MY FITNESS PAL USER GUIDE

DIET PROFILE

To help personalize your fitness goals, enter the following:

- Current weight
- Goal weight
- Height
- Gender
- Date of birth

You also enter your normal daily activity options are:

- **Sedentary**: Spend most of the day sitting (e.g. bank teller, desk job)
- **Lightly Active**: Spend a good part of the day on your feet (e.g. nurse, salesman)
- **Active**: Spend a good part of the day doing some physical activity (e.g. waitress, mailman)
- **Very Active**: Spend most of the day doing heavy physical activity (e.g. bike messenger, carpenter)

- How many times a week you plan on exercising

What your goal is options are:

- Gain 1 pound per week
- Gain ½ pound per week
- Maintain current weight
- Lose ½ pound per week
- Lose 1 pound per week
- Lose 1 ½ pounds per week
- Lose 2 pounds per week

CHECK IN TAB

Under this tab you can put your weight in and also put neck, waist and hips. It will show your last weight and measurements next to the current weight and measurements.

FOOD DIARY

To add a food to your food diary, just take the following steps:

1. Click on the "Food" tab to go to your diary, then click on "Add Food" under the meal you'd like to log.
2. Type in the name of the food you'd like to add into the search box and click "Search."

3. You'll be shown a list of foods in our database that match your query. Click on the item you'd like to add, and that food should appear in the grey box to the right.

4. Enter in the number of servings you ate and the serving size, then click "Add Food to Diary."

That's it! Your food should now be logged in your diary.

Most Frequently Used Items:

Most of us tend to eat the same foods every day for each meal. MyFitnessPal takes advantage of that to make logging your meals easier. As you log what you've eaten, MyFitnessPal remembers what you like to eat in your "Most Frequently Used Items" list. You can then add any items from those lists just by checking the box and clicking the "Add Checked Items To Meal" button.

Foods are added to your Most Frequently Used Items list automatically based on how often you add them to your diary. As you add items to your diary, they will appear on your list if you add them frequently enough. There isn't anything special that you need to do to make an item appear on the list.

Food I Want To Log Is Not In Database:

It's easy to add a personal food to your database. Just click on "Add Food" to the meal you'd like to add your new food to, then search for the food you'd like to add in our database. If the item does not already exist in our database, you can click on the "Add a food to our database" link below the search results. You'll be taken to a page where you can add the nutritional information for the food you'd like to add to the database. Once you're finished entering in your data, just click the "Save Food" button.

To add your new food to your diary, just search for it like any other food. For example, if the food you created was called "Mike's homemade apple pie", you could just search for "Mike's apple pie." Your food will appear in the search results, and you can add it to your log like any other food in our database.

When you are creating a new food, you can also help us grow our database by electing to share your food with other members. We'll review your submission and add it to the MyFitnessPal database for everyone to use. If you do decide to share your food, please do your best to ensure that the information you provide is complete and accurate.
I am trying to eat lots of small meals each day. Can I show more meals on my food diary, and can I track them by time of day?

To customize the way your diary is split into meals, just click on the "Food" tab, then click on the "Settings" link. You'll be taken to a page where you can change both the names of the meals used in your food diary, as well as the number of meals tracked.

For example, to track your eating habits by time, you could change your meal names to "9AM to 11AM", "11AM to 1PM", etc.

To delete a meal, just edit the meal name to be blank. Please note that previous food diary entries will also have their meal names changed.

Just click on the "Food" tab, then click on the "View Full Report (Printable)" button at the bottom of the page.

**To Print Your Nutrition Diary For Your Trainer:**

You'll be taken to a page where you can choose the date range you'd like to view along with the elements of your food and exercise diaries you'd like to include in your report. Just click the "Change Report" button and you'll see a printable view of your diary for the time period you selected.

**EXERCISE**

To add an exercise to your exercise diary, just take the following steps:

1. Click on the "Exercise" tab to go to your diary, then click on "Add Exercise" under the type of exercise you'd like to log.

2. Type in the name of the exercise you'd like to add into the search box and click "Search."

3. You'll be shown a list of exercises in our database that match your query. Click on the item you'd like to add, and that exercise should appear in the grey box to the right.

4. Enter in the amount of exercise that you performed, then click "Add Exercise to Diary."

That's it! Your exercise should now be logged in your diary.
To edit or delete a personal exercise:

Click on the "Exercise" tab, then click on "My Exercises." Search for the exercise you'd like to edit or delete, then click on that item in the search results. The exercise you want to edit should appear in the chart to the right. Just click on the "Edit" or "Delete" button to make modifications to your exercise.

To print your exercise diary for your trainer:

Just click on the "Exercise" tab, then click on the "View Full Report (Printable)" button at the bottom of the page.

You'll be taken to a page where you can choose the date range you'd like to view along with the elements of your food and exercise diaries you'd like to include in your report. Just click the "Change Report" button and you'll see a printable view of your diary for the time period you selected.

DIARY SHARING

The privacy settings of your food and exercise diaries can be set to Private (viewable only by you); Public (viewable by anyone); Friends Only (viewable only by your MyFitnessPal friends); or Locked (viewable only with a password).

Once you have requested us as friends you will have to allow us to view your food diary so we can support you and give you feedback. This can be done from your MY HOME Tab. Go to the right side of the screen when you are on the MY HOME tab and you will see a tab for settings. Click that tab and it will take you to a page called Account Settings. When you are on the Account Settings page click on the Diary Settings hyperlink and it will take you to the Food and Exercise Diary Settings page. On this page go to the bottom and click the Friends Only button and click save changes at the bottom of the page.

GOALS

Recording weight and measurements:

We recommended recording your weight and other measurements once a week. Our system will allow you to record them as often as you'd like, but your weight can fluctuate quite a bit daily which is why we recommend a weekly check-in.
To change what measurements you are tracking:

Just go to "My Home", then click "Check-in", then "Change measurements." On that page, you can customize your measurements and track whatever you'd like.

To change diet and fitness goals:

To change your diet and fitness goals, just click on the "My Home" tab, click on "Goals", then click on the "Change Goals" button. You'll see two options: guided and custom. In the guided option, MyFitnessPal will recommend a set of diet and fitness goals for you based on your diet profile. In the custom option, you can set your own customized calorie and nutrition goals.

PROFILE, FRIENDS & MAIL

To find a friend:

To find a friend, go to the “Community” tab, then “Find Members” then you can search by username or email. We are labeled under TFWellness and the email you can search for is support@tfwellness.com.

To add a friend:

To add a friend, just go to that member's profile page and click the "Add As Friend" button. A friend request will be sent to that user, and if they accept, your profiles will be linked as friends.

To send mail:

You can send another MyFitnessPal member mail by going to their profile page and clicking on the "Send Message" button, or by going to the "My Home" tab, then clicking on "Mail", then the "Send Message" button.