

BPF VIRTUAL CLIENT QUICK START

Coach Ken Hoyer

How to use your Coaching Hub, Workout Player, Meal Plan, and Check-In so your progress shows in Coach Ken's dashboard.

Before you start: save your private client link or access code on your phone. Open it before each assigned workout and use the buttons in this order: Start Workout, Meal Plan, then Check-In.

1

Open your private client link

Use the private hub link or access code Coach Ken sends you. This opens your assigned workout, meals, and check-in area.

2

Tap Start Workout

Open the Workout Player from the hub. If more than one workout is assigned, choose the workout Coach Ken told you to do today.

- Follow the exercises in order.
- Use the timer and rest prompts.
- Prioritize form before speed or heavier weight.

3

Finish and tap complete

When the workout is finished, tap the completion button in the Workout Player. That sends the completion log to Coach Ken's Coach Hub.

4

Review your Meal Plan

Tap Meal Plan in the hub to see your assigned meals and nutrition notes. Hit protein first and let Coach Ken know if a meal does not fit your schedule.

5

Submit your Check-In

Use Check-In after your workout or at the end of the day. Add energy level, notes, weight if requested, and anything Coach Ken should know.

What Coach Ken Sees

Workout completions from the timer	Check-ins, notes, meal feedback, and client status alerts
Workout name, completion time, and duration	Whether you may need follow-up or a plan adjustment

Best Client Habits

- Open your hub before every assigned workout.
- Tap complete when the workout is done.
- Submit a short check-in even when the day was not perfect.
- Ask questions early instead of guessing.

Quick Troubleshooting

I do not see a workout. Ask Coach Ken to confirm your workout is assigned to your client code.	I see more than one workout. Choose the workout Coach Ken told you to do today. Older workouts may remain available for reference.
The timer page asks for a code. Enter the access code Coach Ken sent you, using all caps if needed.	I missed a day. Do not guess. Submit a check-in note so Coach Ken can adjust the next step.

What Not To Do

- Do not skip the completion button after a workout.
- Do not mark a workout complete before you actually finish it.
- Do not change assigned workouts without checking with Coach Ken.
- Do not wait a full week to report pain, soreness, schedule problems, or nutrition issues.