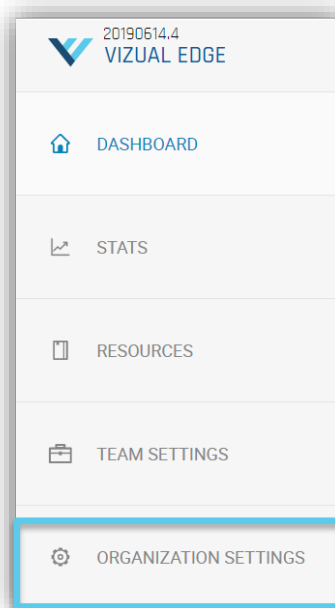


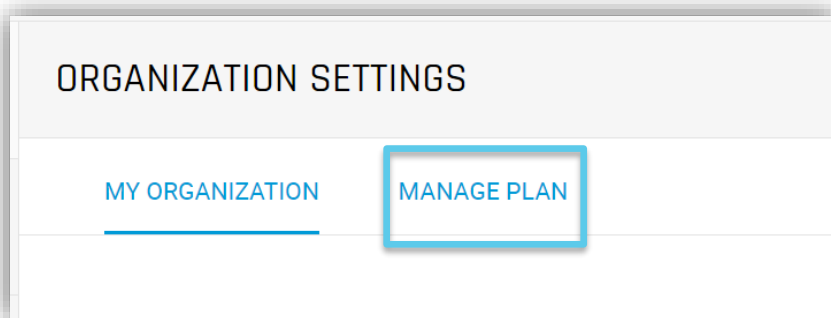
ASSIGNING SESSIONS/SEATS

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.

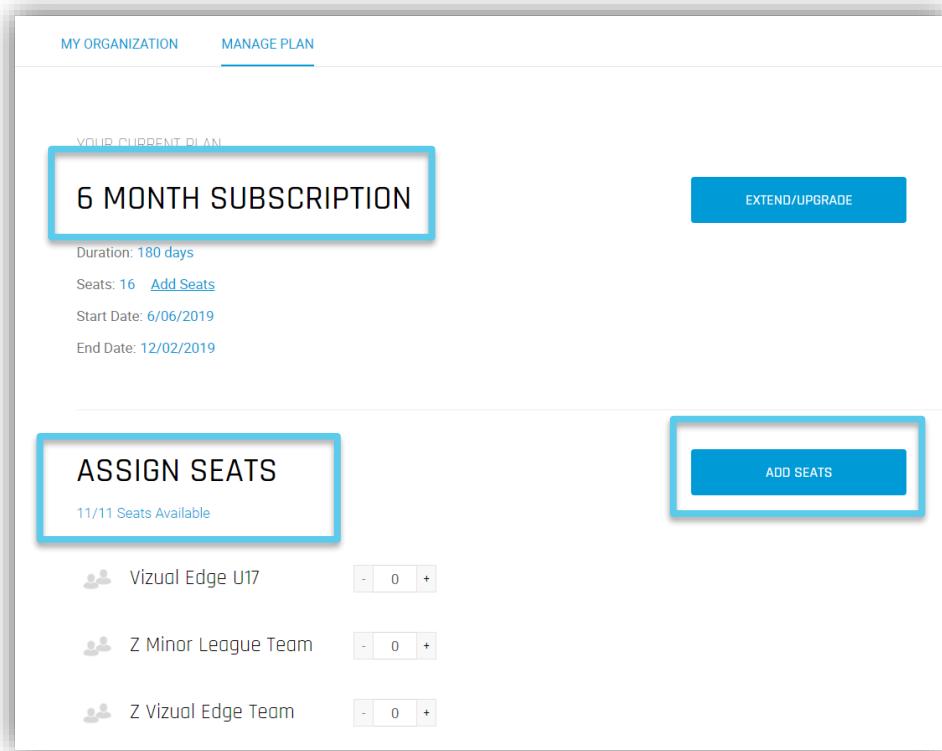
1. After logging into the organization's general manager account, click on the **ORGANIZATION SETTINGS** tab on the left-hand menu.



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

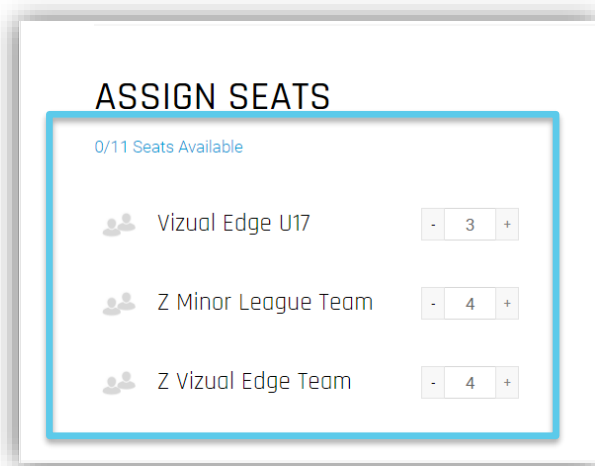


3. After choosing **MANAGE PLAN**, you will see your plan details including number of sessions/seats and how long your subscription is.



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.

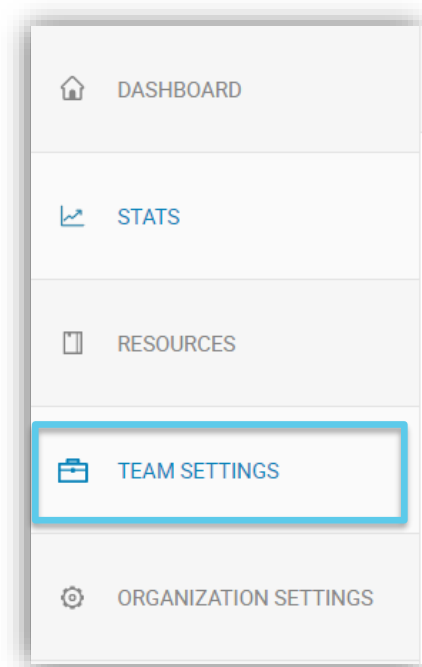


5. After assigning seats/sessions to your teams, you now need to assign seats/sessions to athletes.

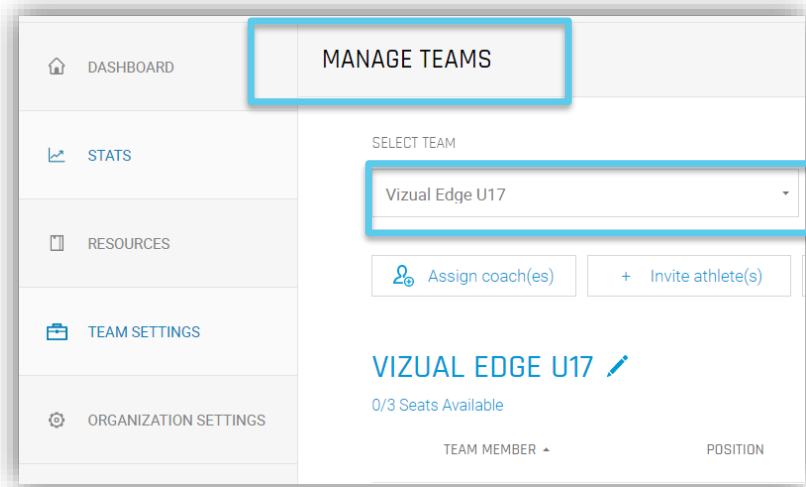
NOTE: If you invite athletes after assigning seats to your teams, the athletes will automatically be assigned a seat/session after creating their profile.

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.

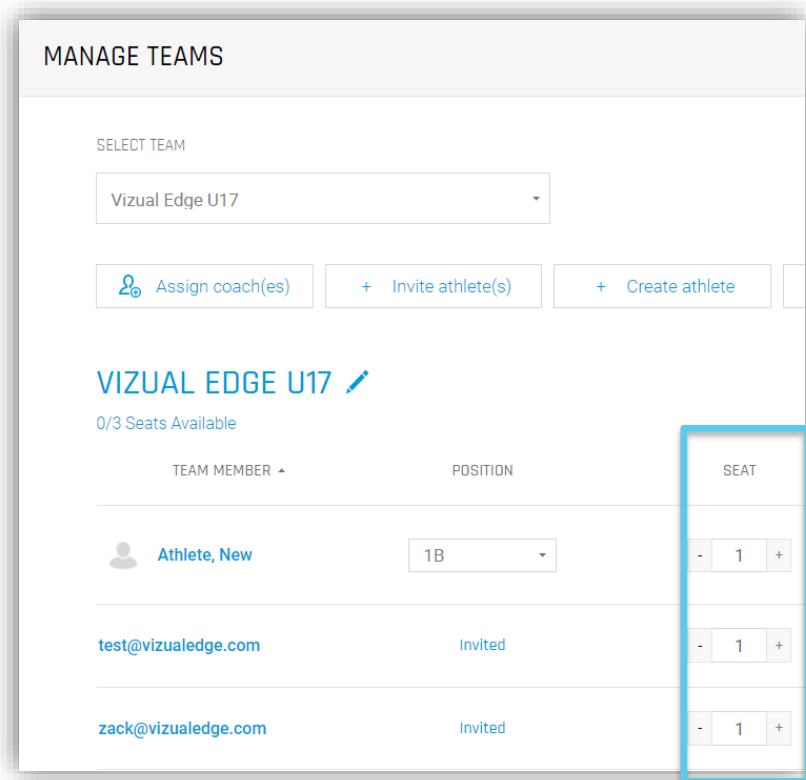
In order to assign a seat/session to athletes, you will need to select the **TEAM SETTINGS** tab from the left-hand menu.



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.



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.



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