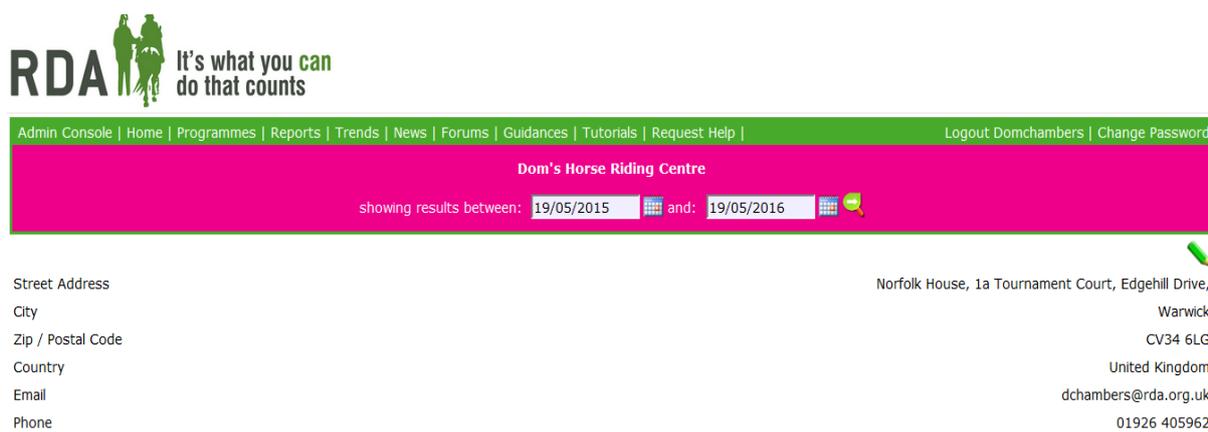




## Using the Online Tracker – www.rdatracker.org.uk

The Tracker generally works best in Firefox which can be downloaded for free. If you are using any other programme and experience problems then give Firefox a try. If you have forgotten your login details you can click **Login Reminder** on the right hand side of the page, these will then be emailed to you. Before you log any assessments on to your page begin with a simple bit of housekeeping to update your page with the important details. Once logged in you can change your password to something memorable by clicking on the **Change Password** tab on the right hand side. Then click on the name of your organisation in the pink box in the middle of your screen and then on the pencil on the right hand side.



The screenshot shows the RDA website interface. At the top left is the RDA logo with the tagline "It's what you can do that counts". A navigation menu includes "Admin Console", "Home", "Programmes", "Reports", "Trends", "News", "Forums", "Guidances", "Tutorials", and "Request Help". On the right, there are links for "Logout Domchambers" and "Change Password". The main header area is pink and displays "Dom's Horse Riding Centre" and a search filter "showing results between: 19/05/2015 and: 19/05/2016". Below this is a form for adding or editing details, with fields for Street Address, City, Zip / Postal Code, Country, Email, and Phone, and corresponding values for "Dom's Horse Riding Centre".

Street Address	Norfolk House, 1a Tournament Court, Edgehill Drive,
City	Warwick
Zip / Postal Code	CV34 6LG
Country	United Kingdom
Email	dchambers@rda.org.uk
Phone	01926 405962

Here you can add and edit details of your organisation. It is important to add a few paragraphs in the **background synopsis** as this will appear on any print out of reports. This can be taken from your website if you have one, if not just add a brief overall description of your organisation and what you do. Once you've completed this have a click on each tab and familiarise yourself with the website. There are YouTube tutorials and PDF guides like this one for you to have a look at. There is also a **request help** button if you need further advice and a forum for you to share your ideas and experiences with other groups.

The next step is to click on **Admin Console**. You will have received a password and user name for your primary contact and for your group. Primary Contacts can add and edit data, group users can only add data. If you wish to make someone an admin so they can edit then click on manage users, add their details and click the box **admin user level**.

The next one is **manage participants**. This is where you can add the details of the people whom you have tracked or intend to track. You can either add this information before you complete Tracker assessments or add it under programmes when you're adding completed Tracker data. If you are using the app then you need to add participants beforehand so you can just log on to the app, add participant number and use the sliding scale. If a participant isn't returning to your group for a period of time you can use the inactive button. This won't delete their details but they won't show up on any reports. You can also press the delete button if required.

**Manage Institutes** is the final area under Admin Console. This is where you can add schools that come to your group or differentiate between e.g. Tuesday morning group and Thursday morning group.

## Adding Tracker Assessments

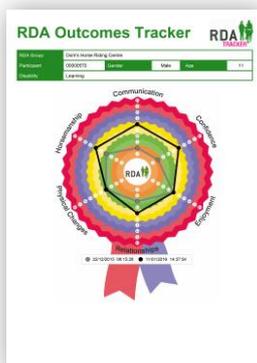
**Click Programmes** – When you click on programmes it will be empty as you haven't added any data yet. Press green **+** button on the right hand side and slide cursor on the right hand side over to **create**. This means you will create a programme. Add names and details, you can tick more than one disability if applicable. Number of sessions is really if you're a centre who charges in advance for a set number of lessons. It can be left blank if not applicable.

**Institute** – select group **Activity** – select activity

It will now say no current assessments. Press green **+** on right hand side, enter the date of first assessment and match tracker pad data to data on the screen by moving the cursor over the scale. Make sure it has registered each score before you move on to the next one as it can be slow. You can add any comments written on the pad into the comments box. Press **submit** once finished. You will now get a rider ref number. This number will stay with the person. Write on pad and if possible add to the rider registration form. You will need this number if you are adding data on the app.

## Next assessment

When you have completed the next assessment click back into Programmes – find participant, you can use search or scroll down and press pencil. It will say one assessment item on the left hand side. On the right it will have a green **+**, press **+** and scroll down to input second assessment exactly the same as you did before. Make sure you scroll down to enter the second assessment rather than over typing your first lot of scores. When you go back to the list you will see a rosette, click on the rosette and you will see that person's Tracker Rosette. This gives a good visualisation of the impact that RDA has and the difference shown over a time period. This can now be printed out and shared with schools, parents, carers etc.

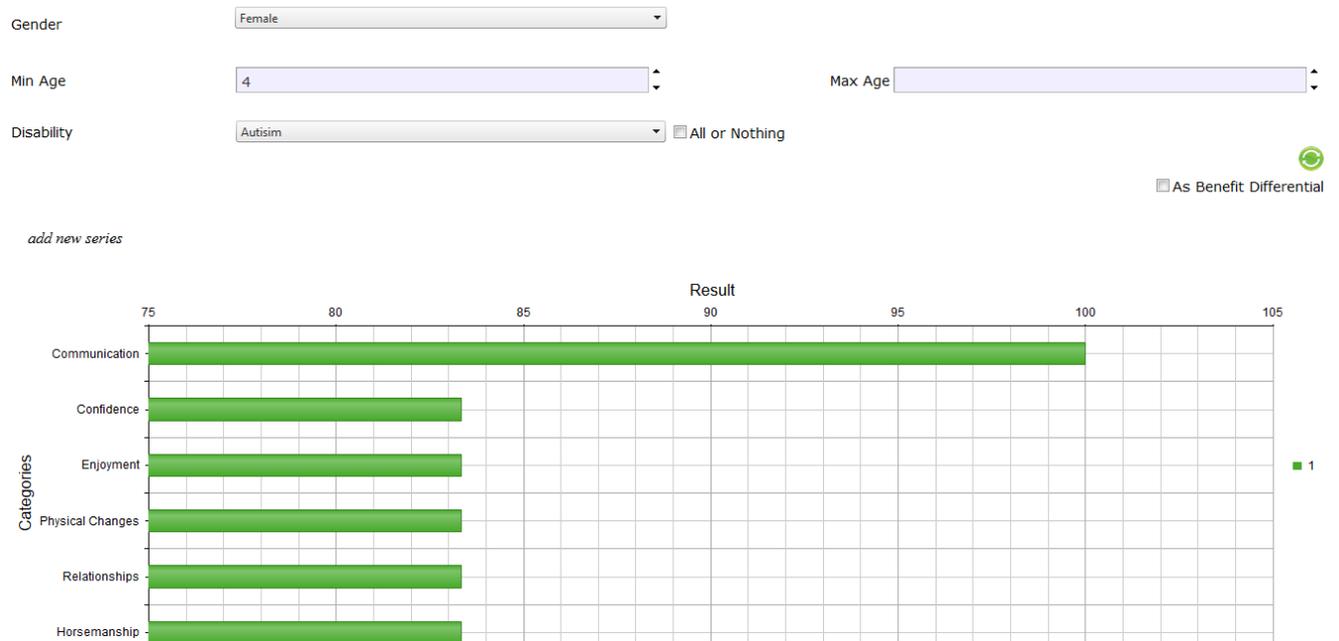


## Enhanced Tracker Programme

If you choose to upgrade to the Enhanced Tracker Programme you can view and print out a more detailed snapshot of rider's progress. This can be shown in graph format and be narrowed down to a variety of searches for example females, age range, disability type etc.

This could be particularly useful for schools to provide Ofsted with clear justification of the value of horse riding and its impact. Having access to evidence about therapeutic benefits of RDA activities is also proving invaluable for grant applications, fundraising and publicity. The cost for the upgraded programme is £75 plus VAT. To upgrade simply press the UPGRADE button on the toolbar on your page within the Tracker website. If you are an **Accessibility Mark Centre** you get the first year of Enhanced Reporting for free so click on the upgrade button once you have your log in.

## Example Enhanced search



## Tracker Android App

You can now add your data via a free app which you can download on Android phones or tablets from the app store. An Apple app is currently under production.