

PRESIDENTIAL FITNESS TEST

ADMINISTRATOR COURSE

Course Curriculum and Instructor Guide

Aligned to Administrator Course PowerPoint v1.6

4 September 2026

Standardize every event. Protect every participant. Validate every score.

Office of the Deputy Assistant Secretary of War
for Military Community & Family Policy

How to Use This Guide

This guide is the instructor companion to the DoW PFT Administrator Course PowerPoint. The PowerPoint controls the teaching sequence. This guide provides the detail, emphasis, demonstrations, transitions, and pacing to deliver the course consistently.

Audience: Military Service PFT leads, authorized administrators, and designated installation or school coordinators.

Course length: 120 minutes, including demonstrations and questions.

Instruction: Teach to the current PFT Administrator's Manual and approved digital environments. If a slide summarizes or abbreviates a procedure, the manual and current application workflow control.

Instructor Preparation

- Review the entire PowerPoint and this guide.
- Confirm the current PFT Administrator's Manual, policy memoranda, and Service-specific access process.
- Verify access to the website.
- Do not display or distribute personally identifiable participant information during training.

Delivery Conventions

- Say "Beep Test (Léger)." Do not use PACER. PACER is copyrighted.
- Use "administrator" for personnel with Administrative Portal authority and "proctor" for personnel assigned to score through the mobile application.
- Reinforce the verbal score read-back: participant identity, event, value, and unit.
- Refer to the PFT Administrator's Manual for further in-depth information.
- Explain that local flexibility applies to scheduling, staffing, and offerings; it does not authorize improvised standards or unofficial scoring conversions.

Course Learning Objective

At the conclusion of training, participants will be prepared to independently plan, coordinate, administer, document, and close out a PFT event. Participants will be able to:

- Explain the PFT purpose, policy basis, participant eligibility, and testing requirements.
- Select approved event offerings and explain age-appropriate, alternate, and recognition rules.
- Build an event plan covering roles, schedule, site, staffing, equipment, communications, safety, and contingencies.
- Use the PFT Administrator's Manual to administer the PFT consistently and safely.
- Record and validate complete, accurate scores in the PFT digital platform.
- Use the Administrative Portal to create events, manage participants and proctors, monitor results, and close events
- Use the mobile application to identify participants, enter and verify scores, synchronize records, and if needed, execute paper backup procedures.

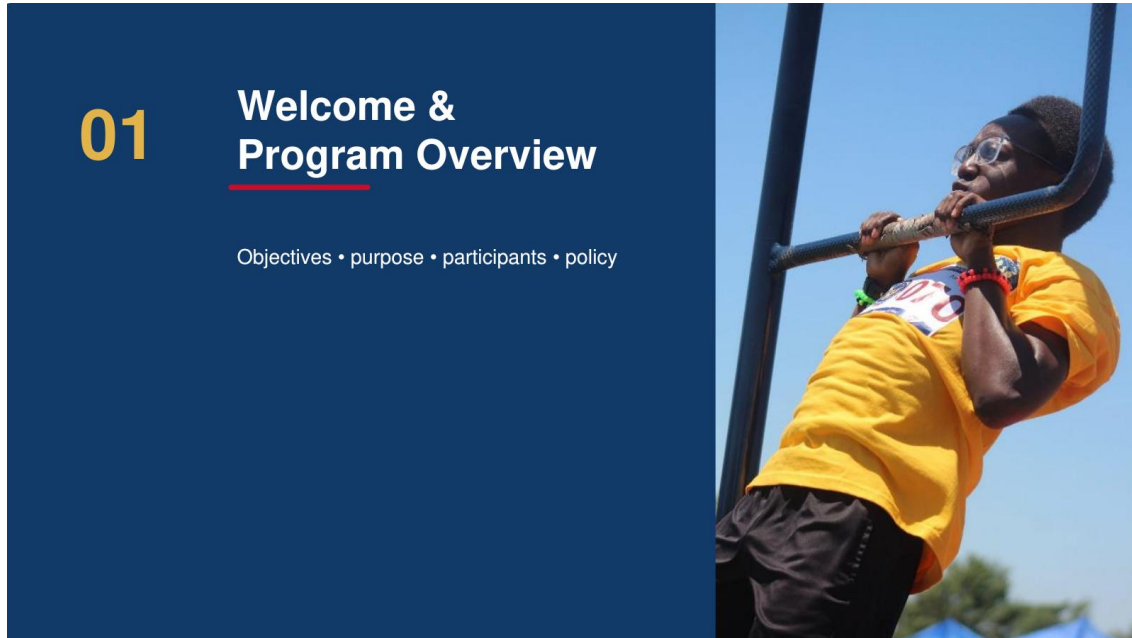
Course Map

Module	PowerPoint	Time	Outcome
01 Welcome & Program Overview	Slides 1-10	15 minutes	Participants can explain the purpose, policy basis, eligibility, testing requirements, DoWEA coordination, and train-up expectations.
02 Understand the PFT	Slides 11-27	25 minutes	Participants can explain the three components, approved event choices, developmental scoring expectations, recognition, and available resources.
03 Plan the Event	Slides 28-33	15 minutes	Participants can assign roles, match staffing to complexity, build backward from test day, and plan for facilities, communications, safety, and contingencies.
04 Execute Consistently	Slides 34-43	20 minutes	Participants can use the PFT Administrator's Manual, conduct the pre-PFT sequence, manage flow, prepare equipment, record scores, and apply real-time quality control.
05 PFT Administrative Portal	Slides 44-56	20 minutes	Participants can use the portal to create and manage organizations, events, participants, proctors, results, closeout, and issue routing.
06 PFT Application	Slides 57-65	15 minutes	Participants can use the mobile application to score a PFT, identify participants, enter scores, synchronize to the PFT system, and use paper backup when necessary.
— Course Close and Questions	Slide 66	10 minutes	Participants can ask remaining questions or demonstration needs.

Total: 120 minutes.

Module 01: Welcome & Program Overview

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 1-10	15 minutes	Participants can explain the purpose, policy basis, eligibility, testing requirements, DoWEA coordination, and train-up expectations.



Module Preparation

Have the two policy memoranda available and confirm current Service implementation guidance.

Slide-by-Slide Instructor Guidance

Slide 1: Presidential Fitness Test Administrator's Course | Suggested pace: 0:30

- Welcome participants and identify the course as the Department's standard administrator training.
- State the operating standard: standardize every event, protect every participant, and validate every score.

EMPHASIZE: Set expectations that this is an operational course, not simply an overview.

TRANSITION: Introduce the lifecycle: understand, plan, prepare, execute, validate, recognize, and report.

Slide 2: Module 01: Welcome & Program Overview | Suggested pace: 0:15

- Preview the module: objectives, purpose, participants, and policy.

EMPHASIZE: Use this divider to orient the audience; do not teach content here.

TRANSITION: Advance to the course outcomes.

Slide 3: By the end, you will be ready to... | Suggested pace: 1:30

- Review each course outcome and connect it to the participant's local role.
- Explain that proficiency includes both physical event administration and digital input.

EMPHASIZE: Participants must be able to independently create an approved events and ensure score are entered.

TRANSITION: Move from course outcomes to the administrator's core job.

Slide 4: Your job is to deliver one consistent PFT | Suggested pace: 1:30

- Describe the administrator as the person accountable for the entire local event.
- Connect planning, preparation, execution, data quality, and recognition as one continuous responsibility.

EMPHASIZE: Consistency across sites is what makes results meaningful for military-connect youth.

TRANSITION: Explain why the President reestablished the PFT.

Slide 5: Why the PFT was reestablished | Suggested pace: 2:00

- Reference Executive Order 14327 and the return of the Presidential Fitness Test.
- Describe the program as a way to encourage activity, confidence, resilience, discipline, achievement, and improvement.
- Keep the focus on program purpose.

EMPHASIZE: The PFT motivates youth at every performance level.

TRANSITION: Move to the Department policy that directs implementation.

Slide 6: The policy | Suggested pace: 1:45

- Identify the Secretary of War implementation memorandum and the USW(P&R) action memorandum.
- Explain that these documents establish Service responsibilities and Department implementation expectations.

EMPHASIZE: Local flexibility exists inside Department policy and the PFT Administrator's Manual.

TRANSITION: Apply the policy to participant eligibility.

Slide 7: The PFT motivates progress—not just top performance | Suggested pace: 1:45

- Explain eligibility: military-connected youth ages 6-17 and high-school students ages 18-19 in the 17+ category.
- Identify likely delivery partners: Child and Youth programs, youth and teen centers, fitness programs, DoWEA school PE teachers, JROTC instructors, Civil Air Patrol cadet programs senior members, Youth Challenge directors, and other Service-designated programs or offices.

EMPHASIZE Military-connect youth is broad in scope.

TRANSITION Move from who may participate to when installations must test.

Slide 8: Testing requirements | Suggested pace: 2:30

- Explain the one-event requirement for 2026 and the twice-annual requirement beginning in 2027.
- Identify the standard Fall and Spring windows.
- Explain how DoWEA testing may count toward the installation requirement and the limits on that credit.
- Review flexibility for local schedules, seasonal conditions, and additional opportunities.

EMPHASIZE Only one DoWEA test counts toward the annual installation requirement; additional events may still be offered.

TRANSITION Clarify how DoWEA schools and installation programs coordinate.

Slide 9: DoWEA schools and installations | Suggested pace: 1:45

- Contrast elementary and middle/high school testing cycles.
- Identify eligible DoWEA, JROTC, and homeschool participants as shown.
- Explain that the DoWEA lead PE teacher and installation administrator should coordinate outreach and de-conflict dates.
- Encourage two opportunities when possible for students not currently enrolled in PE.

EMPHASIZE: DoWEA coordination is a partnership; the school and installation should not build competing calendars.

TRANSITION: Move from formal testing cycles to activities between tests.

Slide 10: Train-up activities | Suggested pace: 1:45

- Describe sports days, fitness challenges, group training, family wellness activities, and regular-program integration.
- After each PFT, use results to help youth set realistic goals for the next cycle.

EMPHASIZE: Train-up activities are developmental and can be part of an installation's normal programming.

TRANSITION: Open Module 02 by defining the test itself.

Module 02: Understand the PFT

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 11-27	25 minutes	Participants can explain the three components, approved event choices, developmental scoring expectations, recognition, and available resources.



Module Preparation

Have the Administrator's Manual open to each event standard.

Slide-by-Slide Instructor Guidance

Slide 11: Module 02: Understand the PFT | Suggested pace: 0:15

- Preview components, choices, recognition, and resources.

EMPHASIZE: This module establishes the technical standard administrators will later execute.

TRANSITION: Advance to the three-component structure.

Slide 12: Every participant completes three measured components | Suggested pace: 1:30

- Explain the core/abdominal, upper-body, and cardio-respiratory components.
- State that participants complete one offered event in each component.
- Name all standard event choices, including the 20m Beep Test (Léger).

EMPHASIZE: Use "Beep Test (Léger)," not PACER.

TRANSITION: Introduce developmental differences in form expectations.

Slide 13: Form expectations become more exact with age | Suggested pace: 1:30

- Explain broad leniency for ages 6-9, moderate adherence for ages 10-12, and increasingly exact form for ages 13+.
- Stress that leniency never permits unsafe movement or a completely different exercise.

EMPHASIZE: Apply a consistent standard within each age band and prioritize safety.

TRANSITION: Use the next six slides to teach the essential standard for each event.

Slide 14: Sit-ups — 60 seconds | Suggested pace: 1:30

- Review setup, authorized foot support, full repetition criteria, and recording format.
- Point out the four common errors on the slide.
- Remind instructors to use the exact read-aloud script in the Administrator’s Manual.

EMPHASIZE: Emphasis incorrect position/form.

TRANSITION: Compare the timed repetition event with the untimed plank.

Slide 15: Plank — until failure | Suggested pace: 1:30

- Explain the starting position and when timing begins.
- Describe standardized correction cues and stop conditions.
- Record minutes and seconds, not an estimated duration.

EMPHASIZE: Do not start the clock until the correct position is established.

TRANSITION: Move to upper-body strength and endurance.

Slide 16: Push-ups — 60 seconds | Suggested pace: 1:30

- Review surface, hand placement, body alignment, depth, top position, and authorized rest position.
- Explain how to call a non-counted repetition.

EMPHASIZE: Count complete repetitions only; apply age-appropriate judgment.

TRANSITION: Introduce the alternate upper-body choice.

Slide 17: Pull-ups / chin-ups — until failure | Suggested pace: 1:30

- Confirm bar and fall-zone safety before discussing scoring.
- Explain both permitted grips, required hang, chin-over-bar standard, and controlled return.
- Explain that the proctors will indicate which grip was used in the PFT app for statistical purposes.
- Identify swinging, kipping, kicking, support contact, and assistance as errors.

EMPHASIZE: A step may help a participant reach the bar but may not assist the official attempt.

TRANSITION: Move to cardio-respiratory events.

Slide 18: One-mile run — complete the distance | Suggested pace: 1:45

- Explain course measurement, route briefing, lap control, participant-number tracking, finish control, cool-down, and hydration.
- Emphasis the bottlenecks at the fishline and to be prepared to associate participants with their run time.

EMPHASIZE: Most run errors are administrative—lost laps, mismatched identities, and transposed times.

TRANSITION: Contrast the fixed-distance run with the progressive shuttle test.

Slide 19: 20m Beep Test (Léger) — until failure | Suggested pace: 1:45

- Explain exact 20-meter measurement, test audio, line standard, missed-line rule, and termination.
- Record completed shuttles

EMPHASIZE: The Beep Test differs from the commercially available PACER test and should not be confused with it.

TRANSITION: Return to the installation’s decision about which events it can support.

Slide 20: Local sites choose what they can administer | Suggested pace: 1:30

- Explain that the site must offer at least one event in each component but need not offer every option.
- Base offerings based on age, facilities, equipment, weather, staffing, space, and safety.
- If two options are offered, the participant selects one official scored event.

EMPHASIZE: Practice attempts and other fitness activities are not official scores.

TRANSITION: Explain the approved methods for preserving access.

Slide 21: Age-appropriate and alternate events preserve access | Suggested pace: 2:00

- Use the quarter-mile and half-mile age-appropriate run options as examples
- Explain that modified exercise options are available to accommodate participants with disabilities.
- Show where the complete list appears in the PFT Administrator's Manual.
- Select the exact event type in the application; never convert or improvise a score.

EMPHASIZE: Identify accommodations before test day whenever possible.

TRANSITION: Move from participant access to the four local event-design choices.

Slide 22: Four local decisions shape your PFT event | Suggested pace: 2:00

- Lead the audience through age groups, schedule, event selection, and event size.
- Use a local scenario: available gym, track, staffing, likely weather, and expected participants.

EMPHASIZE: Flexibility is intentional, but each event must still meet the standard.

TRANSITION: Once the event is designed, explain how participants are recognized.

Slide 23: Recognition supports achievement, completion, and growth | Suggested pace: 1:45

- Differentiate Presidential and National achievement awards, the Certificate of Completion, and the Fitness Improvement Award.
- Explain that improvement requires comparable valid scores across testing windows.
- Share that the Department of War is developing Department-specific awards.

EMPHASIZE: The new Fitness Improvement Award, which is distinct from the legacy PFT.

TRANSITION: Move from recognition categories to optional presentation enhancements.

Slide 24: Enhance the recognition (optional embossed seal) | Suggested pace: 0:45

- Explain that the gold foil sticker and embosser are optional local enhancements.
- Do not imply that an embossed seal changes award eligibility.

EMPHASIZE: Use only approved seal designs and follow current branding guidance.

TRANSITION: Move to automatic digital recognition.

Slide 25: Digital recognition for immediacy | Suggested pace: 0:45

- Explain that participants with registered email addresses receive a congratulatory message, certificate and digital badge via email at the completion of the test.
- Explain that this allows participants to print the certificates at home and to upload their digital badge to their socials.

EMPHASIZE: Digital recognition depends on email address.

TRANSITION: Explain the administrator's local recognition options.

Slide 26: Awards and recognition (optional) | Suggested pace: 1:15

- Explain automatic email delivery and local choices for physical presentation.

- Administrators may distribute all, selected, or no physical certificates at the event.
- Administrators may hold certificates until they can be presented at an assembly, sports banquet, or by the commander.
- Additional locally funded recognition may use approved templates. Templates are available online.
- Emphasize that the President's Council on Sports, Fitness, and Nutrition seal may not be altered. New awards that use the seal need pre-approval by the Office of Military Community and Family Policy.

EMPHASIZE: Local recognition may add ceremony, not alter national criteria or standards.

TRANSITION: Close the module by identifying the authoritative resources.

Slide 27: Website and resources | Suggested pace: 1:15

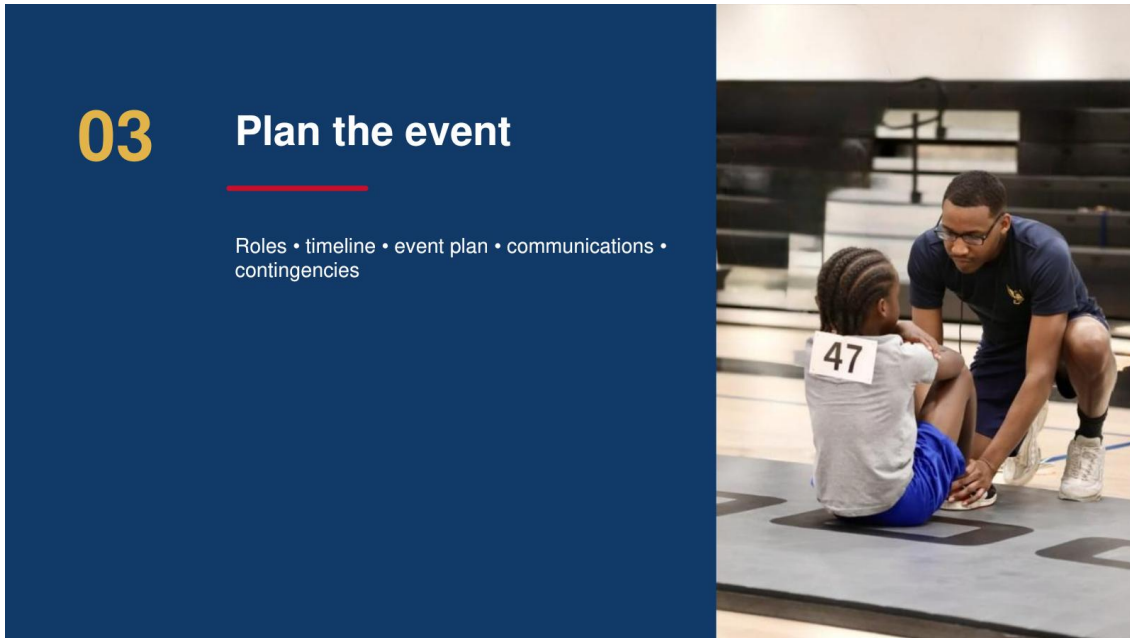
- Show where to find the Administrator's Guide, videos, standards, certificates, templates, and calculator.
- Encourage instructors to open the sites during preparation and verify current content.

EMPHASIZE: The PFT Administrator's Manual and approved digital resources control when training slides are abbreviated.

TRANSITION: Transition from understanding the test to planning a local event.

Module 03: Plan the Event

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 28-33	15 minutes	Participants can assign roles, match staffing to complexity, build backward from test day, and plan for facilities, communications, safety, and contingencies.



Module Preparation

Prepare a local event scenario so participants can apply staffing, timeline, and contingency decisions.

Slide-by-Slide Instructor Guidance

Slide 28: Module 03: Plan the Event | Suggested pace: 0:15

- Preview roles, timeline, event plan, communications, and contingencies.

EMPHASIZE: Works backward from the test date to plan and coordinate the event.

TRANSITION: Advance to roles.

Slide 29: Clear roles prevent gaps on test day | Suggested pace: 3:00

- Differentiate administrator, proctor, spotter, and optional support roles.
- Explain that administrators create and govern the event; proctors primarily record scores in the mobile app; spotters are non-scoring support.
- Identify typical administrator positions and Service discretion.

EMPHASIZE: The administrator retains overall and access to the Administrator's Portal.

TRANSITION: Use event complexity to determine staffing.

Slide 30: Match staffing to group complexity | Suggested pace: 2:00

- Explain the baseline, unknown/mixed-group, and high-structure staffing models.
- Discuss why plank, run, and Beep Test events require more active support.
- Add check-in, transition, and safety/medical staff as scale increases.

EMPHASIZE: Staff to ensure scoring, transitions, and execution—not merely to meet a ratio.

TRANSITION: Build the plan backward from test day.

Slide 31: Build backward from test day | Suggested pace: 4:00

- Walk through the 60-90, 30-60, 14-30, 1-7-day, 24-48-hour, and test-day actions.
- Pause at portal event creation, proctor training, site survey, device readiness, and final synchronization.

EMPHASIZE: Early coordination protects the event from late facility, staffing, safety, and communications failures, and enhances participation.

TRANSITION: Summarize the timeline as a repeatable lifecycle.

Slide 32: Plan every event through six deliberate phases | Suggested pace: 3:00

- Teach the six phases and each readiness condition: understand, plan, prepare, execute, recognize, report.
- Explain that issues discovered in a later phase may require returning to an earlier phase.

EMPHASIZE: The lifecycle helps the administrator as a working checklist.

TRANSITION: Close planning with site and contingency considerations.

Slide 33: Key considerations | Suggested pace: 2:45

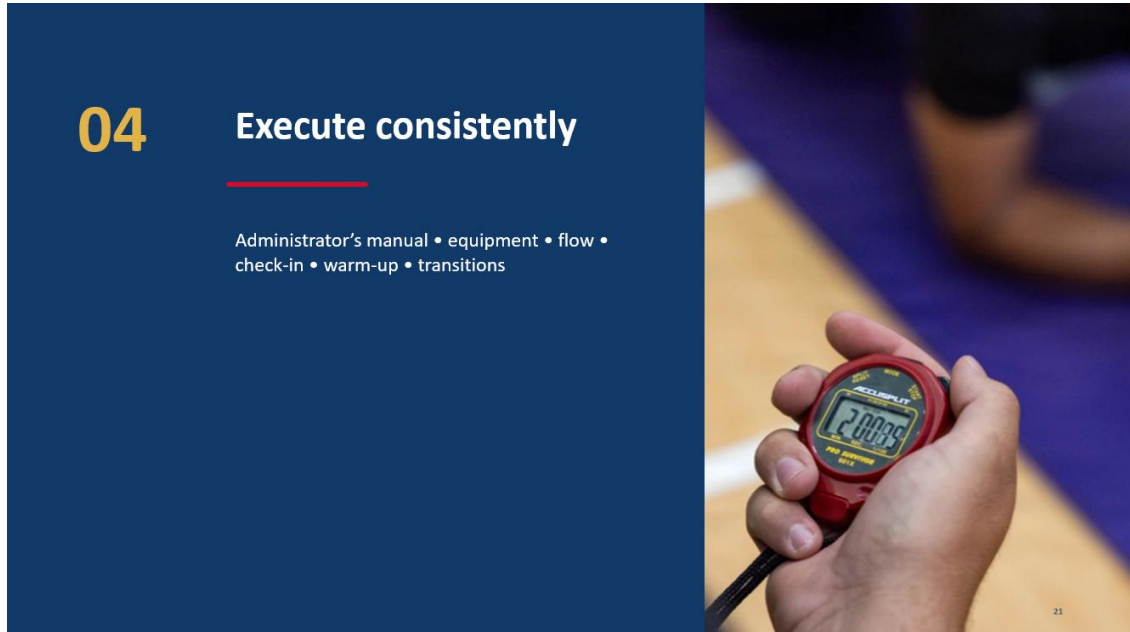
- Discuss space, separation, multi-venue movement, water, restrooms, first aid, emergency access, shade, course measurement, weather, equipment, staffing, and connectivity.
- Require a primary and alternate plan for the highest local risks (e.g. Red Flag Warnings).

EMPHASIZE: A safe alternate plan must be decided before participants arrive.

TRANSITION: Transition to execution: the plan now becomes standardized action.

Module 04: Execute Consistently

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 34-43	20 minutes	Participants can use the Administrator's Manual, conduct the pre-PFT sequence, manage flow, prepare equipment, record scores, and apply real-time quality control.



Module Preparation

Stage the Administrator's Manual, equipment, score formats, mobile app screens, and paper score sheets.

Slide-by-Slide Instructor Guidance

Slide 34: Module 06: Execute Consistently | Suggested pace: 0:15

- Preview manual, equipment, flow, check-in, warm-up, transitions, score capture, and quality control.

EMPHASIZE: Equipment, pre-PFT, execution, and scoring topics are taught together because they operate as one test-day system.

TRANSITION: Begin with the controlling reference.

Slide 35: PFT Administrator's Manual | Suggested pace: 1:45

- Show the manual's read-aloud script and "what to watch for" sections.
- Demonstrate how staff should read, show, confirm understanding, and issue consistent start/stop commands.

EMPHASIZE: Slides summarize; the PFT Administrator's Manual provides the official directions.

TRANSITION: Apply the manual during the pre-PFT sequence.

Slide 36: The pre-PFT sequence locks in consistency | Suggested pace: 2:30

- Brief staff, rehearse stations, verify roster/age/participant ID, resolve discrepancies, conduct safety screening and participant briefing, warm up, and check the application.

- Explain the minimum rehearsal: demonstration, commands, valid repetition, correction cue, stop condition, and score confirmation.

EMPHASIZE: Resolve identity and demographic errors before any score is entered.

TRANSITION: Show the participant flow.

Slide 37: PFT flow | Suggested pace: 1:45

- Walk through check-in, warm-up, core, upper body, cardio last, and cool-down.
- Plan 10-15 minutes of recovery before cardio when practical.
- Explain how rotations may adapt while the component order and recovery intent remain intact.

EMPHASIZE: The Cardio-Respiratory Fitness Component is the last component to be tested.

TRANSITION: The warm-up.

Slide 38: Use a short warm-up that prepares without fatiguing | Suggested pace: 1:30

- The warm-up required, but local installations can adapt other warm-up activities.
- Keep intensity low and movements familiar; modify for age, ability, and local conditions.

EMPHASIZE: The warm-up prepares participants; it is not a fitness challenge and should not fatigue the participants.

TRANSITION: Move from individual preparation to group control.

Slide 39: Control transitions as deliberately as the test | Suggested pace: 1:45

- Explain station identification, assigned starts, hold points, transition controllers, recovery, weather exposure, and separation of completed participants.

EMPHASIZE: Uncontrolled movement is a safety, scoring, and accountability risk.

TRANSITION: Introduce the official score-capture tool.

Slide 40: The mobile app captures the official result | Suggested pace: 1:15

- Orient participants to the mobile score-entry screens shown.
- Explain that the proctor uses the app while the administrator monitors the event and portal.

EMPHASIZE: The official application must be used for all DoW PFTs.

TRANSITION: Teach the formats the application expects.

Slide 41: Every score has a specific format | Suggested pace: 2:00

- Review counts.

EMPHASIZE: Understand what a proctor is counting – reps (as a whole number) or time (MM:SS).

TRANSITION: Confirm the equipment that supports accurate execution.

Slide 42: Equipment needs | Suggested pace: 2:15

- Review administrative, timing, strength, cardio, and equipment.
- Emphasize charged devices, backup sheets, exact distance measurement, loud audio, weather monitoring, and emergency procedures.

EMPHASIZE: Inspect equipment before use.

TRANSITION: Close execution with real-time quality control.

Slide 43: Quality control happens in real time and at closeout | Suggested pace: 3:00

- Model the score read-back: participant number, event, score.

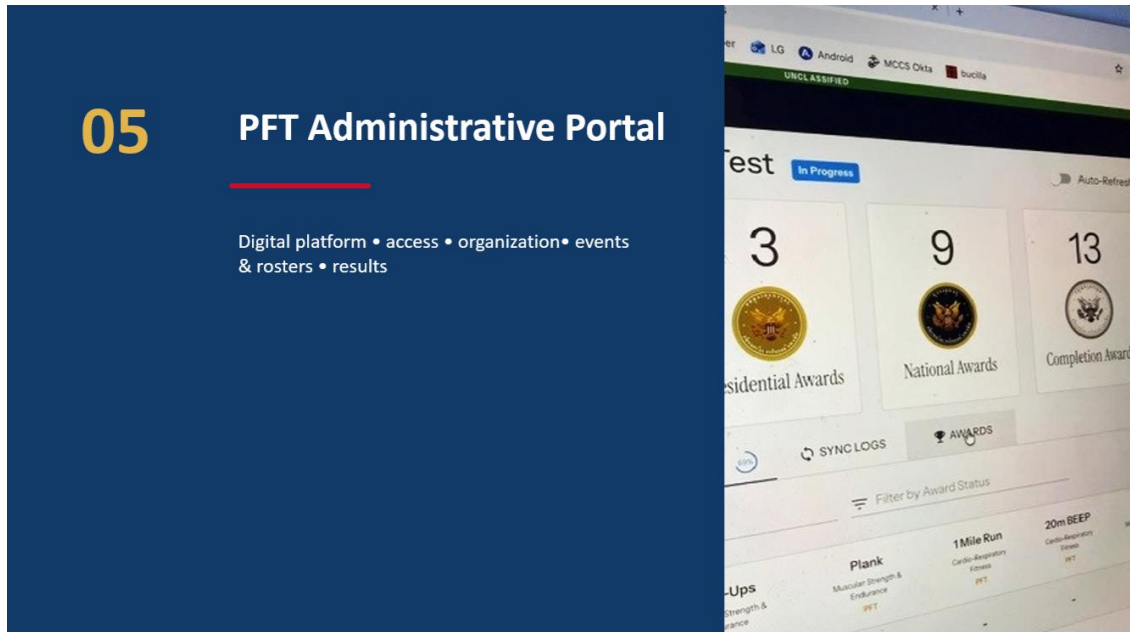
- Explain administrator monitoring, one-score-per-component review, anomaly resolution, and immediate entry of paper scores, if used.
- Reinforce that all official results must reach the application or portal.

EMPHASIZE: If a score is not in the system, the test is not complete.

TRANSITION: Transition to the portal that governs the event and validates closeout.

Module 05: PFT Administrative Portal

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 44-56	20 minutes	Participants can use the portal to manage organizations, events, participants, proctors, results, closeout, and issue routing.



Module Preparation

Sign in to a training Administrative Portal organization and pre-stage an event for demonstration.

Slide-by-Slide Instructor Guidance

Slide 44: Module 08: PFT Administrative Portal | Suggested pace: 0:15

- Preview platform, access, organization, events, rosters, personnel, results, and troubleshooting.

EMPHASIZE: This is a hub of the PFT.

TRANSITION: Understanding the interconnected system.

Slide 45: Enterprise Digital Platform | Suggested pace: 1:30

- Explain the four connected components: public website, participant portal, Administrative Portal, and mobile proctor app.
- Describe the purpose-built experience for each user group and the flow of event and score data.

EMPHASIZE: Do not use the terms portal and mobile app interchangeably.

TRANSITION: Clarify who receives Administrative Portal access.

Slide 46: Portal access belongs to administrators—not proctors | Suggested pace: 2:00

- Identify authorized portal users: DoWEA lead PE teachers and designated installation administrators, typically CYP, Fitness Center, and MWR staff, plus Service-approved users.
- Explain CAC-enabled portal access.
- Contrast proctors: invited by the administrator, no portal access, mobile app only, assigned event only.

EMPHASIZE: Adding a proctor does not make that person an administrator.

TRANSITION: Explain administrator sign-in process.

Slide 47: Verify identity, organization, and role at sign-in | Suggested pace: 1:30

- Explain CAC sign-in, approved authentication/MFA, initial setup, organization assignment, administrator permissions, and secure logout.
- Explain Service-specific access requests, validation, transfer, and removal.

EMPHASIZE: Stop if the organization or permissions are wrong; do not build an event in the wrong hierarchy.

TRANSITION: Show what the portal provides during event execution.

Slide 48: Admin portal: Real-time event execution | Suggested pace: 1:15

- Explain live monitoring of activity, scores, awards, and incomplete attempts.
- Describe automatic eligibility checks, messages, certificates, badges, completion review, closeout, and reporting.

EMPHASIZE: Real-time visibility supports event flow and success.

TRANSITION: Illustrate selecting the organization.

Slide 49: Start with the organization responsible for the event | Suggested pace: 1:30

- Locate the Service, installation, DoWEA school, or organization.
- Confirm organization information, subordinate access, local administrators, and event ownership.
- Correct organization information through the authorized process.

EMPHASIZE: Wrong organization means wrong access, roster, and reports.

TRANSITION: Create the event record under the correct organization.

Slide 50: Build the event record before opening registration | Suggested pace: 2:00

- Illustrate identity/schedule, registration window, capacity, age groups, events, location, POC, instructions, accommodations, and status.
- Explain Draft, Published, registration period, Closed, Completed, and Cancelled.

EMPHASIZE: Verify every event offering and age group before publishing.

TRANSITION: Populate the participant roster.

Slide 51: Participants via registration, manual entry, or Excel template | Suggested pace: 1:45

- Explain online registration, administrator entry, walk-up entry, and approved template upload.
- Do not modify the Excel template structure as it's designed to be read by the system.
- Explain duplicate prevention, participant correction, and PII handling.

EMPHASIZE: Protect PII during download, storage, printing, and disposal.

TRANSITION: Assign event personnel.

Slide 52: Administrators assign event personnel | Suggested pace: 1:30

- Demonstrate adding proctors and explain that a range of trusted adults may support the PFT.
- Confirm event-specific access and invitation acceptance.
- Remove access when the assignment ends.

EMPHASIZE: Proctors receive only the event access required for mobile score entry.

TRANSITION: Show participant check-in controls.

Slide 53: Check-in participants for your event | Suggested pace: 1:15

- Illustrate the Present toggle as participants arrive.
- Explain that present status limits the working roster and helps identify incomplete testing.
- Resolve participant identity and event-choice issues before toggling and scoring.

EMPHASIZE: Present status is accountability control and assist the Administrator in ensuring all participants have been tested.

TRANSITION: Monitor results as scores arrive.

Slide 54: Review completeness and validation before finalizing results | Suggested pace: 1:45

- Demonstrate real-time monitoring, missing-score identification, filters, participant records, award recognition, review, and closeout.
- Verify a result exists for each required component.

EMPHASIZE: Do not close the event while required scores or validation concerns remain unresolved.

TRANSITION: Show the final completion action and its consequences.

Slide 55: Complete and close out your event | Suggested pace: 2:00

- Before selecting Complete Event, ensure you have synchronize with proctors, confirm participants tested, and review results.
- Explain that completion triggers emails, certificates, and badges.
- Demonstrate administrator edits after completion and automatic recalculation/reissue when a correction changes recognition.

EMPHASIZE: Complete Event is a consequential closeout action—pause and verify first.

TRANSITION: Close the portal module with issue routing.

Slide 56: Route issues to the level that can resolve them | Suggested pace: 1:20

- Differentiate local user, Service administrator, policy, and help-desk issues using the examples on the slide.
- Ask participants to classify one access issue, one eligibility question, and one synchronization failure.

EMPHASIZE: Document the event, user, device, time, and error details before escalating technical problems.

TRANSITION: Transition to the proctor's mobile workflow.

Module 06: PFT Application

POWERPOINT	TIME	LEARNING OBJECTIVE
Slides 57-65	15 minutes	Proctors use the mobile application to select an event, identify participants, enter and verify scores, synchronize, and use paper backup when authorized.



Module Preparation

Install the current mobile application and prepare a valid proctor invitation and sample event.

Slide-by-Slide Instructor Guidance

Slide 57: Module 09: PFT Application | Suggested pace: 0:15

- Preview app interface, scoring, synchronization, and paper records.

EMPHASIZE: Proctors use the mobile application to score the PFT; administrators govern the event through the portal.

TRANSITION: Begin with the six-action workflow.

Slide 58: Six proctor actions carry every score from event to recognition | Suggested pace: 1:30

- Preview download, select, identify, enter, sync, and review.
- Explain the control point at each step and the required administrator check-in before a proctor leaves.

EMPHASIZE: For every participant, verify identity, participant number, event, and score.

TRANSITION: Illustrate app installation and invitation acceptance.

Slide 59: Download app and enter invitation code | Suggested pace: 1:30

- Illustrate installation from the Apple Store or Google Play Store, invitation code, and successful event assignment.

- Explain that the invitation code is automatically sent when an Administrator adds a proctor to the portal.

EMPHASIZE: Proctors can be easily added including day of event, if needed.

TRANSITION: Select the correct event.

Slide 60: Select your PFT event | Suggested pace: 1:15

- Demonstrate selecting the assigned event.
- Confirm event name, date, location, participant age groups, and offered tests against the administrator briefing.

EMPHASIZE: Stop and contact the administrator if the event details do not match.

TRANSITION: Identify the participant before entering a score.

Slide 61: Use a three-point identity check | Suggested pace: 1:30

- Demonstrate Find, Match, and Resolve.
- Search by participant ID or name; confirm participant number, event choice, and result field.
- Watch out for similar names, inputting wrong ID numbers, or incorrect participant scores.

EMPHASIZE: Always confirm the participant name.

TRANSITION : Enter the score and confirm the score.

Slide 62: Enter the score using the correct event and unit | Suggested pace: 2:00

- Demonstrate participant ID entry, name/age verification, standards display, score entry, and Save & Next.
- Show repetitions, MM:SS, duration, and shuttle examples.
- Explain how age-appropriate or accommodated events appear.
- Correct an open-event error by re-entering the participant ID and score.

EMPHASIZE: During the event the proctor can make a score change, but after event closure, the administrator must make corrections.

TRANSITION: Model the verbal read-back.

Slide 63: Use a verbal read-back before every save | Suggested pace: 1:30

- Model: participant identity, event, score, and unit.
- Correct any mismatch before Save & Next.

EMPHASIZE: The read-back is the final human quality check before the record is saved.

TRANSITION: Explain saved versus synchronized.

Slide 64: Saved is not the same as synchronized | Suggested pace: 2:00

- Explain saved-to-device, synchronized, and not-synced indicators.
 - Demonstrate offline storage behavior and reconnection.
 - Require proctors to confirm all scores synchronized before leaving.
- EMPHASIZE:** A locally saved score is protected, but event closeout requires successful synchronization.

TRANSITION: Explain the authorized paper fallback.

Slide 65: Paper scores must still be entered into the system | Suggested pace: 2:00

- Paper recording is allowed only when the administrator authorizes it.
- Use standardized sheets, clear participant identifiers, and retain originals.

- Enter scores as soon as possible into the system, and retain or destroy records according to policy only after validation.

EMPHASIZE: If the score never reaches the application or portal, the event incomplete.

TRANSITION: Close by defining what readiness looks like.

Course Close and Questions

POWERPOINT	TIME	LEARNING OBJECTIVE
Slide 66	10 minutes	Participants can describe the full event lifecycle and identify remaining questions or demonstration needs.

Ready means repeatable

A professional PFT event is safe, standardized, accurately recorded, and fun for every participant!

Before you leave, confirm you can:

Plan • Prepare • Execute • Validate • Recognize • Report

Questions and application demonstration as time allows



Slide-by-Slide Instructor Guidance

Slide 66: Ready means repeatable | Suggested pace: 5:00

- Restate the standard: safe, standardized, accurately recorded, and fun.
- Use remaining time for questions and a focused portal/application demonstration.

EMPHASIZE: The goal is a repeatable event that gets kids moving, is safe and produces trustworthy results.

TRANSITION: End with local points of contact, next actions, and access/training follow-up.