

Santa Tracking, Glympse Setup and Public Links

This guide explains how we track Santa during the Santa Run using the **Glympse** app, and how we publish the live tracking link for public viewing.

We track Santa using the Glympse app installed on a member's phone or a dedicated device. The device should stay with Santa for the entire run so the shared location remains accurate.

Where possible, choose a team member who will remain with the truck for the full duration and can periodically check that tracking is still active.

During the Run

The person tracking Santa should:

- Ensure Glympse tracking remains live for the full run
- Periodically check the app to confirm sharing has not stopped
- Take periodic (hourly if possible) screenshots showing:
 - Number of public viewers currently watching
 - Total viewers at different points during the day

These screenshots are useful for post-event reporting and social updates.

First-Time Setup (Per Device)

1. Save the Santa Profile Image. Save the following image to the device that will be used for tracking: https://hazelbrookrfs.com.au/wp-content/uploads/2024/12/santa_rfs_cartoon.png
2. Configure the Glympse Profile

1. Open **Glympse** → **Settings**, then:

1. **Name:**

2. **Profile Photo:**

- Use a photo of Santa from a past Santa Run, or
- Use the saved “Santa on a firetruck” cartoon image from above
- All other fields can remain blank or at their default values

Logging In

To avoid the free trial expiring unexpectedly on the day, log in using the Santa email address below no more than a few days before the Santa Run.

App (Glympse) Login Method

- Use **Sign in with Email**
- No password is required
- A one-time verification code is emailed each time:
 - A new device logs in, or
 - The account is switched between devices

Santa Email Account Details

- **Webmail:** <https://www.gmail.com/>
- **Email:**
- **Email Password:**

A copy of each login email is automatically forwarded to:

- (Secretary)

Someone will need access to one of these mailboxes to retrieve the login code to sign in on each device.

Starting Tracking and Generating the Tracking Link

To avoid paying for a Glympse subscription, we generate the tracking link on the day, just before the Santa Run.

Because the free version does not allow link creation in advance:

1. Open the Glympse app
2. Tap the **“G” icon** at the bottom of the screen
3. Set the sharing duration to 6 hours
4. Start location sharing

The 6 hour delay helps prevent tracking from being accidentally left on after the event.

Once sharing starts, the newly generated Glympse tracking URL will be copied to your phone's clipboard. You can either SMS this to someone who has access to the URL Shortener below, like Nick, or log in and update it yourself, like below.

Updating Public Short URLs (YOURLS)

The public does **not** receive the raw Glympse link. Instead, we update our short URLs to point to the new tracking link.

Log in to YOURLS

- URL: <https://u.hazelbrookrfs.com.au/admin/>
 - **Username:**
 - **Password:**
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Switching from Offline to Live Links

When ready to go live, we swap the “offline” and “live” URLs.

Step 1, Disable Existing Offline Links

Rename the following:

- `northpole1` → `northpole1disabled`
 - `northpole7` → `northpole7disabled`
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Step 2, Enable Live Tracking Links

Rename the following:

- `northpole1x` → `northpole1`
 - `northpole7x` → `northpole7`
-

Step 3, Confirm Live URLs

Once renamed, the public tracking links are live.

Short URL	Description	Destination
northpole7	CAT 7 OFFLINE	https://www.hazelbrookrfs.com.au/santa-tracking/
northpole1	CAT 1 OFFLINE	https://hazelbrookrfs.com.au/santa-tracking/
northpole1x	CAT 1 LIVE	https://glympse.com/BYQE-eHh8
northpole7x	CAT 7 LIVE	https://glympse.com/BW08-yQKz

Lunch Time, and Post-Event Shutdown and Reset

Santa tracking must be stopped immediately after the run to avoid unintended public tracking or privacy issues.

Once the Santa Run has concluded, complete the following steps as soon as practical:

1. Stop Glympse Sharing

- Open the Glympse app
- End the active location sharing session
- Confirm that no active sharing timer remains

2. Reset Public Short URLs

- Log in to the YOURLS admin interface
- Rename the live URLs back to their disabled versions:
 - `northpole1` → `northpole1x`
 - `northpole7` → `northpole7x`
- Rename the offline placeholders back to active:
 - `northpole1disabled` → `northpole1`
 - `northpole7disabled` → `northpole7`

3. Log Out of Glympse

- Log out of the Santa account on the device
- Do not leave the Santa account signed in after the event

4. Confirm Public Page

- Visit the public Santa tracking page
- Confirm it displays the “Offline” state

Battery and Power Management

Loss of battery is the most common reason Santa tracking stops unexpectedly.

To ensure uninterrupted tracking:

- Keep the tracking device **plugged into vehicle's power or battery bank** at all times
- Use a high-quality charging cable suitable for continuous use
- Avoid low-power USB ports where possible

Android-Specific Guidance

If using Android:

- Disable battery optimisation for Glympse
- Allow Glympse to run unrestricted in the background
- Ensure location permissions are set to **“Allow all the time”**

iOS-Specific Guidance

If using iOS:

- Ensure **Background App Refresh** is enabled for Glympse
- Do not force-close the app during the run

Contingency and Failure Plan

Always assume the primary tracking device may fail and plan accordingly.

If tracking stops or the device fails during the run:

1. Immediate Checks

- Confirm the device has power
- Confirm mobile data is enabled
- Confirm Glympse sharing is still active

2. Switch to Backup Device (If Available)

- Log in using the Santa email address
- Retrieve the verification code from the Santa or admin mailbox
- Start a new tracking session
- Update YOURLS live links with the new Glympse URL

3. If No Backup Device Is Available

- Stop public promotion of the tracking link
- Notify the person/officer in charge

It is recommended (where possible) to have:

- A second logged-in device is ready, or
 - A second team member is available who can quickly take over tracking
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Screenshots and Evidence Collection

Screenshots help demonstrate engagement and are useful for reporting and social media.

During the Santa Run, capture screenshots showing:

- Number of live viewers currently watching
- Viewer count increases at peak times

Suggested Timing

- Shortly after going live
- Hourly during the run
- Near or at the end of the run

Retain screenshots in a shared brigade location or in the event photo album.

Security, Access, and Credential Handling

Santa account credentials must only be used for official Santa Run activities.

- Do not share Santa account credentials outside approved members
- Do not reuse the Santa account for testing, demos, or non-event tracking
- Avoid sending credentials via unsecured channels (e.g. public chat)

Email Access

Access to the following mailboxes should be limited to authorised members only:

- `santa@hazelbrookrfs.com.au`

After the event

- Ensure no devices remain logged into the Santa account
- Report any suspected credential exposure to the brigade committee

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