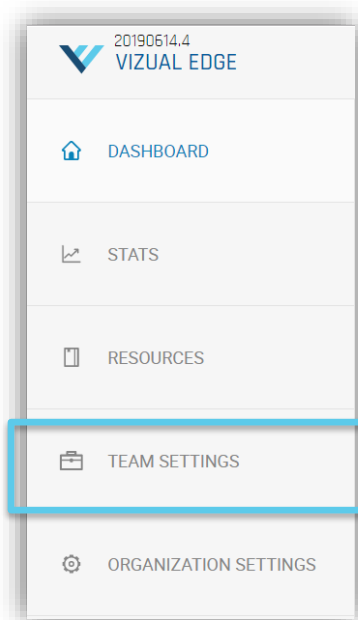


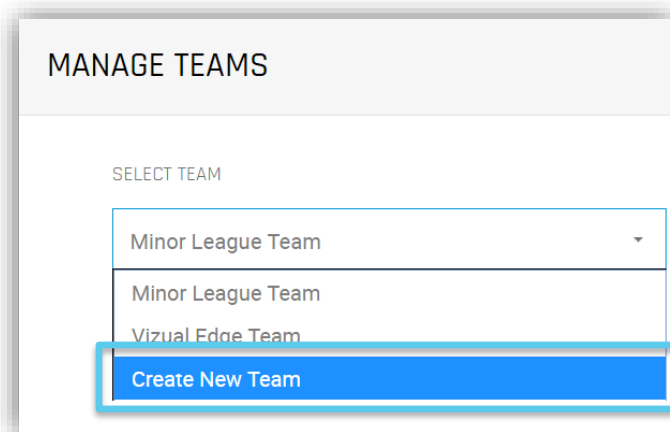
## CREATING A NEW TEAM

As a Vizual Edge organization you can create several teams under one organization. For example, you have a Major League organization with several Minor League teams associated. Or you have can have an Organization with several teams based on age group.

1. After logging into the organization's general manager 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 **CREATE NEW TEAM**.



- After choosing **CREATE NEW TEAM**, a pop-up will appear to **CREATE TEAM**. Fill out your **TEAM NAME**, **SPORT**, and **LEVEL**. Then press **CREATE TEAM**.

CREATE TEAM

TEAM NAME

Vizual Edge U17

SPORT

Baseball

LEVEL

Youth

CREATE TEAM

- After creating a new team, you will need to **ASSIGN COACH(ES)** and **INVITE ATHLETE(S)** or **CREATE ATHLETE(S)**

MANAGE TEAMS

SELECT TEAM

Vizual Edge U17

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

VIZUAL EDGE U17

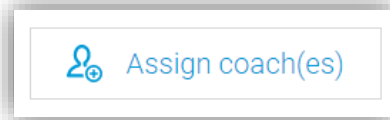
0/0 Sessions Available

Search Users

TEAM MEMBER POSITION SESSIONS LAST SESSION LAST EVALUATION

+ Add athletes

- To assign a coach, click the **ASSIGN COACH(ES)** button.

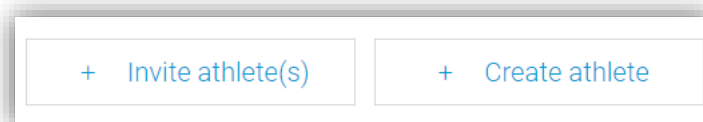


Then fill out the **ASSIGN COACHES** form including all the coaches emails you will want to have access to the team and click **SEND INVITES**.

A modal window titled "ASSIGN COACHES" with a close button (X) in the top right corner. The form contains three identical sections, each labeled "ASSIGN COACH" above a text input field with the placeholder text "Email". Below the third input field is a link that says "+ Add a Coach". At the bottom of the form is a large blue button with the text "SEND INVITES" in white.

NOTE: Coaches will receive an email to join your Vizual Edge Team and create profile.

- After adding coaches, you can choose to **INVITE ATHLETE(S)** and/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.

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.

7. 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 has a red box around the header. The table lists three athletes, each with a red box around the seat count and its +/- controls.

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, there is a button labeled 'UPGRADE / ADD SESSIONS' with a red border. To its right is the team name 'Vizual Edge Team Z' with a dropdown arrow. Further right is the user name 'General Manager' with a dropdown arrow.

