DEAR PRO 360 USER:

Welcome to your total client management software, PRO 360! Whether you work in the healthcare, performance or fitness industry, your vital mission is to get people you work with to move well. And, move often. Our job is to provide you with the essential tools -- PRO 360 was designed to be one of your most valuable secret weapons.

Use this manual to get started and unlock the features for:

- Group screening
- Client communication both on and off the training floor
- Over 5,000 pre-loaded exercises and the ability to build your own routine
- Dynamic reporting capabilities

Best of luck in your movement journey as an FMS certified professional. We're excited to have you on board as an integral part of our community that is over 30,000 strong worldwide!

Move well. Move often,

--Your FMS Team
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Glossary of Terms

Pro-Non Owner
A FMS certified professional user on the Pro-Owner's account who has access to all benefits and features of Pro 360.

Assigned Programs
List of all programs assigned to your clients:
- View Logged Workout: allows the certified professional to view the results of the client's workout.
- Create Strength Card: Allows the certified professional to generate a printable PDF file that can be used to manually log a workout.
- View Program: Allows certified professional to review the program without making any changes (You can log individual workouts from here).
- Edit Program: Allows certified professional to add, view and edit workouts.
- Delete Program: Deletes the selected assigned program, but does not delete the program template.

Action - Delete Program: Deletes the program.

Program Template
List of all training program templates that have been created and are ready to be assigned. Program templates are used when the certified professional wishes to create a program with several different days or progressions. You can choose to use workouts that have already been created within the program.
- Assign Program: Allows certified professional to assign the workout program to one or more clients.
- Edit Template: Allows certified professional to add/remove days or sections to their template.
- Copy Template: Allows duplication of program templates to create a similar template and edit the copied template.
- Delete Template: Deletes the template permanently.

Sections
Different components within a workout (for example, cardio, soft tissue, movement prep, set 1, set 2).
The next step is to add exercises within the sections.

Workouts
Workouts have several functions:
- Create a 1-day workout that can be assigned to clients.
  - Note: You cannot edit workouts once created. Once the workout has been used as a template for a training program, deleting this will also delete the training program.
- Existing workouts can be copied into a program template.
  - Note: Once you have created a training program template, all workouts (days within a program template) will be saved under the workout section. Be sure give your workouts unique names to avoid name duplication.
Glossary of Terms

Basic Builder
Allow the certified professional to create a quick and easy workout to print or download as a PDF.

Rep Schemes
Allow the certified professional to create customized rep templates to add within workouts and program templates.

Exercise Categories
Allow the certified professional to create customized groups of exercises that can be easily searched within the exercise library and builder.

Reporting
Allow the certified professional to create customized reports based on any metrics that you have captured within the platform. Each report may include a combination of components or widgets such as charts, tables, graphics, images or gauges.

Prebuild Reports
Allow the certified professional to quickly choose a report once a report has been saved in the reporting section.
Get Started

1. To access FMS-PRO 360, click on my FMS

2. Select the Pro 360 tab. From here you may view past client information or select Pro 360 to be directed to your account.

3. You now have access your Pro 360 home page.
Home Page

Main menu features:

- Train
- Workouts
- Collect
- Reports
- Communication
- Admin
Main Menu Features

**Train**

**Training Programs**
- View all assigned training programs
- View and create training program templates
- View and create workouts
- View and create rep schemes
- View and create custom exercise categories
- Log a workout, multi log a workout or view logged workouts
- Print and view strength cards

**Exercise Library**
- View exercise library
- Filter library options (strength, cardio, performance, FMS)

**Workouts**

**Basic Builder**
- Build a basic workout
- Print PDF

**Collect**
- Perform Functional Movement Screen or Selective Functional Movement Assessment
- View FMS and SFMA results
- Print or email reports
- Generate FMS Corrective Programs

**Reports**

**Reporting**
- Create custom reports
- Export to PDF

**Prebuilt Reports**

**Communication**

**Messages**
- View and send messages

**Admin**

**User Management**
- Add, view, edit or delete members
User Management

View, create or delete clients

Navigate to the Admin tab, user management then click members.

You can now view all your clients from this page. To create a client click “add member”.

Click here to edit or delete a client/member.
Add a Member Profile

Account:
- Change timezone, language, notification options.
- If the member is a client choose FMS Pro360 client. If the member is another FMS Pro user, choose FMS Pro Non-Owner.

Profile:
Input required fields: first name, last name, primary activity, nationality, date of birth and email address. Click "save & send invite". This will send a client invitation.

If your next step is entering a screen or assessment skip to page 21.
Train

Training Programs

Navigate to the Train tab and click Training Programs.

From the training programs view you can view all assigned programs, view all program templates, workouts, rep schemes and exercises categories.

The Training Program screen shows the Assigned Programs tab by default. These are Program Templates assigned to one or various team members.

The Program templates tab allows you to edit templates, assign workout programs, add/remove days or sections to your template and copy templates.
The Workouts tab allows you to assign the individual (1 day) workout to one or more clients. The workouts tab allows you to assign the individual one day workout, view the workout, and delete the workout.

The Rep Scheme tab allows you to create, edit or delete custom rep schemes.

The Exercise Category tab allows you to view and manage the exercise categories you have created.
Train

Creating a Training Program

The training page allows you to create custom training programs and save them as templates for future use. The training program builder uses an easy drag and drop system to make program building efficient.

1. Navigate to the Performance tab and click Training Programs.

2. From the training programs view you can view all assigned programs, view all program templates, workouts, rep schemes and exercises categories.

3. To create a new training program click create and then program template. By default the program template sets a 3 day plan, you may add more days if you like. First you need to add a workout and enter the Template Name (example: Beginner Program, Strength Program)
4. Create a Workout:
   • Fill in the Workout Name (this will create a blue box on the right).
   • Write a Workout note (this will create an information button next to the workout name).
   • Insert tags by writing a tag name and pressing enter.

Copy existing workout:
   • ON: Choose an existing workout (from the drop down list that appears) to automatically fill in the blue box on the right.
   • OFF: Manually enter workout.
5. Once you have created the Workout, you need to add sections to the workout. Sections are either groups of exercises (sets) or a particular part of the workout e.g. warm-up, superset progressions. You now need to add the exercises to that section (Warm-Up) by clicking “Edit Exercises”.

Search and filter different exercises by category.

6. Once you have added the exercises you can use the drag and drop feature to change the order of exercises.
7. You now need to choose what rep scheme you would like to apply to your exercises. If you have already create rep schemes and you want to apply the same rep scheme to all exercises within this section, click the default rep scheme tap and choose the rep scheme you would like to use. Once chosen click the button to assign to all exercises. To create a rep scheme click the manage rep scheme button.

8. To add a rep scheme to one exercise click the grey box to bring up the manage rep scheme window. From here you can choose an existing rep scheme or create a new preset. Click save to apply the rep scheme to the exercise.

9. Continue to add sections and exercises to your workout until you have completed the training program. Within the program view, you can also drag and drop sections within the program or to different days. Once you are happy with your program click save.
Assigning a Training Program

To assign your training program click on the Assign icon.

1. Select recipients:
2. Select the number of weeks.
3. Enter the Start Week by selecting a week from the calendar.
4. Select program days.
5. Generate Program preview.

Review the workout and feel free to add workouts or make changes to the program.

Click send program to save and assign the program.

Note: The training program is NOT assigned until send program is selected. Failure to click this button will result in the loss of the program. Program drafts cannot be saved at this time.

Helpful Hint: Expand or collapse the workouts for easy viewing by clicking the tabs above the calendar.
To edit a training program for an individual assignee, select the assignee from the drop down in the Assigned Programs tab and select on the right.
Performance

Create a Workout

1. Unlike training programs, workouts used to assign the individual (1 day) workout. To create a workout click the create workout button.

2. Fill in the workout name, note and tag.
3. Click the “Add Section” button.

Note: If you have already created workout sections (created in training program template), you can select the template from the list.

4. If you are creating a workout from scratch, simply add a section to the workout.
5. Then add your exercises and rep schemes to your desired exercises.
6. Once complete click save.
Assign a Workout

1. To assign a workout click the assign button.

Note: You can only edit a workout within the training program builder. Workouts are designed as easy templates and any program should be created in the template.

Warning: If you wish to delete a workout note that if a workout is listed in any training program templates, it will be removed from the template as well.

2. Next select the clients you wish to assign this workout to.

3. Select the number of weeks.

4. Select the start week.

5. Select the days you wish this workout to be completed on.

6. Once complete click Generate Program Preview.

7. You can now view a preview of your program. If you need to move a workout to another day, simply drag and drop.

8. When ready click send workout.
Train

Create, edit or delete rep schemes

You have the ability to create your own rep schemes for easy program design and periodization. Navigate to Training Programs and click create rep scheme.

1. Enter Rep Scheme Name (example: 3x10):
2. Enter Rep Scheme Tags by writing a tag name and pressing enter:
   • Note: Preset tags may appear as you start typing.
3. To select a preset tag, select it from the drop down list that appears under the text box.
   • To remove a tag, press the x on the tag that you want to remove

4. Select Rep Scheme Type:

If the Rep Scheme Type is set to Load (%), the amount of weight assigned for each rep is dependent on each client’s One Rep Max. The appropriate weight (lb/kg) will be visible for the specific client when in program view or on the workout logging page.

5. Toggle Global permissions:

If Global permissions are enabled, toggle the Global tab to ON (makes the rep scheme available to your organization and child organizations) or OFF (makes the rep scheme private).

6. Rep Schemes default as 3 week programs, to add additional weeks, select the at the top right of the screen.

   Note: Remove weeks by selecting the trashcan icon within the set table header.

7. Enter Load%, Weight, Reps or Rest(sec) by selecting the blue value and entering at appropriate information. When complete, rep schemes will look like this:

8. A rep scheme may be copied into multiple weeks by using the copy icon in the upper right hand corner of each week.

9. To finish, click  save on the upper right of the screen.
Train

Create, edit or delete Exercise categories

You have the ability to create your own personal exercise categories to help you filter out your favorite progressions and groups of exercises.

1. Enter a Category Name: (example: Upper Body, Lower Body Push, Primary Lifts):
2. Toggle Global permissions:
   If Global permissions are enabled, toggle the Global tab to ON (makes the category available to your organization and child organizations) or OFF (makes the category private).
3. Search exercises by typing the name of the of the exercise in the “Search” field and select the icon.
4. You filter your search using:
   - Libraries (e.g. Strength, Performance)
   - Categories (i.e. previously saved categories)
   - Body Parts (e.g. Chest, Knee, Legs)
   - Equipment (e.g. Barbell, Jump Rope)
   - Type (e.g. Clean, Dip, Jump, Row)
5. Add new exercises by selecting add an exercise.
6. Select the exercise name to view the exercise description and video.
7. Add exercises to the category using next to the exercise name.
8. Delete an exercise by clicking to the right of the exercise name.
9. Select a baseline exercise by clicking the next to the exercise name.
   This will allow for a trainer to provide options to quickly advance the difficulty of an exercise when delivering programs.
10. Arrange the order of the exercises with
11. Click save on the top right.
After the exercise category is saved, you can review and return to edit if necessary.
Performance

Adding a Custom Exercise

1. From the create an exercise category menu click “Add an Exercise”.

2. You can upload Videos, Images or simple Text media types. Sources for videos can be uploaded directly from your computer or a YouTube link can be provided.

3. Once you have saved your exercise navigate to Library and click on “My Exercises”. This will filter out all your custom exercises. You can now edit, delete or add this exercises to your program.
Workouts

Basic Builder

The basic builder is designed to offer you a quick alternative to creating workouts and rehab protocols. The difference between the training program and basic builder is that you don’t have to assign workouts made in the basic builder.

1. Navigate to the Workouts tab and click Basic Builder.

2. From the workouts view you can view all created workouts and rehab protocols.

3. To create a new workout click build a workout. First you need to input the workout name and then edit or add sets to your workout by clicking the plus or edit button.
Workouts

Basic Builder

4. Once you have added a set, start to add exercises to the set. Do this by pressing the plus button on the exercise you wish to add. Use the search menu to locate exercises or filter out libraries and categories.

5. Next, start to input sets, reps, temp, rest and any exercise notes into the boxes. Continue this process until you are happy with your workout. Once complete click preview to preview the workout then click save.

5. You can now directly print, copy or edit this workout.
The basic builder also offers rehab protocols for you to create, edit or print.

1. Navigate to the Workouts tab and click Basic Builder.

2. From the workouts view you can view all created workouts and rehab protocols. To view rehab protocols with the prebuilt workouts tab. To print or copy a rehab protocol, click the protocol you wish to view.

3. To print, simply press the print button. To edit the protocol, click copy.

3. You can now edit the rehab protocol and save once you have finished. Remeber to rename your new protocol.
Collect - Assessments

Create A Screen/Assessment

Navigate to the Collect tab and click Assessments.

This takes you to the Assessments List, offering the ability to browse, sort and filter through previous assessments and partially completed assessments. Simply click the view button to view each assessment.

Note: Assessments available are based on your certification.
Collect - Assessments

Perform Functional Movement Screen

From the assessments tab, click new screen and choose FMS.

Select your client. Or select multiple clients for a group screen.

Note: Only active users are listed. They can be searched by individual members and filtered by group/child organization via the drop down or the two tabs above the search field.
Notice the arrows below showing 3 users selected. Easily complete assessments for multiple users by selecting the blue arrow next to the top name (in this example, Clyde Thomas).

1. Keep track of your overall screen progress. You can not submit and review your assessment until the screen progress is 100%.
2. The FMS score updates in real time as you complete each movement in the screening. Make sure you complete the entries for pain (+ indicates there is pain while completing the movement, - indicates there was no pain)
3. Exercise heading, (i.e. Deep Squat, Hurdle Step, the icon next to each heading will prompt additional information including video, purpose, directions and criteria for each test.
4. Enter the score for each moment, you must select either 0, 1, 2 or 3.
5. The score for each movement. In this example, the Deep Squat scored a 2.
6. Comment section for any of the movements to provide context for pain indicators or lower scores.
Collect - Assessments

Perform Functional Movement Screen Cont’d

Scroll to the bottom and click save & view report:

Note: All scores must be entered for this option to be available. An assessment can be saved without being complete by using the save or save & select new options (save & select new will re-open the select a member prompt).

Note: An incomplete assessment will be listed as such in all history lists (both the individual list appearing in user profiles as well as the overall FMS list at the beginning of this section).

Save and view report

The FMS report page also allows you to generate a training program based off the assessment. Options for PDF direct download (by selecting Print) or direct e-mail are also available:
Collect - Assessments

Generate FMS Corrective Program

1. To generate a FMS corrective program select your screen and generate training program

2. Follow the steps outlined on the page. Adjust program complexity then click finish.

3. Adjust start date, length (number of weeks) and recurrence (number of workouts per week), and days of the week.

4. Choose to have progression in exercise difficulty and adjust how the progression is prescribed.

5. Once generated you have the option to print the program and assign to other people.

Note: When the training program is assigned to the user, the user will receive a notification. They will then be able to view the program.

The user will be able to log completed workouts, make printouts or watch videos of exercises.

The original assessor/assigner will be able view completed workouts logs (under Performance > Training Logs)

For more information on the client experience please review the client manual in your resources.
Collect - Assessments

Perform Selective Functional Movement Assessment

1. From the assessments tab, click new screen and choose SFMA.

   ![Assessment Types](image1)

   ![Note: You may need to first verify your SFMA certification by logging into your FunctionalMovement.com account.](image2)

2. Select a member to perform the SFMA on

   ![Note: Clients can be searched and filtered by group/sub-organization via the drop down above the search field.](image3)

3. Enter the **Chief Complaint** in the top text box:

   ![Chief Complaint](image4)

4. Click on the test name to view video. Additional information may be accessed via the tabs above the video.

   (Example: Objective, How to Perform, Tips, Normal Findings, etc.)

5. Check the appropriate box for each test result:

   ![Test Results](image5)

   ![Note: Tests with Left and Right scores must both have a left and right check box selected to continue](image6)
Performance

Perform Selective Functional Movement Assessment Cont’d

6. Click next. Continue to check the appropriate boxes for each breakout. Note: New sections will become available based on responses. Outcomes will be shown in the Outcomes section at the bottom of the page.

7. When you have completed all of the flowcharts, click next to continue to the report.

8. To print the report, click print in the upper right of the report:

Note: The unfinished assessment will be saved as a draft.

9. The back button will return you to the Assessments page.
Reporting

Prebuilt Report
The prebuilt reports menu allows you to quickly navigate and choose reports you have already created.

1. Navigate to the Reports tab and click Prebuilt Reports.

2. Simply click the report you wish to use. For this example we are using FMS Monthly Report.
The Pro 360 reporting feature allows you to create your own reports based on any metrics that you have captured within the platform. Each report may include a combination of components or widgets such as charts, tables, graphics, images or gauges.

1. Navigate to the collection tab and click Reporting.

2. To add a widget click + Add Widget.

3. The Create Widget window will appear. For this demonstration, we will create a Table by selecting the chart option in the upper left hand corner.

   Note: Each widget can be moved or resized to create a dynamic report that visually represents your needs.

4. The Table creation window will appear:

   - **Table Title:** You have the option to add a title (e.g. This Month's Journal)
   - **Date Range:** You can select a date range (e.g. This season, last week, last 2 weeks, last month, last 6 months or a custom range)
   - **Athletes / Groups:** You can select one athlete or a group of athletes that will be represented within the table:

Note: You also have the ability to choose athletes by the group, the child organization, the league, the position or the role that they’re in.
Reporting

REPORTING CONT’D

Metrics: Metrics are organized by the source from which that data is created. Anything that is entered into a journal or a monitor form will show up with it’s template name. (E.g. soreness, nutrition, barbell deadlift, agility test. You can select multiple metrics to be displayed at the same time.

5. When ready click create widget

Your data is now displayed in a dynamic table. From here you can move, change the size or delete the table.

In this example we are looking at the total FMS score.

Click the wand tab and click averages to highlight scores above and below 14.

6. Once you are happy with your report you can save it for future use by clicking save.

7. If desired, you can share this report with the rest of your organization.

Save report

This report must be saved as a new report because it was created by another user.

Share this report within your organization.

Save this report as a new report (select 'yes' to overwrite the current report)

Save Cancel
Communication

View, Send and Delete Messages

1. Navigate to the Communication tab and click Messages.

2. You can now view all sent and received messages. To send a message click post a message.

3. Select all appropriate recipients.

4. Notification type: Email, Text (SMS) or Online Only (via the Pro 360 Message Centre)

   Note: Large groups may only be notified online.

5. Enter Subject and Message then press send.

RESPOND TO A MESSAGE

Note: Only received messages will display the reply icon.

1. Navigate to the Communication tab and select Message Centre.

2. On the Messages page, locate the message subject and click on the right.
Appendix: Client Profile

Within a client profile the overview tab allows you to perform a simple metric summary of all data collected under the metrics tab.

Overview

Up to 5 key metrics can be added to the overview page for tracking. Notice it shows the last 5 entries for that metric, the date of entry, value, % change and the upward or downward trend.

You can change the metrics displayed by selecting the Key Metrics option. You may only select 5 key metrics to view for each player (client).

Once you have selected your metrics, they will be displayed in the home screen every-time you login. All data about that metric shows in the boxes below, including value, % change and trends.
Programs

From here you can:
- View each workout
- Log a workout
- View overall program

Viewing a Program
Click "View Program" to view your workout.

Change Views
Change dates

Day View
Week View
Month View
Viewing an Exercise

Click an individual exercise to view the description and instructional video.

Click the gray box under the exercise to view the repetition scheme and set objectives.
Logging a Workout

To log a workout click the "Log Workout" icon identified by the red box.
Note: Only clients can log workouts.

- Set goals are shown in black.
- Follow your set goals for each set.
- These numbers may change depending on the rep scheme assigned.

Input the weight lifted in the first box and reps into the second. Once you have completed all sets, click the red box to mark complete. The bottom of the page shows your "Training Load". Complete the Rate of Perceived Exertion and workout duration to give your RPE Load.
**Metrics**

The Metrics tab allows you create custom reports of all data inputted and collected through the FMS 360 site. You are able to customize the metrics you wish to view by clicking the "set default columns" tab to bring up metric options that you can select and view.

Start typing the name of a metric and relevant metrics will automatically appear.

You may now view all relative information about your selected metric. You can compare data, look at total numbers and automatically calculate the average.
Assessments

The Assessments tab allows you to view all assessments your client has completed. These assessments include FMS and SFMA.

Click the eye icon to view the assessment.

After clicking the report, you are able to view a summary of the assessment. You can also print or email the report to yourself.
Messages

The messages tab allows the client and professional to communicate within the Pro 360 platform.