

## Additional file 2. Registration form coaches Partner in Balance

Participant number: \_\_\_\_\_

	Date	Time spent	(If applicable) On whose initiative?	Topics discussed	Other remarks
<b>Action undertaken</b>					
Preparation <ul style="list-style-type: none"> <li>- Attending coach training</li> <li>- Reading protocol</li> <li>- Attending coach intervention meetings</li> </ul>					
Intake session <ul style="list-style-type: none"> <li>- Getting acquainted</li> <li>- Needs assessment</li> <li>- Setting GAS goals</li> <li>- Choosing modules + adding modules to account</li> <li>- Explaining online procedure</li> <li>- Contact moment agreements</li> <li>- Providing login information</li> </ul>					
Online period <ul style="list-style-type: none"> <li>- Responding to online assignments (email)</li> <li>- Other online help (support requests, reminders)</li> <li>- Telephone contacts (if applicable)</li> </ul>					
Evaluation session <ul style="list-style-type: none"> <li>- General evaluation of modules and experience with the program</li> <li>- Evaluating GAS goals</li> <li>- Identify need for additional modules or types of aid</li> </ul>					