

iKickButts User Guide

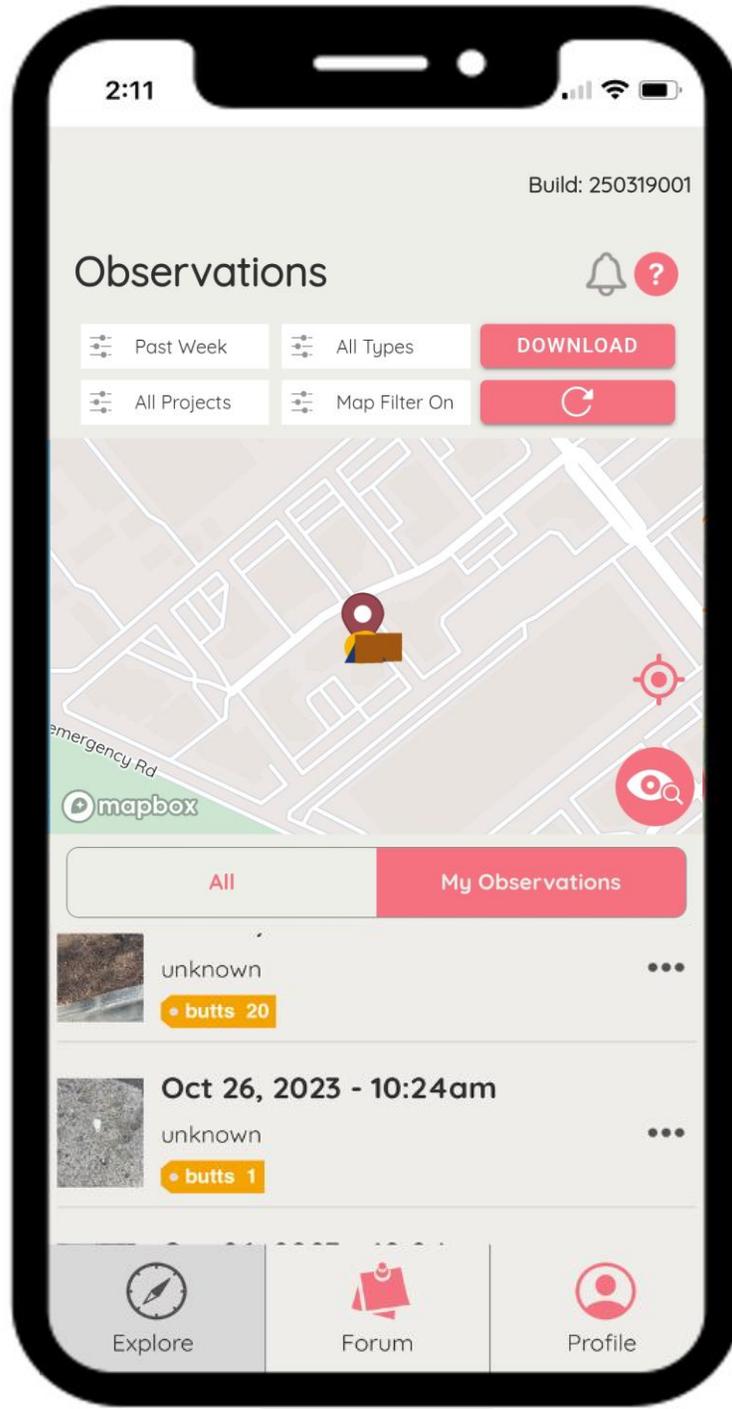


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1. Downloading the App

To download the app on your smartphone, open your device's app store and search for "iKickButts." Look for the app with the following icon and tap "Download" or "Install" to add the app to your device. When the installation is complete, tap "Open" to launch the app



2. Creating Your Account

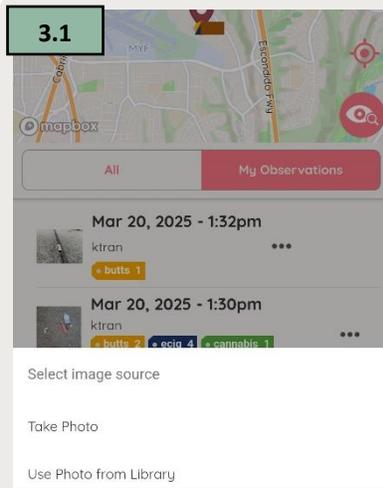
To access the app's features, you'll need to sign in or create an account. On the main login screen, tap "Create Account" and follow the on-screen instructions to register. Once your account is set up, return to the login screen and sign in using your credentials.

Two screenshots of the iKickButts app interface. The left screenshot shows the login screen with fields for "Username or Email" and "Password", a "LOGIN" button, and links for "Create Account" and "Forgot password?". The "Create Account" link is circled in green, and a green arrow points from it to the right screenshot. The right screenshot shows the registration screen with fields for "User Name", "Email", "Password", "Confirm Password", and "Organization", a "SUBMIT" button, and a checkbox for agreeing to terms and privacy policy.

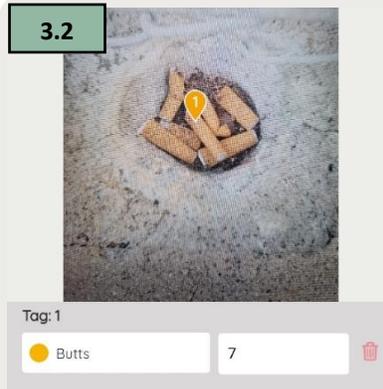
Once you log in, a brief tutorial will guide you through using the app.

If you encounter any difficulties during the download or usage process, contact our team at contact@ikickbutts.org, and they will be happy to assist you!

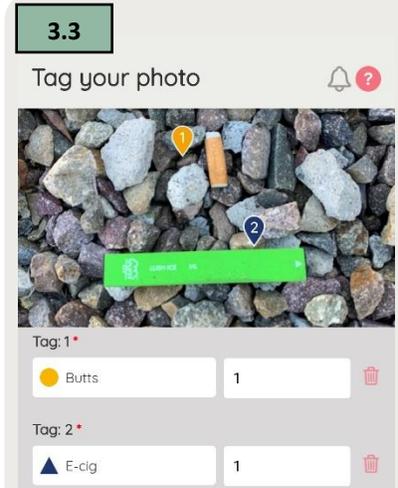
3. Submitting Observations – Explore Page



Tap the eye-and-magnifying-glass icon to either capture a photo of TEC waste using your phone's camera or upload a photo from your phone's library.



After capturing or uploading a photo, identify and categorize the TEC waste by tapping the product(s) in the image. Then, select the TEC waste type from the drop-down menu on the left and enter the quantity on the right.



If an image contains multiple types of TEC waste or waste items scattered in different locations, you can identify, categorize, tag, and count each type separately.



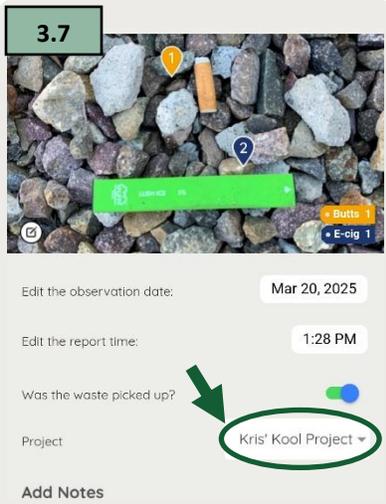
Prior to submission, edit and review observation details, including date, time, pick-up status, project association, and notes.



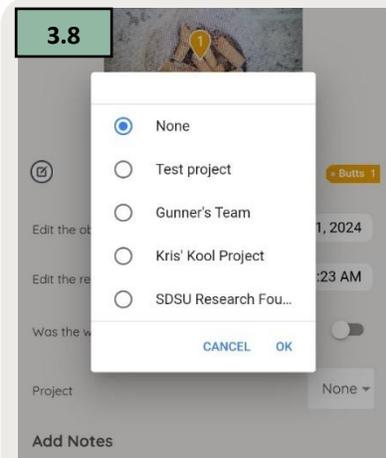
If you would like return to the tagging screen, tap on the icon to the left of the image. This will return you to the previous screen where you can modify the TEC waste type, count, or location.



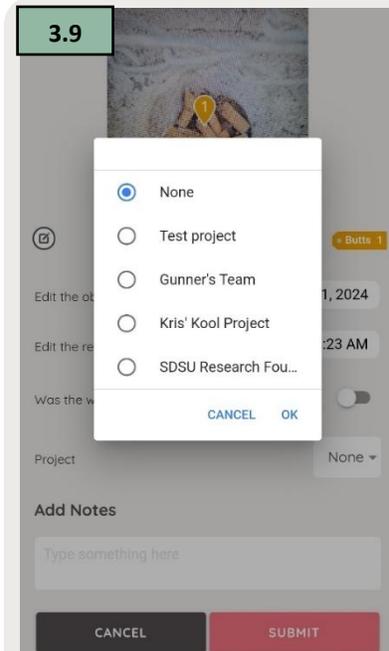
Tap the slider next to "Was the waste picked up?" to indicate if you picked up the waste item.



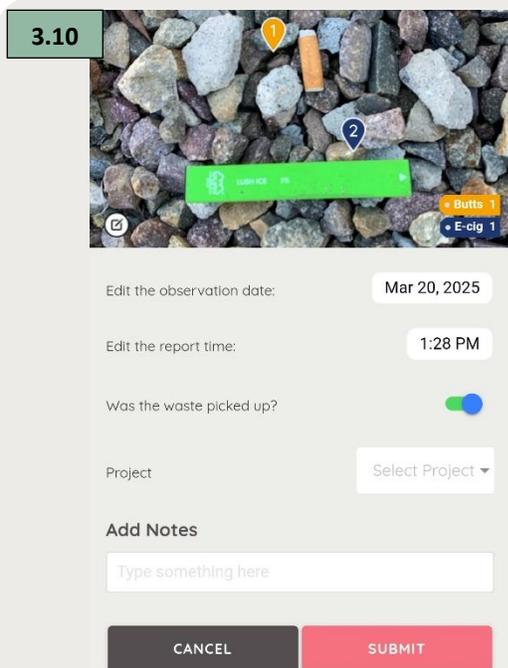
Select the project you would like to assign the observation to. Please note, if you are already assigned to one project, the observation will automatically be assigned that project.



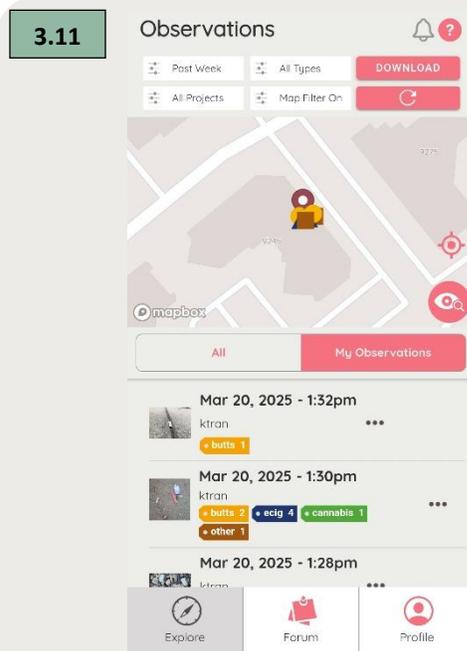
If you have joined multiple projects, you will be asked which project to submit the observation to. Tapping the drop-down menu, you can select which project that you would like the observation to be assigned to.



Or, you can remove the observation from any projects by selecting, "None"



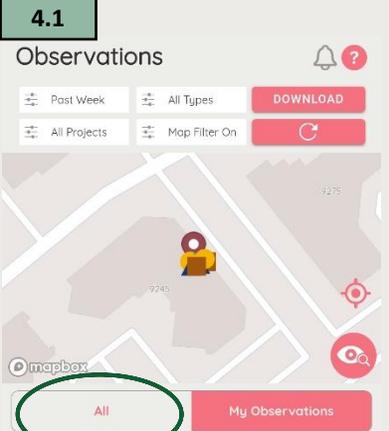
Once you are done, tap the "Submit" button to submit your observation. Or tap "Cancel" to cancel the observation submission.



Once submitted, you may view your own and other users' observations submitted on both the interactive map and in a list located beneath the map.

4. Viewing TEC Waste Observations – Explore Page

4.1



Observations

Past Week All Types DOWNLOAD

All Projects Map Filter On

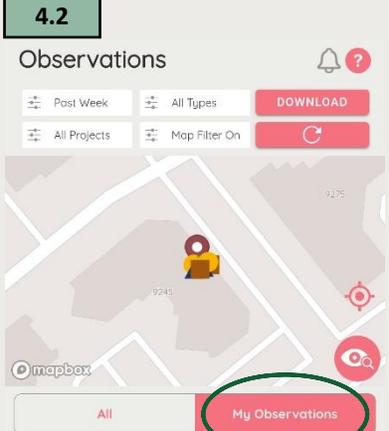
All My Observations

Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm
ktran
+ butts 2 + ecig 4 + cannabis 1

Tap the "All" tab to view observations submitted from all app users on both a map and in a chronological list below.

4.2



Observations

Past Week All Types DOWNLOAD

All Projects Map Filter On

All My Observations

Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm
ktran
+ butts 2 + ecig 4 + cannabis 1

Tap "My Observations" to view your own submitted observations on both a map and in a chronological list below.

4.3



Observations

Past Week All Types DOWNLOAD

All Projects Map Filter On

All My Observations

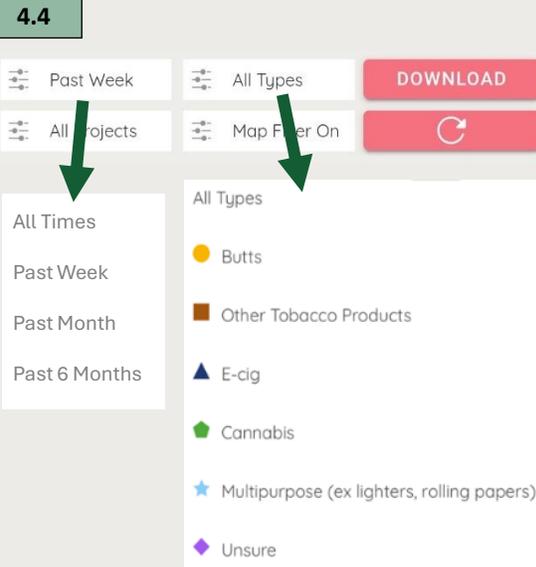
Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm
ktran
+ butts 2 + ecig 4 + cannabis 1
+ other 1

Mar 20, 2025 - 1:28pm

Tap the compass icon to return to your current default location.

4.4



Past Week All Types DOWNLOAD

All Projects Map Filter On

All Times

Past Week

Past Month

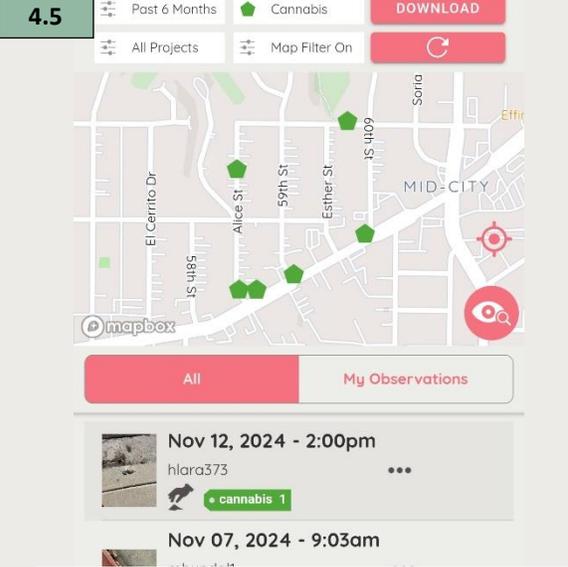
Past 6 Months

All Types

- Butts
- Other Tobacco Products
- ▲ E-cig
- ◆ Cannabis
- ★ Multipurpose (ex lighters, rolling papers)
- ◆ Unsure

Above the map, you can refine observations displayed on map and reports by applying filters based on criteria such as time period, type, and projects.

4.5



Past 6 Months Cannabis DOWNLOAD

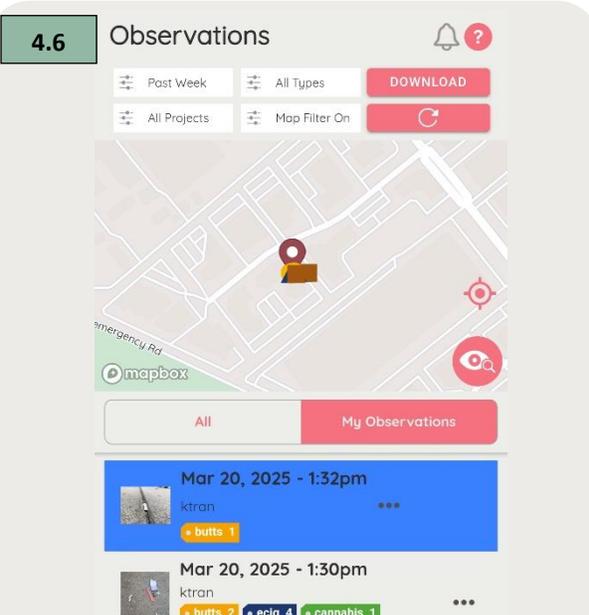
All Projects Map Filter On

All My Observations

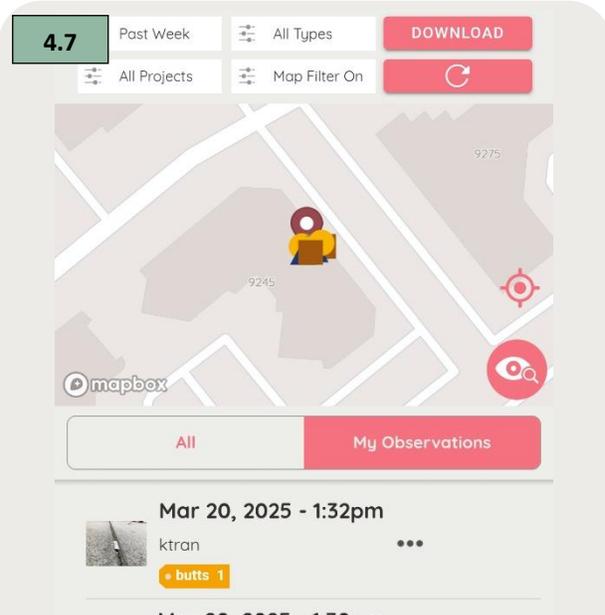
Nov 12, 2024 - 2:00pm
hlara373
+ cannabis 1

Nov 07, 2024 - 9:03am

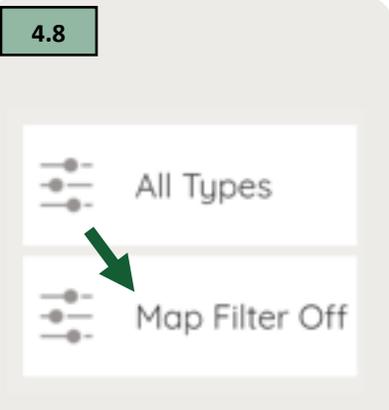
Map Filter Example: Selecting "Cannabis" for the waste type filter, and "Past 6 Months" for the time filter will display observations of cannabis waste taken over the past 6 months on the map and observation lists



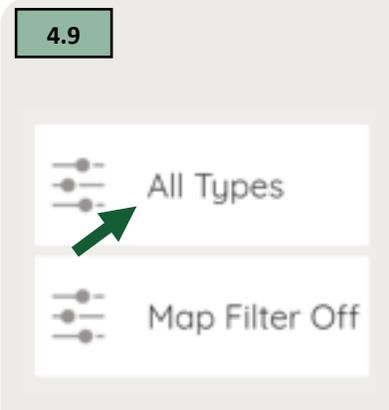
Tapping on any observation in the observation list will highlight it on both the map and the observation list. Similarly, tapping on any observation in the map will highlight it both on the map and the observation list.



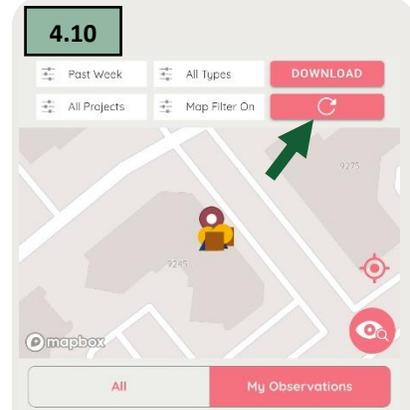
Above the map, you have the option to select the "Map Filter On" or "Map Filter Off." If the map filter is "On," this allows you to narrow down the observations shown in the lists below, based on the location you have moved to on the map.



Please note that the default for Map Filter is set to "On" as this helps prevent slowing of the app. We recommend only switching Map Filter to "Off" if you would like to see all observations regardless of your current location.



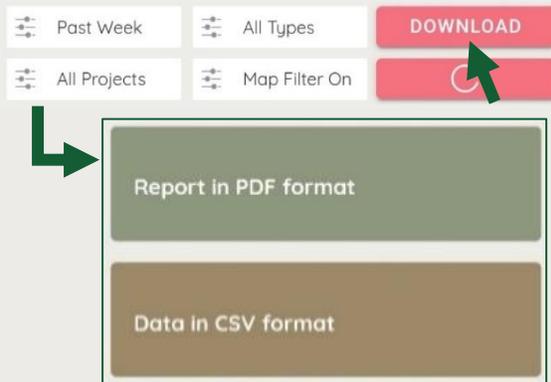
Similarly, please note that the default for the Time Filter is set to "Past Week" as this helps prevent slowing of the app. We recommend only increasing the time filter if you would like to see other past observations.



If you experience any issues while loading observations or applying filters to the observations list and/or map, tapping the refresh button (🔄) will refresh the observations displayed on the map and observation list. You can also restart the app.

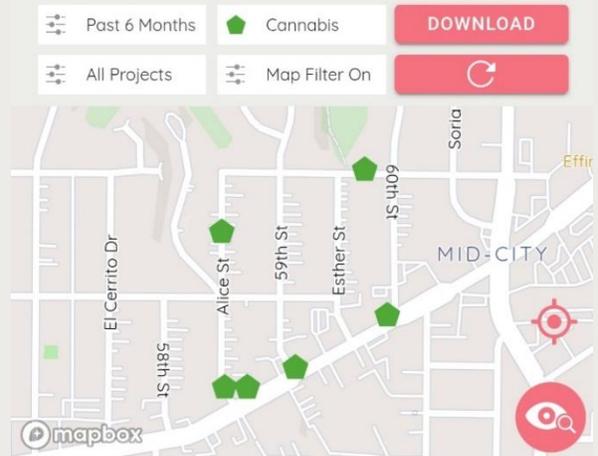
5. Generating and Sharing Reports – Explore Page

5.1



You can generate reports that summarize TEC waste observations that can be easily shared to intended audiences (e.g., friends, elected officials) as a PDF. You may also download the data files of observations in CSV format. These can be saved to your location of choice.

5.2

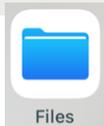


Use the filters to customize the data included in your downloaded reports. You can refine your selection by date range, waste type, project, and location. This allows you to generate reports tailored to your specific needs.

5.3

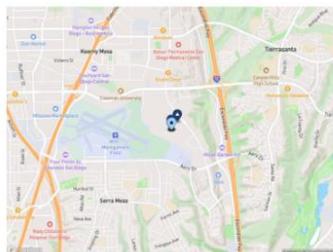
Key Findings

- Data collection: Feb 17, 2025 to Mar 19, 2025
- Total TEC waste items observed: 21
- Total TEC waste items picked up: 7
- Projects Involved: Kris' Kool Project



Files

Area Where TEC Waste Was Recorded



Legend:

- Butts
- Other Tobacco Products
- E-cig
- Cannabis
- Multipurpose (ex. lighters, rolling papers)
- Unsure

These reports provide automatically generated summaries and tables detailing key information, including location, dates, waste types, and quantities for each observation. They also indicate whether the waste was collected, to provide a comprehensive overview of the data.

5.4



MUNICIPAL RESOURCES

You can easily share reports as PDF files with targeted audiences through email, social media, and text messages. The Municipal Resources feature, found in the Forum page, provides contact details—such as email addresses and social media handles—of local officials in each San Diego city. These tools help ensure that important data reaches decision-makers, raising awareness and driving meaningful action on a larger scale.

6. The Forum Page

6.1



Forum

- EDUCATIONAL RESOURCES
- FREQUENTLY ASKED QUESTIONS
- LOCAL EVENTS
- SUBMIT AN EVENT
- ALL PROJECTS
- REQUEST A PROJECT
- TOBACCO PRODUCT WASTE IDENTIFICATION GUIDE
- LOCAL RESOURCES
- PRIVACY POLICY
- TERMS OF USE

Explore Forum Profile

You can access a variety of educational and local resources, collaborative features, and a guide for identifying TEC waste, as well as the app's privacy policy and terms of use.

6.2



EDUCATIONAL RESOURCES

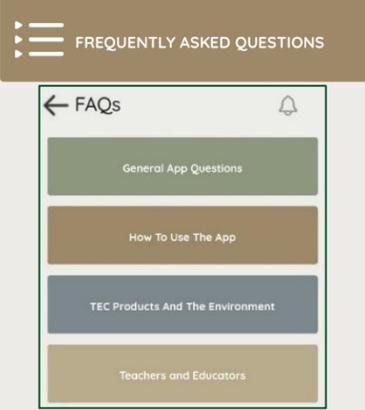
cte.edu

Center for Tobacco and the Environment

Outdoor Environment Resources

Explore the Education Resources section to access a wealth of information on TEC waste. Users will be redirected to the CTE website's Environmental Resources, where you can find downloadable infographics, documents, videos, and more.

6.3



FREQUENTLY ASKED QUESTIONS

FAQs

- General App Questions
- How To Use The App
- TEC Products And The Environment
- Teachers and Educators

The FAQs provides resources to answer frequently asked questions, to learn about effective app usage and impacts of TEC waste, and to explore the app's functionalities.

6.4



TOBACCO WASTE IDENTIFICATION GUIDE

Tobacco Product Waste Identification Guide

- Butts and Filters
- Other Tobacco Products
- Cannabis
- E-Cigarettes and Vapes
- Multipurpose

The Tobacco Product Waste Identification Guide features clear photos and simple descriptions to help users quickly recognize and correctly identify the many different types of TEC waste.

6.5

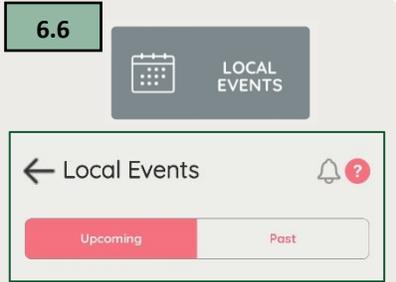


MUNICIPAL RESOURCES

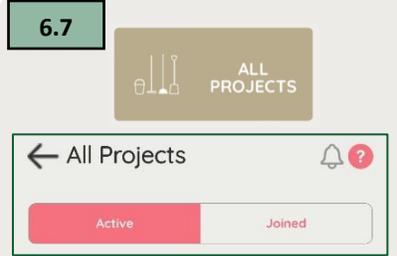
Municipal Resources

- San Diego County
- Cities in San Diego County
- Find Your Local Elected Officials

View the Municipal Resources section for city-specific information on environmental and tobacco-related policies, initiatives, and key contacts. This section helps provide valuable insights into local efforts to address TEC waste and offers tools to help you engage with officials working toward positive change in your community.



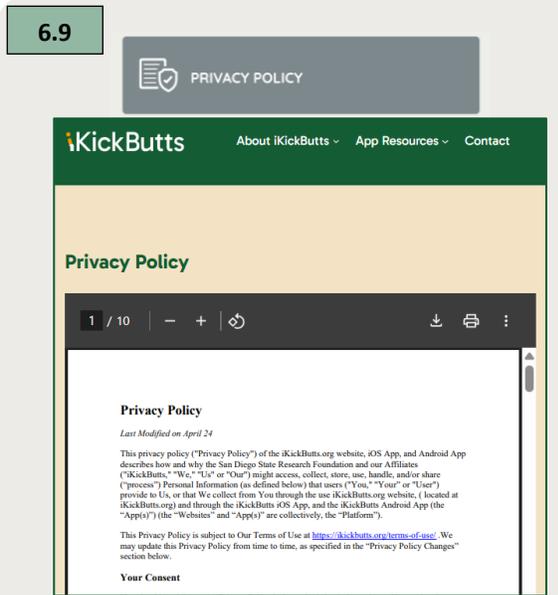
Stay informed and get involved by exploring local events focused on tobacco waste and environmental initiatives. From community cleanups to educational workshops and policy discussions, these events offer opportunities to learn, take action, and connect with others who are passionate about making a difference.



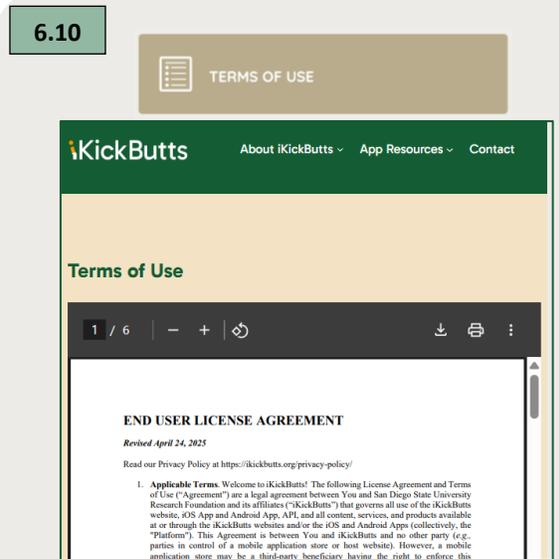
View the Municipal Resources section for city-specific information on environmental and tobacco-related policies, initiatives, and key contacts. This section helps provide valuable insights into local efforts to address TEC waste and offers tools to help you engage with officials working toward positive change in your community.



You can submit your own events and projects by tapping the relevant buttons in the forums section. Share cleanup efforts, campaigns, or community initiatives to engage others and spread awareness.



For details on how we collect, use, and protect your personal information, please view or download our full Privacy Policy. Visit <https://ikickbutts.org/privacy-policy/> to learn more.



By using this app, you agree to our Terms of Use, which outline your rights, responsibilities, and the rules governing the app's features and content. Please view or download the full Terms of Use on our website. Visit <https://ikickbutts.org/terms-of-use/> to learn more.

7. Options for Single Observations – Explore Page

7.1

Observations

Past Week All Types DOWNLOAD

All Projects Map Filter On

All My Observations

Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm
ktran
+ butts 2 + ecig 4 + cannabis 1
+ other 1

Tap the three dots next to any observation to access the available actions for that observation.

7.2

All My Observations

Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm

Edit My Observation

Add to a Project

Share Observation

Favorite Observation

If the observation is one that you submitted, you can edit, share, or favorite the observation. You can also add the observation to a specific project.

7.3

All My Observations

Feb 19, 2025 - 5:21pm
kKickbutts1
+ butts 17

View Observation

Share Observation

Favorite Observation

If the observation was one that another user submitted, you can view, share, or favorite the observation.

7.4

Edit Observation

Edit My Observation

Add to a Project

Share Observation

Favorite Observation

Edit the observation date: Mar 20, 2025

Edit the report time: 1:32 PM

Was the waste picked up?

Project: Kris' Kool Project

Add Notes

Type something here

CANCEL SAVE POST

To edit an observation, tap the three dots next to it and select "Edit Observation" to update the details of the observation.

7.5

Edit My Observation

Add to a Project

Share Observation

Favorite Observation

All My Observations

Mar 20, 2025 - 1:32pm
ktran
+ butts 1

Mar 20, 2025 - 1:30pm
ktran
+ butts 2 + ecig 4 + cannabis 1
+ other 1

None

Kris' Kool Project

SDSU Research Foundation

Observations can be added to any projects you have joined.

7.6

View Observation

Share Observation

Favorite Observation

←View Observation

7

Share Favorite

Feb 19, 2025 - 5:21am

Waste not picked up

None

Grantville

Tap "View Observation" to view details about other users' observations, such as date and time, tagged items, and location.

7.7

Share Observation

Please wait...

1 image

AirDrop Messages Mail Snapchat

You can share individual observations via email, text messages, or through various social media platforms

7.8

← Favorites

Dec 19, 2024 - 2:32pm
sarchL
+ butts 1

Jan 14, 2025 - 12:56pm
iKickButts1
+ butts 4

Jan 15, 2025 - 1:57pm
ktran
+ other 1

Feb 04, 2025 - 9:43am
ktran
+ multipurpose 2

Feb 10, 2025 - 9:22am
krisinatcat
+ butts 1

Feb 11, 2025 - 3:41pm
ssmich
+ other 1

Mark observations as favorites for quick and easy viewing through your Profile tab.

8. Profile Page

8.1

kris
ktran
SDSU
Level 2
Observations: 152

Edit profile Favorites Projects Logout

4 badges left to reach Level 3

Achievements
Level 1 Level 2 Level 3 Level 4

Explore Forum Profile

Tapping on the "Profile" tab will allow you to see details about your account, such as your username, user level, observation count, and badges.

8.2

Favorites Projects Logout

4 badges left to reach Level 3

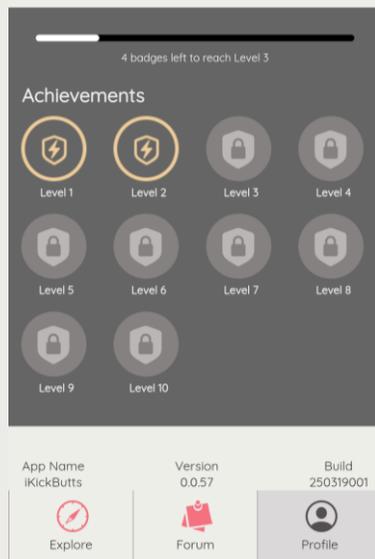
Achievements
Level 1 Level 2 Level 3 Level 4
Level 5 Level 6 Level 7 Level 8
Level 9 Level 10

App Name iKickButts	Version 0.057	Build 250319001
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Explore Forum Profile

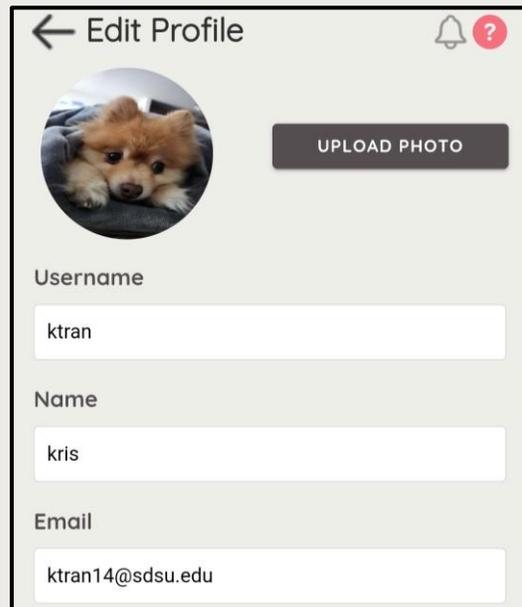
The bottom of the Profile tab provides important information about the app, including the version and build numbers.

8.3



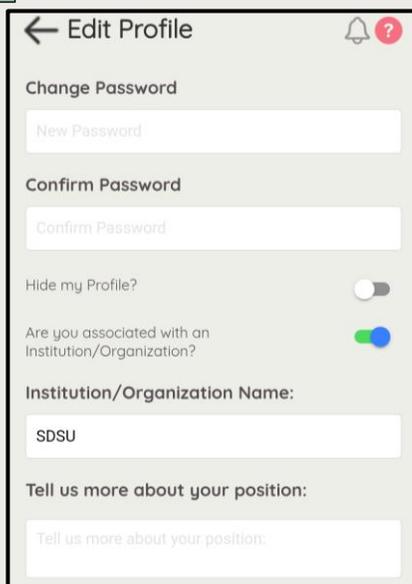
Monitor how close you are to the next level or badge by reviewing your progress. Each badge represents a specific accomplishment, such as completing challenges, reaching certain milestones, or engaging with the community.

8.4



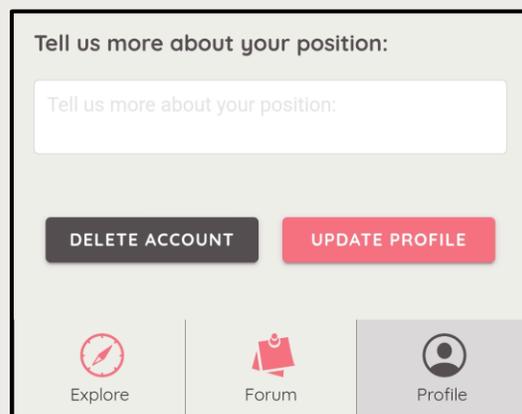
When editing your profile, you can update key details such as your profile picture, username, display name, and email address.

8.5



Easily change your password, update your adjust privacy settings to hide your profile, and list any affiliated institutions or organizations.

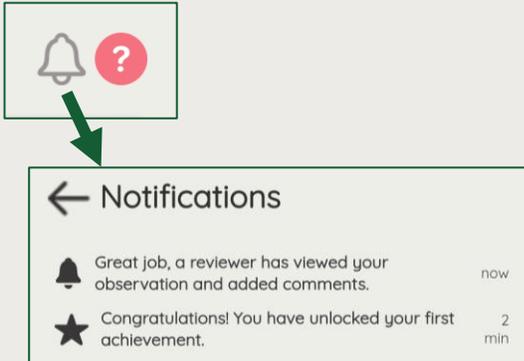
8.6



At the bottom of the page, tap “Update Profile” to save your changes. Or, tap “Delete Account” to delete your account and all associated user data.

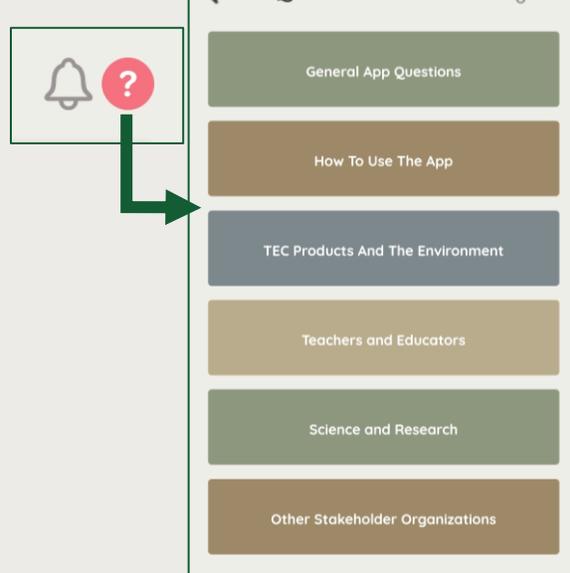
9. General Help and Support

9.1



Tapping on the bell icon (🔔) will display any pending notifications from the app.

9.2



Tapping the question mark icon (?) will take you to the FAQ section for helpful answers to common questions.

9.3

If you forget your password, tap “Forgot Password” on the login screen. Enter your registered email address, and we’ll send you a link to reset your password.

9.4



If you encounter any difficulties during the download or usage process, please contact our team at contact@ikickbutts.org, and they will be happy to assist you!