

Organizer Guide

You run your own groups in KETRACK: set up an activity, add the people in it, hand each one a QR to scan, then watch everyone live and reach them by message or voice. Everything below happens in your browser — nothing to install.

1 • Sign in to your console

1. Go to **api.koperwas.com/console** in any browser.
2. Paste the **organizer credential** your admin gave you into the box and click **Connect**.
3. Your browser remembers it, so next time you're signed in automatically.

Tip Keep that credential private — it's your key. If you ever lose it, your admin can issue a new one.

2 • Create an activity

1. Under **Activities**, type a name (e.g. "Saturday Ride") and click **Create activity**.
2. An activity is any event, ride, run, or shift your people join.

3 • Add people and give them a QR

1. Under **Participants**, type a person's name and click **Add participant & show QR** — a QR appears on screen.
2. Have them scan it in the KETRACK app (see the Participant Guide). That's the whole sign-up.
3. For an open event, click **Join QR** on an activity instead: one QR that everyone scans and self-names.

Tip In person, show the QR on your screen. Remote, use **Copy code** / **Copy link** and text it to them.

4 • Watch everyone live

1. Click **See board** in the top bar to open the live map.
2. Every active person shows on one map with a live trail; the roster shows who's active and finished.
3. Click a person's dot to **Message** them (typed, read aloud on their phone) or **Talk** (record your voice).
4. Use the Notify panel to reach one person, a group, or everyone at once.

Need a person set up but you don't have an organizer account yet? Ask your KETRACK admin. Questions: ketrack.com