# Portal Guide: Large Organization/Professional Team

Welcome

The MX3 Portal is the centralized database for MX3 Hydration Measurement Data.
This guide will walk you through how to set up an organization, manage user accounts and export data.
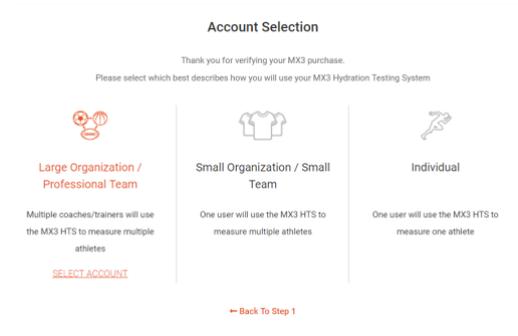
Account Registration

How do I register for an MX3 Portal Account?

1. Visit https://portal.mx3diagnostics.com/ and click **Sign Up**
2. Enter the 4-character MX3 LAB Serial number located on the INFO screen of the MX3 LAB
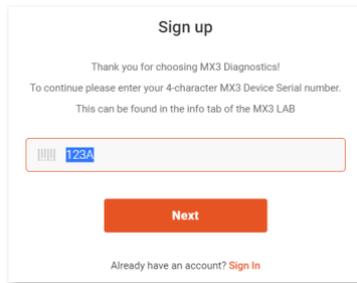
1. Select **Large Organization/Professional Team** and follow the prompts to register your organization.

2. You will need to nominate a subdomain *(e.g,. "mx3demo")* for your organization. This will be used to generate a unique website link for your organization *(e.g., mx3demo.mx3diagnostics.com)*

The account details provided during registration will be the Primary Administrator of your organization.

Can I change my account type after registration?

At this time, it is not possible to change your account type after registration, but you may register for a new account at any time.

Portal Overview

What is the MX3 Portal?

The MX3 Portal allows you to collect and manage data for multiple teams within your organization.

The portal has a flexible, multi-tiered structure that allows you to assign administrators to your organization and trainers, coaches and athletes to teams and groups.

Who can use the MX3 Portal?

The MX3 Portal can be used by:

- Administrators to set up teams and manage MX3 Hydration Measurement data
- Trainers and coaches to manage athletes and MX3 Hydration Measurement data
- Athletes to manage their own accounts and view their MX3 Hydration Measurement data

The Dashboard

What is the Dashboard?

The Dashboard shows a summary of your organization. You can use the dashboard to get a quick overview of teams or athletes who are abnormally dehydrated or identify athletes who have not been recently measured.
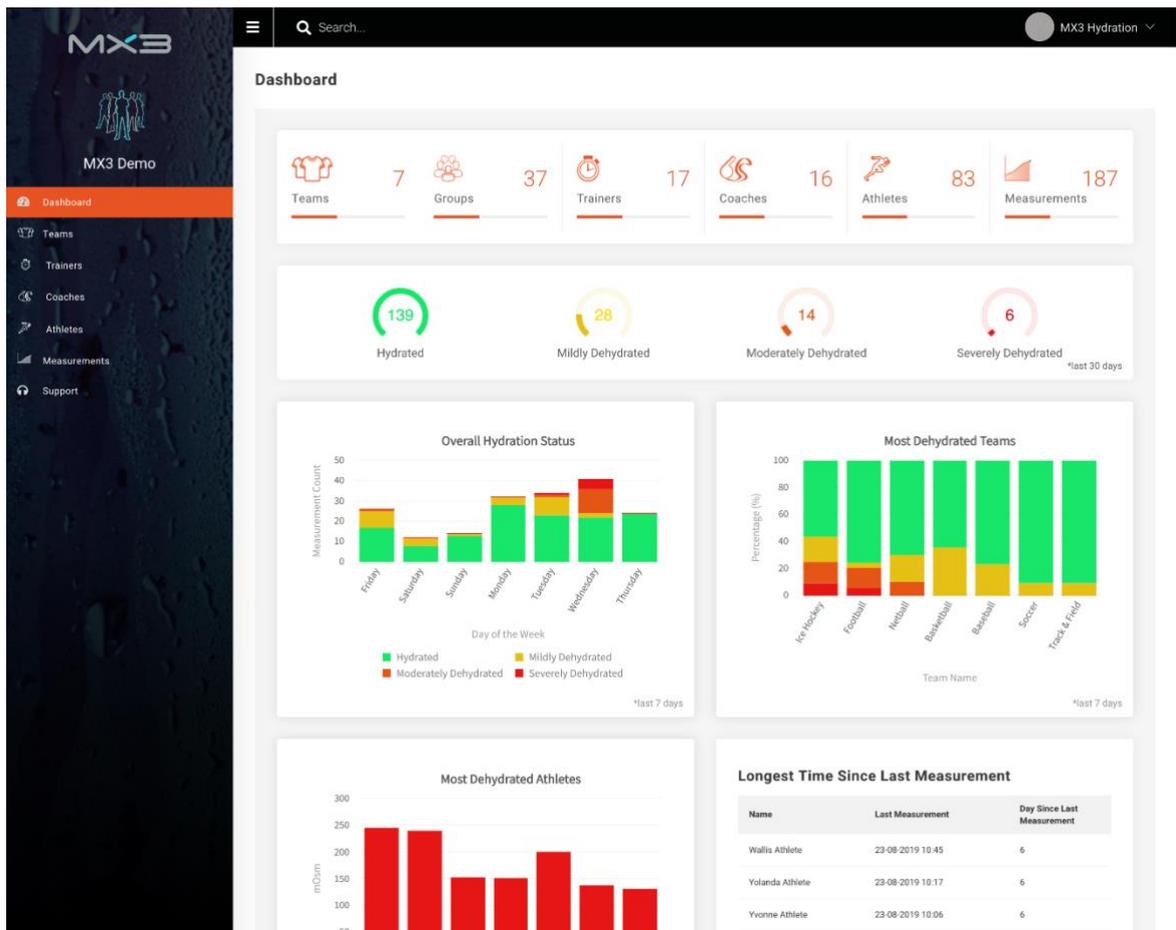
Accounts

Each type of portal account has specific capabilities and limitations.

	Admin	Trainer	Coach	Athlete
Log into the Portal	✓	✓	✓	✓
View and Export Hydration Data	✓	✓	✓	✓
Create Trainer Accounts	✓	✗	✗	✗
Create Coach Accounts	✓	✗	✗	✗
Create Teams and Groups	✓	✗	✗	✗
Manage Teams and Groups	✓	✓	✗	✗
Create Athlete Accounts	✓	✓	✓	✗
Log into the MX3 App	✗	✓	✓	✓
Take Hydration Measurements	✗	✓	✓	✓

Administrators
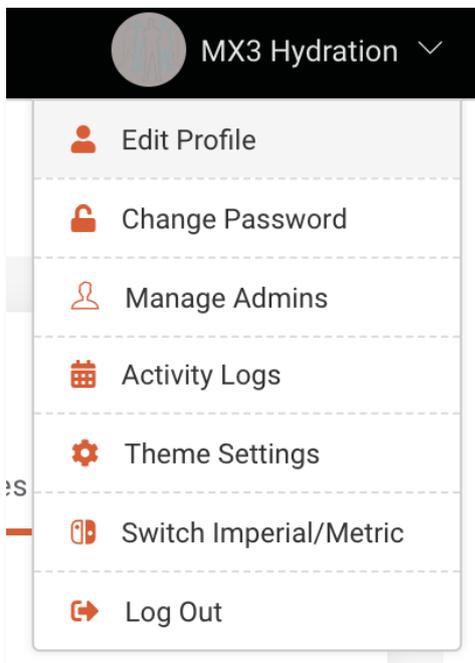
Administrators manage your organization.

What is a Primary Administrator?

The Primary Administrator (superadmin) is the person you nominated during the sign-up process as your Primary Contact. The Primary Administrator is your organization's direct contact with MX3 and can view and edit all accounts and data from your organization. All primary administrators will have the username: **admin@subdomain** *(eg., admin@mx3demo)*

Username

admin@mx3demo

How do I add/edit/remove Administrators?

To add additional administrators:

1. Click on **your name** in the top right corner of the portal
2. Click Manage Admins
3. Click **Add Admin**
4. Fill in the required fields and click **Save**
5. Your new administrator will receive an email to login at your organization MX3 Portal subdomain and set their password.

*Administrators can have restricted permissions to manage/create various aspects of the portal.*

*Administrators can be added, edited, removed or have permissions changed using the **Manage Admins** page.*

Trainers/Coaches

Trainers manage teams, manage athletes and perform hydration measurements.
Coaches manage athletes and perform hydration measurements.

How do I add/edit/remove a Trainer?

Any administrators with "Trainers" permissions can manage Trainer Accounts.
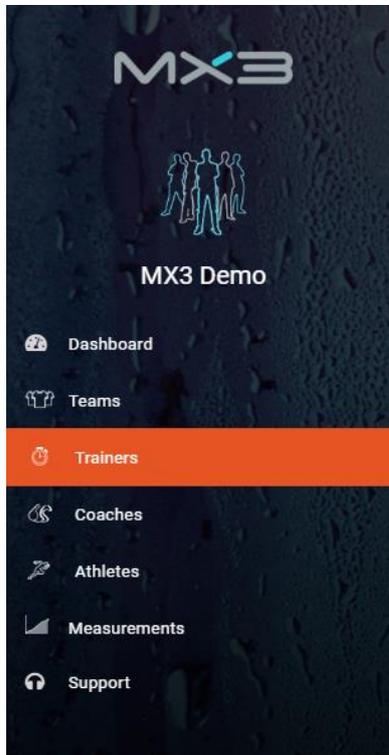
To add a Trainer:

1. Click on the Trainers tab on the left of the portal
2. Click **Add Trainer**
3. Fill in the required fields and click **Save**
4. Your new trainer will receive an email to login at your organization MX3 Portal subdomain and set their password

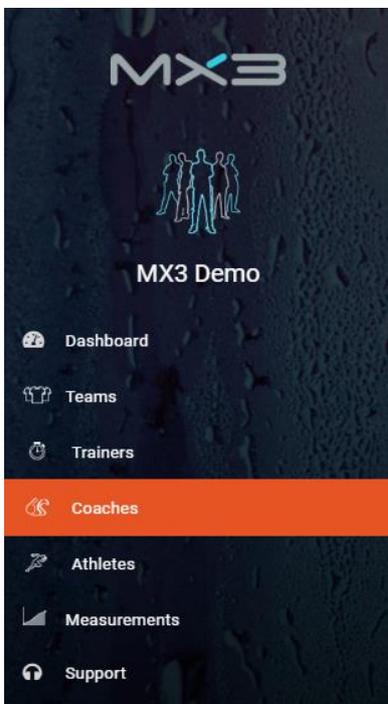*The username assigned to the Trainer can be used to log into both the MX3 Portal and the MX3 App.*

To edit a Trainer:

1. Click on the Trainers tab on the left of the portal
2. Click on the ✏ icon next to the Trainer's name

Trainer accounts can be added, edited, inactivated or deleted in the Trainers module.

How do I add/edit/remove a Coach?

Any administrators with "Coaches" permissions can manage Coach Accounts.

To add a Coach:

1. Click on the Coaches tab on the left of the portal
2. Click **Add Coach**

Fill in the required fields and click **Save**.

The username assigned to the Coach can be used to log into both the MX3 Portal and the MX3 App.

To edit a Coach

1. Click on the Coaches tab on the left of the portal
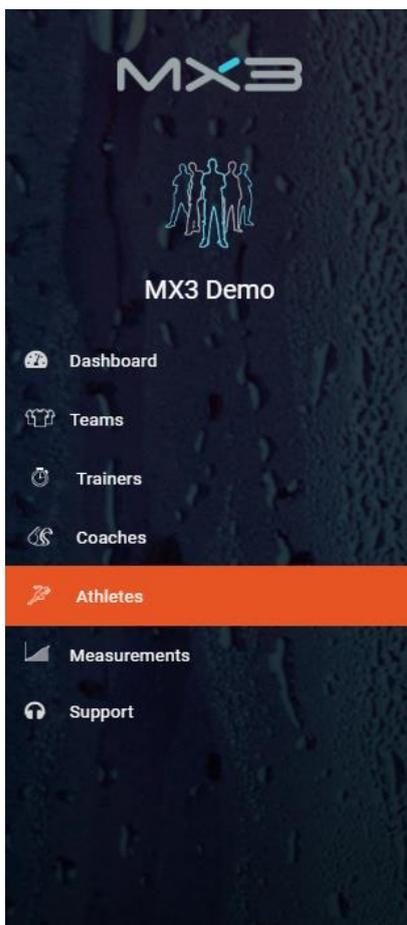2. Click on the ✏ icon next to the Coach's name

Coach accounts can be added, edited, inactivated or deleted in the Coaches module.

Athletes

Athletes manage their own account and data and can perform their own hydration measurements.

How do I add/edit/remove an Athlete?

Administrators with "Athletes" permissions, Trainers and Coaches can manage Athlete accounts.

To add an Athlete:

1. Click on the Athlete tab on the left of the portal

2. Click **Add Athlete**

3. Fill in the required fields and click **Save**

The username and password assigned to an athlete can be used to log into both the MX3 Portal and the MX3 App.

To edit an athlete:

1. Click on the Athletes tab

2. Click on the ✎ icon next to the athlete's name

Athletes can be added in bulk by Administrators using the **Import** *button located in the athlete page.*

Coaches or Trainers can add/edit Athletes through the MX3 App.

*Athlete accounts can be added, edited, inactivated or deleted in the Athletes module.*

Teams

Teams are collections of coaches, trainers and athletes. Teams may represent a specific sports team (*e.g., State Football Team*), a location (*e.g., Midtown Personal Trainer Studio*), or any other situation where it makes sense to group individuals together. An organization can have any number of teams, and accounts can be assigned to multiple teams.
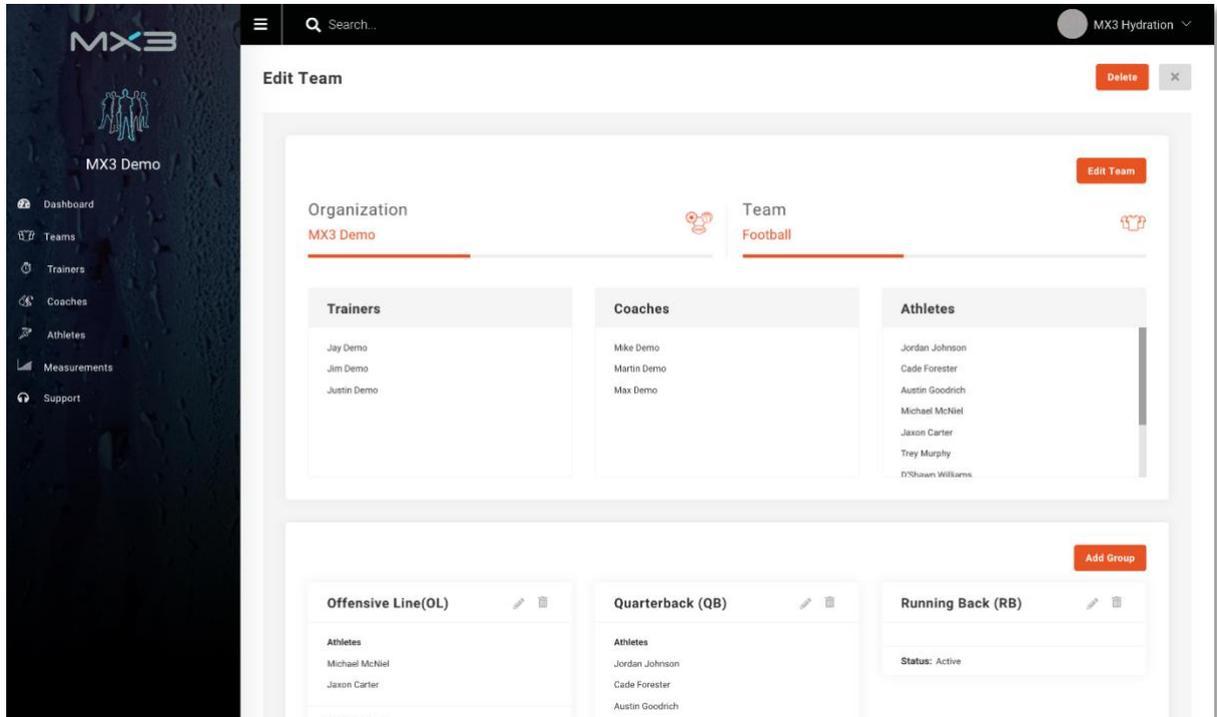
How do I add/edit a Team?

Administrators with Teams permissions and Trainers can manage Teams.
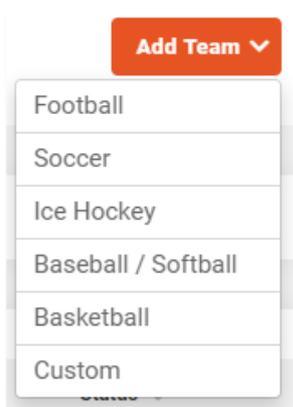
To add a team:

1. Click on the Teams tab on the left of the portal

2. Click **Add Team ∨** and select a team template, or select custom for blank team

3. Assign the team a name and assign Trainers, Coaches and Athletes

4. Click **Save**

To edit a team:

1. Click on the Teams tab

2. Click on the team name in the team list

3. Click **Edit Team**

Groups

A team may be further divided into groups of coaches, trainers and/or athletes (*e.g., Attack, Defense, etc.*) to assist in team and data management.

Trainers can measure, view and edit all athletes within a team they are assigned to. Coaches can only measure, view and edit athletes within any Group they are assigned to. To be assigned to a Group, a Coach, Trainer or Athlete must be first assigned to the Team.

How do I add/edit a Group?

Administrators with Teams permissions and Trainers can manage Groups.
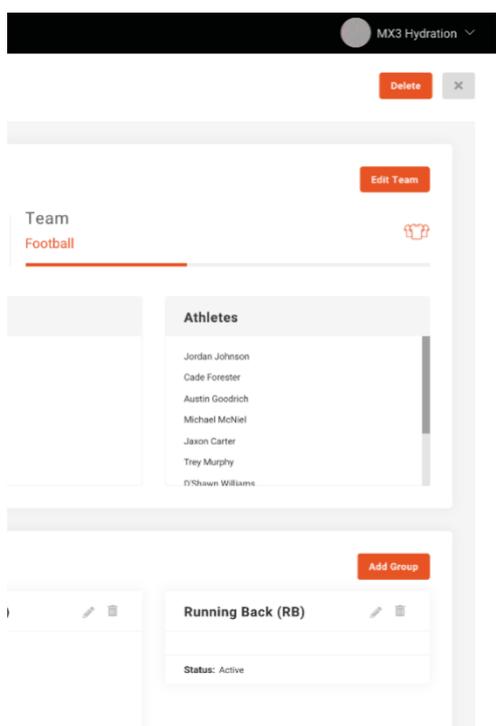
To add a group within your team:
1. Click on the Teams tab
2. Click on the team name in the team list
3. Click **Add Group**
4. Within the group creation pop-up, name your group, assign Coaches, Trainers and Athletes to the group
5. Click **Save**

To edit a group:
1. Click on the Teams tab
2. Click on the team name in the team list
3. Click on the 🖊 icon next to the group name

Measurement Data

How do I view measurement data?

You can view measurement data by clicking on the **Measurements** Tab.

Measurements may be filtered by team, group, athlete, time and other conditions to assist in analysis.

You can also view data for a single athlete by clicking on the athlete name in the **Athletes** tab.

How do I export measurement data?

Click on the Measurements Tab.

You can export filtered or unfiltered measurement data as a PDF or CSV using the **Export ⌄** button.