GENERAL INSTRUCTIONS

This booklet contains general instructions for the **Online Memory Training Study**, daily instructions for completing sessions, a progress diary, a training cheat sheet, and a troubleshooting section. Please read the booklet carefully and contact us if you have any questions.

You will be required to complete a total of **22 sessions (20-30 min each)** and a questionnaire throughout the course of the study. At the beginning and end of the study, you will complete a few assessments.

You are asked to complete **2 sessions a day**, Monday through Friday, but you should plan to take at least a 1 hour break between sessions. You may also choose to complete sessions on the weekends to finish the study early or to make up missed sessions during the week. If you complete the expected number of sessions per week, you can finish the study in 11 business days!

DO:
- ➢ Be well-rested for your sessions
- ➢ Wear your glasses/contacts if you have a prescription
- ➢ Read all instructions in the application carefully
- ➢ Try to complete the sessions at approximately the same time of day
- ➢ Take at least a 1 hour break between sessions
- ➢ Your best and try to reach the highest level possible!

DON'T:
- ➢ Complete sessions when you are very tired or stressed
- ➢ Complete more than 2 sessions in a day
- ➢ Let anyone use the app under your username, since otherwise, your progress will not be tracked.
- ➢ Minimize the app during your session (unless absolutely necessary)
- ➢ Take notes or use any other tools to aid your performance. This is your <u>personal brain training challenge</u>!

DAILY INSTRUCTIONS

1. Find a quiet place where you will not be distracted for the next 20-30 minutes.
2. Keep WIFI **on**.
3. Connect & put on headphones. Adjust the volume to a comfortable level.
4. Open **Recollect the Study.**
5. If you see the message below, wait for it to load as the application is pushing your data to a secure server.
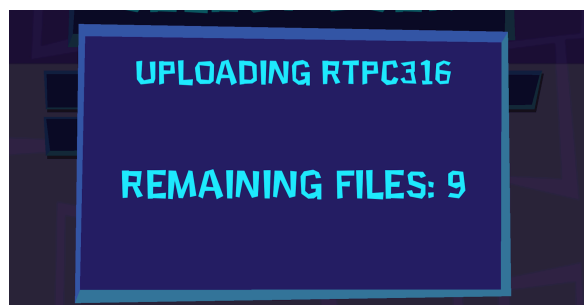
6. Put your device into ***Airplane mode*** to avoid disruptions during your session (i.e. WIFI **off**).
7. Select your username.
8. Press START.
   - After pressing start, do <u>not minimize the app</u> as this will disrupt the timer.
   - Stay in full screen app mode for the entire session
9. At the end of each session, you will see this message:
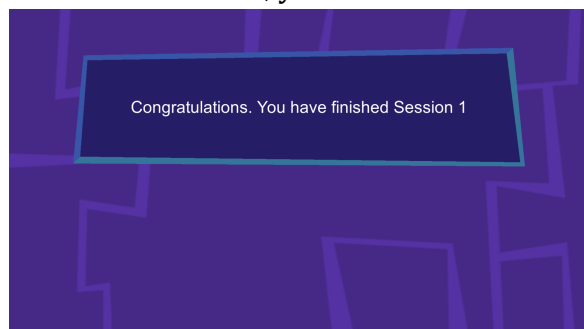
10. Quit **Recollect the Study**.
11. Take a break and repeat this process for the second session of the day.

By following these instructions, you help us get good data and you increase your chances of obtaining all give-away entries!

PROGRESS DIARY

(For your personal use)

Task	Date Completed	Notes / Issues
Participant Questionnaire		
Download app and create profile		
Session 1		
Session 2		
Session 3		
Session 4		
Session 5		
Session 6		
Session 7		
Session 8		
Session 9		
Session 10		
Session 11		
Session 12		
Session 13		
Session 14		
Session 15		
Session 16		
Session 17		
Session 18		
Session 19		
Session 20		
Session 21		
Session 22*		

* Reopen Recollect the Study with WIFI *on* once you complete session 22. This will push your remaining data to the server.

Complete all sessions (no more than 2 a day) within 3 calendar weeks and we will **double** your number of entries for the monthly Grand Prize Give-Away!
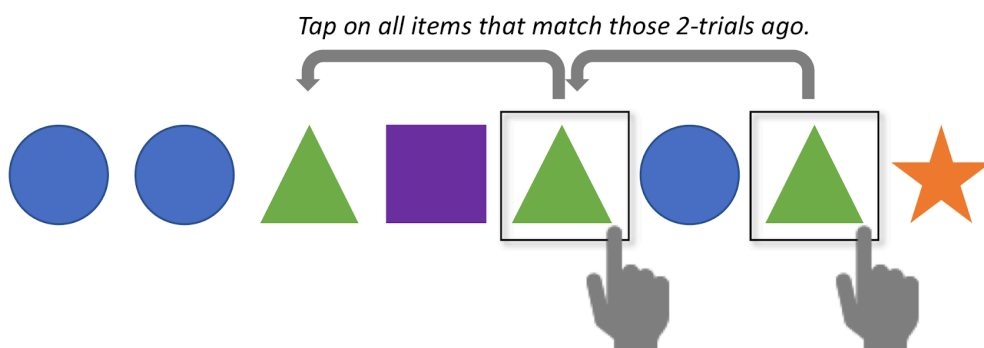
TRAINING CHEAT SHEET

The picture below shows how to perform on N-back (<u>one</u> of the training games). These items will not be present in the game, but the concept of matching to previously seen items is the same.

1-BACK

It's a match. *Another match!*

2-BACK

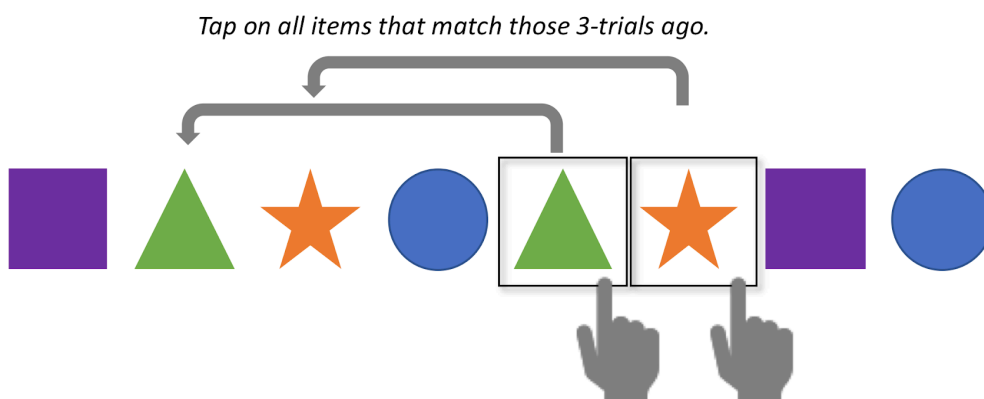*Tap on all items that match those 2-trials ago.*

HINT:

When the N-level changes (e.g. from 2 to 3), you get a fresh start!

A new sequence of items will begin, and you don't need to remember the ones from the previous level.
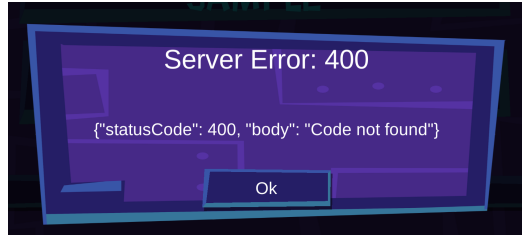
3-BACK

Tap on all items that match those 3-trials ago.

The same principle applies to 4-back and beyond. How far can you get?

TROUBLESHOOTING

I see this screen after entering my server code

1. Your server code is the email address you used to register for the study.
2. Make sure you are connected to WIFI and then try to enter the email address again.

The app crashed and quit unexpectedly, or you quit by accident

1. Re-open Recollect the Study, select your username, and select **START**

While playing, the screen freezes

1. Wait a few seconds to see if the game will resume.
2. If it is still frozen, quit Recollect the Study completely (do not just minimize it)
3. Open Recollect the Study, select your username, and select **START**

I completed all 22 sessions but then I accidentally started a new session:

1. Discontinue training immediately and quit the app
2. Report the issue by emailing bgcsupport@ucr.edu.

I completed part of the study on a different username:

1. Unfortunately, data collected under a different username will be invalid and cannot be used to claim give-away tickets.
2. Contact bgcsupport@ucr.edu as soon as possible.

My phone or tablet broke during the study:

1. Contact bgcsupport@ucr.edu as soon as possible to discuss whether it is possible to continue using the malfunctioning device or whether you should switch to a new device. Your session number can be adjusted on the new device, but your progress will not be saved.

I cannot complete training by the date indicated:

1. Contact bgcsupport@ucr.edu to discuss an extended deadline.