

ASSIGNING SESSIONS/SEATS

As a Vizual Edge organization you can create several teams under one organization. You must properly assign sessions/seats amongst those teams and athletes. In order to use the Edge Trainer, each athlete must be assigned a seat/session.

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

| v | 20190614.4 VIZUAL EDGE |
|---|---------------------------|
| ŵ | DASHBOARD |
| 2 | STATS |
| | RESOURCES |
| Ē | TEAM SETTINGS |
| ٢ | ORGANIZATION SETTINGS |

2. After selecting ORGANIZATION SETTINGS, you will be directed to the ORGANIZATION SETTINGS page. Select MANAGE PLAN.

| ORGANIZATION SETTINGS | | | | |
|-----------------------|-------------|--|--|--|
| MY ORGANIZATION | MANAGE PLAN | | | |
| | | | | |



3. After choosing MANAGE PLAN, you will see your plan details including number of sessions/seats and how long your subscription is.

| MY ORGANIZATION MANAGE PLAN | | |
|---------------------------------------------------------------------------------------------------|-------|----------------|
| | _ | |
| 6 MONTH SUBSCRI | PTION | EXTEND/UPGRADE |
| Duration: 180 days Seats: 16 <u>Add Seats</u> Start Date: 6/06/2019 End Date: 12/02/2019 | | |
| ASSIGN SEATS | | ADD SEATS |
| 🐣 Vizual Edge U17 | - 0 + | |
| 🝰 Z Minor League Team | - 0 + | |
| 🎿 🛛 Z Vizual Edge Team | - 0 + | |

NOTE: Under ASSIGN SEATS/SESSIONS you will see how many seats/sessions you have available. If you need to purchase more seats/session select ADD SEATS/SESSIONS by clicking the button on the right.

4. After ensuring you have the appropriate number of seats/sessions, click the + or – buttons next to your team names to allocate sessions to your teams.

| ASSIGN SEATS | |
|-------------------------|-------|
| 0/11 Seats Available | |
| 🥵 Vizual Edge U17 | - 3 + |
| 💒 🛛 Z Minor League Team | - 4 + |
| 🞿 🛛 Z Vizual Edge Team | - 4 + |
| | |

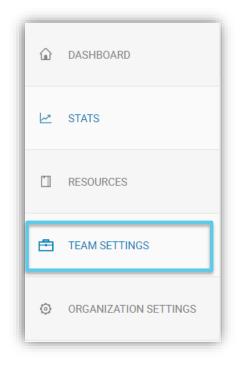


5. After assigning seats/sessions to your teams, you now need to assign seats/sessions to athletes.

NOTE: If you invite athletes after assigning seats to your teams, the athletes will automatically be assigned a seat/session after creating their profile.

NOTE: If the athletes were created prior to assigning seats/sessions to your team, you will need to assign seats/sessions to each athlete that has been previously created.

In order to assign a seat/session to athletes, you will need to select the **TEAM SETTINGS** tab from the left-hand menu.





6. After selecting **TEAM SETTINGS**, you will be directed to the **MANAGE TEAMS** page. Click the dropdown arrow under **SELECT TEAM** to choose the correct team.

| û dashboard | MANAGE TEAMS | | | |
|-----------------------|-----------------------------------------------|--|--|--|
| 🗠 STATS | SELECT TEAM | | | |
| RESOURCES | Vizual Edge U17 | | | |
| E TEAM SETTINGS | VIZUAL EDGE U17 🖍 | | | |
| ORGANIZATION SETTINGS | 0/3 Seats Available TEAM MEMBER + POSITION | | | |

7. After selecting the correct team, you will see a list of your previously created athletes. Click on the + button next to each athlete, under the SEAT/SESSION column to assign a seat/session to that athlete.

| MANAGE TEAMS | | | | | | | |
|------------------------------------------|-----------------------------------------------------------------------|---|-------|--|--|--|--|
| SELECT TEAM | | | | | | | |
| Vizual Edge U17 | • | | | | | | |
| \mathcal{L}_{Θ} Assign coach(es) | 2 _☉ Assign coach(es) + Invite athlete(s) + Create a | | | | | | |
| VIZUAL EDGE U17 🖌 0/3 Seats Available | VIZUAL EDGE U17 🖍 0/3 Seats Available | | | | | | |
| TEAM MEMBER 🔺 | POSITION | | SEAT | | | | |
| Athlete, New | 1B • |] | • 1 + | | | | |
| test@vizualedge.com | Invited | | - 1 + | | | | |
| zack@vizualedge.com | Invited | | - 1 + | | | | |

NOTE: Athletes will now be able to use the Edge Trainer upon logging in.