

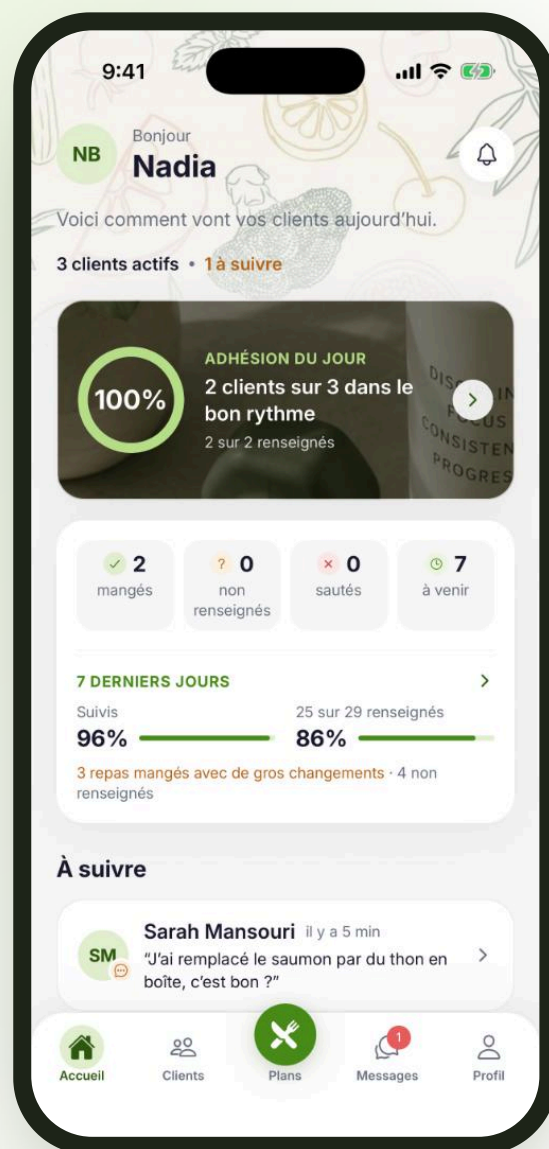


MyNutrack Coach

COACH GUIDE

Welcome to MyNutrack Coach

Your guide to coaching your clients, from sign-up to nutrition follow-up.



Version 1.0

18 October 2026

mynutrack.site/guide

Screenshot of the app in French.

Your first 5 steps

Follow them in order: in one evening, your first client gets their plan.

1**Create your Coach account**

Five steps in the app, certificate included.

page 5**2****Get approved and activate your account**

Our team checks, then you activate your space.

page 8**3****Create your first food and meal**

Your food book, then a reusable meal.

page 17**4****Build your first nutrition plan**

Meals placed on 1 to 28 days.

page 23**5****Invite your first client**

With the email of their MyNutrack account.

page 31

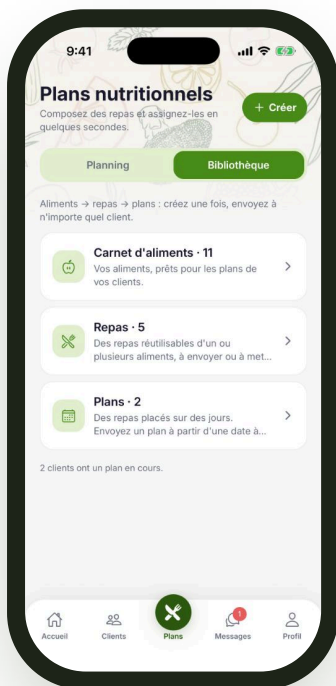
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Discover MyNutrack Coach

MyNutrack Coach is your space to coach clients: you prepare their meals and plans, they get them in their MyNutrack app, and you see what they really eat.



Screenshot of the app in French.

1 What you can do

Everything works in the MyNutrack app (Coach tab) or in the web Coach Space, with the same account.

Food

An ingredient in your food book: a food from the MyNutrack database, or your own with its values.

Meal

A combination of foods and quantities, reusable as often as you like.

Plan

Meals placed on days (1 to 28), sent from a start date.

Client (adhérent)

A MyNutrack user who accepted your invitation. They see your meals on their home screen.

Follow-up

What your clients eat, skip or change, their weight and their messages.

2 The link between you and your client

Your client keeps their own account and diary; by accepting your invitation, they let you see their daily calories and macros, their weight trend and the meals you plan for them.

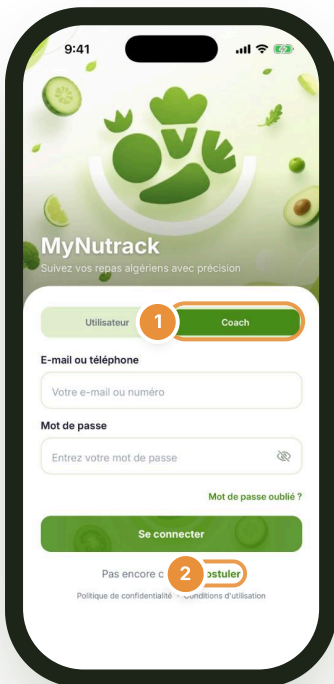
- 1 You send a meal or a plan: it appears on your client's home screen.
- 2 They mark each meal: "Mark as eaten", "I ate something different" or "Skip this meal".
- 3 You see the result and talk with them in messages.

 **Tip** · Your client can leave their coach at any time; their diary stays theirs.

02

Coach sign-up

You sign up in the MyNutrack app, in five steps. You can also apply with your existing MyNutrack account: Settings → “Become a coach”.



Screenshot of the app in French.

1 Open the coach sign-up

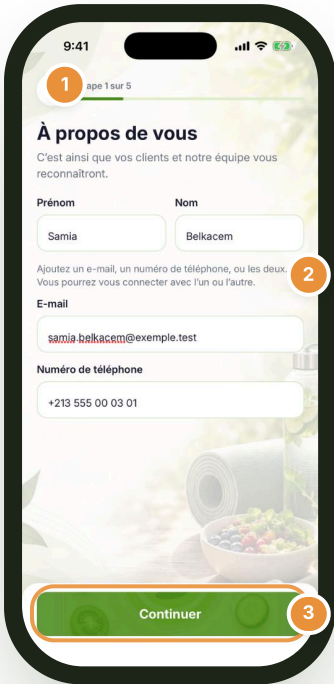
On the sign-in screen, choose the Coach tab, then “Apply”.

- 1 Open the MyNutrack app.
- 2 Tap the “Coach” tab.
- 3 Tap “Apply” under “Not a coach yet?”.

- 1 Coach tab
- 2 “Apply” link



Tip · Already a MyNutrack user? Apply from Settings → “Become a coach”: your diary and data stay as they are.



Screenshot of the app in French.

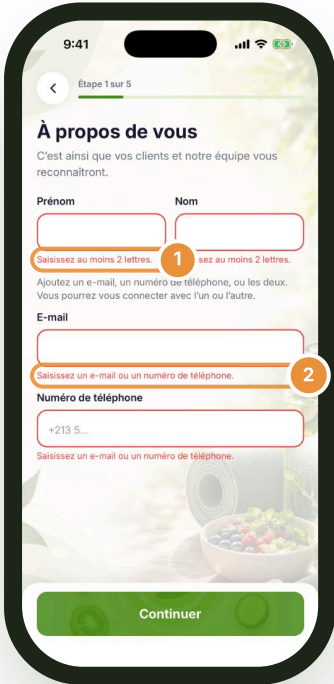
2 Step 1 — About you

Enter your name and at least one way to sign in: email, phone, or both.

- 1 Current step out of 5
- 2 Email or phone: at least one of them
- 3 Go to the next step

FIELD	FORMAT
First name Required Your first name, as your clients know you.	2 to 80 characters
Last name Required Your family name.	2 to 80 characters
Email Optional Where you get the guide and news about your application.	Valid email address
Phone number Optional Also works to sign in.	International format, e.g. +213 555 12 34 56

 **Tip** · Add an email: that is where we send the PDF guide and the answer to your application.



Screenshot of the app in French.

3 If a field turns red

Each step is checked before the next one; the message under the field says what to fix.

- 1 Name too short
- 2 Neither email nor phone

“Enter at least 2 letters.”

First or last name too short.

“Enter an email or a phone number.”

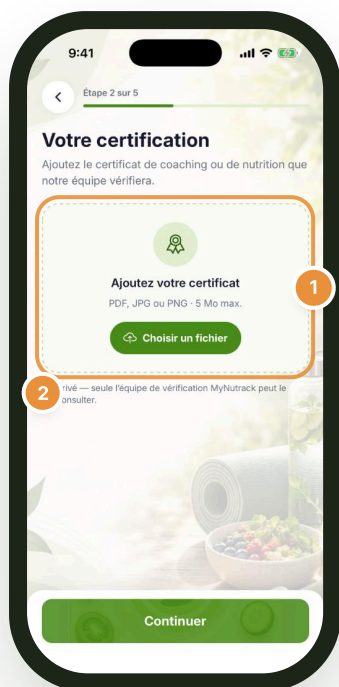
At least one of them is needed.

“Use the international format...”

The number must start with +213 (or your country code).

“An account already uses this email or phone number.”

Sign in with that account, or apply from Settings → “Become a coach”.



Screenshot of the app in French.

4 Step 2 — Your certification

Upload the coaching or nutrition certificate our team will verify.

- 1 Tap "Choose file".
- 2 Pick your certificate.
- 3 Check the preview, then "Continue".

- 1 "Choose file" opens your files
- 2 Only the review team can see it

FIELD	FORMAT
Certificate Required Your coaching or nutrition diploma or certificate.	PDF, JPG or PNG · up to 5 MB

Tip · Your certificate is private: only the MyNutrack review team can see it.

5 Step 3 — Your online presence

Optional: add your Instagram, Facebook or TikTok profiles so clients recognise you.

FIELD	FORMAT
Social profile Optional Your username (@name) or the profile link.	Instagram, Facebook, TikTok · one profile per network

Tip · Nothing to add? Tap "Skip for now".

6 Step 4 — Secure your account

Choose the password of your Coach Space and confirm it.

FIELD	FORMAT
Password Required It protects your clients and their data.	At least 8 characters
Confirm password Required The same password again.	Same as the password

7 Step 5 — Review & submit

Check your details; “Edit” takes you back to each part. Tap “Submit for review”.

 **Tip** · By submitting, you confirm the information and certificate are yours and accurate.

8 Application submitted

Your profile and certification go to review; you get this guide by email.

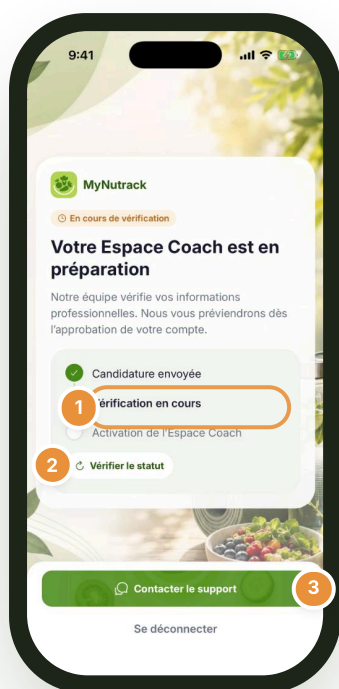
- 1 Tap “Done” to follow your application.
- 2 A question? “Contact support”.



03

Approval and activation

Our team checks every coach by hand. Once you are approved, a one-time activation opens your Coach Space.



Screenshot of the app in French.

1 The stages of your account

Your status shows in the app and in the web Coach Space; “Check status” refreshes it.

- 1 Current stage
- 2 Refresh the status
- 3 Write to the team

Under review

Application received: our team checks your certificate and profile.

Activation pending

Application approved: you still need to activate your account. The web shows “Activate your Coach account”.

Payment being verified

Payment sent: we are confirming it (CCP: checked by hand).

Your Coach account is active

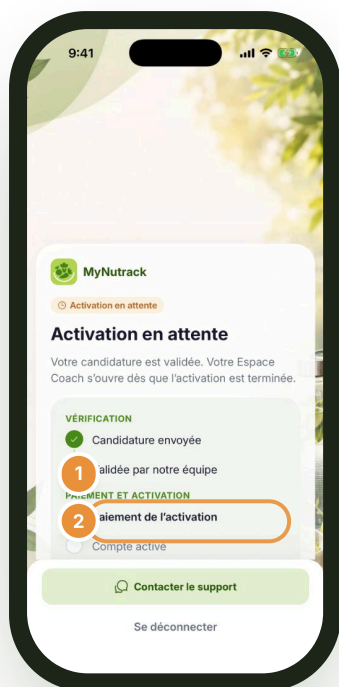
Your Coach Space is open. Activation is never asked again.

Not approved

Application refused: read the review team’s note, then contact support.

Suspended

Space paused by the team: contact support.



Screenshot of the app in French.

2 After approval

You get a notification and an email: your application is approved, activation is left.

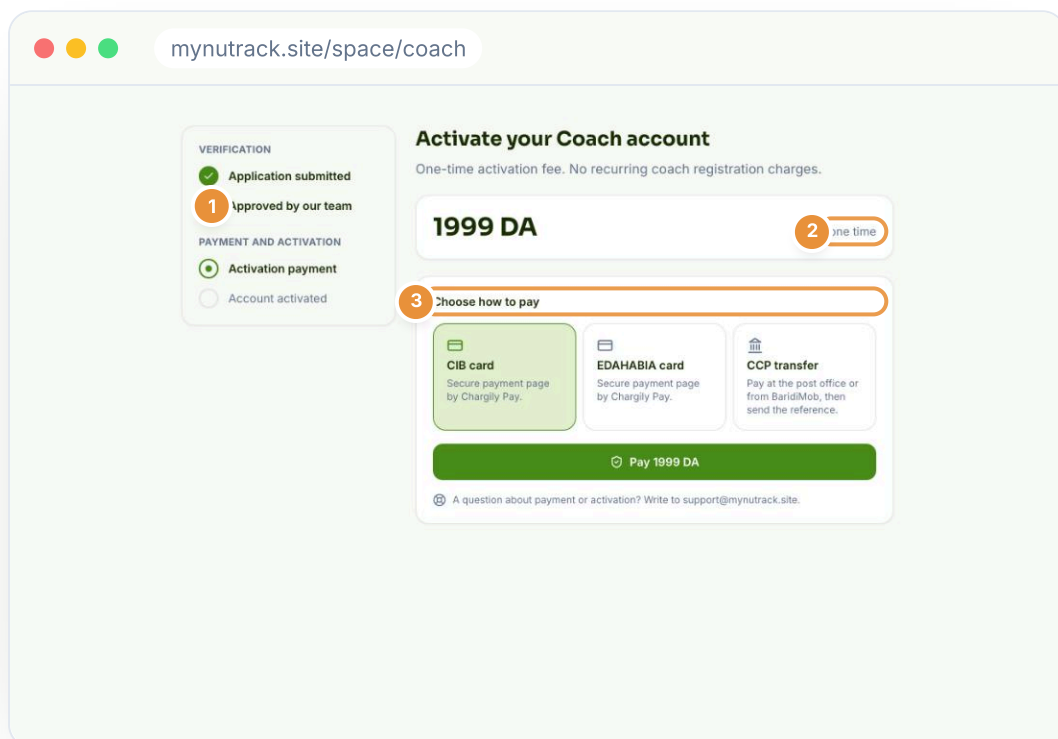
- 1 Review done
- 2 Next step: activation

3 **Activate your account (1999 DA, one time)**

Sign in to the web Coach Space with the same email and password, then choose how to pay.

- 1 Open mynutrack.site/en/space/coach and sign in.
 - 2 Choose "CIB card", "EDAHABIA card" or "CCP transfer".
 - 3 Tap "Pay 1999 DA".
- 1 Application approved
 - 2 One-time fee
 - 3 Payment methods

 **Tip** • Card payments happen on the secure Chargily Pay page; you pay exactly 1999 DA.



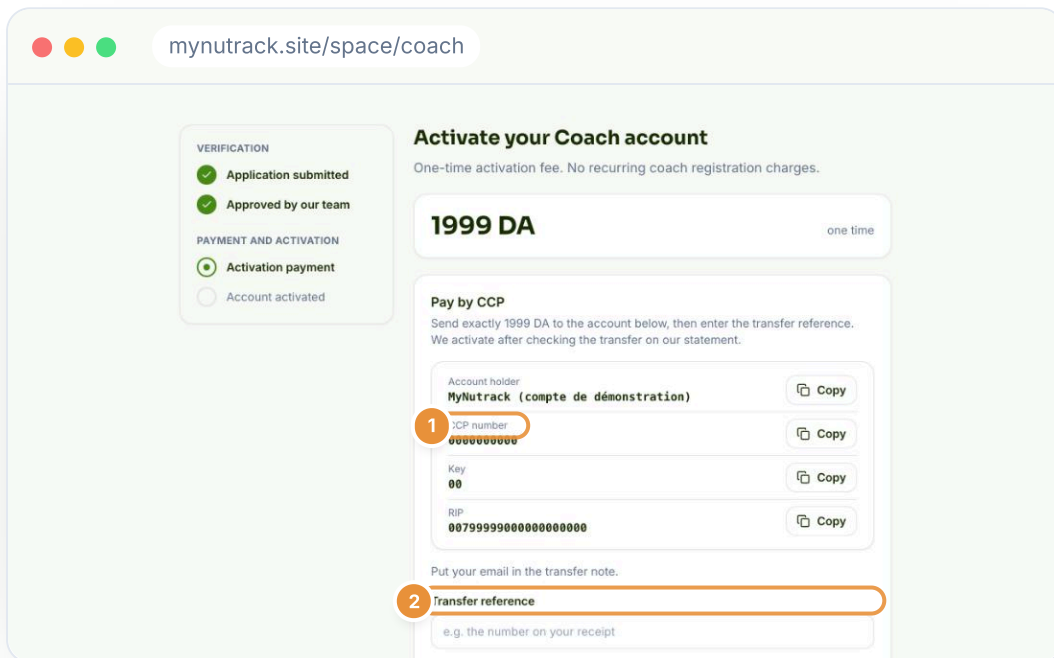
4 Pay by CCP

Send exactly the amount shown to the account displayed, then enter the transfer reference: we activate after checking it.

- 1 Copy the account holder, CCP number, key or RIP.
- 2 Pay at the post office or with BaridiMob.
- 3 Enter the "Transfer reference", then "Send for verification".

- 1 Account details to copy
- 2 The number printed on your receipt

 **Tip** · A photo of the receipt (optional) helps us find your transfer. If we can't verify it, the reason is shown: fix the reference or pay by card.



5 Confirmation by MyNutrack

Only MyNutrack's confirmation activates your account: the page updates by itself and you won't be charged twice.

Payment being verified

We confirm your payment with the bank, or check your CCP transfer.

Payment not completed

You were not charged: try again, choose another card or pay by CCP.

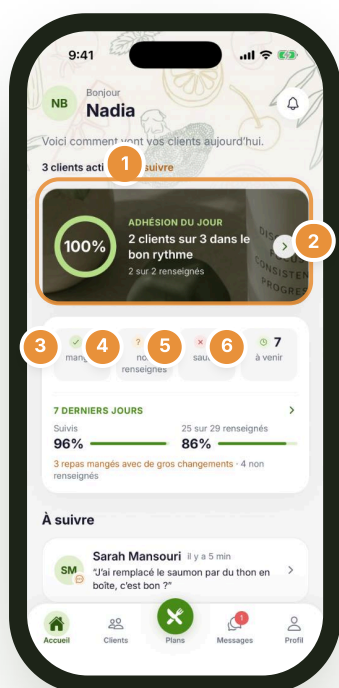
Your Coach account is active

Welcome! "Open my Coach Space".

04

Understanding the dashboard

Home tells you at a glance how your clients are doing today. The numbers update by themselves as soon as a client reports a meal; pull the screen down to refresh.



Screenshot of the app in French.

1 Today's numbers

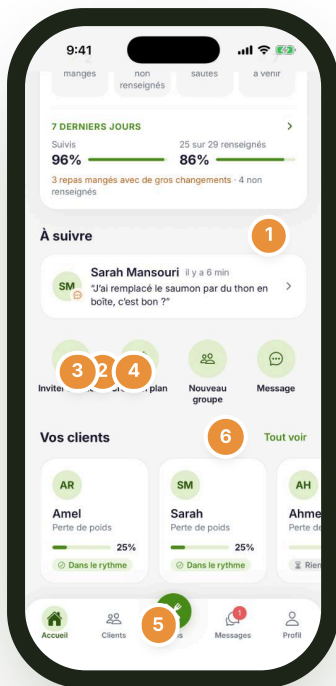
Every number is computed on each client's own day, in their time zone.

- 1 "active clients": clients who accepted your invitation and whose coaching access is running. "need attention": those who need you (see below).
- 2 "Today's adherence": share of meals followed among those reported today (eaten as planned or with changes). The title counts clients "on track". Tap the card to open today's activity.
- 3 "eaten": meals marked eaten, as planned or with changes.
- 4 "not reported": meals whose time has passed (plus 2 hours of grace) with no answer from the client. They don't count as skipped.
- 5 "skipped": meals the client marked as skipped.
- 6 "pending": meals whose time hasn't come yet.

Last 7 days

Under today's numbers: "Followed" (meals eaten among those reported) and "x of y reported" (meals reported among those due). Tap it for the week's activity.

Tip · With fewer than 2 meals reported, the percentage shows "—": there isn't enough data to be fair yet.



Screenshot of the app in French.

2 Needs your attention, shortcuts and your clients

Further down, Home lists the clients who need you, your shortcuts and your clients of the day.

- 1 "Needs your attention": up to 4 clients, most urgent first; "See all" opens the full list. A note or a skipped meal opens that meal, otherwise the client's page.
- 2 "Invite client": opens the invitation (chapter 9).
- 3 "Create plan": opens meal creation, to place in a plan afterwards.
- 4 "New group": brings clients together (chapter 11).
- 5 "Message": opens your conversations.
- 6 "Your clients": one card per client with today's progress and status.

Unanswered note

The client wrote on a meal in the last 7 days and is waiting for your answer.

Skipped meal

A meal skipped today.

No meal eaten

Meals are late today and nothing has been eaten.

Few meals reported

Less than half of the due meals reported over 7 days (at least 3 due).

Plan ending

The current plan ends within 2 days and nothing is planned after it.

Nothing planned

No meal planned for the next 3 days.

Inactive

The app hasn't been opened for 3 days or more.

3 Each client's status

The chip on each client card sums up their day.

All done

Every meal of the day is reported.

On track

The reported meals follow the plan.

Behind

Some due meals aren't reported yet.

Needs attention

The client is in the "Needs your attention" list.

Inactive

The app hasn't been opened for several days.

No plan

No meal planned today.

Nothing due yet

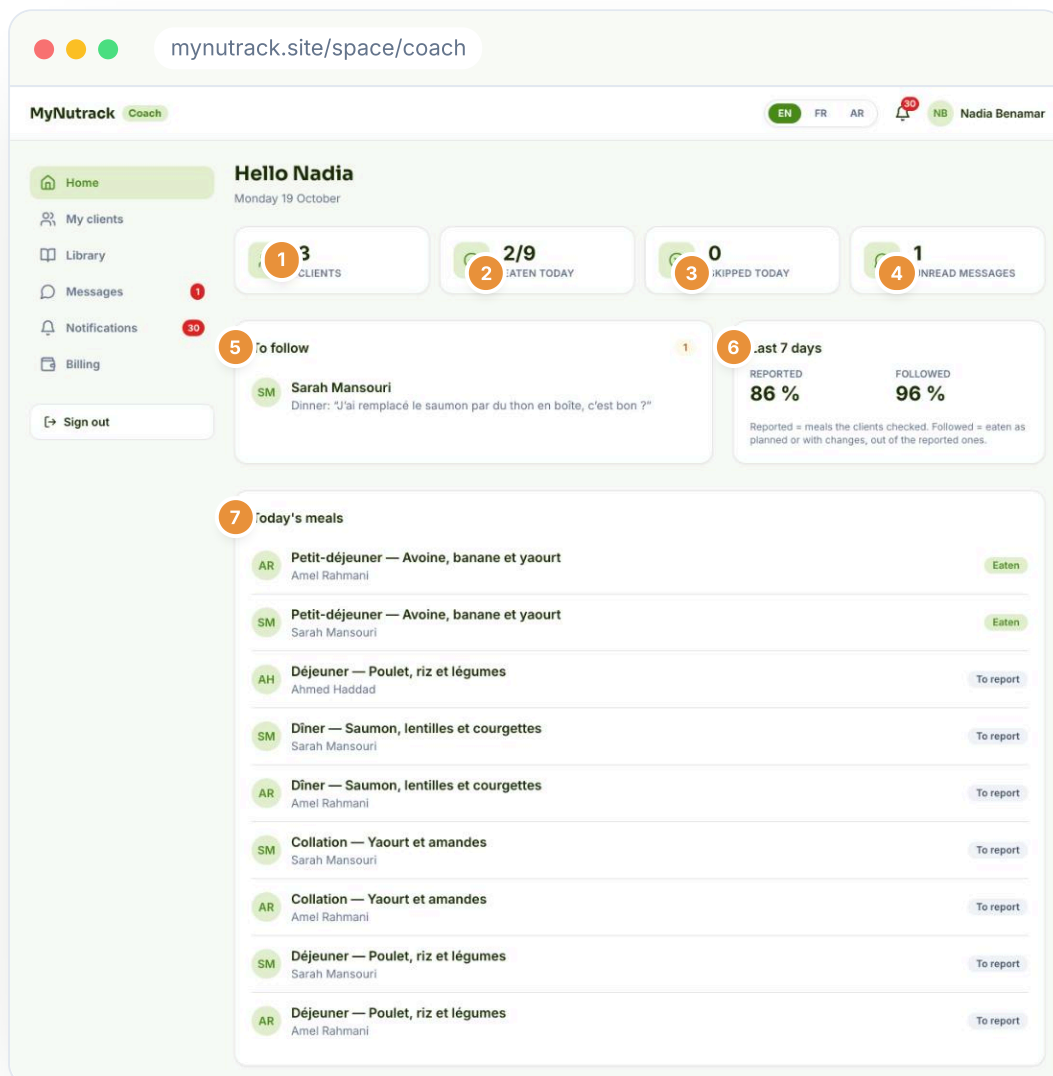
Today's meals aren't due yet.

4 The same dashboard on the web

The web Coach Space shows the same information, with the full list of today's meals.

- 1 "Clients": clients whose coaching access is running.
- 2 "Eaten today": meals marked eaten out of today's planned meals.
- 3 "Skipped today": meals marked skipped today.
- 4 "Unread messages": messages from your clients not read yet.
- 5 "To follow": the same rules as in the app.
- 6 "Last 7 days": "Reported" and "Followed".
- 7 "Today's meals": every meal sent today and its answer.

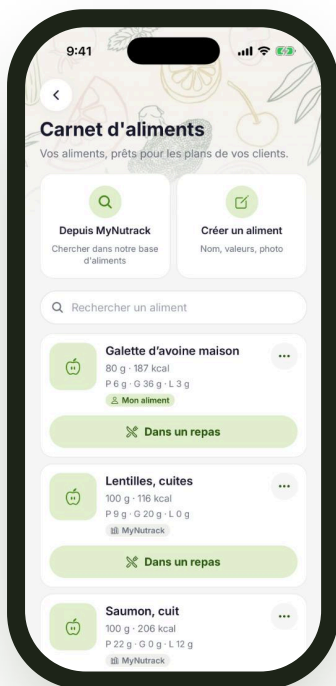
 **Tip** · The bell at the top right opens your coaching notifications.



05

Create your first food

Your food book gathers the foods you use in your meals: foods from the MyNutrack database, or your own, with your own values.



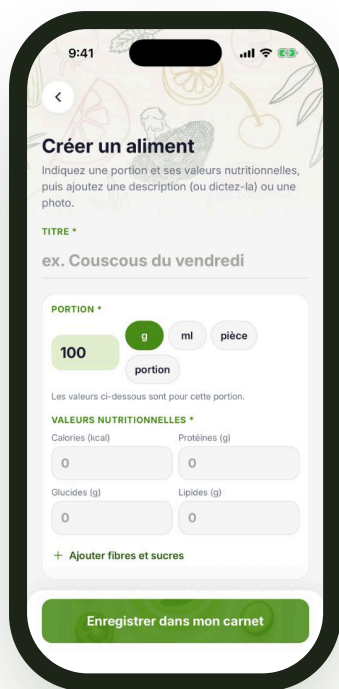
Screenshot of the app in French.

1 Open your food book

Plans tab → "Library" → "Food book".

- 1 "From MyNutrack": search the database and add a food to your book.
- 2 "Create a food": enter your own.

Tip · Tap "..." on a food to edit it (your own), use it "In a meal" or remove it from the book. Meals already sent keep it.



Screenshot of the app in French.

2 Create your food

Enter a portion and its nutrition values, then a description (or dictate it) or a photo.

FIELD	FORMAT
Title Required The name your clients will see, e.g. "Homemade oat pancake".	2 to 120 characters
Portion Required The quantity your values refer to, and its unit.	g, ml, piece or portion
Calories (kcal) Required The energy of this portion.	Number, 0 to 5,000
Protein (g) Required For this portion.	Number, 0 to 500
Carbs (g) Required For this portion.	Number, 0 to 500
Fat (g) Required For this portion.	Number, 0 to 500
Fibre, Sugar (g) Optional "Add fibre and sugar" to enter them.	Sugar can't exceed carbs
Description or photo Required What it contains, quantities, cooking... The "Speak" mic writes what you say.	At least one of them

3 Values for the portion, not per 100 g

You enter the values of the portion you set; MyNutrack converts them for any other quantity.

Example

Homemade oat pancake, 80 g portion: 187 kcal, 5.7 g protein, 36.2 g carbs, 2.7 g fat.

In a meal

160 g of this pancake count as 374 kcal (two portions).

Piece or portion

The values are those of one piece; 2 pieces count double.



Tip · If the calories don't match the macros (4 kcal per gram of protein or carbs, 9 per gram of fat), the app tells you: check your numbers before saving.

4 Save

Tap “Save to my food book”: the food is ready for your meals, marked as your own.

“Fill in the portion, calories, protein, carbs and fat.”

A required field is empty.

“Sugar can’t be more than carbs.”

Fix the sugar or the carbs.

“Protein, carbs and fat weigh more than the portion.”

For a portion in g or ml, the macros can’t weigh more than the portion.

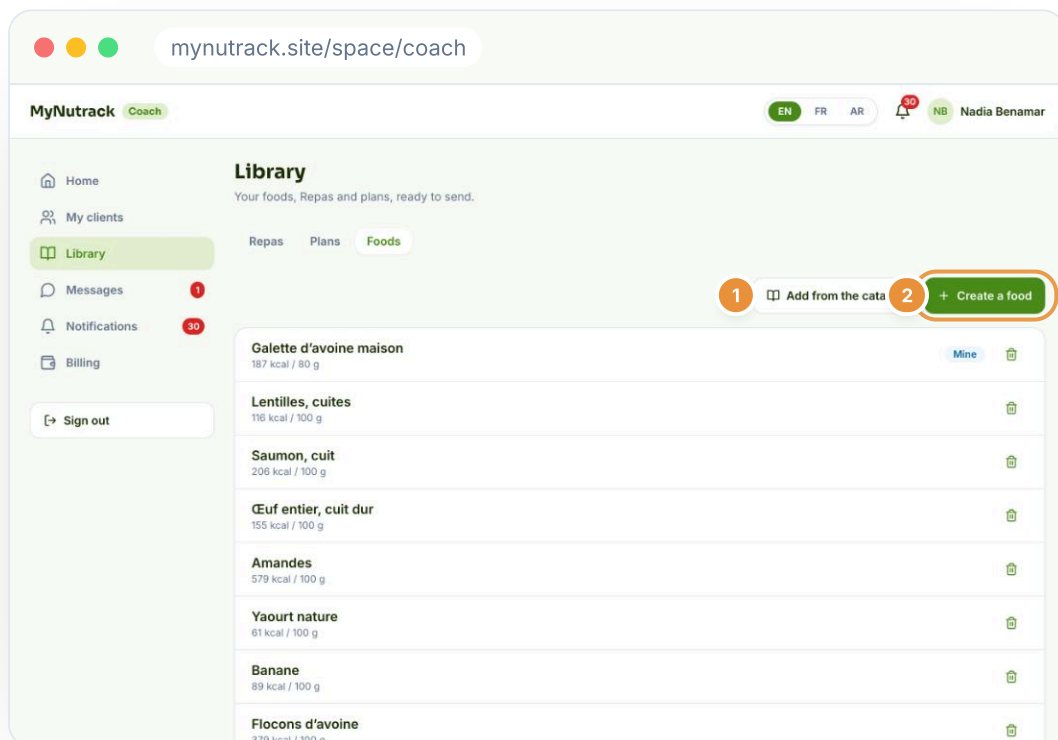
“Add a description or a photo.”

At least one is needed.

5 On the web

Library → “Foods”: “Add from the catalog” or “Create a food”, with the same fields.

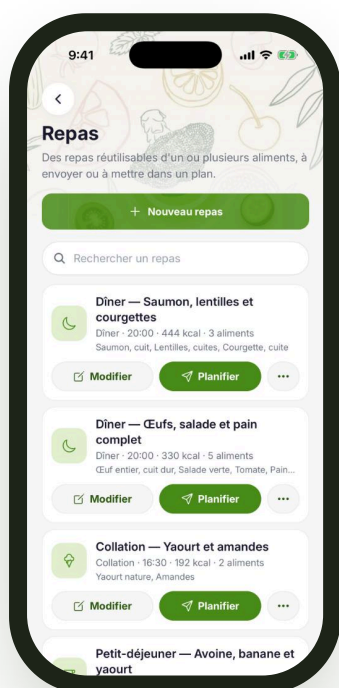
- 1 Search the MyNutrack database
- 2 Create your food



06

Create your first meal

A food is an ingredient; a meal is a combination of foods with their quantities. You create it once and send it as often as you like.



Screenshot of the app in French.

1 Open your meals

Plans tab → "Library" → "Meals", then "New meal".

Tip · On each meal: "Edit", "Plan", and "..." to duplicate or delete it. A meal used in a plan must be removed from the plan first.



Screenshot of the app in French.

2 Build the meal

Example: “Lunch — Chicken, rice and vegetables”, 150 g chicken, 180 g cooked rice, 120 g broccoli and 5 g olive oil.

FIELD	FORMAT
Meal name Required What your clients will read.	2 to 150 characters
Meal type Required Breakfast, Lunch, Dinner, Snack, Pre- or Post-workout.	—
Meal time Optional When the client should eat it, or “Any time”.	—
Foods Required “From my food book” or “Search all foods”, then each quantity.	1 to 50 foods
Servings Required How many servings these quantities make; the app shows the kcal of one serving.	1 by default
Preparation Optional “Add preparation instructions”: one step per line.	—

 **Tip** · Calories and macros are computed from the foods and quantities: you have nothing to add up.

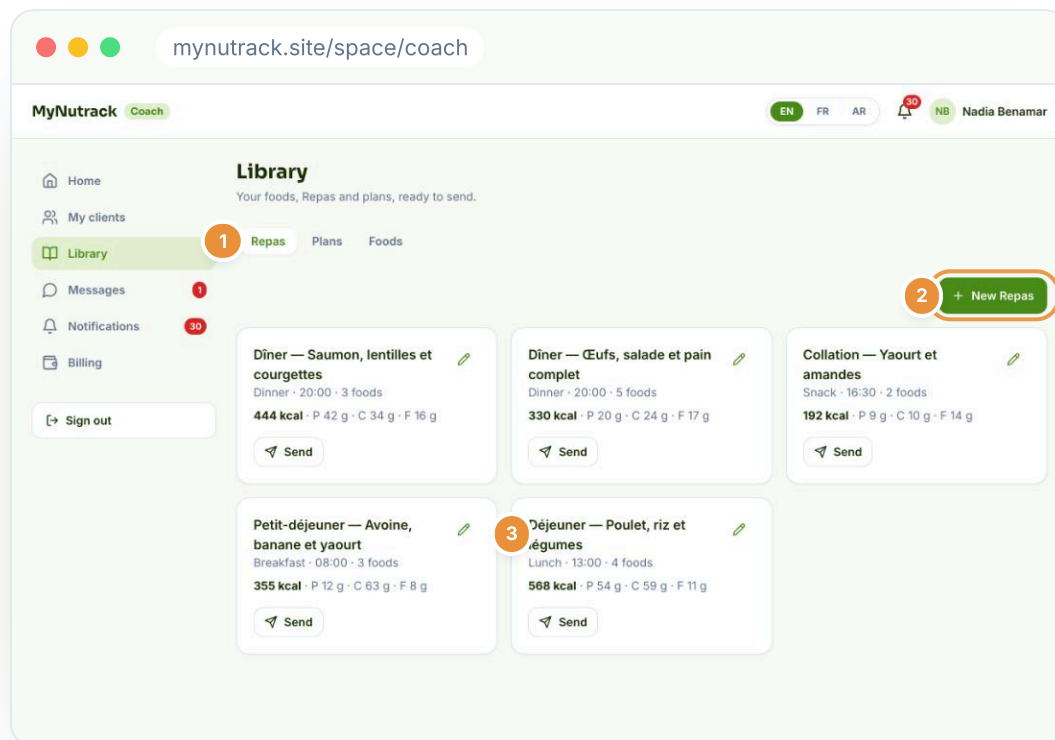
3 Save

“Save the meal” stores it in your meals; “Save and plan” then offers to send it.

4 On the web

Library → “Repas” → “New Repas”: name, meal, time, servings, foods and preparation.

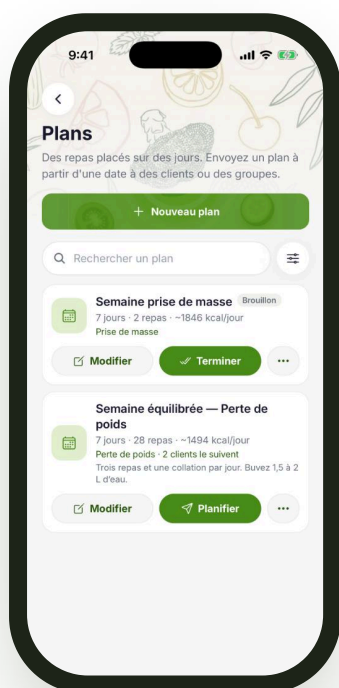
- 1 Repas tab
- 2 Create a meal
- 3 A saved meal, with its kcal and macros



 07

Create your first nutrition plan

A plan places your meals on days (1 to 28). You send it from a start date to one or more clients; each day becomes their dated meals.

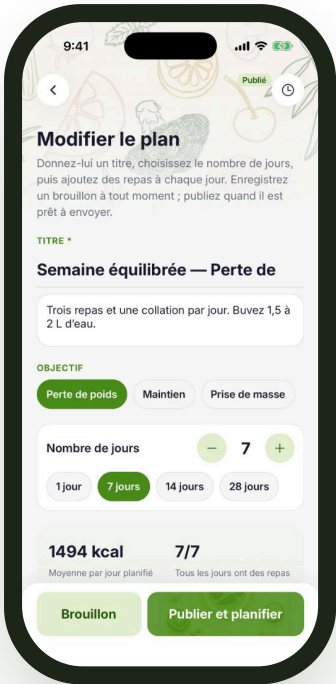


Screenshot of the app in French.

1 Open your plans

Plans tab → "Library" → "Plans", then "New plan".

 **Tip** · Filter by status (Draft, Published), goal or length to find a plan.



Screenshot of the app in French.

2 Give it a title, a goal and a length

Example: a 7-day weight-loss week.

FIELD	FORMAT
Title Required The plan's name, e.g. "Cutting week".	2 to 120 characters
Description Optional Goal, advice for the client...	2,000 characters max.
Goal Optional "Lose Weight", "Maintain Weight" or "Gain Weight"; helps you find the plan again.	—
Number of days Required Shortcuts 1, 7, 14 or 28 days, or "+" / "-".	1 to 28 days

3 Add meals to each day

On each "Day", tap "Add a meal" and pick one of your meals (or create one).

- 1 Tap a meal of the day to change its servings, time or note for that day.
- 2 "Copy day" copies a day onto the other days you choose.
- 3 Move or copy a meal to other days from its menu.

 **Tip** · "Average per planned day" shows the plan's calories and macros. These are the plan's calories, not the client's daily target.



Screenshot of the app in French.

4 **Draft or published**

“Save draft” saves without sending anything; “Publish” makes the plan ready to send; “Publish and plan” goes straight to sending.

Draft

Editable at will, can’t be sent.

Published

Ready to send. Every publish keeps a version (“Version history”).

Updating clients

If clients follow the plan, MyNutrack offers “Update their plan” from tomorrow. Today and meals already reported don’t change.

5 Send the plan to your clients

Choose clients or groups and the start date: day 1 of the plan falls on that date.

- 1 Choose the "Start date".
- 2 Tick groups or clients.
- 3 Check the summary, then "Send".

Skip these slots

A meal already exists in that slot: keep it and send nothing on that date.

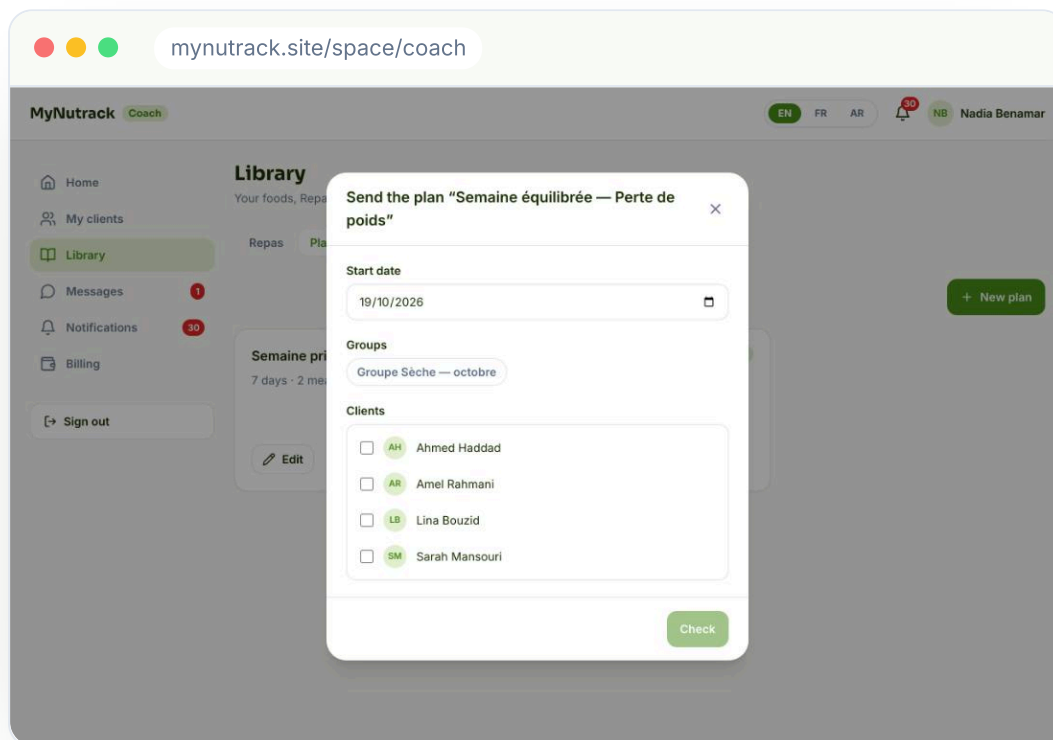
Replace

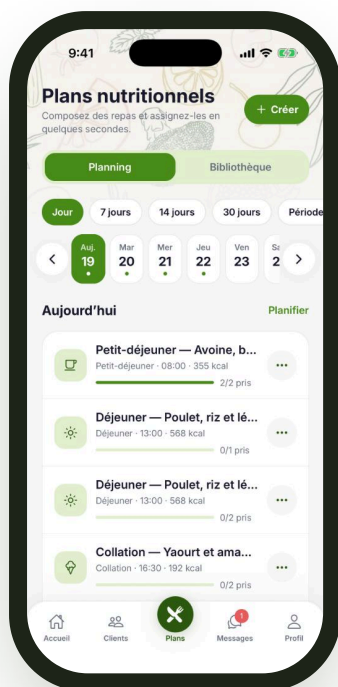
Replaces existing meals; those already reported or commented are kept.

Add as well

Keeps both meals in the slot.

 **Tip** · For a single client, open their page and tap "Send the plan".





Screenshot of the app in French.

6 Planning

Plans tab → "Planning": the meals you sent, day by day, with what each client has already reported.

Tip · Tap "..." on a planned meal to edit it, copy it to other days or delete it. Meals already eaten, skipped or commented stay with the client.

7 On the web

Library → "Plans": "New plan", then days, meals, portions and a note for each day.

The screenshot displays the MyNutrack Coach web interface. The browser address bar shows `mynutrack.site/space/coach`. The page header includes the MyNutrack Coach logo, language selection (EN, FR, AR), a notification bell with 30 alerts, and the user name Nadia Benamar.

The left sidebar contains navigation links: Home, My clients, Library (highlighted), Messages (1), Notifications (30), Billing, and Sign out.

The main content area is titled "Semaine équilibrée — Perte de poids" (Balanced Week — Weight loss). It includes buttons for "Save as draft", "Publish", and "Send".

The plan details are as follows:

- Name:** Semaine équilibrée — Perte de poids
- Days:** 7
- Goal:** Lose weight
- Description:** Trois repas et une collation par jour. Buvez 1,5 à 2 L d'eau.

The plan is broken down into three days, each with a calorie count and meal details:

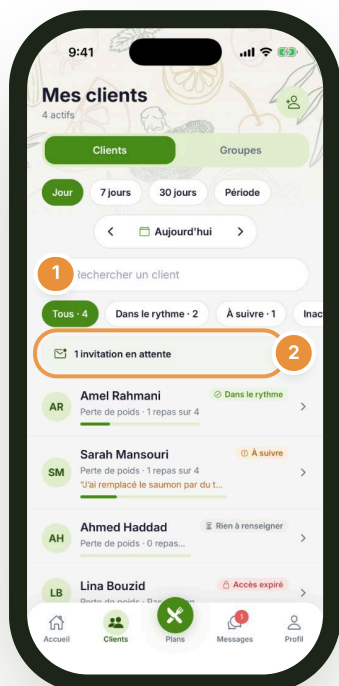
Day	Calories	Meals
Day 1	1445 kcal	Petit-déjeuner — Avoine, banane et yaourt (Breakfa 08:00, 1 portion) Déjeuner — Poulet, riz et légumes (Lunch 01:00, 1 portion) Collation — Yaourt et amandes (Snack 04:30, 1 portion)
Day 2	1559 kcal	Petit-déjeuner — Avoine, banane et yaourt (Breakfa 08:00, 1 portion) Déjeuner — Poulet, riz et légumes (Lunch 01:00, 1 portion) Collation — Yaourt et amandes (Snack 04:30, 1 portion)
Day 3	1445 kcal	Petit-déjeuner — Avoine, banane et yaourt (Breakfa 08:00, 1 portion) Déjeuner — Poulet, riz et légumes (Lunch 01:00, 1 portion) Collation — Yaourt et amandes (Snack 04:30, 1 portion)

Each meal entry includes a dropdown menu for the meal type, a time slot, a portion size, and an optional note field.

08

Managing clients

The Clients tab gathers your clients, your pending invitations and your groups.



Screenshot of the app in French.

1 Your client list

Search for a client, filter ("All", "Needs attention", "Inactive"...) and open their page.

- 1 Search by name
- 2 Invitations not accepted yet

2 From MyNutrack account to active client

A client goes through these states; only the chip changes.

- 1 Invite a client
- 2 Search
- 3 Invitations waiting

MyNutrack user

Someone with a MyNutrack account. You invite the email of that account.

Invited

Your invitation is waiting in their app ("Pending invitations"). You can cancel it.

Invitation accepted

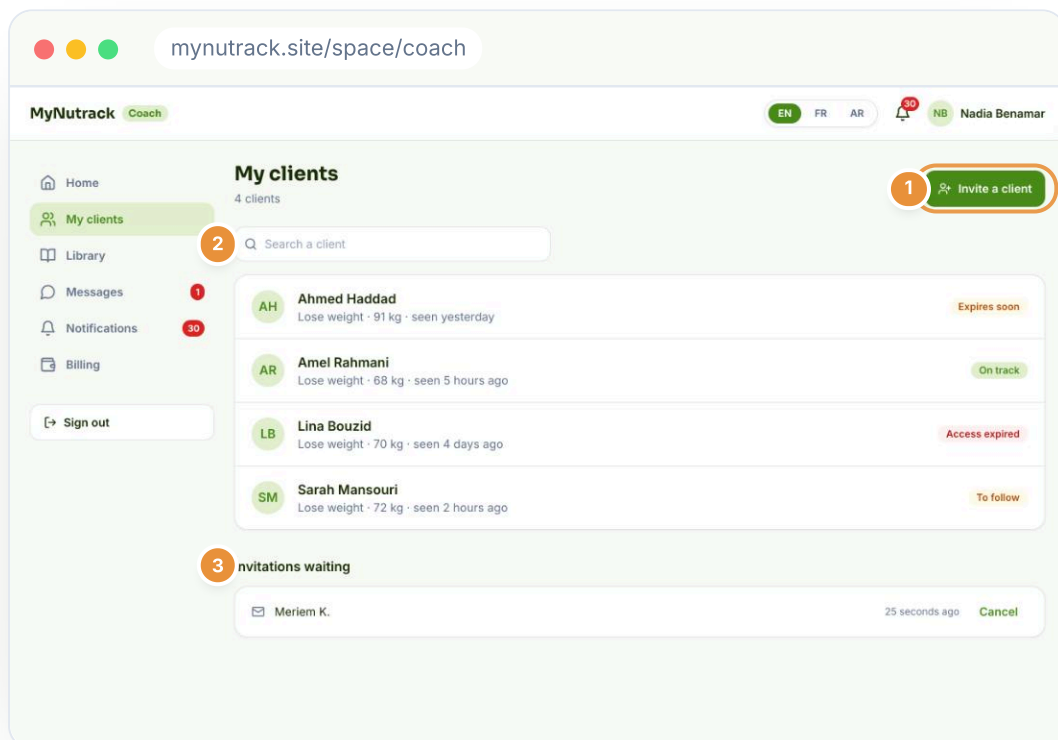
They appear in your clients: you see their diary and can send them meals.

Active client

Their coaching access is running ("Active", or "Expiring soon" 3 days before the end).

Access expired

The month of access is over: their diary, meals and chat are locked until renewal.



3 Ending a coaching relationship

On the client's page, "More" → "Remove client": access to their nutrition data and messages stops.

 **Tip** · Their data stays in their account, and you can invite them again later.



Invite a client and pay

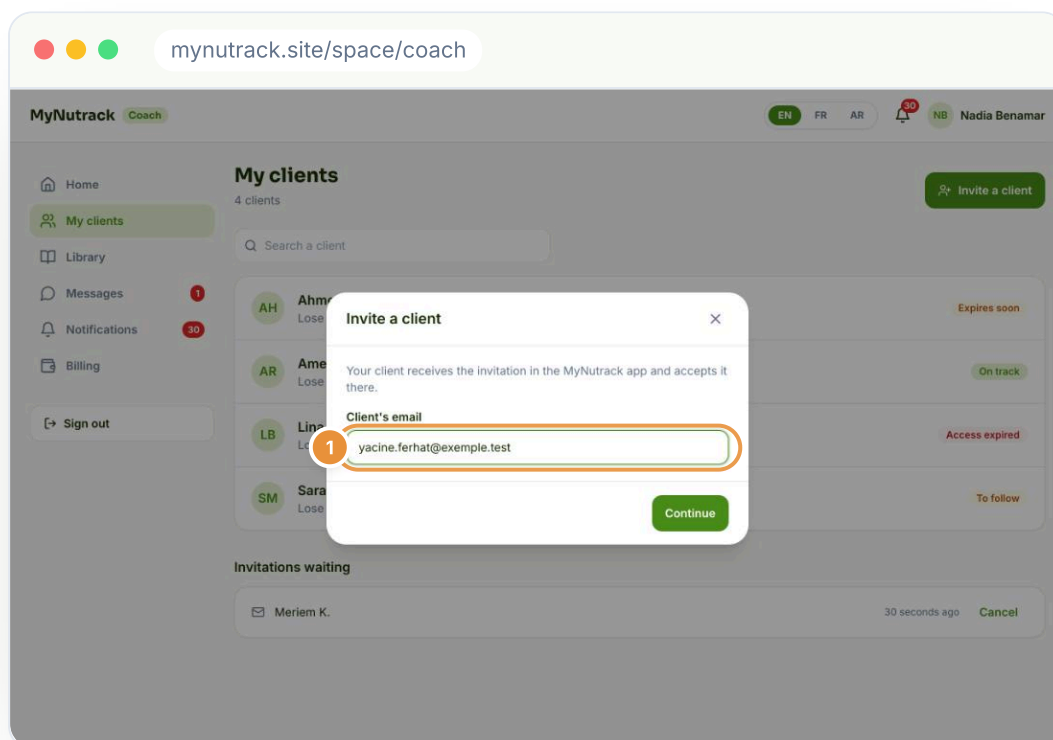
You invite someone with the email of their MyNutrack account. You pay their coaching access: 500 DA per month per client.

1 Enter their account email

My clients → "Invite a client", then the email they use on MyNutrack.

- 1 Email of the client's MyNutrack account

 **Tip** · "No MyNutrack account found": ask them to create an account with that email, then invite them again.



2 Pay their first month (500 DA)

MyNutrack checks the person isn't already your client, then shows the month of access to pay.

- 1 Choose "CIB card", "EDAHABIA card" or "CCP transfer".
 - 2 Pay 500 DA.
 - 3 Once confirmed, the invitation goes out by itself.
- 1 One month of access for this client
 - 2 Choose how to pay

Already paid

"Already paid — the invitation is sent for free.": a month is already paid for this person.

Already a client

They are already one of your clients: renew from Billing.

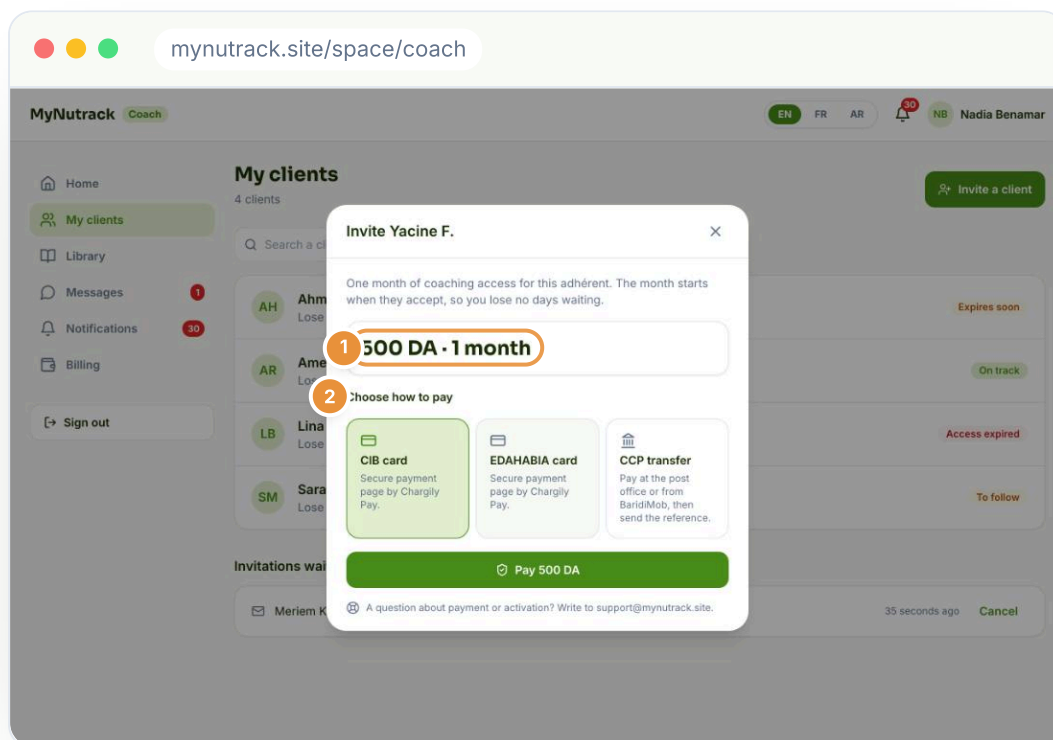
Invitation waiting

An invitation is already waiting for them.

CCP

The invitation goes out once our team has checked your transfer.

 **Tip** · You pay in the web Coach Space. You, the coach, pay your client's access to MyNutrack Coach.



3 Your client accepts

They get an “invited you to their Coach Space” notification and see what they share before accepting.

- 1 They tap “Accept” (or “Not now”, “Decline”).
- 2 They appear in “My clients”.
- 3 You can send them meals and plans.

 **Tip** · They have 14 days to accept.

4 When does the month start?

The paid month starts the day your client accepts: you lose no days waiting.

They decline or don't answer in time

The paid month stays reserved for that person: inviting them again is free.

You remove a client

The paid period keeps running: inviting them again during it is free.

Calendar month

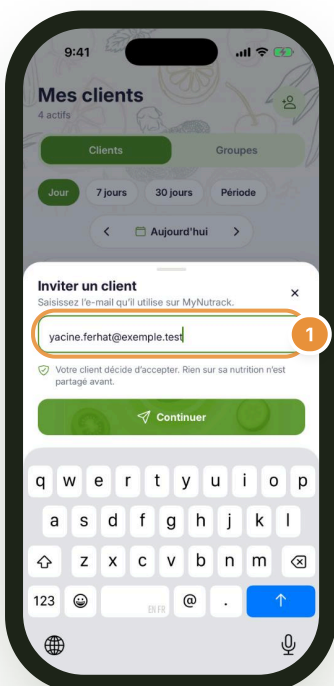
A month runs from a date to the same day next month (31 January → 28 or 29 February).

5 From the app

Clients → “Invite client”: enter the email, then “Send invitation”.

- 1 MyNutrack account email

 **Tip** · If the app says the client doesn't have coaching access yet, their access isn't open for your account yet.



Screenshot of the app in French.



Managing subscriptions

The “Billing” page gathers your activation, each client’s access and everything you paid to MyNutrack.

1 The Billing page

Web Coach Space → “Billing” (or Profile → “Billing & subscriptions” in the app).

- 1 Activation paid once
- 2 One subscription per client: dates, days left, amount paid
- 3 “Expiring soon”: 3 days or less
- 4 “Access expired”: to renew
- 5 Every payment: date, item, amount, method, status

Active

Coaching access is running.

Expiring soon

3 days or less left.

Access expired

The expiry date has passed.

Waiting acceptance

Month paid, the client hasn’t accepted yet.

Payment pending

A payment has started but isn’t confirmed yet.

mynutrack.site/space/coach

MyNutrack Coach

ENFRARNB

30

Nadia Benamar

Home

My clients

Library

Messages

Notifications

Billing

Sign out

Coach Billing & Subscriptions

Your activation, your adhérents' access and what you paid to MyNutrack.

5

Adhérents

3

Active

1

Expiring soon

1

Access expired

1

Waiting acceptance

1500 DA

Paid this month

4999 DA

Paid in total

Account

Activation: Active since 5 Sept 2026

Registration fee: Paid — never charged again

2

Adhérent subscriptions

AllActiveExpiring soonExpiredPending

Adhérent	Status	Activation date	Expiration date	Days left	Paid	
LB Lina Bouzid lina.bouzi@exemple.test	4 Access expired	16 Sept 2026	16 Oct 2026	—	500 DA	Renew
AH Ahmed Haddad ahmed.hadda@exemple.te	3 Expiring soon	21 Sept 2026	21 Oct 2026	2 days	500 DA	Renew
MK Meriem Kaci meriem.kaci@exemple.test	Waiting acceptance	—	—	1 month banked	500 DA	
AR Amel Rahmani amel.rahmani@exemple.test	Active	1 Oct 2026	31 Oct 2026	12 days	500 DA	Renew
SM Sarah Mansouri sarah.mansouri@exemple.test	Active	8 Sept 2026	8 Nov 2026	20 days	1000 DA	Renew

5

Transaction history

Date	Item	Amount	Method	Status
18 Oct 2026	New adhérent · Meriem K.	500 DA	Card	Paid
8 Oct 2026	Renewal · Sarah M.	500 DA	Card	Paid
1 Oct 2026	New adhérent · Amel R.	500 DA	Card	Paid
21 Sept 2026	New adhérent · Ahmed H.	500 DA	Card	Paid
16 Sept 2026	New adhérent · Lina B.	500 DA	Card	Paid
9 Sept 2026	New adhérent · Sarah M.	500 DA	Card	Paid

2 Renew a subscription

"Renew" adds one calendar month for 500 DA.

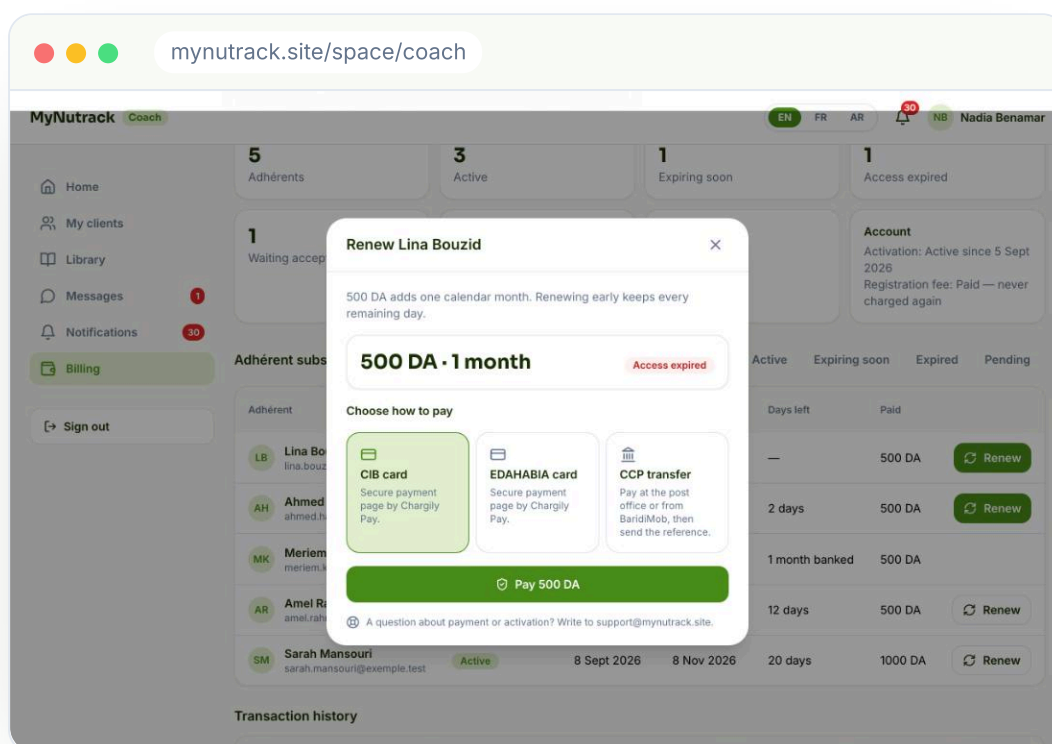
Before the end

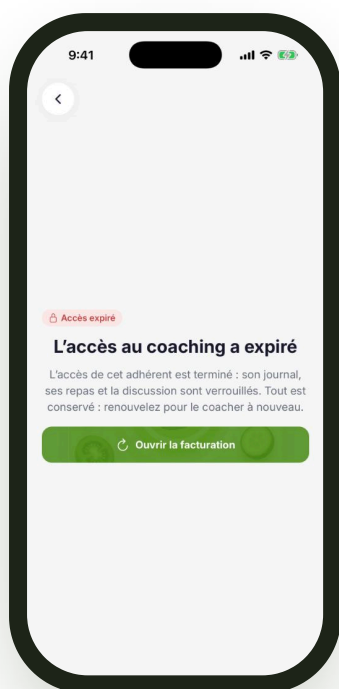
The month is added to the end date: you keep every remaining day.

After expiry

The new month starts on the payment day.

 **Tip** · MyNutrack reminds you 3 days and 1 day before the end, then on the expiry day.





Screenshot of the app in French.

3 What happens when access expires?

After expiry, access to the coaching features concerned is suspended until renewal.

For you

That client's diary, meals and chat are locked. Everything is kept.

For your client

Their MyNutrack account, diary, subscriptions (such as Premium) and foods already in their diary stay intact.

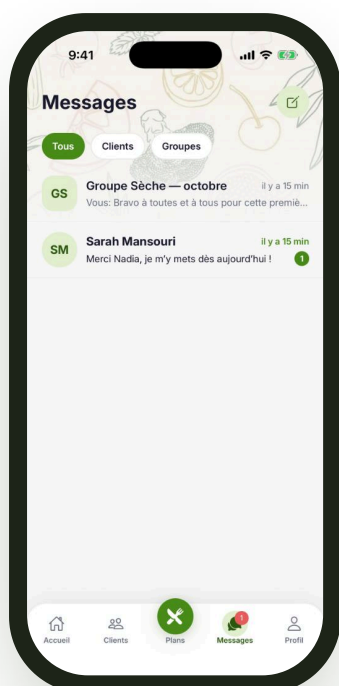
After renewal

Everything opens again right away, history included.



Channels and communication

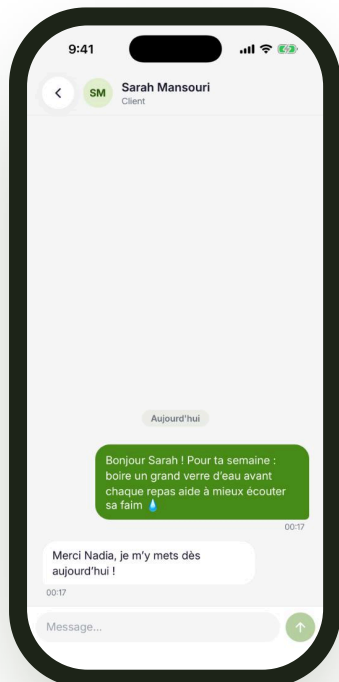
Talk with each client privately, with a whole group, or right on a meal.



Screenshot of the app in French.

1 Your conversations

Messages tab: one private conversation per client and one chat per group.

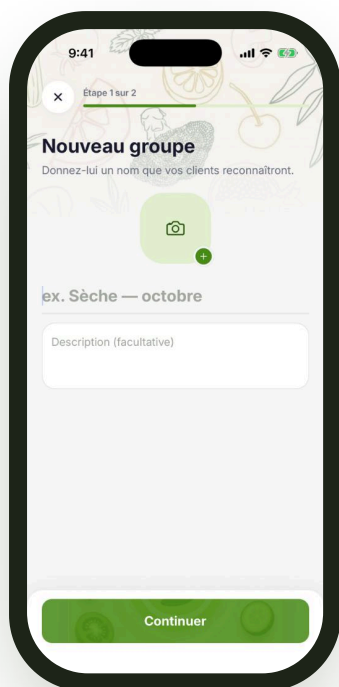


Screenshot of the app in French.

2 Send a nutrition tip

Open the client's conversation, write your tip and tap "Send".

💡 **Tip** · A message that didn't go out shows "Not sent · tap to retry".



Screenshot of the app in French.

3 Create a group

Bring together clients with similar goals: a name, an optional description, then “Who’s in it?”.

- 1 Home or Clients → “New group”.
- 2 Name it (e.g. “Cutting — October”) and choose its members.
- 3 “Create group”: its chat opens.

 **Tip** · Send a meal or a plan to a whole group by choosing it as the recipient.



Screenshot of the app in French.

4 Notes and photos on a meal

Your client can comment on a meal or share a photo of it; you answer on the meal itself.

5 Who sees what?

Each exchange has its own audience.

Private conversation

You and that client only.

Group chat

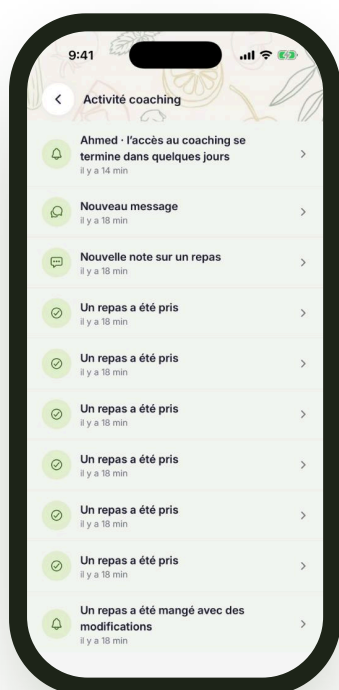
You and the group members. A removed member loses access.

Note on a meal

You and the client who received that meal.

Photo on a meal

You and the clients who received the same meal or plan (first names only). The app warns before sharing.



Screenshot of the app in French.

6 Notifications

The bell opens “Coaching activity”: accepted invitations, reported meals, notes, photos and messages.

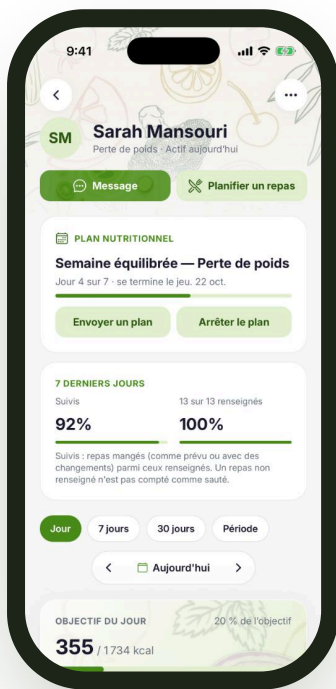


Tip · Meal and message notifications use a soft sound, even with the app closed.



Following your clients

A client's page shows what they eat, how they follow your meals and how their weight changes.



Screenshot of the app in French.

1 A client's page

Tap a client: their current plan and their 7-day consistency, at the top of their page.

- 1 "Message": write to the client.
- 2 "Plan a meal": send them a meal.
- 3 "More": remove the client.

Nutrition plan

"Day x of 7 · ends on ...". "Send the plan" sends another one; "Stop the plan" removes upcoming meals that aren't reported.

Followed

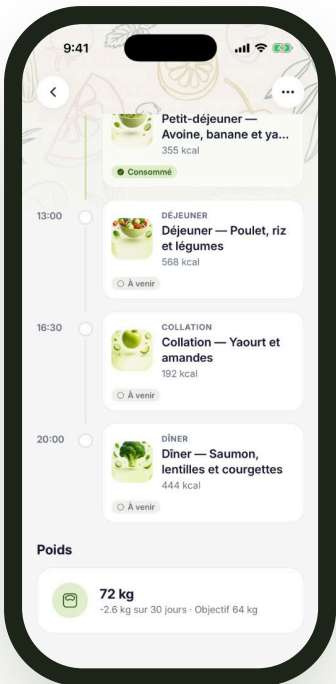
Meals eaten (as planned or with changes) among those reported. An unreported meal isn't counted as skipped.

x of y reported

Meals reported among those due.

Big changes

Meals eaten more than 15 % away from the planned calories: flagged, not penalised.



Screenshot of the app in French.

2 **Coach meals and weight**

Further down: the meals you planned for them that day, with their answer, then their weight.

Coach meals

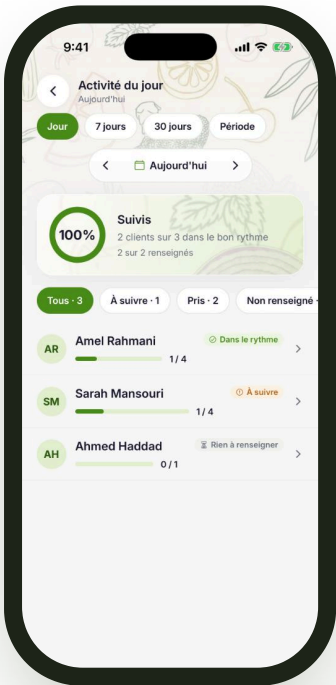
Each meal of the day and its answer: Eaten, Eaten with changes, Skipped, Not reported or Upcoming. Tap one to see what was eaten and the notes.

Period

At the top of the page: Day, 7 days, 30 days or a period you choose.

Weight

Latest weigh-in, change over 30 days and target weight, from the client's weigh-ins.



Screenshot of the app in French.

3 **Today's activity**

Home → "Today's adherence" card: every client's meals, with filters (eaten, not reported, skipped, pending, notes).

4 On the web

My clients → a client: today's food diary, meals you sent, current plans, last 7 days and weight.

- 1 Send a Repas
- 2 Send a plan
- 3 Today's food diary
- 4 Your meals and their answer
- 5 Current plan
- 6 Weight trend

The screenshot shows the MyNutrack Coach web interface for a client named Sarah Mansouri. The interface is in French and includes a sidebar with navigation options: Home, My clients, Library, Messages, Notifications, Billing, and Sign out. The main content area displays the client's profile, including their current weight (72 kg) and target weight (64 kg). The 'Today' section shows the client's food diary with a total of 355 kcal and a breakdown by meal: Breakfast (355 kcal), Dinner (0 kcal), Pre-workout (0 kcal), Lunch (0 kcal), Snack (0 kcal), and Post-workout (0 kcal). The 'Meals you sent' section lists four meals: Petit-déjeuner (Avoine, banane et yaourt), Dîner (Saumon, lentilles et courgettes), Collation (Yaourt et amandes), and Déjeuner (Poulet, riz et légumes). The 'Last 7 days' section shows a 100% reported rate and a 92% followed rate. The 'Current plans' section shows a 'Semaine équilibrée' plan for weight loss. The 'Weight' section shows a weight trend over the last 7 days, ranging from 72.4 kg to 74.1 kg. Numbered callouts 1 through 6 highlight specific features: 1. Send a Repas button, 2. Send a plan button, 3. Today's food diary section, 4. Meals you sent section, 5. Current plans section, and 6. Weight trend section.

5 Taking care of your clients' data

Your clients' diaries and weight are personal health data: handle them discreetly.

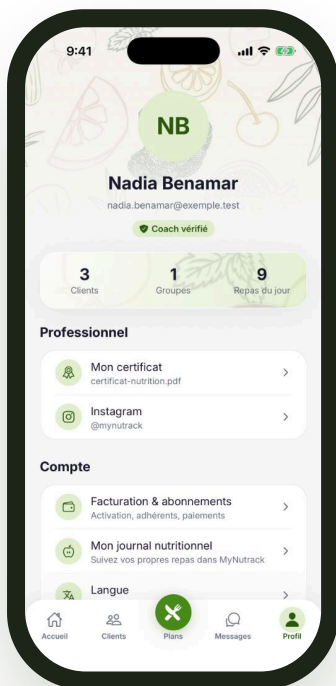
- 1 Don't share a screenshot of a client's diary without their consent.
- 2 Talk in MyNutrack rather than in public messaging apps.
- 3 Remove a client who no longer wants to be followed.

Tip · MyNutrack helps follow nutrition; it doesn't make medical diagnoses. Refer to a doctor if you have doubts about a client's health.

13

Profile, settings and support

The Profile tab gathers your Coach account, your certificate, billing, language and support.



Screenshot of the app in French.

1 Your profile

Your name, email, the “Verified coach” badge and your numbers: clients, groups, meals today.

My certificate

Opens the certificate sent with your application.

Social profiles

The profiles added at sign-up.

Billing & subscriptions

Activation, clients, payments (chapter 10).

My nutrition diary

Track your own meals in MyNutrack.

Language

Français, العربية or English, or your phone's language.

Contact support

Write to our team from the app.

Sign out

Leaves your account on this device.

 **Tip** · Forgot your password? Tap “Forgot password?” on the sign-in screen. To change your certificate or social profiles, write to support.

2 Contact support

In the app: Profile → “Contact support”. By email: support@mynutrack.site.

Frequently asked questions

How much does the Coach sign-up cost?

Activating your Coach account costs 1999 DA, one time, after your application is approved. It is never asked again.

How much does a client cost?

500 DA per month per client, paid by you, the coach. The month starts when the client accepts your invitation.

Why is my account pending?

Our team checks every certificate by hand. You get a notification and an email as soon as we decide; "Check status" refreshes the screen.

How do I activate my account?

Once approved, sign in to the web Coach Space with the same account and pay the activation by CIB card, EDAHABIA card or CCP transfer.

How do I create a meal?

Plans → Library → Meals → "New meal": a name, a type, foods and their quantities. Calories are computed for you.

How do I assign a plan?

Publish the plan, then "Plan" (or "Send" on the web): choose the start date and the clients or groups. For one client, open their page → "Send the plan".

How do I invite a client?

My clients → "Invite a client", with the email of their MyNutrack account. They accept from their app.

What if my payment fails?

If the page says "Payment not completed", you were not charged: try again, choose another card or pay by CCP. For a refused CCP payment, the reason is shown: fix the reference.

How do I renew a subscription?

Billing → "Renew" on the client's row. Before the end, the month is added to the remaining days; after expiry, it starts on the payment day.

Why is a client's access blocked?

Their month of coaching access is over ("Access expired"). Everything is kept: renew and access opens again right away.

Are my values per 100 g?

No: you enter the values of the portion you set (e.g. 80 g, or 1 piece). MyNutrack converts them for any other quantity.

How do I contact support?

In the app: Profile → "Contact support". By email: support@mynutrack.site.

You are ready to coach your first clients!

Keep this guide at hand and find its latest version online. A question? Our team will answer.



Online guide

mynutrack.site/guide



Contact support

support@mynutrack.site



MyNutrack website

www.mynutrack.site



MyNutrack app · App Store

apps.apple.com



MyNutrack app · Google Play

play.google.com