

Fitness Center Set Up

Overview - Setting Up Your Fitness Center

This chapter is provided for CenterFit and FICIS customers. It explains how Use Fitness Center forms and items to set up the tests and exercises for the fitness center - necessary if you are going to record fitness test scores for participants. In setting up your Fitness Center, you must identify the following:

- Tests
- Exercises – equipment
- Fitness profile parameters and guidelines
- Norms for tests selected for site
- Risks (optional)
- Goals (optional)
- Workout programs – tests and exercises must be defined first

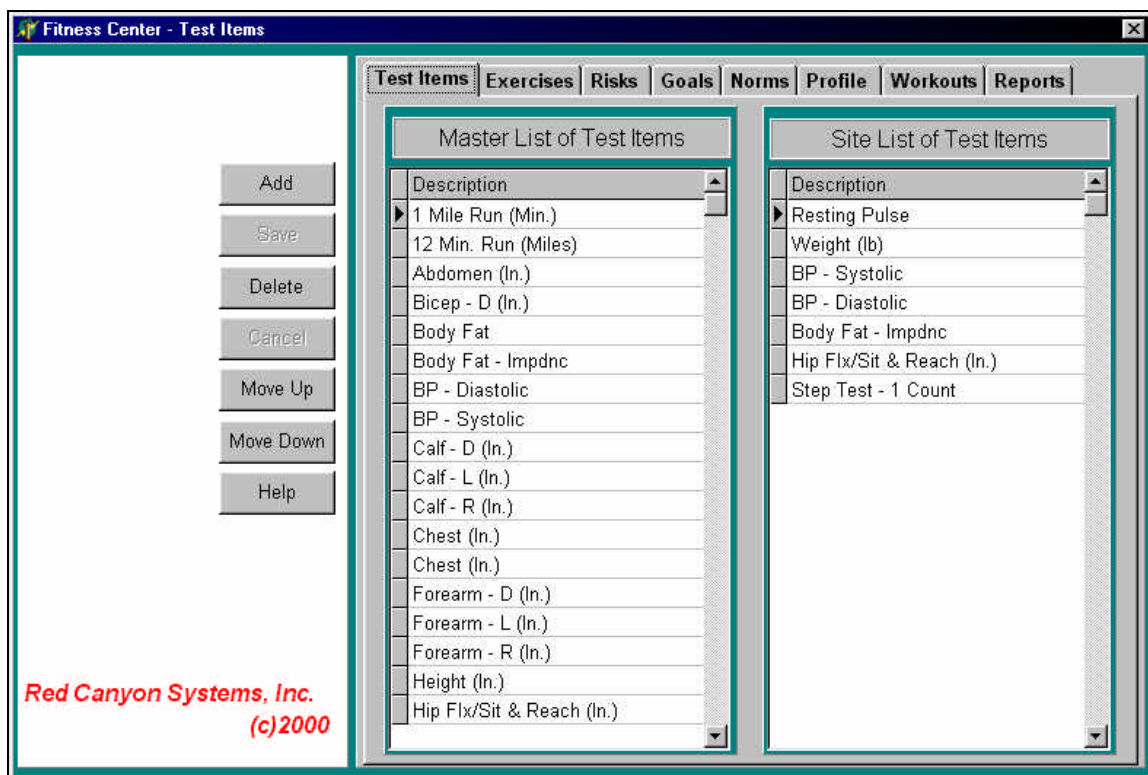
Test Items

Use **Test Items** to select the specific fitness tests and body measurements that your center uses. These include body measurements, weight, body fat, pulse rate, blood pressure, flexibility and other fitness tests. When you select test items for your site, they show up on the participant fitness test form and on the form for designing workout programs. Some tests also have norms associated with them and affect the participant fitness profile.

CenterFit and FICIS install with a master list of test items that is a comprehensive list of Fitness Tests and Measurements. No one site would ever use all of these tests, but every site uses some of them.

From the *Master List of Test Items* you select tests to add to your *Site List of Test Items*. You can add additional tests to your site list at any time by coming back to this form. You can also delete tests from the list if you no longer use them. The test items you select for your site appear as the test items on the Participant/Tests screens and reports. Here are some guidelines.

- Test items appear alphabetically in the column *Master List of Test Items*. For body parts that are in pairs - biceps, calves, thighs, etc., you can select to measure the Right (R), Left (L), or Dominant (D). You can also select to measure both left and right body parts.
- To review a list of all test items available, print the report – *Fitness Tests and Exercises Master List by Name or Fitness Component*.



Adding a Test Item

1. Click on a test item in the *Master List of Test Items*.
2. Click **Add**.
The test is copied from the *Master List of Test Items* to the *Site List of Test Items*.

Rearranging Test Item Order

The order in which test items appear in the *Site List of Test Items* on the right is the same order in which they appear on the *Participant's Fitness Test Scores* form (**Participant/Fitness Test Scores** tab). Initially, when you select tests, they are added to the Site List in the sequence selected.

Hint: Optimally, the order on the form is also the order in which the measurements and tests are administered. These should be arranged so that one test does not affect the performance of the next one. For example, you wouldn't want someone to do maximum sit ups per minute and then take their resting pulse immediately after, or have them do a max lift bench press and then take their blood pressure.

1. Click on the test item in the *Site List of Test Items*.
2. Click **Move Up** or **Move Down**.
The test is moved up or down one row at a time in the list each time you click.
3. Check the order by going to the **Participants** menu and selecting **Fitness Test Scores**. Verify the test sequence in the column *Fitness Test Item Results*.

Deleting a Test Item

Do not delete a test from your site list if you have entered participant scores for the test. The reports that print test scores require the items to be in this list of test items.

1. Click on a test in the *Site List of Test Items*.
2. Click **Delete**.
The test name is removed from the *Site List of Test Items*.

How Do I Add Test Items to the Master List?

If you want to use a test that is not in the *Master List of Test Items*, either because Red Canyon Systems did not include it, or because the test is unique for your location, notify us. We will add it to the Master List and send the new list to you overnight via email message attachment. If you have norm tables for this test, send them to Red Canyon Systems so we can include them in the *Norm Master Tables*. We will send you an updated list as soon as we add the norms to our master tables.

Exercises

Use **Exercises** to copy the items that you will use at your center from the Exercise Master List. The Master List is a comprehensive list of all standard exercises - both free weight and resistance machines. Include in the center's list a definition of every exercise station in the center.

There are two purposes for selecting your site's exercises:

- To define exercises used in testing a participant's strength and recording the result.
- To define any exercise the center would include in workout programs to be given to participants.

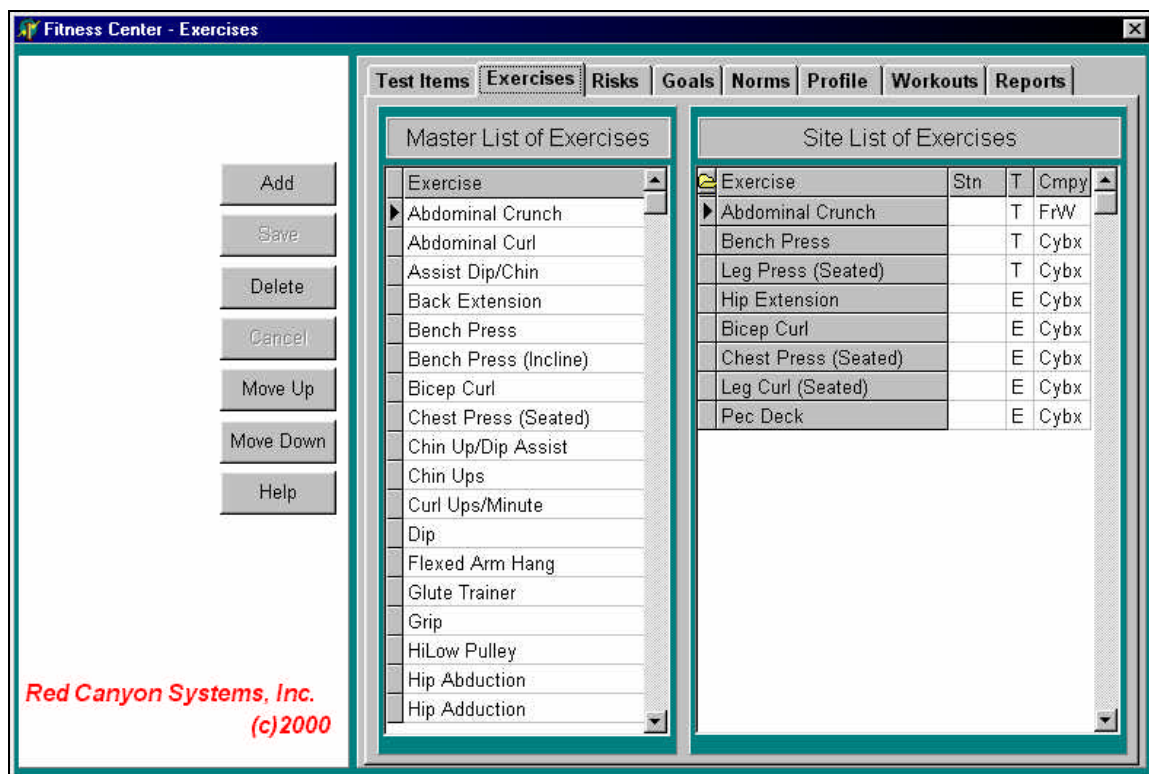
Results or fitness scores from the exercises are used for the following reasons:

- Assessments that are printed on the *Fitness Profile* report
- Pre/Post test comparisons that are provided on the *Comparison* reports
- Determining individual workout weights for workout prescriptions

This means that you should define each type of exercise available in the center and each station/machine where such an exercise can be done. For example, if your site has three lat pull down machines, you need to define three lat pull down machines in the Site List and differentiate one from the other. By doing that, you can specify different lat pull down machines in different workout programs.

Before adding your site's exercises, you may want to use the *Exercise Planning Form*, provided in the [user guide](#), on the [previous page](#) to list all exercise information before you start entering it on the computer.

On the Exercises form, exercises appear alphabetically in the *Master List of Exercises*. You must select an exercise from this list and add it to your *Site List of Exercises*. To review a list of all exercises available, print the report – *Fitness Tests and Exercises Master List by Name or Fitness Component*.



Adding an Exercise

1. Click on an exercise in the *Master List of Exercises*.
2. Click **Add**.

The exercise is copied from the Master List of Exercises to the Site List of Exercises.

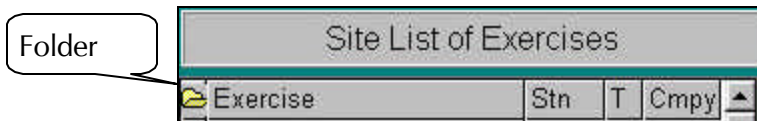
The *Assign Exercise ID# and Manufacturer* window appears for entering the specific information about the exercise. See the section, *Exercise Definition – a Detailed Review* for each field's requirements and description.

3. Enter the information in the required fields.

Changing an Exercise

Some exercise detail can be changed, such as the **Station ID#** and **Exercise Type**.

1. Click on an exercise in the *Site List of Exercises*.
2. Click the folder icon in the top left corner of the *Site List of Exercises*.



The *Assign Exercise ID# and Manufacturer* window appears with fields that you can change.

3. Enter the corrections to the open fields.

Rearranging Exercise Order

The order in which exercises appear in the *Site List of Exercises* on the right is the same order in which they appear on the *Participant's Fitness Test Scores* form (**Participant/Fitness Test Scores**). Initially, when you select exercises, they are added to the *Site List of Exercises* in the sequence selected.

1. Click on the exercise in the *Site List of Exercises*.
2. Click **Move Up** or **Move Down**.
The exercise is moved up or down one row at a time in the *Site List of Exercises* each time you click.
3. Check the order by going to the **Participants** menu and selecting **Fitness Test Scores**. Verify the exercise sequence in the column *Exercise Results*.

Deleting an Exercise

Do not delete an exercise from the site list if you have entered participant fitness test scores for the exercise.

1. Click on the desired exercise in the *Site List of Exercises*.
2. Click **Delete**. The exercise is removed from the *Site List of Exercises*.

How Do I Add an Exercise to the Master List?

If you want to use an exercise that is not in the Master List, notify Red Canyon Systems. We will add it to the Master List and send the new list to you via email message and a link to the new list.

Exercise Definition – a Detailed Review

Please review this information before you add Exercises. Each exercise consists of the following information:

- Exercise name
- User exercise name
- Station ID
- Manufacturer
- Serial Number
- Plate weight
- Type of exercise (tested, equivalent, other)

Two or More of the Same Machine

If there are two of the same machines in the center, from the same manufacturer, you need to differentiate the two by assigning a serial number to each. This does not have to be the actual serial number of the machines. Any letters and or numbers will work as long as the two numbers are different.

When you fill in the Exercise List Form, you need to recognize that on some exercise machines more than one exercise can be conducted. In such cases, you must define each exercise - not just the machine. Workout programs consist of specific exercises on multi-exercise machines. Participants need to know which exercise to do at a multi-exercise machine. On machines that allow multiple exercises, select each separate exercise from the master list and include them in the exercise list. In the case of exercise machines where only one exercise is possible, Machine Name and exercise name mean the same thing and are used interchangeably. However, for multi-exercise machines, it is the individual exercises on that machine that must be identified for the software.

Exercise's Common Name

This is the name of the exercise as it is identified in the Master List. If you need to change the name of the exercise, you can enter another name for it in User Exercise Name.

User Exercise Name

(Required)

When you prefer to have a slightly different name printed for workout programs, enter the name in this field. The forms that refer to this exercise use the User Exercise Name.

Station ID#

(Optional)

Most sites number each machine, usually in the sequence the machines are ordered in the circuit. Usually, there will be a sign on the machine with the name and the number of the station or machine. If you enter a station number on this form, it will print along with the User Exercise Name on the participant's workout program. Use any alphanumeric characters up to five characters long.

Manufacturer

(Required)

Manufacturer is the name of the company that makes the exercise machine. This field provides a drop-down list with the names of all manufacturers; you cannot make changes to this list. If you use equipment from a manufacturer who is not listed here, please notify us so that we can add it.

You need to differentiate between different manufacturers of an exercise machine. A lift of 80 pounds on a Universal Bench Press is not necessarily a lift of 80 pounds on Nautilus. Each is a relative measure to that machine. A person with a max lift of 80 on a Universal Bench Press might be able to lift a weight identified as 100 on a Nautilus, due to the difference in how the machine is calibrated and how it measures exertion. When you select a manufacturer, its code becomes part of a unique identifying key for that machine/exercise in your Site List of Exercises so it can be differentiated from the same exercise machine made by a different manufacturer.

Free weights: If an exercise uses free weights, select "**Free Weights**" from the drop-down list. There is no need to identify the manufacturer of the free weights.

Exercise without weights: For exercises in which no weights are used - calisthenics (sit ups, chin ups), aerobics (treadmills, bicycles), plyometrics (simulating sports moves), select "**Generic**" from the drop-down list.

Serial Number

(Required when there are two of the same machine)

Serial number is not required, unless your site has two of the same machine and wants to differentiate between the two in workout programs. For example, a site has a Bench Press dedicated as part of an Aerobic Circuit and the same type of Bench Press in an area used for programs other than the circuit, such as upper body conditioning. Each exercise needs a unique key identifier, which is created by adding a serial number. In this way, you can assign each machine to a different workout program.

In the example, someone given an Upper Body Program will see the station number and exercise name for the Bench Press in the Upper Body area of the center (i.e. U1. Bench Press) and someone with an Aerobic Circuit program sees the Station Number and exercise name for Bench Press in the Aerobic Circuit area. (i.e. A1 Bench Press). Station is not part of the key and is not required.

The serial number used in this instance does not have to be the actual manufacturer's serial number from the machine. It could be 1 for the first Bench Press defined for a specific manufacturer, 2 for the second Bench Press from the same manufacturer. If you define a second instance of the same exercise and manufacturer without assigning a different serial number from the first, an error message displays to instruct you to re-enter the second one with a different serial number than the first.

Plate Weight

(Required, but can be 0, defaulted to 0 by the system)

After serial number, enter **Plate Weight**, which is normally the weight in pounds of each plate on a machine. Most machines have the same increment for each plate (by 5 or by 10).

Sometimes a machine may have plates that are incremented 5, 10, 15, 20, 30, 40, and 60. The increments change as they go up. There is no way to identify individual plates weights for such a machine. In this case, you should select a smaller increment (5s) and explain to participants that they can use the weight immediately above or below, as stated on the workout program.

Weights aren't always increments of 5 or 10. Your equipment may use other increments. Some machines have numbers printed on them that don't represent the actual weights. Their plates may weigh 10 pounds each, but they are numbered 1 on the bottom plate, 2 on the next one, 3 on the next one, etc. In this case, you should enter 1 as the increment for plate weight. Even though it doesn't represent weight, it is the scale by which max lift scores are recorded on that machine, entered into fitness tests, and printed in workout programs.

How Exact Plate Weights for Workout Programs Are Determined

When you design a workout program, you decide what percentage of a participant's max lift should be used in a workout. Normally, when starting out, centers have participants do 40% of their max lift, 12 to 15 times on each machine. If someone lifts 90 pounds on a machine that has increments of 10 pounds, 40% of 90 pounds is 36. If the program printed out 36 pounds, the participant might become confused as to what plate to select. To avoid this confusion, you can enter the plate weight as 10. In this case, the software rounds the workout weight to the nearest plate. In this case, when a workout weight of 36 is calculated, the printout will say 40.

Exercise Type

(Required)

The choices for exercise type are:

- **Tested** – identifies whether or not an exercise is a Test Item for which a max lift score is required.
- **Equivalent** – opens a drop-down list of previously identified exercises that are “tested” when there is more than one machine on which the same test can be performed. You must enter a **Ratio** for “equivalent” exercises. See *Entering a Ratio for the Equivalent Exercise Type* [in this section](#).
- **Other** – identifies exercises that have no “weights.” Such exercises would be riding a bike, walking a treadmill, stair-stepper, stretching, etc. They are not tested for a max lift score.

Equivalent Exercise Type

Referring to the earlier example in which there were two upper body machines in use for two different programs, the two machines need to be further defined to avoid duplicate machine definitions.

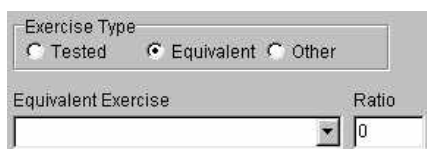
Another reason for providing two different definitions for the machines is so that participants do not need to max lift on both machines.

You must do two things for duplicate machines:

1. Define each as a unique machine by assigning each a different serial number.
2. Define the same max lift on both machines. Click **“Equivalent”** as the exercise type for the second machine. A drop-down list of previously-defined machines appears.
3. Click on an equivalent machine.

For a detailed discussion and examples of setting equivalent exercises, see *Equivalent Exercise Type Example* and *More on Exercise Equivalency* [in this section](#).

Entering a Ratio for the Equivalent Exercise Type



In the **Ratio** field, enter a ratio that tells what percentage of max lift to use as the equivalent. Ratio = 1 means that 100% of the equivalent machine's max lift should be used when calculating the participant's max lift for the machine.

By entering equivalent types of machines for duplicate machines, the participant can test on either machine. The basic principle is that if you have two or more of the same exercise machines in the center, participants only need to test on one of them. The computer program knows to assign the max lift score from that exercise to any of the other identical ones. If a center has four Bench Presses, in four different areas of the center, a participant tests on only one of them but could receive four different workout programs. Each program could refer to a different machine but the same max lift amount from the first machine would be used for all of them.

Any exercise that involves lifting a weight needs to have a max lift determined for it in order to provide the participant with a workout weight. You determine a max lift weight either by actually testing a participant on a machine or by assigning an exercise as being equivalent to one that is tested.

Equivalent Exercise Type Example

Example: 9-machine circuit plus 5 machines outside the circuit.

This is the most common scenario: 9 - 14 machines in a circuit with several machines outside the circuit. The circuit is always used as a unit. The other machines can be used in any order and can be used in different workout programs, comprised of any combination and sequence of the machines.

<u>Aerobic Circuit</u>	<u>Upper Body Area</u>	<u>Lower Body Area</u>
A1. Bench Press	U1. Shoulder Press	L1. Leg Press
A2. Leg Curl	U2. Bench Press	L2. Calf Raise
A3. Shoulder Press	U3. Triceps Extension	
A4. Leg Press		
A5. Bicep Curl		
A6. Abdominal Crunch		
A7. Seated Row		
A8. Leg Extension		
A9. Lat Pull Down		

Define machines A1 through A9 as Test items, plus the following:

U1 Shoulder Press - equivalent to A3.Shoulder Press in the circuit.

U2 Bench Press - equivalent to A1.Bench Press in the circuit.

U3 Triceps Extension - Tested item.

L1 Leg Press - equivalent to A4.Leg Press in the circuit.

L2 Calf raise - Tested item.

For test items on the Fitness Test Form, you would see the nine circuit machines, followed by Triceps Extension and Calf Raise.

More on Exercise Equivalency

Another example in which exercise equivalency can be used is for a center that has 14 machines in its circuit. Machines in an aerobic circuit are usually unique. Therefore, the center would need to test on 14 machines. They have nine machines outside the circuit, six of which are not duplicated in the circuit. That would be 20 machines to test on, which is a lot of max lifting for one person to do plus the time it takes to test on that many machines. By extending the concept of exercise equivalency, this center can drastically cut down on testing, thereby decreasing time, money, staffing, and risk of injury. This is accomplished by basing their max lift weights for most of their machines on one or two actual max lifts done by the participant.

Over the years, we have figured out some average ratios of max lifts for one type of exercise to another. For example, assume the average person can shoulder press 80% of what they bench press, arm curl 50% of what they can bench press, leg curl 40% of what they leg press, etc. (not actual figures). A center could just test a Bench Press and a Leg Press and from that have the software extrapolate a max lift weight for every other exercise upon which workout weights are established - basing all assumed max lifts for the upper body on the bench press and for the lower body on the leg press.

For example, people can shoulder press 80% of what they bench press. A site defines bench press as a test item, so participants do a bench press max lift and record their scores. When the user defines shoulder press, it is defined as equivalent to bench press with a ratio of .80.

A participant max lifts 120 pounds on the bench press. When the computer prints a workout program that includes shoulder press, it takes .80 of that person's bench press max lift (120) and assumes that to be the approximate amount the person could have max lifted on the shoulder press. 120 times .80 equals 96 pounds. If the person has an Aerobic Circuit Program printed where workout weight is prescribed at 40% of max lift, the workout weight is calculated as .40 of 96, or 38.4 pounds. If shoulder press was defined with 5-pound plates, the system rounds the workout weight printed to 40 pounds.

Workout Weight Calculation Example

Bench Press actual max lift	120
Shoulder Press ratio of Bench Press	80
Calculated Shoulder Press max lift is	$120 \times .80 = 96$
Calculated workout weight is 40% of max lift	$96 * .40 = 38.4$
Printed workout weight is rounded off to nearest plate	40

If you can come up with a ratio of every upper body exercise to bench press and every lower body exercise to leg press, your center would only have to test a leg press and a bench press max lift for the entire set of weight exercises. There are two problems with this. One is accuracy. This isn't rocket science. The ratios as stated above are rough and do not take into consideration all variables - sex, age, overall strength. The second problem is that if you only test bench press and leg press, those are the only max lift strength scores you have for pre and post-test score comparison. They may not be enough for your site. You will need to decide on how many different exercises you want to be able to see improvement.

Profile

Use **Profile** to identify protocols and customize items for you fitness center. Each item has either a check box to indicate “yes” or a button that can be clicked to indicate action. Profile settings affect other forms and output in your system. For example, if you check the box next to *Enter Workout Activities*, FICIS and CenterFit customers can add manually aerobic and workout activities in a participant's visit record. Review the table showing each option and its description. [Samples of the forms that are affected by these settings follow the descriptions of the settings.](#)

When you have completed your selections on the Profile form, click **Save**.

Fitness Center - Profile

Test Items Exercises Risks Goals Norms **Profile** Workouts Reports

Body Fat Settings
 Ideal Range
 Men From 10 % To 20 %
 Women 5 % 15 %
 At Risk When Body Fat
 Men Under 7 % Over 24 %
 Women 10 % 28 %
 Checked Items Print in Profile
 Ideal Body Fat % Range
 Ideal Body Weight Range
 Lean Body Weight
 Body Fat Risk Warning
 Fat Body Weight
 Body Mass Index
 Waist-Hip Ratio
 Enter Workout Activities

Blood Pressure Ranges
 Men Women
 Hyper 180 / 150 170 / 160
 High 160 / 130 150 / 130
 Normal 120 / 80 130 / 110

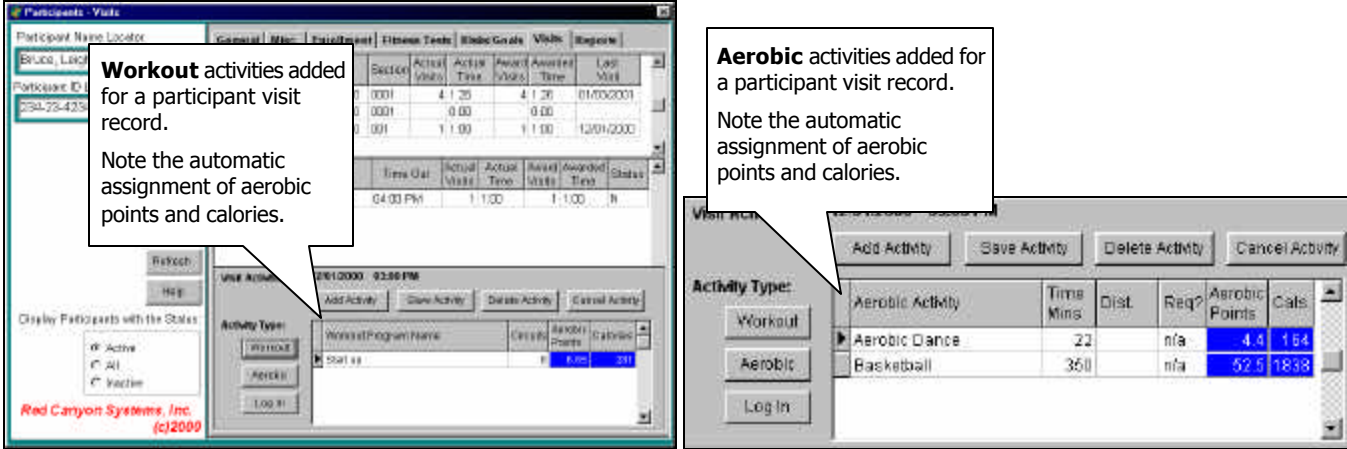
Other Risk Factors
 Men Women
 Age 45 48
 Step Test Percentile 10 20

Workout Program Settings
 Max Heart Rate Method
 Standard Karvonen
 Target Heart Rate Range % Of Max
 From 60 % to 80 %
 Print Machine Seat Pin Settings
 Yes No

Profile Goal Increase by Prcntl %
 10th 25
 20th 20
 30th 20
 40th 15
 50th 15
 60th 10
 70th 10
 80th 5
 90th 5
 100th 0

Add
 Save
 Delete
 Cancel
 Move Up
 Move Down
 Help

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Profile Item	Description
Body Fat Settings Ideal Range Men	Recommended lower and upper body fat % ranges for men.
Body Fat Settings Ideal Range Women	Recommended lower and upper body fat % ranges for women.
At Risk when Body Fat Under/Over- Men	Body fat % under/over, which a man would normally be at risk.
At Risk when Body Fat Under/Over – Women	Body fat % under/over, which a woman would normally be at risk.
<i>Check the following items if you want them to be calculated and appear on the Fitness Profile Report</i>	
Ideal Body Fat Range	Calculates and prints the values for ideal body fat.
Ideal Body Weight Range	Calculates and prints a participant's recommended weight, based on the recommended ideal body fat %.
Lean Body Weight	Calculates and prints a participant's current lean body weight.
Body Fat Risk Warning	Prints a warning if the participant's body fat % puts them at risk.
Fat Body Weight	Calculates and prints a participant's fat body weight.
Body Mass Index	Calculates and prints a participant's body mass index.
Waist-Hip Ratio	Calculates and prints a participant's waist-hip ratio.
Enter Workout Activities	<p>If you check this item, an activity form appears on the Participant's Visits form. You can then enter visit activities manually for aerobic activities and workout program activities. Aerobic points and calories are calculated automatically for these items, as illustrated in the following Participant Visits screen. The report, <i>Aerobic Activities Master List</i>, provides a listing of the parameters used for calculations of aerobic points and maximums for workouts.</p> 
Blood Pressure Ranges Hyper – Men	If a man's blood pressure readings equal or exceed either value, his fitness profile displays "Hyper" for blood pressure assessment.

Profile Item	Description
Hyper – Men	
Blood Pressure Ranges Hyper - Women	If a woman’s blood pressure readings equal or exceed either value, her fitness profile displays “Hyper” for blood pressure assessment.
Blood Pressure Ranges High – Men	If a man’s blood pressure readings equal or exceed either of these values, but are both below the Hyper settings, his fitness profile displays “High” for blood pressure assessment.
Blood Pressure Ranges High - Women	If a woman’s blood pressure readings equal or exceed either of these values, but are both below the Hyper settings, her fitness profile displays “High” for blood pressure assessment.
Blood Pressure Ranges Normal - Men	If a man’s blood pressure readings equal or exceed either of these values, but are below the “High”, his fitness profile displays “Normal” for blood pressure assessment.
Blood Pressure Ranges Normal - Women	If a woman’s blood pressure readings equal or exceed either of these values, but are below the “High”, her fitness profile displays “Normal” for blood pressure assessment
Blood Pressure Assessment Note*	If either of a participant’s blood pressure readings is below the Normal settings, an assessment of “Low” is printed. If you do not want anyone assessed as “Hyper”, but only as “High”, enter 999 for all Hyper settings values.
Other Risk Factors	Age at which age itself becomes a risk factor for men and women.
Step Test Percentile	If a Step Test is done, this is the assessment percentile below which a participant is assumed to be at risk.
Max Heart Rate Method	Formula used to determine the training heart rate range printed on participant Workout Programs.
Target Heart Rate Range	Percentages used for the upper and lower ranges of the training heart zone.
Print Machine Seat Pin Settings	If Yes, you can enter seat pin settings, along with their max lift weights, on the Participant's Fitness Test results form. These pin settings then print alongside each exercise in the participant Workout Program Report. If No, the column for entering pin settings does not display on the Participant's Fitness Test results form and therefore, will not appear on the participant Workout Program Report.
Profile Goal Increases – by Percentile	These percentages are the values by which a participant’s current fitness test scores are extrapolated as values for their goals for each fitness item. These goals are printed on the Fitness Profile. For example, if the value for 10th is 25, participants who rank in the 10th percentile see 25% as the improvement goal for the next test. For the 90th percentile, you might want to enter the value of 5%, meaning that those participants who scored in the 90th percentile will see an improvement goal of 5% for their next fitness test. In other words, you would want to assign values that ask for more improvement from those who rank worse.

Sample Forms – Results of Profile Settings

Some settings in the Profile affect entries on the forms you use to record fitness tests and identify fitness activities. The form below is an example of the Participant Fitness Test form, resulting from checking “No” for the item – Print Machine Seat Pin Settings – on the Profile Settings.

The screenshot shows the 'Participants - Fitness Test Scores' window. The 'Participant Name Locator' is set to 'Eruce, Leigh' and the 'Participant ID Locator' is '294-29-4294'. The 'Print Machine Seat Pin Settings' dialog box is open, showing the 'No' radio button selected. The 'Fitness Test Item Results' table is as follows:

Test Item	Score
Resting Pulse	75
Weight (lb)	150
BP - Systolic	130
BP - Diastolic	100
Body Fat - Impednc	24
Hgt Flx/Sit & Reach	18
Step Test - F.Count	120

The 'Exercise Results' table is as follows:

Exercise	Stn	Score
Abdominal Crunch		10
Bench Press		100
Leg Press (Seated)		200

The form below is an example of the Participant Fitness Test form, resulting from checking “Yes” for the item – Print Machine Seat Pin Settings – on the Profile Settings.

The screenshot shows the 'Participants - Fitness Test Scores' window. The 'Participant Name Locator' is set to 'Eruce, Leigh' and the 'Participant ID Locator' is '294-29-4294'. The 'Print Machine Seat Pin Settings' dialog box is open, showing the 'Yes' radio button selected. The 'Fitness Test Item Results' table is identical to the previous screenshot. The 'Exercise Results' table is as follows:

Exercise	Stn	Score	Pin
Abdominal Crunch		10	
Bench Press		100	
Leg Press (Seated)		200	

Sample Fitness Profile Report – Results of Profile Settings

This sample report is based on the fitness test results of one participant in our demo database. The settings from the function, Fitness Center/Profile, and the entries on the Participants/Fitness Tests form are pulled together to create this report. The tests were set up in the function, Fitness Center/Tests and Norms, if used, were selected in the function, Fitness Center/Norms.

Fitness Profile 8/14/2000 07:40AM

Dear Leigh Bruce, Red Canyon Systems, Inc. Demo Version

Below are the results of your fitness tests. Your scores have been compared to national norms for your age and sex. Your percentile ranking, indicating the percentage of people whose scores you exceed, is indicated by the bar chart. Improve your fitness by working toward the goals listed. For those areas where you scored low, consult the fitness center staff for assistance.

When exercising for cardiovascular improvement, your heart rate should be within your target heart zone for 30 - 40 minutes, 3 times per week. Your target heart zone is listed below. Exceeding the maximum heart rate could be dangerous. Be sure to frequently monitor your heart rate during workouts.

To improve your overall cardiovascular system, strength and flexibility, an Aerobic Super Circuit program has been designed specifically for you. Be sure you have been given one by the center prior to working out. It has been individualized for you, based on your capabilities. For other areas needing improvement, consult the fitness center staff for assistance.

Good luck on your road to fitness and ask us for help at any time.

Test Items from 01/01/2000	Result Assessment	Percentile										G
		10	20	30	40	50	60	70	80	90	100	
Weight (lb)	150.00											
Body Fat - Impdnc	24.00											
Resting Pulse	75.00											
BP - Systolic	100.00	Normal										
BP - Diastolic	100.00	Low										
Step Test - 1 Count	120.00	Good										108.00
Hip Flex & Reach (In.)	18.00	Poor										21.00
Bench Press	100.00	Excellent										105.00
Leg Press (Sealed)	200.00	Fair										200.00

Sample Workout Program Report – Results of Profile Settings

This sample report is for a participant workout program. The workout program was set up using information entered in the Fitness Center functions: Exercises, Profile, and Workout Program. The exercises needed to be defined first before a workout program could be set up. This is information based on the Workout program named, Start Up, in the demo database.

Bruce, Leigh		234-23-4234		Start up			
Station	Exercise	Weight	Reps	Station	Exercise	Weight	Reps
	Abdominal Crunch	5	10		Bench Press	50	10
	Leg Press (Sealed)	100	10		Hip Extension	50	10

Your target heart zone is 120 to 160 bpm

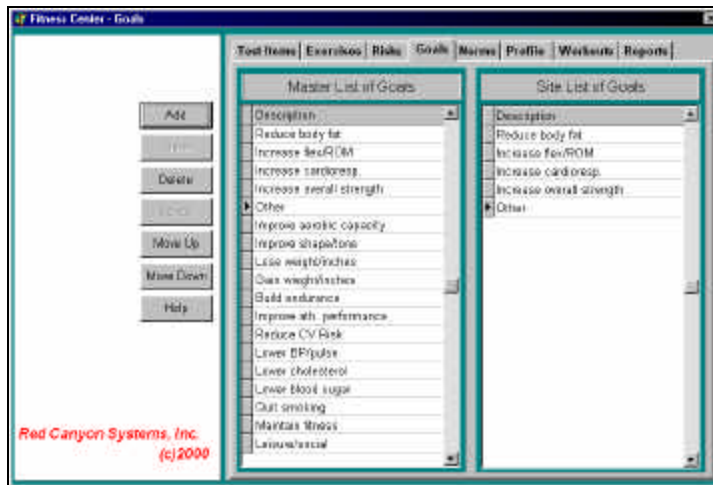
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Risks and Goals

If you have specific risks and goals that you plan to have, participants respond to on when they enroll and when they participate in fitness tests, you must identify them on the two forms – Risks and Goals. This set up identifies what will appear on the participant Fitness Test form.

Goals

Many sites request that participants indicate their goals in using the fitness center. As a center manager, you can use this information as a marketing tool to determine participants' needs that you may not be addressing, as well as programs you might want to offer to fill those needs. Red Canyon Systems supplies a master list of goals from which you select those you want to use for your site.



Instructions for Adding, Deleting, and Rearranging Site Goals

1. Select **Fitness Center** on the Main Menu.
2. Select **Goals**.
3. In the *Master List of Goals*, click on a goal that you want to add to your *Site List of Goals*.
The goals in the Master List from RCS are short phrases that can represent a longer description of the goal as posed on the form filled in by members. When you select the goals from the master list, select those whose short phrases most closely match what you have listed as the goal on your member form.
4. Click **Add** to copy the goal from the *Master List of Goals* to the *Site List of Goals*.
5. **To delete a goal:**
Click **Delete** to remove an unwanted goal from your list.
6. **To rearrange the order of the goals** (this is the order in which they appear on the participant's Risks and Goals form):
Click on a goal in the *Site List of Goals*.
Click the **Move Up/Move Down** buttons to move the goal up or down one row at a time.

Risks

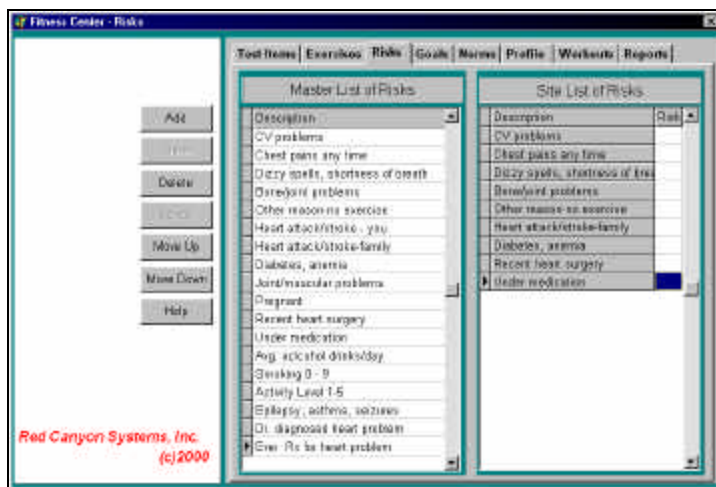
Use **Risks** to select risk questions for your site. Red Canyon Systems ships FICIS and CenterFit software with a comprehensive list of risk questions for your selection. The items you select for your site will display on the Participant's Risk and Goals screens, where you enter participant's responses.

The *Master List of Risks* provides brief phrases describing various risk factors participants might have. On the paper form on which members respond, the descriptions of risks can be longer.

You can print the *Master List of Risks* from the Reports menu and use it to decide which risk phrases come closest to matching your risk factors. How you pose a risk question on your participant data entry form may vary slightly from that of another site. For example, one site might ask, "Do you have any joint or muscular problems aggravated by exercise?" Another site may ask "Have you ever been advised to avoid exercise because of joint or muscular problems?" On the Master List there is a risk factor description, "Joint/Muscular problems" that would be appropriate for both sites.

Instructions for Adding, Deleting, and Rearranging Site Risks

1. Select **Fitness Center** from the Main Menu.
2. Select **Risks**.



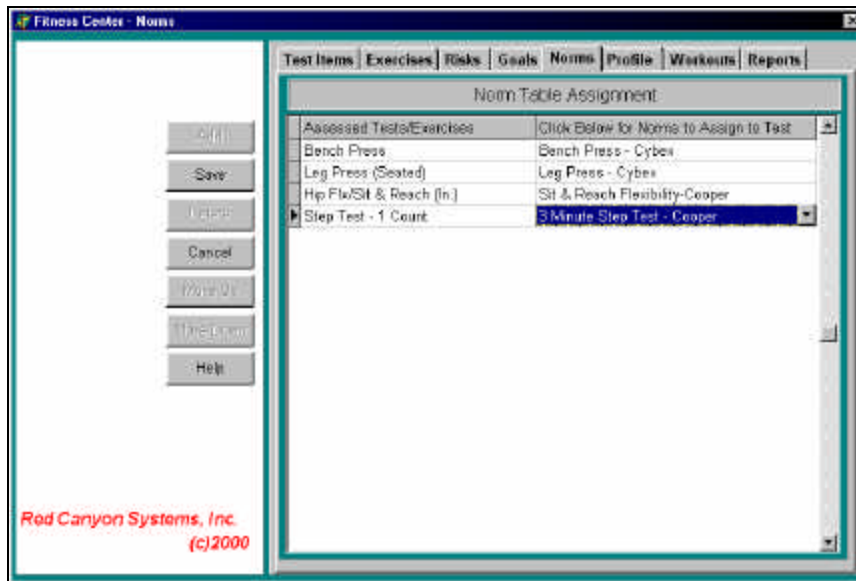
3. In the *Master List of Risks*, click on a risk that you want to add to your *Site List of Risks*.
4. Click **Add** to copy the risk from the *Master List of Risks* to your *Site List of Risks*.
5. Type risk responses. For most risk items, a response of "Y" indicates the user is at risk; "N" or blank indicates they aren't. However, some risk questions may have a response of a letter or number within a range. For example, you may want to ask participants how many drinks or cigarettes they average in a day. They may be asked to respond with a number from 0 to 9, with a risk existing once they are at or exceed a certain number. In order for the computer to know what response indicates a risk, you need to enter the response at or beyond which a risk exists in the "?" column for each risk in your list. For those items where a response of "Y" indicates a risk exists, enter "Y". If a response of "N" indicates a risk, enter that. If a response of 3 or above means the person is at risk, enter "3".
6. To delete a risk: Click **Delete** to remove an unwanted risk from your list.
7. To rearrange the order of the risks (this is the order in which they appear on the participant's Risks and Goals form):
Click on a risk in the Site List.
Click the **Move Up/Move Down** buttons to move the risk up or down one row at a time.

Assign Norms

Participant scores for some Fitness Test Items and Exercise max lifts can be assessed. That is, a participant's score is compared to scores of others in the same age, or sex (and sometimes weight) category. From this comparison, an assessment such as "Excellent," "Good," "Poor" is assigned to that score for that test for that participant. Also assigned to that score is a percentile ranking between 100% and 10% indicating where the score places the participant for that particular test. The percentile and assessment is calculated when the test score is entered for that participant on the Fitness Test tab of the Participant Form. The assessment and percentile are printed on the Participant's Fitness Profile Report.

The scores to which this participant's scores are compared for assessment come from a norm table. FICIS/CenterFit ships with a comprehensive set of norm tables. Not all Fitness Tests or exercises can be assessed. For some, assessment would be meaningless. Things such as height, girth measures and weight, by their very nature can't be assessed. There is no best height, best weight or best waist measurement.

However, items such as curl ups per minute, upper body strength on the bench press, and step test results can be assessed and norm tables are available for each in order to do that assessment. In some cases, an individual test may have more than one norm table available. Usually this is the case for tests that have different protocols. The step test, for example, has a number of different protocols: varying the height of the step, the duration of the test, the stepping cadence, or the method of counting the pulse after the test. For each of these different protocols, a different norm table is required.



The Assign Norms form is used to determine which norm table is used for fitness test items and exercise max lifts that can be assessed. Before entering any participant test data, assign the specific norm table to be used for the assessed fitness tests and exercise.

Decide which protocol, and therefore which norm table to use, for assessment. A protocol should be chosen that could be consistently administered for this test from now on. If you change a protocol for a particular test after entering test results using the first protocol, the two sets of scores will no longer result in valid comparisons when looking at an individual participant's improvement as measured by scores for the same test.

If it is necessary that the protocol be changed, resulting in a change in norm tables, the participant's actual scores can no longer be validly compared, but a comparison could be made between the

percentiles assigned the two test scores. This is not recommended. It is best if you are deliberate in determining the test protocols and selecting one from which there will be no need to change.

Instructions for Assigning Norms

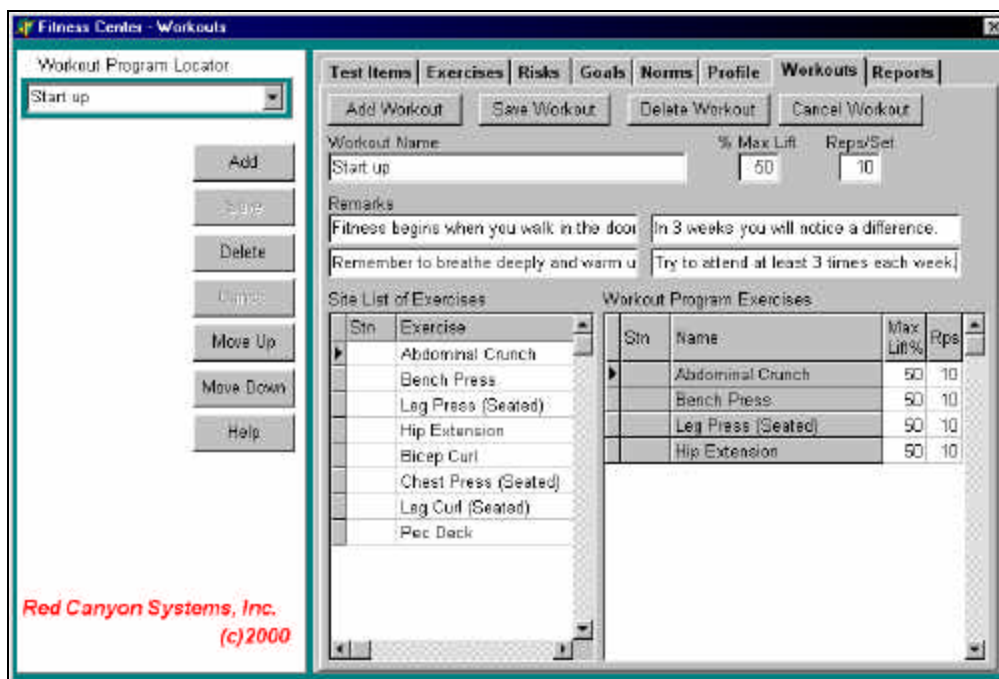
1. Select and define your site's tests and exercises.
2. Select **Norms** on the **Fitness Center** form or menu.
The *Norms* form shows the test items and exercises from your site list that have a Norms table available. This is the table assigned to this test as default. It is usually the norm used for the most common protocol used with that test.
3. To select a norm table other than the one shown, click the **Norm Name** drop-down box in the row of the desired test. A list of all norms tables available for that test displays.
4. Click on the desired norm and that norm table will be used from that point on.
5. Click **Save**.

Workout Program

Use **Workout Program** to create and edit workout programs for your site. You define each specific workout program once using the following information:

- name of the workout program
- names of the exercises to be conducted as part of that program
- percentage of a participant's max lift to use as a workout weight
- number of repetitions per set
- participant's workout heart range and some comments on the workout

When a participant requests a specific workout program, that participant's max lift scores for each exercise listed in the program are converted to corresponding workout weights and the program is printed for that participant with their own personalized workout weights.



Add New Workout Program

1. Click **Add Workout**. The Workout form appears with open fields and the site list of exercises.

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2. **Workout Name:**

Type the descriptive name of the Workout Program (this name will show up later on reports for Workout Programs and should describe the purpose of the workout program.).

Examples of workout program names are:

Super Circuit, Start Up, Introductory, Aerobic Super Circuit, Super Circuit-Level II, Upper Body Conditioning-Level I

3. **% Max Lift:**

Type the percentage that you want to use as the default % of max lift to be used for the exercises. If you need to change this for an exercise, do so in the corresponding column for the exercise.

A participant's max lift weight recorded during testing is how much the participant can lift one time on an exercise. The amount of weight a participant uses when working out is a percentage of this max lift. As an example, in most starting circuit programs, participants start out at 40% of their max lift weight on each exercise. Therefore, % Max Lift would be set to 40%. When a participant's workout program is printed, each exercise weight is 40% of what their max lift was on the exercise.

In many instances, you will design a program with all exercises using 40% of max lift for the workout weight. At the same time, you can create another program with the same exercises, but a slightly different name and a higher percentage, say 50%, for workout weight percentage. This program can then be printed for participants for whom the 40% program is no longer a challenge.

4. **Reps/Set:**

Type the default amount to be used for each exercise's reps/set.

Reps/Set is the number of repetitions participants should do of each exercise in this workout program. The default reps/set is what each exercise is given when selected. You can change reps for any exercise after selecting it.

5. **Remarks:**

Type short phrases about the program. There are four fields that can contain up to 40 characters each in this order: row 1 provides fields 1 (left) and 2 (right); row 2 provides fields 3 (left) and 4 (right). The phrases are arranged in this same order on the bottom of workout program report. These remarks can contain overall comments or instructions regarding this particular workout program.

6. Select exercises for the workout program: Click on an exercise in the **Site List of Exercises**.

7. Click **Add** in left control panel to include the selected exercise in the workout.

8. Repeat until all exercises for the specific workout program are in the list.

9. After you select all exercises for this program, use the buttons, **Move Up** and **Move Down**, to arrange exercises in the order in which participants should perform them and the order in which they are to be printed on the workout program form.

10. Click **Save Workout**.

Cancel Workout

Use **Cancel** to escape from a workout program and not save it.

Delete Workout

Use **Delete** to remove a saved workout program.

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