back to the whichever screen you were on directly before opening the analysis window (Yes, Cancel)
-You will also have the option to save the video to your oneXp library (Save original to oneXp Library)
-Or return to the analysis page (No, Go Back)



2. This feature allows you to split screen with two different videos on top of each other. When using split screen, you will also be provided with a feature enabling, the two videos' play back to be synchronised, highlighted below.

Split screen
video link
button



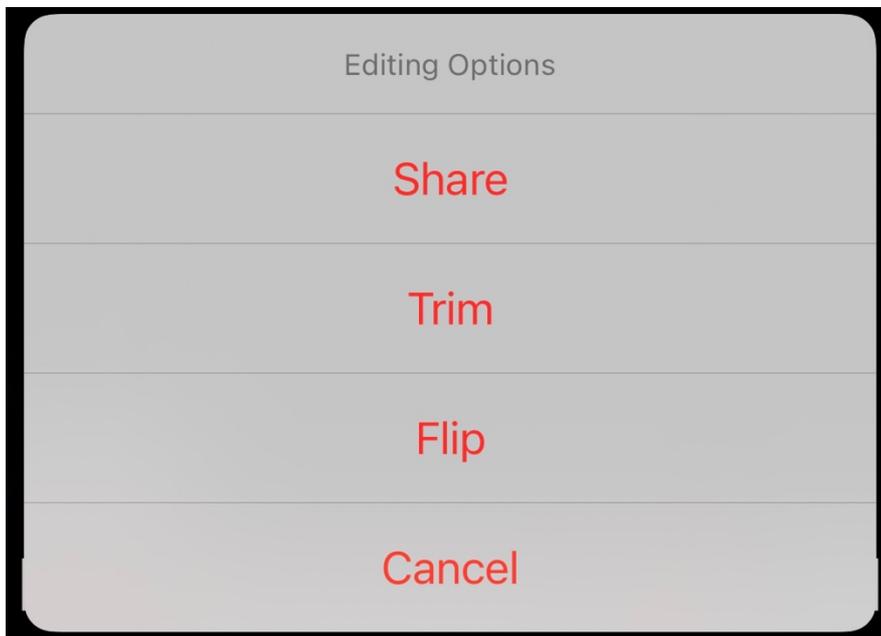
3. This feature will allow you to record voice overs whilst you analyse a video. The app will ask whether a screen record is allowed and whilst you create your voice note, a screen record will run until you have finished with the voice note. Once you've finished this will save to your oneXp media library.



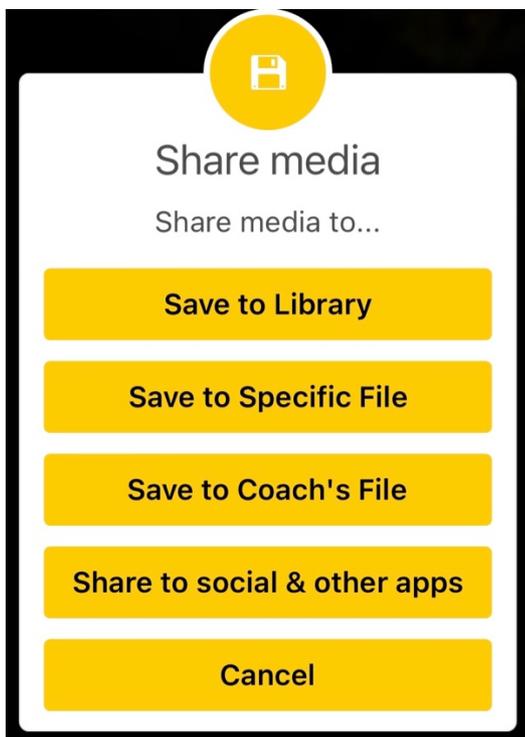
A timer at the top will indicate how long the voice note has been running for and this is also where you will stop the voice note.

4. Screen shot save feature. Which will save automatically to your oneXp media library.

5. This feature will allow you to 'Share', 'Trim' or 'Flip' video. Or if you wish to return press, 'Cancel'



Share, this button will give you the following options:



Flip, will allow you to view the media rotated

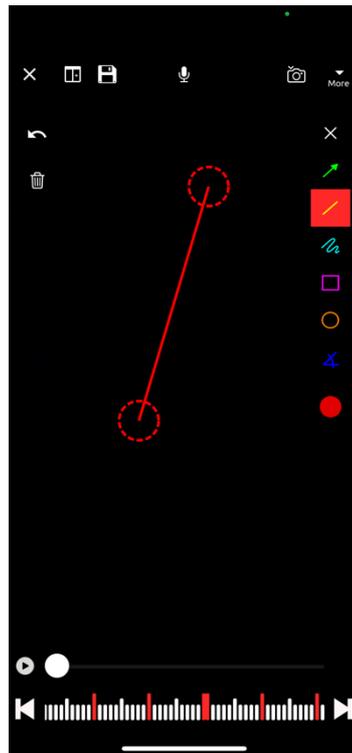
Trim, will allow you to trim the video to your desired size

6. The tools

Top to bottom

- Arrow
- Line
- Free hand scribble
- Square
- Circle
- Angle
- Change colour of the feature.

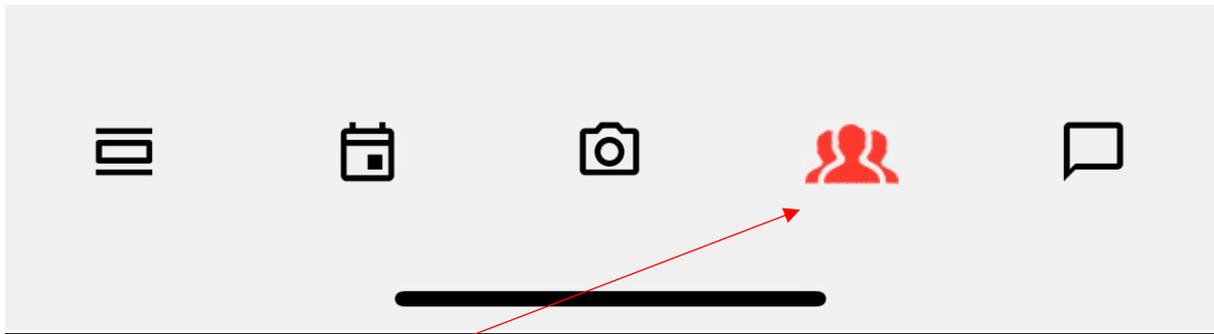
To alter the size of the drawing select it then move one of the circles to either make the shape smaller or bigger.



Alternatively select and drag the middle of the shape to change its position on the screen.

(Press anywhere on the screen to view the media in full screen mode)

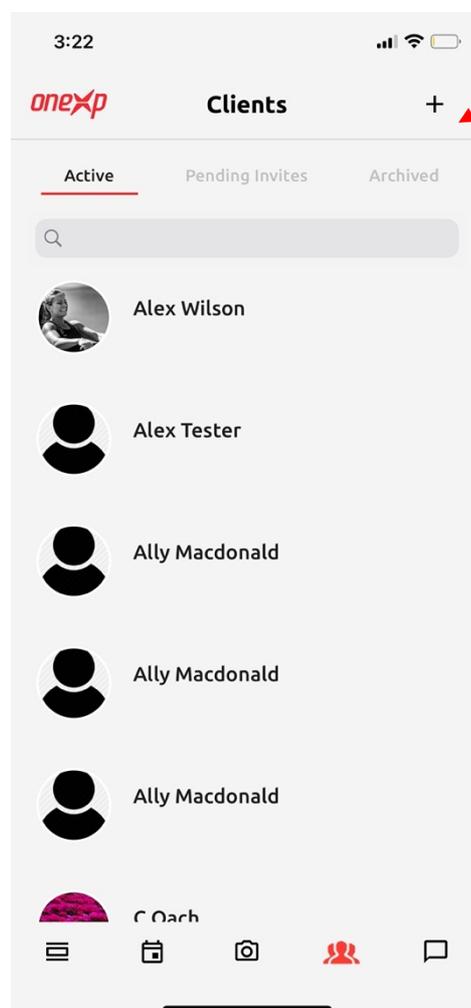
2.5.0 Clients list (Viewing as a coach)



Here you will find a list of all your active clients and all your pending invites from clients.

You will be able to search to find the relevant one using the search bar. On both 'Active' clients and 'Pending Invites'. If you have finished using the keyboard just swipe down above, it to dismiss the keyboard.

You can also invite a client via the plus icon in the top right corner as seen below.



Here you can add one single client or alternatively if you wish to add numerous clients at one time, please follow the suggested link.

7:54

← Invite Client

Client Email

Client First Name

Client Last Name

+ Invite from Contacts

Inviting many clients at once? Find out more [here](#) about importing your existing clients via .csv [here](#)

SEND INVITE

2.5.1 Viewing a Clients Profile as a Coach

By selecting the relevant client on your 'Active' clients list as shown on page 24, you will be taken to this client's profile. An example of this can be seen below...

The screenshot displays a mobile app interface for a client profile. At the top, the name 'Alex Wilson' is shown with a back arrow on the left and a chat icon on the right. Below the name is a circular profile picture of a woman. Underneath the picture are two red buttons: one with a camera icon and another with a person icon. The profile includes an email address 'alex.wilson@me.com' and a 'Bookings with you' section with a 'see all' link. Two booking cards are visible: '2 Hour Lesson Alex Wilson' on February 17 at 14:00, and '1 Hour Golf Lesson Alex Wilson' on February 15. Below the bookings is a 'Session Balances' section with a 'see all' link, showing 'Coach: Coaching 1' and '0 minutes'. A row of four video thumbnails with red play buttons is positioned above the session balance section. Red arrows point from text boxes to these specific UI elements.

A link to chat with the client

A link to the OneXp Camera to take a video in the app for the client, with the option to analyse with all the

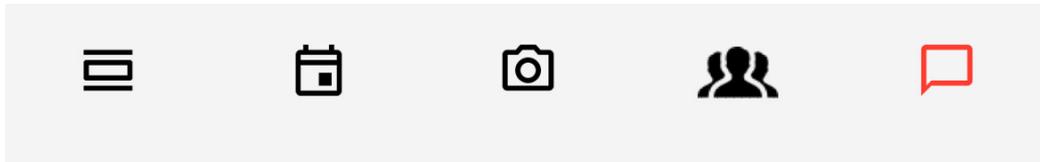
A link to send any media, file, picture, or document directly to the client's chat

All upcoming bookings with this client

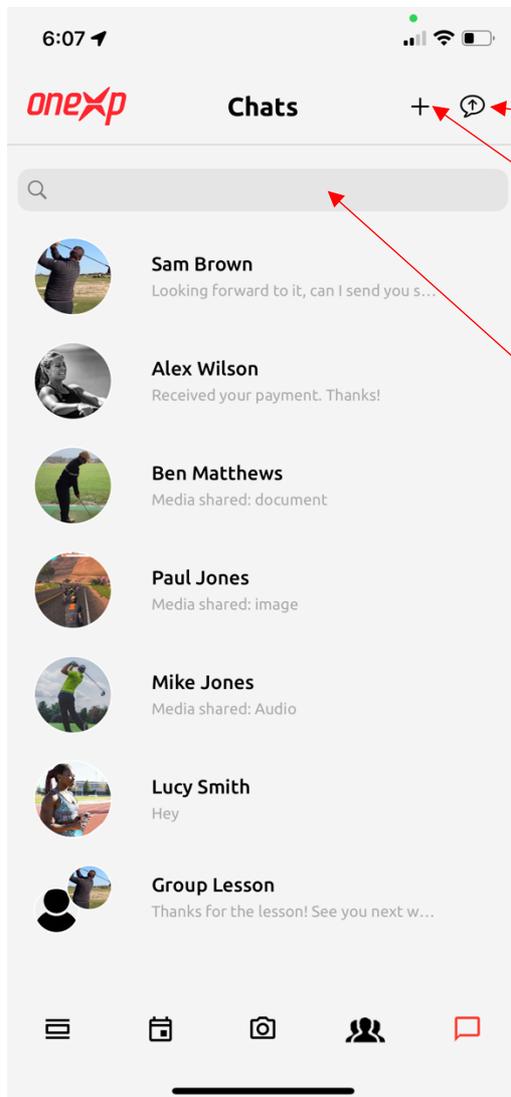
All shared media with the client

If the client has any remaining 'Session Balance' with you specifically

2.6 Coach Chat Feature



By selecting the icon above, you will be taken to a window that contains all your chats, as seen below



Here a coach can send a broadcast to all of their clients

Here a coach would be able to start a new single chat with a client

If a chat has already been created a coach will be able to find it using the search bar

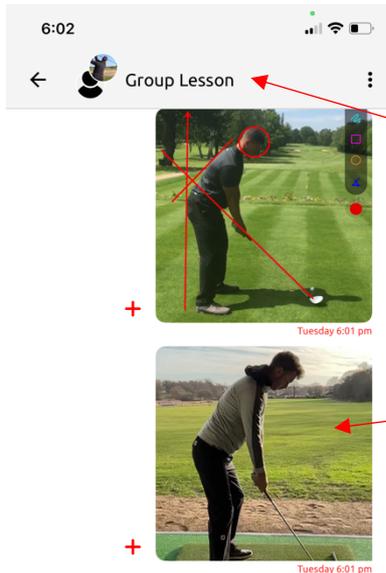
2.6.1 Coach Single chat

The image shows a mobile chat interface with several annotations:

- Selecting the client's name will take you to their profile**: Points to the name "Sam Brown" at the top of the chat.
- The plus icon allows you to reply to a message, the number of replies a message has will be seen next to the message**: Points to a plus icon next to a message.
- By holding down on a message, a coach will be able to delete any message, react to a message with an emoji, or reply to a message**: Points to a plus icon next to a message.
- Send a voice note**: Points to a microphone icon in the bottom input area.
- Upload a file**: Points to a document icon in the bottom input area.
- Upload media from:**
 - Your phone's media library
 - Directly from your Camera
 - From your OneXp media library: Points to a camera icon in the bottom input area.

2.6.2 Coach Group chat

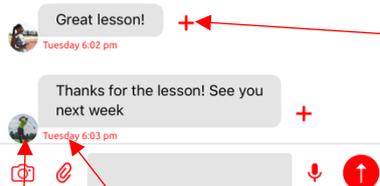
To create a group, see page 49



Selecting the group's name will take you to their group details, see page 30 for details

By holding down on a message, a coach will be able to delete any message, react to a message with an emoji, or reply to a message

The plus icon allows you to reply to a message, the number of replies a message has will be seen next to the message



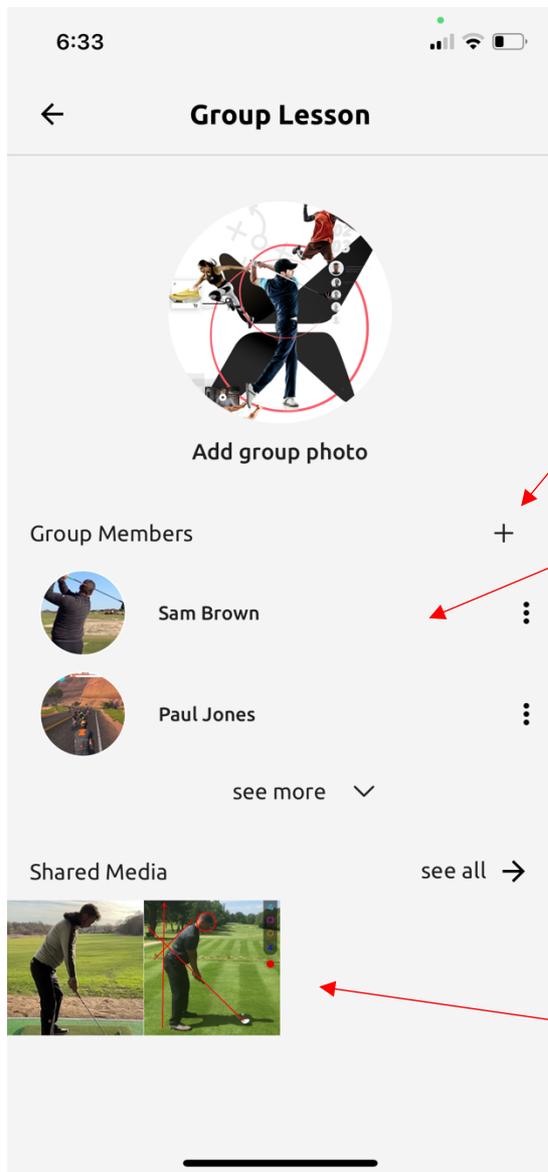
Send

Upload a file

Send a voice note

Upload media from:
-Your phone's media library
-Directly from your Camera
-From your OneXp media library

By selecting the group chat name, at the top of the group chat, you will be taken to the group details, as seen below...



Here you can add group members

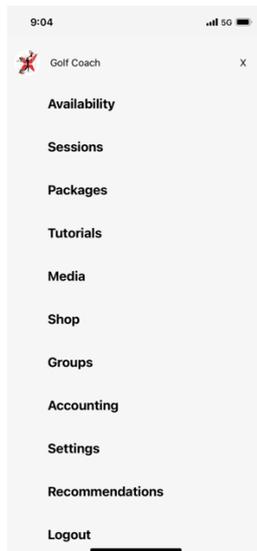
Remove a member by swiping their name to the right and pressing delete.

Select here to be taken to the client's profile

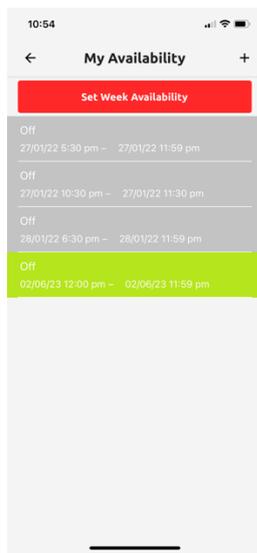
View all the shared media in the group chat

2.7.0 Menu (Coach View)

By selecting the three lines icon in the top right corner when in the feed, this will take you to the menu seen below



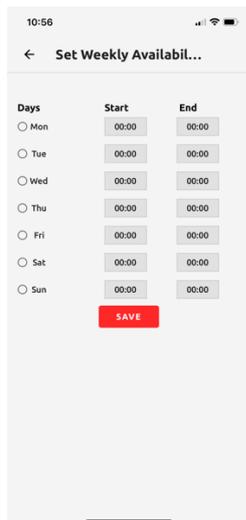
2.7.1 Availability



Here a coach can set their weekly business hours.

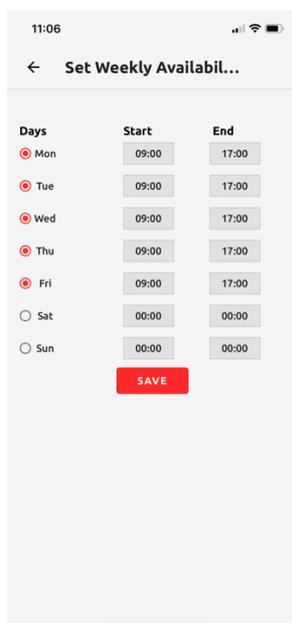
This is done by simply selecting 'Set Week Availability' highlighted in Red.

This will take you to the following screen.

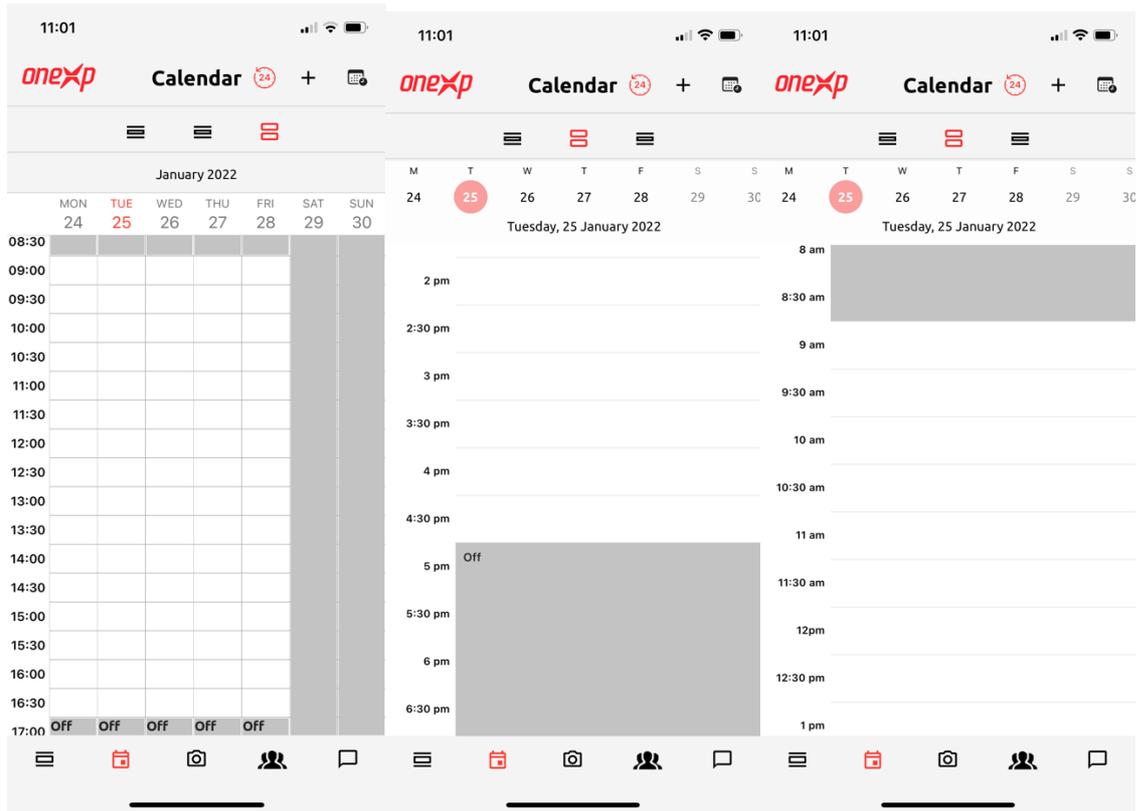


Once you have set your required availability, please select 'Save'.

For example, a coach could set their weeks days 9am-5pm and weekends off.



This will then make your unavailable times in both the week calendar and day calendar, indicated as unavailable. As seen below...



Week View

Calendar

Day View

Calendar -page 1

Day View

Calendar- page 2

As seen above the available times (white background) are clearly differentiated from the non-available times (grey background)

Also, in the 'My Availability' page highlighted on page 18 you can set recurring unavailable times in your calendar, such as a daily lunch hour. Alternatively, the coach can set a one-off unavailable time in this page, but it is advised that this is done through your calendar for ease of use.

Seen below is an example of how a coach can set a recurring unavailable slot for their mid-day lunch break.

4:50 4G

← **Edit Availability**

Availability
Unavailable

Start
03/02/22 12:00 pm

End
03/02/22 1:00 pm

Unavailability type
Other

Description
Off (Lunch)

Recurring
None

Colour
●

Location
None

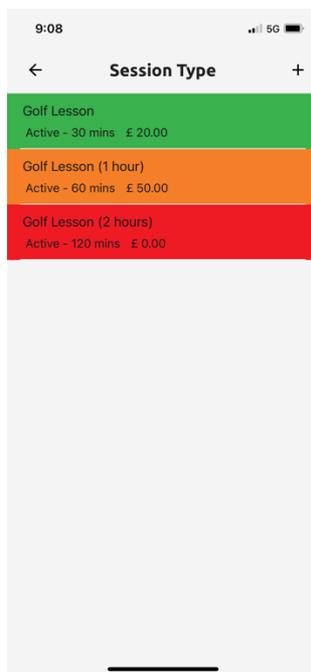
CANCEL SAVE

Select here if it is an available or unavailable time

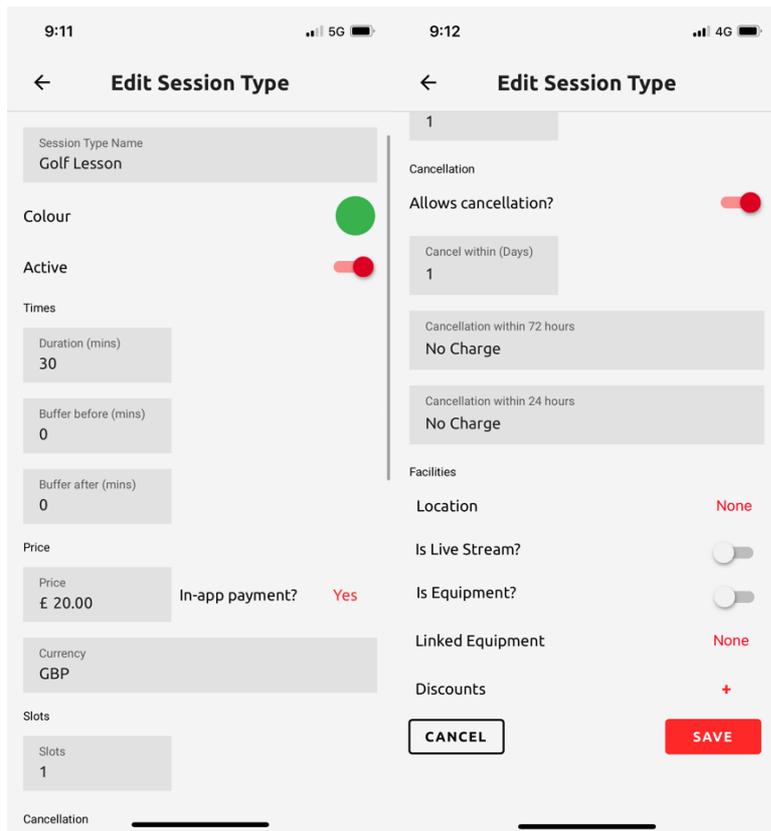
Select here if the unavailability is recurring:
never, every day, every week, every two weeks, every month, every year, or every weekday.

2.7.2 Sessions

On the sessions page of the menu (see page 38 for location) you can edit what kind of sessions you have available for the client to select. For example, for a coach you could have your available sessions as 30 mins session, 1 hour session and a 2-hour session, as seen below.



To add a new session, you can press the plus in the top right corner, alternatively if you want to edit a session just select the session you wish to change. This will take you to the 'edit session type' page as seen below.



Page 1

Page 2

Here you can edit the duration of your session type, the session name and the colour which will show in the calendar.

Active toggle

Seen towards the top of the 'edit session type' page is an '**active**' toggle. This either allows sessions created to be visible to clients when creating a booking or not. If the toggle is off (white not red) then you as a coach will be able to view the session and edit it. But no clients will be able to book one of these specific sessions.

Buffer before and after

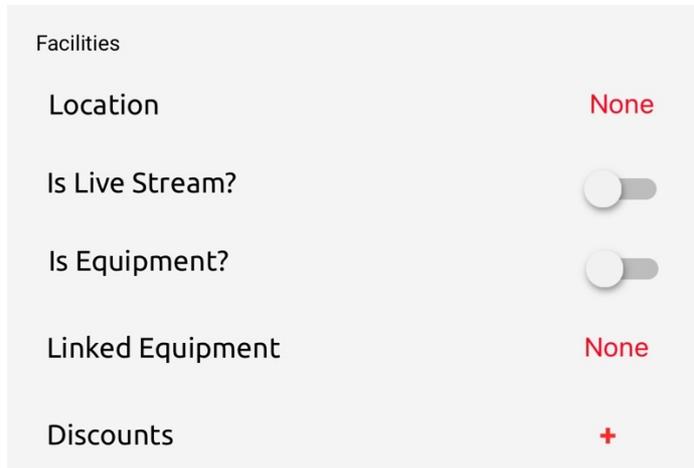
Here you can select the amount of buffer time before or after a session, to ensure you allow ample time to prepare for your next session

Cancellation policy

Here you are also able to edit if a client can cancel a session type, 'allows cancellation' toggle (red will allow cancellations, white won't allow cancellations). Then you can edit your personal cancellation protocol in terms of whether you will charge a cancellation fee or not.

You can set a policy of cancellations within 72 hours and cancellations within 24 hours. Options for both include, 'No Charge', 'Full Charge' or, 'Half Charge'.

2.7.3 Facilities



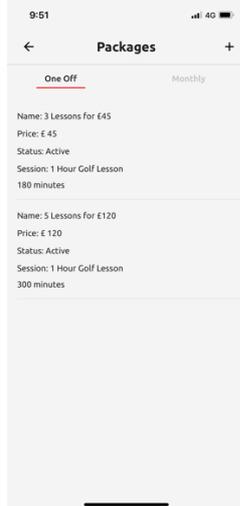
Facilities	
Location	None
Is Live Stream?	<input type="checkbox"/>
Is Equipment?	<input type="checkbox"/>
Linked Equipment	None
Discounts	+

Here you can select the following, 'location', whether the lesson will be through a live stream or not, 'Is Live Stream?', 'Is equipment?' and whether any discounts will be applied (you may want to create a session type with a particular discount, then only make it active for one month a year)

Reminder! Please remember to press save before you return to the previous window. Otherwise, your changes won't be saved.

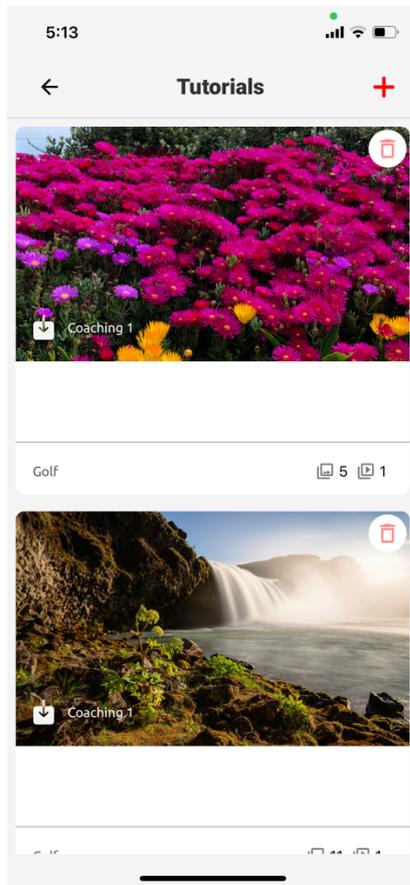
2.7.4 Packages

Here a coach can edit and create a package whether it is a 'one off' package or a 'monthly' package. To create a new booking please select the plus icon in the top right corner. Alternatively select the package you wish to edit to open the 'Open Package' page. There you can edit the name of the package, the minutes of the package, the price, and the currency.



2.7.5 Tutorials

Here a coach can create a tutorial or send an existing tutorial to a client.

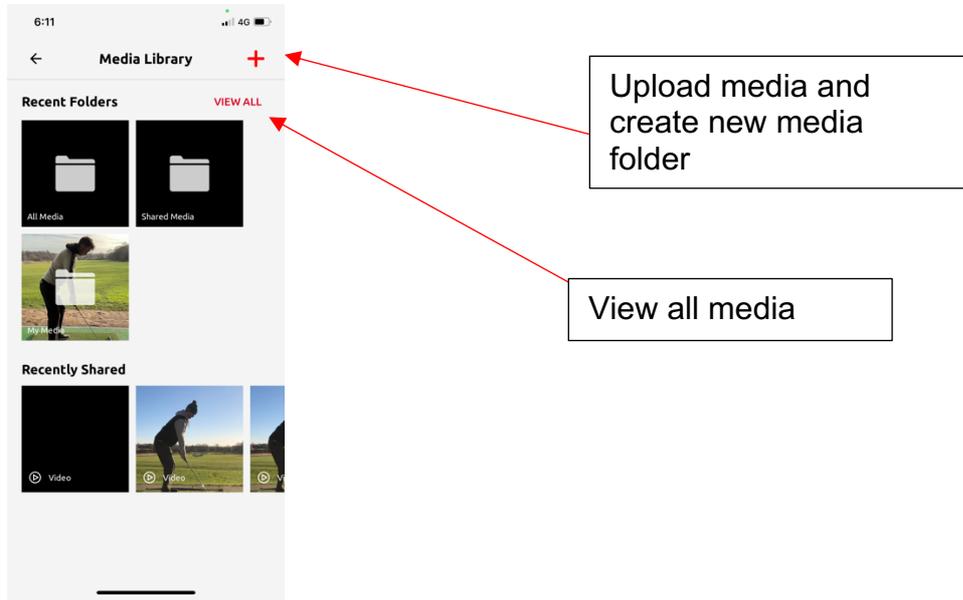


Press the plus icon to create a new tutorial

To send a chosen tutorial for free to a client. Select the relevant tutorial. Then scroll to the bottom, where you will find three options. Edit, Share or Delete.

2.7.6 Media

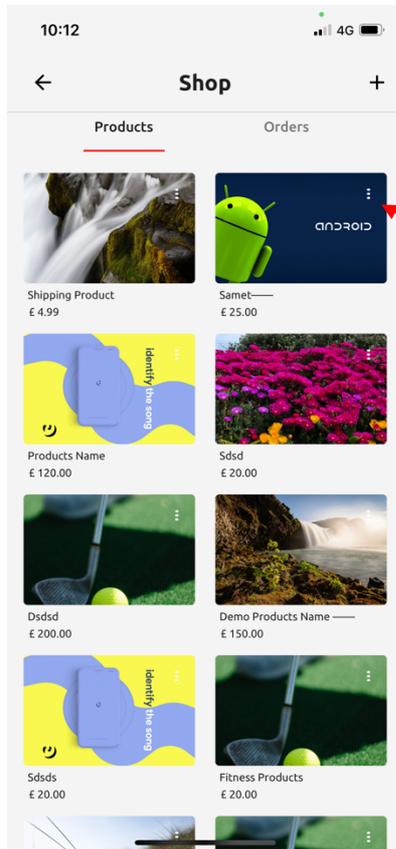
Here is full window of media, all media folder, any folders you have created for specific media



To delete a file press, edit, or swipe to the left and press the bin icon. Once a file has been open and individual media files can be seen

2.7.7 Shop

Within the shop feature, coaches will be able to list any items that they might have for sale. For a golf coach, this could be different golf clubs or a pack of golf balls for example.

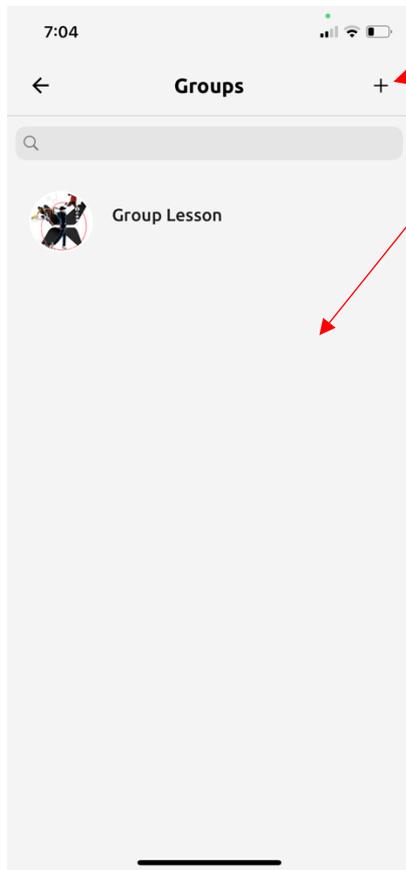


Add items

Select to an item
edit existing

2.7.8 Groups

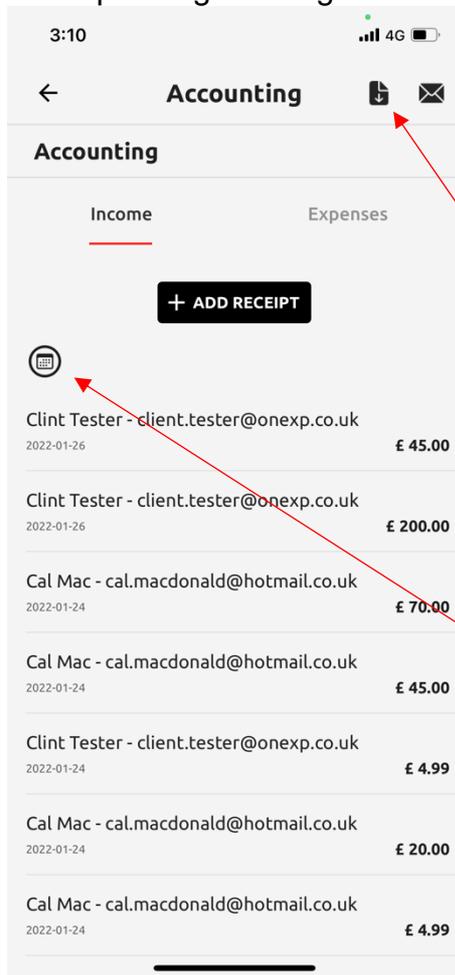
This is where all groups of clients will be stored and created.



Here you also can send a message to a group by selecting the relevant group chat this will take you to the group profile where if you press the red chat icon in the top right, this will take you to the groups chat, where all chat features will be available (see page 49 for group profile)

2.7.9 Accounting

Within accounting all your incomes and expenses will be stored under the corresponding heading.

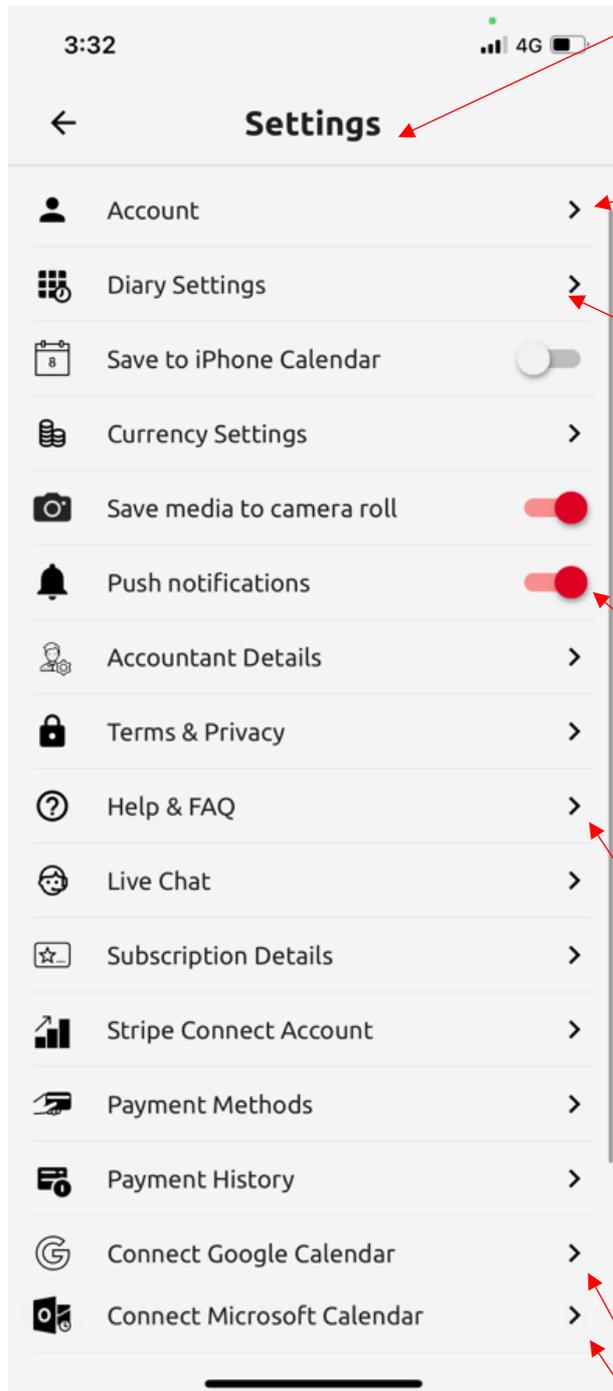


By pressing this you will be able to send a selected date range of accounting details to your accountant (details of how to add your accountant can be seen on page 51)

By pressing this you will be able to save a selected date range of accounting details to a .csv file on your device

This button will allow you to see your monthly total, in incomes and expenses separately

2.7.10 Settings



Link to account details

This will allow you to select the time your diary will show, 10mins, 15mins, 30mins, 45min or, 60mins

Once on this will allow you to save any booking or lesson created

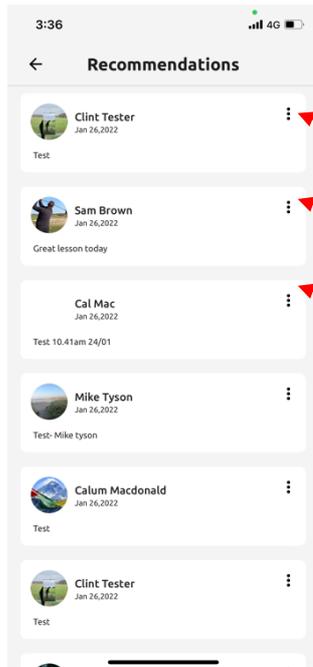
You will be able to add your accountant's details here. You will also have the option to auto-email end of month accounts to your accountant

Here you can ask our live team any questions which will be answered Monday to Friday 9am till 5pm

Connect to your relevant calendar

2.7.10.1 Recommendations

Here you will be able to view all your reviews from clients and decide whether you wish to publish them or not

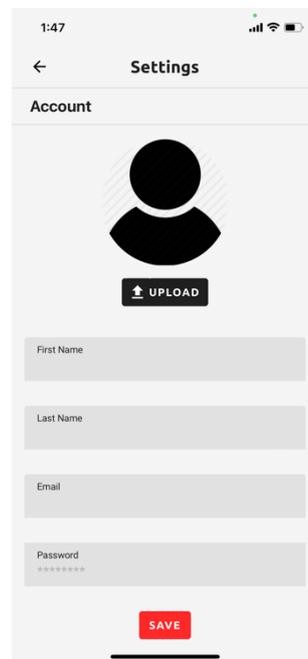


By pressing this button, a drop down will appear which will either ask you to 'publish' if its currently unpublished on your coach profile. Or 'unpublish' the review if it is already published on your coach profile and you wish to remove it

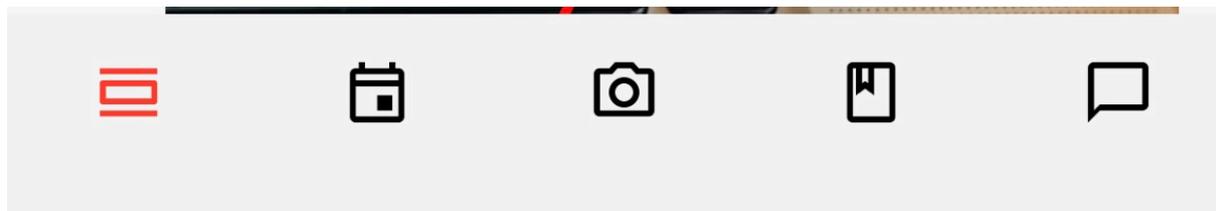
3.0 Client View

3.1 Editing your Account Details and profile picture

You will be able to edit your account details by selecting the profile picture in the top left corner of the home page (feed). This link via the profile picture will also allow a client to edit their first name, last name, email address and password.

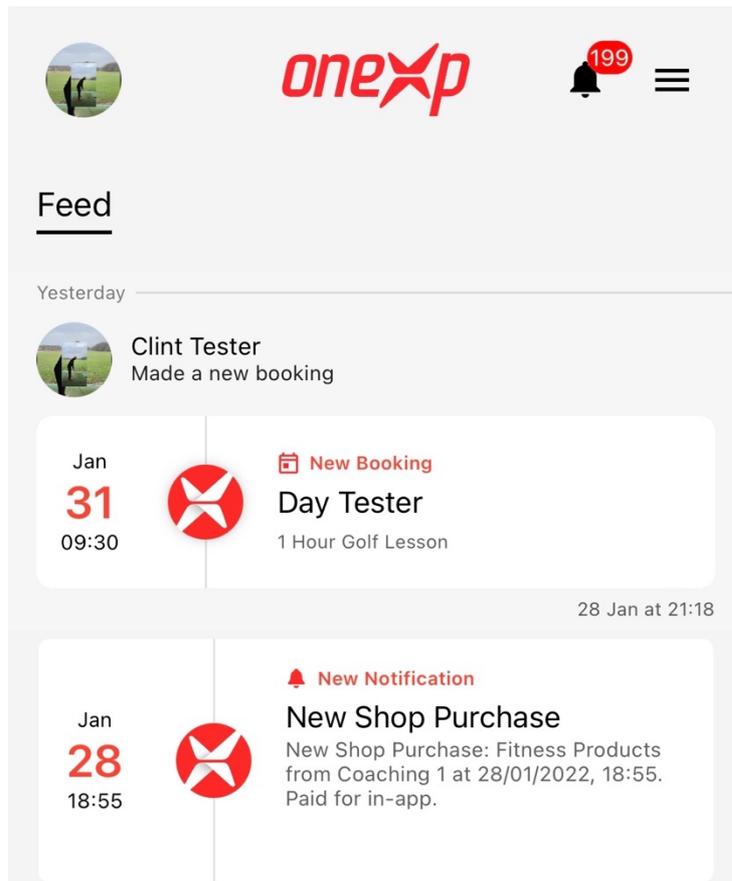


3.2 Client Feed



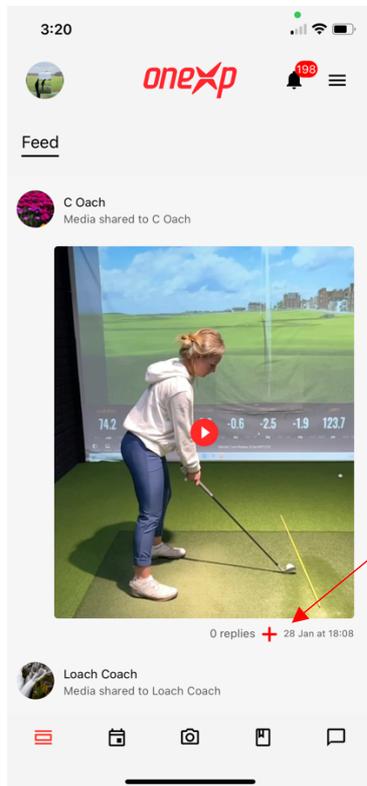
As explained on page 7, the feed is where all your bookings, notifications, live stream links, media and messages will be seen.

For example, here can be seen the format for a new booking and a notification on the feed



By selecting the relevant feed message, it will directly take you to your booking, notification, live stream, media, or chat message

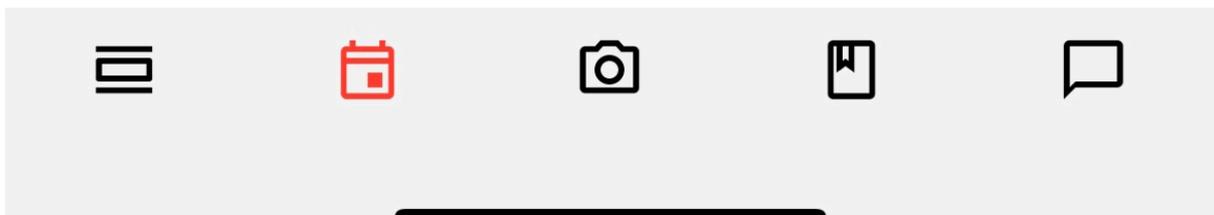
To reply to any media in the feed, press the 'reply button' below the relevant media.



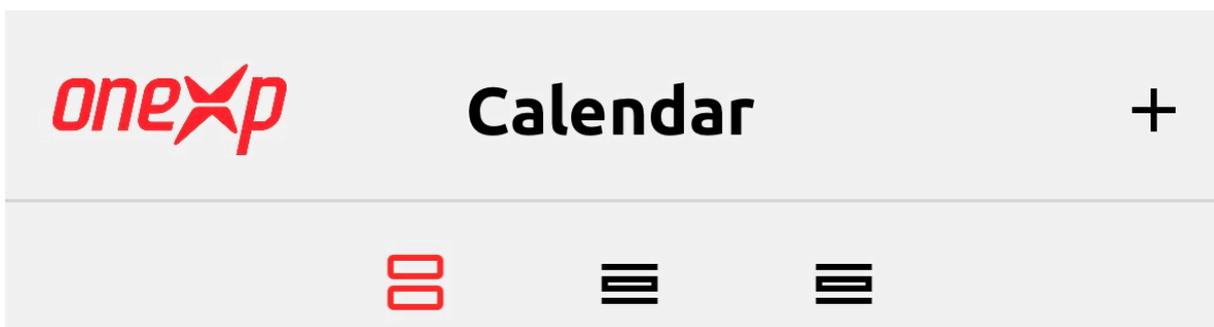
This will take you to a separate window where you can create a reply including media and/or text.



3.3 Client Calendar



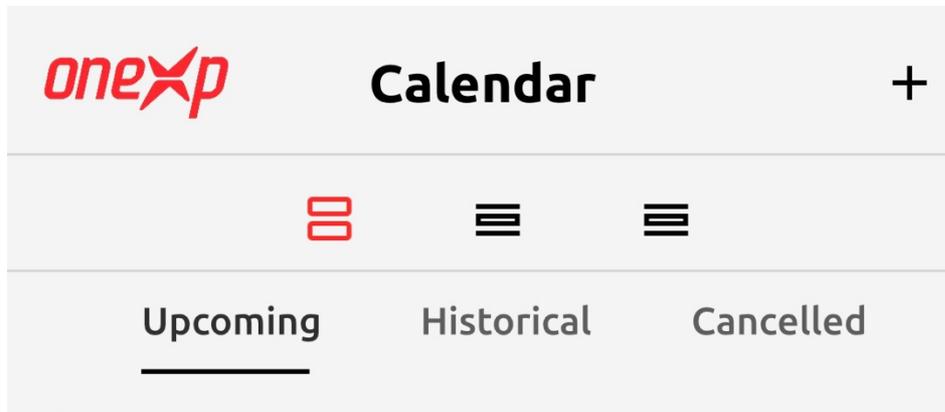
Once the calendar icon has been selected, below the heading of Calendar, you will have three icons to select.



From right to left, the first will show you all your events: upcoming events, historical events, and cancelled event. The middle icon will show your calendar for a selected day and the right-hand icon will show your calendar in week mode.

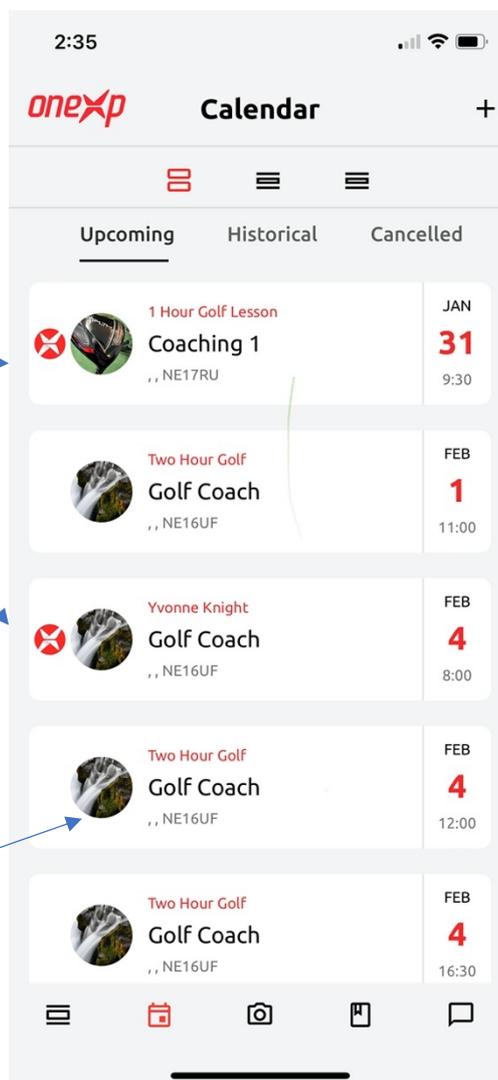
The plus icon in the top right when the left icon is highlighted in red, allows a client to create a booking for a new lesson. (The plus icon is also available in the day diary and week diary, in a slightly different position of the top right corner, but with the same functionality in all three windows: events, day diary and week diary)

3.3.2 Client Events



In the 'Upcoming' section, you will see all upcoming sessions, including a summary of the session details such as Coaches name, session length, date, time, and location. You will also be able to see if a session has been paid for. If a session has been paid for by yourself, you will see the 'oneXp' logo to the left of the booking as seen below, if the logo isn't visible, you are still to pay. Examples of paid sessions can be seen below. You can also see how the session details are summarised in the format below.

OneXp logo to indicate a paid session



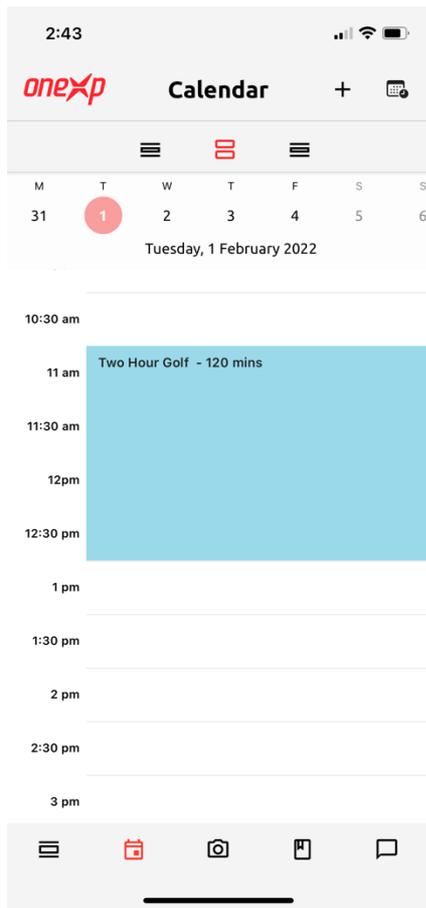
Lesson duration, date, and coach name

3.3.3 Client Day Calendar

In the client day calendar, you will be able to select the chosen day to view the calendar for that day. Alternatively, swipe the dates at the top to the left to jump forward a week from the current day selected, or swipe right on the dates, to jump back a week from the day currently selected.

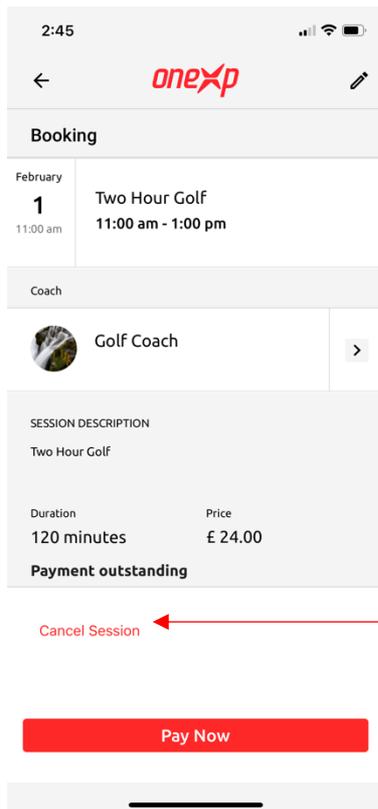
To move forward a day swipe anywhere on the calendar to the left and to move back a day swipe anywhere on the calendar to the right.

Today's date will be in red text, every other day in black text (Number at the top only).



Here you will be able to see any booked sessions on a day-by-day view.

By selecting a session in either the day or week diary you will be able to view the session details, where you can also pay or cancel a lesson.



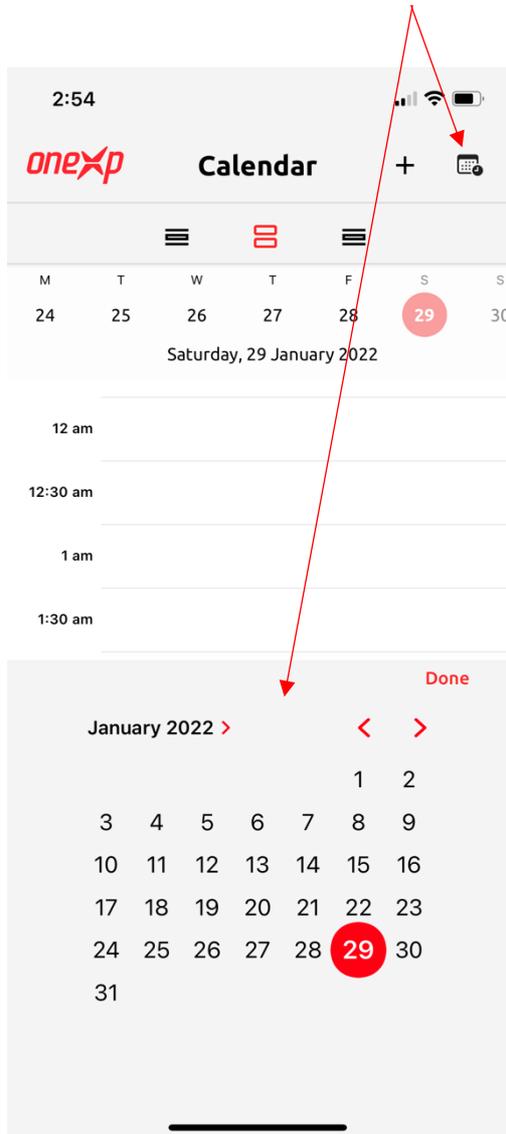
Here you will be taken to a page where you can edit the session details

This will take you directly to the coach's profile

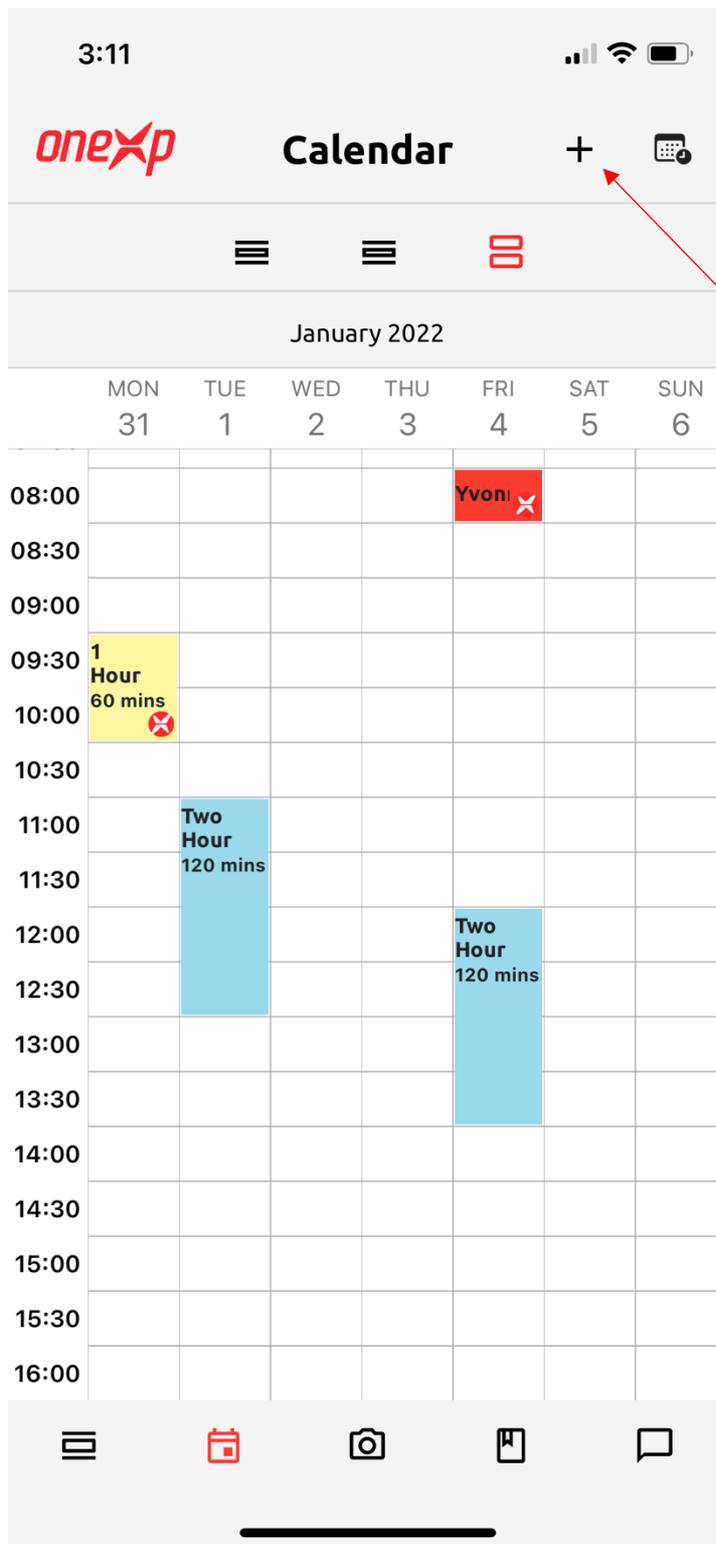
Here you can cancel a lesson if the coach allows cancellations

Here you can pay for a session

Use the top right icon to jump from month to month, or week to week with ease, whilst viewing in the day view calendar.



3.3.4 Client Calendar- Week view



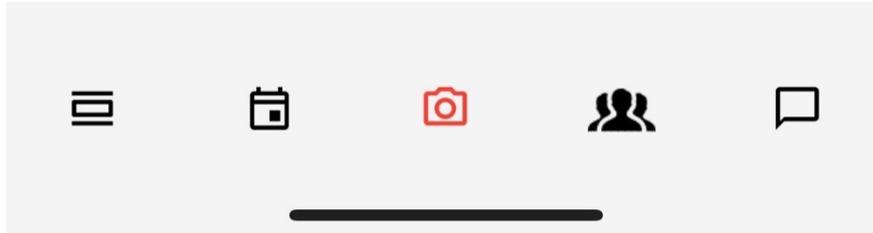
Add a session by selecting the plus icon.

Here, in the client week view calendar you can see all your weekly booking.

To view a booking select the relevant on booking, this will take you to the session details page, seen on page 42.

3.4 Client Media

The middle icon on the bottom page, as seen and highlighted in red below....



...will initially take you to the camera function (screenshots seen below), where you will be able to:

- Record within the app with our three options of frames per second (240fps, 60fps and 30fps)
- You will also be able to go live by pressing the icon in the top right-hand corner.
- Upload a video from your phone media library by pressing the icon in the bottom left of the screen
- You will also be able set us dual camera mode. This feature allows two separate phones to video from two different views, and then be able to send both videos to the primary phone via Bluetooth.



Upload from your apple or android media library

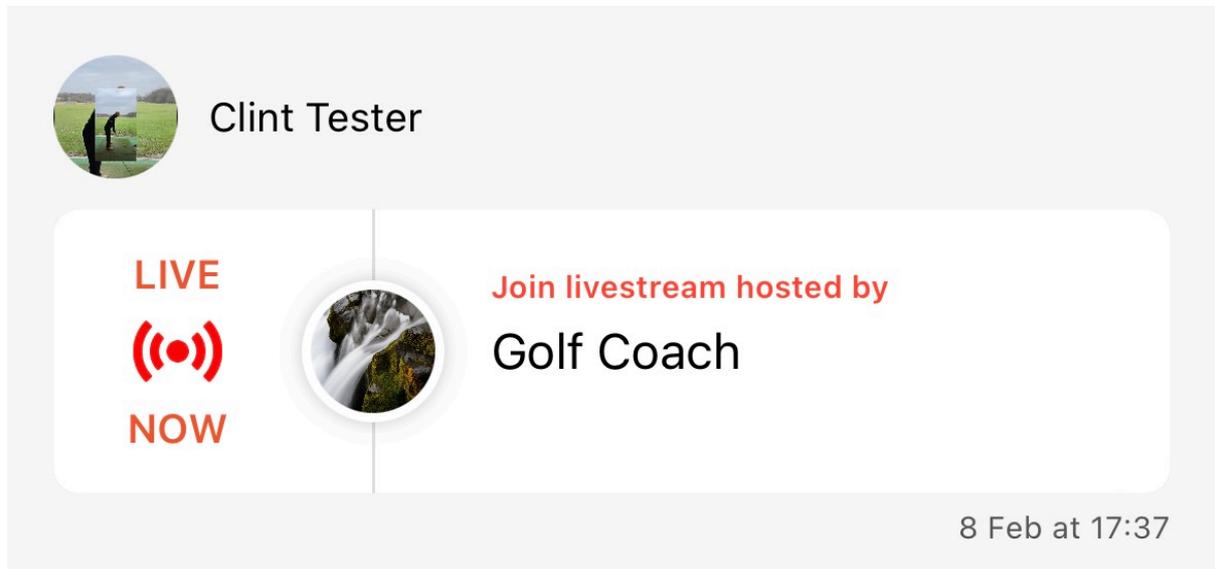
Dual Camera feature

Press to record

Different frame per second capabilities of the camera

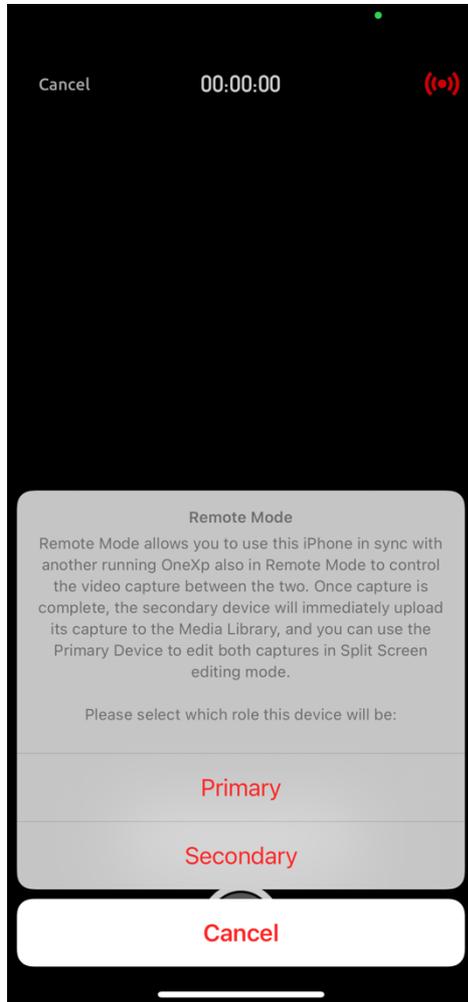
3.4.1 Live Feature

In the client feed a link will be visible to join live once the coach has started a live stream. By pressing this feed message, you will be taken directly to the live video conversation with your coach.



3.4.2 Dual Camera Feature

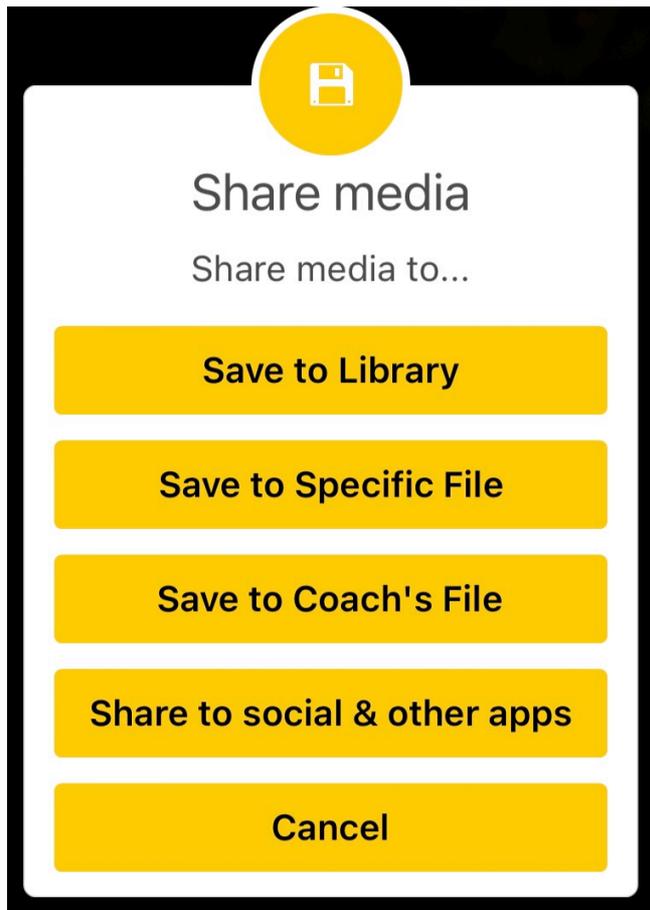
By selecting the dual camera icon highlighted on page 64, you will be presented with the following pop-up



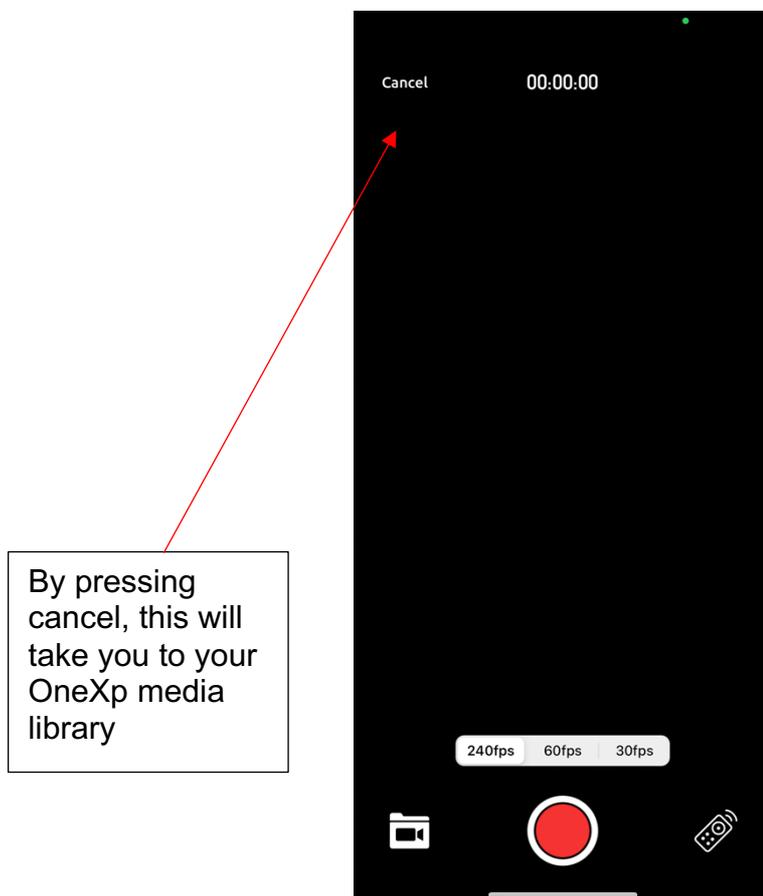
Please select 'Primary' on the phone you wish to control when the video starts and stops. Then on your second device you will open the media section, select dual camera and press 'Secondary'.

Once the connection has been made, you can take a video on the primary phone and there will be a synchronised video taken on the second phone. Once you stop the video being taken on the primary phone, your video will also stop on the secondary phone.

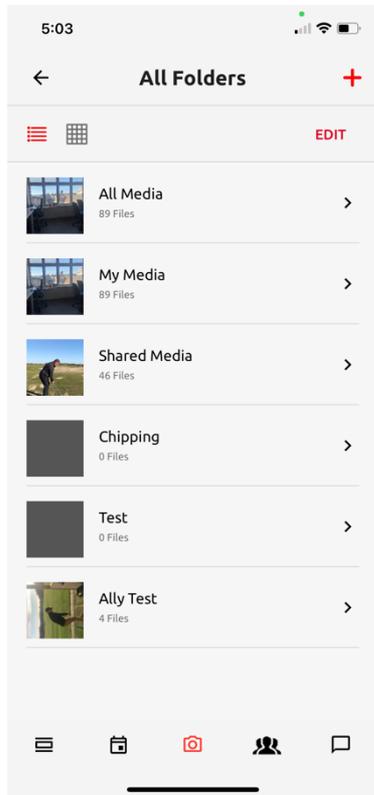
You can then save the two videos to where you choose.



3.4.3 Viewing the OneXp media library



Here you will be able to view all your Media including, voice notes, videos, and images. You will also be able to delete the un-wanted ones by pressing Edit and be able to create a media folder to organise relevant media by pressing the plus icon in the top right corner.



Create a new folder, add new media or re-name a media folder

Delete media

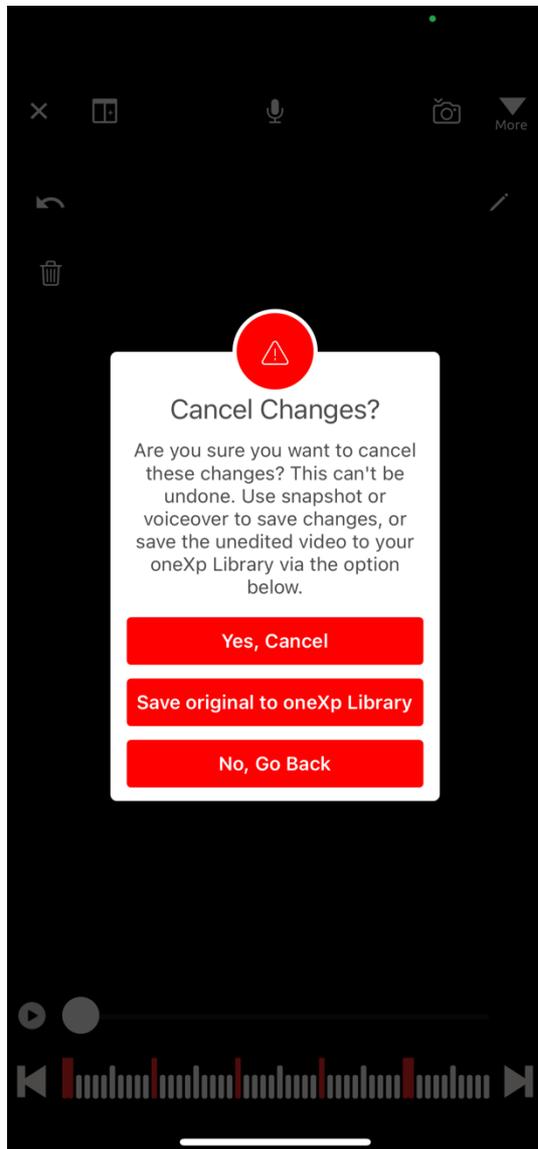
3.4.4 Analysing Media

There are two ways to open the analysis feature of chosen media

3. Once the correct video has been opened, this can be done via the media library, the feed, or the chat.
4. Once a video has been uploaded from your apple or android media library, as explained on page 64

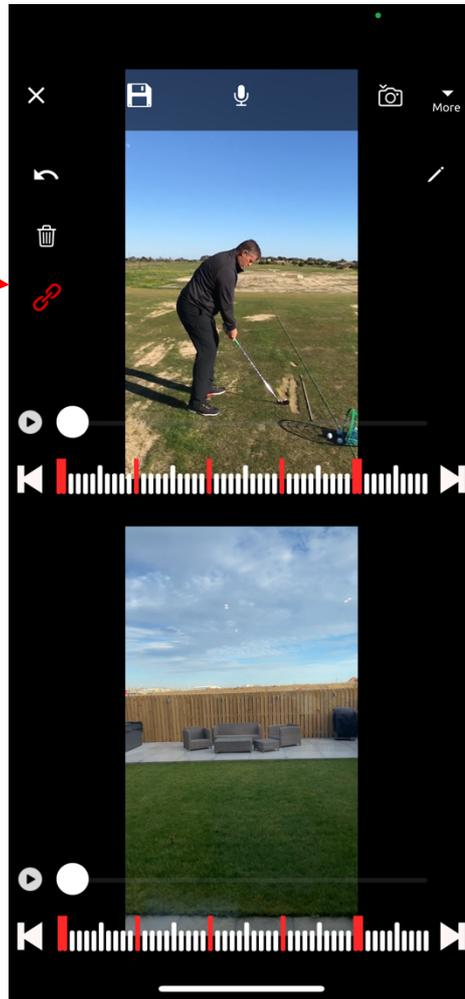


- This icon allows you to cancel any changes you've made and exit back to the whichever screen you were on directly before opening the analysis window (Yes, Cancel)
-You will also have the option to save the video to your oneXp library (Save original to oneXp Library)
-Or return to the analysis page (No, Go Back)



8. This feature allows you to split screen with two different videos on top of each other. When using split screen, you will also be provided with a feature enabling, the two videos' playback to be synchronised, highlighted below.

Split screen
video
playback link
button



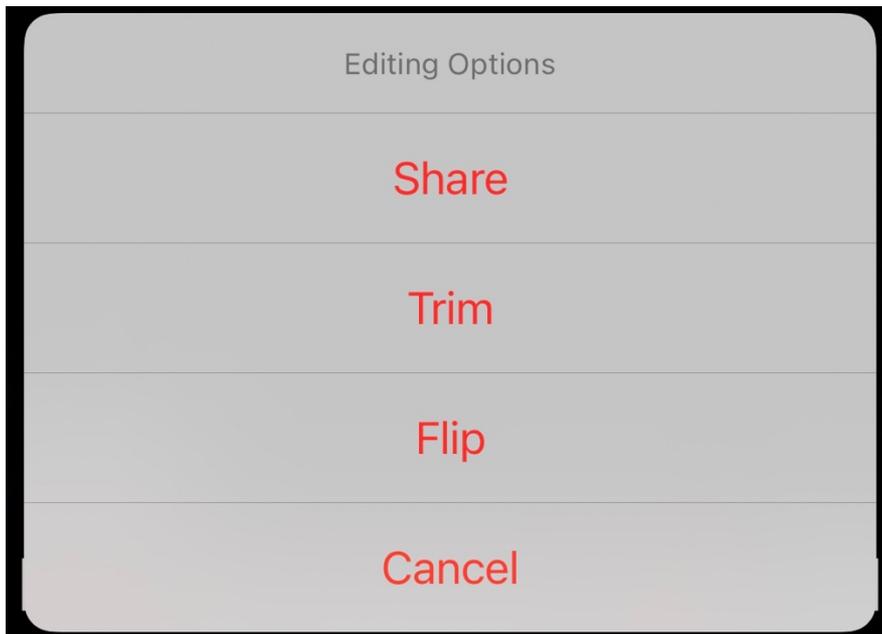
9. This feature will allow you to record voice overs whilst you analyse a video. The app will ask whether a screen record is allowed and whilst you create your voice note, a screen record will run until you have finished with the voice note. Once you've finished this will save to your oneXp media library.



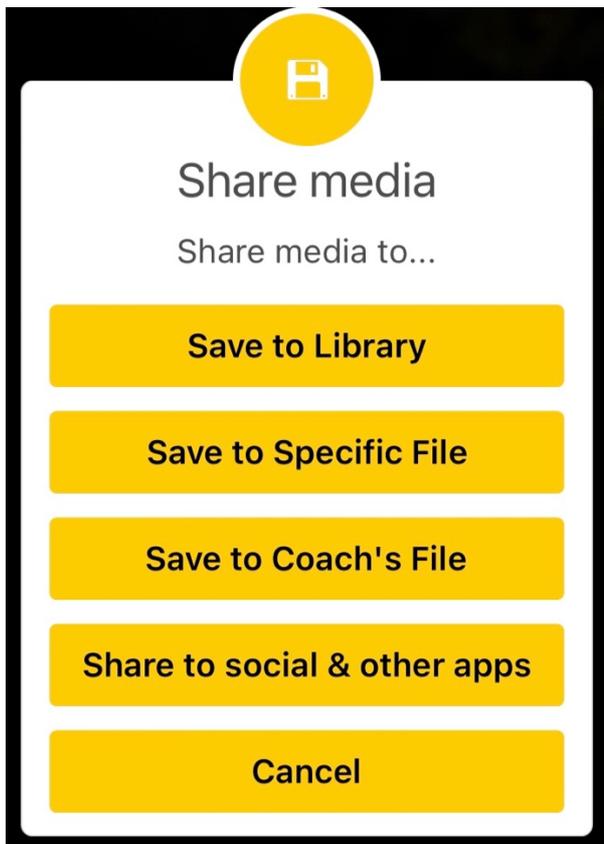
A timer at the top will indicate how long the voice note has been running for and this is also where you will stop the voice note.

10. Screen shot save feature. Which will save automatically to your oneXp media library.

11. This feature will allow you to 'Share', 'Trim' or 'Flip' video. Or if you wish to return press, 'Cancel'



Share, this button will give you the following options:



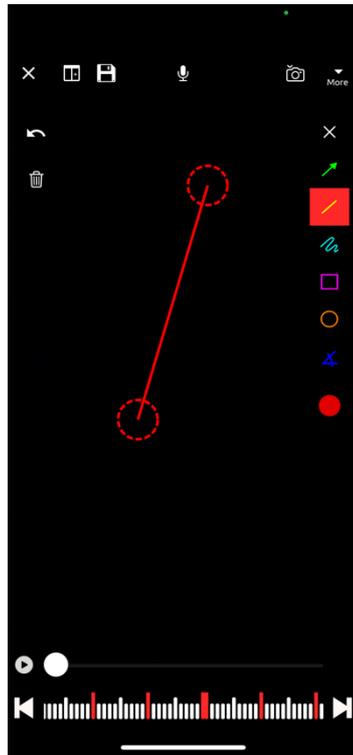
Flip, will allow you to view the media rotated

Trim, will allow you to trim the video to your desired size

12. The tools

- Top to bottom
- Arrow
- Line
- Free hand scribble
- Square
- Circle
- Angle
- Change colour of the feature.

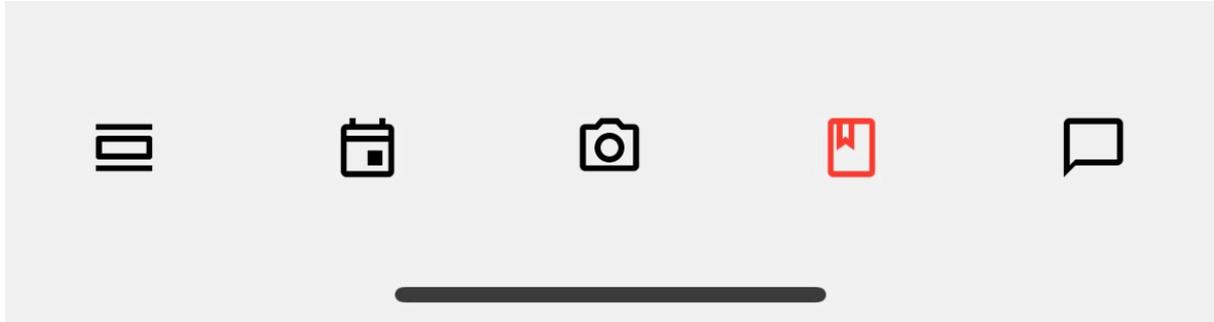
To alter the size of the drawing select it then move one of the circles to either make the shape smaller or bigger.



Alternatively select and drag the middle of the shape to change its position on the screen.

(Press anywhere on the screen to view the media in full screen mode)

3.5 Client Tutorials

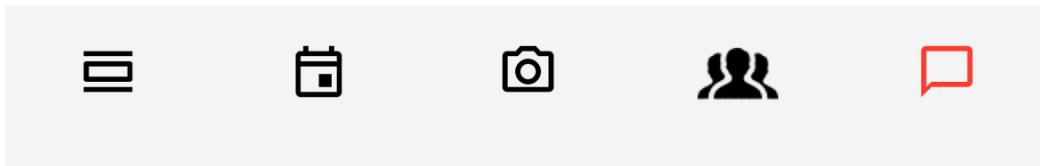


Here a client can view all tutorials that have been sent to them.

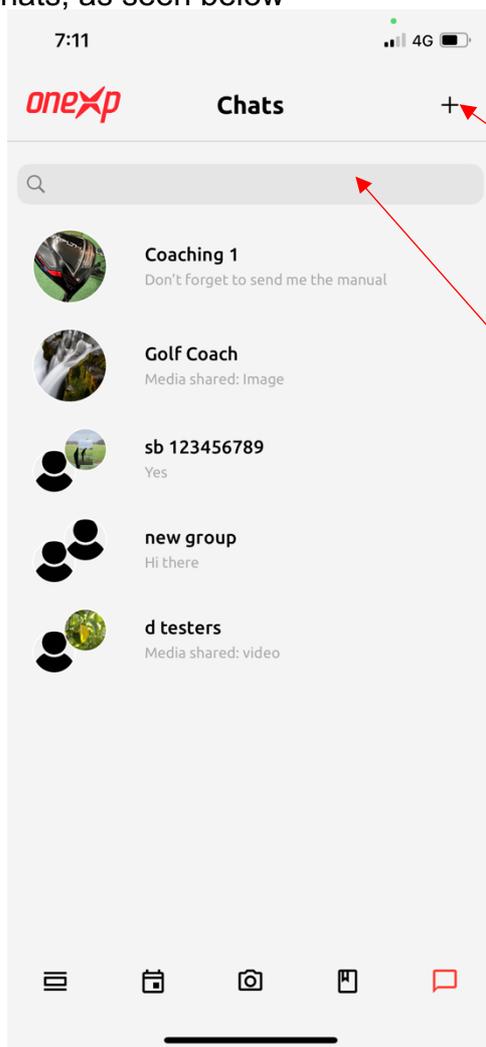
Select the relevant tutorial and read any information or view any media within said tutorial.

Implement tutorial tips when practicing!

3.6 Client Chats



By selecting the icon above, you will be taken to a window that contains all your chats, as seen below



Here you can start a new single chat with a client

If a chat has already been created, you will be able to find it using the search bar

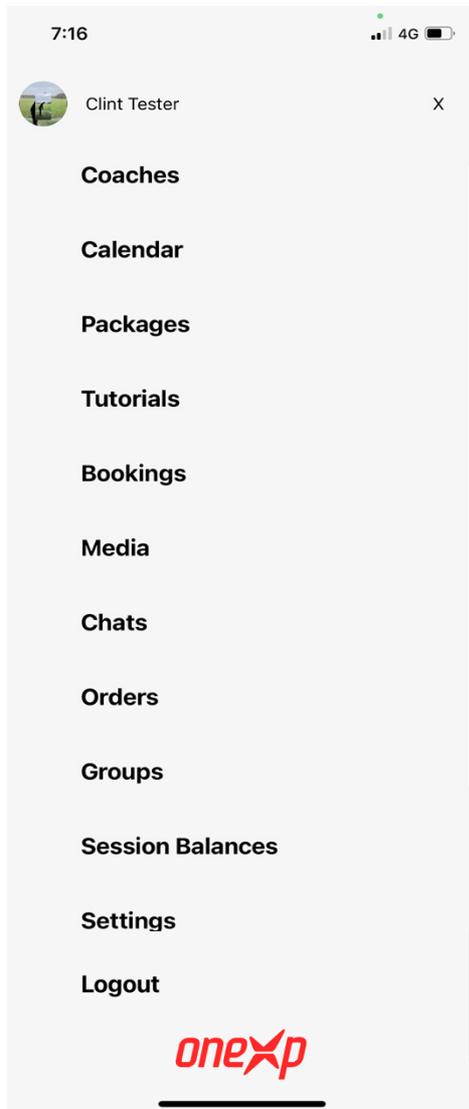
3.6.1 Single chat

The image shows a mobile chat interface with several callout boxes explaining features:

- Selecting the Coaches name will take you to their profile**: Points to the name 'Sam Brown' in the chat header.
- The plus icon allows you to reply to a message, the number of replies a message has will be seen next to the message**: Points to a plus icon next to a message.
- By holding down on a message, a coach will be able to delete any message, react to a message with an emoji, or reply to a message**: Points to a plus icon next to a message.
- Send a voice note**: Points to a microphone icon in the bottom input area.
- Upload a file**: Points to a document icon in the bottom input area.
- Upload media from:**
 - Your phone's media library
 - Directly from your Camera
 - From your OneXp media library: Points to a camera icon in the bottom input area.

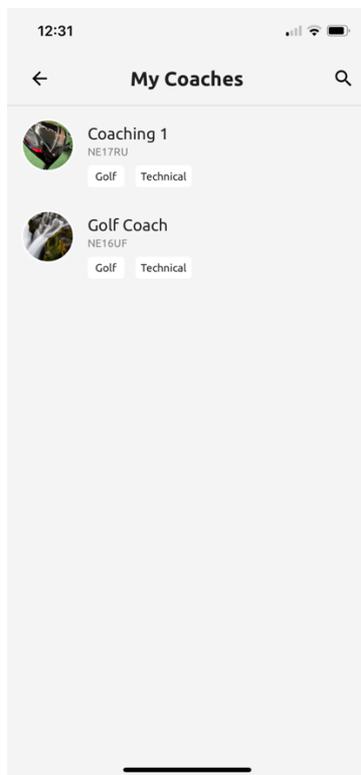
3.7 Client Menu

By selecting the icon with the three lines in the top right corner of the feed, this will take you to the client menu as seen below.

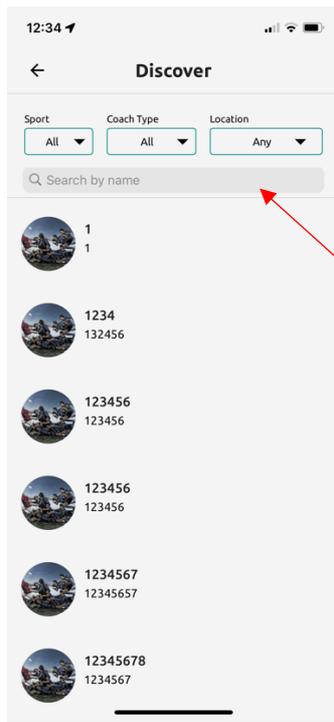


3.7.1 Coaches

Here a client can view all their current coaches, as seen below.



To add a new coach. You would press select the search icon in the top right corner. This would take you to the page seen below.



Filter the results by sport, coach type and location of

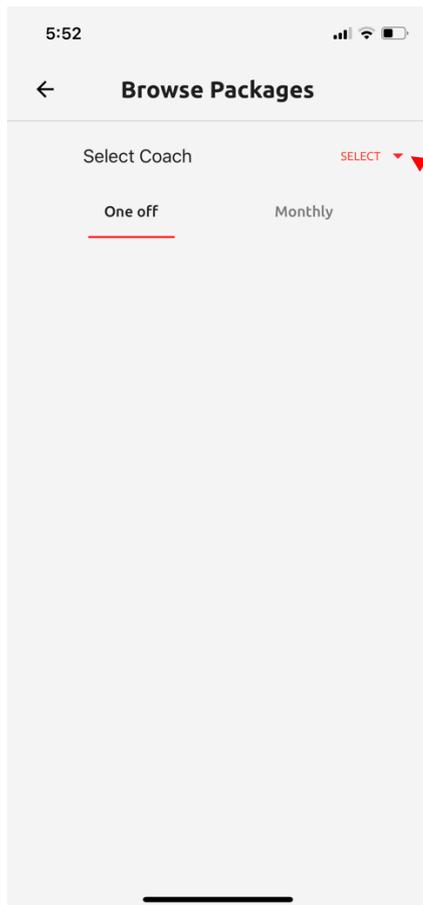
Here you can search for a coach directly using the search bar

3.7.3 Calendar

See page 56 onwards for info on Client Calendar

3.7.3 Packages

Here a client can buy a package of lessons from a chosen coach.



Chose the coach
you wish to buy a
package from by
pressing here

You will then be given a list of the packages which this coach has listed. Select the relevant one and proceed to enter you card details to process the payment.

3.7.4 Tutorials

See page 74 onwards for info on Client tutorials

3.7.5 Media

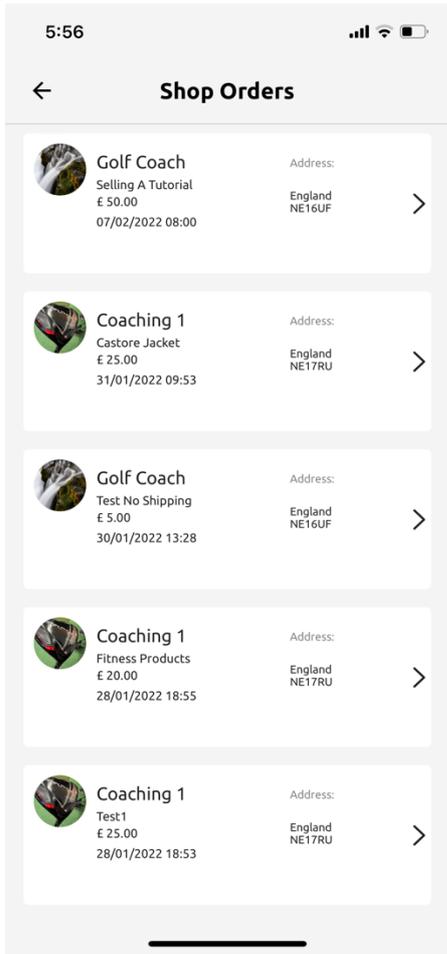
See page 63 for info on Media

3.7.6 Chats

See page 75 for info on Client chats

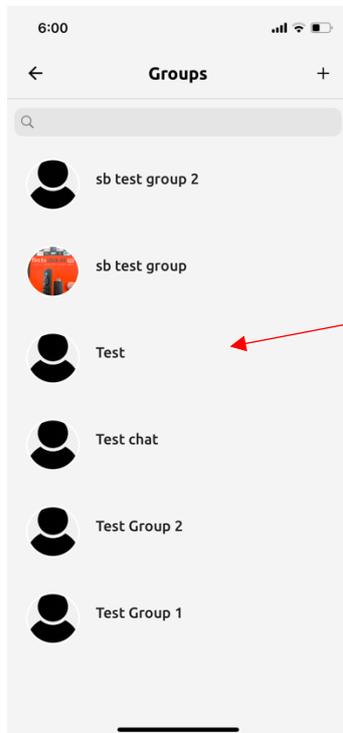
3.7.8 Orders

Here a client can see all orders which they have made. Including information such as date, price and item bought

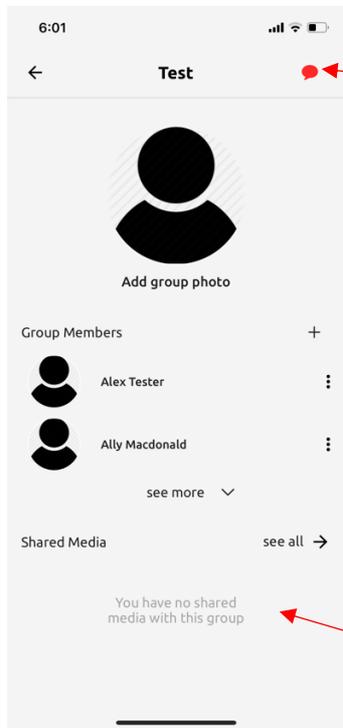


3.7.8 Groups

Here you can view all groups you are a participant of.



To open a group, select the relevant one. This will take you to the group profile as seen



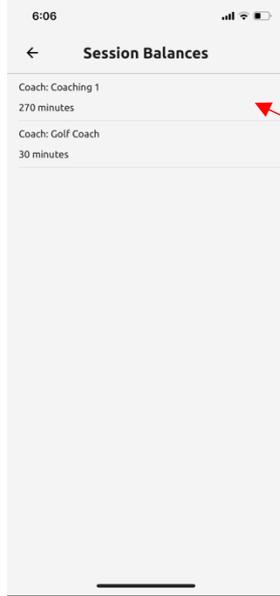
A link directly to the group chat where you can send a message

See all group members

View all shared media within the group chat

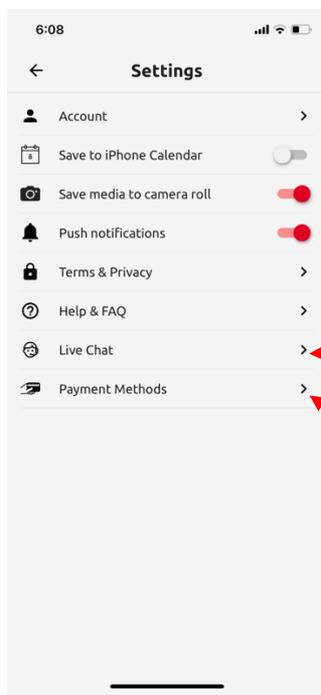
3.7.9 Session Balances

Here you can review you session balance with each coach



Select the relevant coach to view the session history with this coach

3.7.10 Settings



Here a client can edit their account details

Chat to our live team if you have a query

Add or update payment methods