Check. Change. Control.® Tracker: Participant Guide
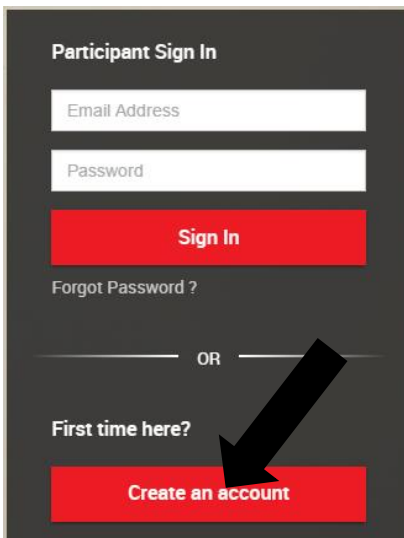# Table of Contents

CCC Tracker Responsive Web Design

- CCC Tracker is a mobile responsive designed site – **ccctracker.com** - which works on any device connected to the internet: computer, tablet, or smart phone. It's free and doesn't require you to download anything.

Best Practices

- The following internet browsers are supported by CCC Tracker: Chrome, Firefox, Safari, Edge, and Internet Explorer v10 or higher. We recommend using Chrome, Firefox, and Safari for the best experience.
- The Tracker uses the 2017 Hypertension Guideline that was released by the AHA on 11/13/17. High blood pressure is now defined as readings of 130 mm Hg and higher for systolic measurement or readings of 80 mm Hg and higher for diastolic measurement. You can find more information on high blood pressure and what the readings mean at **heart.org/hbp.**

Participant: Create Account /Registration

1. To create an account, go to www.ccctracker.com
2. Click on the red "Create an account" button

   Participant Sign In

   Email Address

   Password

   Sign In

   Forgot Password ?

   ———— OR ————

   First time here?

   Create an account

3.
4. Complete all required fields:
   - UserName, Email, Password, Full Name, Birth Year*, Gender*, Ethnicity*, Zip Code, and Campaign Code
     - You must have a Campaign Code in order to create an account; if you don't have a campaign code, contact your local AHA CCC Staff.
     - If a local AHA office is not nearby, go to www.ccctracker.com/aha Find the campaign code for your state on the map (see screenshot below).
     - * indicates field(s) which include the response choice: "Prefer not to report"
     - When you enter Zip Code, it will automatically complete your city and state.
5. Review and agree to the subscription agreement, terms of service, and privacy policy by checking the box.

6. Click on the red "Register" button

CREATE A NEW PARTICIPANT ACCOUNT

← GO BACK

UserName
Numbers and letters are allowed.

Email

Password
6 character minimum.

Confirm Password
6 character minimum.

Full Name

Birth Year

Gender

Country Code
+1

Mobile Number
(XXX) XXX-XXXX

Ethnicity

Enter Zip Code

Enter Campaign Code

☐ By checking this box I acknowledge that I have reviewed and I agree to the terms and conditions outlin... the subscription agreement, terms of service, and privacy policy.
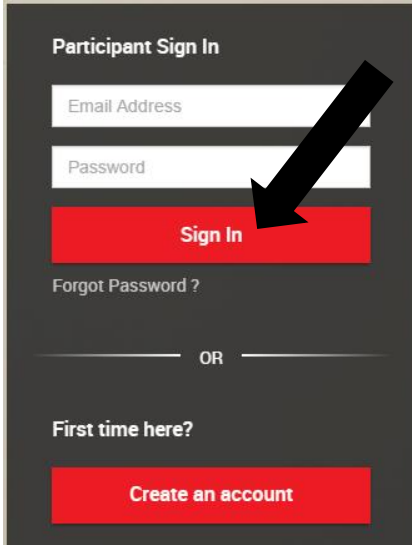
Register

Participant: Sign In

1. To sign in to your account, go to www.ccctracker.com
2. Enter your email and password and click on the red "Sign In" button

3.

Participant: Forgot Password

1. If you forgot your password, click on "Forgot Password?"

   a.

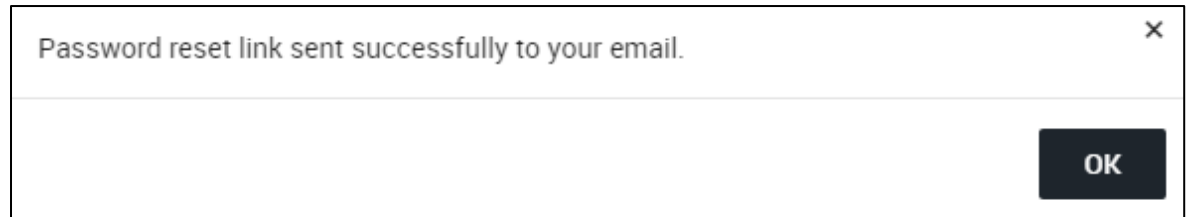2. Enter your email you used when you created your account and click on the red "Submit" button


   a.

3. If the email you entered was previously used to create an account, then an email which contains a link to reset your password will be sent to that email account.

> Password reset link sent successfully to your email.   ×
>
> OK

a.

4. If the email address you entered was not previously used to create an account, you will see the following message, "We couldn't find your account with this information." This means that you may have entered your email address incorrectly when you initially created your account. You'll need to create a new account using your correct email address. Note, you can only have one participant Tracker account per email address.

> **Forgot your password ?**
>
> nonexistentemail@hotmail.com
>
> We couldn't find your account with this information.
>
> **Submit**
>
> Back to Sign In
>
> ———— OR ————
>
> **First time here?**
>
> **Create an account**

a.
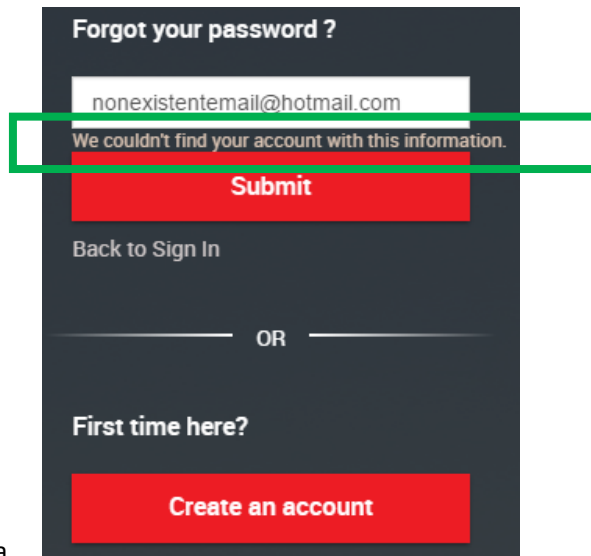
Participant: Entering a Blood Pressure Reading on the Dashboard

1. The only information required to enter a blood pressure reading is the systolic (top number) and diastolic (bottom number). Heart rate and Irregular heartbeat are optional. Date & Time (autocomplete based on when you open the Dashboard, edit as needed), and Reading Source (default is Home, edit as needed).
2. When you have successfully entered that information, the "Save" button will go from grey to black, and then you can click on it to submit your reading.

ADD A BLOOD PRESSURE READING

Systolic or top number (mmHg)
Numbers Only.

Diastolic or bottom number (mmHg)
Numbers Only.

Heart Rate

Irregular heartbeat detected

Date
2016-09-28
This field is required.

Time
04:10 PM
This field is required.

Reading Source
Home
This field is required.

Comment

Save

a.

ADD A BLOOD PRESSURE READING

Systolic or top number (mmHg)
120
Numbers Only.

Diastolic or bottom number (mmHg)
80
Numbers Only.

Heart Rate

Irregular heartbeat detected

Date
2016-09-28
This field is required.

Time
04:10 PM
This field is required.

Reading Source
Home
This field is required.

Comment

Save

b.

3. You will receive the following message confirming your BP reading was added:

Blood Pressure reading added successfully. Keep up the good work!

a.

Participant: Entering a Blood Pressure on the Blood Pressure page

1. To add a blood pressure reading on the Blood Pressure page, click on the grey "+ Add a Reading" button.

+ ADD A READING

a.

2. Fill in the systolic (top number) and diastolic (bottom number) measurements, Date & Time (autocomplete based on when you open the page, edit as needed), and Reading Source (default is Home, edit as needed).

3. When you have successfully entered that information, the "Save" button will go from grey to black, and then you can click on it to submit your reading.

Participant: Edit a Blood Pressure Reading on the Blood Pressure page

1. To edit a blood pressure reading, go to the color-coded chart at the bottom half of the page, click on the pencil icon at the far right.

a.

|		Hypertensive Crisis		(Hypertension) stage 2	(Hypertension) stage 1	Elevated	Normal
DATE & TIME ⬍	SYSTOLIC ⬍	DIASTOLIC ⬍	HEART RATE ⬍	IRREGULAR HEARTBEAT DETECTED ⬍	SOURCE ⬍	COMMENTS ⬍	ACTIONS
Nov 26, 2017. 05:16 PM	119	60			Text (SMS)		✏ 🗑
Nov 19, 2017. 07:16 PM	122	66			Text (SMS)		✏ 🗑
Nov 12, 2017. 07:31 PM	122	63			Text (SMS)		✏ 🗑
Nov 03, 2017. 06:45 AM	109	59	42		Home		✏ 🗑

2. Edit Blood Pressure Reading page appears. You can edit the Systolic and Diastolic reading, date, and time. A calendar appears when you click on the date and a clock appears when you click on the time. Click on the arrows to edit month or year, click OK to save. Edit AM or PM, move green hour circle, click next, move green minute circle, click OK. After you make your edits, click the black Save button.

b.

c.
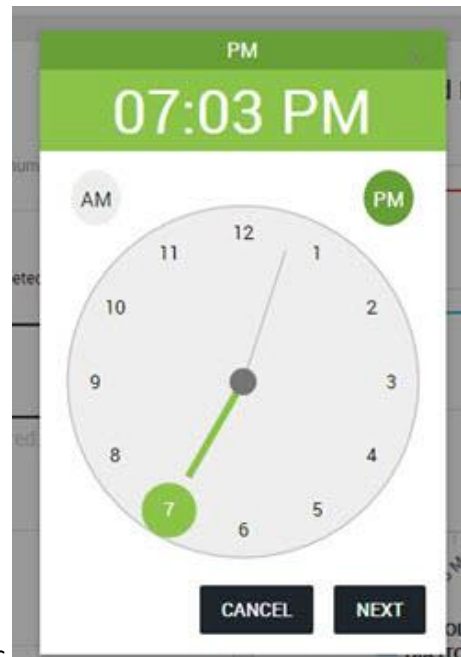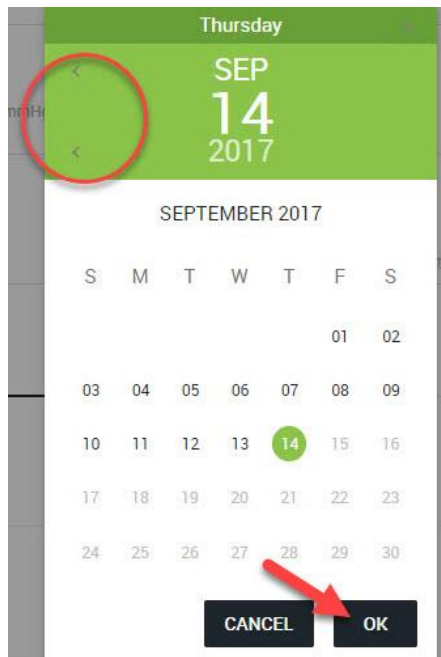
EDIT BLOOD PRESSURE READING

Systolic or top number (mmHg)
115
Numbers Only.

Diastolic or bottom number (mmHg)
69
Numbers Only.

Heart Rate   Irregular heartbeat detected ▾

Date   Time
2017-10-15   05:09 PM
This field is required.   This field is required.

Reading Source
Text (SMS)   ▾
This field is required.

Comment

Save

d.

Participant: Entering a Physical Activity Reading on the Dashboard

1. The only information required to enter a manual steps reading is the number of steps your pedometer/activity tracker device displays. Date & Time (autocomplete based on when you open the Dashboard, edit as needed).

2. The CCC Tracker has the ability to connect to Google Fit and Fitbit accounts (see the Connect to Devices/Applications section for more details).

3. Note: If you manually enter steps multiple times daily, the steps entered will be added together. For example, if you entered 4,000 steps in the a.m. and your total for the day is 10,000 steps, be sure to enter 6,000 for your p.m. entry.

ADD A STEPS READING

Number of Steps

Numbers Only. Note: If you manually enter steps multiple times daily, the steps entered will be added together. For example, if you entered 4,000 steps in the a.m. and your total for the day is 10,000 steps, be sure to enter 6,000 for your p.m. entry.

DATE
04/01/2019
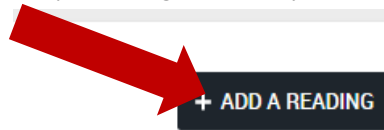This field is required.

Time
02:18 PM
This field is required.

Save

a.

Participant: Entering Steps on the Physical Activity page

1. To add a steps reading on the Physical Actitivty page, click on the grey "+ Add a Reading" button.

   a.

2. The only information required to enter a manual steps reading is the number of steps your pedometer/activity tracker device displays. Date & Time (autocomplete based on when you open the Dashboard, edit as needed).

3. Note: If you manually enter steps multiple times daily, the steps entered will be added together. For example, if you entered 4,000 steps in the a.m. and your total for the day is 10,000 steps, be sure to enter 6,000 for your p.m. entry.

   a.

4. View Details- As each reading is added within a day, a detailed breakdown of steps can be accessed by clicking "View Details"

ACTIVITY TYPE	NUMBER OF STEPS	SOURCE	DETAILED V
STEPS	9570	Manual, Google Fit	View Details

   a.

PHYSICAL ACTIVITY (DETAILED VIEW)   ← BACK

DATE	ACTIVITY TYPE	NUMBER OF STEPS	SOURCE	ACTIONS
Apr 01, 2019 02:32 PM	STEPS	8000	Manual	✎ 🗑
Apr 01, 2019 08:15 AM	STEPS	400	Manual	✎ 🗑
Apr 01, 2019	STEPS	1170	Google Fit	

   b.

Participant: Entering a Weight Reading on the Dashboard

1. The only information required to enter a weight reading is your weight measurement in pounds (lbs). Date & Time (autocomplete based on when you open the Dashboard, edit as needed), and Reading Source (default is Home, edit as needed).

2. When you have successfully entered that information, the "Save" button will go from grey to black, and then you can click on it to submit your reading.

ADD A WEIGHT READING

Weight (lbs)
170
Numbers Only.

Date
04/01/2019
This field is required.

Time
02:02 PM
This field is required.

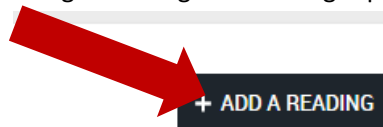Reading Source
Home
This field is required.

Comment

Save

a.

Participant: Entering a Weight on the Weight page

1. To add a weight reading on the Weight page, click on the grey "+ Add a Reading" button.

+ ADD A READING

a.

ADD A WEIGHT READING

Weight (lbs)
Numbers Only.

Date   Time
04/01/2019   02:15 PM
This field is required.   This field is required.

Reading Source
Home
This field is required.

Comment

Save

b.

2. The only information required to enter a weight reading is your weight measurement in pounds (lbs). Date & Time (autocomplete based on when you open the page, edit as needed), and Reading Source (default is Home, edit as needed).

3. When you have successfully entered that information, the "Save" button will go from grey to black, and then you can click on it to submit your reading.

Participant: Connecting with a Health Volunteer or Provider

1. To connect with a health volunteer or provider, click the "Search Volunteers And Providers" menu option on the black menu bar.

   a.
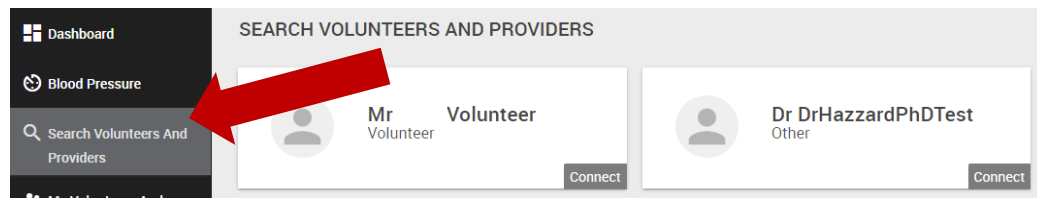
2. Type in the full or partial Username or Unique Code into the "Search By Name Or Code" search bar

3. Once you have identified your health volunteer or provider, click the grey "Connect" button
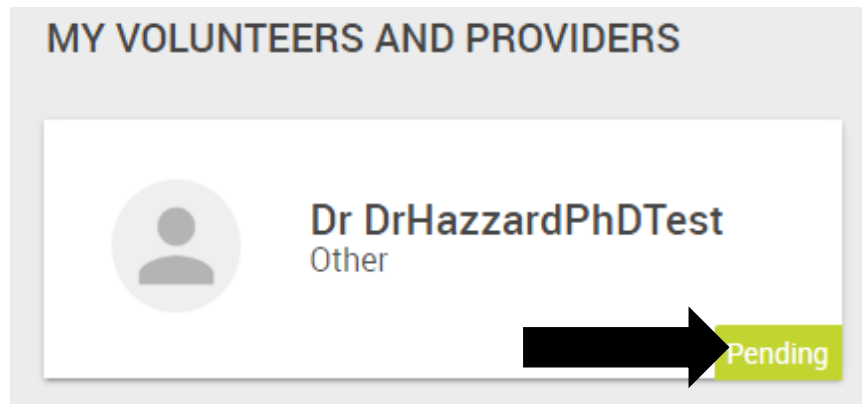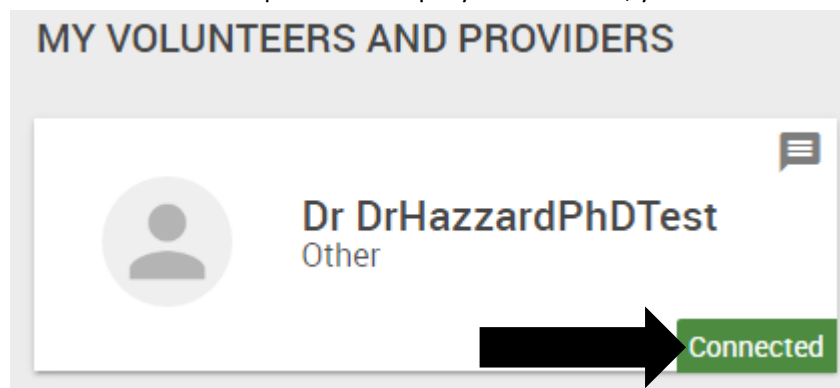
4. Click black "Ok" button to connect.

   a.

5. Now your health volunteer or provider will receive your invitation in their account and have the option to accept or decline your invitation. You will see "Pending" in light green until they reply.
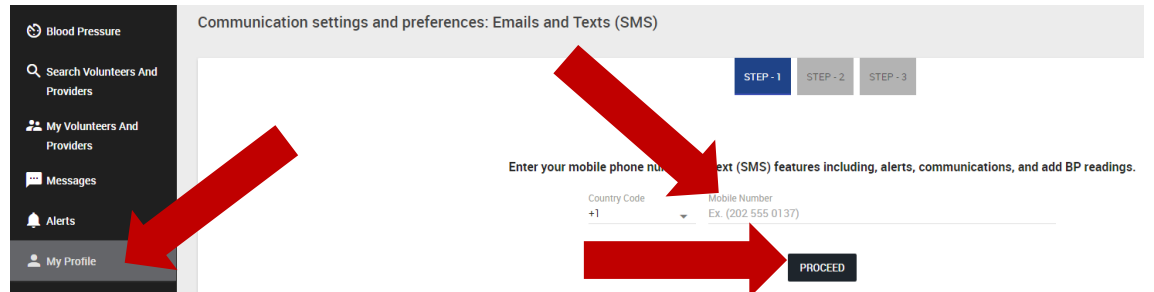
   a.

6. Once your health volunteer or provider accepts your invitation, you will see "Connected" in green.

   a.

Participant: Activate Your Mobile Phone Number to Receive Texts, Text Reminders, and Add Blood Pressure Readings by Text

1. CCC Tracker can enable your mobile phone to receive text message reminders, receive text messages from your volunteer or provider and add blood pressure readings by texting. To do so, you must activate your mobile phone.

2. Click on "My Profile" option from the black menu and scroll down to "Communication settings and preferences: Emails and Texts (SMS).

3. Step 1. Enter your mobile phone number, if you haven't already provided it, and click the black button "Proceed"

   a.

4. Review and agree to the Terms and Conditions by checking the box.

   By providing the American Heart Association ("AHA") with the foregoing cellular or wireless device telephone number, I agree that the AHA or its agents, contractors, or other representatives may use the provided telephone number to send me automatically generated text messages related to the Check. Change. Control.® program and/or information about other AHA programs or resources. I agree and understand that I may be charged standard text messaging rates as a result of my receipt of such text messages. I understand that I am not required to agree to these terms as a condition of participating in the Check. Change. Control.® program; however, the program may not be as beneficial to me, if I do not agree to receive these text messages. I understand that I can stop receiving text messages at any time by texting STOP to the number sending the text message.

   ☑ I acknowledge that I have read and agree to the above Terms and Conditions.

   OKAY   CANCEL

   a.

5. Step 2. A text message containing a PIN will be sent to your mobile number. Enter the PIN and click the black button "Proceed"

   a.

6. Step 3. You will see a message that your mobile number has been activated successfully. You can now receive texts from volunteers and providers, receive text reminders, and add blood pressure readings by texting.

STEP - 1 STEP - 2 **STEP - 3**

MOBILE NUMBER ACTIVATED SUCCESSFULLY

You have successfully activated your registered mobile number for text (SMS) features. Please NOTE that you must have TEXT (SMS) messaging in your mobile phone data plan to use this service. Standard message and data rates may apply.

a.

Participant: Unsubscribe from Text (SMS) Features

- There are two ways to unsubscribe (i.e. stop) from receiving text messages from CCC Tracker:

    1. Go to My Profile page and scroll down to Communication settings and preferences: Emails and Texts (SMS). You'll see **Text (SMS)** Current Status "Subscribed" and a purple/blue icon. Click and slide that purple/blue icon to the left to unsubscribe (becomes grey).

        Text (SMS) : You will receive text (SMS) communications, alerts from the system if you are subscribed. If you unsubscribe, all texting (SMS) features will be disabled and you will stop receiving any texts (SMS) messages, including adding a BP reading.

        UnSubscribed

        a.

        b.
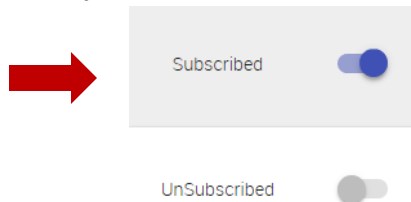
    2. Send a text message containing only the two words, "CCC STOP" to the CCC Tracker number – **1-334-316-4301.**

- To re-subscribe to start receiving text messages, go to My Profile page and scroll down to Communication settings and preferences: Emails and Texts (SMS). You'll see **Text (SMS)** Current Status "Unsubscribed" (grey), click and slide that icon to the right so it becomes purple/blue "Subscribed".
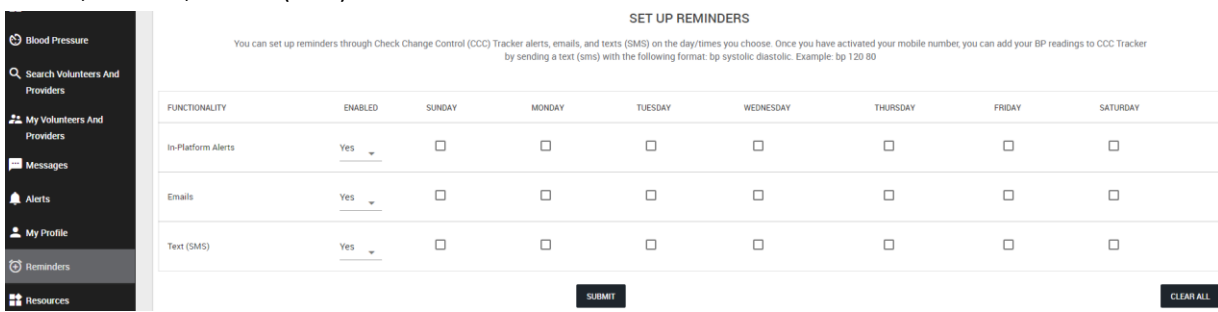
Participant: Add Blood Pressure Readings by Text

1. To add a blood pressure reading by text message, send a text to the CCC Tracker number **1-334-316-4301** with the following format: bp systolic diastolic (example: bp 120 80). The reading will be added with the date and time the text was sent. Note, it may take up to 4 hours for the reading to appear in your Tracker account. If you took the reading on a different day and time, you can edit the reading on the Blood Pressure page.

Participant: Set Up Reminders

1. Click on the Reminders menu option to set up a reminder. There are three types of reminders: 1. In-Platform Alerts; 2. Email; 3. Text (SMS).

    a.

2. To set up a reminder using any of the three functionalities, click on a box under the desired day of the week and the current time will appear.

FUNCTIONALITY	ENABLED	SUNDAY	MONDAY
In-Platform Alerts	Yes ▾	☐	☐
Emails	Yes ▾	☐	☐
Text (SMS)	Yes ▾	☐	☑ 3 : 07 PM

    a.

3. To change the time, click on the time and menu arrows will appear where you can select the time. Once you've made your selection, click the black "x" and then click the black button "Submit" to save your settings.

☑
2 : 07 PM

×

∧   ∧   ∧

2 : 07 PM

∨   ∨   ∨
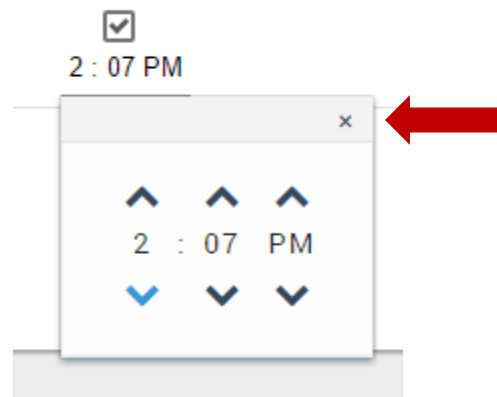
    a.

4. You will see a green pop-up indicating your reminder was successfully added.

    a. **Reminder added successfully!**

5. If any of the reminders are greyed out, that indicates that they're disabled.

6. To enable In-Platform reminders, click on the grey triangle and select "Yes".

7. To enable email reminders, click on the grey triangle and select "Yes".

8. To set up text reminders, you need to activate your mobile phone number first. A mobile number can only be used for one Tracker account.

FUNCTIONALITY	ENABLED	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
In-Platform Alerts	Yes ▾	☐	☐	☐	☐	☐	☐	☐
Emails	Yes ▾	☐	☐	☐	☐	☐	☐	☐
Text (SMS)	No ▾	☐	☐	☐	☐	☐	☐	☐

SUBMIT   CLEAR ALL

  a.

Participant: Resources

1. Click on the Resources menu option to see available resources.
2. Clicking on the white arrows expands or collapses each resource.
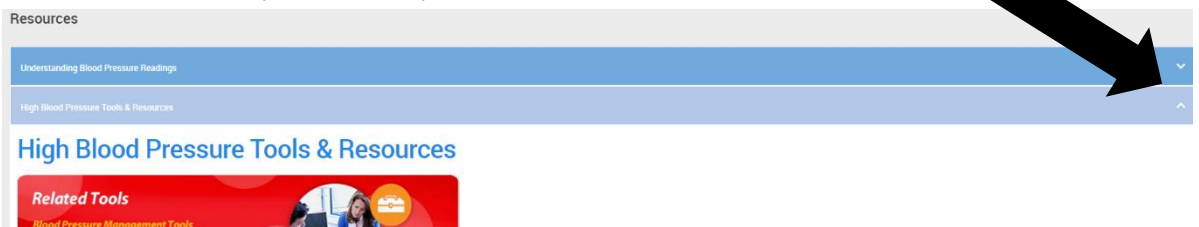
  a.

Participant: Connect to Devices/Applications

1. CCC Tracker is currently integrated to Google Fit and Fitbit, allowing a user to connect to these external sources (devices or applications), provided the user has already created an account in those external sources. The system will only fetch and sync the last 30 days record from the external source to your CCC Tracker account. By disconnecting from the external source, the CCC Tracker will stop syncing any data from the external source to your CCC Tracker account.
2. To connect to an external account, click on the black bar at the bottom of the appropriate icon and follow the directions: typically- provide email/username and associated password for that external account, Allow All access (or modify to meet your preferences) and select allow, etc.
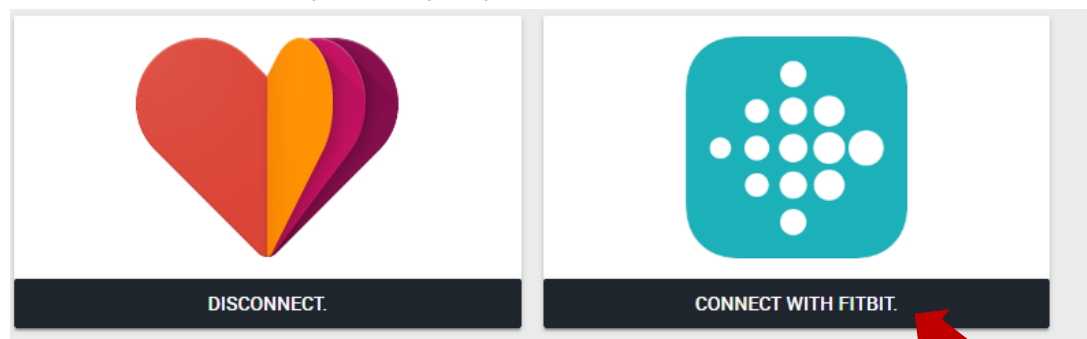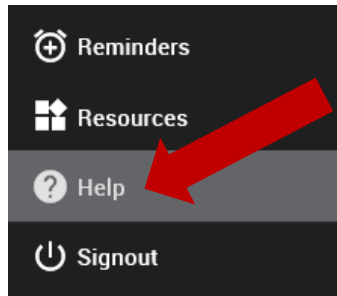

  a.

3. Disconnect anytime by selecting the "Disconnect" button.

Participant: Technical Support

1. For technical support, select "Help" menu icon, fill out the form, and click "Send" to submit your question or comment.
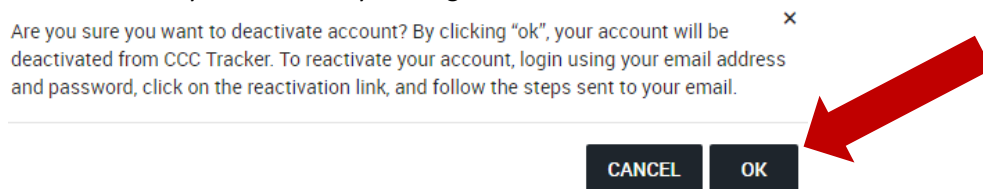
a.

b.

Participant: Deactivate Account

1. To deactivate your account, select "My Profile" menu icon, then click "Deactivate Account" button on the top right of the screen.
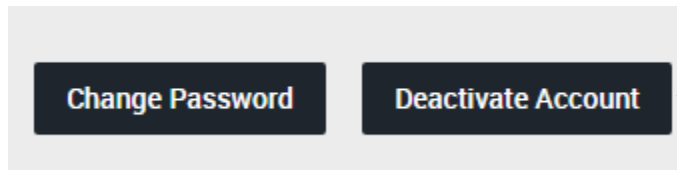
a.

2. Confirm deactivation of your account by clicking "OK".

Are you sure you want to deactivate account? By clicking "ok", your account will be deactivated from CCC Tracker. To reactivate your account, login using your email address and password, click on the reactivation link, and follow the steps sent to your email.

CANCEL   OK

a.

3. You will receive an email confirmation that your account was deactivated; this email also includes steps on how to reactivate your account.

Participant: Reactivate Account

1. To reactivate your account, go to www.ccctracker.com and sign in with your email address and password.

2. Click on the pink hyperlink "click here"

To reactivate your account, please click here

Sign In

Forgot Password ?
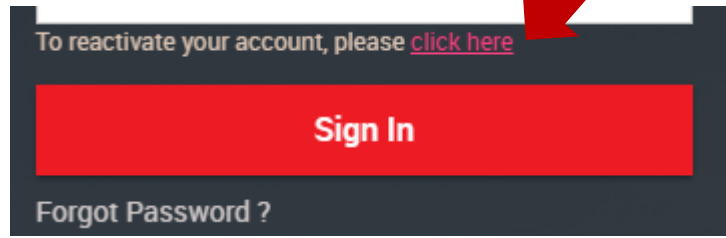
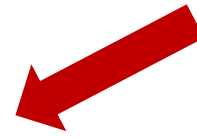   a.

3. To receive the reactivation link in your email, click "OK"

A reactivation link was sent to your email account, please check your email account. ✕

OK

    a.

4. Check your email account and click on the "Reactivate Account" hyperlink.

Having trouble viewing this email? View it in your browser.
To ensure proper delivery of future American Heart Association emails, Add us to your safe senders list.

Please click on the link below to reactivate your account.

Reactivate Account

    a.

5. You will be automatically logged into your account.
6. You will receive an email confirming that you successfully reactivated your account.