How to use Assignments

Plan daily assignments, log makes and misses on the gym floor or on event tablets, and track who is consistent. Updated November 2026.

1. Practice assignments

> **Part of Coach Master Pro.** Assignments comes with Coach Master Pro ($49 a month or $490 a year), which also includes Testing and everything in Routine Master Pro. On Routine Master Pro only? Owners can tap the locked **Assignments** button and try it free for 14 days. See Coach Master Pro.

Plan daily assignments, log makes and misses for every gymnast right on the floor, and see who is consistent before meet season. Open it with the **Assignments** button above the roster.

Set up groups

1. Open the **Training groups** tab.
2. Type a group name (Group 1, Group A, Red...) and press **Add group**. Tap a colour to tell groups apart.
3. Under **Gymnasts**, pick each girl's group. The first time you pick, it counts for the whole season.
4. Moving her later? Pick the new group, choose the date it starts and press **Save move**. Her earlier practices keep her old group.
5. Same change every week? Open **Weekdays** under her name, for example Group 2 on Tuesdays.
6. Trains with more than one group? Open **Also trains with** under her name and tick the other groups. She shows under each of those groups on Record practice and the tablets, and gets their group assignments too. The group card lists her under "Also trains with this group".
7. **See who's in each group:** every group lists its gymnasts under its name, level by level with a count for each level, plus anyone who joins it on certain weekdays, and a **No group yet** box shows who still needs one. Tap a group's count (for example **3 gymnasts**), or use the **Show** buttons above the list, to see only that group's gymnasts.

> Owners can remove a group. Any coach can add, rename or recolour one.

Build your assignments

1. Open the **Saved assignments** tab and press **+ New assignment**.
2. Give it a name and an event (Vault, Bars, Beam, Floor, Conditioning or Other), for example "Bars routine day".

3. Add its parts and a target for each: "Full routines 3", "Kips 5", "Halves 3". Up to 20 parts.
4. Pick each part's **type**: Routine, Half routine, Skill, Complex, Sequence, Drill or Conditioning. Reports use it to show her routine hit rate apart from her skills and drills. Type the name first and the app often picks the type for you.
5. Leave a target blank or 0 for a check-off line: no counting, she just taps ✔ when it's done. Lines with the type **Conditioning** work the same way but keep their number ("Kettle bell swing × 12"): she does all of them, then taps ✔ once. On an assignment whose event is **Conditioning**, nothing is counted line by line: you mark the whole assignment **Completed** or **Not completed**.
6. Tap ▸ **More** under a part for three extras (all optional):
   - **What counts**: a note like "Handstand within 10°. Bent arms = miss." Coaches see it behind the ⓘ on her card, and gymnasts see it on the event tablet.
   - **No more than __ tries**: for "Make 3, try no more than 5".
   - **Makes must be in a row**: for "Make 3 IAR". A miss starts her count again.

   Example: target 3, in a row, no more than 5 tries = "Make 3 in a row, 5 tries max".
7. **One assignment, several levels.** When most of an assignment is the same for every level but one level does something extra, tap ▸ **More** under that line, then **Change** next to **Who does this line** and pick the level (for example Level 9). Other levels never see it and it doesn't count against them. Tap **+ Give a level its own number** to give a level a different number for the same line, like Level 8 × 3 and Level 9 × 5 (tap ✕ to take one off). The line shows a tag like "Level 9 only" so coaches know who it's for.
8. Use the ↑ ↓ arrows under a part to move it up or down. You can do this even after practice has started: turns already logged move with their part.
9. On a **Conditioning** assignment, tap its **Body area**: Upper body, Lower body, Core or Full body (pick more than one if it fits), or type your own, like Flexibility, and press **Add**. Your own ones show for every coach after that. Then use the **Body area** filter above your list to find, say, every core circuit.
10. Open **Tags** to mark its levels, season, intensity and type (all optional).
11. Press **Save assignment**. It stays in your library to reuse all season.
12. Need another one that is almost the same? Press ⧉ **Duplicate** on its card. A copy opens with every line, number, tag and folder filled in and "(copy)" after the name. Rename it, change what you need and press **Save assignment**. The original stays as it is.

Your saved assignments are grouped by event (Vault, Bars, Beam...), each closed with a count: tap an event to open it, or **Open all**. Each card shows the date it was added and when it was last put on a day. **Keep a long list tidy:** tap 📁 **Folder** on a card to put it in a folder inside its event (type a new name or tap one you have), and the event then shows its folders as rows you open and close. Open a folder for **Rename folder** or **Remove folder** (its assignments stay), or set the folder when you edit an assignment. Tap the ☆ on a card to star your favourites: starred ones show first in their event and in the Schedule picker. **Archive** puts away ones you aren't using: they leave your list and the Schedule pickers, days they're already on stay as they are, and **Archived** next to Sort shows them with **Bring back**. **Sort** picks Newest first, Last used or A to Z. Find one fast with the event buttons, the level, season, intensity and type filters, or the search box at the top of your list; those show the matching assignments straight away. Have lots on paper or in a spreadsheet? Press **Import from a spreadsheet**, download the template, fill it in (one line per row), then choose the file or copy and paste the cells. The **Line levels** column marks a line for some levels only (like 9) or gives a level its own number (like 8:3).

Written on paper or a whiteboard? Press **Import from a photo** and snap it. The app reads the assignments, the lines and their numbers, and shows them in the import box for you to check and fix before you press **Add**. If the sheet marks a line for one level (like "L9 only") or gives levels different numbers, that comes through too; lines with nothing written are for everyone. The photo isn't kept.

Want to read one up close? Press ⛶ **Full screen** on any saved assignment, on an assignment in the Schedule, or at the top of Record practice. Every part shows in big type with its target, rules and What counts. Use **A−** / **A+** for text size, **Previous** / **Next** to page through, and **Fill the screen** to hide everything else.

Show it on a TV in the gym. Press 📺 **TV** on an assignment in the Schedule or at the top of Record practice (or 📺 **TV mode** inside Full screen). The TV shows only the assignment: big, on a dark screen, with nothing to tap. Pick **One at a time** (it can change by itself every 20, 45 or 90 seconds) or **All at once** to show every assignment that day, and tap an event to show just that event. The buttons hide after a few seconds; move the mouse or tap to bring them back. To get it on the TV, mirror your iPad or iPhone with AirPlay (Screen Mirroring), cast the Chrome tab to a Chromecast or Google TV, or plug a laptop into the TV, then press **Fill the screen**.

Share and copy assignments

- **Shared library** tab: assignments other gyms have shared. Filter by event, level, season, intensity and type, or search.
- **Copy to my gym** puts one in your Assignments. Change it however you like; the other gym's version never changes yours.
- To share one of yours: in **Assignments**, press **Share with other gyms**, pick its levels, season, intensity and type, and choose whether to show your gym's name.
- Only the assignment is shared: never your gymnasts, results or notes. Press **Stop sharing** any time.
- **Spotlight**: each week or month a coach or gym is featured at the top of the Shared library, with their picks ready to copy. Look for the ★ **Master Coach's Pick** badge too. Both also show under **Featured assignments** at the top of your Assignments tab.
- Picked to be in the Spotlight? You'll get a message in Help, and a ★ **You're in the Spotlight** box appears in the Shared library and Assignments. Press **Pick my assignments**, tick the ones you want (from your gym's shared ones or the whole library), add a short line and a photo if you like, and save. You can change your picks until your spotlight ends.

> Owners and admins can share. To let a coach share, tick **Can share assignments** next to their name in Gym settings. Copying and sharing are for gyms with a plan; trial gyms can look around.

Put assignments on days

1. Open the **Schedule** tab, or press **Put on a day** on an assignment.
2. Pick the **levels** and/or **training groups** it's for. Leave them blank to include everyone. Pick both and it goes to everyone at those levels *and* everyone in those groups, so a gymnast always gets her level's assignment, whatever group she's in that day. Kids who don't fit a level? Add them with Program **Misc** and pick **Misc** here. Need one more gymnast from another level or group? Pick her under **Also add gymnasts**: she gets the assignment too, on top of the levels and groups. Lines set for only some levels follow her own level.
3. Tap one or more **days**, then press **Add**.
4. In the Schedule list, today and tomorrow are open; other days show their assignment names on one line, so tap the day to open it (or **Open all days**). Three or more empty days in a row fold into one line; tap **Show these days** to add to one.
5. Need it again? Press **Copy to other days**. **Edit** changes only that day (including moving its parts with the ↑ ↓ arrows); your saved assignment stays the same.
6. Made a one-off you want to use again? Tick **Also save it to Saved assignments** before you press **Add**. Already on a day? Press **Edit** on it, then **+ Add to Saved assignments**.

> **Take an assignment off a day** from any screen: **Delete** in the Schedule list, the small ✕ next to Edit on the Calendar, **Delete** at the top of the assignment on Record practice, or **Delete from this day** in its edit form. Makes and misses logged for it that day go too; your saved assignment stays. Only the coach who added it, or the owner, can delete it.

Log practice on the floor

1. Open the **Record practice** tab. Today's date is already picked; use the arrows for other days.
2. Tap the assignment at the top, then tap your **group** to see only your kids.
3. On each girl's card tap **+** when she makes it and **–** when she misses. Parts turn green when she hits her target.
4. On bars and beam there's a third, orange button: **+ extra** (bars: made it with an extra skill) and **+ broken** (beam: made it with a broken connection). It counts as a make, and reports show how many makes had an error.
5. On a vault assignment, set the **Landing** surface (Soft, Raised soft, Competition, Stack, or type your own). You can also set it when you build the assignment.
6. Parts with **in a row** or **no more than __ tries** show her best run and tries used (for example "2 in a row · 4/5 tries"). When she gets it, the part says **met**; when she runs out of tries first, it says **not met**. Either way its buttons stop taking taps.
7. Tap the ⓘ next to a part to see what counts.
8. On a **Conditioning** assignment her card lists every line with its number and two buttons: ✔ **Completed** when she did it all, or **Not completed**, which asks what she didn't do or get to. Tap those lines and press **Save** (add why in Notes if you like). Reports then say **Completed** or **Not completed** with what she missed. Tap Completed again to clear it.
9. Tapped the wrong one? Press **Undo last tap** at the bottom.
10. **Group today** on her card moves her to another group just for that day.
11. Type how practice went in the **Notes** box under her card. It saves when you tap away.
12. Two assignments on the same event (Level 8 bars and Level 9 bars, say)? Tap **All Bars** to see every girl on one screen.
13. **Print** (next to the date) prints the assignment with every girl's results and notes.

> Every tap saves straight away, and two coaches can log on the same assignment at once.

Event stations (tablets)

1. Owners and admins: open **Gym settings → Event tablets** (or **Event stations** at the top of Practice), then **Add station**. Give it a name (Bars tablet), pick the event and choose a coach PIN.

2. On the tablet, open **routinemasterpro.com/station** and type the 6-character code. That's it: the tablet remembers.
3. The top of the tablet shows today's assignment and its parts. Gymnasts pick their group, tap their name, then **–** miss, **+** made, or the orange + on bars (extra skill) and beam (broken connection). A key at the top of her screen explains the buttons, and each part shows its **What counts** note. On parts with in a row or a try limit she sees her best run and tries used, and the buttons stop once she makes it or runs out of tries. **Undo last tap** fixes a slip, and the tablet goes back to the names after a short while.
4. On a **Conditioning** assignment the gymnast sees the whole list and taps **I did it all**, or **I didn't finish** and then picks what she didn't do or get to.
5. Press **Coach** on the tablet and enter the PIN to switch its event, fix a gymnast's taps, run Testing or forget the tablet.
6. **Add a line to an assignment** (Coach menu): pick its type (Routine, Skill...) and add a part for everyone on today's assignment (today only), for everyone in a group, or for one gymnast. Lines for a group or one gymnast go on her own version of the assignment and come back every time she gets it, until a coach takes them off in the app.
7. **Change today's assignments** (Coach menu): change a line's name, number or type, move lines with ↑ ↓ (turns already logged move with them), and tap ▸ **More** for What counts, no more than __ tries and makes in a row. You can also add or take off lines, swap for one of your saved assignments, or add another saved assignment to today. Changes are for today only; your saved assignments stay the same.
8. **Absent, injured or modified** (Coach menu): pick a gymnast to mark her absent today (she comes off the tablet; tap **Not absent** under Absent today to bring her back), mark her as missing just this event today (late or left early: **Missed Bars today**; **Not missed** brings her back), mark her injured on this event or clear her, or tap **Give her her own version** to change her targets with – and +, take a part off, add her own lines, or put her back on the full assignment. It works just like Injured and Modified on Record practice.
9. **Today's report** (Coach menu): hit rates for today, or any earlier day (Day before, or pick a date), for all events or just one, by event, by assignment (line by line) and by gymnast, with how the gymnasts and coaches said it went. Pick a group to see just them, or sort by lowest hit rate to spot who needs help.
10. **Gymnast routines** (Coach menu): look up any gymnast's routines during practice: every event with its skills in order, connections, start value, whether she meets the requirements, the coach note and her video link, plus any routine sets (Upgrade, next season). Find her by name, level or group. Tap ✎ **Edit** on an event to change her routine in the full routine builder (on a paired tablet a coach signs in first), then **Done: back to the tablet**. The tablet signs the coach out again.
11. **Only one tablet or laptop?** Open Practice and press **Station mode**, pick a coach PIN, and the device you are on becomes the gymnasts' screen. It shows every event's assignments

for today; a coach can pick one event from the **Coach** menu (or **All events** to see them all again). To get back to the full app, press **Coach**, enter the PIN and tap **Back to the full app**.

12. **Gymnast reflections (off until you switch it on).** Owners and admins: in **Event stations**, tick **Gymnasts can write a reflection for each event**. Each gymnast then gets a **My reflection** box under her assignments on the tablet (and in Station mode). She taps **Write my Bars reflection** and answers any of four short questions: what went well, what was hard, what she'll work on next time, and anything else she wants her coaches to know. One per event a day; writing again replaces it. The tablet never shows what was written, so gymnasts can't read each other's.

> The tablet never signs in as a coach. It only sees today's assignments for its event. Lost a tablet? Press **Move to a new tablet** or **Remove** and it stops working straight away.

Absent, Injured and Modified

- **Absent**: she's out today. Her card closes and the day is left out of her numbers.
- **Missed (event)**: she was late, left early or was out for just this event (for example, missed Bars but came in for Beam). Tap **Missed Bars** on her Bars card: that card closes and Bars today is left out of her numbers, but she stays on her other events. Tap it again to bring her back. Reports show a **Missed** count. On a tablet: Coach menu → **Absent, injured or modified** → pick her → **Missed Bars today**; **Not missed** brings her back.
- **Injured**: tick it on the event she's hurt for. She's injured on just that event (for example Beam), so you can still score her on her other events. It stays ticked until a coach unticks it on the day she's cleared. Add a note like "left wrist". Her buttons stay usable if she does part of the work.
- **Modified**: give her her own version of the assignment. Change her targets, tap **✕** to take a part off for her (it disappears from her card and tablet; **Bring back** undoes it), and add **her own extra lines** (type one, or pick a part from your saved assignments, with how many). When the assignment came from your saved Assignments, her version comes back every time she gets it, until you untick Modified. Her extra lines show on the event tablets too. Quicker: tap **+ Add a line for her** or **Take a part off** under her parts on Record practice.

> She can be injured on one event and modified on another on the same day. Tick both on the same event when the change is because of that injury.

Check progress

1. Open the **Reports** tab and pick the dates (Last 7 days, Last 30 days, This season, or your own).

2. Filter by event, level, group or **line type** (Routine, Skill...). Hit rate is makes out of all tries. On bars and beam, **Clean** counts only plain makes, with no extra skill or broken connection.
3. **By line type** shows the team's routine, half routine, skill, complex, sequence, drill and conditioning hit rates, and the table has a column for each.
4. Tap a gymnast to see each part and her recent days. Parts with in a row or a try limit say whether she **met** them, and her **Goals met** box counts how many she met.
5. Before meets, sort by **Lowest hit rate first** to see who needs more numbers. A big team shows the first 15 gymnasts; tap **Show all** for the rest (Print always prints everyone).
6. Tap **One gymnast** (or **Full report** under a girl in the table) for her practice day by day, with every note, for the dates you pick.
7. A line she was given but has no makes or misses on says **Not tried**. It never counts as 0% and stays out of her hit rate. If she did it on some days and skipped it on others, it says how many times she didn't try it.
8. **Print** prints the report you're looking at. In One gymnast, **Email to parent** sends her practice report as a PDF to the parent email on her page; untick **Include coach notes** to leave your notes out.
9. For the whole team at once, tap **Email or print all**: pick a level or group, untick anyone to skip, then choose **Email to parents** or **Print**. Print puts every ticked gymnast's report in one print job, each on its own page (**Download as one PDF** saves it instead). When the reports are ready, the print window opens by itself on a computer; on a phone or iPad (or if nothing opens), tap **Open to print** and print or share from the PDF.
10. **Gymnast reflections:** if your gym has switched them on (Event stations), what she wrote on the tablet shows in **One gymnast** under that day and event, and **Whole team** lists the newest ones for the event you picked. **Remove** deletes one for good. Parents see them only when you tick **Include her reflections** before you email, download or print her practice report.

> Colours: green 80% and up, amber 60 to 79%, red under 60%. Reports are for coaches only and never appear on parent reports.