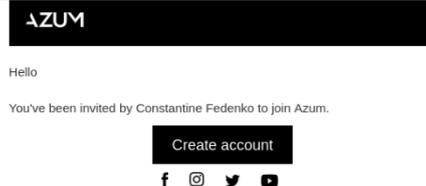


Using Azum is simple and intuitive. This manual will show you the most important steps for a smooth start with Azum. The Azum team wishes you a good start.

### User account creation

Create your user account using the link in the "Invitation to register" email you receive from your coach. Follow the steps one to five, whereby the fields marked with an asterisk \* are mandatory.



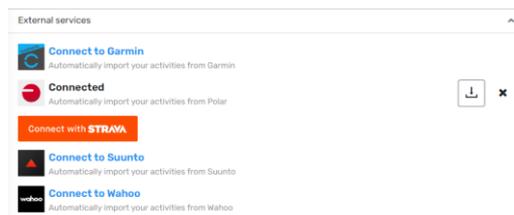
**Azum app:** You can download our app from the Google Play or Apple Store, which allows you to access your daily training and add feedback quickly and easily.

### Set up profile

[Link FAQ](#)

**Profile picture:** Under Profile, "Edit" → "Personal information" you can add your profile picture so that your coach also has a face in front of him/her.

**Workout synchronisation:** Under "Profile" you can connect external services to Azum. This way, your completed workouts are automatically uploaded to Azum and writing workout diaries is history. To avoid duplicate entries in Azum, connect only your primary account (Garmin, Polar, Suunto or Wahoo) and not Strava.

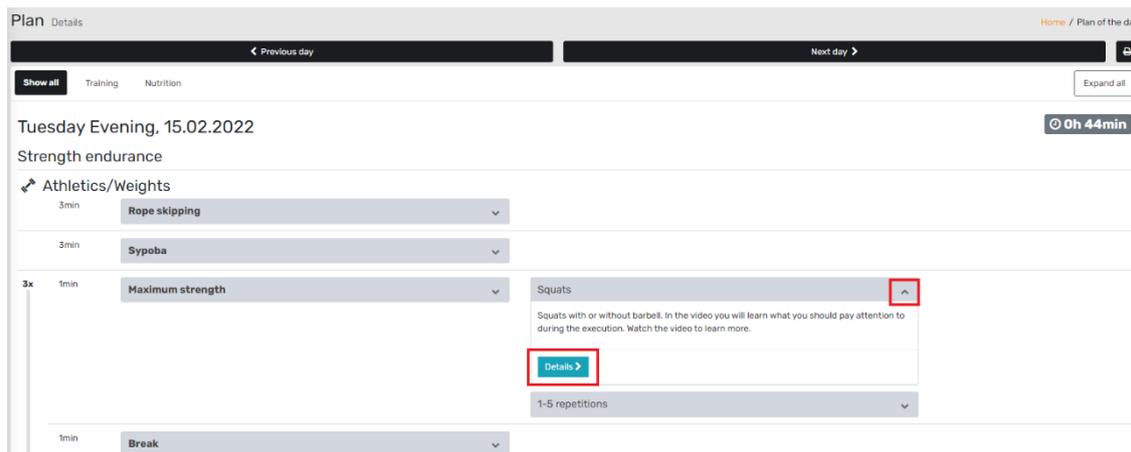


**Athlete Dashboard**

Link [FAQ](#)

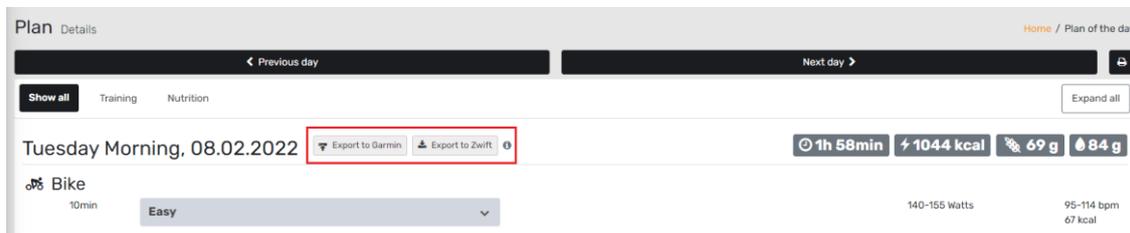
**Detailed view of the planned training:**

Athletes can view their training plans via the dashboard. By default, the current day and the two following days are displayed. In the detailed view, the training programme is described precisely. The explanations of the individual components of the training (intensities and exercises) can be opened by clicking on "v". If the button "Details" appears, a video, a picture or a link is stored.

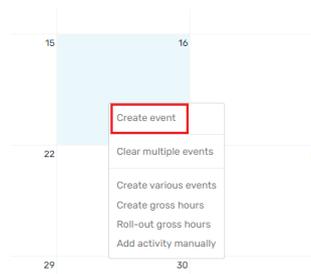


## Export planned workouts to watches and cycling computers:

In the detail view of your planned activities, click on "Export to Garmin" to initiate the export. This way you can decide for each training if you want to have it on your device. You can find a detailed instruction [here](#) and an explanation of how to export cycling workouts to Zwift [here](#).



**Enter competitions:** With "Add event" you can enter your competitions, goals and performance diagnostics. You can also do this directly in the agenda by clicking on the desired day → "Create event".



## Print workouts:

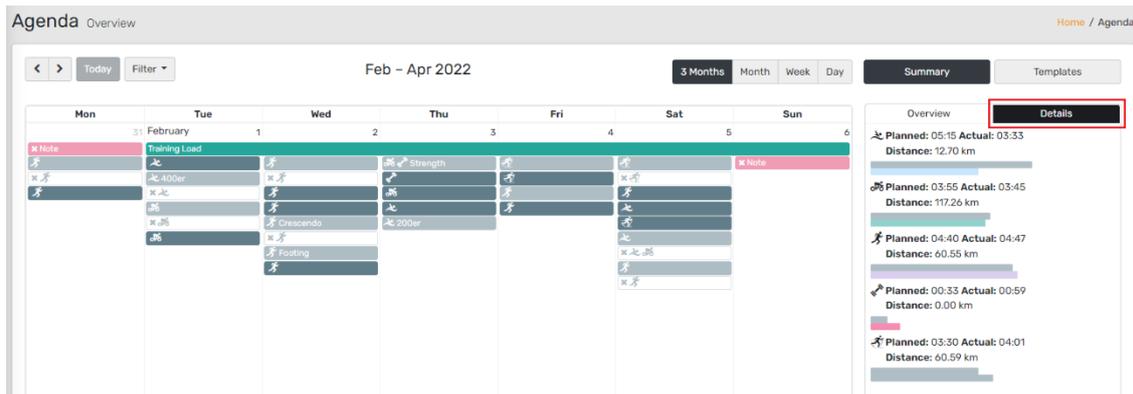
Click on "Print plan" in the dashboard to print the upcoming workout. To print several days' workouts, enter the desired period under "Plan selection" in the dashboard and select "Print". A single page is generated for each training session.

**Add feedback:** With the sliders you can provide information about your general personal well-being. This information helps your coach to optimally adapt the training plan to your circumstances. You can discuss with your coach whether you fill this out on a daily or weekly basis.

### Training summary in the agenda:

In the agenda you can see the summary of the planned and executed sessions (upper vs. lower bar).

Click on "Details" to go to the view that breaks down by sport. If you click on the lower coloured bar, you will see the individual completed sessions and you can switch to the detailed view via the blue coloured link



**Indicate training availability:** With so-called gross hours, you communicate to your coach your available time for training as well as the sports that could be performed. Click on the desired field in the agenda → "Create gross hours" → fill out.

**Tip 1:** You can use "Roll-out gross hours" to multiply an already predefined period of time.

**Tip 2:** If you press the "Ctrl" key (or "Cmd" key on Mac) and move the gross hours block, you copy the entry and save time.

**Various events:** Events that are relevant for your training (e.g. monthly cycle, rest day, training camp, notes...) can be entered in the agenda → click in the desired field (or select several days) → "create various events" → fill in.

**Add activities manually:** If you have not recorded a workout with your sports watch, it can be added manually afterwards. Click on the field of the respective day in the agenda → "Add activity manually" → fill in. The same functionality is also available in the monitoring above the activity list.

## Monitoring

Link [FAQ](#)

**Did you train according to plan?** In the monitoring, you can see the target-performance comparison of planned and actual training time per sport (left vs. right column) in the bar chart "By sport". Select "By intensity zone" in the top right-hand corner to display the target-performance comparison based on the intensities.



**Performance development:** A detailed explanation of performance development can be found here in our [FAQ](#).



### Analyse and comment on training sessions:

Both athletes and coaches can leave comments and feedback on training sessions in Monitoring. Click on the blue bar chart to the left of the respective unit or open the training directly in your agenda (click on the completed training).

Here you can not only comment on the training and enter the personal effort (RPE), but also change the title of the training. If comments or feedback are given, the other person will receive a notification by email.

Date	Sport	Distance	Time	RPE	Athlete comment	Coach feedback
16/02/2022	Pool Swimming	3.60 km	01:06:35	7	I had good water feeling today	Well done

**Manual import of trainings:** In Monitoring you can manually import workouts from Azum (e.g. old workouts from TrainingPeaks) under "Upload workout". Please note that only FIT and TCX files of completed trainings can be uploaded.

Date	Sport	Distance	Time	RPE	Athlete comment	Coach feedback
16/02/2022	Pool Swimming	3.60 km	01:06:35	7	I had good water feeling today	Well done