

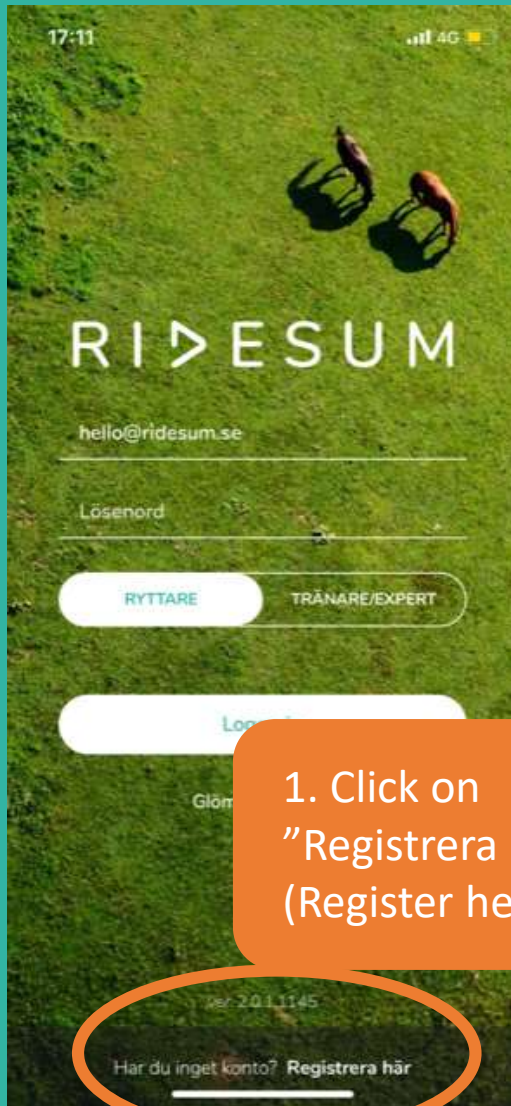
Hi there horse trainer!

We are working hard to translate the Ridesum app into English as soon as possible.

Meanwhile we have created a **quick guide** to support non Swedish speaking trainers and riders. It is not perfect, but it should cover the most essential parts to help you get started 😊



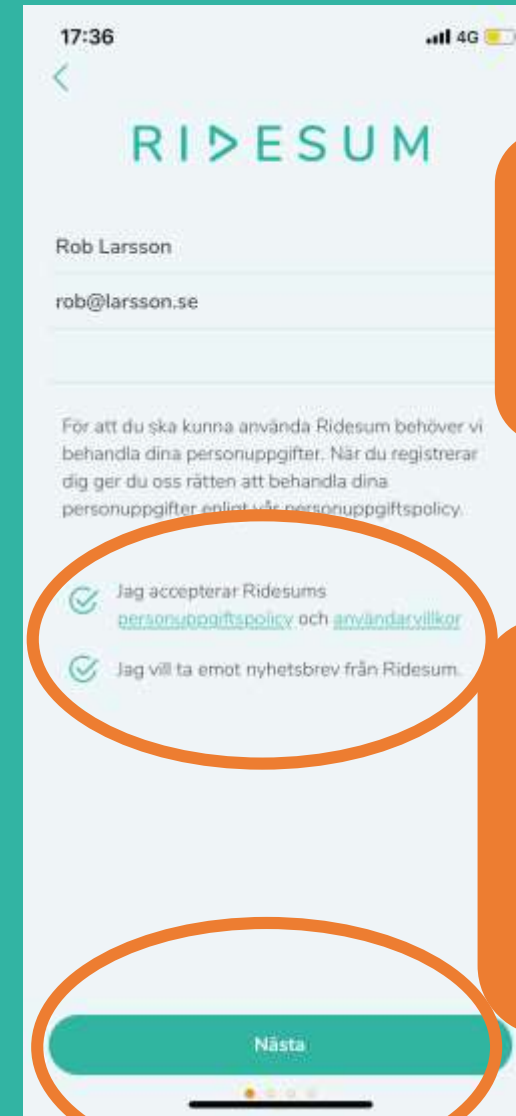
Register trainer profile (shows public in trainer bank)



1. Click on "Registrera här" (Register here)



2. Click on "Jag är tränare/expert" (I'm trainer)

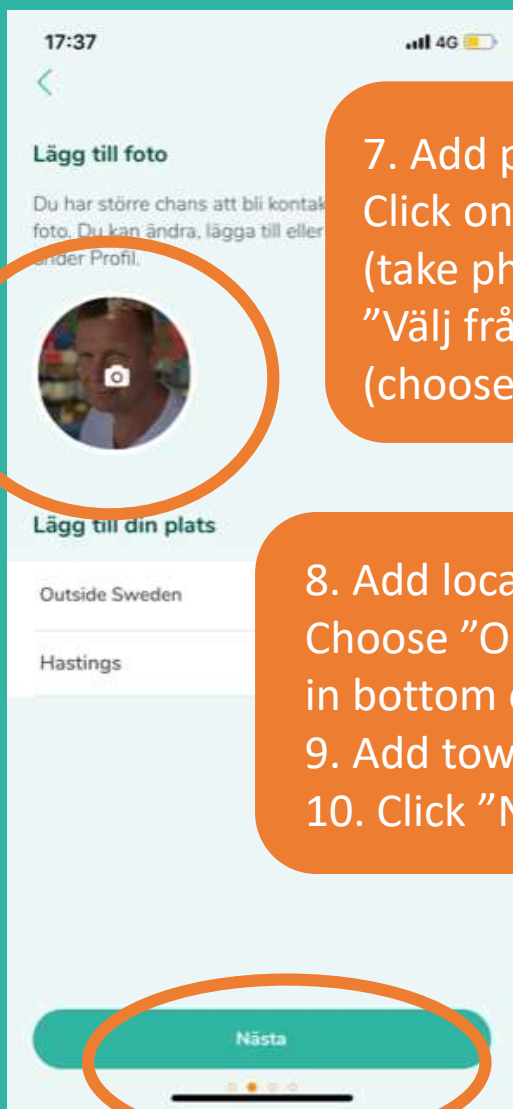


3. Fill in:
- Full name
- E-mail
- Password

4. Mark checkboxes for privacy policy & terms & conditions + newsletter.

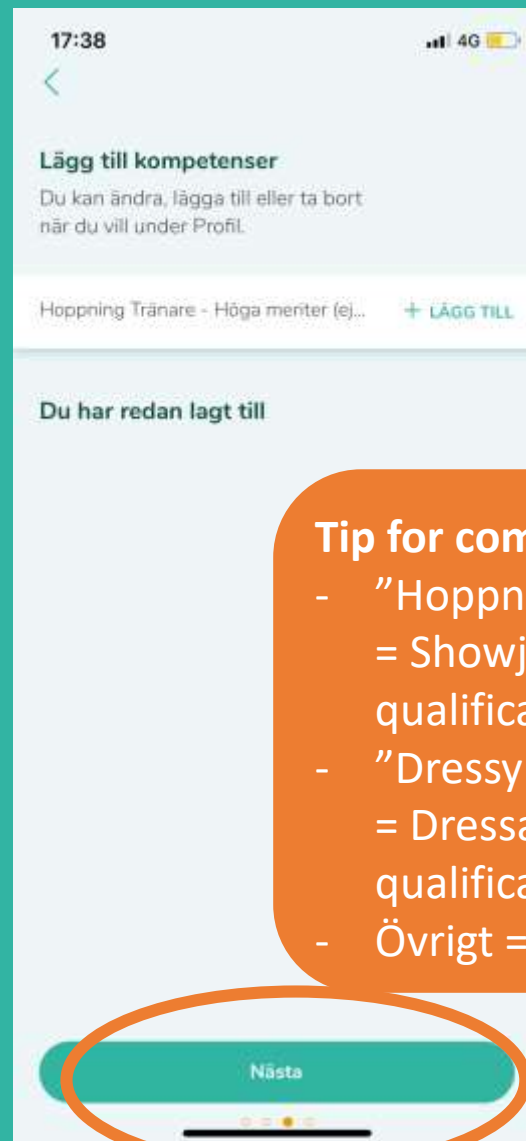
5. Click "Nästa" (Next)

Register trainer profile



7. Add profile picture.
Click on "Ta ett foto"
(take photo) or
"Välj från bibliotek"
(choose from library)

8. Add location (distrikt).
Choose "Outside Sweden"
in bottom of the list.
9. Add town (ort).
10. Click "Nästa" (next)

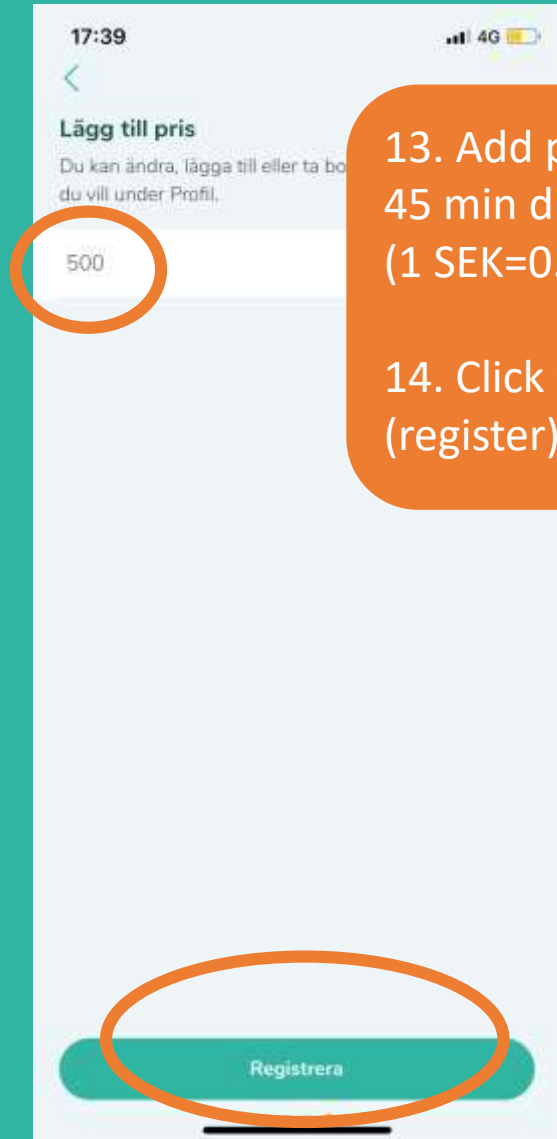


11. Add skills
- Choose from list
- Click "Lägg till"
(to add)
12. Click "Nästa" (next)

Tip for common skills!

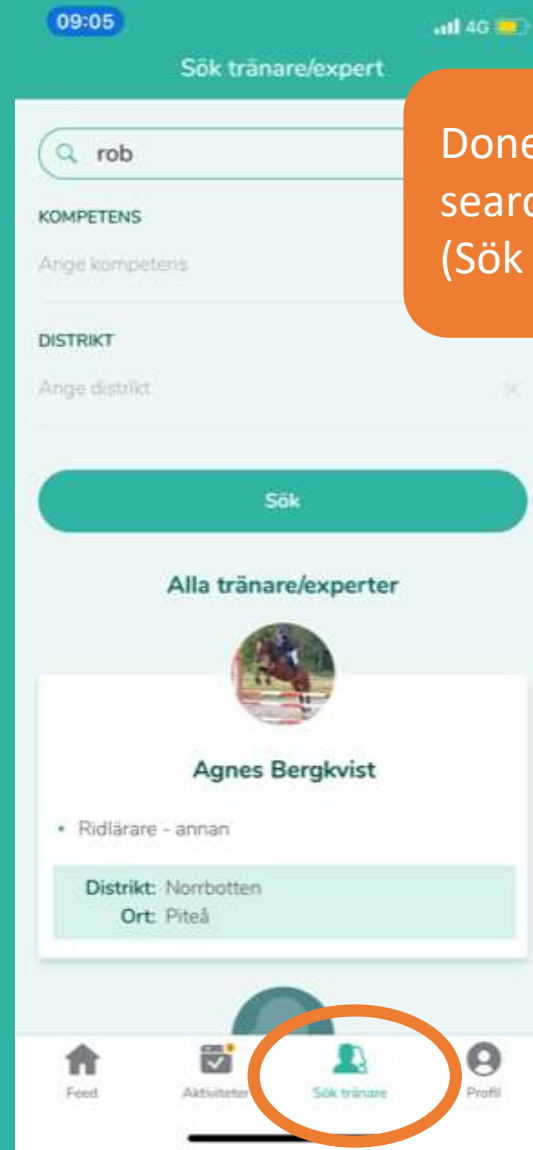
- "Hoppning Tränare – Höga meriter"
= Showjumping Trainer – High qualifications
- "Dressyr Tränare – Höga meriter"
= Dressage Trainer - High qualifications
- Övrigt = Other

Register trainer profile



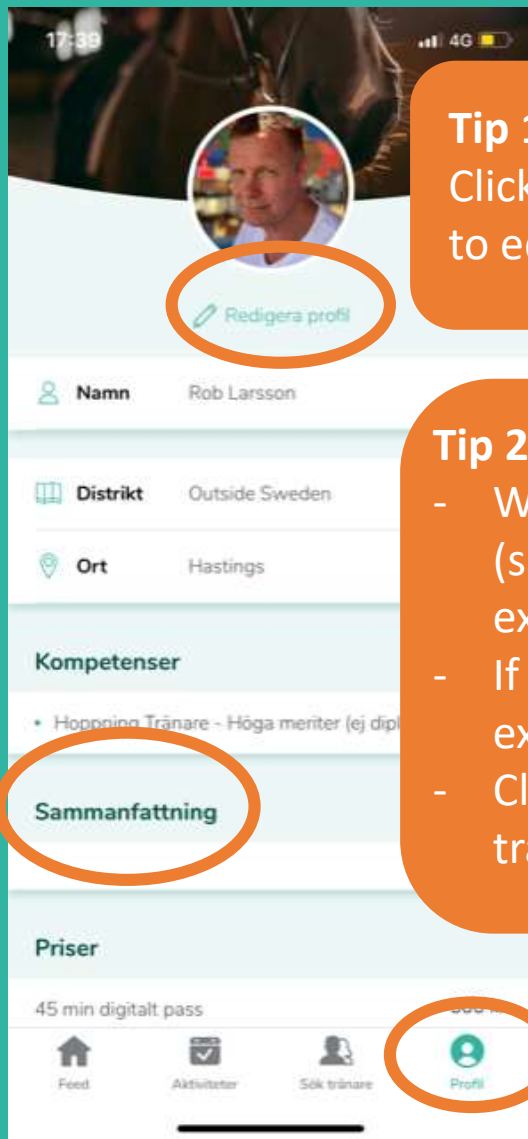
13. Add price in SEK for 45 min digital training (1 SEK=0.091 EUR)

14. Click "Registrera" (register).



Done! Now you are searchable in trainer bank (Sök tränare).

Edit trainer profile



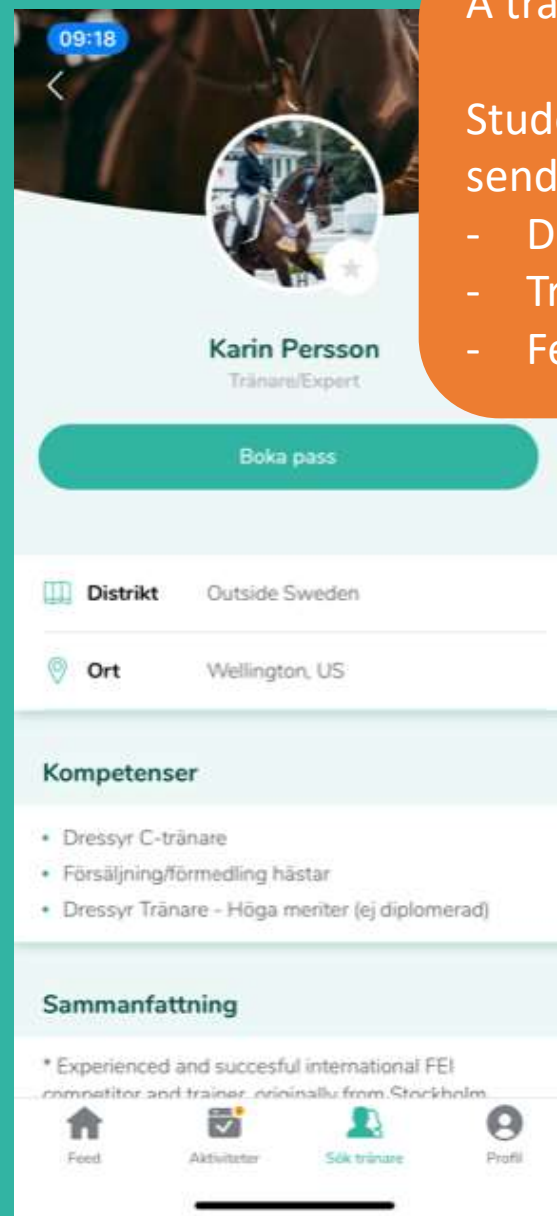
Tip 1!

Click on "Redigera profil" to edit profile info.

Tip 2!

- Write a short summary (sammanfattning) about education, expertise, qualifications etc.
- If you can't take on new students, only existing – write this in top of summary.
- Click on "Spara" (save) at top right of the trainer profile page.

You find your profile here.

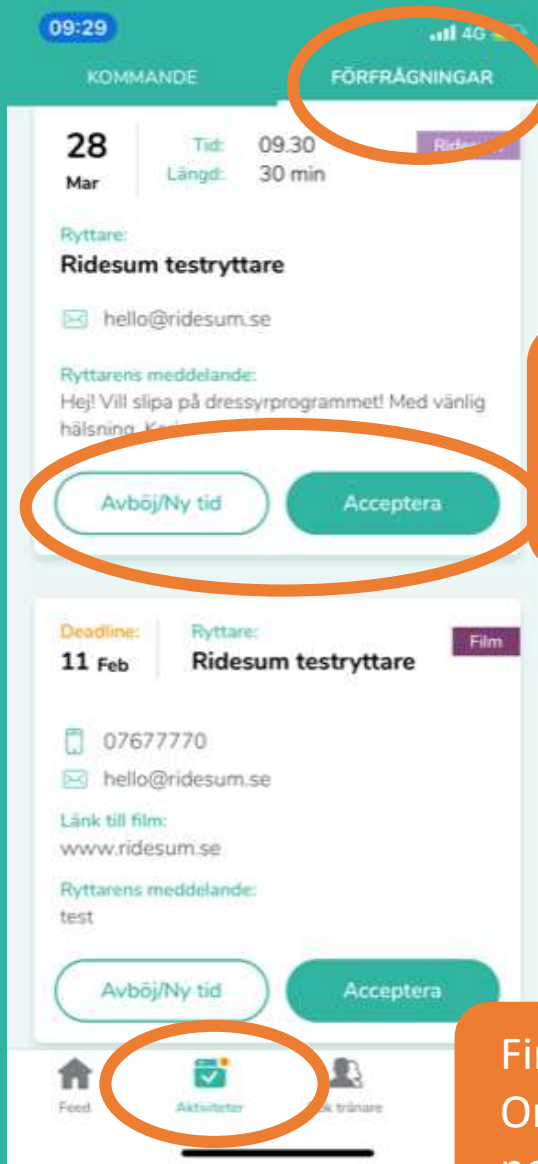


A trainer profile can look like this.

Students click on "Boka pass" to send a booking request for:

- Digital Ridesum training
- Traditional IRL training
- Feedback on recorded video

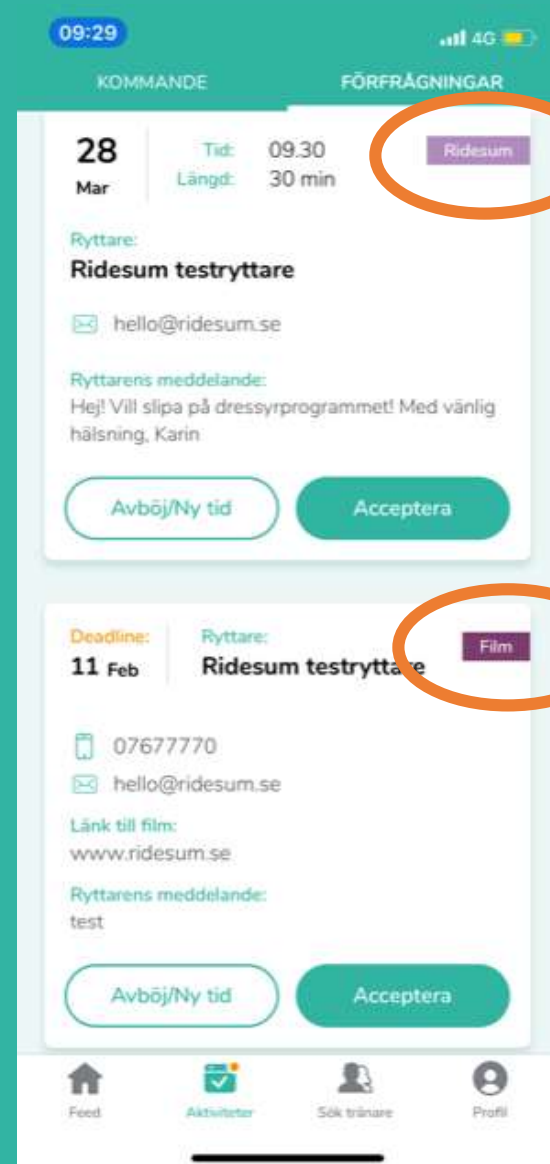
Activites: Booking requests



Förfrågningar=booking requests.

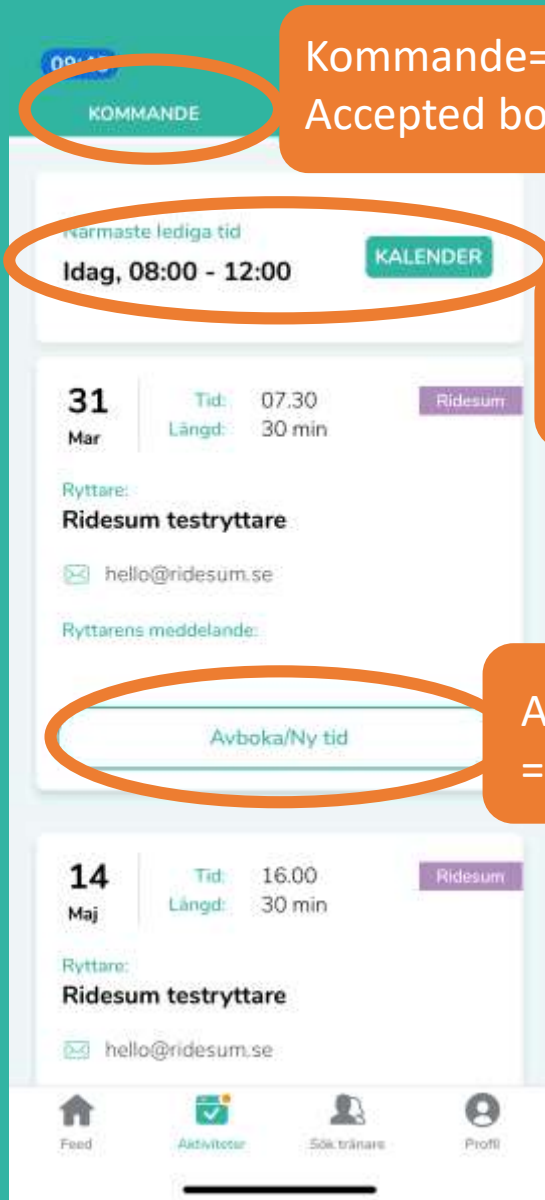
- Avböj/Ny tid=Decline /New date
- Acceptera=Accept

Find your bookings here. Orange dot=action needed.



- Labels shows training type:
- Digital Ridesum training
 - Traditional IRL training
 - Feedback on recorded video

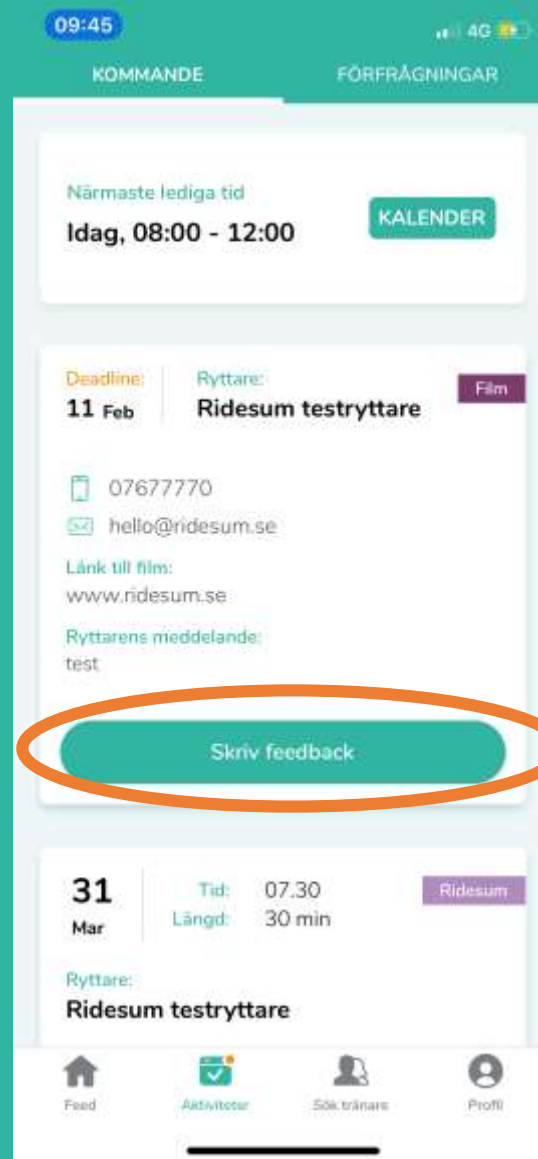
Activites: Upcoming trainings/bookings



Kommande=Upcoming.
Accepted bookings shows here.

Your nearest bookable time slot.
Access to your calendar.

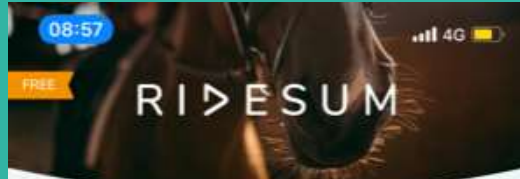
Avboka/Ny tid
=Cancel/New date



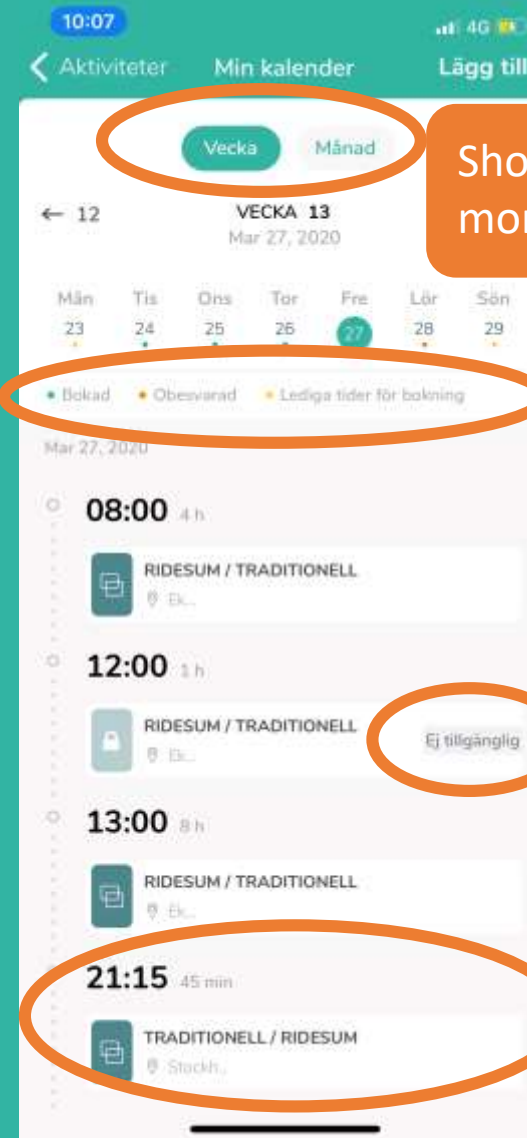
You can write feedback on sent video here, but we recommend you to do it on laptop/tablet via our webapp.

Go to www.ridesum.se & click "Login Tränare" on top right.

Calendar: Overview



Your nearest bookable time slot. Click "Kalender" to access your calendar.



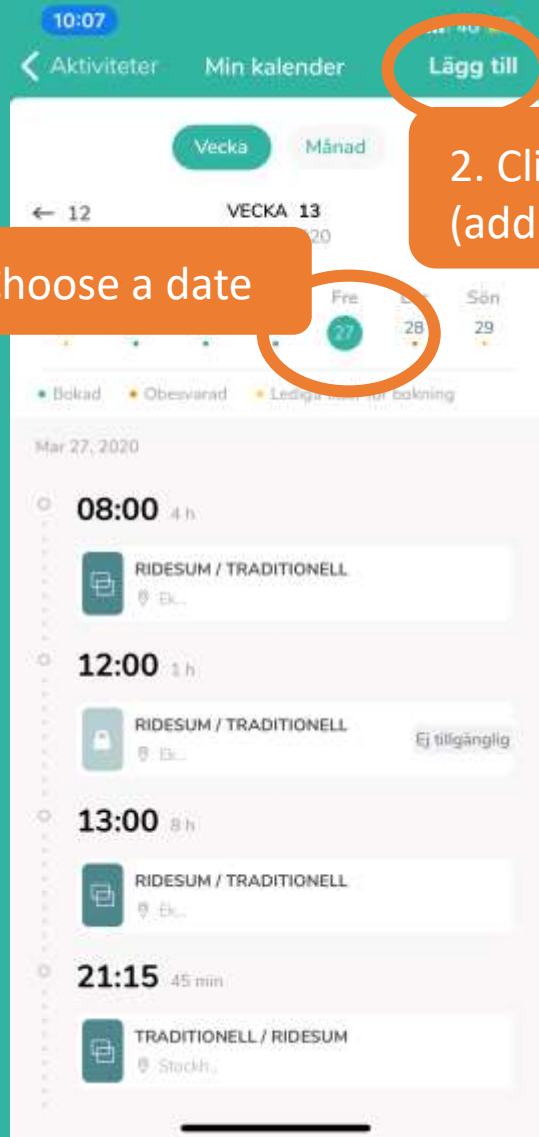
Show weekly/
monthly overview

- Green dot/Bokad=Booked
- Orange dot/Obesvarad=Pending
- Yellow dot=Bookable time slots

Ej tillgänglig
=not available

Example of bookable time slot. Shows
time, length, available training types &
location. Click on it to see more info.

Calendar: Add bookable time slot

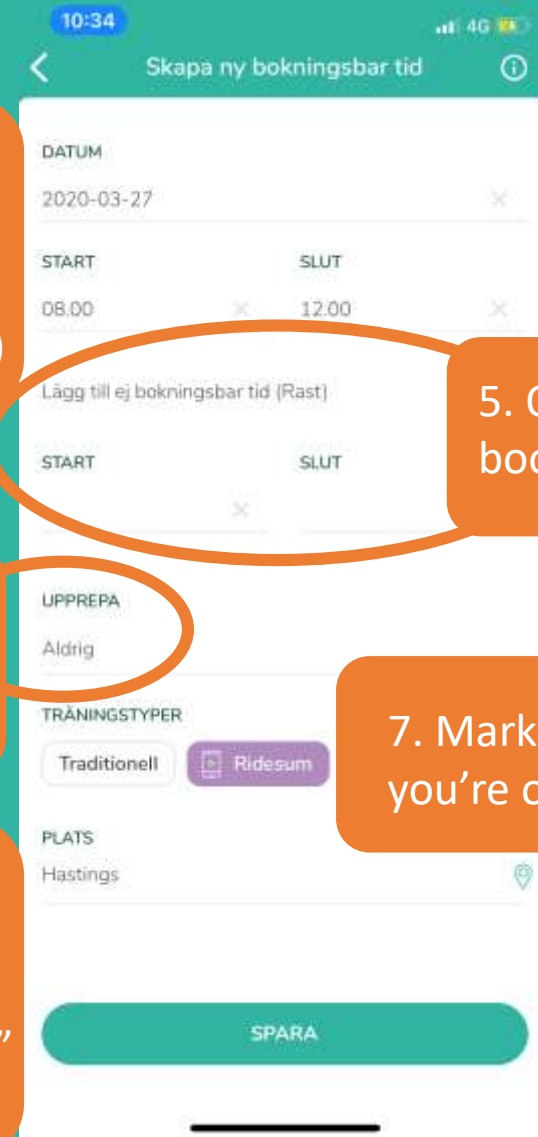


1. Choose a date

2. Click "Lägg till" (add)

3. Set date

4. Set available time (start=start, slut=end)



5. Optional: Set a non bookable time slot (break)

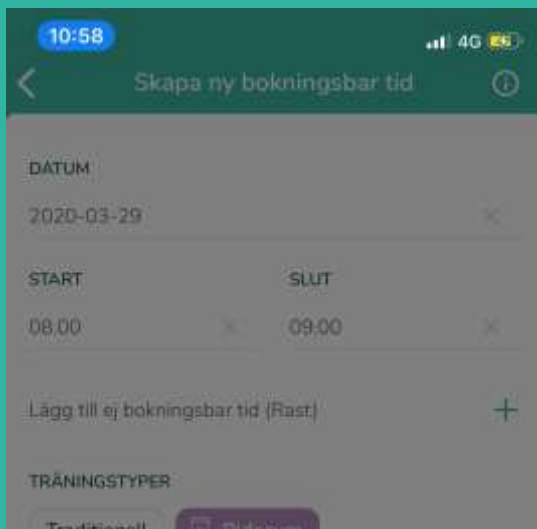
6. Optional: Repeat (upprepa) (More info on next page)

7. Mark the training types you're offering this slot.

8. Set location (plats)

9. Click "Spara" (save)

Calendar: Repeat time slot

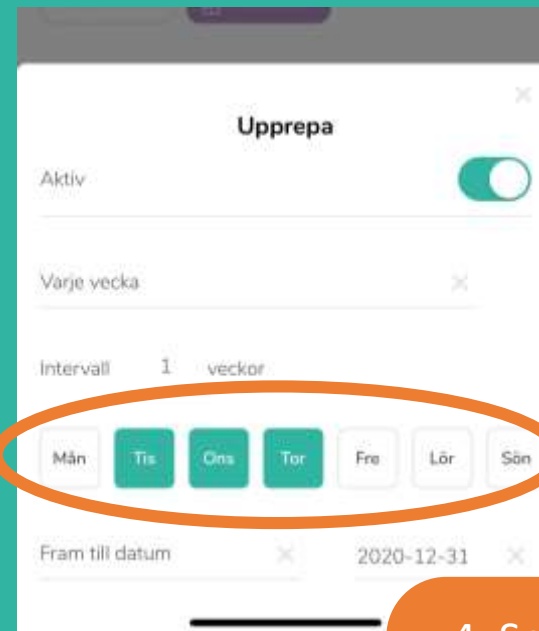


1. Activate repeat



2. Choose to repeat every day (dag), week (vecka) or month (månad). Click OK.

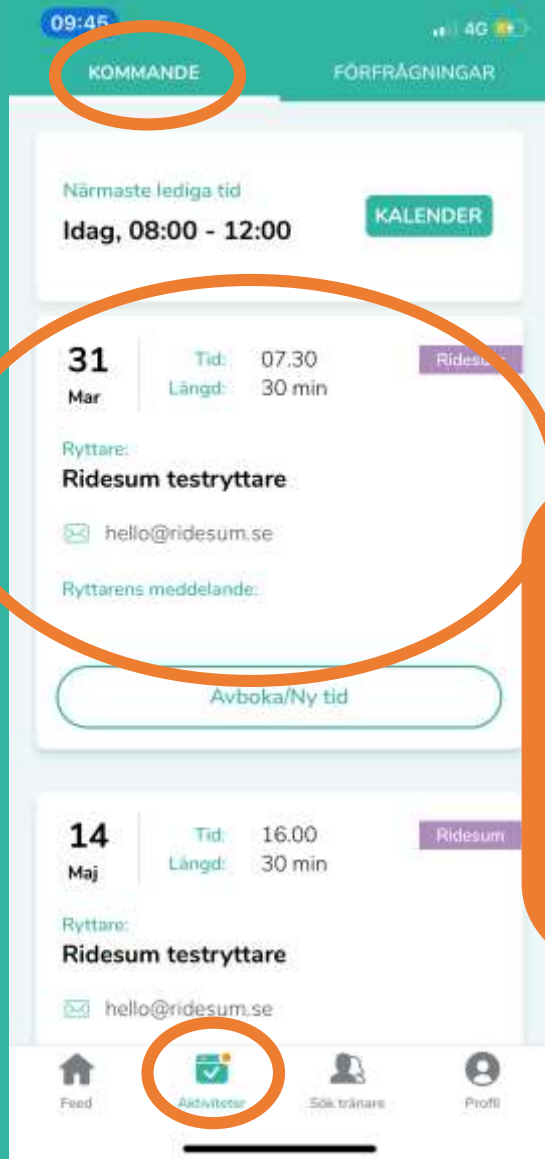
3. For every week: Mark days to repeat (Mon-Sun)



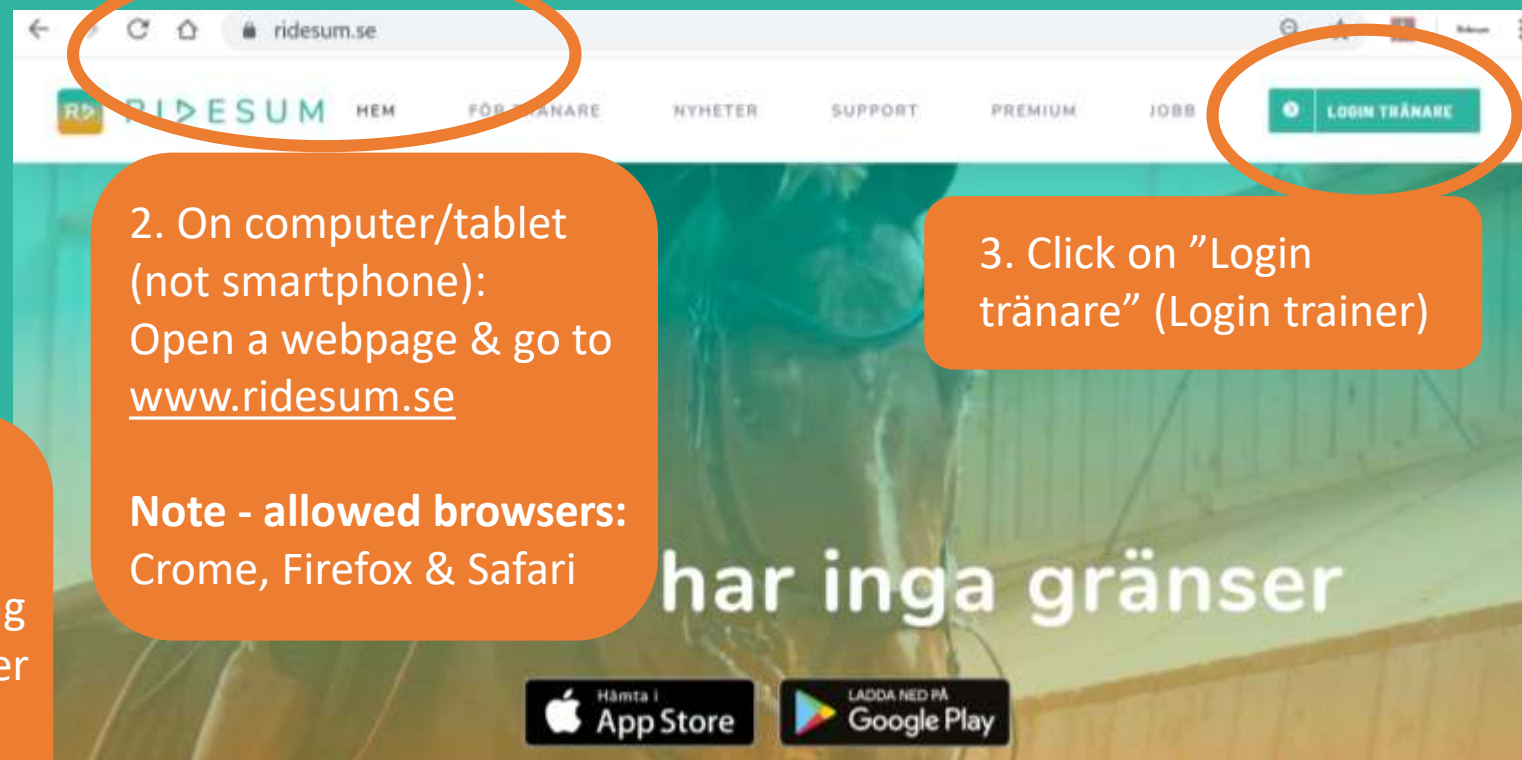
4. Set end date (fram till datum)

5. Click on X top right to save

Digital Ridesum training – start session



1. You must have an accepted Ridesum digital training booking with the student under Aktiviteter (Activities) & Kommande (Upcoming)

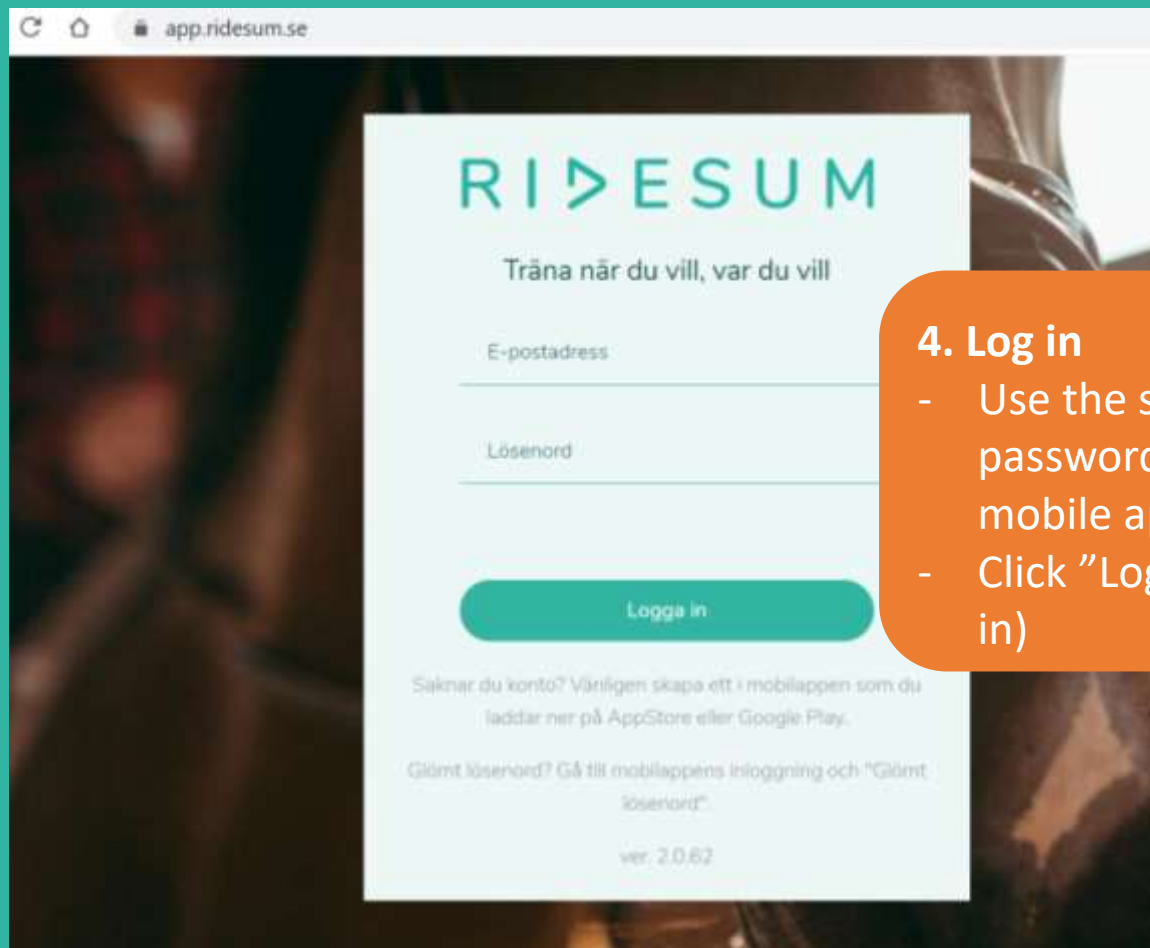


2. On computer/tablet (not smartphone):
Open a webpage & go to www.ridesum.se

Note - allowed browsers:
Chrome, Firefox & Safari

3. Click on "Login tränare" (Login trainer)

Digital Ridesum training – start session



app.ridesum.se

RIDESUM

Träna när du vill, var du vill

E-postadress

Lösenord

Logga in

Saknar du konto? Vänligen skapa ett i mobilappen som du laddar ner på AppStore eller Google Play.

Glömt lösenord? Gå till mobilappens inloggning och "Glömt lösenord".

ver: 2.0.62

4. Log in

- Use the same e-mail & password as in the mobile app.
- Click "Logga in" (Log in)

Digital Ridesum training – start session

app.ridesum.se/kalender

Ridesum testrännare

Kalender

Viktigt: Du måste acceptera bokningsförfrågan i mobilappen för att Pass/Film ska visas här.

Deadline:	Ryttare:	Tagg
27 SEP	Ridesum testryttare	Film
11 FEB	Ridesum testryttare	Film
31 MAR	Ridesum testryttare	Ridesum

07677770
hello@ridesum.se

Länk till film:
www.ridesum.se

Ryttarens meddelande:
Demo

Skriv feedback

07677770
hello@ridesum.se

Länk till film:
www.ridesum.se

Ryttarens meddelande:
test

31 MAR | Tid: 07:30 | Längd: 30 min

Ryttare:
Ridesum testryttare

hello@ridesum.se

Ryttarens meddelande:

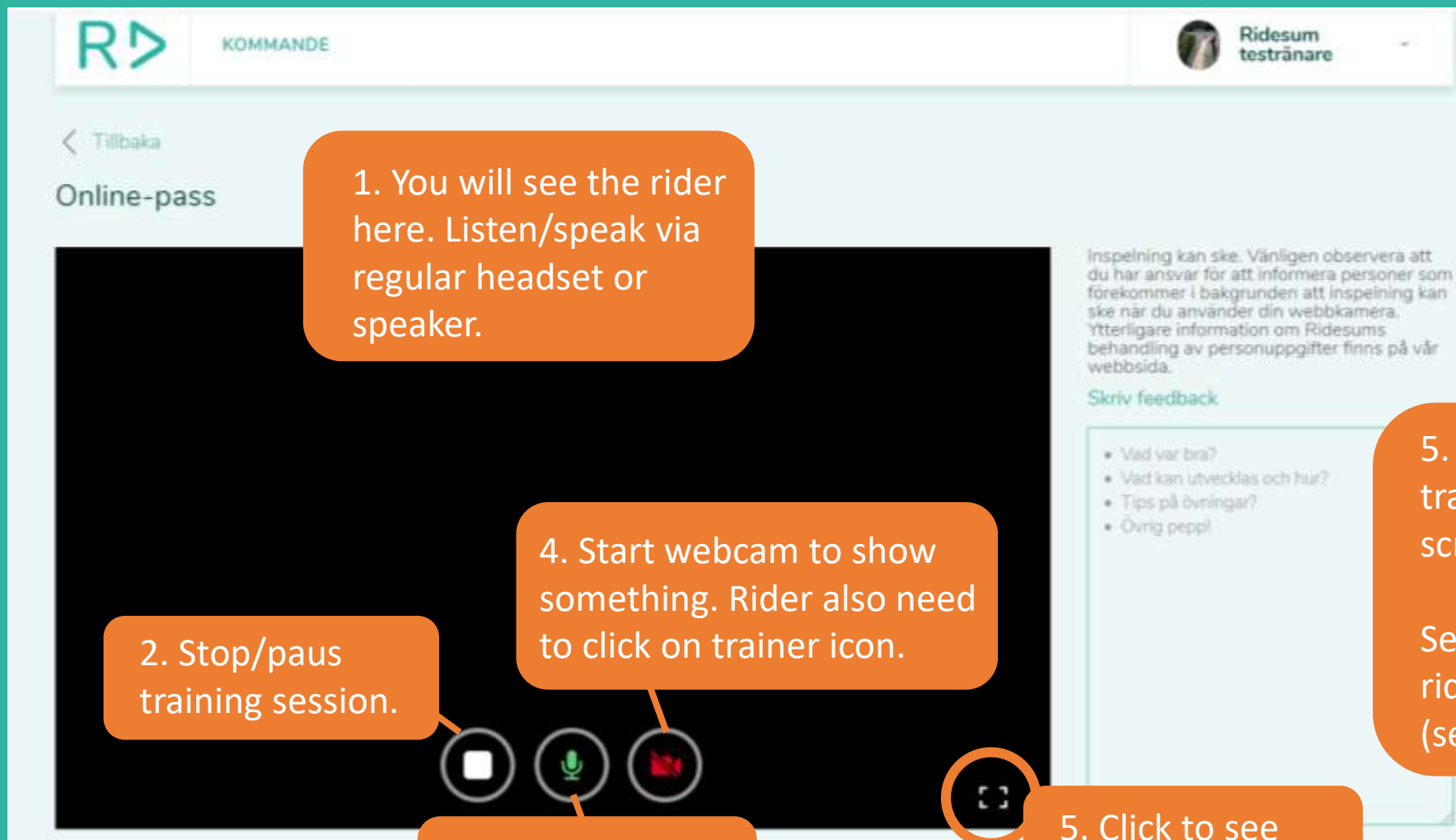
Starta pass

Tip! Click on "Skriv feedback" to write feedback on sent video & then "Skicka" (send) or "Spara" (save).

5. Start training

Click on "Starta pass" (Start session). Done!

Digital Ridesum training – during session



1. You will see the rider here. Listen/speak via regular headset or speaker.

2. Stop/paus training session.

3. Click to mute/unmute audio.

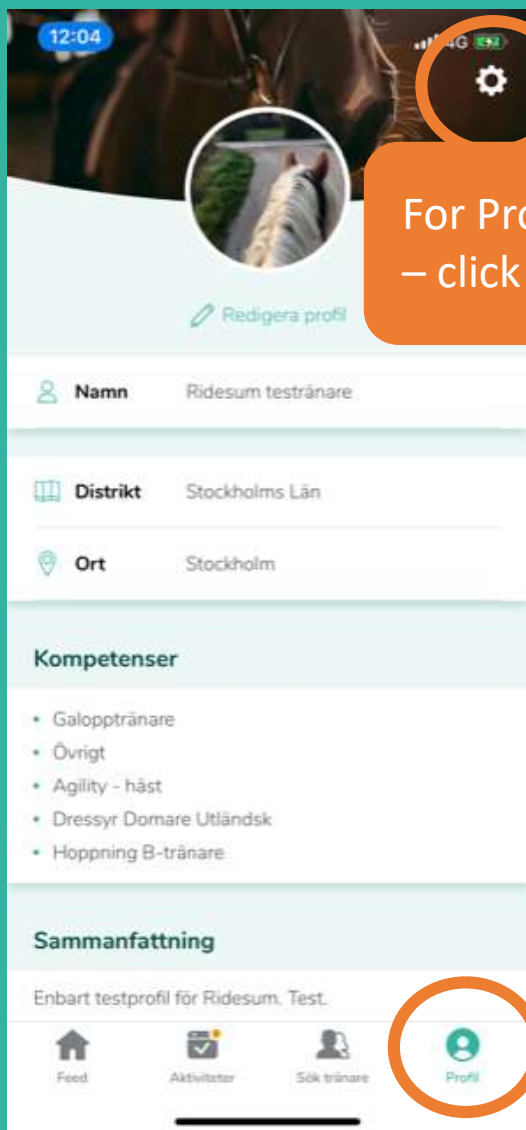
4. Start webcam to show something. Rider also need to click on trainer icon.

5. Click to see full screen.

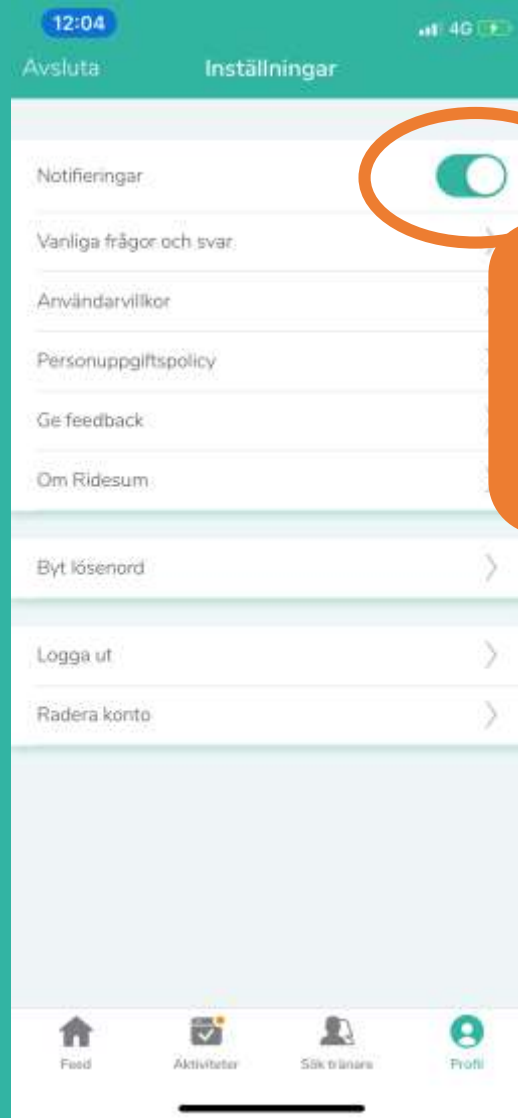
5. Write feedback during training. Also possible in full screen, click on pen icon.

Send completed feedback to rider afterwards. Click "Skicka" (send).

Trainer account – push notifications & saved videos

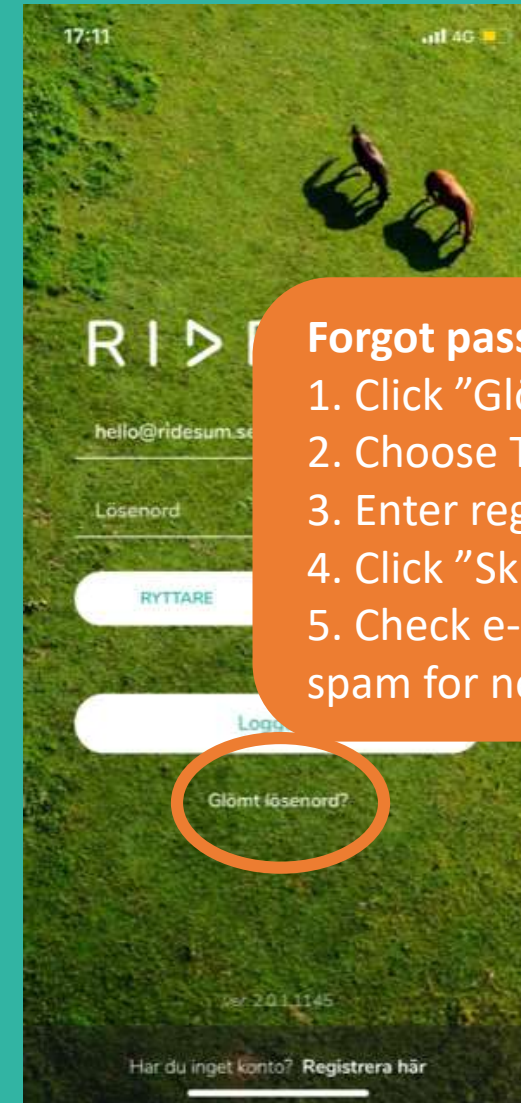
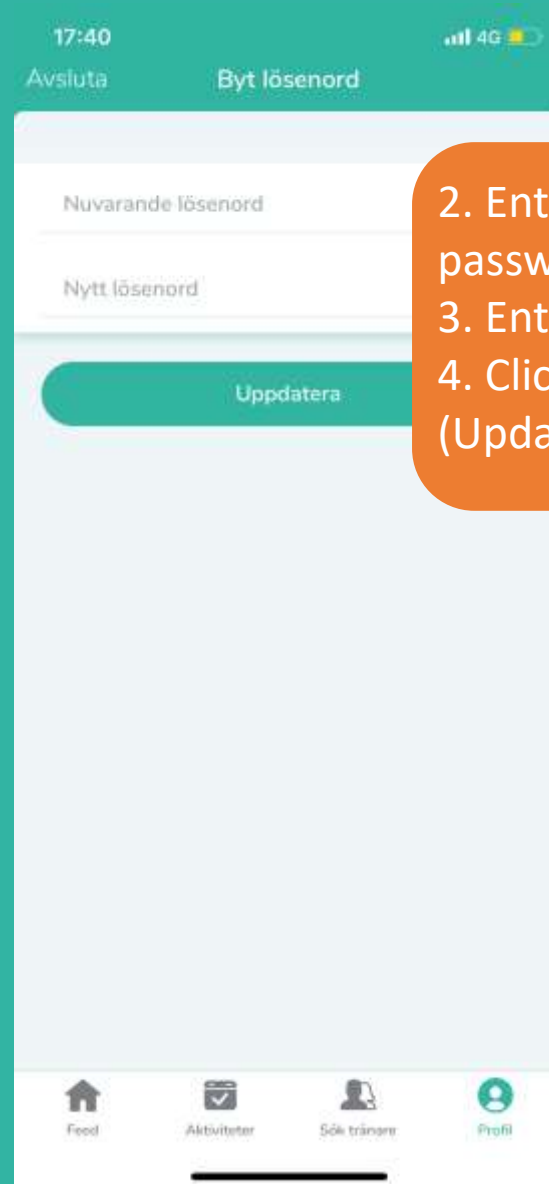
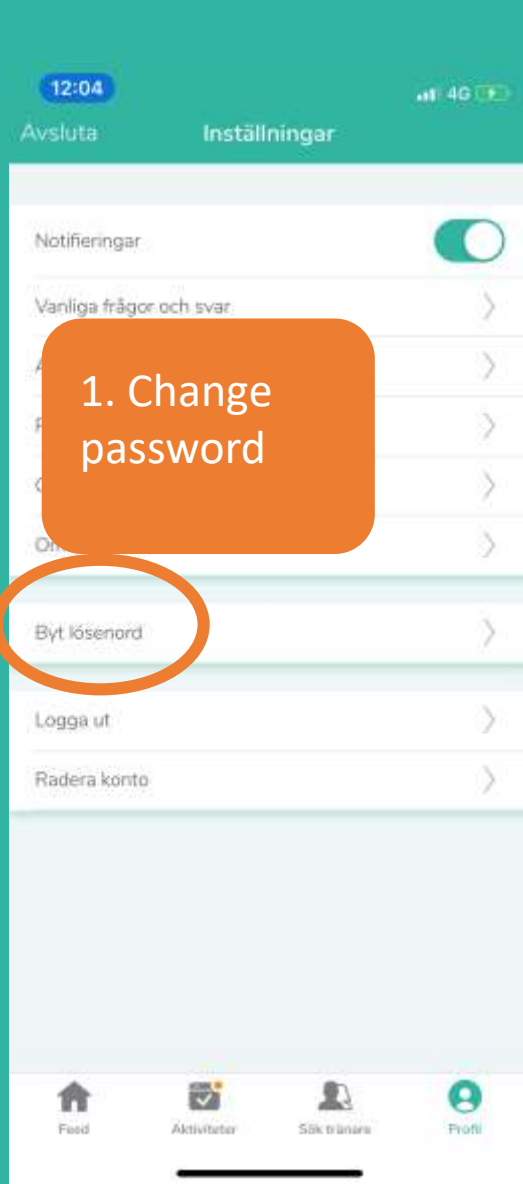


For Profile settings
– click on cogwheel.



Have push notifications
on – to get heads up
about bookings,
trainings etc.

Trainer account – password



We hope the guide helped!

More questions?

Contact us at hello@ridesum.se
or Facebook.

We are happy to support you!

Cheers from the Ridesum Team 😊

