Using GoalPost

GoalPost allows you to use your iPhone to set physical activity goals, journal your physical activities, view progress, and share these goals, activities, and progress with your Facebook friends.

This manual describes GoalPost's features and how to use them, including how to set goals, journal activities, share your goals and activities, and create a support group of your Facebook friends with whom to share. If you have any questions that are not answered by this manual or if you encounter a problem with the GoalPost application, please contact:

Sean Munson   Sunny Consolvo

If you send an email to Sean or Sunny, please include *[GoalPost]* in the subject line. *Please note that we cannot ensure the confidentiality of information sent via email.*

If you call Sean or Sunny and we do not answer the phone, please leave a message with:

- your name,

- that you are part of the GoalPost study,

- how to contact you, and

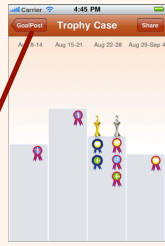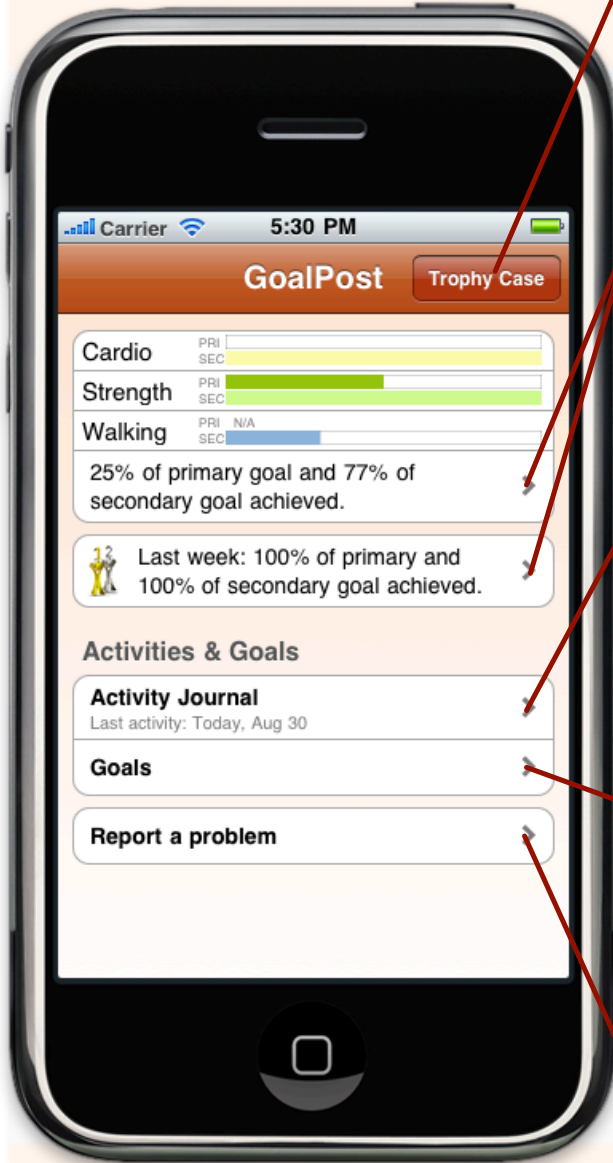- what the question/problem/comment is.

Thank you!
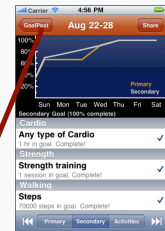
Sean & Sunny

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Quick Start Guide

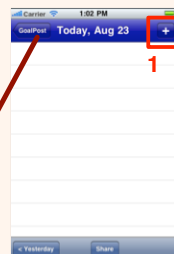**Home View.** To start, tap the GoalPost icon on you iPhone's home screen.

Trophy Case. View a summary of your previous four weeks' achievements.
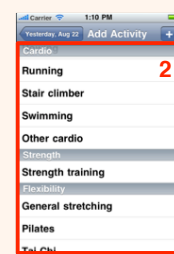
Progress. View current and previous weeks' activities and progress toward goals.
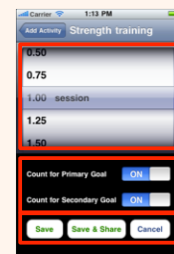
Journal an activity. You may journal any physical activity that you do, whether or not it counts toward your goal(s).

[1] Tap + to add an activity.

[2] Tap an activity to select it or tap + to create a custom activity.

[3] Select quantity and **[4]** the goals for it to count toward. Then **[5]** *save* or *save & share*.
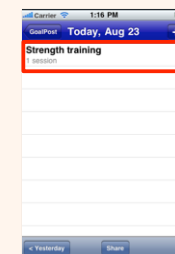
[6] The activity will appear in your journal.

Set or edit goals. You may set our edit up to two weekly goals: a primary goal and a secondary goal. Goals run from Sunday through Saturday.
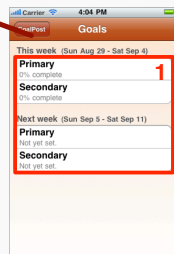
[1] Tap the goal you want to view or edit.
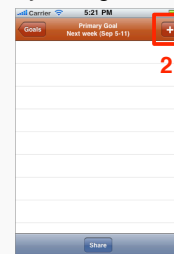
[2] Tap + to add an activity to your goal.
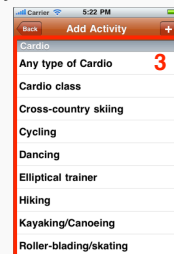
[3] Tap an activity or tap + to create a custom activity.
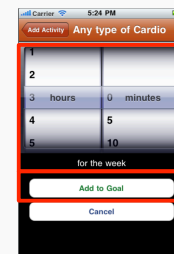
[4] Enter quantity for the week and **[5]** *Add to Goal*.
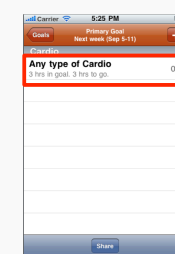
[6] The activity will appear in your goal.

Report a problem. Tap to report a problem (send an email to samunson@umich.edu).

Launching the GoalPost application

To launch the GoalPost application, just find the icon (*right)* on your iPhone's home screen and tap it.

The Home View

After you launch the application, you will be taken to the *Home View*.[1] This screen gives you a quick overview of your goals and your progress, and features to set or edit goals, to add or edit your activity journal, and to view historic progress can be accessed from here.
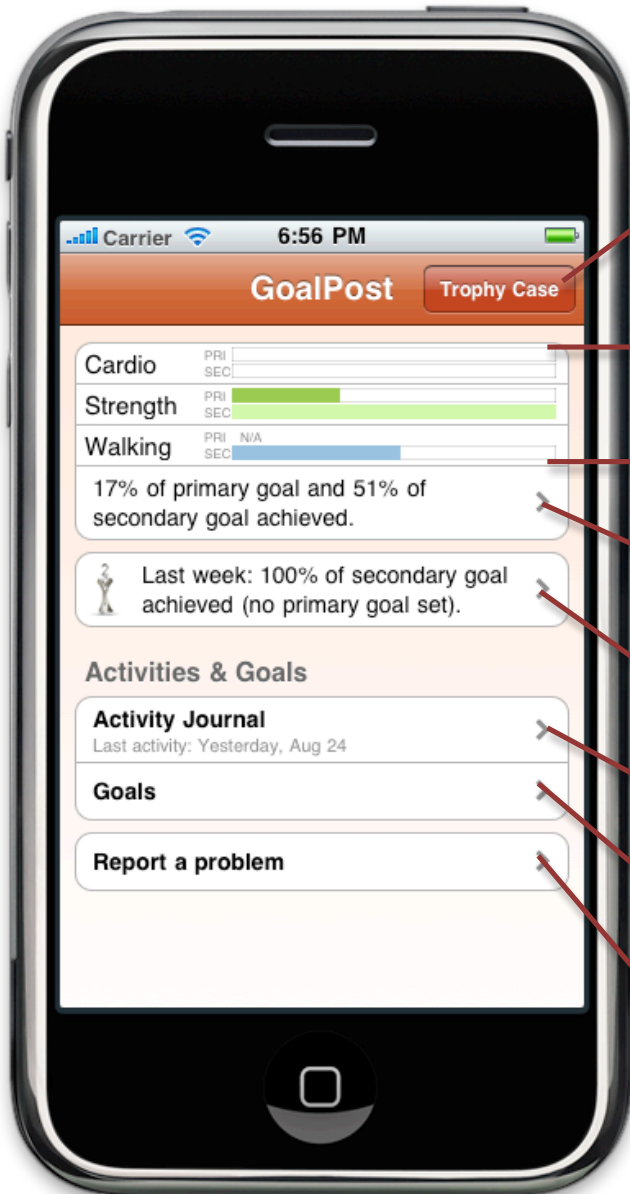
Trophy Case. Tap to go to your *Trophy Case*

Progress Bars for the current week (Sunday through Saturday). If an exercise category exists in your primary or secondary goal, a progress bar for that category will appear here. In this example, *Walking* is part of the secondary goal but not the primary goal.

**Overall progress for the current week.** Tap to go to the *progress screen*. Includes any trophies earned for the current week.

Overall progress last week. Tap to go to the *progress screen* with last week's data. Includes trophies earned.

Journal. Shows date with last recorded activity. Tap to go to *today's journal*.

Goals. Tap to go to the *Goal Manager* where you can set and edit your weekly goals.

Report a problem. Tap to report a problem (send an email to samunson@umich.edu)

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[1] If you are using an iPhone 3GS or iPhone 4 and recently used the GoalPost application, you may be taken to the last screen you were using in GoalPost, not necessarily the Home View.

Setting and Editing Goals

To begin setting a goal, tap *Goals* on the GoalPost Home View. From the Goals screen (*right),* you can set or edit your goals for this week or next week by tapping on the goal you wish to edit. You can also quickly see whether you have set each goal, and how much of this week's goals you have completed.

In GoalPost, there are two types of goals: a *primary* goal and a *secondary* goal. You can use these however you wish. Your primary goal might be a stretch goal and your secondary goal a minimum level of activity, or vice-versa. The application will track progress toward each goal simultaneously, that is, you do not have to tell the application whether you are trying to achieve your primary or secondary goal.

Goal Manager Screen

When you tap on a new goal to create or edit it, you may be prompted to start by **copying your goal from the previous week** *(right)*. You can always choose to start with a blank goal. If this is your first time setting this type of goal in GoalPost or you have not set this type of goal in the prior week, you will not see this prompt.

The *goal edit* screen shows the type of goal that you are editing (primary or secondary) and for which week in the title bar. You can add an activity to your goal by *(refer to the next set of images)*:

1. Tapping the +in the upper right of the goal screen.

2. This will open an activity browser, from where you may select an activity (organized by category: *Cardio*, *Strength*, *Flexibility*, *Walking,* and *Other*). If you would like to add an activity that is not shown, you can do so by clicking the + in the activity browser screen; please see the section on *Creating a Custom*
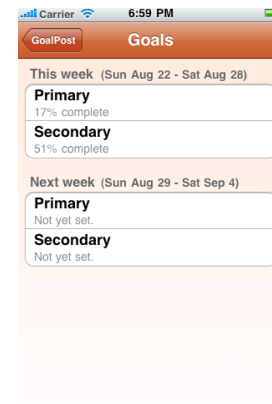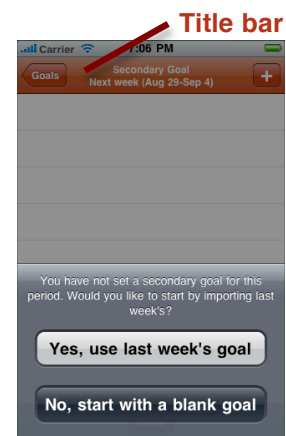
Prompt to start with previous week's goal.

Goal View. *Tap the + to add an activity to your goal.*

Activity browser. *Select an activity from the list (scroll to view more) or tap the + to create a custom activity.*

Goal activity editor. *Select quantity and then tap Add to Goal.*

Goal View. *The activity will now appear in your goal.*

Activity Type in this manual for more information.

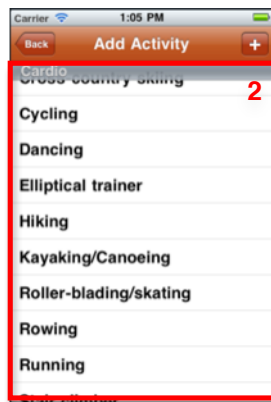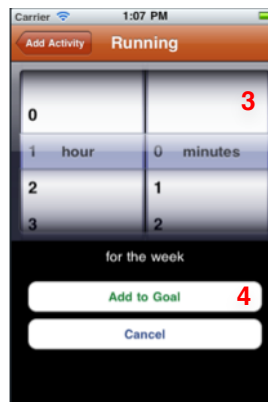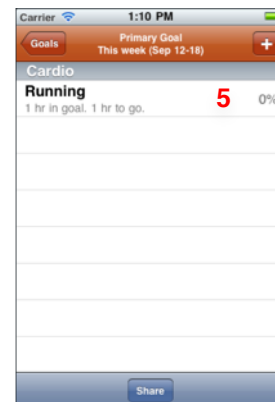3. One you have selected an activity, select the duration for the week (e.g., if you want to do 3 runs of 45 minutes each, the weekly duration would be 2 hours 15 minutes).

4. To save this activity, tap *Add to Goal.* To cancel adding it, tap *Cancel.*
   When you save an item, there may be a slight delay as the application uploads your changes to the study server.

5. The activity will then appear in your goal.

You may make changes to your goal at any time. To edit an item, tap it in the list. This will bring up a screen *(right)* that you may use to change the quantity and *Update* the activity, or you may remove it from your goal by tapping *Delete.* To cancel any changes, simply tap *Back* in the upper left of the screen; this will return you to the goal view without saving changes. As a shortcut, you can delete any item from your goal by dragging your finger along it from left to right and then tapping *Delete* button that will appear *(right)*; you can cancel this by tapping anywhere other than the delete button.
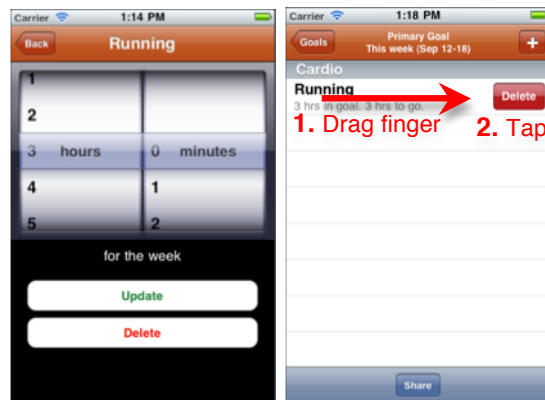
Goal activity editor.   *Shortcut to delete items.*

Creating flexible goals

To set a more flexible goal, you can also add category-level activities to your goal. These include:

- *Any Type of Cardio*

- *Any Type of Flexibility,* and

- *Any Type of Other*

If you add any of these activities to one of your goals, any activity in this category that you record in your journal will count toward your goal. You can mix these flexible goal items with more specific goals.

Recording Activities

The process for recording an activity are very similar to setting a goal. To begin, tap *Activity Journal* on the GoalPost home screen. This will load your journal for today, recognizable because the screen's heading will appear with a blue background. You can navigate to a different day using the buttons at the bottom of the screen, but you cannot navigate to or journal activities for days in the future.

To add an activity to your journal, first navigate to the day on which you wish to add it. Then:

1. Tap the +in the upper right of the *Journal View.*

2. This will open an activity browser, from where you may select an activity (organized by category: *Cardio*, *Strength*, *Flexibility*, *Walking,* and *Other*). If you would like to add an activity that is not shown, you can do so by clicking the + in the activity browser screen; please see the section on *Creating a Custom Activity Type* in this manual for more information.

3. One you have selected an activity, this will open a new screen where you may select the duration.

4. Next, select which goals you would like this activity to count toward. By default, it will count toward both your primary and secondary goals. *Note: if activity is not in your goal(s), it will not matter what you select here*

5. To save this activity, tap *Save,* or *Save & Share* if you would like to save it to your journal *and* post it to Facebook. If you select *Save & Share*, you will be able to
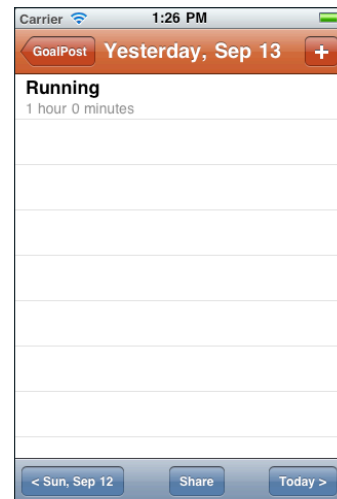
Journal View. Navigate between days using the buttons at the bottom of the screen.
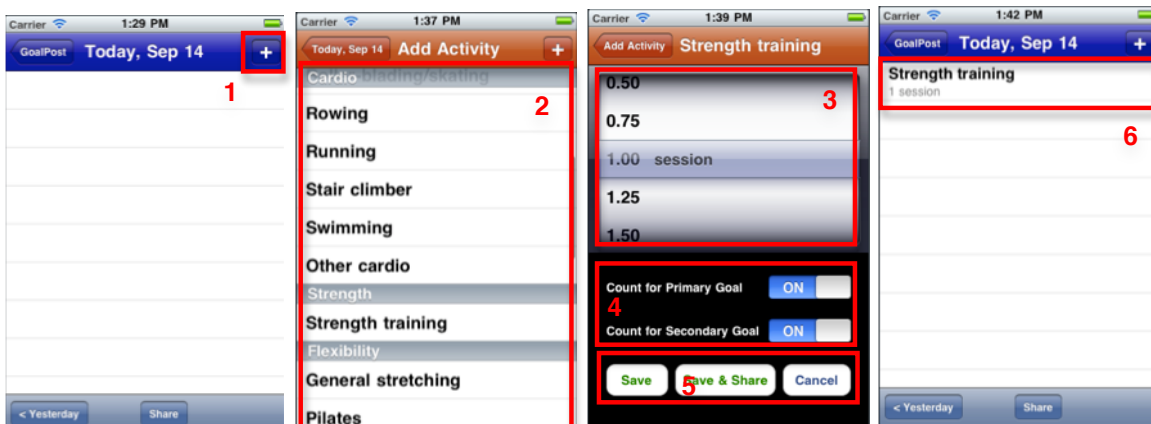
Journal View. Tap the + to add an activity.

Activity Browser. Scroll and tap an activity to select it, or tap the + to create a custom activity.

Journal Activity Editor. Select the quantity and which goals you would like it to count toward.

Journal View. The new activity will appear in your journal.

preview and edit the post before it gets shared on Facebook; for details, please see the **Sharing** section of this manual. To cancel adding it, tap *Cancel*.

When you tap *Save,* there may be a slight delay as the phone uploads your changes to the study server. This is normal. Thank you for your patience.

6. The activity will then appear in your journal.

Creating a Custom Activity Type

You can create a custom activity type from the *Activity Browser* screen. To do so,

1. Tap the + in the upper right of the *Activity Browser*

2. Select the category (cardio, strength, flexibility, or other exercise) from the picker.

3. Tap the *Activity Name* box and use the keyboard that appears to type a name for your activity (e.g. Cardio pilates). Then tap *Done*.

4. Tap *Create activity* to save it, or *Cancel* to cancel creating the custom activity.

The new activity will have units corresponding to the category you selected (minutes for cardio, sessions for strength, flexibility, and other).
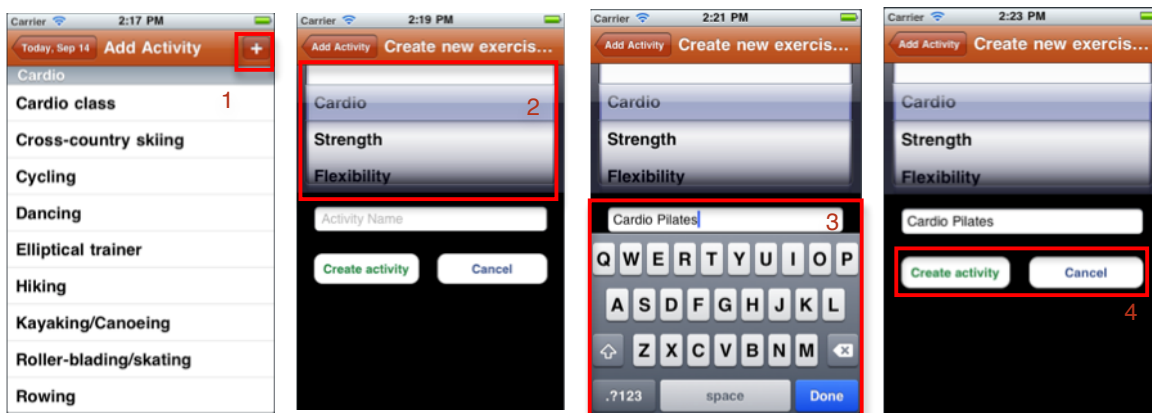
Tap the + from the Activity Browser to begin creating a new activity type.	*Select the category. You can pick cardio, strength, flexibility, or other.*	*Tap the Activity Name field and use the keyboard that appears to enter an exercise name. Then press Done.*	*Tap Create Activity to save your new activity.*

You can **delete a custom activity** by dragging your finger from left to right above it on the *Activity Browser* and then tapping the delete button that appears. Any goal or journal entries based on this custom activity will remain in your journal or goals, but this activity will no longer appear in your Activity Browser and you will not be able to use it for future goals or journal items.

Viewing Progress

To access an overview of your progress, tap either the current or previous week's progress from GoalPost *home screen* (right). This will open the *Progress Viewer* (below).
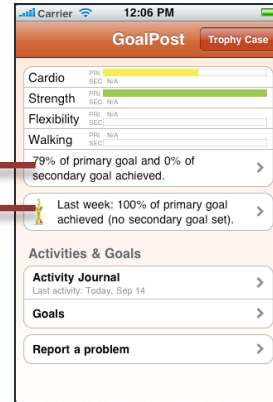
This week

Last week
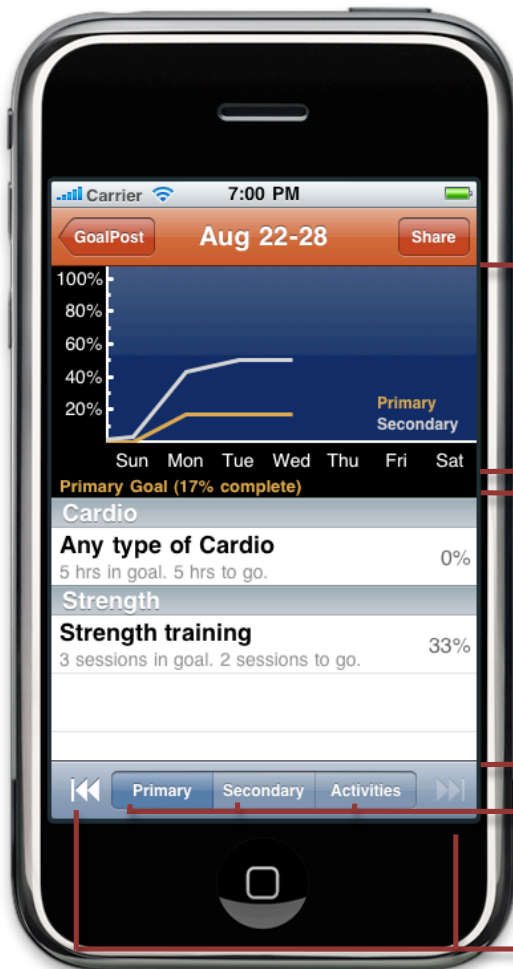
Progress graph.
Shows your progress for the selected week's primary and secondary goals (if set) by day.

Data table.
If you are viewing a *goal*, this will show the activities in the goal and your progress toward them.

If you are viewing your *activities*, this will show all of the physical activities you journaled for the week, by day.

Selector buttons.
Tap to switch between viewing the week's *Primary Goal*, *Secondary Goal*, or *Activities.*

Week navigation buttons.
Tap the left button to move back a week or the right button to move forward a week. You will not be able to see weeks in the future.

Your Trophy Case

The *Trophy Case* provides an at-a-glance view of your progress toward your goal over four weeks. Each week is represented as a bar. For each week, rewards for your primary goal will appear on the left and rewards for your secondary goal will appear on the right. If you met your goal, a trophy will appear on the top of the bar. If you complete the goal for a particular category (e.g. cardio or flexibility), a ribbon for that category will appear in the bar. Your primary goal achievements will show gold trophies and blue ribbons. Your secondary goal achievements will show silver trophies and red ribbons. If you did not achieve or set any part of the goal, the bar will still appear. The heights of the bars are purely aesthetic and have no meaning.

Week 1. The user completed her primary goal (trophy), including cardio and strength (ribbons). She either did not set or did not achieve a secondary goal.

Week 2. The user did not achieve any goals (and may not have set a secondary goal), but she did complete the cardio portion of her primary goal.

Week 3. The user either did not set or did not achieve any part of her primary goal. She did achieve her secondary goal, consisting of flexibility.

Week 4. The user either did not set or did not achieve any part of her primary goal. She set, but did not achieve, her secondary goal, but did complete the cardio and strength training portions.

Sharing to your Facebook News Feed

There are several places in GoalPost where you can share your physical activity goals, progress, and activities on your Facebook News Feed, either by tapping a *Share* button or choosing to share an entry when updating your journal. Following is an overview the sharing process and interface:

1. When you choose to *share*, you will usually be presented with three choices (sometimes fewer) of text that you can use as a starting point. These will be arranged from the most detail (top) to the least detail (bottom). Just tap one to use it. Alternatively, you may tap *[Create my own]* to start with a blank text field.

2. On the next screen, tap the text and use the on-screen keyboard to edit, if desired. This is the text that will appear in your Facebook News Feed.

3. Select with whom to share: your *Support Group* (a list of friends with whom you select to share GoalPost updates) or with your current Facebook default for sharing News Feed items. For more information, please see the *Controlling with Whom You Share* section of this manual.

4. If your post has the potential to include ribbons and trophies (e.g., if you are sharing goal progress), a switch giving you this choice will appear. If selected, one or more trophies or ribbons that you have earned may be included as small images in your Facebook post.

5. You will also have an option to create a link to details off of Facebook. This will add a link to a page, visible to either your Facebook friends or GoalPost support group, that contains an expanded set of details about your exercise or goals. For more information, please see the *Sharing on Facebook vs. Linking off of Facebook* section in this manual.

6. When you are satisfied with your post, tap *Post to Facebook Now.* Alternatively, you may cancel by tapping the button in the upper left of the screen. If GoalPost is unable to connect with Facebook, you will be given the choice to either save the post to be automatically shared later or to cancel the post.
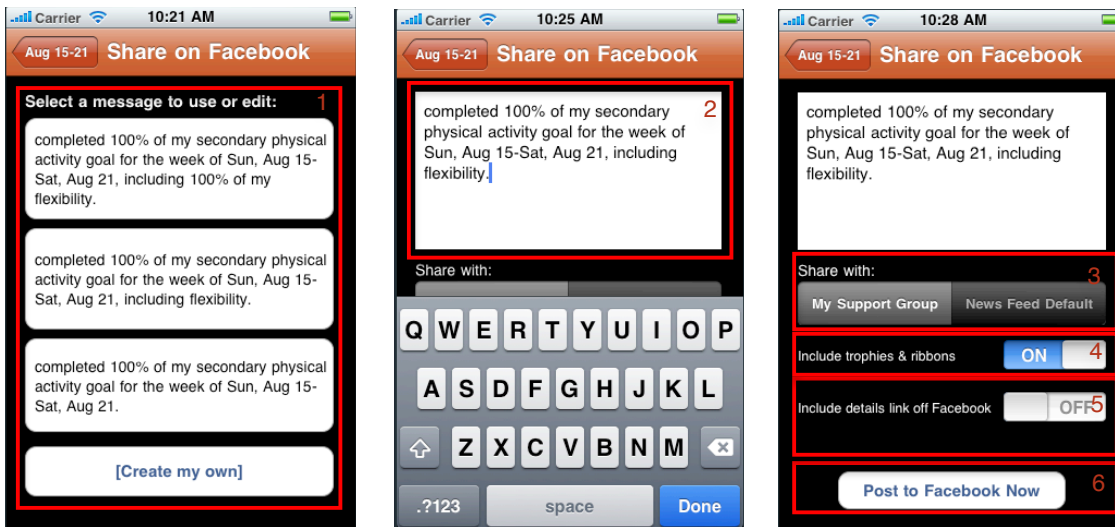
Controlling with Whom You Share

When you share, you are presented with a choice to send the update to your GoalPost *support group* – a list of Facebook friends who you want to be able to see your GoalPost status updates – or to the default for your Facebook News Feed (*right*).

Until you setup a support group, the updates you post using *My Support Group* option will only be visible to you. You can create or edit your support group by visiting:

https://goalpost.intel-research.net

Once at this page, you will need to log in with your Facebook account. Click the [f Connect with Facebook] log in. Then:
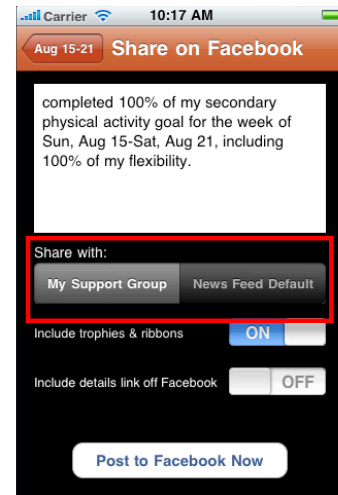
1. To add someone, begin typing their name, and when their name appears, select it from the list. When you first start typing, it may take a few seconds before the text box starts working, as Facebook loads your friends list. You can only add names from your current list of Facebook friends.

   Names of people in your support group:

Patricia
Patricia Ticker
Save changes

2. You can then add additional people the same way. The input field will expand to allow you to add an unlimited number of your friends.

   Names of people in your support group:

Patricia Ticker ×	Mark New
Mark Newman	
Save changes	

3. To remove someone from your GoalPost support group, click the *x* next to their name.

   Names of people in your support group:

Patricia Ticker ×	Mark Newman ×

   Click the x to remove people or type names to add them

   (Save changes)

4. When you are done, click *Save changes.*

If you share a post to your support group and later edit your support group, your post will still be visible to the members of your support group *at the time you created the post.* You cannot retroactively edit the visibility of a post, you may only delete it.

You can confirm with whom you shared a post on Facebook by inspecting whether there is a lock icon (🔒) in the post and, if so, by hovering over it with your mouse. The below images show examples of each type of post:

Example Facebook Post to News Feed Default. Note that the lock icon may or may not appear when you share with your News Feed default. If your posts are public, no lock icon will appear (top); if you have restricted the default visibility of your News Feed posts, you may hover the icon to see who may see them. In this example, Patricia's News Feed posts are public to everyone and Sean's News Feed posts are visible to his Facebook friends and networks.
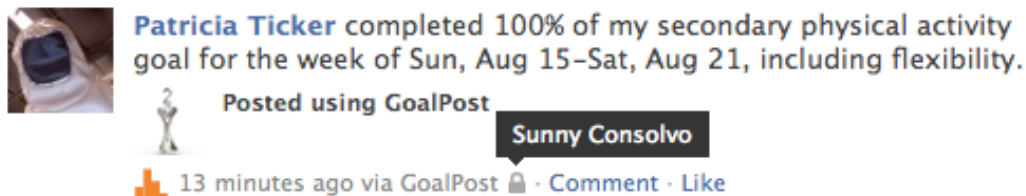

Example Facebook Post to Support Group. The lock icon appears and, when you hover above it with the mouse, will show the name(s) of the people in your support group. In this example, Patricia's support group includes just one person, Sunny.

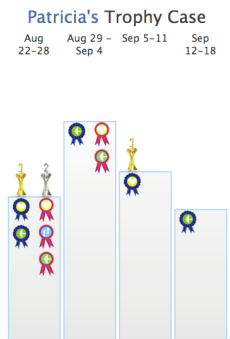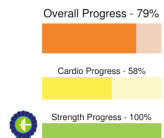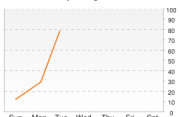## Sharing on Facebook vs. Linking off of Facebook

When you share using GoalPost, you have the option (*right*) of including a link to a *details page* that is hosted on the GoalPost server, not on Facebook.

If set to *ON*, the text you enter in the box will still appear as a Facebook News Feed update. GoalPost will also add a link to the update. On this linked page, your Facebook friends or your support group, depending on the setting you picked, will be able to view additional details, such as the activities and quantities in your goal or week and the percent complete for each activity, depending on what you shared. Please see the table in the next section for details.
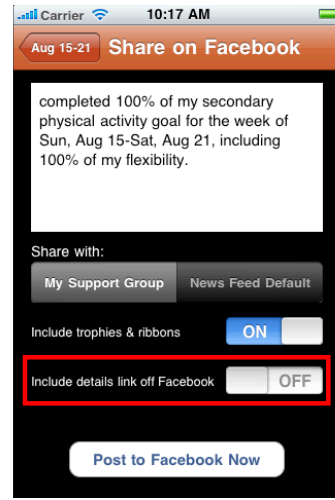
Overview of Sharing Points in GoalPost

View		What will be suggested to share in Facebook News Feed	Trophies available?	Web page with details would contain
Progress View	Primary or Secondary Goal	Progress by activity, category, or overall in the selected goal for the selected week	✓	Patricia's primary goal progress for the week of September 12–18, 2010: Overall Progress - 79%, Cardio Progress - 58%, Strength Progress - 100%, Daily Progress. List of categories in the selected goal and the percent completed, with a graph of progress by day.
	Activities	List of activities for the week		Patricia's activity for the week of August 31 – September 6, 2010: September 12, 2010: 45 minutes of Hiking, 10214 Steps. September 13, 2010: 60 minutes of Running, 10696 Steps. September 14, 2010: 1 session of Strength training. List of journaled activities for the week, with quantities.
Journal	Saving or updating an activity	The activity just updated or saved		Patricia did 1 session of Strength training on September 14, 2010. The activity and quantity.

View		What will be suggested to share in Facebook News Feed	Trophies available?	Web page with details would contain
	Journal day	Activities for the selected day		On September 12, 2010, Patricia did: 45 minutes of Hiking 10214 Steps The activities and quantities for the selected day.
Goal View	Primary or Secondary Goal	List of activities in the selected goal for the week		For the week of September 12–18, 2010, Patricia set a goal to do: 1 session of Flexibility 70000 Steps List of activities, with quantities, in the selected goal for the week
Trophy Case		Text about the progress toward your goal, plus a link to an image of your trophy case	*Req'd*	Patricia's Trophy Case Aug 22–28　Aug 29 – Sep 4　Sep 5–11　Sep 12–18 An image of your trophy case. A *details link is required to share the Trophy Case.*
Prompt after achieving all or part of a goal.	 **Goal achievement!** Excellent! You've completed your cardio for your secondary goal for the week! Would you like to share this on Facebook now? **Don't share**　**Share**	Progress by activity, category, or overall in the goal you just achieved or made progress toward.	✓	Patricia's primary goal progress for the week of September 12–18, 2010: Overall Progress - 79%　Daily Progress Cardio Progress - 58% Strength Progress - 100% List of categories in this goal for the week and the percent completed, with a graph of progress by day.

Reminders

There are three types of reminders in GoalPost: a pop-up reminder to journal physical activities, a pop-up reminder to set your weekly goals, and an indicator of how long it has been since your last recorded exercise. The first two reminders can be configured; the third appears automatically.

Configuring Reminders to Update your Journal and to Set Goals

You can set reminders to journal activities and set goals. These reminders appear as pop-ups, without sounds, and will appear even if the application is not running. By default, you

will receive a reminder once per day if you have not journaled an activity for at least two days, and a reminder if you have not set your goals for the new week by Sunday.

To change the settings for your reminders, go to *Settings* from the iPhone's home screen (there is an icon for this, similar to how there is an icon for the GoalPost application). Once in *Settings,* go to *GoalPost* (*below*).

You can turn reminders off (by setting the reminders to *Never*), change how many days should pass without a journal update before you are reminded, change on what day you are reminded to set a goal (if you have not yet set it), and change the reminder time. The iPhone attempts to remind you at the selected time, though certain conditions – such as changing time zones or setting the phone in *Airplane Mode* may cause reminders to appear at an unexpected time during the day. *Unless asked to by a researcher, please do not change the username and password in the settings.*

If you are actively journaling and setting goals, you may never see a reminder.

Reminder badges
In addition to these popup reminders, the application icon will show a notification "badge" (*right,* a white number in a red circle) if you have not recorded any physical activities in the last 2+ days. The number represents the number of days since your last recorded physical activity (e.g., if you haven't recorded any activities in the last five days, a badge with a *5* in it will appear on your goal post icon).

Application icon with a "badge" indicating it has been two days since the user's most recent recorded physical activity.

Data and Privacy
Your interactions with this program are logged and uploaded to the study server using a secure connection.

Researchers will retrieve the comments made on updates you post from GoalPost to Facebook. The identities of your friends who made these comments will be not be stored, though researchers will be able to tell if the same person made multiple comments and the

text of the comments – which researchers will store – may also contain identifiable information.

Please note that we cannot ensure the confidentiality of information sent via email.

This application uses your phone's data plan. The data it uses counts against any quota on your iPhone data plan. If you use the study application internationally, without disabling data roaming, you will incur additional charges.

You will not be reimbursed for any data use associated with this application.