



COACHING  
SOCIETY

# My Fitness Pal

**How To Guide**

Version 24.10.0



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# Before We Start

If you have had patterns of disordered eating in the past and/or present, please consult with a professional before beginning your tracking journey.

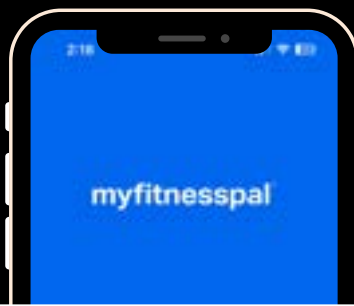
Tracking food can be a potential trigger and may exacerbate issues related to disordered eating.

If at any time during your coaching journey you feel that tracking your food is becoming an unhealthy habit, inform your coach immediately and seek professional help.



# Chapter One

Getting Started



## What is MyFitnessPal?

My Fitness Pal (MFP) is a highly useful app that is used to help users track their nutrition and fitness goals, in particular, their daily calories and macros.

Users can log their meals and snacks by searching the extensive database of foods, or by scanning food barcodes. The app calculates the total calories, macronutrients, and micronutrients consumed throughout the day.

While MFP can be a successful tool for tracking when used in conjunction with your coach's guidance, it's essential to ensure safe and effective use. Misusing the app can lead to potentially dangerous outcomes. Therefore, it's crucial to follow your coach's guidelines and review the provided how-to guide thoroughly.

MFP is available to download on Android and Apple app stores.

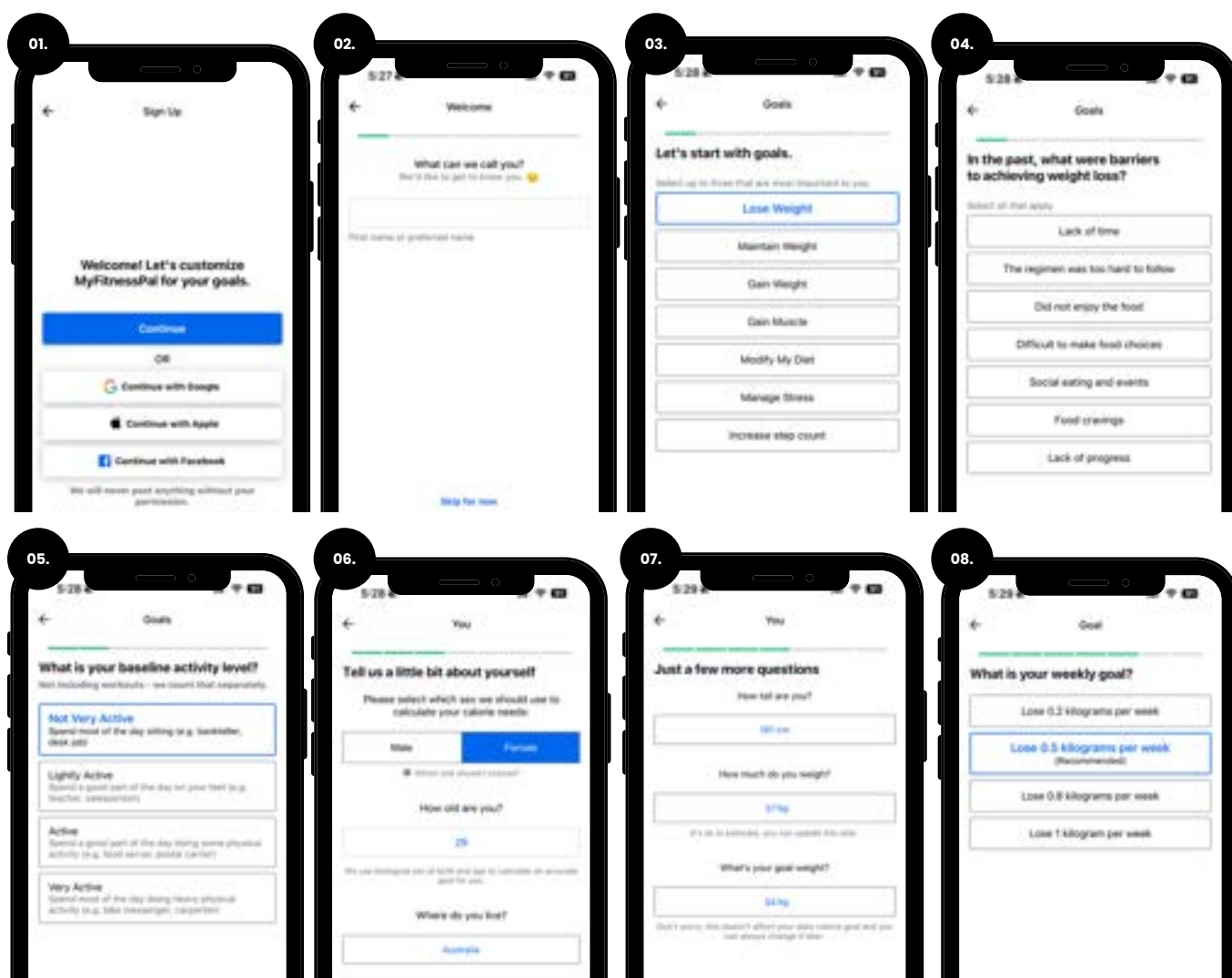
While the app includes an extensive number of features, the essential attributes outlined in this guide form the basis of your tracking and nutrition coaching journey. These key features will be the most frequently utilised components.

Please note that this guide includes features in the premium (paid) version.

# Creating Your Account

The first step after you download the MFP app is to create an account.

It will then bring up a series of questions from left to right surrounding your body metrics, activity level and goals. MFP asks you these questions as it has a BMR calculator and BMI calculator installed in the app to help set calorie goals. The series of questions that follow will depend on your initial answer around your goals.

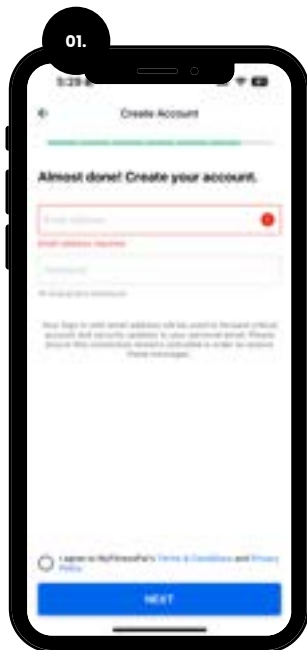


Input your accurate details such as your age, height, etc. You are free to select any goal that resonates with you, however, it's important to understand that while you can answer these questions, **your coach's protocols will override any numerical outputs generated by the app.** Their expert guidance is tailored specifically to your needs and goals, ensuring that you receive the most effective and personalised support throughout your journey.

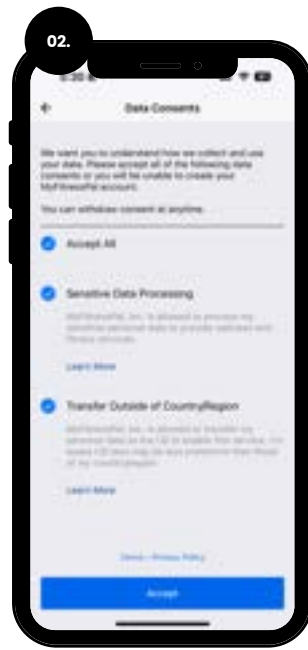
# Creating Your Account

## The Final Steps (Most Important)

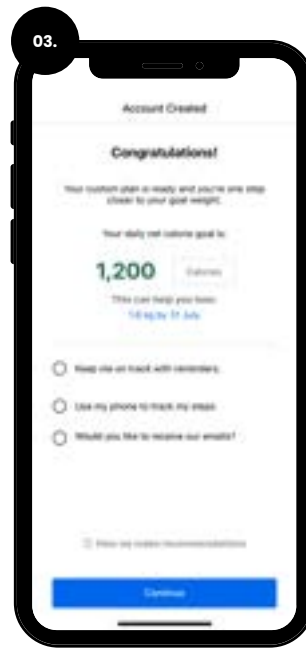
This will be the final page that you see upon creating your account.



Create your account

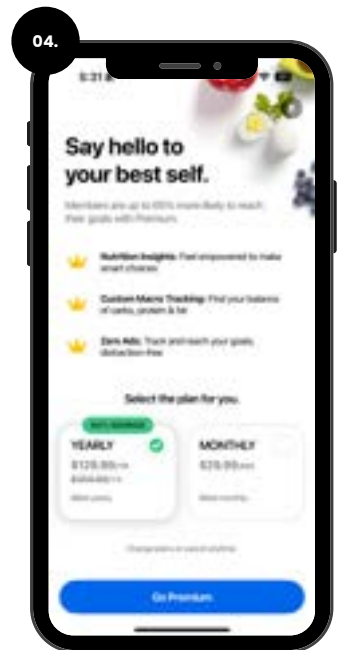


You will need to accept the data consents.



**De-select** the option for steps, you don't want to track your exercise.

Click on the **Kilojoules** button to change the measurement to **Calories**.



The option to upgrade to the Premium version will then pop up. Upgrade if required.

### *Important:*

Note that the MFP body composition calculator will give you a total daily calorie goal but **ignore this**, as your calorie goals will set by your coach.



# Chapter Two

How To Navigate The App

# How To Navigate The App

## The Dashboard

### 02. Calories

Shows an overview of your remaining calories for the day. You can also scroll across to view remaining Macros and other data.

### 03. Steps

Connect to track your steps, however we recommend **NOT** to do this as the app adjusts your calorie goals.

### 05. Weight

Record your weight & view your weight trend.

### 07. Dashboard

Current Page.

### 08. Log Food

Your food diary where you enter your daily food.

### 09. Plans

A collection of meal and workout plans - won't be needed if you have a coach.

### 01. Notifications

Where you can see what your friends are up to!

### 04. Exercise

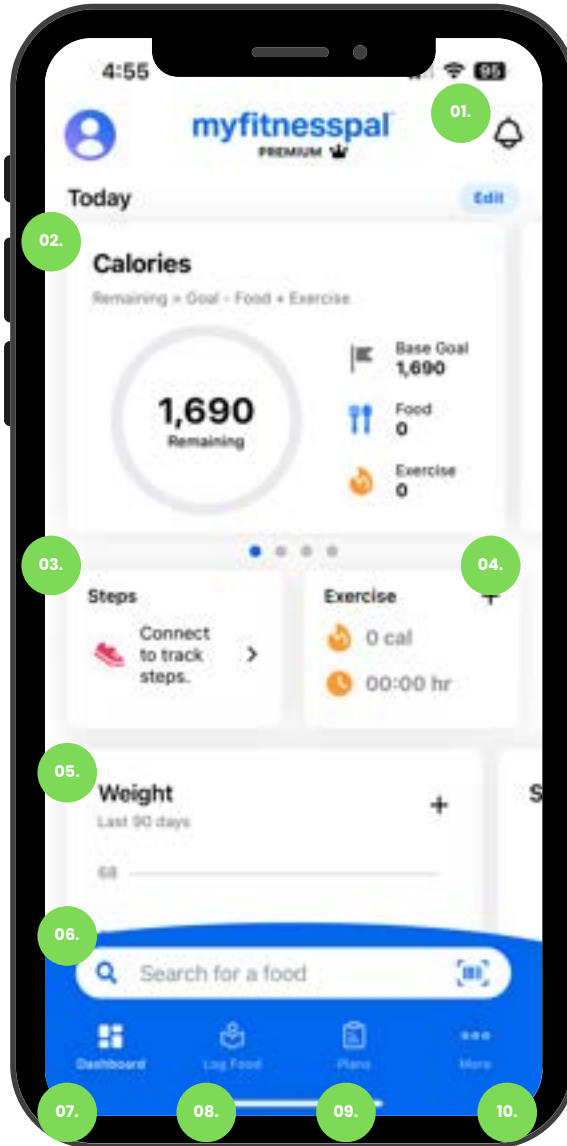
Section to log your daily exercise however we recommend **NOT** to do this as the app adjusts your calorie goals.

### 06. Food Search & Barcode Scanner

Quick way to search for foods and add to your day.

### 10. More

All of your account information, profile and settings.



Scroll down continued on the next page

# How To Navigate The App

## The Dashboard Continued

### 11. Sleep

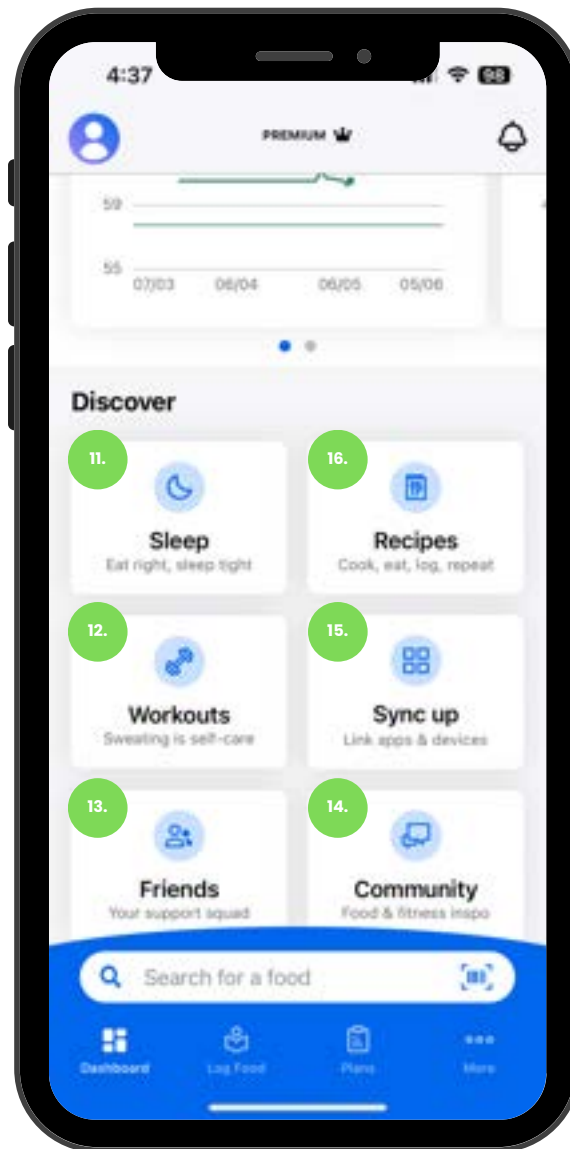
Connect to your health app for your sleep data to spot trends and improve your sleep.

### 12. Workouts

Explore & create workout routines (won't be utilised if you have a coach).

### 13. Friends

Add friends who have MFP accounts to keep each other accountable. You can also add your coach so they can view your food diary.



### 16. Recipes

Access recipes to make and then log into your food diary.

### 15. Sync Up

To connect and sync devices.

### 14. Community

Community message boards.

# How To Navigate The App

## The 'More' Page

### 1. Streak

The number of consecutive days you have tracked.

### 2. My Profile

A feed of your activity.

### 3. Sleep

View your sleep insights.

### 4. Workout Routines

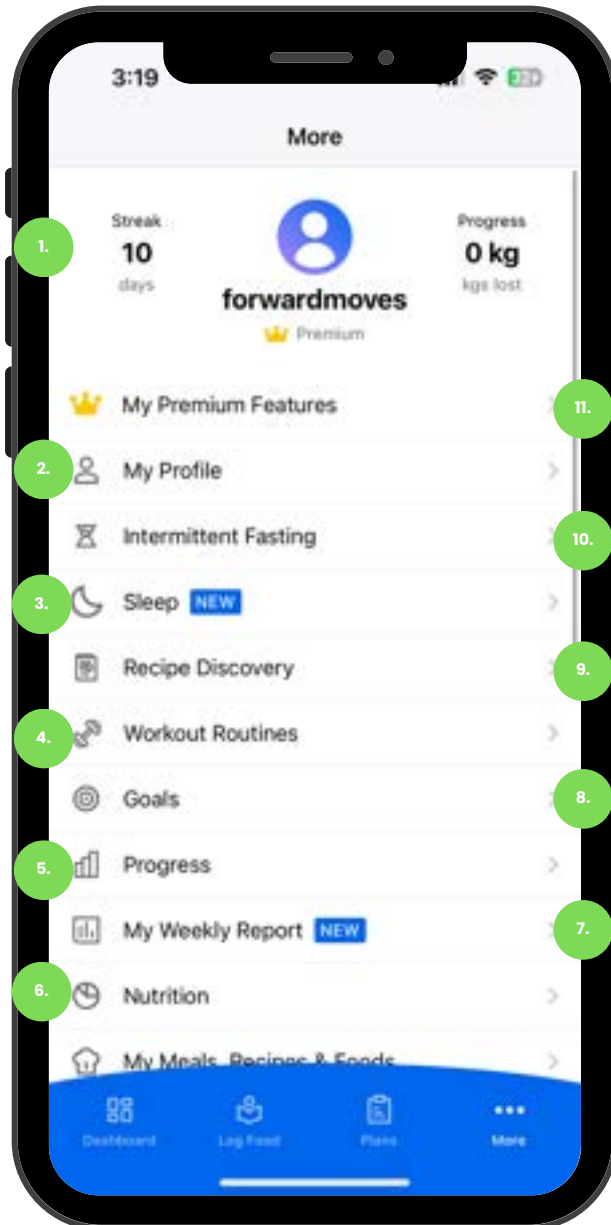
MFP workouts-  
Not applicable.

### 5. Progress

View & update your progress including weight & measurements.

### 6. Nutrition

An important tab!  
Your daily nutrients, macros & calories



### 11. My Premium Features

Access your premium features.

### 10. Intermittent Fasting

Not applicable

### 9. Recipe Discovery

MFP Recipes to explore & add.

### 8. Goals

An important tab!  
Your weight and macro goals.  
Premium differs to the free version.

### 7. My Weekly Report

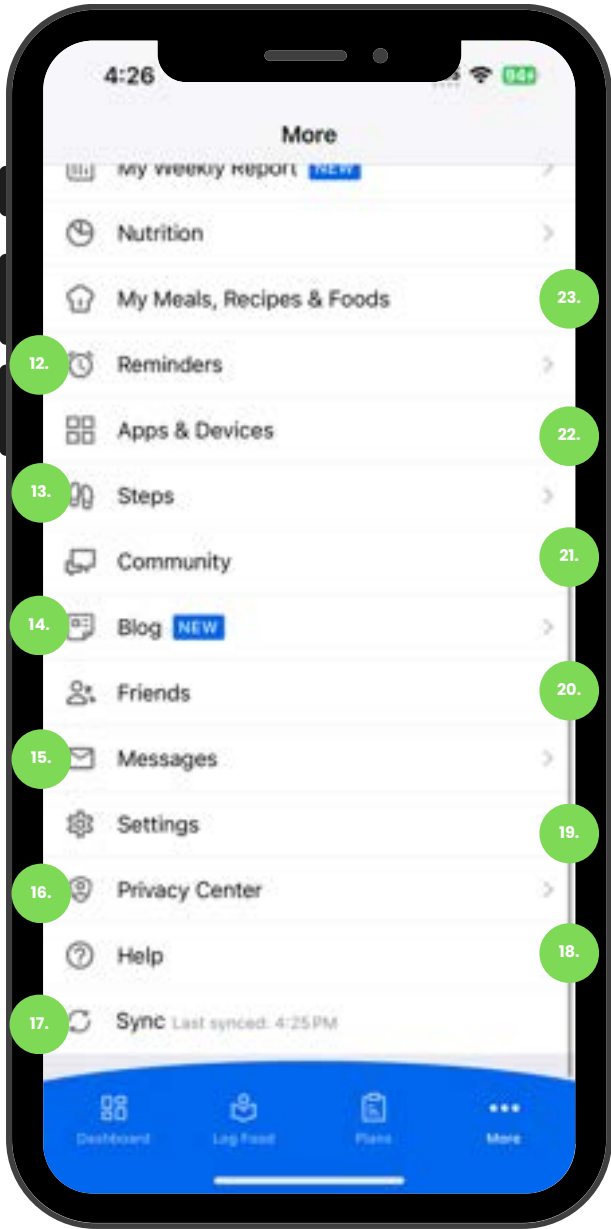
An insight into your weekly stats including calories, frequently logged foods and macronutrient goals.



Scroll down continued on the next page

# How To Navigate The App

## The 'More' Page Continued



### 12. Reminders

A page where you can set up reminders if you haven't logged certain metrics.

### 13. Steps

If you sync your steps it will show here- this is where you can also connect a device. **Don't do this.**

### 14. Blog

A wealth of resources such as recipes, meal planning & macro calculators.

### 15. Messages

Messages you receive from MFP or if you communicate with your friends on MFP

### 16. Privacy Centre

Terms, policies, data consents, privacy settings etc.

### 17. Sync

Syncs your connected devices.

### 18. Help

Help features including FAQs, Terms of Service and troubleshooting.

### 23. My Meals, Recipes & Foods

An important tab! This is where you can add, edit and access your own meals, recipes & foods.

### 22. Apps & Devices

This tab is used to connect training apps, fitness watches and the Health app.

### 21. Community

Community message boards.

### 20. Friends

Add friends who have MFP accounts and your coach so they can view your food diary.

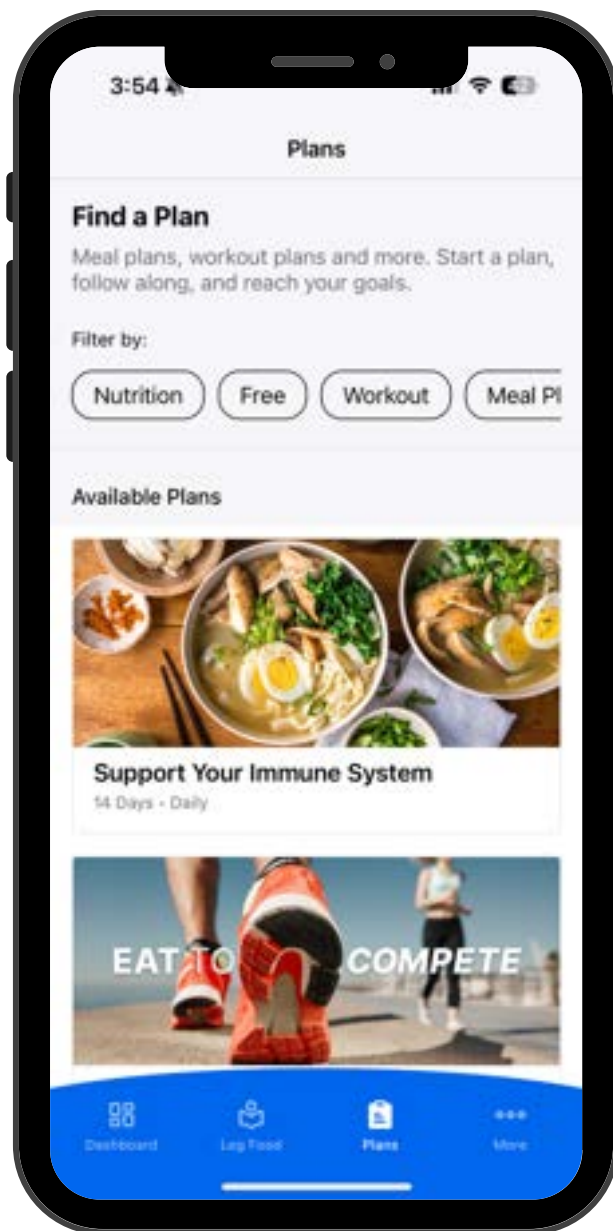
### 19. Settings

An important tab to update your general settings such as your profile, diary settings, diary sharing, notifications etc.

# How To Navigate The App

## The 'Plans' Page

MyFitnessPal has a collection of in-app plans that offer daily coaching and content. You will not need to use this page if you have a coach.



# How To Navigate The App

## The 'Log Food' Page

The Log Food tab is the page you will utilise the most on MFP. This is where you enter in all of your daily food tracking data.

There are six default categories

Breakfast > Lunch > Dinner > Snacks > Exercise > Water (ignore the exercise part)



02. Click the left and right arrows to move forward or back a day, or click the down arrow to select a different date.

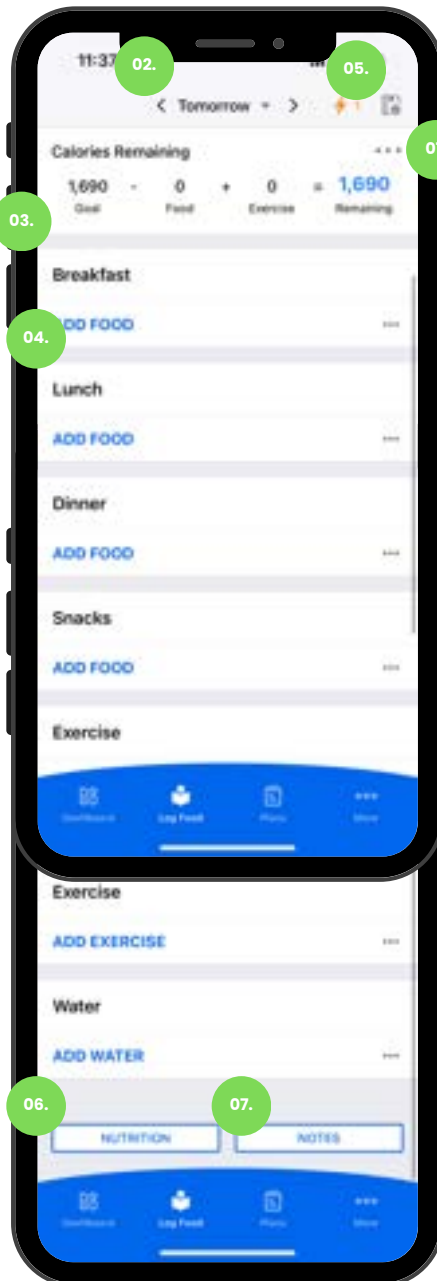
03.



Clicking on any part of this **Calories Remaining** bar will take you to the **Nutrition** page.

### 04. Add Food

You add food and snacks into your day using the 'Add Food' button. This is explained in the chapter How-to Track.



01.



01. If you have the premium version, you can click on the three dots at the top & select **Nutrients Remaining** to view your leftover macros for the day as shown on the image below.

01.



05.



05. The diary button will complete your diary for the day (not necessary).

06.



06. The **Nutrition** button will take you to the nutrition summary page.

07.



07. The **Notes** button allows you to write any nutrition or exercise notes.

# How To Navigate The App

## The 'Nutrition' Page

You can access the Nutrition page from a number of different places in the app.

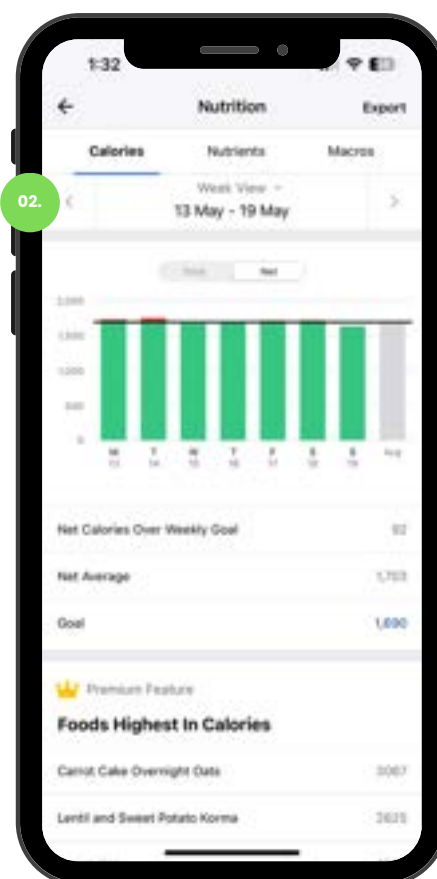
- Clicking the **Calories and Macros** tabs from the Dashboard
- **More Tab > Nutrition**
- Scroll down on the Log Food Tab to click the Nutrition Tab (this will be the most common place to access it from as you enter and complete your daily food for the day)
- **Log Food Tab > Click the Top Calories remaining section**

## The Calories Tab



01.

The **Calories** tab will display a pie graph of your daily tracking so you can see where you are consuming the most calories, with a breakdown between meals and snacks. The premium feature also gives you a breakdown of the foods highest in calories.



02.

You can also click the 'Day View' button which will bring up a dropdown to select 'Week View', allowing you to see how your calories average across the week.

Calories Tab

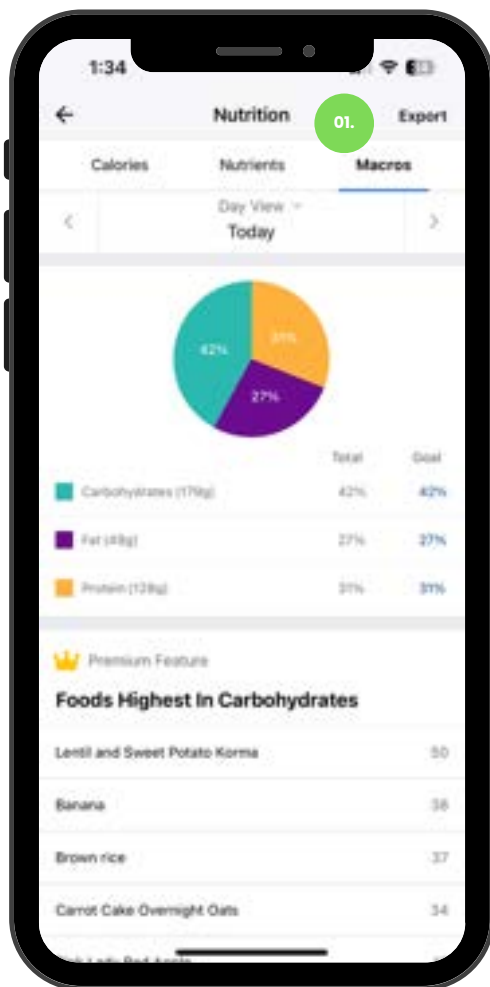


The premium version will show a breakdown of your foods from highest to lowest calories.

# How To Navigate The App

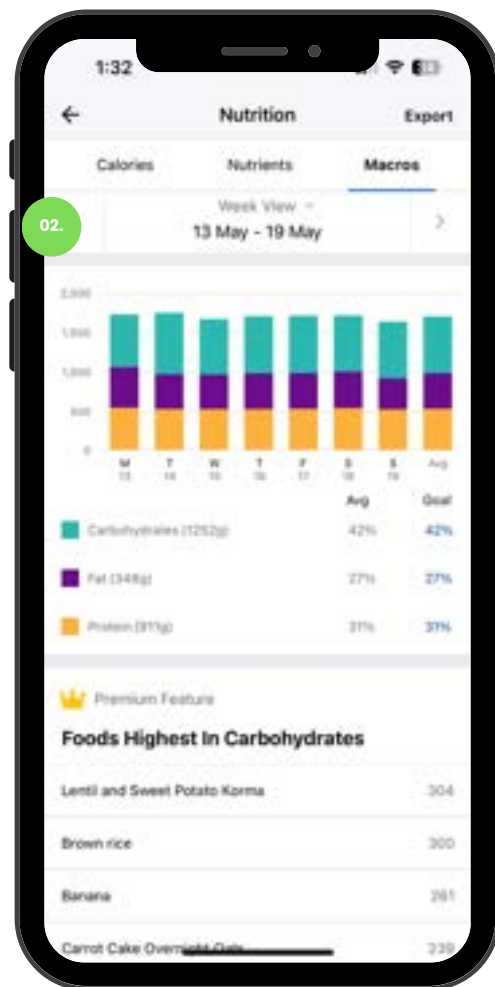
## The 'Nutrition' Page Continued

### The Macros Tab



01.

The **Macros** tab will take you to a pie graph, which displays the percentages & grams of macros you have tracked for that day.



02.

You can also click the 'Day View' button which will bring up a dropdown to select 'Week View'. This is where you can see your macro breakdown over a period of 7 days and is a useful tool if your coach assess your weekly averages.

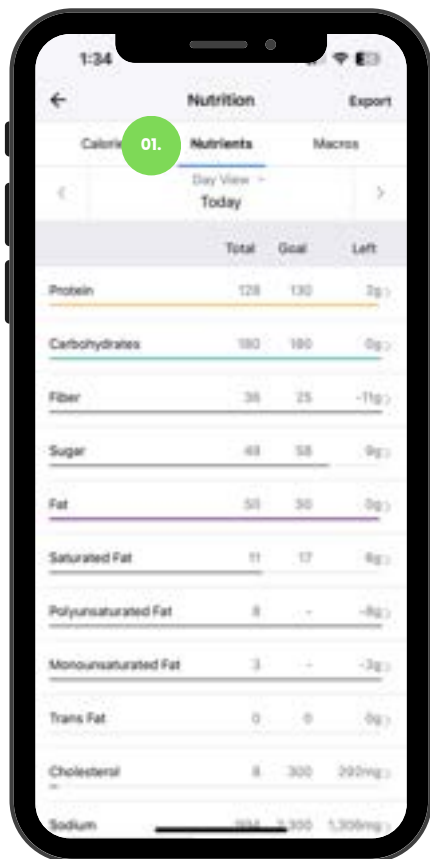


The premium version will show a breakdown of your food and its **density of macros** for Carbohydrates, Protein & Fats

# How To Navigate The App

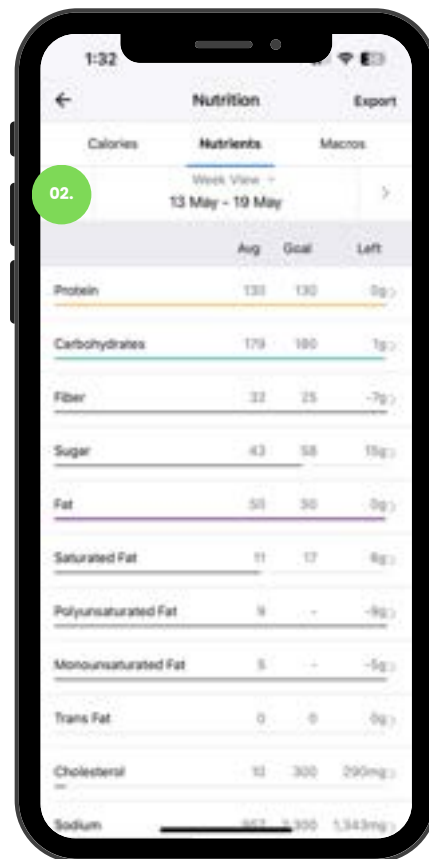
## The 'Nutrition' Page Continued

### The Nutrients Tab



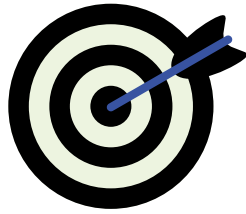
01.

You can use the Nutrient tool to track your daily calories and other nutrients like Fibre. It displays your current daily total in the 1st column, goal in the 2nd column & what is remaining in the 3rd column to bring you to your goal.



02.

You can also click the 'Day View' button which will bring up a dropdown to select 'Week View'. This is where you can see your macro & nutrient breakdown over a period of 7 days to help you assess if you have reach your overall weekly target.



# Chapter Three

Customising Your App & Goals



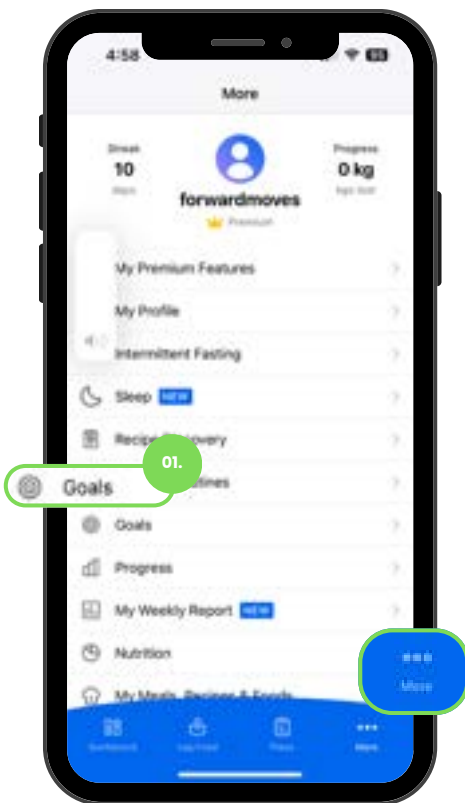
PREMIUM  
FEATURE

# Customising Your App & Goals

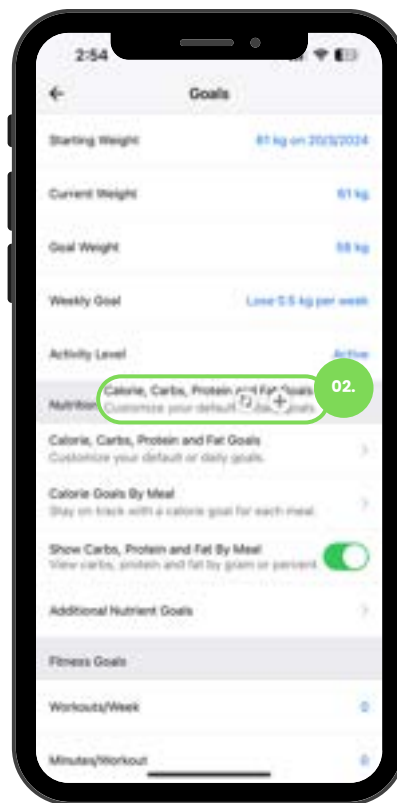
## Setting Up Your Macros

It is important to set your macros and calories based on what your coach has prescribed you.

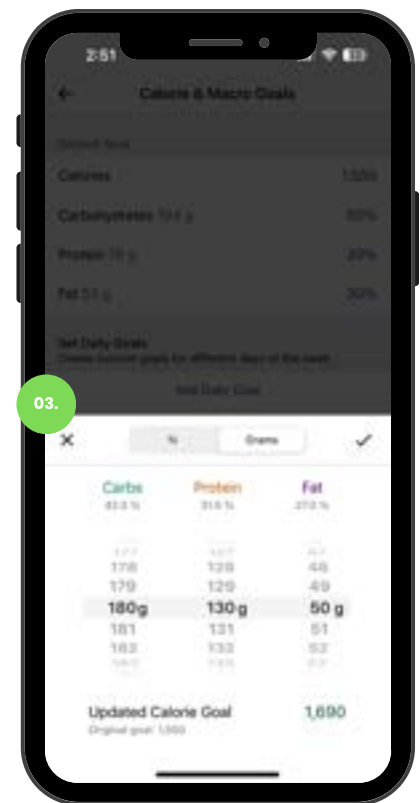
Using the premium version of MFP, you have the choice of setting your macros by percentage or to the exact gram. To set your macros to grams using the premium version, do the following:



01. Click **Goals** on the **More** tab



02. Click on **Calories, Carbs, Protein & Fat Goals**



03. On the **Calories & Macro Goals** page, click one of the macronutrients, and then toggle the selection to **Grams** instead of percentages. Set your protein, carbs and fats to the exact gram prescribed by your coach. Once you complete this it will take you back to the **Calories & Macro Goals** page.

\*If you are using the free version of MyFitnessPal, you won't be able to set your macros by the gram, but you can set them by percentage. MyFitnessPal distributes calories from fat, carbs, and protein based on percentages, in five percent increments. When you customise your macronutrient goals, all three will adjust to total 100%. Consult with your coach on how they would like you to manage this.



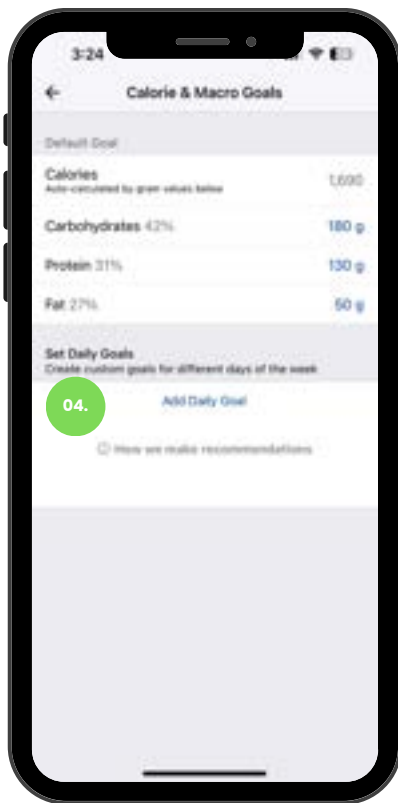
PREMIUM  
FEATURE

# Customising Your App & Goals

## Setting Up Your Macros Continued

As a premium feature, you can also set different macro goals for different days of the week. This is beneficial if your coach prescribes you different macros for refeed days or non-training days.

It can also be helpful for "calorie banking", where you slightly reduce your calories for a certain number of days to save them up for later in the week i.e. if you have an event on the weekend.



04. Click **Add Daily Goal**.



05. Select the days for your specific macros, adjust the macro goals and click the 'tick' button.



06. Once you are back on the Calorie & Macro Goals page it will show you the days with the different macro goals.

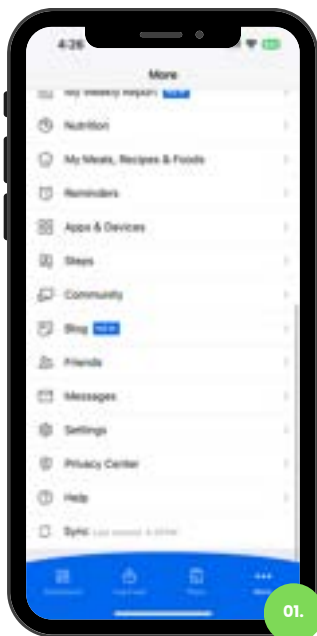


PREMIUM  
FEATURE

# Customising Your App & Goals

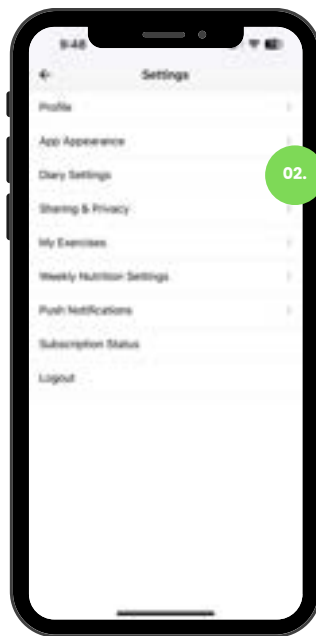
## Customise Meal Plans

The Premium Version allows you to adjust the number of meals and also customise the name of the meals.



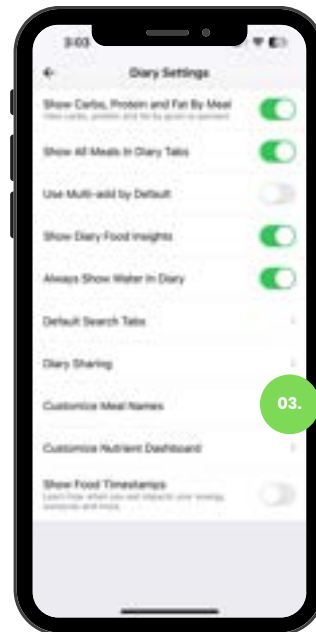
01.

01. On the **More** Tab, then click **Settings**



02.

02. Click **Diary Settings**



03.

03. Click **Customise Meal Names**



04.

04. Add and rename meals then click the tick when finished.



PREMIUM  
FEATURE

# Customising Your App & Goals

## Different Calorie Goals for Different Meals

The premium version allows you to set different calorie goals for each meal which is helpful to plan your meals around your training schedule. It also promotes better calorie and macronutrient distribution allowing you to optimise your energy levels throughout the day.



01. Go to the **More** tab & click **Goals**

02. Click **Calorie Goals by Meal**

03. Toggle **Enable Meal Goals**

04. Set the desired calorie goal for each meal by either calories or percentage.

# Customising Your App & Goals

## Sharing Your Diary

Your food diary is private by default, however MyFitnessPal offers the option to share your diary and make it visible to other users, including your coach.

### **Your coach will have the ability to view your food data if you:**

- Add them as a friend on MFP
- Sync your MFP diary with your training app

### **Sharing your food diary with your coach enables them to:**

- View your food intake as part of your check-in process.
- Provide feedback on your food choices, suggesting adjustments such as incorporating more whole foods or fibre.
- Assist with planning your day of eating if you need help.
- Analyse the distribution of your meals throughout the day for optimal nutrition pre or post workout.
- This feature is particularly beneficial if you struggle with meal planning, as your coach can offer personalised tips based on the information they see.
- Sharing your diary also helps hold you accountable for your food choices.

Some of the training apps such as Trainerize and Everfit offer MFP integrations, which allow your MFP food diary data such as calories, macros and food items to automatically sync onto the training app. You will need to change your settings to 'Public' for this to successfully integrate.

# Customising Your App & Goals

## Sharing Your Diary



01. On the **More** Tab click **Settings**

02. Click **Sharing & Privacy**

03. Click **Diary Sharing**

04. Click **Public** or **Friends Only**

You can either hit **Public** or **Friends Only** to give your coach the ability to access your diary from their own MFP.

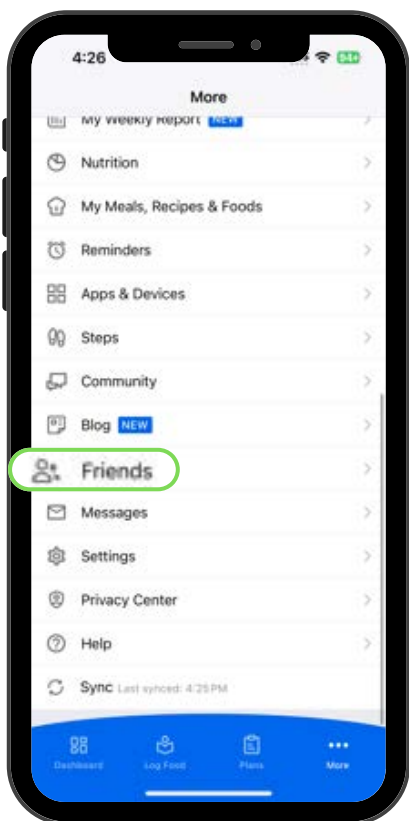
### *Important:*

If you are syncing your MFP to a training app you will need to set this to Public to give your coach access via the app.

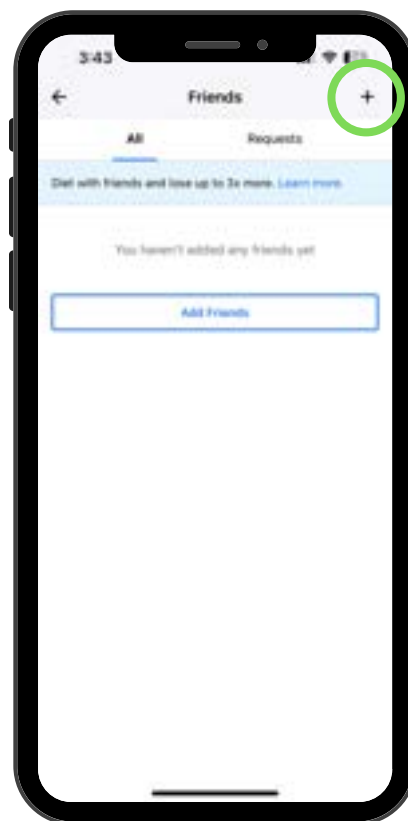
# Customising Your App & Goals

## Adding your Coach as a Friend

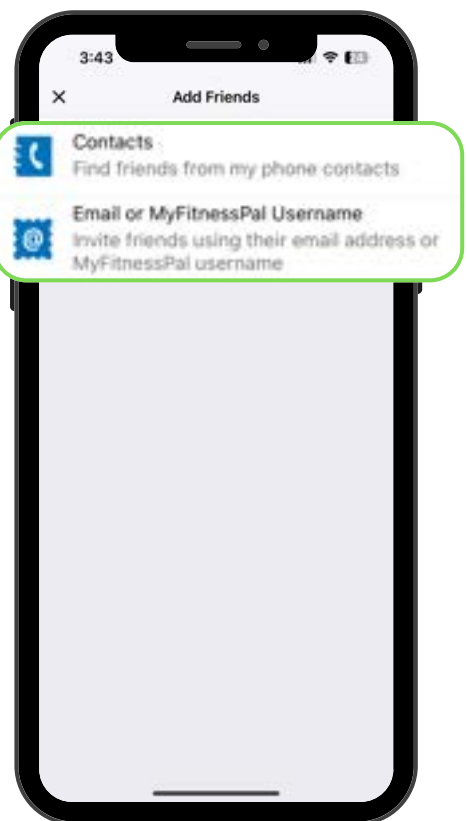
To add your coach as a friend take the following steps:



01. On the **More** Tab click **Friends**



02. Click the **+** sign on the top right hand corner.



03. Add your coach by their username or your phone contact.



# Chapter Four

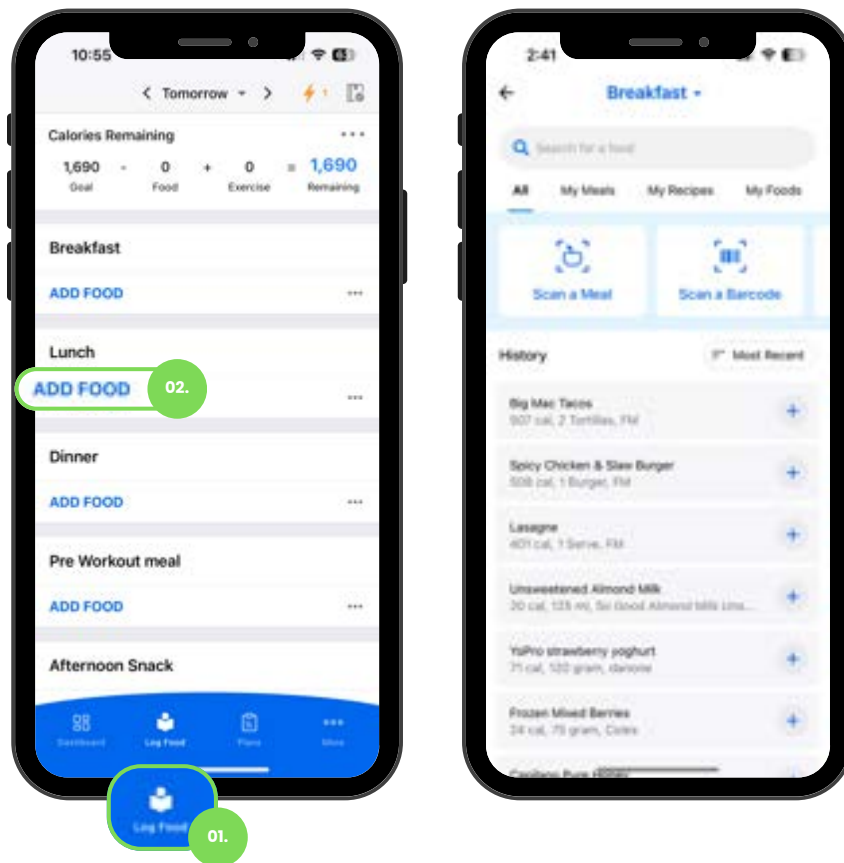
How to Track Your Foods Accurately

# How to Track Your Food

## The Log Food Tab

There are multiple different ways to track food on your mobile device. To utilise MFP to track, start by doing one of the following:

### Option 1 – The Log Food Tab



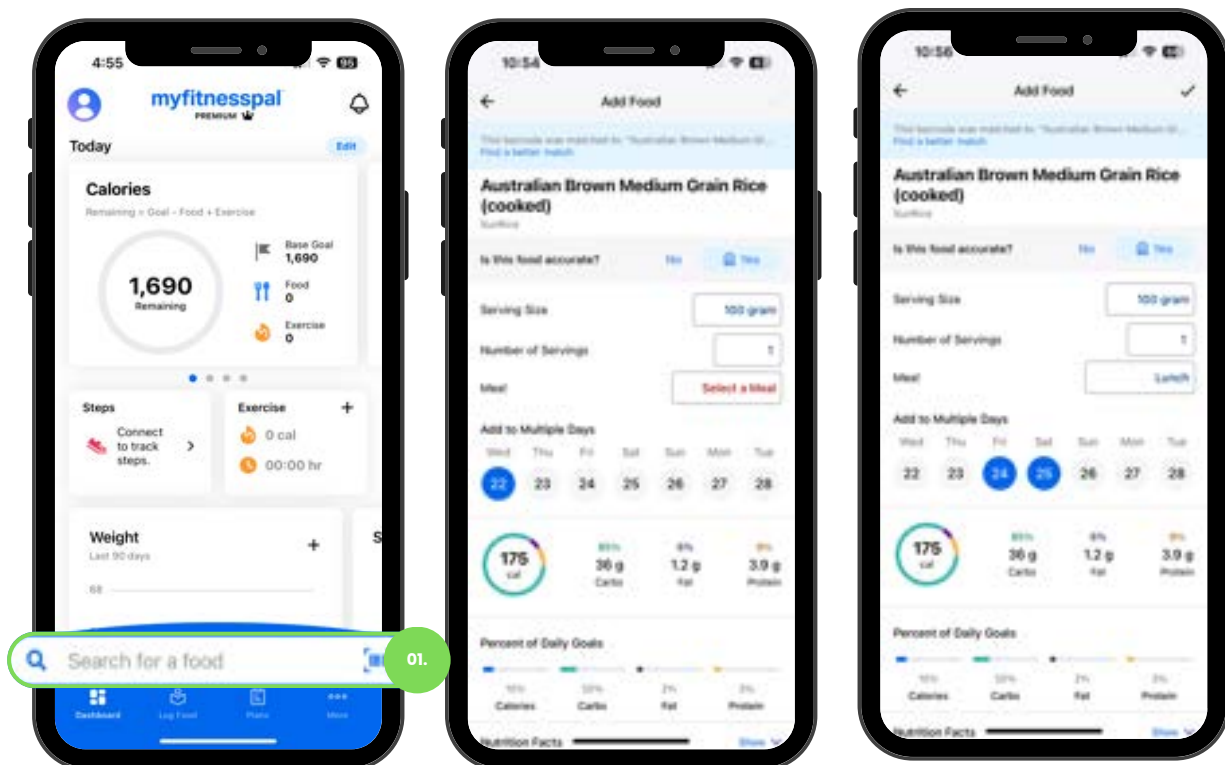
1. Select the **Log Food** tab
2. Select **Add Food** under the appropriate meal.
3. You will be able to either add food by searching for it in the search bar, scanning a barcode, scrolling through recent foods, quick adding calories & macros or adding in your own foods. We will explore these options next.

# How to Track Your Food

## The Dashboard

### Option 2 – The Dashboard

You can track from your home page using the search bar or the barcode scanner on your dashboard. Select which meal it is being added to and also the days at the top and it will input the data to that meal or meals in your diary.

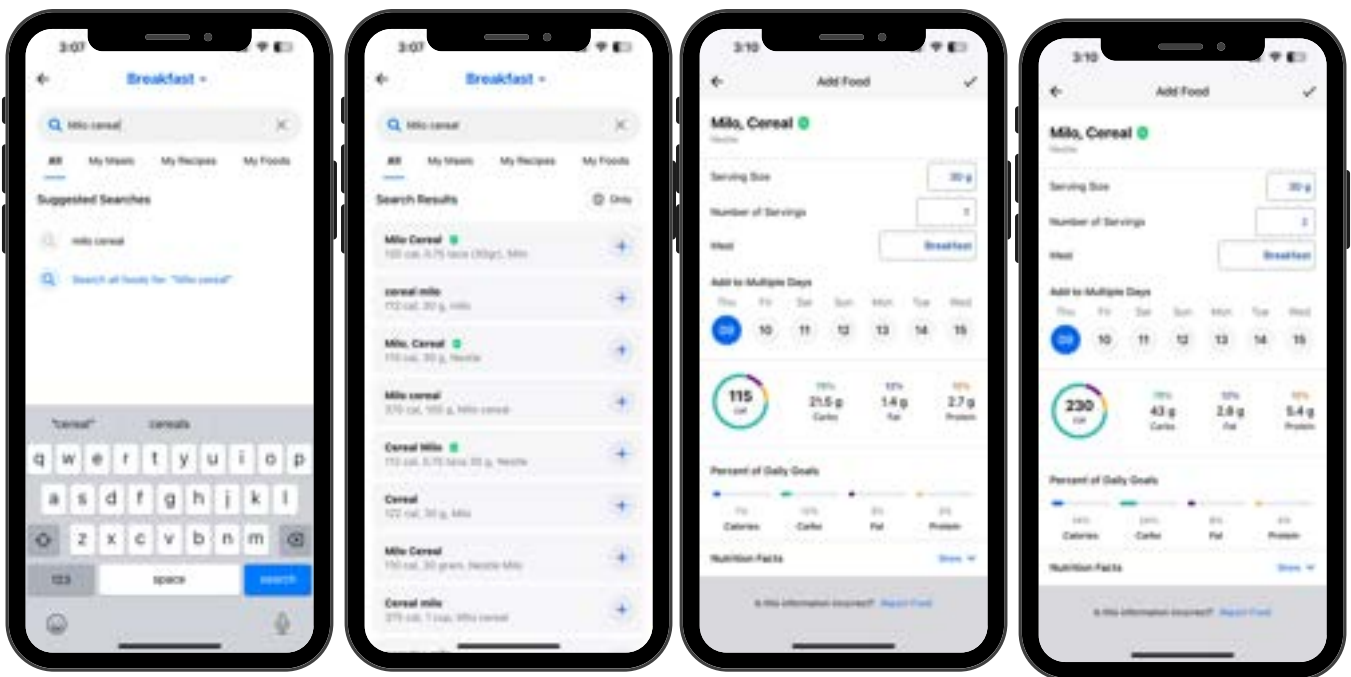


1. On the **Dashboard** click **Search For Food** or click the **barcode**
2. Once you have searched & selected your food, select which meal it is being added to at the top
3. Select the day and/or days you would like the food added, and it will input the data into those days once you click the tick.

# How to Track Your Food

## The Search Bar

1. To search for a food, type the name of the food into the search field (you can also type in brand names).
2. Tap the **Search** button on the bottom right hand corner of the screen.
3. Tap on a matching search result and cross check it with the food label if you have one. Tip: look for the green tips (more on this later).
4. Once you have selected your food item, adjust the number of servings or serving size to reflect how much will be eating.
5. Click the 'tick' and your food will be added.



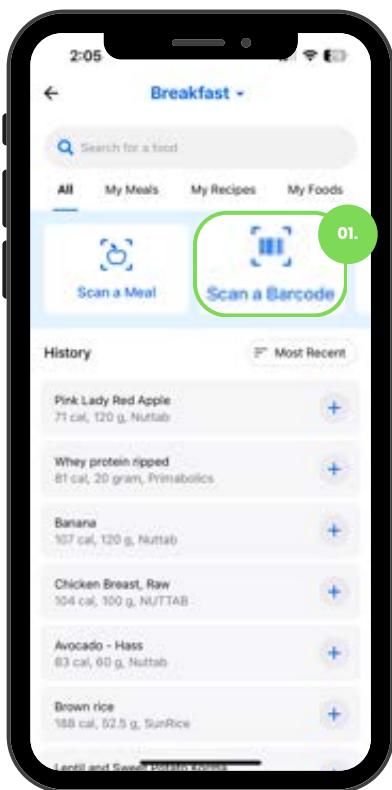
The MFP database has a large number of food items. To improve your search and find the most accurate entry, try adding terms like “uncooked”, “cooked”, “raw”, or the specific brand or food chain names.

To delete an entry, simply swipe your finger horizontally (from right to left) across an item and the **Delete** button will appear.

# How to Track Your Food

## The Barcode Scanner

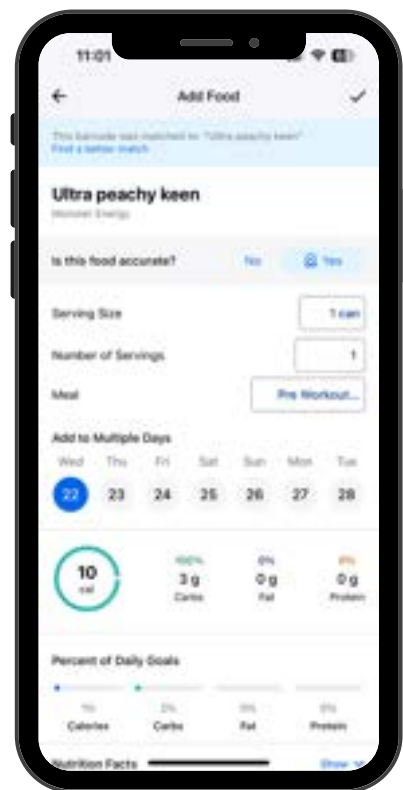
If you are eating packaged foods and you are a premium user, MFP has the option to scan the barcode on the package (if you are using the free version it will only allow you 10 free barcode scans). If it is already in the MFP database, the entry will be pulled up on your screen with the data already entered in. Generally, this data will be more accurate than manually searching for a food item.



01. Click the **scan a barcode** button.



02. Scan the barcode with your phone camera.



03. After searching, it will bring up the food and data automatically for you

Pay attention to the serving size that comes through and edit if necessary. It is also a good idea to cross-check the data with the nutritional information on the packaged food instead of just assuming it is correct.

If the barcode does not scan, you can type in the barcode number and it will identify the product you are trying to scan.

# How to Track Your Food

## The Barcode Scanner

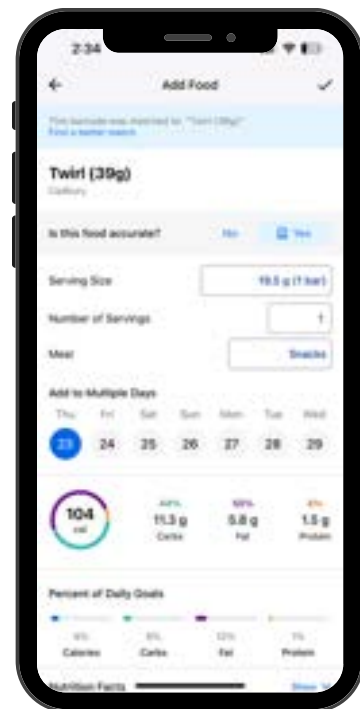
Although barcodes are very easy to track, you need to be wary of the food entry that comes up in your MFP after scanning the barcode. Always cross check the calories, macros and serving size in the app, with the data on the nutritional label. Here are three examples why:

### Example 1: Serving Sizes



NUTRITION INFORMATION							
SERVINGS PER PACKAGE: 2		SERVING SIZE: 19.5g (1 bar)					
	AMOUNT PER SERVING	% DAILY INTAKE*	AMOUNT PER SERVING	AMOUNT PER SERVING	% DAILY INTAKE*	AMOUNT PER SERVING	
ENERGY	436 kJ	9%	2200 kJ	CARBOHYDRATE	11.3 g	4%	27.9 g
PROTEIN	1.5 g	3%	7.8 g	SUGARS	11.0 g	12%	56.6 g
FAT - TOTAL	5.8 g	8%	28.8 g	SOODIUM	14 mg	1%	81 mg
- SATURATED	3.7 g	11%	18.7 g	*Percentage Daily Intakes are based on an average adult diet of 2000kcal. Your daily intakes may be higher or lower depending on your energy needs.			

THE EQUIVALENT OF A GLASS AND A HALF OF FULL CREAM MILK IN EVERY 200g OF CADBURY DAIRY MILK MILK CHOCOLATE.



This Twirl chocolate bar is 39g but if you look at the nutritional label there are 2 x servings per whole chocolate bar.

When you scan the barcode, it automates to 19.5g which is the serving size of one finger (not the whole chocolate bar). If you eat the whole bar but only track it as one finger, you will be eating double the calories that you tracked.

In this instance you will need to change the serving size to 2.

# How to Track Your Food

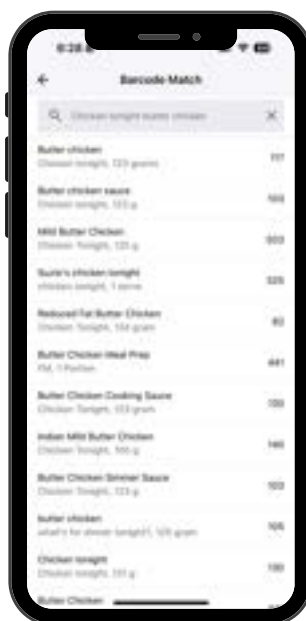
## The Barcode Scanner

Although barcodes are very easy to track, you need to be wary of the food entry that comes up in your MFP after scanning the barcode. Always cross check the calories, macros and serving size in the app, with the data on the nutritional label. Here are three examples why:

### Example 2: Incorrect Macros

When you scan this butter chicken sauce, incorrect macros come up.

In this instance you will need to click **Find a better match**, search for it, and check that the data on another entry matches the nutritional information. You can also add in your own food manually if you can't find a correct option.



# How to Track Your Food

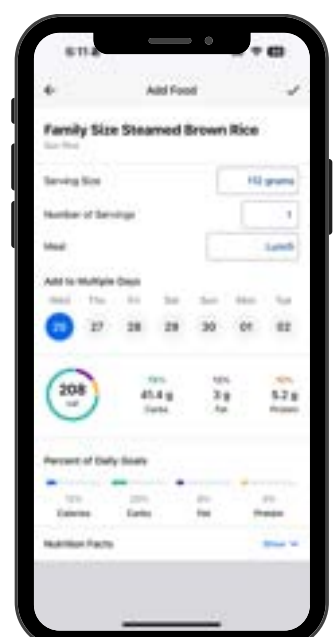
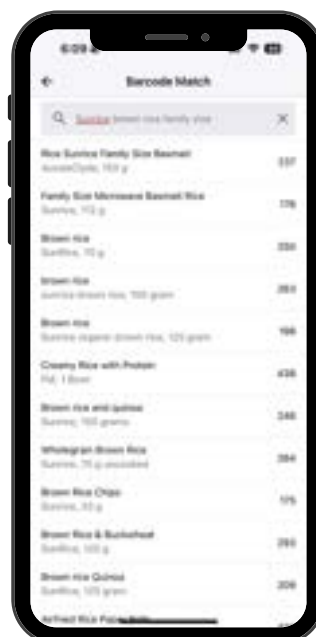
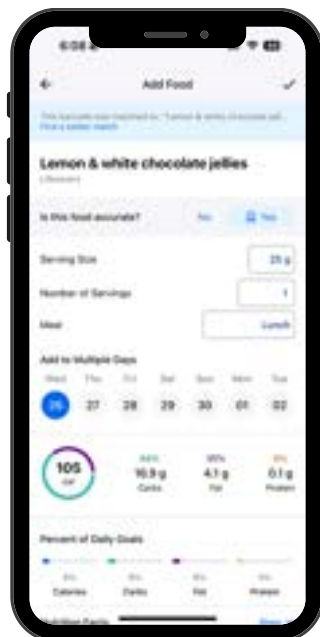
## The Barcode Scanner

Although barcodes are very easy to track, you need to be wary of the food entry that comes up in your MFP after scanning the barcode. Always cross check the calories, macros and serving size in the app, with the data on the nutritional label. Here are three examples why:

### Example 2: Incorrect Product

When you scan this brown rice, the barcode has been associated with the incorrect product and it has come up with a completely different product.

In this instance you will need to click **Find a better match** and then search for the correct item to log. You can also add in your own food manually if you can't find a correct option.



# How to Track Your Food

## Tracking Wholefoods

Tracking whole foods can be very tricky as they come without nutrition information panels on the product or barcodes to scan.

To track wholefoods, use the search bar to type in the name of fruit, vegetable, grain or protein source, for example 'chicken breast' and click search.

You can look for an entry with a green tick which means it is a verified entry, however the most relied upon and accurate entries is using the data from the NUTTAB (NUTrient TABLEs for use in Australia) or USDA (U.S. Department of Agriculture) nutritional food data databases.

The databases contain analysed data and are both integrated research programs that can be utilised as reliable sources of fruit, veggies, seeds, nuts, and meat.

To find a food from these databases simply type in either NUTTAB or USDA in your food search. For example: Pineapple NUTTAB or Carrot USDA.



If you can't find what you are looking for or if you would like to verify the entries, a good tip is to look up the databases online.

**Australian Food Composition Database: Food Standard Australia New Zealand (previously NUTTAB)**  
<https://www.foodstandards.gov.au/science-data/monitoringnutrients/afcd>

**FoodData Central (USDA)**  
<https://fdc.nal.usda.gov/>

# How to Track Your Food

## Raw & Cooked Foods

MFP carries nutritional data for both raw and cooked foods, and it is important to ensure you select the correct preparation method as the nutritional content will vary. This applies to food such as uncooked rice, uncooked pasta, raw potato, raw meat etc. Where possible, it is more accurate to track the raw weight of foods, as foods can lose or retain water during the cooking process.

Please see the examples below:



If you have a strict body composition goal, it is essential to be aware of this. It is easy to see how logging errors can arise unintentionally.

Some tips to ensure you can get around this are:

1. Be specific when serving food: "raw, uncooked, dried, grilled, boiled, etc."
2. If you are weighing raw, weigh the entire meal raw – don't weigh your veggies cooked and meat raw.

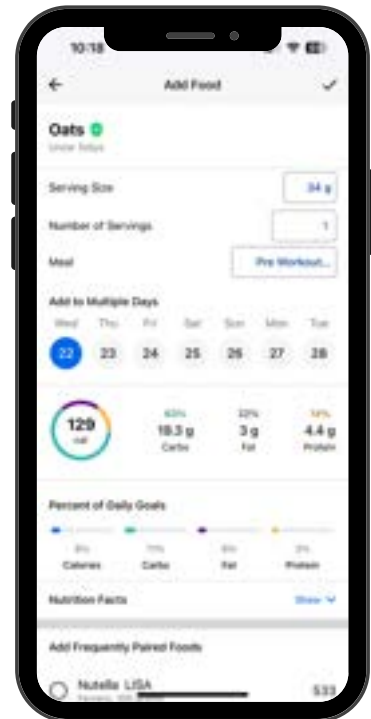
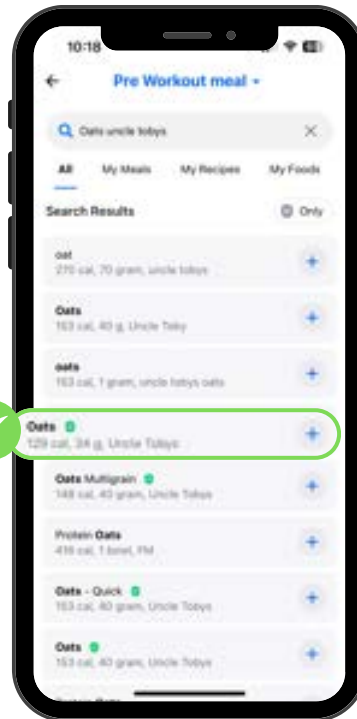
**The most important tip here is to be consistent. If it easier with your lifestyle to track the cooked weight, do this consistently and make sure you are always tracking the foods as cooked.**

# How to Track Your Food

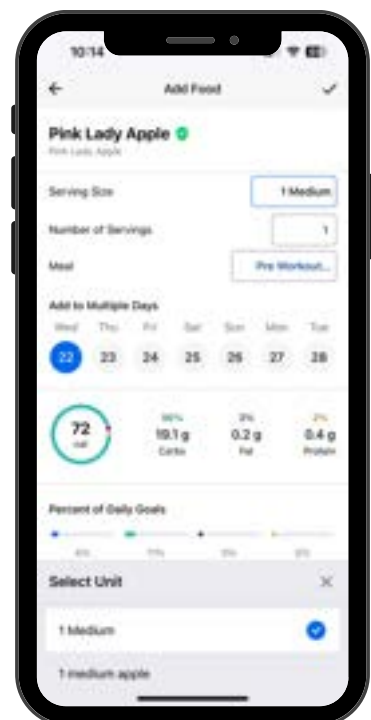
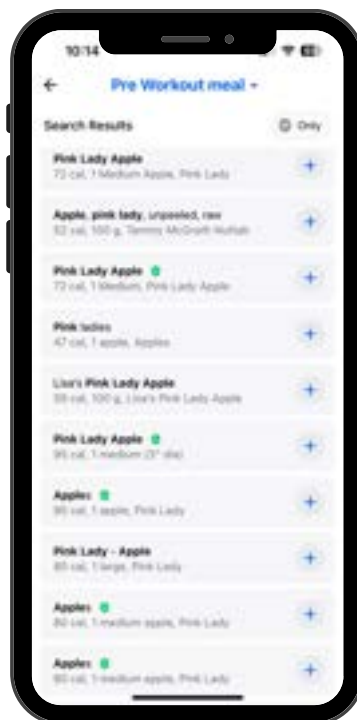
## Look for Green Ticks

With over 19 million foods in their database, the MyFitnessPal team are constantly reviewing foods in their database to create better experiences for its users.

Look for items with a green tick in your search results after scanning a barcode or looking up the product as this indicates that the item is a verified food by MFP and it has been cross checked. While it still may not be 100% accurate, it is likely the most accurate from the search options.



However, make sure you watch out for serving sizes. Although the entry has been approved, there are no other serving size options besides "1 Medium Apple". Try to find another entry with the grams displayed, or create & add your own food into the database based on nutrition databases or food labels for a more accurate entry.





PREMIUM  
FEATURE

# How to Track Your Food

## The 'Quick Add' Tool

The Quick Add tool is a **premium function** and is a great tool to use if you want to quickly enter the macros and calories for a meal. This can be handy if you are estimating macros on a meal out, if you have obtained the macros from a food chain menu, if the macros in the database are incorrect and you need to add your own, or if someone has cooked you something and provided the macros for it. To do this:



### 01. Step One

Swipe across at the top next to barcodes and click on **Quick Add**.

### 02. Step Two

Type in the macronutrient values and the calories will auto calculate for you.

### 03. Step Three

Click the 'tick' button.

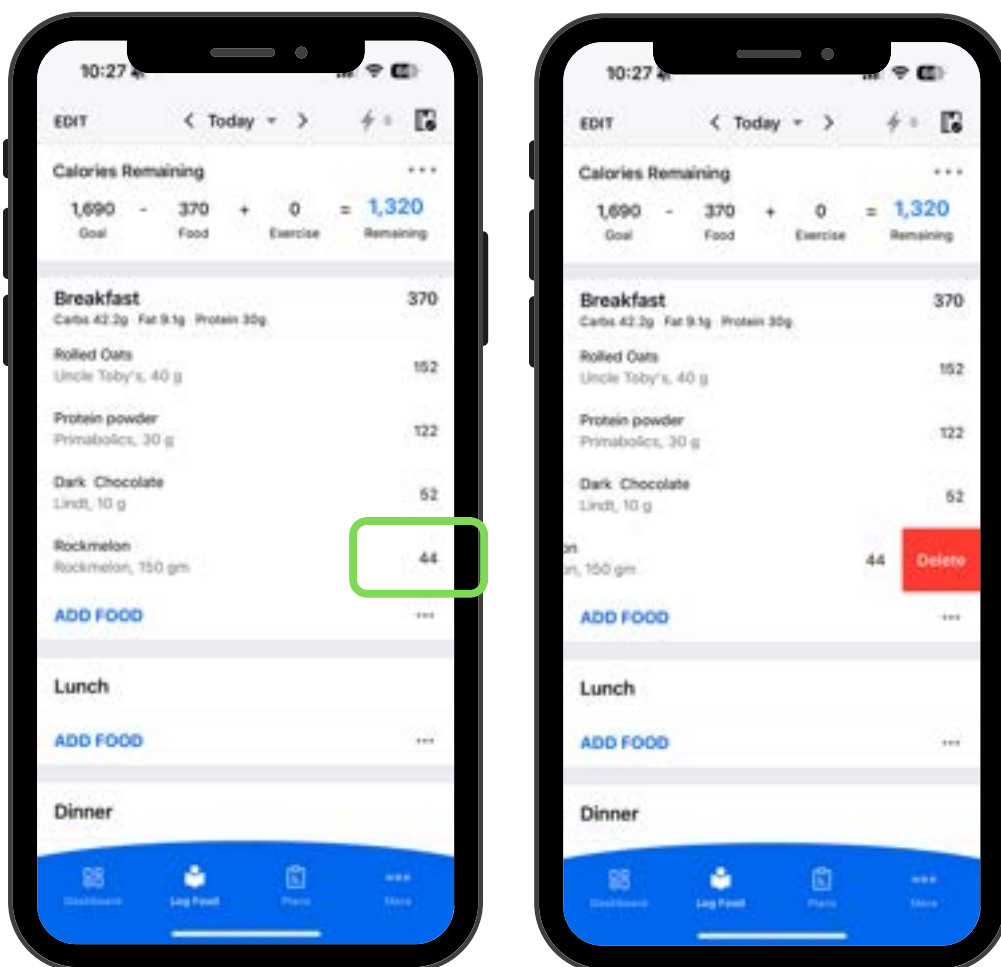
### 04. Step Four

Your food will now be logged as **"Quick Add"**.

# How to Track Your Food

## How to Delete a Food Entry

To delete a food from your daily log, simply swipe from right to left across the item to reveal the **'Delete'** command and then press **'Delete'**.





# Chapter Five

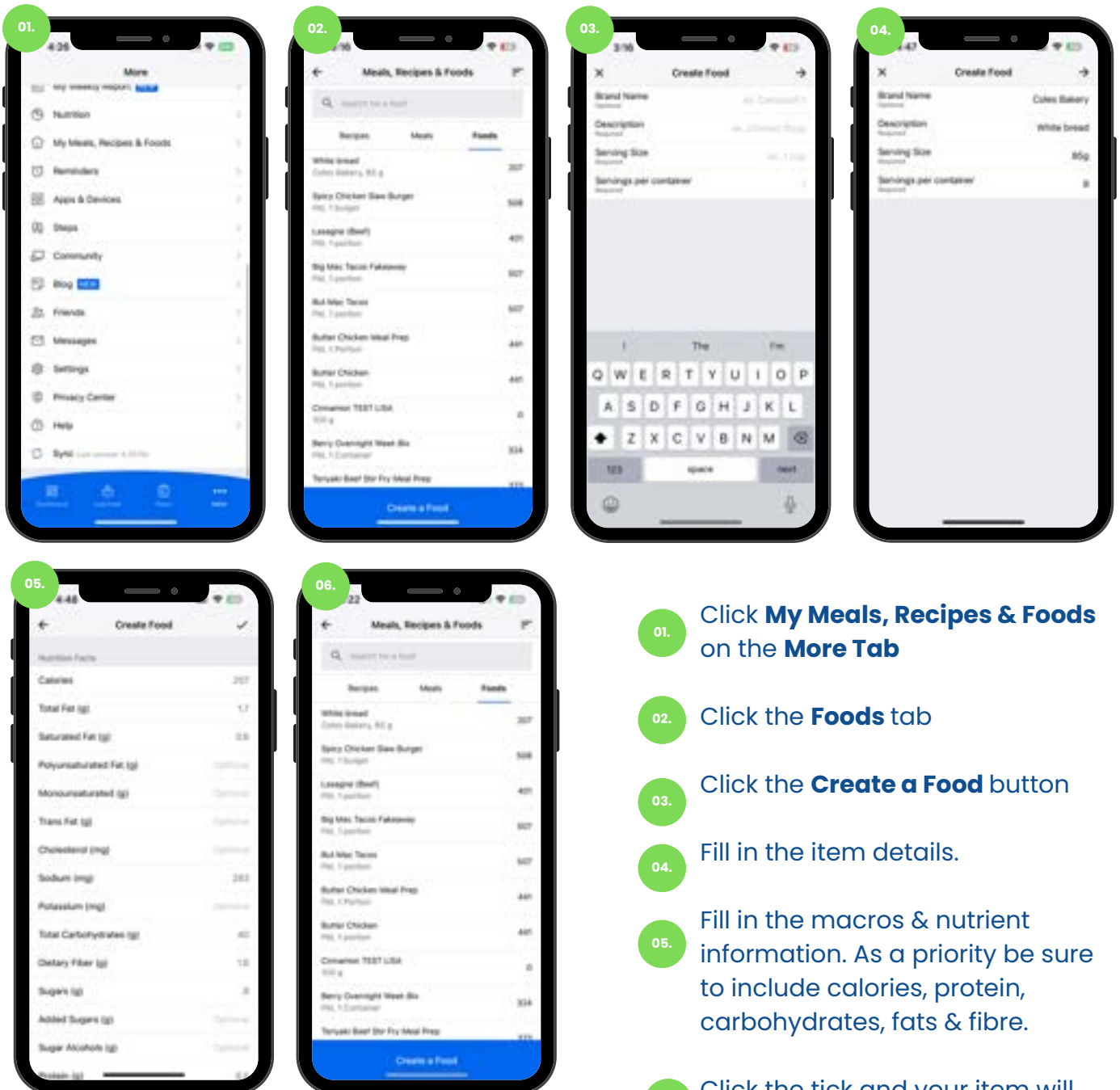
How to Add Foods, Meals & Recipes Into  
Your Database

# Adding Entries Into Your Database

## How to Add Your Own Foods

You can add your own foods into the database in two ways:

### Option 1 - Via the My Meals, Recipes & Foods tab



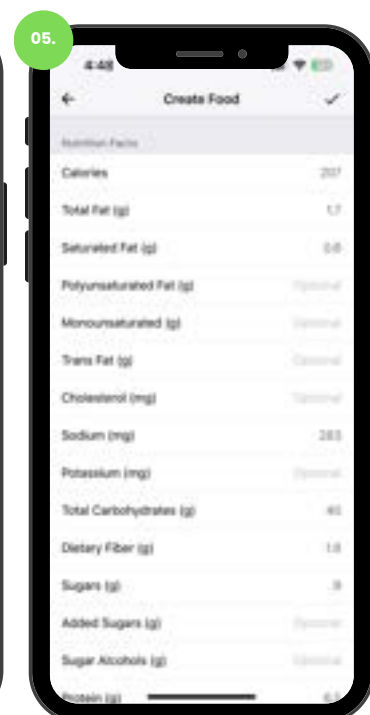
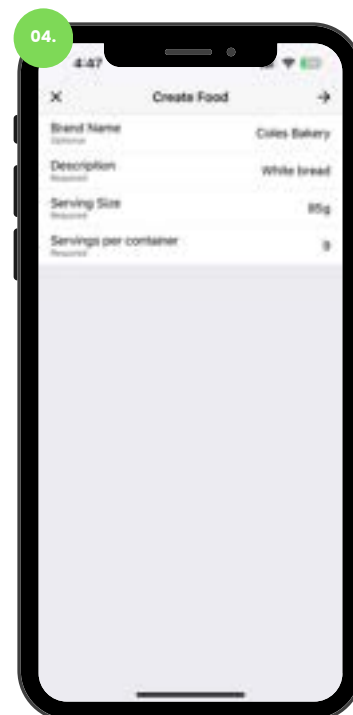
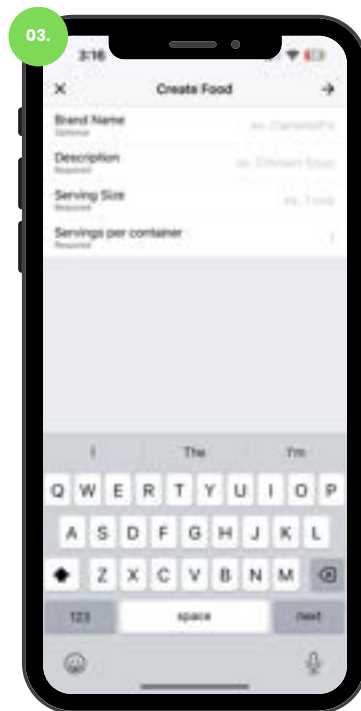
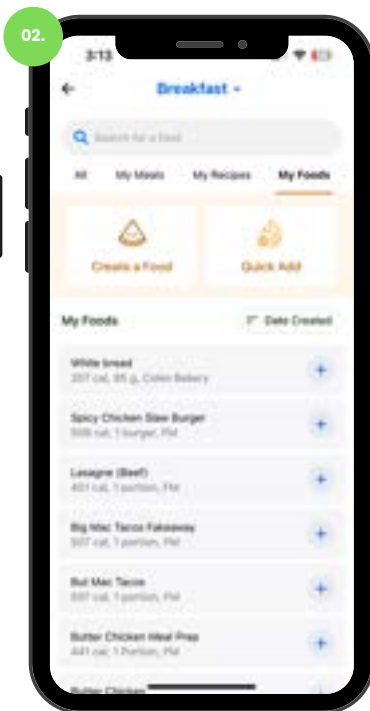
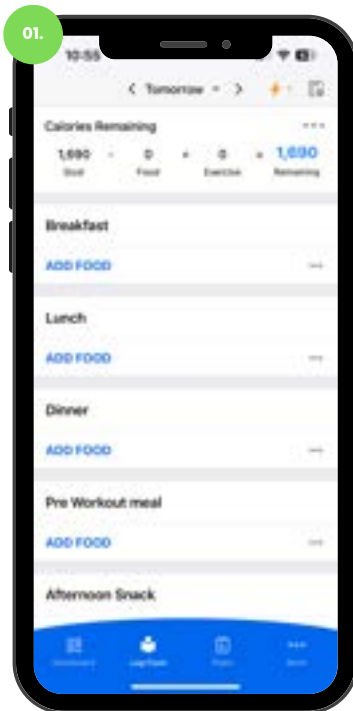
01. Click **My Meals, Recipes & Foods** on the **More Tab**
02. Click the **Foods** tab
03. Click the **Create a Food** button
04. Fill in the item details.
05. Fill in the macros & nutrient information. As a priority be sure to include calories, protein, carbohydrates, fats & fibre.
06. Click the tick and your item will be added to the library

# Adding Entries Into Your Database

## How to Add Your Own Foods

You can add your own foods into the database in two ways:

### Option 2 – Via the Log Food tab

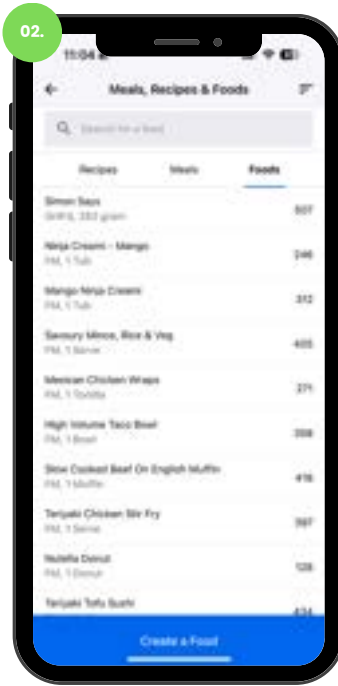
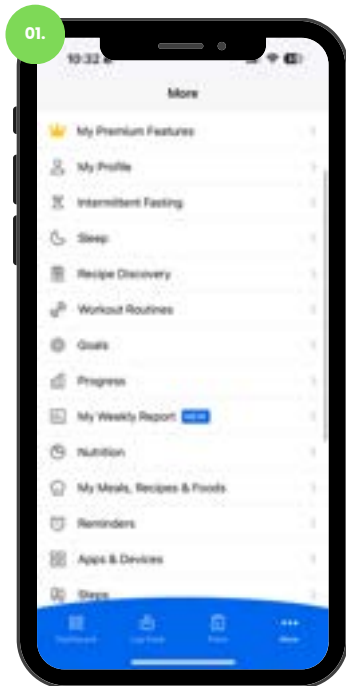


01. On the **Log food** tab, Click **Add Food** under the corresponding meal.
02. Click **My Foods**
03. Click the **Create Food** button
04. Fill in the item details.
05. Fill in the macros & nutrient information. As a priority be sure to include calories, protein, carbohydrates, fats & protein
06. Click the tick and your item will add to your food diary for that day as well as your 'My Foods' Database

# Adding Entries Into Your Database

## How to Edit or Delete Foods In Your Database

If you wish to edit or delete one of your saved recipes, do the following:

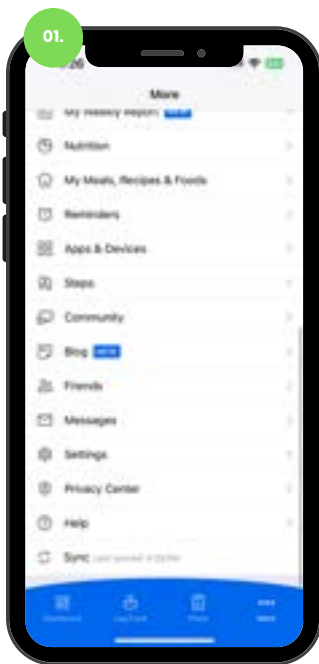


01. Go to the **More** tab and click **My Meals, Recipes & Foods**.
02. Click **Foods** at the top and then click the food you want to edit.  
  
If you want to delete a meal, simply swipe left to bring up the **'Delete'** command.
03. Click **Edit Food** at the bottom right.
04. From here you can edit the serving size, calories, macronutrients and micronutrients.
05. Click the arrow at the top left hand corner and this update will save.

# Adding Entries Into Your Database

## How to Create a Meal

Creating a meal allows you to quickly input meals you eat frequently without needing to enter every ingredient each time. It is a great time saving tool.



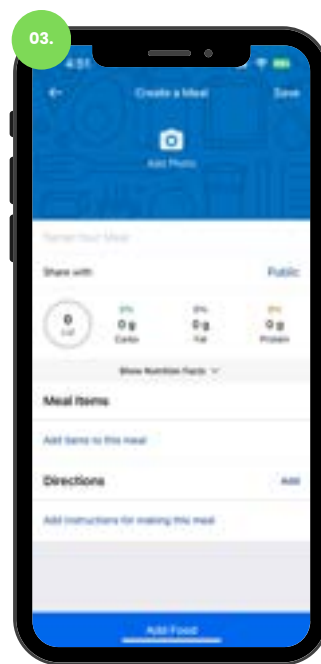
### 01. Step One

Go to the **More** tab and click **My Meals, Recipes & Foods**.



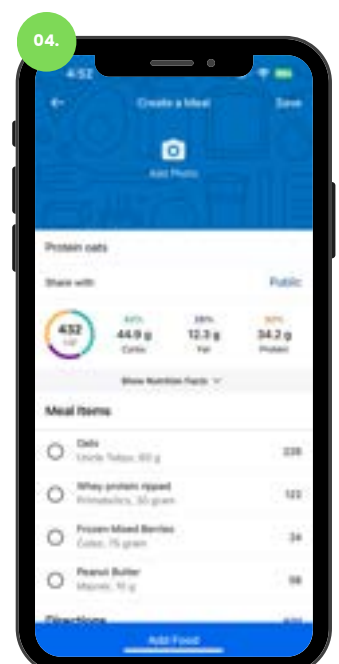
### 02. Step Two

Click **Meals** at the top and then click **Create a Meal**.



### 03. Step Three

Name your meal and then add in your ingredients & quantities.  
\*Optional, add directions & a photo.



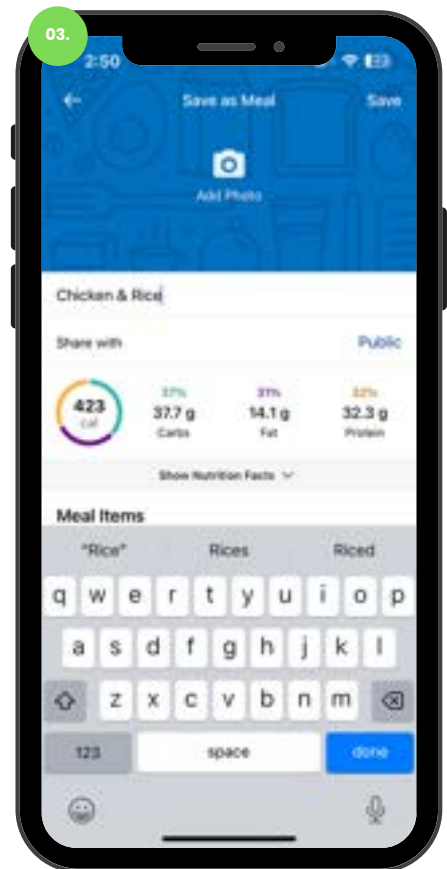
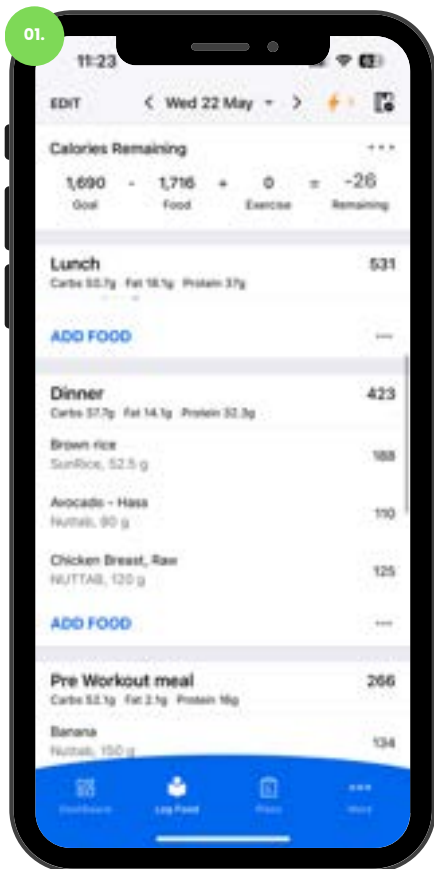
### 04. Step Four

**Save** your meal.  
If you ever need to edit any of the ingredients or quantities you can come back tweak them in here.

# Adding Entries Into Your Database

## How to Save an Already Logged Meal into Your Database

If you have already tracked your food in your diary and want to save it in your library of meals afterwards, take the following steps:



### 01. Step One

Click the 3 dots underneath the meal you want to save.

### 02. Step Two

Select **'Save as Meal'**

### 03. Step Three

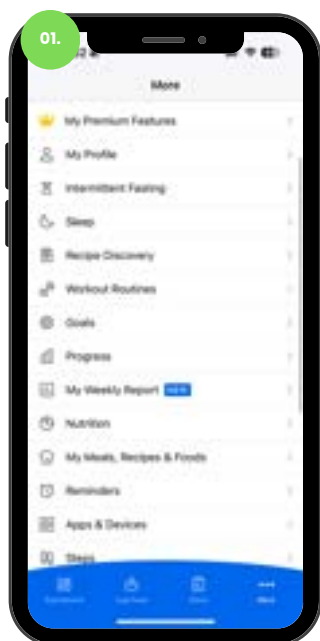
Name your meal.

\*Optional: take a photo of your meal.

# Adding Entries Into Your Database

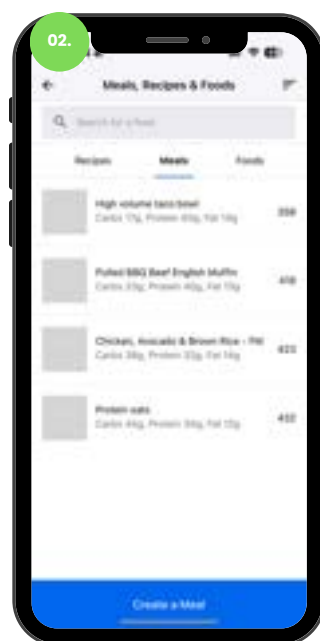
## How to Edit or Delete Meals in Your Database

If you wish to edit one of your saved meals, you can update the food quantities in your food log once imported if you only want to change it for that particular day. However if you want to change the meal in the database do the following:



01. Step One

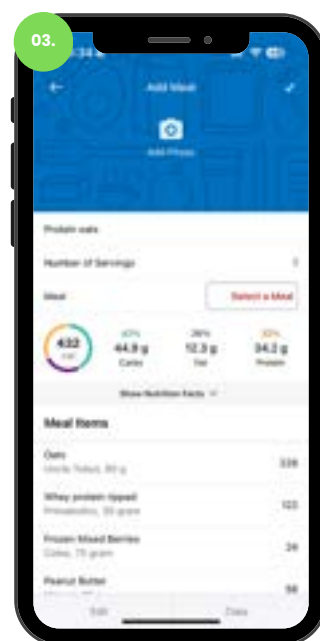
Go to the **More** tab and click **My Meals, Recipes & Foods**.



02. Step Two

Click **Meals** at the top and then click the meal you want to edit.

If you want to delete a meal, simply swipe left to bring up the **'Delete'** command.



03. Step Three

Click **Edit** at the bottom left.



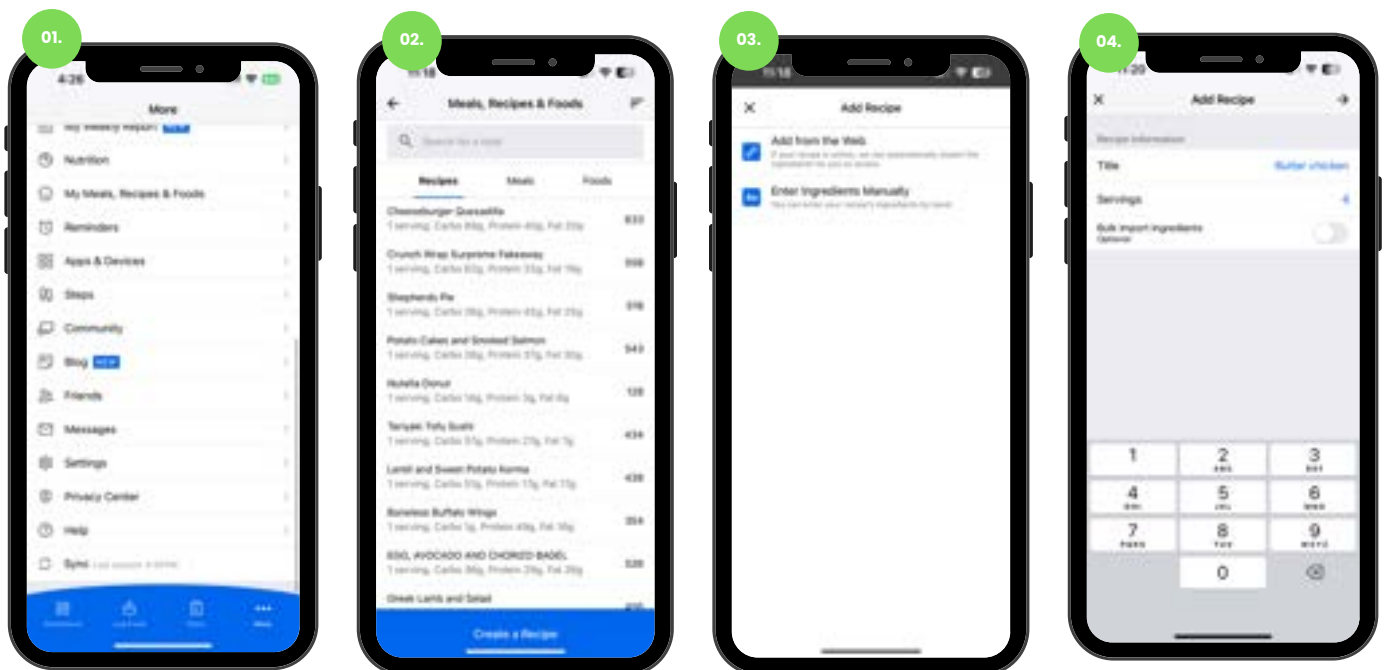
04. Step Four

From here you can either click on one of the food items to edit the portion size, swipe left to delete a food, or click **Add Food** to add another ingredient.

# Adding Entries Into Your Database

## How to Create a Recipe

The recipe feature allows you to combine multiple ingredients for bulk recipes, allowing MFP to automatically calculate the correct number of calories & macros for a single serve.



### 01. Step One

Go to the More tab and click **My Meals, Recipes & Foods**. **Recipes** will be the first tab selected.

### 02. Step Two

Click **Create a recipe**. This is also where your recipes are stored if you ever need to edit the ingredients.

### 03. Step Three

This option will pop up - Select 'enter ingredients manually'

### 04. Step Four

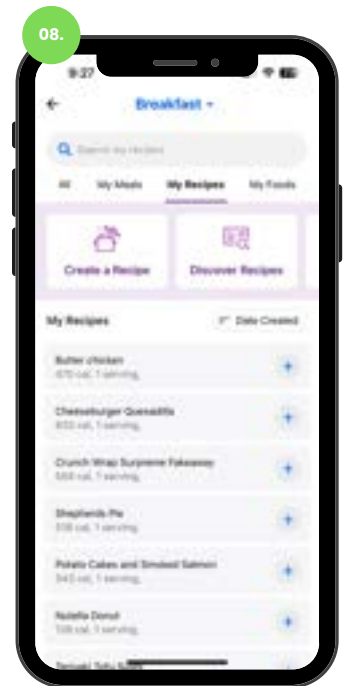
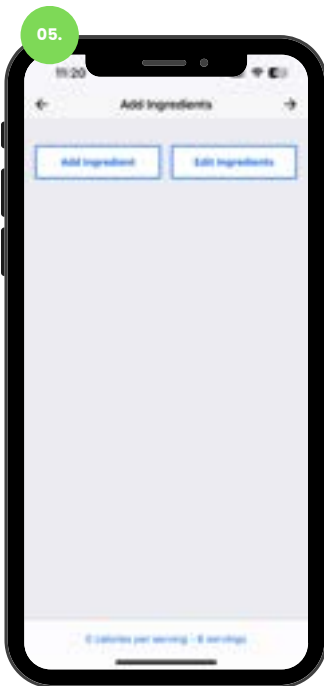
Name your Recipe and how many servings it will make (you can change this later if needed).



Scroll down continued on the next page

# Adding Entries Into Your Database

## How to Create a Recipe Continued



### 05. Step Five

Click **Add Ingredients**.

### 06. Step Six

Enter in all of your ingredients separately to create the entire meal - It will show the calories per serve at the bottom of the screen.

You can edit the ingredients or number of servings here if required.

### 07. Step Seven

The arrow at the top right will then take you to the final page, which shows you the macro & calorie breakdown of each individual serve. You can either save the recipe or save & log it straight into your diary.

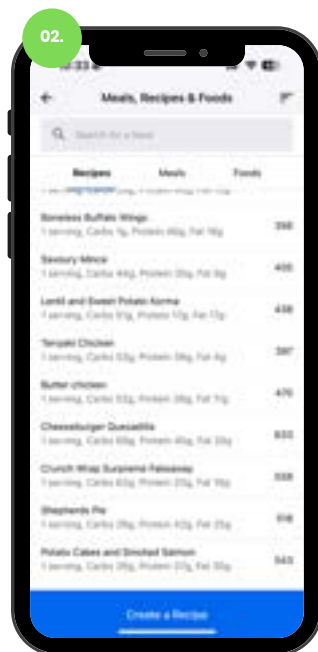
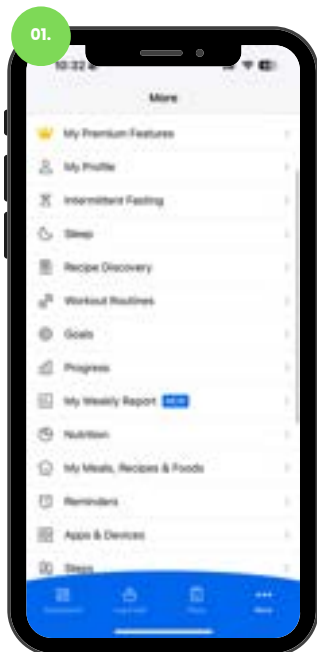
### 08. Step Eight

To add a recipe into your diary at a later date, simply click '**Add Food**' in the log food tab, click **Recipes** and then click the **+** next to the recipe.

# Adding Entries Into Your Database

## How to Edit or Delete a Recipe in Your Database

If you wish to edit or delete one of your saved recipes, do the following:



### 01. Step One

Go to the **More** tab and click **My Meals, Recipes & Foods**.

### 02. Step Two

Click **Recipes** at the top and then click the recipe you want to edit.

If you want to delete a recipe, simply swipe left to bring up the **'Delete'** command.

### 03. Step Three

To edit, click **Edit Recipe** at the bottom right.

### 04. Step Four

From here you can either swipe left to delete a food, or click **Add Food** to add another ingredient or change the number of servings at the bottom.

If you wish to edit a particular ingredient, click on the ingredient.



Scroll down continued on the next page

# Adding Entries Into Your Database

## How to Edit or Delete a Recipe in Your Database Continued



### 05. Step Five

To change the amount, adjust the serving size or number of servings. To replace it with another item, click **Search for Alternative** and use the search bar or barcode to search.

### 06. Step Six

Once you have selected the replaced food adjust the serving size and click the tick.

### 07. Step Seven

Click the arrow button at the top right once you have finished editing.

### 08. Step Eight

Click **Save**.



# Chapter Six

Tips & Tricks

## Tips & Tricks

### Fibre Isn't Always Correct on MFP

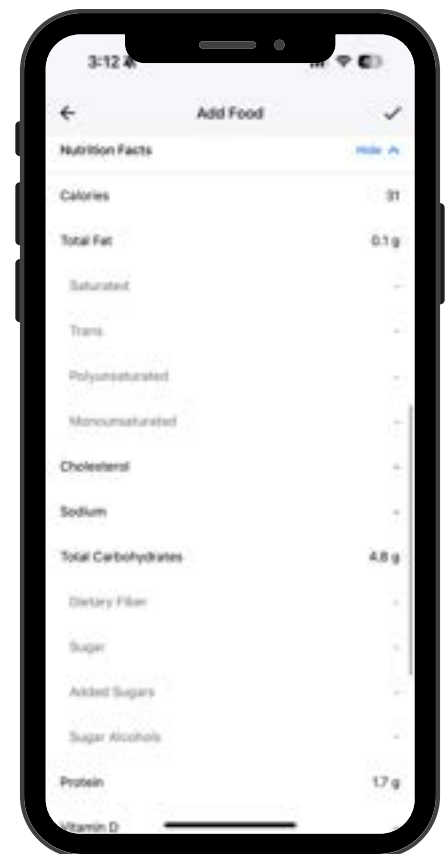
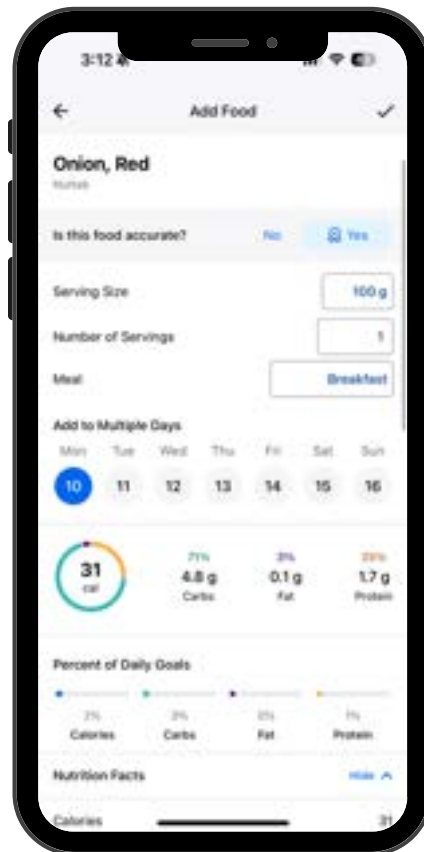
Fibre is not always correct on My Fitness Pal, so you should not always rely on this as way to track your fibre.

MFP allows crowd-sourced entries. Sometimes when users input their own food data, they are focusing solely on the macronutrients rather than the micronutrients. This can also happen with food chain items as fibre often isn't included on the nutritional information.

As you can see to the right, only the macros for this food entry have been logged, and not the micronutrients.

This can make tracking fibre extremely difficult—especially if you are focusing on it with your coach.

Utilising barcode scanning for bagged fruit and veg may show the micro nutrient value as a user, or you may want to cross-check with the online databases and add in your own entry.



#### *Tip:*

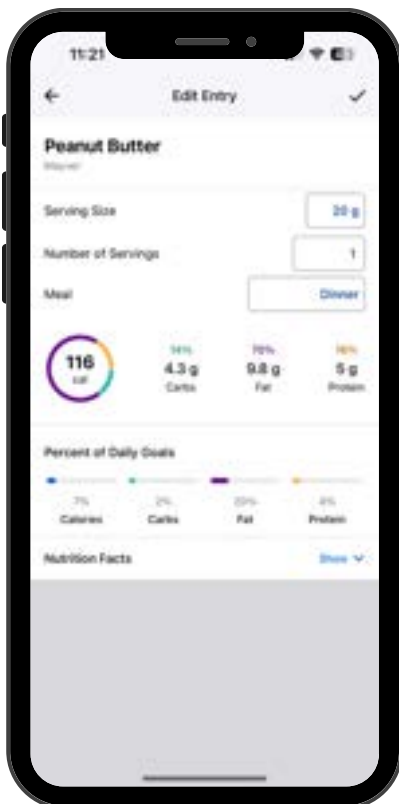
To help you reach your fibre target, focus on eating whole foods that are rich in fibre such as your recommended 5 veg, 2 fruit and wholegrains like brown rice and oats.

# Tips & Tricks

## Tweaking the Serving Sizes

MFP will typically automate a serving size when you scan or find a food option in the app. As you track, you will learn to tweak your serving sizes of different foods to fit your calories. The easiest way to enter different serving sizes into your app is to drop the serving size to 1g/1ml and then adjusting the number of servings to get the amount used.

### Example (Tracking 8g of peanut butter)



#### 01. Step One

Add peanut butter into your food entry. The peanut butter will usually scan in at 20 grams (1 tablespoon), which is the serving size MFP has on file.

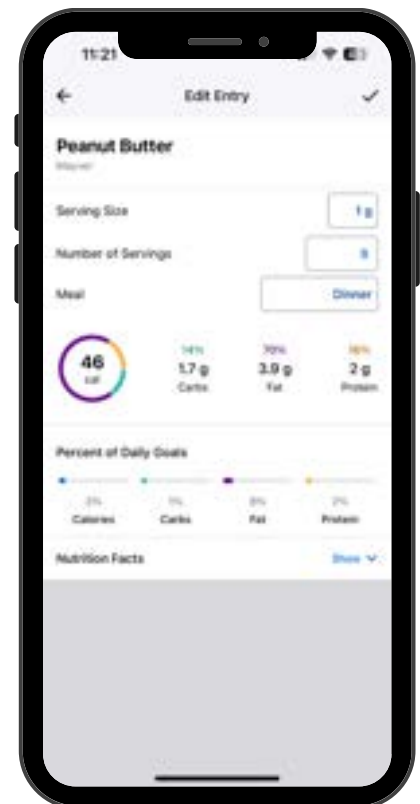
Click on the amount next to **Serving Size**.



#### 02. Step Two

Under **Select Unit**, click 1g & then the tick.

*(If there is no 1g or 1ml option, select the option that would be the easiest for you to customise the amount to your tracking needs).*



#### 03. Step Three

Click on **Number of Servings** and tweak it to the amount of grams you have tracked i.e. change to 8 servings to track 8g of peanut butter.

## Tips & Tricks

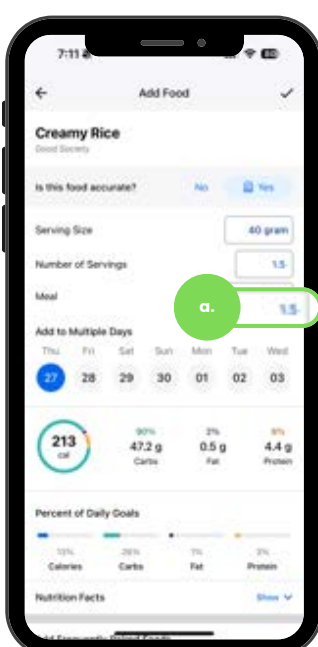
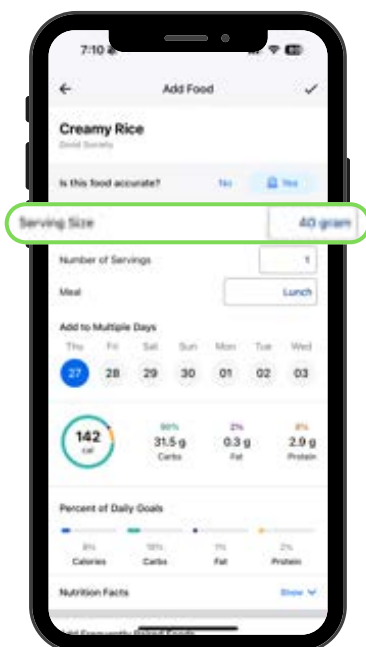
### How to Track When the Serving Size Isn't Available in MFP

The choices in the serving size area are limited to the options available when the food was created. If the MyFitnessPal team created the entry, there might be multiple options, however if another user entered it there may typically be only one option.

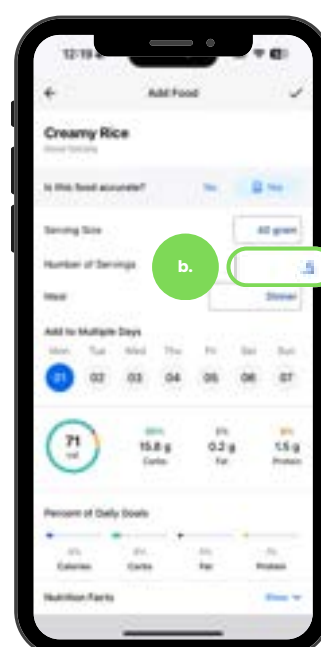
As mentioned earlier in the guide you can adjust the serving sizes by changing the serving size to 1g and then updating the number of serves. If this option isn't available, you can adjust the serving size of an item by entering it as a fraction or a decimal.

**For example, here is how you would adjust Creamy Rice that scans through with a 40g serving size for two different portions:**

- **Option a)** 60g Creamy Rice
- **Option b)** 20g Creamy Rice



**a.** Adjust the number of servings to 1.5



**b.** Adjust the number of servings to 0.5

If you are tracking your macros meticulously and they need to be accurate, you can follow this complicated example on the next page.

## Tips & Tricks

### How to Track When the Serving Size Isn't Available in MFP

This bread states that the serving size of **2 slices = 92g**. However, if you put the bread on the scales it shows that the **2 slices of bread actually weighs 100g**.

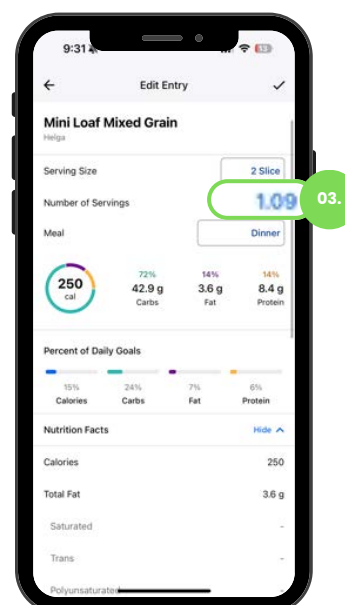
Usually, this would be an instance where we drop the serving size to 1g and change the serving size, however the only options for the serving size in MyFitnessPal are slices.



In order to track this accurately, you would do the following:

01. Select the serving size of 2 slices of bread
02. Divide the actual serving size by the listed serving size ( $100 / 92 = 1.09$ )
03. Enter 1.09 into the number of servings on MyFitnessPal

Alternatively, you can add your own food entry with grams into your food database.



**Please note that this is intended for strict tracking goals. If you encounter something like this on MyFitnessPal, discuss them with your coach. You may not need to be this strict in your tracking journey.**

## Tips & Tricks

### Measuring Liquids & Condiments On Tare

When measuring sauces, spreads or condiments, start by placing the jar or bottle on the scale and then reset the TARE to 0. From there, you can scoop out the spread in smaller increments. This method ensures that you can take out the exact measurement you've tracked, including what remains on the spoon.

This can be a useful tip for measuring protein powder, spray oils, honey, butter etc.



#### 01. Step One

Place jar on scale.



#### 02. Step Two

Tare the scale to 0.



#### 03. Step Three

Use your spoon to scoop out. When the scale shows as -10, this is 10g peanut butter (including the amount leftover on the spoon, so yes you can lick it and hit your macros).

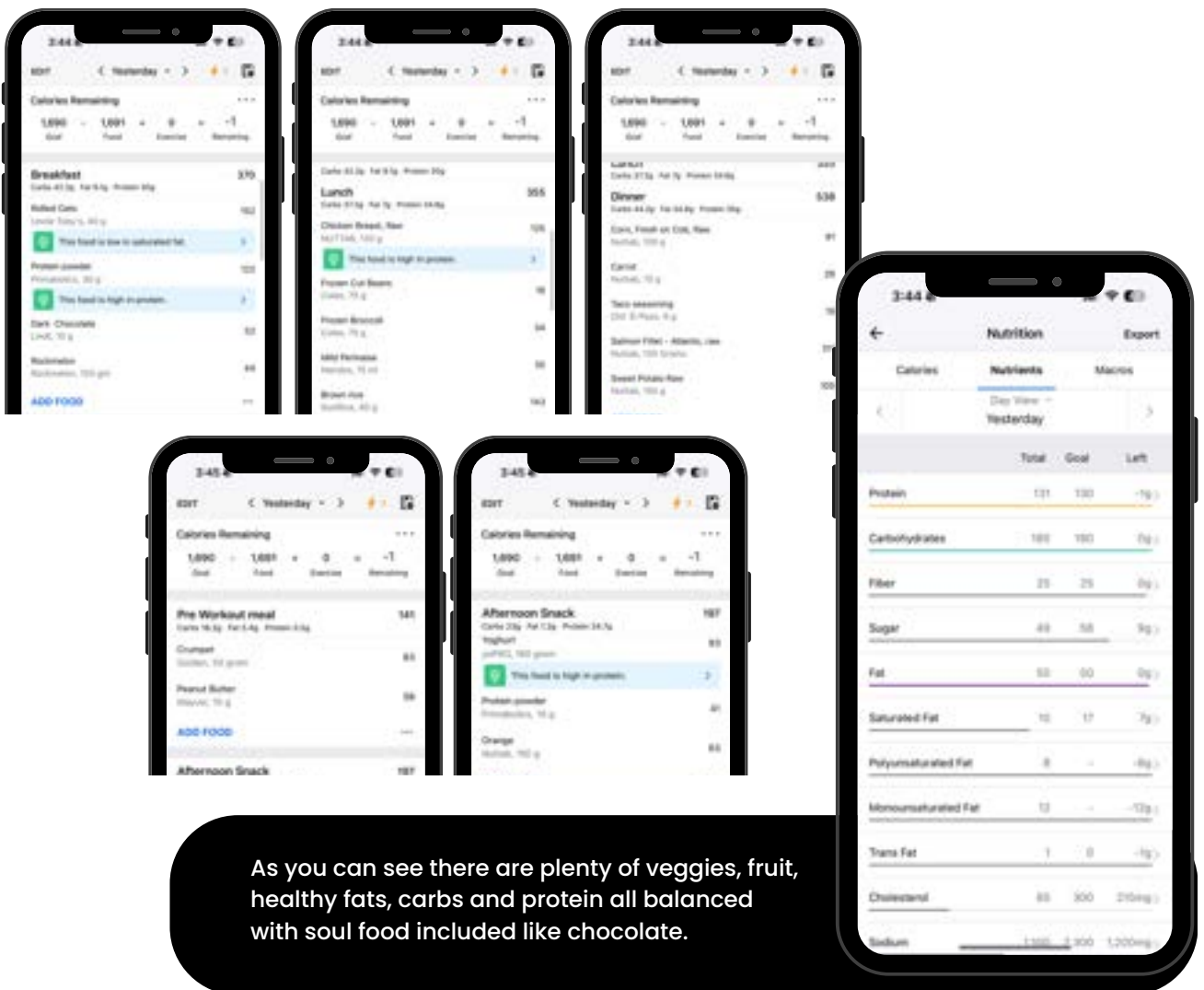
# Tips & Tricks

## Hitting Your Macros & Micros For The Day

**Tip #1 Plan your meals out in advance and prioritise setting your main protein sources and fruit and veggies in first**

First, set around 85% of your protein target for the day from healthy protein sources and then focus on adding foods to get your micronutrients in (5 Veg, 2 Fruit and wholegrains). This ensure you are prioritising filling your body with adequate nutrients.

From here, you can add in your soul foods until you reach your macro target.



As you can see there are plenty of veggies, fruit, healthy fats, carbs and protein all balanced with soul food included like chocolate.

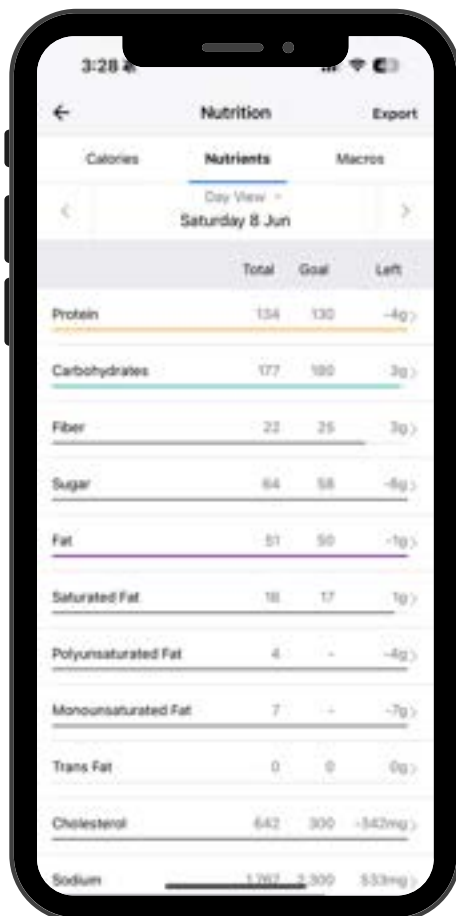
## Tips & Tricks

### Hitting Your Macros & Micros For The Day

Tip #2 Aim for a certain macro range as prescribed by your coach

Don't stress about hitting your targets perfectly. You're learning and will improve with practice. Aim to be within 5 grams above or below your macro targets (or any other amount set by your coach).

Try to hit your protein goal every day, or even go a little over if needed, Remember it's about consistency, not perfection.



> 4g in Protein

< 3g in Carbohydrates

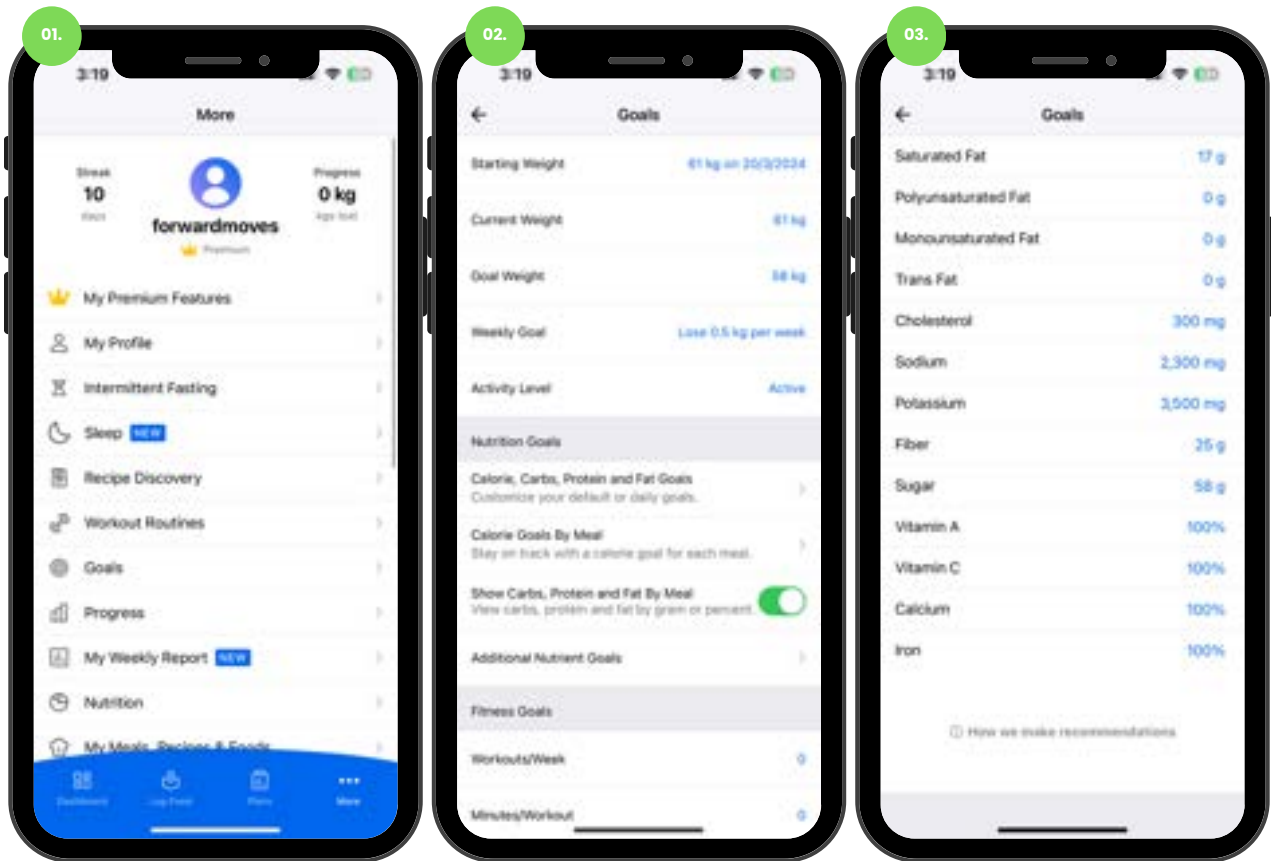
> 1g in Fat

This equates to 13 calories over the target macros which is very close.

## Tips & Tricks

### Hitting Your Macros & Micros For The Day

Tip #3 If you are a premium user, you can set up custom goals to include specific micronutrient targets, such as fibre.



#### 01. Step One

On the **More** page, click **Goals**.

#### 02. Step Two

Click **Additional Nutrient Goals**.

#### 03. Step Three

Adjust the recommendations to the targets prescribed by your coach.

## Tips & Tricks

### Portioning Out Serves Once You've Cooked a Bulk Recipe

If you've cooked a bulk recipe for meal prep to eat throughout the week and are unsure how to divide the portions, the below tip makes it easy. Make sure to check with your coach if they have a preferred method.



Add in all of your ingredients to create your meal in to the app using the '**Create a Recipe**' tab and choose how many portions this will make - This meal is 4 servings.



Scroll down continued on the next page

## Tips & Tricks

### Portioning Out Serves Once You've Cooked a Bulk Recipe

01.



#### 01. Step One

Place a large bowl or empty container on your food scale.

02.



#### 02. Step Two

Tare the weight to bring it back to 0g.

03.



#### 03. Step Three

Add the cooked meal.

Take the total weight (in this case 1360g) and divide it by however many servings you want (4 serves). This will give you the weight of each serving.

**1360 / 4 = 340g per serve**



Scroll down  
continued on the  
next page

## Tips & Tricks

### Portioning Out Serves Once You've Cooked a Bulk Recipe

04.



#### 01. Step Four

Tare the scale back to zero.

05.



#### 02. Step Five

Portion out 340g of the meal into a container. Tare again and repeat until done.

**\*\*This tip can also be used for portioning out any foods after you've cooked them for example chicken. To do this you would place your cooked chicken on the scale, divide the total cooked weight by the number of servings to get the cooked weight of each individual serving, and then portion out the individual cooked amount of into your containers.**

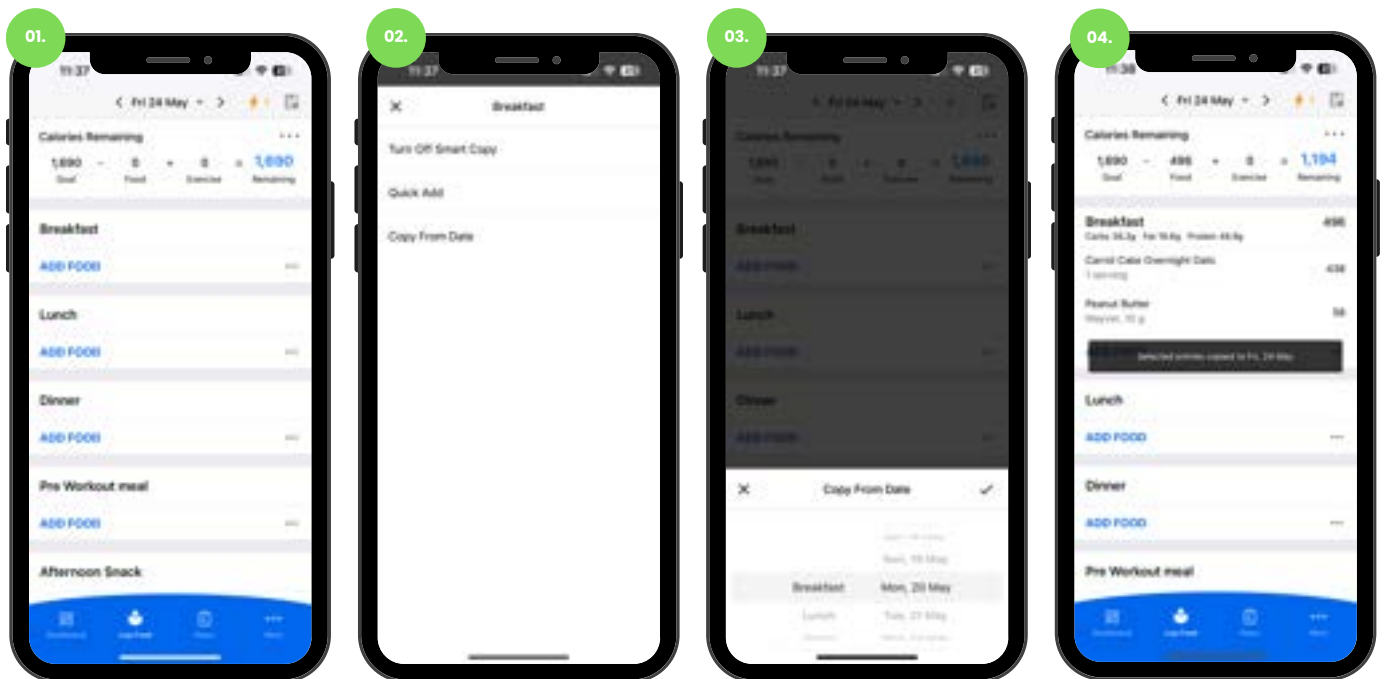
# Tips & Tricks

## Tracking with Little Time

Do you want to quickly add in meals that you have consumed a previous day?

There are a few ways to do this:

### Option 1 - Copy From Date



#### 01. Step One

Click on the three little dots of the meal you want to copy.

#### 02. Step Two

Select **Copy From Date**.

#### 03. Step Three

Click on the meal and date you want to copy from and click on the tick.

#### 04. Step Four

The meal will import.

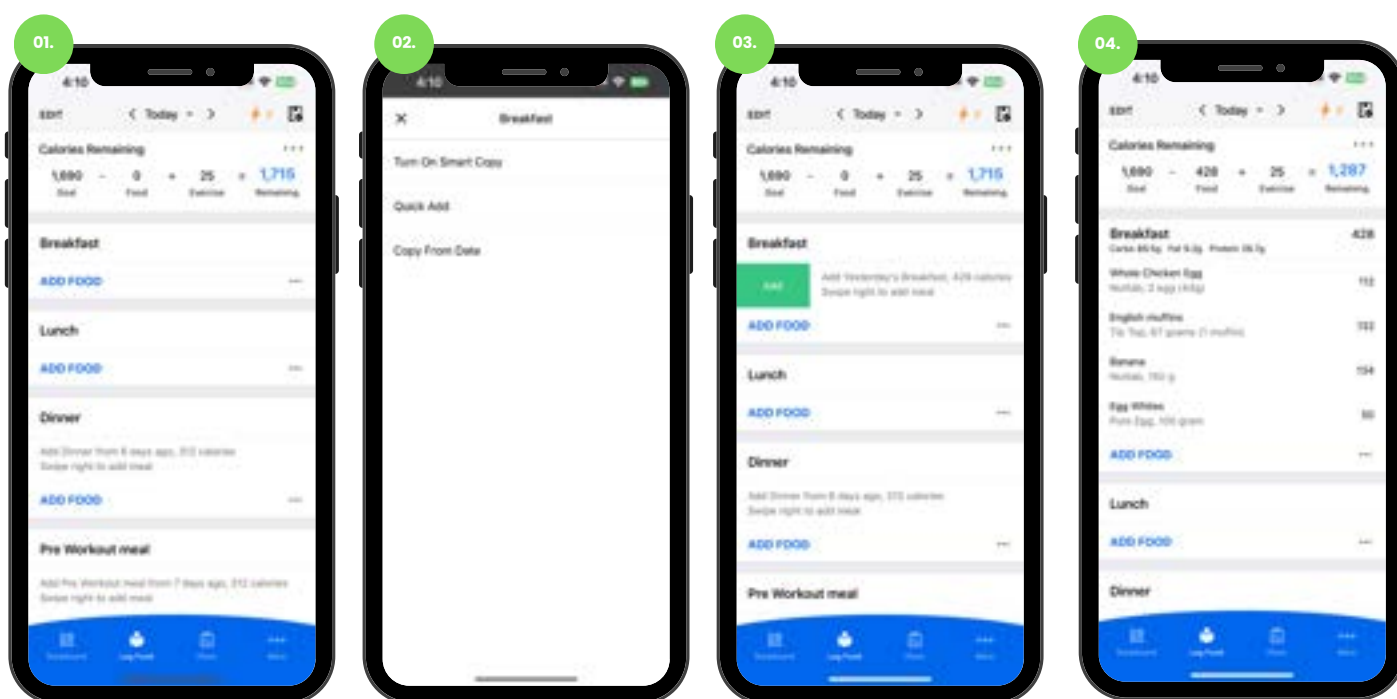
# Tips & Tricks

## Tracking with Little Time

### Option 2 - Smart Swipe

Enabling smart copy will give you the ability to add a meal that is the exact same from the day or 2 days before.

It will pop up under the meal and you have to swipe right.



#### 01. Step One

Click the 3 dots.

#### 02. Step Two

Select Turn On Smart copy.

#### 03. Step Three

Swipe right to add the meal from yesterday.

#### 04. Step Four

The meal will add. You will be able to go straight to swiping next time.

#### \*Note:

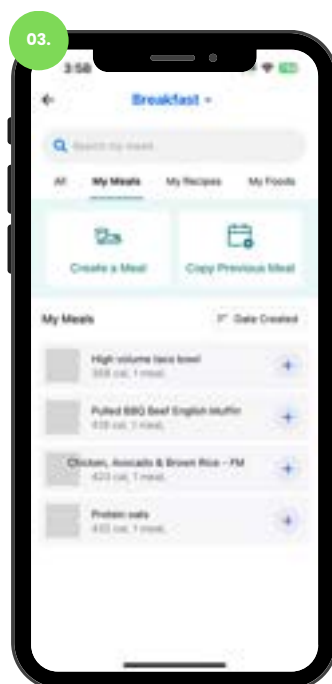
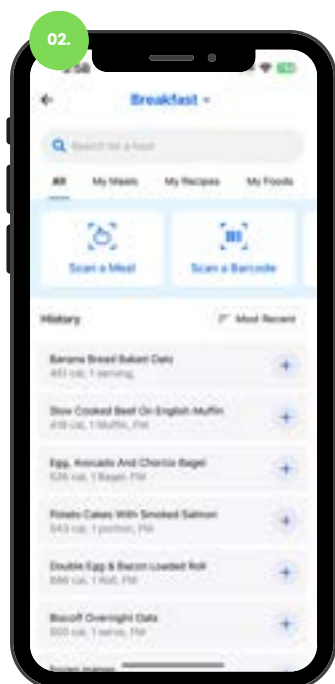
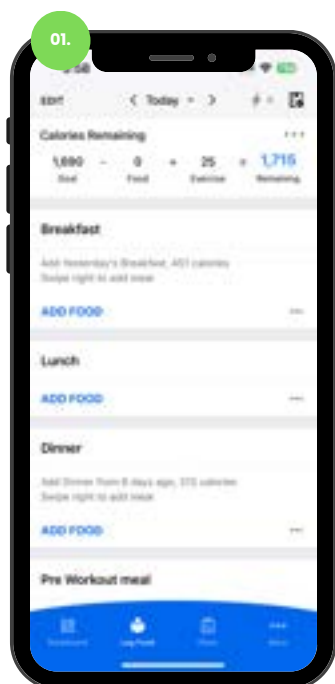
This method can be a bit hit and miss and sometimes the meal you want to import won't come through.

# Tips & Tricks

## Tracking with Little Time

### Option 3 – Add a Previous Meal

You can easily add a previously logged meal from the log food tab.



#### 01. Step One

Click **Add Food**.

#### 02. Step Two

You can select from one of the meals in the history OR click **My Meals**.

#### 03. Step Three

Click **Copy Previous Meal**.

#### 04. Step Four

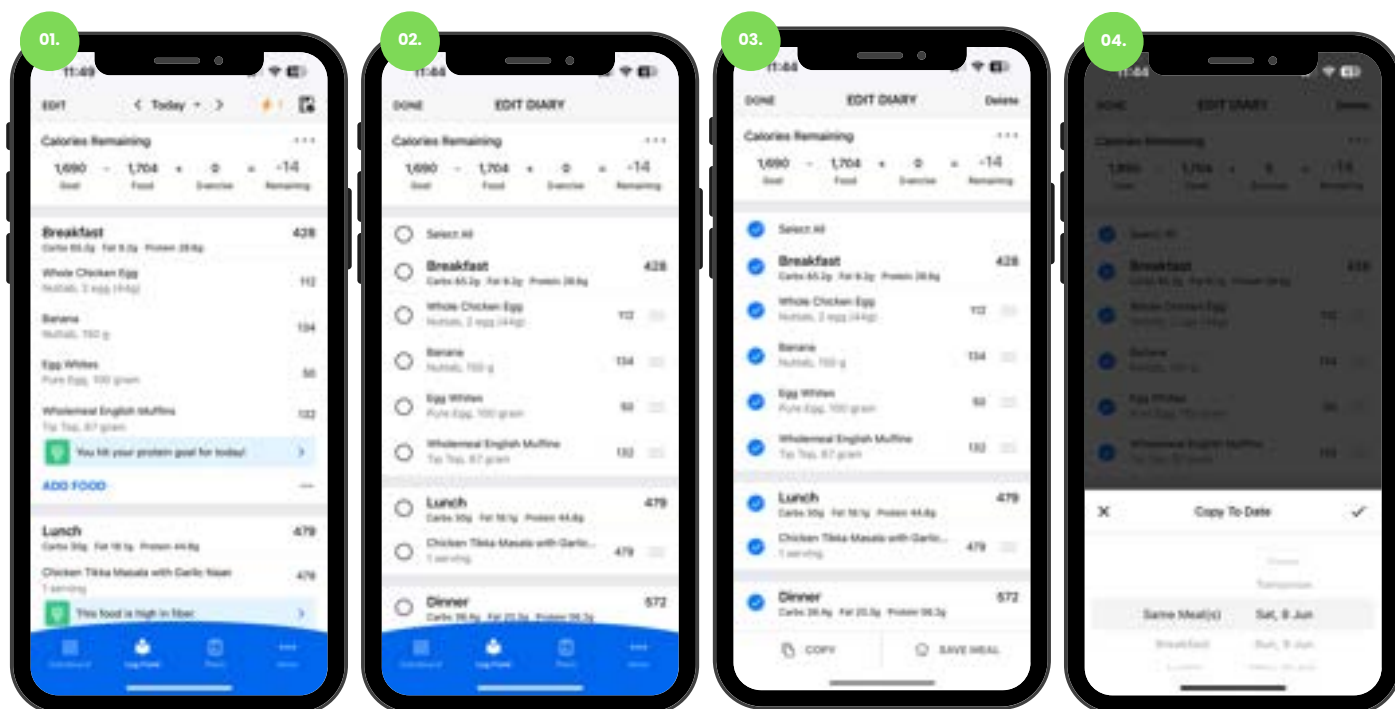
It will bring up your food from the previous day, click the tick button to add.

# Tips & Tricks

## Tracking with Little Time

### Option 4 - Copying & Pasting a Whole Day of Meals

If you eat the same food every day, copying and pasting meals makes tracking so much easier. To copy a whole day take the following steps:



#### 01. Step One

On the **Log Food** tab, click **Edit** on the top left hand corner.

#### 02. Step Two

Either click **Select All** or certain meals.

#### 03. Step Three

Click the **Copy** button at the bottom.

#### 04. Step Four

Select the corresponding day you want the meals copied to. They will all copy over in one go.

## Tips & Tricks

### Additional Advice

#### **If you want to see results, don't lie in your tracking**

Don't be embarrassed or lie about your calorie consumption. Your coach provides a no-judgement zone.

Be honest with your tracking so your coach can help you effectively. They need to know everything you're consuming to provide the best guidance and advice, or to adjust the plan in times of weight plateaus or if you are gaining/losing weight too quickly.

Remember that you are the only one in charge of your nutrition and accountability. Be truthful in your tracking to ensure success.

#### **Don't forget about tracking your sauces, liquids, butter and oils**

These things can be overlooked, however they can often be an easy way to accumulate calories. Your milk in your cappuccino, olive oil you cooked with, or sauce you added to your dinner can all contain substantial calories and significantly impact your daily intake, potentially even putting you into a surplus.

#### **The licks, bites and tastes all add up!**

Whilst a little bite of your partner's food, a lick of peanut butter from the spoon, or taste of the mixture while you are cooking may all seem insignificant, these habits accumulate throughout the day and can push your calories up into a surplus. This is something to be very mindful of, specially when you are in a strict dieting phase.



# Chapter Seven

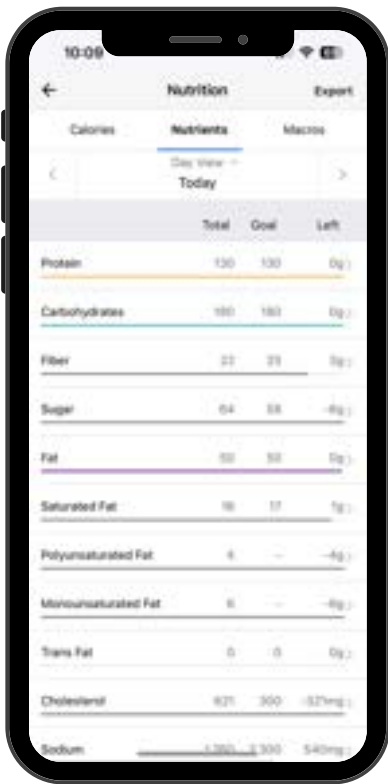
Frequently Asked Questions

# FAQ's

## Why Aren't My Calories & Macros Adding Up?

When using MyFitnessPal, you might notice discrepancies between your logged calories and macros. For example, you may have hit your macros perfectly but it is showing that you went over in your calories. See the below example:

01. **Calories Remaining Bar**



On the **Nutrients Nutrition Tab**, your Protein, Carbohydrate & Fat Targets have been hit perfectly so you would assume your calorie target has been hit perfectly as well, however MFP is showing there to be a variance.



Calorie Goal =1,690  
**Calories Consumed = 1,704**

**14 calorie variance**

02. **Nutrients Remaining Bar (Premium)**



All macronutrients hit perfectly with 0 remaining, however the -14 calories is showing we went 14 calories over.

**14 calorie variance**

**For a calorie breakdown:**



**P= 130 , C= 180 , F= 50**

$130 \times 4 + 180 \times 4 + 50 \times 9 = 1,690$



Scroll down continued on the next page

## FAQ's

### Why Aren't My Calories & Macros Adding Up?

Here are some reasons why your calorie & macro counts may not always add up:

1. According to FDA legislation, food labels can have up to a 20% inaccuracy in calorie counts.
2. Macros & calories may be rounded when a food input is created, leading to inaccuracies.
3. MyFitnessPal allows crowd sourced information, which can result in incorrect data if users make mistakes inputting data.
4. In Australia, fibre isn't included in the Carbohydrate total, but the calories from fibre are included in the calorie total. Fibre typically contains about 2 calories per gram which can explain why the calories are higher than the macros. Fibre isn't fully digested by the body and sometimes passes through the digestive system largely intact, so people often won't count these calories.
5. Sugar alcohols like sorbitol & mannitol which are often found in diet foods or protein bars contain calories. They aren't included in the carbohydrate count on labels which can lead to discrepancies so watch out for these ingredients on the nutritional label!
6. Alcohol contains 7 calories per gram. Most alcoholic beverages derive their calories from a combination of the alcohol itself along with some carbohydrates. This can lead to your calories being higher than your macronutrient totals.

The most simple way to handle this is to focus on hitting your macronutrient targets each day (keeping in mind that Protein & Carbohydrates = 4 calories per gram and Fats = 9 calories per gram) however it is always best to check with your coach on their preferred method of tracking, as some coaches prefer to prioritise calories.

When consuming foods with sugar alcohols or alcohol, speak to your coach as you might need to add some additional carbohydrates or fats to account for those hidden calories when meticulously tracking. **Your coach can provide personalised advice based on your specific goals and needs.**

Macronutrient	Calories Per Gram
Protein	4
Carbohydrates	4
Fat	9
Alcohol	7

## FAQ's

### What If My Coach Has Told Me Not to Worry About My Carbs and Fats as Much, Just to Hit My Protein and Calories?

This means you should aim to hit your daily protein goal and overall calorie target, without stressing too much about the exact amounts of carbs and fats.

Navigate to the "Nutrition" tab in the app to monitor your intake. This section will help you track your macros (protein, carbs, fats) and see how they contribute to your total calorie consumption.

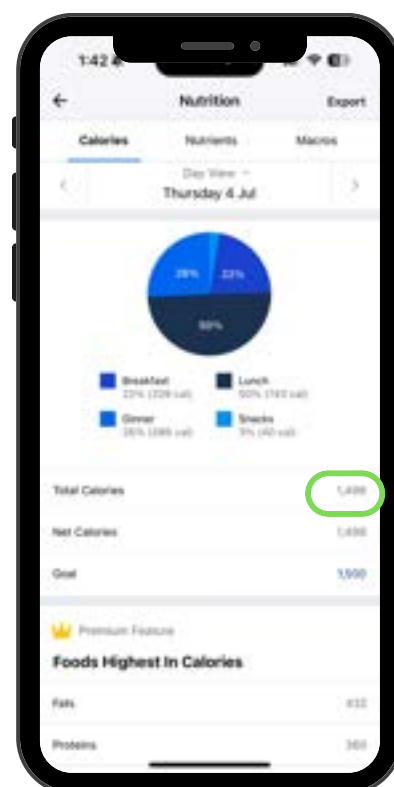
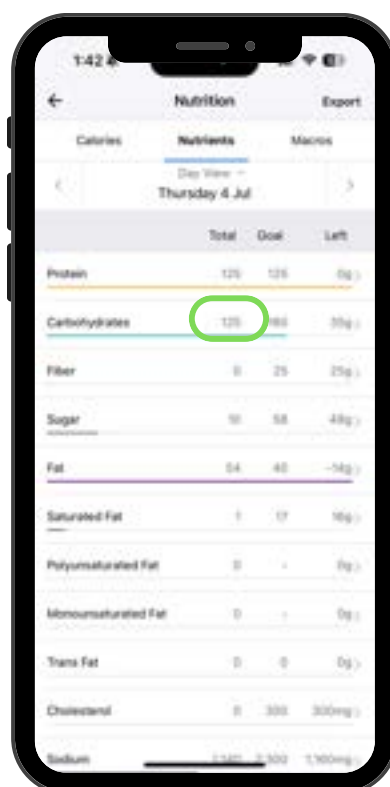
#### Remember the equation:

- 1 gram protein = 4 calories
- 1 gram of carbs = 4 calories
- 1 gram of fat = 9 calories

#### Example:

If you need to prioritise hitting 125g Protein and 1,500 calories:

- Protein Goal:  $125\text{g} \times 4 = 500$  calories from protein
- The remaining 1,000 calories can come from carbs and fat in any ratio
- In this example, we have hit **125g Protein** and **1,480 Calories**

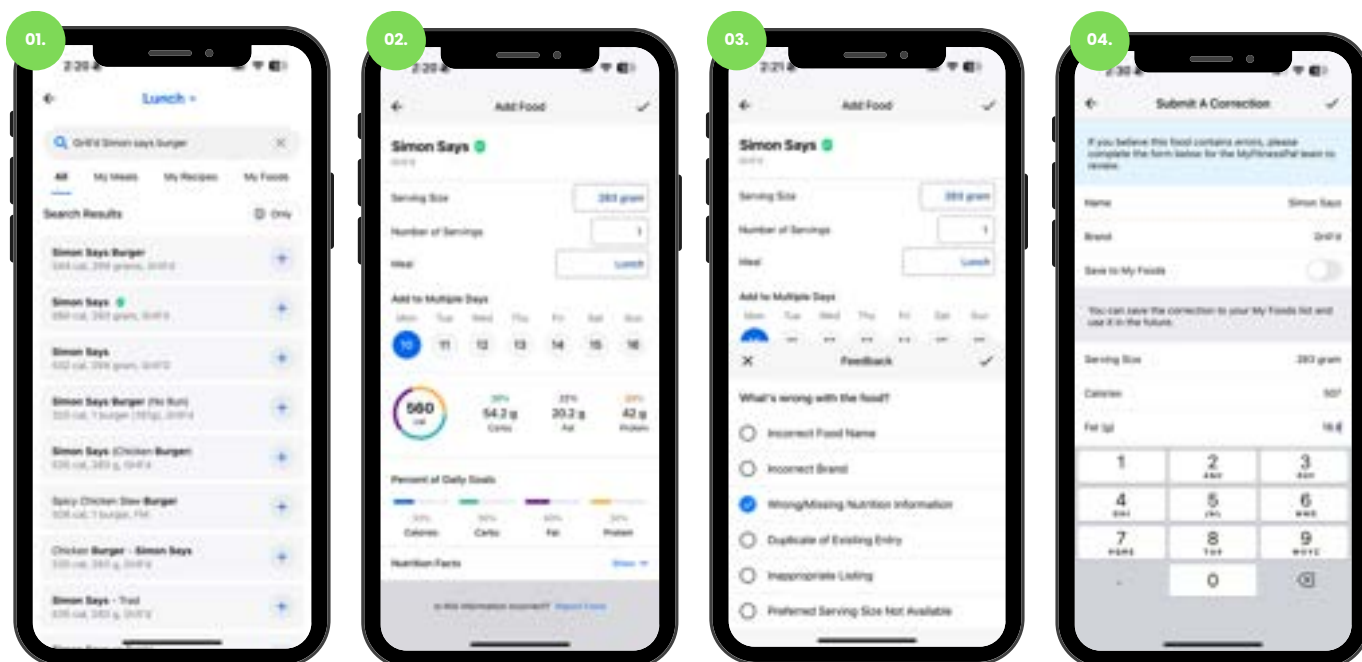


## FAQ's

### What Do I Do If a Verified Food Is Wrong?

Just because a food is marked with a tick, it doesn't necessarily mean that the entry is accurate (which is why we also recommend you verify the nutritional data that comes up).

If you do find an inaccurate entry, you can either report or correct the food.



#### 01. Step One

Search for the food.

#### 02. Step Two

Click **Report Food** at the bottom.

#### 03. Step Three

Select what's wrong with the food and then click the tick.

#### 04. Step Four

Add in your corrections. You also have the option to toggle the button for **Save to My Foods** so that it will save the entry with the macros you have entered.

# FAQ's

## My Barcode Entry Is Wrong, What Do I Do?

If you scan a barcode and the data that comes through is the wrong item or the nutritional data doesn't match what is on the food label, you have the option to change the association of the barcode to the correct information.



### 01. Step One

Scan the barcode.

### 02. Step Two

If data is wrong, click **Find a better match** in the top bar.

### 03. Step Three

Search for the item, look over the data and select the correct entry.

### 04. Step Four

Add the correct food.

You can also report the incorrect food as shown on the previous page.

## FAQ's

### Why Do My Daily Nutrient & Calorie Goals Change When I Log Exercise?

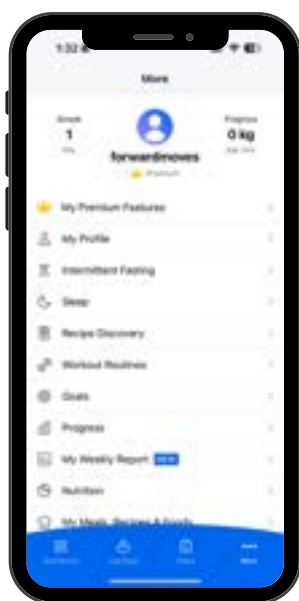
As mentioned earlier in the guide, we recommend that you turn off syncing of your steps in the app. If you don't, the app will track your steps as exercise calories.

Your daily calorie goal considers your weight change rate, so you can achieve your goal by eating the specified number of calories per day without additional exercise. If you do exercise, your daily calorie goal will increase to maintain your intended weight change rate. These extra calories are divided among protein, carbohydrates, and fats, which is why they increase when you log exercise.

Remember to ignore the calorie goals set by the app and instead use the ones provided by your coach, who has already accounted for your exercise in their targets.

#### *Premium feature:*

If you are a Premium User and still wish to track your exercise calories but don't want it to change your calorie goals, you can adjust the effects of logging exercise calories and turn it off.



01. Click the **Goals** Tab



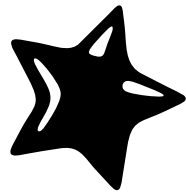
02. Click **Exercise Calories**



03. Turn the toggle button **OFF**



This is how it will now look



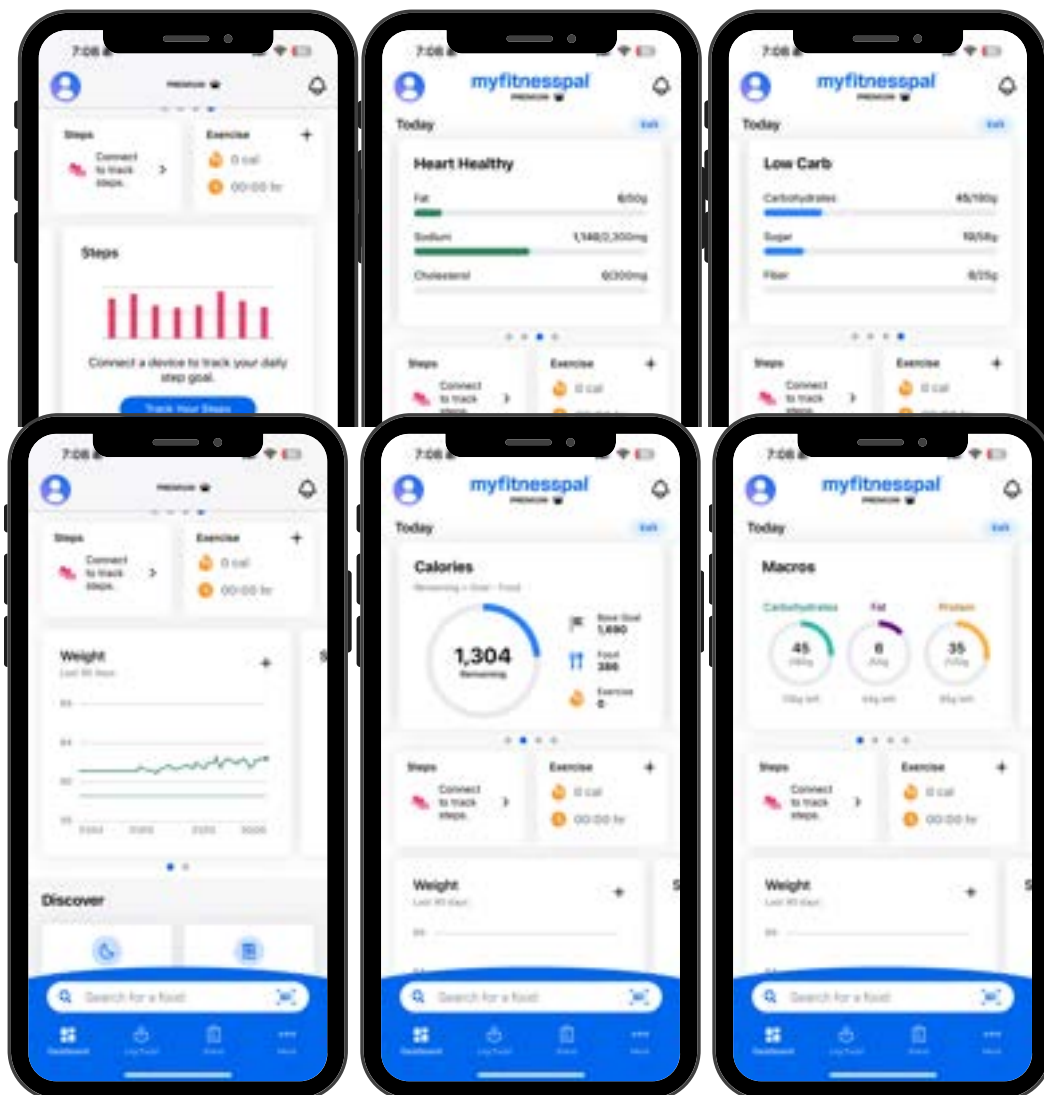
# Chapter Eight

The Premium Dashboard

# Premium Features

## The Premium Dashboard

The Premium dashboard has quick view nutritional goal cards and graphs for your weight & steps so you can easily swipe through and keep an eye on your daily progress. With the Premium version, you can customise the dashboard to include the information that is most important to you i.e.keeping an eye on your daily macronutrients or micronutrients instead of just overall calories. **To customise click More Tab > My Premium Features > Customise Dashboard.**





# Conclusion

While there are many features available with this app, the key attributes that are included in this guide are the pivotal factors in your tracking and coaching journey. These features serve as the backbone of your experience, ensuring comprehensive support and guidance.

Should you require additional clarification or have further questions, your coach remains available to assist you every step of the way.

You can also get help and read about all of the features and premium features the app offers via MyFitnessPal Support

<https://support.myfitnesspal.com/hc/en-us>

