

REACH SCREEN SYSTEMS

User manual for operating the REACH Announcement Tool,
Scheduling Tool, and Touch Screen Systems.

*System Support
Manual*



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REACH Screen Support Manual

This manual is designed to help answer your questions regarding the many different aspects of the REACH Screen Systems. Working your way through this manual will allow you to see a detailed outline of the Announcement Tool, Scheduling Tool, and the Touch Screen Systems. These sections will help you in creating and maintaining your screen system. Just read through the manual to see how these different systems work or simply locate the area of inquiry within the table of contents.

REACH Announcement Tool

Overview

The Announcement Tool allows you to create, update, and manage your announcements for screen system. Its main objective is to streamline and simplify the announcement process for you and keep the system running at its very best. To begin using this program first access the website, reachcm.com, and then log-in with assigned username and password. This will bring you to the main page of information about working with the Announcement Tool.

Main Page

You are directly routed to the main page. This page acts as the main facility profile where you can first view the list of announcements of the selected screen. From here you can work directly on announcements or access different areas important to your system. Below this heading contains different drop down menus of information.

The screenshot shows the REACH Demo App interface. At the top, there is a navigation bar with links: Photos | View Display | Training | Edit/Add Users | Upload Video | Bruins Zone | Photo Categories | Add Content | Log Out. Below this is the REACH logo and a button labeled "REACH Demo App-Click on this one". The main navigation tabs are: Announcements (selected), Schedule, Touch Screen, Mobile App, and Support. Under "Announcements", there are sub-tabs: Create New, Add Social Media, Add YouTube, Add Photos, Preview Loop, Change Order, and Hide Inactive. The main heading is "1. Demo Screen Announcements (871 x 490)". Below this is a search bar and a "Results/Page: 10" dropdown. The main content is a table with the following columns: Name, Start Date, Date End, Status, Preview, Delete, Copy, Modified, Screens/Alerts, and User. The table contains 9 rows of data. At the bottom, it says "Total Announcements: 9" and "Page 1 of 1".

Name	Start Date	Date End	Status	Preview	Delete	Copy	Modified	Screens/Alerts	User
Congrats	2015-06-03	indefinitely	active	Preview	<input type="checkbox"/>	Copy	2015-06-03	Screens/Alerts	REACH App
5 Year Thanks	2015-03-27	2015-05-29	EXPIRED	Preview	<input type="checkbox"/>	Copy	2015-05-18	Screens/Alerts	REACH App
Refer a Member Promotion	2015-03-27	2015-06-12	inactive	Preview	<input type="checkbox"/>	Copy	2015-05-01	Screens/Alerts	REACH App
(Latest Facebook Post)	2015-06-09	indefinitely	active	Preview	<input type="checkbox"/>	Copy	2015-06-09	Screens/Alerts	N/A
20 Best	2015-03-27	indefinitely	inactive	Preview	<input type="checkbox"/>	Copy	2015-06-03	Screens/Alerts	REACH App
AZ Volleyball Team	2015-05-20	indefinitely	inactive	Preview	<input type="checkbox"/>	Copy	2015-06-03	Screens/Alerts	REACH App
(Youtube Link) Orangetheory Fitness, La Jolla	2015-05-28	indefinitely	inactive	Preview	<input type="checkbox"/>	Copy	2015-06-03	Screens/Alerts	
test	2015-06-09	2015-06-23	active	Preview	<input type="checkbox"/>	Copy	2015-06-09	Screens/Alerts	REACH App
(Content - en)	2015-06-10	indefinitely	active	Preview	<input type="checkbox"/>	Copy	2015-06-10	Screens/Alerts	



General Management

Identified in the heading above the existing list of announcements is the dimension of the selected screen. In this area you can first manage the current list of announcements. Here you can select a different screen, search, or filter the list.

Back Entrance Announcements (610 x 768)

Screen Selected: Back Entrance (610 x 768) Search: Search Results/Page: 10

Screen Selected

Allows you to select a different screen than the one already selected. If you do not have any other screens you will remain on the current page.

Search

Let's you specify the exact information or keyword about a particular announcement and then it is selected from the overall list.

Results/Page

Here you can select the number of results you would like seen per page of announcements.

General Announcement Information

Below the drop down menus are the varying columns of information to distinguish each announcement.

Name	Start Date	Date End	Status	Preview	Delete	Copy	Modified	Screens/Alerts	
Thumbs Up	2012-08-29	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-29	Screens/Alerts	1
Welcome back	2012-08-31	2012-09-09	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	2
Skills Camp	2012-08-31	2012-09-07	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	3
Hockey	2012-08-30	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-30	Screens/Alerts	4
Marc	2012-08-30	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-30	Screens/Alerts	5
Meteor Watch	2012-08-31	2012-11-28	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-09-06	Screens/Alerts	6
Kids Swimming	2012-08-31	2012-09-05	EXPIRED	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	7
Open Gym	2012-09-04	2013-05-01	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	8
Halloween	2012-10-01	2012-09-27	scheduled	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	9
Pool Closed	2012-09-04	2012-09-05	EXPIRED	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	10

Total Announcements: 21 [Delete](#) Page 1 of 3 [Next Page](#)

Name

Name of each different announcement assigned to it when it was created. Scrolling over the individual name allows you to preview announcement. Clicking on the name brings you to the



announcement in the announcement generator. This will allow you to make changes to it if necessary.

Start Date

The designated date of when the announcement is set to begin its run.

Date end

The designated date when the announcement will end its run. You can choose a specific end date or for it to run “indefinitely”.

Status

The current status of each announcement. They can be identified as “Active”, “Inactive” or “Expired”. Also within this column you can change the status from Active to Inactive, and vice versa.

Preview

A preview of each announcement. By clicking the preview it brings you to a new window with the larger image of the announcement then the one available by scrolling over the name of the announcement.

Delete

Allows you to select which announcement you wish to delete. This is done by selecting the box within the row of the specific announcement(s) then clicking “Delete” at the very bottom of this column. This will remove them permanently from your list of announcements.

Copy

Allows you to copy an existing announcement. This is helpful if you wish to have an existing announcement play multiple times within a loop so it will be view more often.

Modified

States when the announcement was last changed or updated.

Screens/Alerts

You can click on the link to the designated Screens/Alerts. In a separate window it will show which screen(s) the announcement is assigned to or other messages.

Additional Info

Name	Start Date	Date End	Status	Preview	Delete	Copy	Modified	Screens/Alerts	
Thumbs Up	2012-08-29	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-29	Screens/Alerts	1
Welcome back	2012-08-31	2012-09-09	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	2
Skills Camp	2012-08-31	2012-09-07	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	3
Hockey	2012-08-30	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-30	Screens/Alerts	4
Marc	2012-08-30	2012-09-30	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-08-30	Screens/Alerts	5
Meteor Watch	2012-08-31	2012-11-28	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-09-06	Screens/Alerts	6
Kids Swimming	2012-08-31	2012-09-05	EXPIRED	Preview	<input type="checkbox"/>	Copy	2012-08-31	Screens/Alerts	7
Open Gym	2012-09-04	2013-05-01	active <small>click to deactivate</small>	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	8
Halloween	2012-10-01	2012-09-27	scheduled	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	9
Pool Closed	2012-09-04	2012-09-05	EXPIRED	Preview	<input type="checkbox"/>	Copy	2012-09-04	Screens/Alerts	10

The existing order of the announcements

Total Announcements: 21

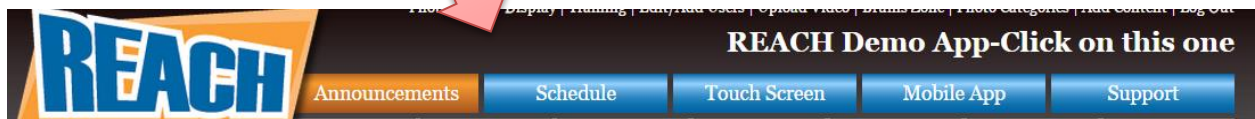
Delete

Page 1 of 3 [Next Page](#)



First bar of information divisions

These act as the links to other managing tools for your screen systems. This section of the manual provides a general overview of what each tab produces.



Announcements

Clicking on this tab brings you to the main Announcement page. This page is also seen when you first log into the administration network. Here you can manage your existing announcements and create new ones as well. This section also gives you the different subsections pertaining to the Announcements.

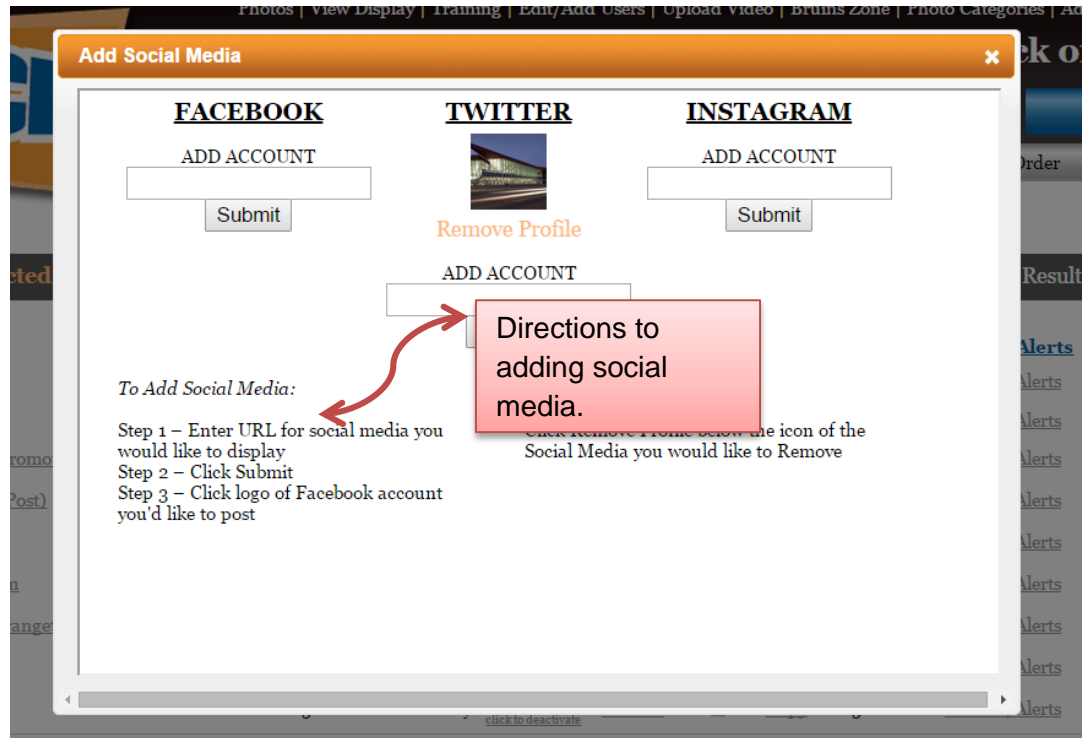


Create New

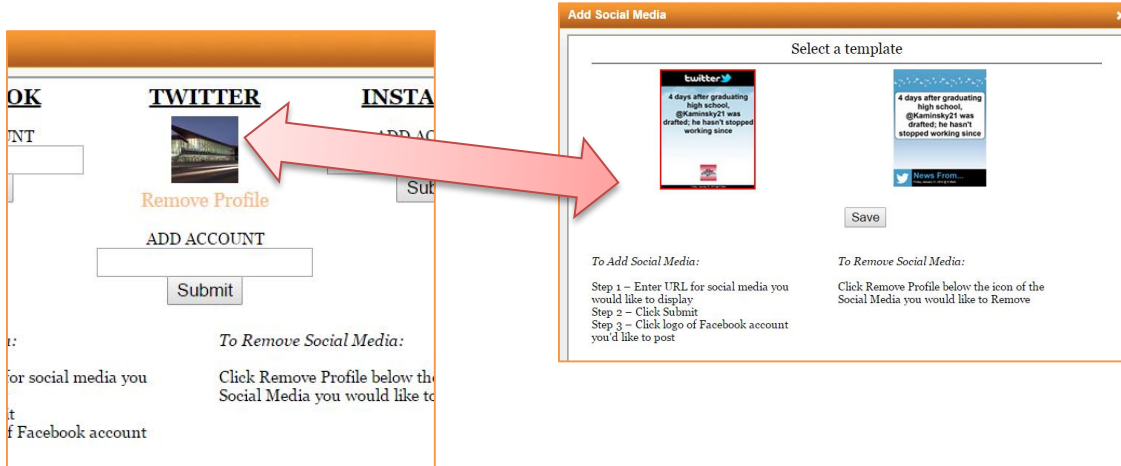
Allows you to generate new announcements for the currently selected screen.

Add Social Media

Creates new window to enter either particular Facebook URL or Twitter URL. Facebook will add latest status update and enable Facebook posts. Twitter will allow for the publishing the latest tweet.

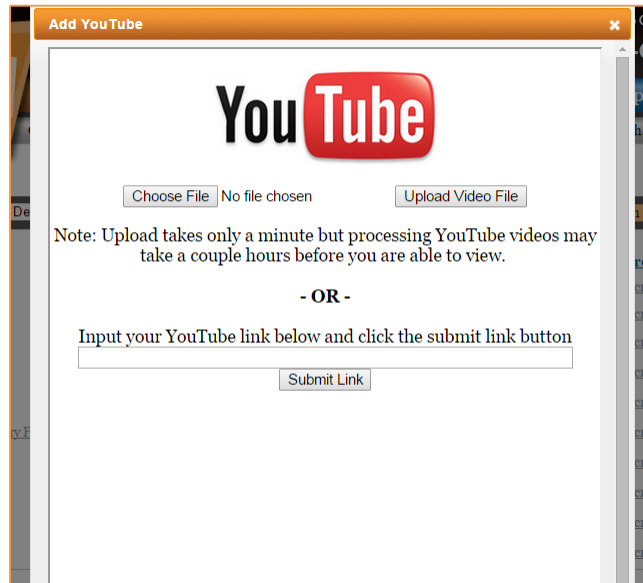


After adding the social media url to your profile you can then select different templates to the publish the most recent post as an announcement in your queue.



Add YouTube

Add YouTube links or upload your own video file to be converted to the YouTube based format.



This will then publish the video as an announcement in your queue of announcements.

AZ Volleyball Team	2015-05-20	indefinitely	inactive click to activate	Preview	<input type="checkbox"/>	Copy	2015-06-09
(Youtube Link) Orangetheory Fitness, La Jolla	2015-05-28	indefinitely	inactive click to activate	Preview	<input type="checkbox"/>	Copy	2015-06-09
test	2015-06-09	2015-06-23	active click to deactivate	Preview	<input type="checkbox"/>	Copy	2015-06-09

Add Photos

Allows you to upload files to saved photos to be used in the creation of new announcements or as an addition to existing. Max of 10 files at a time. Files types should be JPG, PNG, and GIF.

Preview loop

Allows you to view an existing announcement for the selected screen type as it would be seen when published.

Change Order

You can adjust the order of the announcements as it will be seen in a new window. To change order you must drag announcements to your desired location and drop them into place. This will also show which announcements are Active, Inactive, Expired, and/or copied. When finished, click save order at the bottom of the window to go back to original screen.



Hide Inactive

You can to hide the announcements with a status classified as inactive or expired. This means they will not be seen amongst the currently active announcements.

Note: Once clicked this button will then change to “Show Inactive”. If you wish to selected this button and add the Inactive announcement back to the list, just click again and it will be re-added.

Schedule

Allows you to work on the Schedule tool.

Table Header	Type	Delete On Import	Delete
Aerobics	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duke Pep Band	Upcoming Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gym	Time-Event-Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Johnson Auto	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pool	Time-Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NEW HEADER

SAVE ALL WORK

NUMBER OF SCREENS: 1

Screen Name	Header Text	Scroll
Screen1	Today's Schedule	<input checked="" type="checkbox"/>

Table Header	Show Locker	Hide if no events	Rows	Remove
Aerobics	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Gym	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Pool	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Duke Pep Band	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>

Touch Screen

Allows you to log into your touch screen profile. From here you can continue to work on this part of your system if you a touch screen.

Support

Brings you to the Facility Support area. Here you are able to select either:

Create New Ticket

For new questions or comments to be fielded by the REACH support team.



Search Existing Ticket

Look for ticket that has been previously submitted to update.

Training

This section allows you to research different areas to help answer any questions involving the announcement, schedule, touch screen applications, or even schedule a Webinar tutorial to further your understanding. These training tools include:

[REACH Announcement Video](#)

[REACH Announcement Manual](#)

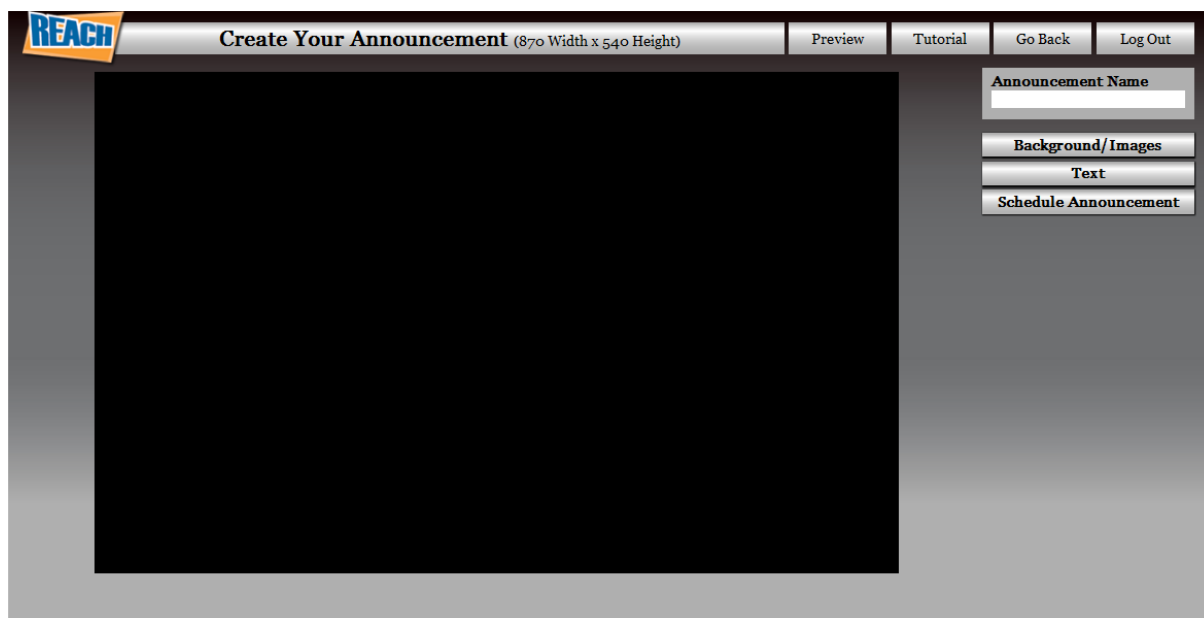
[REACH Schedule Manual](#)

[REACH Touch Screen Manual](#)

[Schedule a Webinar Tutorial](#)

Creating a New Announcement

Click the Create New tab beneath the Announcements tab. You will be redirected to a new page that allows you see the blank template of the announcement. This space is formatted to the designated width and height of the specific screen it will be playing on. This space will look similar to the image below, depending on the designated dimensions:





Heading and General Information Tabs

At the top of this page there is the heading "Create Your Announcement" which will also specify the dimension of the template. Following this heading are four other tabs:



Preview

You can preview the announcement you are currently working on. The preview will also allow the graphics and animation to play out, so all chosen actions will be seen prior to being published.

Tutorial

Opens a new window to play the announcement tutorial to help answer questions.

Go Back

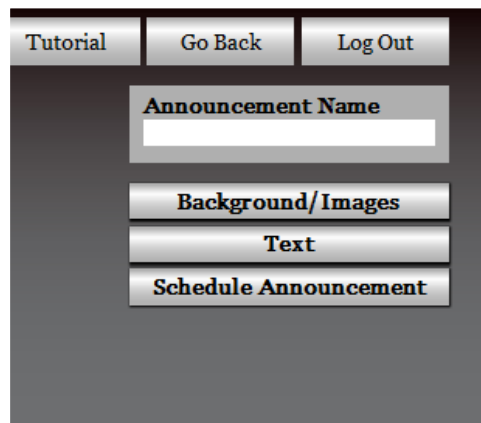
Brings you back to the main Announcement page. **WARNING**-Leaving this screen will not save the announcement you are working on.

Log Out

Allows you to log out from the program.

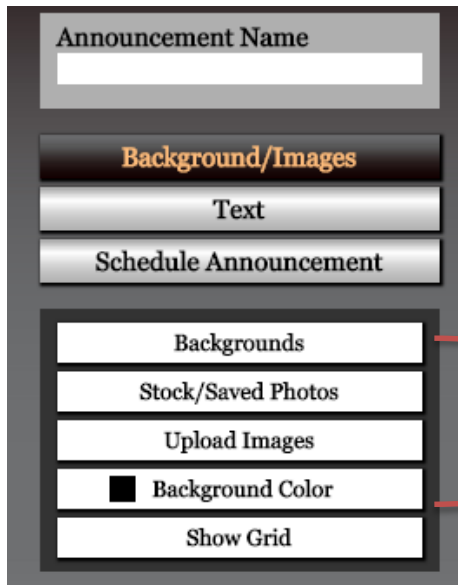
Announcement Generating Tools

On the right side of the template you will find the tools to create your announcement. The three sections: *Background/Images*, *Text*, and *Schedule* are followed by a text box to identify the *Announcement Name*.



Background/Images

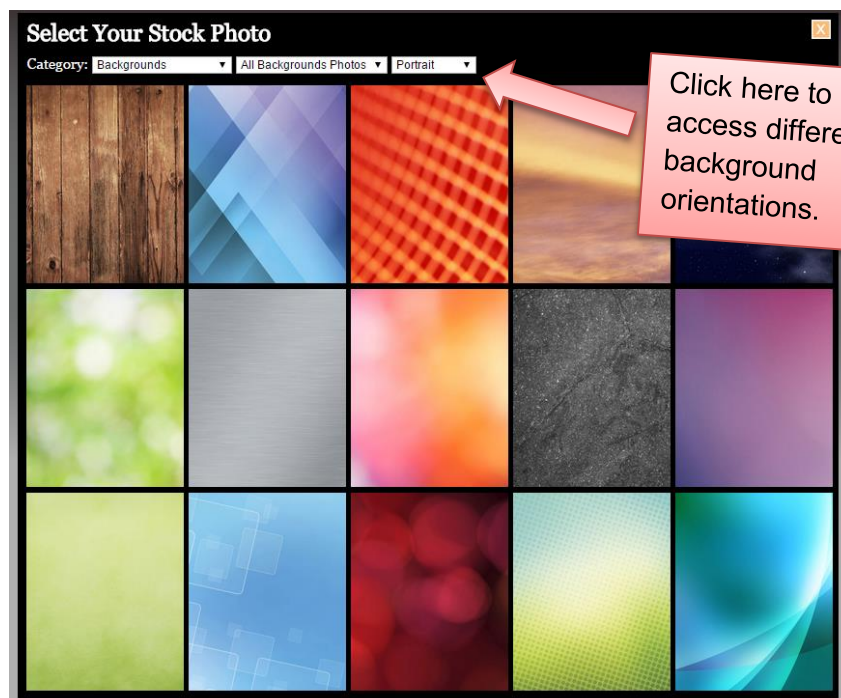
Clicking on this reveals four different sub-groups of tools.



Clicking one of these opens a new window to work with that tool.

Backgrounds

Opens a window with different types and styles of backgrounds. On the left top corner you have a drop down menu to select different styles. You can choose from Static or Custom backgrounds. To select your choice just click on the image.





Stock/Saved Photos

Place a stock or saved photo into the announcement to supplement the overall message. Within this tool you can search for images from a wide variety categories and sub-categories. You can also choose images by the photo orientation, either landscape or portrait.

Saved photos

By selecting the category “saved photos” you can access the images you have uploaded to the application. The images saved/ uploaded from the main page will be found in this folder.

Upload Images

Upload images from your computer to use within the announcement. Images can be found in the Stock Photos/Saved Photos.

Background Color

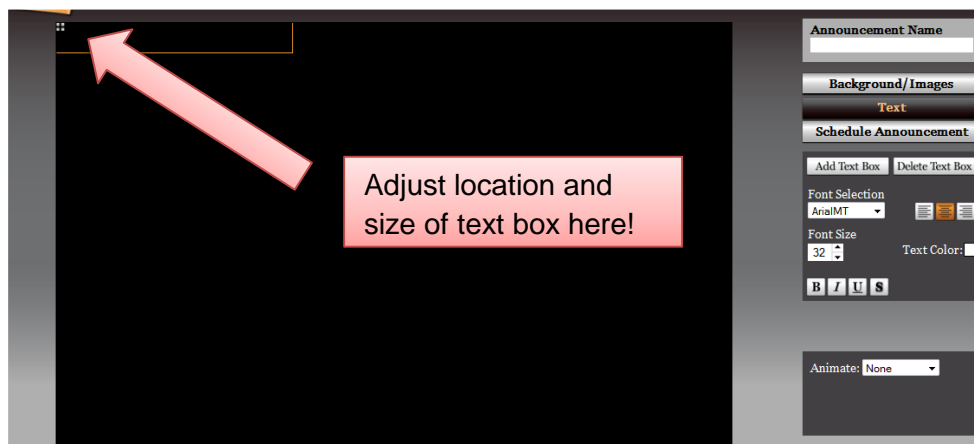
If you choose to not use a background you can also use a specific background color. This is located at the bottom of this sub-group of tools. By clicking on the square located next to Background Color, you can select a color from the color grid that will appear.

Show Grid

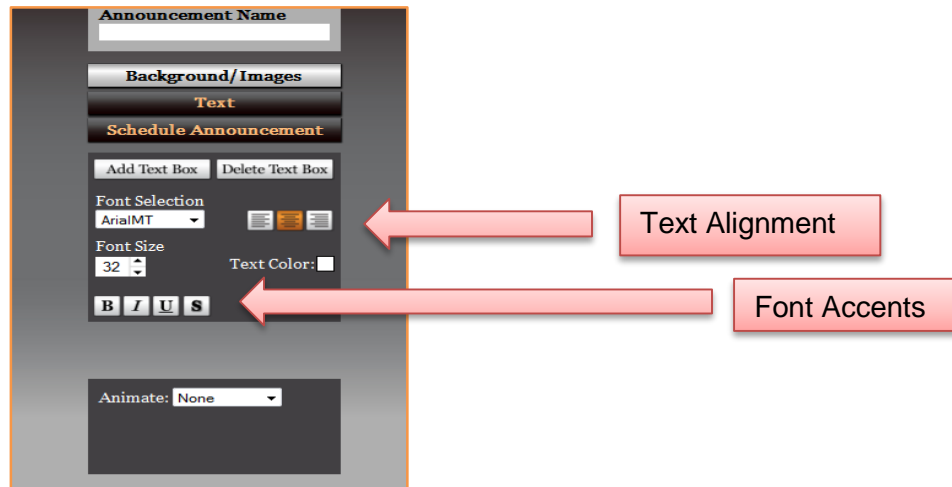
Launches a grid over the announcements space you are working with. This will allow you to line up images and text boxes evenly.

Text

Text can be added by first clicking the “add text box button”. This will produce a text box in the upper left corner. Clicking on the left corner of the box, you can drag and drop in to the desired location on the announcement. To adjust the size of the text box, click and drag the sides of the text box till you reach your desired height and width. Click in the box to type the message.



Font Effects



Font selection

A drop down menu with different styles of fonts. Here you can find the one that best suits the announcement style you are currently working on.

Text Alignment

Align the text within the box to the left, center, or right. See above image for location.

Font size

Change the font size smaller or larger than the default font size of 32.

Text Color

Choose your desired hue from the color grid.

Font Accents

Four choices to add flare or to distinguish a textbox. See above image for location.

- **B**= bold
- *i*= italicize
- u= underlined
- **s**= shadow

To get rid of Text

When removing any text box, select the box then click delete on your keyboard or “delete text box” on the right side of the announcement.



Schedule Announcement

Here you can decide when and how long the announcement will run.

Announcement Name

Background/Images

Text

Schedule Announcement

Start Date

06/11/2015

End Date

Run Indefinitely

Days & Time

Sun Mon Tue Wed Thu Fri Sat

Daily Start Time: 12:00 AM

Daily End Time: 11:59 PM

Players SELECT ALL

1. Demo Screen

Cluster: CSUSB

City Hall

Library

Police Department

Recreation Center

Duration in Seconds

10

Publish Cancel

Announcement Name

Before you can complete the Announcement you must fill in the announcement name box to successfully publish it.

Start date

The date the announcement will start running. By clicking in the field, a calendar will appear to help you select the start date.

End Date

Choose either for the announcement to run indefinitely or the date that announcement will no longer run after.



Days/time to Run Announcement

Specify which days and time of the day the announcement will play.

Days

Check which days you would like the announcement to run. Checking all days assures that it will play continuously.

Daily Start & End Times

Leaving this area set with the default times of start at 12:00 AM and end at 11:59 PM, allows the announcement to run through the day. Changing this time can make announcements only visible during that selected time period.

Players

Select which screens to run with this announcement. Checking the box assures that the announcement will be included on that screen's announcement loop.

Duration in Seconds

Set the number of seconds you want the announcement to display while it is on your screen. Always you to vary the length of each announcement depending on your preference.

Completing Your Announcement

Once you have completed these steps and are satisfied with the outcome of the announcement, you can finish the process by clicking "Publish" at the bottom right of the screen. This will complete the announcement you have been working on. Remember it is possible to modify these later on by clicking on the name of the announcement within the master list.



REACH Scheduling Tool

The screenshot displays the REACH Scheduling Tool interface. At the top, there is a navigation bar with the REACH logo and links for Facility Profile, Daily Schedule, Preview, Upload File, Announcements, Support, FAQ, and Logout. Below this is the 'FACILITY PROFILE' section, which includes a 'SAVE ALL WORK' button and a table for facility details. The table has columns for 'Table Header', 'Type', 'Details On Import', and 'Details'. The rows list various facility areas: Aerobics, Capital Room, Group Exercise, Gym, Multipurpose Room, Pool, and Room A, each with a 'Time-Event-Info' dropdown and checkboxes for 'Details On Import' and 'Details'. Below the facility profile is a 'NEW HEADER' button and a 'NUMBER OF SCREENS' dropdown set to 1. The 'Screen 1' configuration section includes a 'Screen Name' dropdown set to 'Screen1', a 'Header' dropdown set to 'Today's Schedule', and a 'Save' button. Below this is a table for screen configuration with columns for 'Table Header', 'Show Locker', 'Hide if no events', 'Rows', and 'Remove'. The rows list the same facility areas as above, with 'Rows' values of 40 for most and 4 for Group Exercise. A 'ASSIGN HEADER TO SCREEN 1' button is at the bottom.

Overview

The scheduling tool allows you to generate the information you would like to appear on your screen(s). This simple tool can create and manage the varied materials and determine when they can be seen. You can supply the information to the scheduling tool either by entering it into the scheduling tool or by uploading a text file. Uploading this will fill in the information for you and then you can edit to your exact need. To begin first log into the scheduling tool and then you will be directed to the main page.

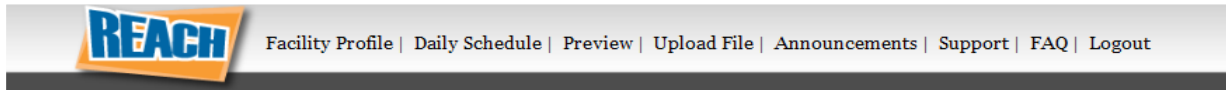
Main Page

From the main page you can access the different areas that help generate your schedule. This allows you to preview your schedule before publishing it, upload a file to supply your information, connect to your announcement tool, connect to the support center for REACH, view frequently asked questions, or logout from the tool. This page also contains the first step in creating or updating your schedule.



First Bar of Information Links

The information bar connects you to the different areas of the scheduling tool. This acts as the first step in creating and managing the schedule on your screen(s).



Facility Profile

The facility profile acts as the main page when you first login to the scheduling tool. This is where you establish your headers. This is done by working with the facility name tables. These are two separate tables that allow you to identify the headers on your schedule, how much information will be shown, and other layout changes.

Daily Schedule

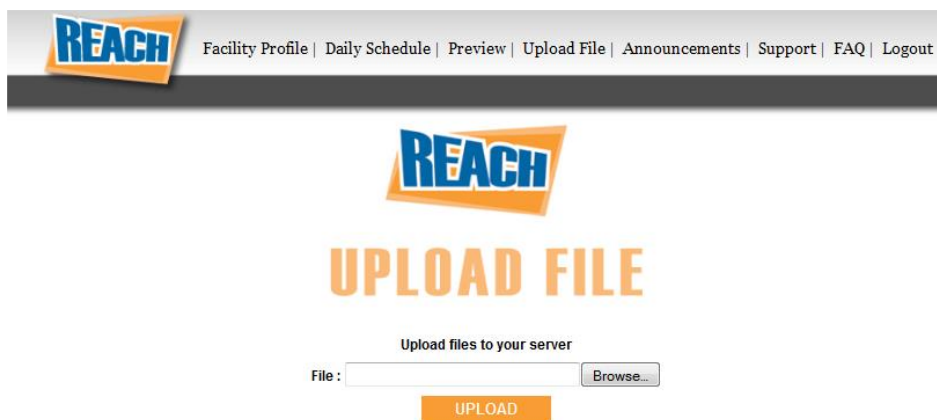
Here you can add your schedule to the headers that you have completed on the “Facility Profile” page.

Preview

This will show you a preview of the existing schedule.

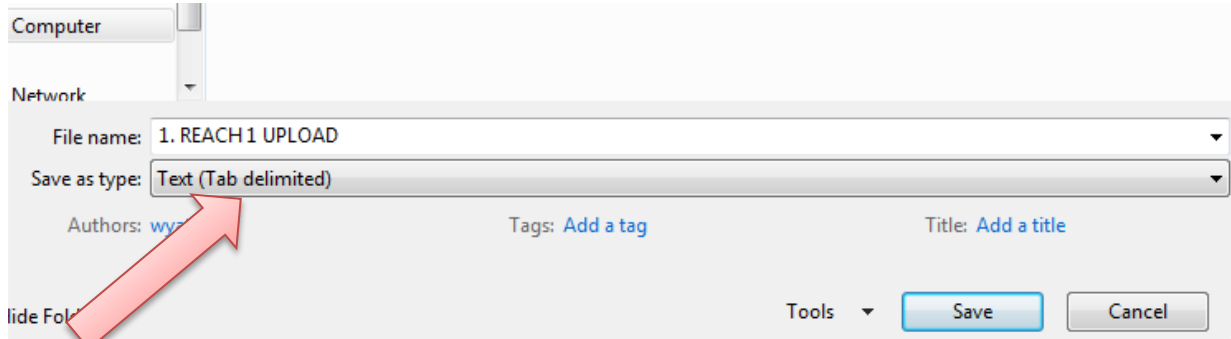
Upload File

Here you can import a file that allows you to add its information into the schedule. This will filter the information into the correct place within the schedule generator.



To Upload a File

Uploading a file will allow for the information to be filtered in to the Scheduling Tool. By placing your schedule information into an Excel file, you can save it as a Text file. This Text file must match the headers that were previously supplied on the Facility Profile page’s tables. An example of saving a Text file from the original Excel can be seen below.



Announcements

Clicking the Announcements link allows you to sign in to the Announcement tool. Here you can create new announcements or manage your existing.

Support

Clicking to this link redirects you to the REACH Facility Support page. Here you can either create a new ticket or search an existing one.

These will then be relayed to the REACH support team to help solve your problem.

FAQ

Here you can see the "Frequently Asked Questions" regarding topics pertaining to the REACH Scheduling Tool or issues with your screens.

Logout

Clicking this logs you out from the scheduling tool.



Creating and Updating Your Schedule

By accessing the Facility Profile you can first begin to create or update your schedule. There are two ways to start the process. First you can upload a file with the “Upload File” section in the First Bar of information of the Scheduling Tool. Directions to use this method are located earlier in the manual. Refer to this if you have further questions.

Facility Profile

To add headers to the Scheduling Tool, start by accessing the first table on the Facility profile page.

FACILITY PROFILE

SAVE ALL WORK

FACILITY NAME: Kara Nyberg Tester

Table Header	Type	Delete On Import	Delete
Aerobics	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capital Room	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Exercise	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gym	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multipurpose Room	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pool	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Room A	Time-Event-Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NEW HEADER

Table One

In the first table you can start supplying the information. To ensure your work will be saved, click “Save All Work” before navigating away from the page. Located at the top of the table is your Facility name. Below this are the different areas of information.

Table Header

Under the first section you can title the section of the schedule as needed. Clicking under the table header gives you a text box where you can edit the existing name. At the bottom of this column you can add more headers by clicking on “New Header”.

Type

Produces a drop down menu within the column where you can choose which schedule format best suits the specific header. There are five different types to pick from that format the schedule in a different manner best suited for the header. These will then be supplemented further on within the “Daily Schedule” and all visual examples are from the “Daily Schedule” page. The options are:



Rink

Allows you to show teams and assign team rooms. Once in the “Daily Schedule” you can enter info specific to this type. Its categories look like this:

AEROBICS

Date	Start	Stop	Home	Room	Away	Room	<input type="checkbox"/> Delete	Repeat
------	-------	------	------	------	------	------	---------------------------------	--------

Time-Event-Info

You can supplement information of the header pertaining to an event start time, end time, and its additional information.

CAPITAL ROOM

Date	Start	Stop	Event	Info	<input type="checkbox"/> Delete	Repeat
------	-------	------	-------	------	---------------------------------	--------

Upcoming Events

Allows you to add events based on a specific date range.

GROUP EXERCISE

Event	Start Date	Run Until	<input type="checkbox"/> Delete
-------	------------	-----------	---------------------------------

Time-Event

This type is similar to the “Time-Event-Info” type setting. Here you can only specify the event’s date and time.

MULTIPURPOSE ROOM

Date	Start	Stop	Event	<input type="checkbox"/> Delete	Repeat
------	-------	------	-------	---------------------------------	--------

Time-Event-Court

Categorizes the information into its start and stop times, event name, and court which acts as the location of the event.

POOL

Date	Start	Stop	Event	Court	<input type="checkbox"/> Delete	Repeat
------	-------	------	-------	-------	---------------------------------	--------



Delete on Import

Checking the box corresponding to each header in this column will delete each upon import.

Delete

Checking this box in the delete column and then saving your work will remove this line from the table.

Table Two

Here you can designate which screen this schedule will be assigned to. You can also edit other functions for the schedule here as well.

NUMBER OF SCREENS: 1				
Screen Name: Screen1		Header Text: Today's Schedule		<input checked="" type="checkbox"/> Scroll
Table Header	Show Locker	<input type="checkbox"/> Hide if no events	Rows	Remove
Aerobics	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Capital Room	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Gym	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Multipurpose Room	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Pool	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Room A	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
Group Exercise	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>

ASSIGN HEADER TO SCREEN 1

Table Information

The first line of information at the top of this table shows the number of screens this schedule can be assigned based on the number of players you have. To change this, access the drop down menu and select the number of screens that is necessary.

Below this is where you can place the screen name within the text box. This will correspond to the screen you wish the schedule to play on. Next to this you can title the header text. The box at the right allows you to choose if you want the schedule to scroll on the screen or not.

Table Header

Here you can place the existing table headers in your preferred order. This is done by clicking the drop down menu and selecting the name.

Show Locker

Clicking the box corresponding to this column will show the team room for the designated header.



Note: This can only be used with the Rink Type from Table One.

Hide if no events

Checking this box will hide the header and its additional information if there are no events on that date.

Rows

Using the drop down menu, you can select the number of events you want to be shown per each header. This is set by default to four, but if there are more events than this number they will not be visible until the end of another event.

Note: If you have multiple events set at the same time but the number of rows does not accommodate the number of events, not all will be seen on the screen. Adjusting the number of rows will assure their inclusion on the screen.

Remove

Checking these boxes and then clicking “Save All Work” will remove that row and corresponding header from this table.

Daily Schedule

After completing the tables on the Facility Profile page, the next step in creating the schedule is working with the Daily Schedule. Here you can supplement additional information to the headers supplied on the previous page.

Facility Profile | Daily Schedule | Preview | Upload File | Announcements | Support | FAQ | Logout

REACH

DAILY SCHEDULE

ADD EVENT SAVE ALL WORK PRINT

Select Schedule: Aerobics

AEROBICS

Date	Start	Stop	Home	Room	Away	Room	Delete	Repeat
------	-------	------	------	------	------	------	--------	--------

Print Friendly View

ADD EVENT SAVE ALL WORK PRINT

First Bar of Information

This bar is located both at the top and bottom of the “Daily Schedule” table. These are three different tabs to help you complete your schedule.



Add Event

Add an event to the specific section of the schedule. Once you have added an event, a new field will appear for your information. It will look similar to this:

AEROBICS									
Date	Start	Stop	Home	Room	Away	Room	Delete	Repeat	
							<input type="checkbox"/>		
09/10/2012	12:00 PM	1:00 PM					<input type="checkbox"/>		

[Print Friendly View](#)

Save All Work

Save the existing material you are working on.

Warning: Selecting another section of the schedule before saving will not keep the information you have previously inputted.

Print

To print the schedule, click this tab for a report.

Select Schedule

Clicking on this drop down menu allows you to choose which area of the schedule you would like to work on. These different sections are formatted to the particular type designated on the Facility Profile page. To see these distinctions, please refer to the Facility Profile section of the manual.

Completing Your Schedule

Once you have organized all of the information into both the Facility Profile and Daily Schedule you can view it by clicking on Preview at the top of the screen. If this meets your needs, then you have successfully completed your new or updated schedule. This tool can be accessed at any time through the REACH Scheduling Tool webpage.



REACH Touch Screen

Overview

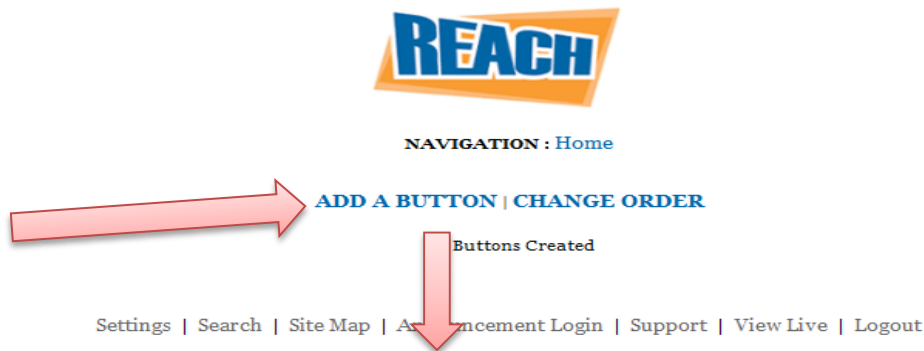
The REACH Touch Screen system is a way to supply your announcements and offer a method of interaction with your information.

Main Page

With the Touch Screen system you can create your announcements and how to overall navigate on your touch screen. Here you can design your layout and place the necessary information via different buttons. This can all be done in a simple series of steps.

Adding a Button

When first setting up your Touch Screen, you must login to the Touch Screen announcement tool. Here you can start the process of developing your touch screen by first adding the buttons that will be seen on the main page.



Clicking on the “Add a Button” feature, you will be redirected to a new page that allows you to name this button and select what type of function it will serve.

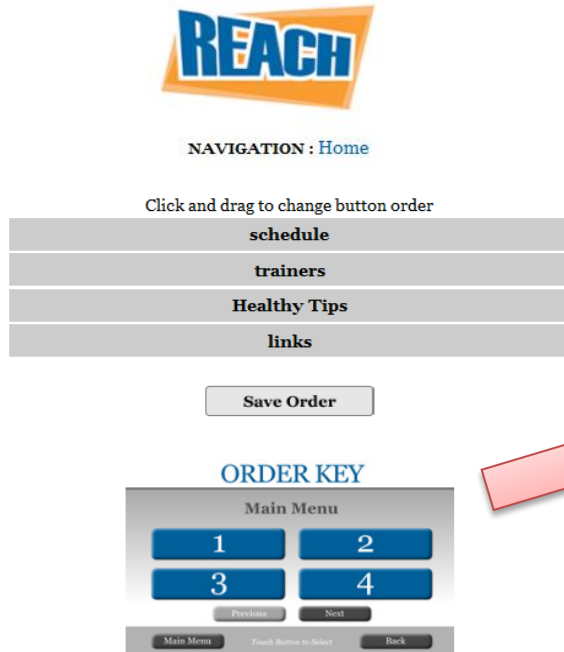
The screenshot shows a form with two main fields: "Title" with an empty text input box, and "Page Format" with a dropdown menu currently set to "Content Page". Below these fields are two buttons: "Save" and "Back". A red arrow points down from the text above to the "Title" input field.

Settings | Search | Site Map | Announcement Login | Support | View Live | My Screens | Logout



Changing the Order

Clicking the "Change Order" button will allow you to alter the order of the created buttons.



Example of how the order of buttons will appear on the touch screen.



[Settings](#) | [Search](#) | [Site Map](#) | [Announcement Login](#) | [Support](#) | [View Live](#) | [My Screens](#) | [Logout](#)

Page Format Summary

The drop down menu allows you to choose from three different types page formats. These determine what kind of page you are brought to after clicking the button you are currently creating. Once you choose the type of format and name for each button you will be redirect to the main page. Here you can access the newly created button and click on them to edit the content or navigation page they are linked to. Content and multi-content buttons will be shown in grey and navigation pages will be seen as blue within the Touch Screen Announcement tool, similar to below:



NAVIGATION : Home

ADD A BUTTON | CHANGE ORDER

Content Page

Navigation

Multi-Content

schedule

trainers

Healthy Tips

links

Settings | Search | Site Map | Announcement Login | Support | View Live | My Screens | Logout

Content Page

Format leads you from the button to an end page. This means that you are direct to a final page that contains the content you finalize. There are ten areas that you can edit.

The screenshot shows the 'EDIT PAGE FORMAT' interface for the 'schedule' page. It includes a 'Page Name' field with 'schedule' and a '(go char max)' indicator. Below is a 'Description' text area. A 'Stock Photo' section features a 'Select a Photo' gallery with various images and an 'UPLOAD NEW STOCK IMAGE' button. There are also 'File Upload' and 'Video Upload' buttons, a 'Run Full Screen' checkbox, and 'Start Date' and 'End Date' fields. At the bottom, there are 'Save', 'Delete This Page', and 'Back' buttons. A navigation menu is visible at the very bottom of the page.

Page Name

Type your desired page name within the text box. Maximum of 50 characters.

Description

Within this text box give a description of the content page that you are working on.

Stock Photo

Using the current selection of stock photos from different categories or uploading your own image, you can include them within this page on the touch screen.

Stock Photo



Clicking here allows you to access images on your computer!

Different categories of stock photos

File, YouTube/Web URL, & Video Upload

These three options allow you to upload an existing file from your computer, place a YouTube or website URL on the page, and/or upload a video through YouTube.

Run Full Screen

Checking this box allows the placed the video to be played full screen on the touch screen. Leaving it unchecked will play it on the screen with all of the other information visible.

Start and End Date

Choosing specific dates for this will designate the period of time that this content will be seen. Leaving these boxes blank assures that the content will run all the time.

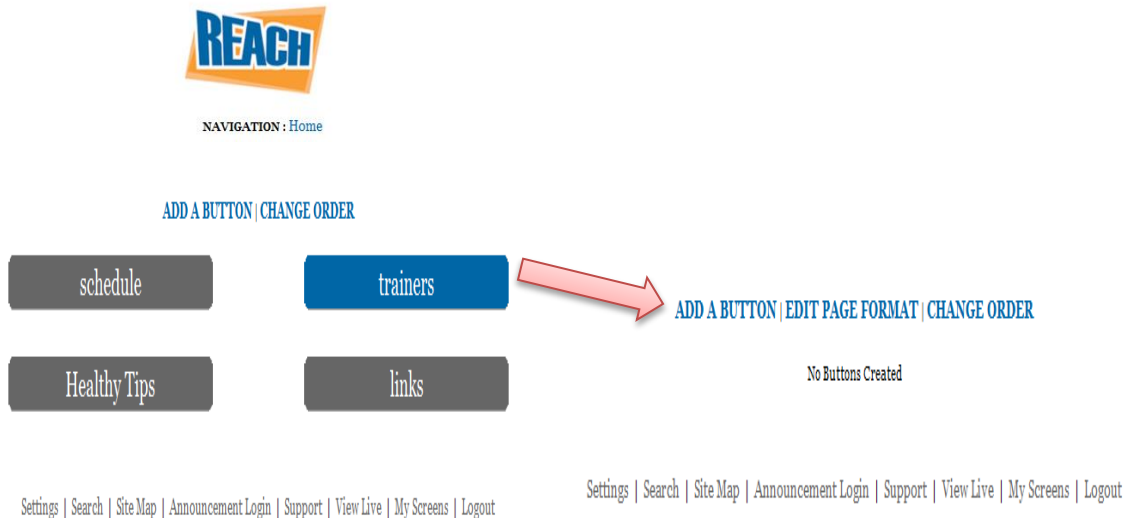
Bottom of the Page

Located at the end of the content construction page, you have three important buttons, Save, Delete This Page, and Back which will help you finalize the content page. NOTE- clicking the Back button will not save the work on the page.



Navigation Page

A Navigation Page creates a button that houses other buttons. Example:



Note: With the navigation page's new buttons, you can create different page set-ups. For further description on how to modify these page formats please refer back to the Page Format Summary.

Add a Button

This new page is the same as the original page where you first created your buttons. Here you can select once again the quantity and type of buttons that are connected to the first navigation button. You have again the choice of a content page, navigation page, or multi-content page. To delete the page you can do so from Add a Button Screen.

Edit Page Format

To edit the existing page click on this button. Here you can change the name and/or the page format. You can also delete this page from this button as well.

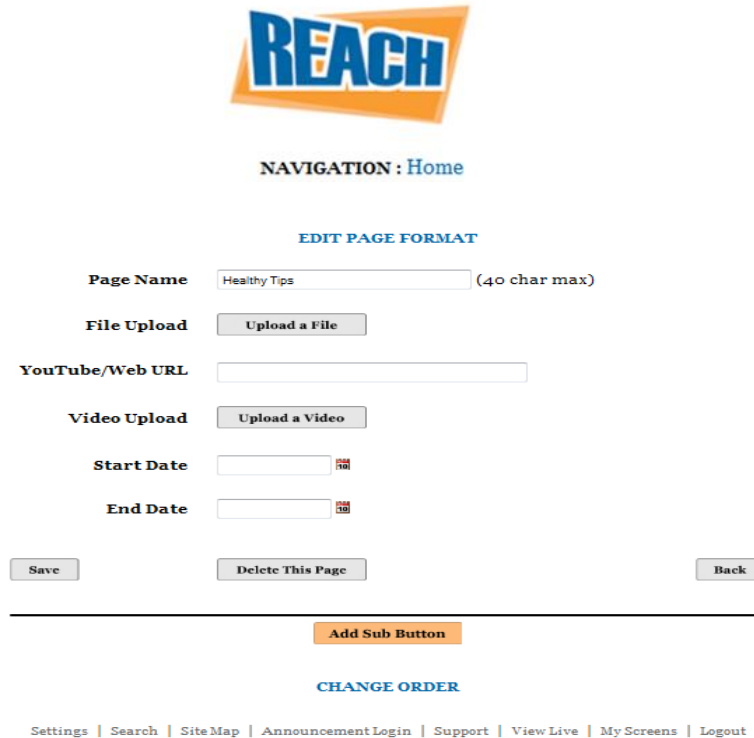
Change Order

Clicking on this allows you to modify the order of the buttons within the navigation page. For an example see Main Page Overview- Changing the Order.



Multi-Content Page

Creates a content page but includes a sub-button for more content. This button is initially shown in grey as it acts as an end page that cannot be navigated further.



The screenshot shows the REACH logo at the top. Below it is a navigation link for 'Home'. The main section is titled 'EDIT PAGE FORMAT' and contains several input fields and buttons: 'Page Name' with the value 'Healthy Tips' and a '(40 char max)' limit; 'File Upload' with an 'Upload a File' button; 'YouTube/Web URL' with an empty text box; 'Video Upload' with an 'Upload a Video' button; 'Start Date' and 'End Date' with empty date pickers; and three buttons at the bottom: 'Save', 'Delete This Page', and 'Back'. Below the form is a horizontal line, followed by an orange 'Add Sub Button' button, and then a 'CHANGE ORDER' link. At the very bottom is a footer with links: 'Settings | Search | SiteMap | Announcement Login | Support | View Live | My Screens | Logout'.

Page Name

You can change the name of this page here in the text box from the one it was originally given when you first created the button.

Upload File

To include a file from your computer you can upload it here. It will bring you to another page where you can browse these files and upload it to the Multi-Content Page.



NAVIGATION : [Home](#)

Page Name	Healthy Tips
File Upload	<input type="text"/> <input type="button" value="Browse..."/>
Accepted Files	jpg, jpeg, gif, png, psd, tif, tiff, bmp, html, css, js, csv, xml, txt, sql, rtf, pdf, eps, ai, ps, doc, docx, ppt, pptx, xls, xlsx, wpd, odt, ods, odp
<input type="button" value="Upload"/>	Convert a file to a PDF

Examples of the acceptable file types.

[Settings](#) | [Search](#) | [Site Map](#) | [Announcement Login](#) | [Support](#) | [View Live](#) | [My Screens](#) | [Logout](#)

YouTube/Web URL

Copy a YouTube or website URL that can be included on the Multi-Content page.

Video Upload

Redirected to YouTube to browse and upload videos.

Note: Your video will be converted to a YouTube video and could take longer to upload.

Start and End Date

Placing dates within these boxes determines when the content will run. Leaving this blank insures that it always be visible.

Located at the bottom of the page you can access the Save, Delete This Page, and Back buttons.

Add Sub Button

Clicking on the Add Sub Button brings you to a new page. Here you can edit this sub-button and supply addition content that is related to the prior content page. This page supplies the same tools as the prior page of the multi-content page and a regular content page.

Below you can see the sub-button page:



NAVIGATION : Home : Healthy Tips

Page Name (40 char max)

File Upload

YouTube/Web URL

Video Upload

Start Date

End Date

[Settings](#) | [Search](#) | [Site Map](#) | [Announcement Login](#) | [Support](#) | [View Live](#) | [My Screens](#) | [Logout](#)

Changing the order of the Sub-Buttons

You can change the order of the sub buttons at the bottom of the original multi-content page. Creating these sub buttons allows them to be visible on this page.

NAVIGATION : Home : Healthy Tips

EDIT PAGE FORMAT

Page Name Healthy Tips (40 char max)

File Upload

YouTube/Web URL

Video Upload

Start Date

End Date

CHANGE ORDER

Settings | Search | Site Map | Announcement Login | Support | View Live | My Screens | Logout

NAVIGATION : Home : Healthy Tips

EDIT PAGE FORMAT

Page Name Healthy Tips (40 char max)

File Upload

YouTube/Web URL

Video Upload

Start Date

End Date

CHANGE ORDER

Settings | Search | Site Map | Announcement Login | Support | View Live | My Screens | Logout

Before adding a sub button

After adding sub buttons

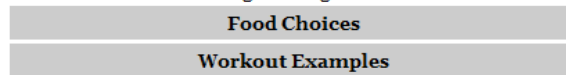


Changing their order is the same as changing the order of other buttons. You are directed to a different screen to make these alterations:



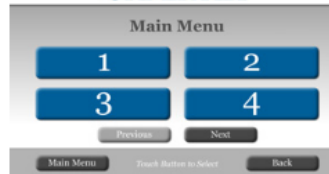
NAVIGATION : [Home](#) : [Healthy Tips](#)

Click and drag to change button order



Save Order

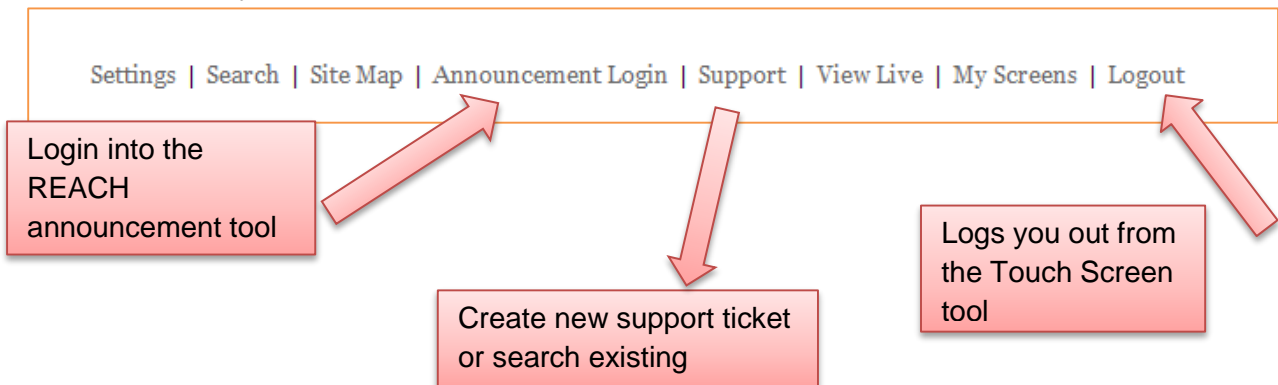
ORDER KEY



[Settings](#) | [Search](#) | [Site Map](#) | [Announcement Login](#) | [Support](#) | [View Live](#) | [My Screens](#) | [Logout](#)

Bottom Information Bar

Here you can access other important tools for editing your touch screen. You can also find different areas that helpful to the Touch Screen Announcement process as well as your overall use of REACH system.





Settings

The Settings link allows you to create the overall aesthetic of the touch screen. Here you can edit many functions of the screen as well its appearance. NOTE- Save is located at the bottom of the Settings page. Example of the Settings screen is visible below:



The screenshot shows the REACH Settings page. At the top is the REACH logo and a navigation link for 'Home'. The settings are organized into several sections:

- Facility Name:** Touch Screen Announcements
- Website:** An empty text input field.
- Timeout (in seconds):** An empty text input field.
- Hide Mouse:** An unchecked checkbox.
- Zip Code:** An empty text input field.
- Email Extension:** An empty text input field.
- Upload Header:** A blacked-out image field with a 'Browse...' button. Below it is a checked checkbox for 'Ignore Upload' and the text 'IMAGE MUST BE: 448(w) x 97(h)'.
- Upload Skin:** A blacked-out image field with a 'Browse...' button. Below it is a checked checkbox for 'Ignore Upload' and the text 'IMAGE MUST BE: 1284(w) x 560(h)'.
- Color Theme:** A section with a 'Show Color Picker' link.

Facility Name

Defaulted to your facility's name. It will appear here automatically.

Website

Place your facility's desired web site within this box. Includes the link on the bottom of generated email.

Timeout (in seconds)

Type the number of seconds you would like the touch screen to remain inactive before the session times out and reverts back to the original page.

Hide Mouse

Clicking this box removes the mouse's cursor from the touch screen.

Zip Code

Including your zip code here syncs the weather at the top of the touch screen with your preferred location.



Email Extension

Creates a “Hot Button” for the email extension.

Upload Header

Browse for image to use as the header of your touch screen. Will not be compatible if it does not meet the required size of **448(w) x 97(h)**.

Upload Skin

Browse for an image to be used as the skin. This must be **1284(w) x 560(h)**. If it does meet these measurements it cannot be uploaded to the touch screen.

Note: Save image with an opacity of around 50% before uploading as it will be visible behind your buttons.

Color Theme

Choose the color of your buttons.

Color Theme

Show Color Picker

Please Use a Darker Color

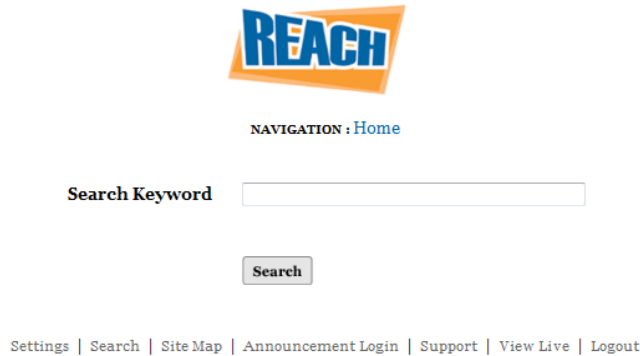


Click and drag over the color gradient till you find your desired color.



Search

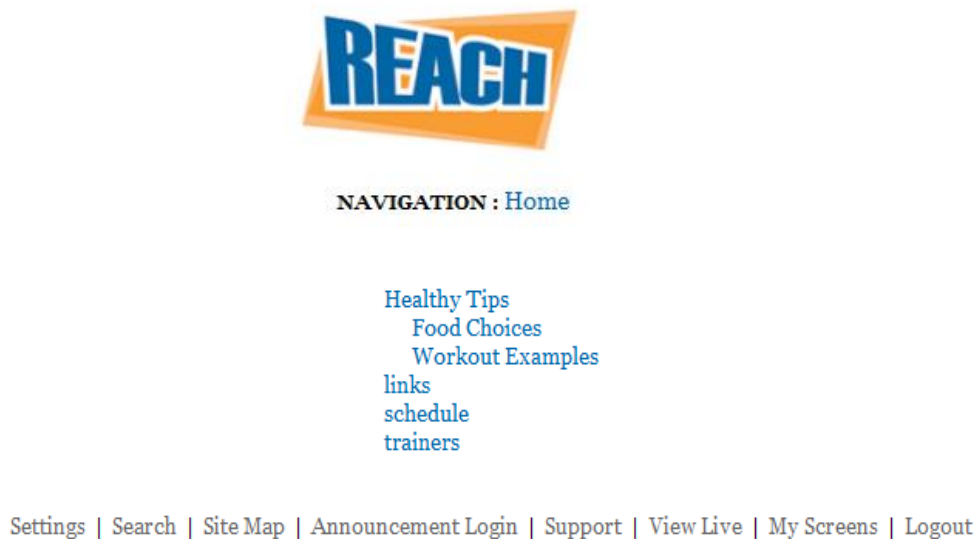
Produces a search bar for you to easily locate a button within the Touch Screen.



Site Map

Clicking here allows you to navigate the touch screen with an outline of its contents.

Example:



View Live

Clicking on the View Live link opens a new window where you can see a preview of the touch screen. You can interact with it to view all of its features.

My Screens

Clicking this directs you to your screen(s) page. Applies only to multiple touch screens.

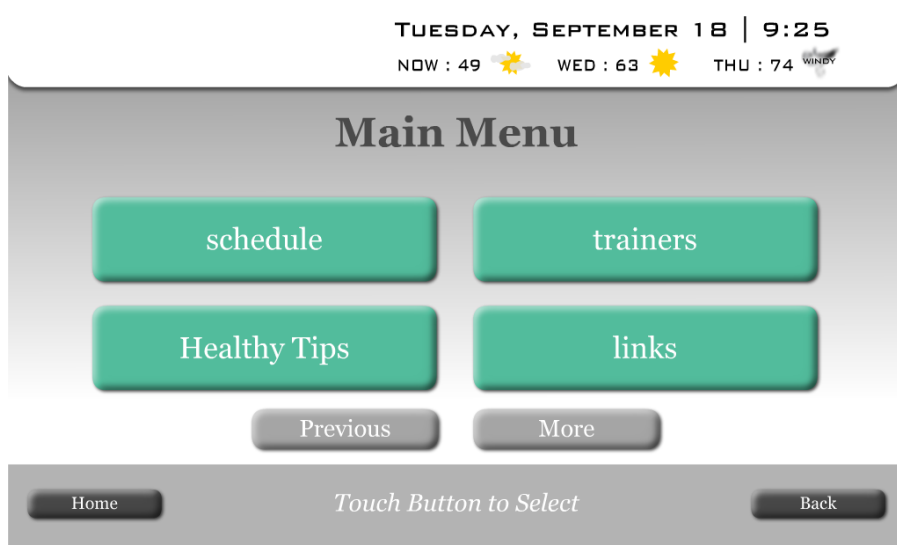


Completing Your Touch Screen

The Touch Screen Announcement is a great way to get your message out there in an interactive way. Using the online tool you can easily create and update your touch screen from a central location. Navigating your touch screen set up can be followed from the main page in a step by step process. An example below will allow you to see what the REACH Touch Screen system will look like when complete with announcements and your information buttons:



Touching the Screen then brings you to your main page:



By following these directions you will have a functional and entertaining touch screen system to relay your information and display your announcements.



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