

Recording Device Instructions:

For each coaching session you will use the thumb drive we have provided to record your session. Here are some simple instructions and reminders for how to use the device.

1. Always plug the device into a computer or wall charger for at least 30 minutes ahead of each session. This can occur a day or so before, but it is very important to be sure the device is charged.
2. At the beginning of each session flip the power button to the "ON" position, you will see a light turn on to notify you that it is recording.
3. Leave the switch in the "ON" position for the entire coaching session
4. After the session is finished flip the switch to the "OFF" position, you should see the light turn off.

We will handle the uploading of your recordings during our weekly PLCs. We will occasionally swap devices with you to ensure there is enough memory for your coaching.

Thank you.