ADDING NEW ATHLETES TO A TEAM

There are two ways to add new athletes to a team as a GM or Coach. You can invite athletes by email, or you can create them manually.

1. After logging into the organization’s general manager or coach account, click on the TEAM SETTINGS tab on the left-hand menu.

2. After selecting TEAM SETTINGS, you will be directed to the MANAGE TEAMS page. Click the dropdown arrow under SELECT TEAM and choose the team you wish to add new athletes to.
3. After choosing your team, select either **INVITE ATHLETE(S)** or **CREATE ATHLETE(S)**

A. If you choose to **INVITE ATHLETE(S)**, you will be prompted to enter the emails of all athletes you want to invite. Emails **NEED** to be separated by a space or comma. Click **SEND INVITES** to invite athletes.

NOTE: Athletes will receive an email to join your Vizual Edge Team and create profile.
B. You can also choose to **CREATE ATHLETE**, which will prompt you to fill out the **CREATE NEW ATHLETE** form including: First Name, Last Name, Email, Position, Username, and Password. Hit **SUBMIT** to finish creating the athlete.

![CREATE NEW ATHLETE Form](image)

NOTE: Athletes will **NOT** receive an email to join Vizual Edge this way. You will need to share their username and password with them to access their profile.
4. After inviting and/or creating your athletes, you will need to make sure each athlete is assigned a seat/session. Listed under the Team you will see all athletes who have been invited or created. Click the + or – buttons to add or remove their seat/sessions.

**NOTE:** Athletes **NEED** to be assigned a seat/session to evaluate or train using the Edge Trainer.

**NOTE:** If you do not have enough seats/sessions to assign to an athlete, please select **UPGRADE / ADD SESSIONS** from the top navigation bar to purchase more seats/sessions.