

# **TAMING BIGFOOT**

## **MOBILE APP AND WEBSITE**

### **GENERAL USER GUIDE**

This guide provides users with a general overview of the Taming Bigfoot web site. The mobile app is structured in a similar manner, but there may be some differences as the software for each evolves. The site operates on data input by a user that measure various aspects of everyday living to calculate the amount of emitted greenhouse gases associated with those activities. This quantity of greenhouse gases, commonly referred to as a "carbon footprint", is expressed as equivalent pounds of carbon dioxide (lbs. CO<sub>2</sub>e), the most common greenhouse gas.

The topics in this guide include how to register and login, as well as a general description of the various areas of the web site. Most of these same areas are also available in the mobile app. A more detailed description of how to input accurate data is available in a separate document.

The software can be used by an individual interested in knowing, tracking and reducing their carbon footprint. Other functions of the software are designed to use these data to support Taming Bigfoot competitions. More information on these competitions can be found elsewhere on the web site.

### **Account Registration**

A user begins by creating an account. Choose "Register" from the Home screen to go to the Registration page. Registration requires a valid e-mail address, a Username (not already in use on the site), and a Password. This protects data you enter from being viewed by other users of the site. If you participate in a Taming Bigfoot competition, other people on the team you join will be able to see, but not alter or download, your data.

To confirm your registration, a verification message will be sent to the e-mail address given. Responding to this verification message will activate the account and permit the user to log in.

### **Log In**

Once registered and verified, you can now log in. On the web site, the "Log In" is located on the top menu bar. Facebook or Google credentials can also be used to log in.

### **Settings**

Your first "stop" after logging in should be "Settings". Here you can provide a name, which can be different from your username.

You also select your Home Location. Different locations use different conversion factors for calculating carbon footprints. Organizers of local Taming Bigfoot competitions generally provide conversion factors customized for their locations. If you are participating in a Taming Bigfoot competition, your Home Location has been designated by the competition organizers.

Also on this page you are required to indicate the number of people living in your household. This number is used to determine your fractional portion for many of the input data items. More on how and when this number is used appears in the [Guide to Inputting Data](#).

If changes are made to any of the items on this page, click on Update to store the new values.

This screen also includes a button to delete your account. This option will remove your registered account details and your name will be removed from your archived data.

## **My Data**

This menu choice will take you to the page to enter, review or edit your data. Entries made over the most recent 30 days will be displayed, but other ranges of dates can be specified. Selecting any entry will expand to show the line by line details of that entry. These values can be edited, if desired, and stored again.

This is also the means to enter new data. More details of what units should be used and how to arrive at the correct values for each line item are given in the [Guide to Inputting Data](#) document. A discussion of the source data used to convert these input data to carbon dioxide equivalent units is found in the [Conversion Factor Documentation](#).

## **Report**

This menu choice allows you to examine your total sector footprints over any date range you specify. Each sector can be further expanded to reveal the totals for each line item within that sector.

You also can compare one period to another. This is useful for examining changes over time.

Another feature is the ability to download the displayed data. These data are exported as an Excel file and include the full line-item details.

## **Competition**

The Competition menu choice assesses information about ongoing Taming Bigfoot competitions and calculates the relative progress made by teams in reducing their carbon footprints. Because these competitions consist of two periods; a baseline period (intended to quantify their "normal" carbon footprint) and a reduction period (intended to quantify their reduced carbon footprint), the data presented are arranged to compare the footprint data during these two periods. The organizers of each competition set the length of these two periods, but generally, the baseline period lasts about one month and the reduction period two months. For this reason, as the competition progresses and the duration of the reduction period exceeds the length of the baseline period, the reduction data will be adjusted to reflect the usages and footprints for a length of time equivalent to the baseline period. Otherwise comparisons between the two data sets would lead to false conclusions about the magnitudes of changes.

Under the "My Team" sub-menu, team members of active competitions can view their team roster as well as the overall and sector footprint data of each of their teammates. The team's total usage and footprint for each line item of the calculator can also be viewed by expanding a sector.

The "Standings" sub-menu allows users to examine the status of any ongoing competitions, whether in their home region or elsewhere. Participants, and others interested in viewing a competition, can view each team's performance and expand a team's overall footprint data to view the sector details. These can be compared to the data of any other team.

It is important to note that the sector data for any team participant can only be seen by a member of that same team, and that no one can see the line-item detail for any participant, even a fellow teammate. This is intended to preserve the privacy of all users of the web site.