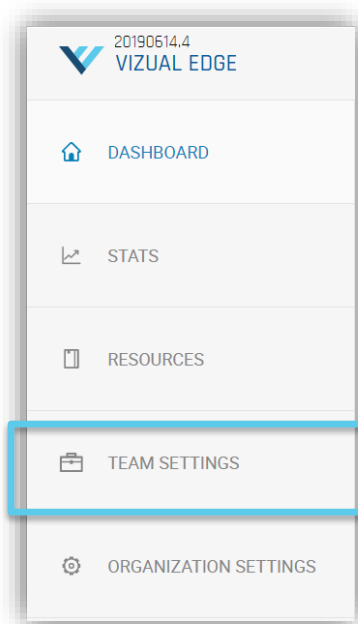


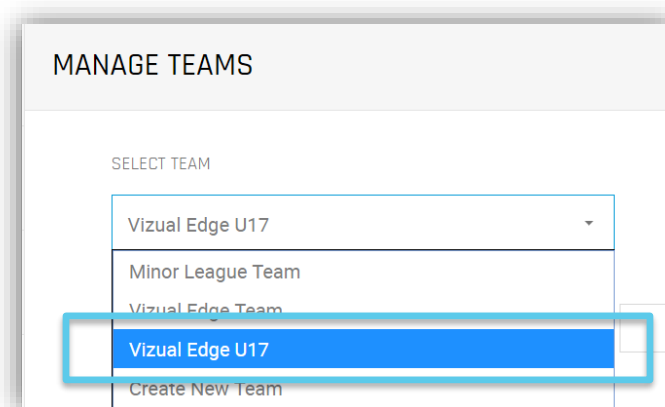
ADDING NEW ATHLETES TO A TEAM

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.

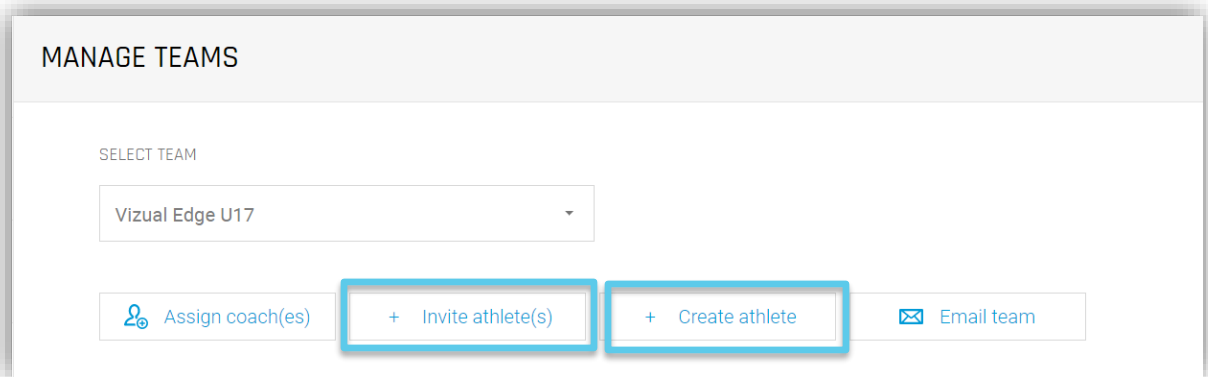
1. After logging into the organization's general manager or coach account, click on the **TEAM SETTINGS** tab on the left-hand menu.



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)**



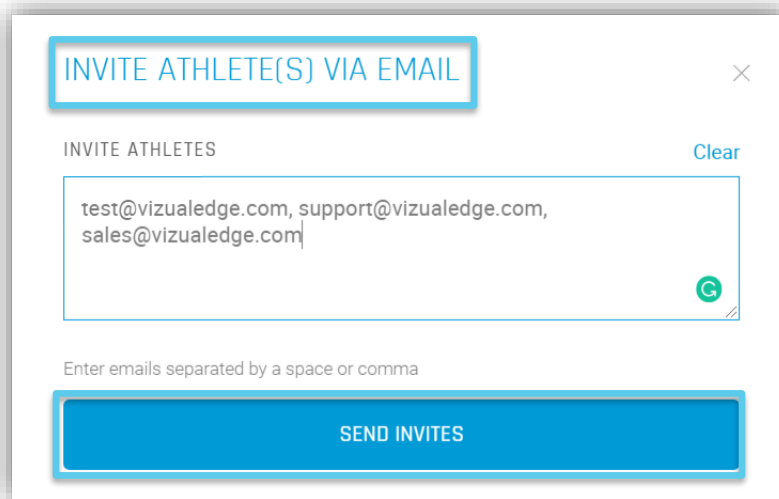
MANAGE TEAMS

SELECT TEAM

Vizual Edge U17

Assign coach(es) + Invite athlete(s) + Create athlete Email team

- 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.



INVITE ATHLETE(S) VIA EMAIL

INVITE ATHLETES Clear

test@vizualedge.com, support@vizualedge.com, sales@vizualedge.com

Enter emails separated by a space or comma

SEND INVITES

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

FIRST NAME
Test

LAST NAME
Athlete

EMAIL
test@gmail.com

POSITION
SS

USERNAME
testathlete

PASSWORD
.....

PASSWORD (REPEAT)
.....

SUBMIT

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.

The screenshot shows the 'MANAGE TEAMS' interface. At the top, there is a 'SELECT TEAM' dropdown menu currently set to 'Vizual Edge U17'. Below this are three buttons: 'Assign coach(es)', '+ Invite athlete(s)', and '+ Create athlete'. The main section is titled 'VIZUAL EDGE U17' with a pencil icon and '2/4 Seats Available'. Below this is a table with three columns: 'TEAM MEMBER', 'POSITION', and 'SEAT'. The 'SEAT' column header is highlighted with a blue box. The table contains three rows of athletes, each with a '- 0 +' or '- 1 +' button in the 'SEAT' column, which are also highlighted with blue boxes.

TEAM MEMBER	POSITION	SEAT
testinfo@vizualedge.com	Invited	- 0 +
Test@vizualedge.com	Invited	- 1 +
zack@vizualedge.com	Invited	- 1 +

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.

The screenshot shows the top navigation bar. On the left is a blue button with the text 'UPGRADE / ADD SESSIONS'. To its right is a dropdown menu for the team, showing the 'VIZUAL EDGE' logo and the text 'Vizual Edge Team Z'. Further right is another dropdown menu for the user, showing the 'VIZUAL EDGE' logo and the text 'General Manager'.