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.
3. 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**.

4. After creating a new team, you will need to **ASSIGN COACH(ES)** and **INVITE ATHLETE(S)** or **CREATE ATHLETE(S)**.
5. 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**.

![ASSIGN COACHES form]

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

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

![Invitation buttons]
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](image)

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](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.
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.

![Manage Teams Image]

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.