COACHMEPLUS

How To: Archive a Program from the Library

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14 days ago · Updated

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This article will show you:

- How to archive a program from the Program Library.

You need this because:

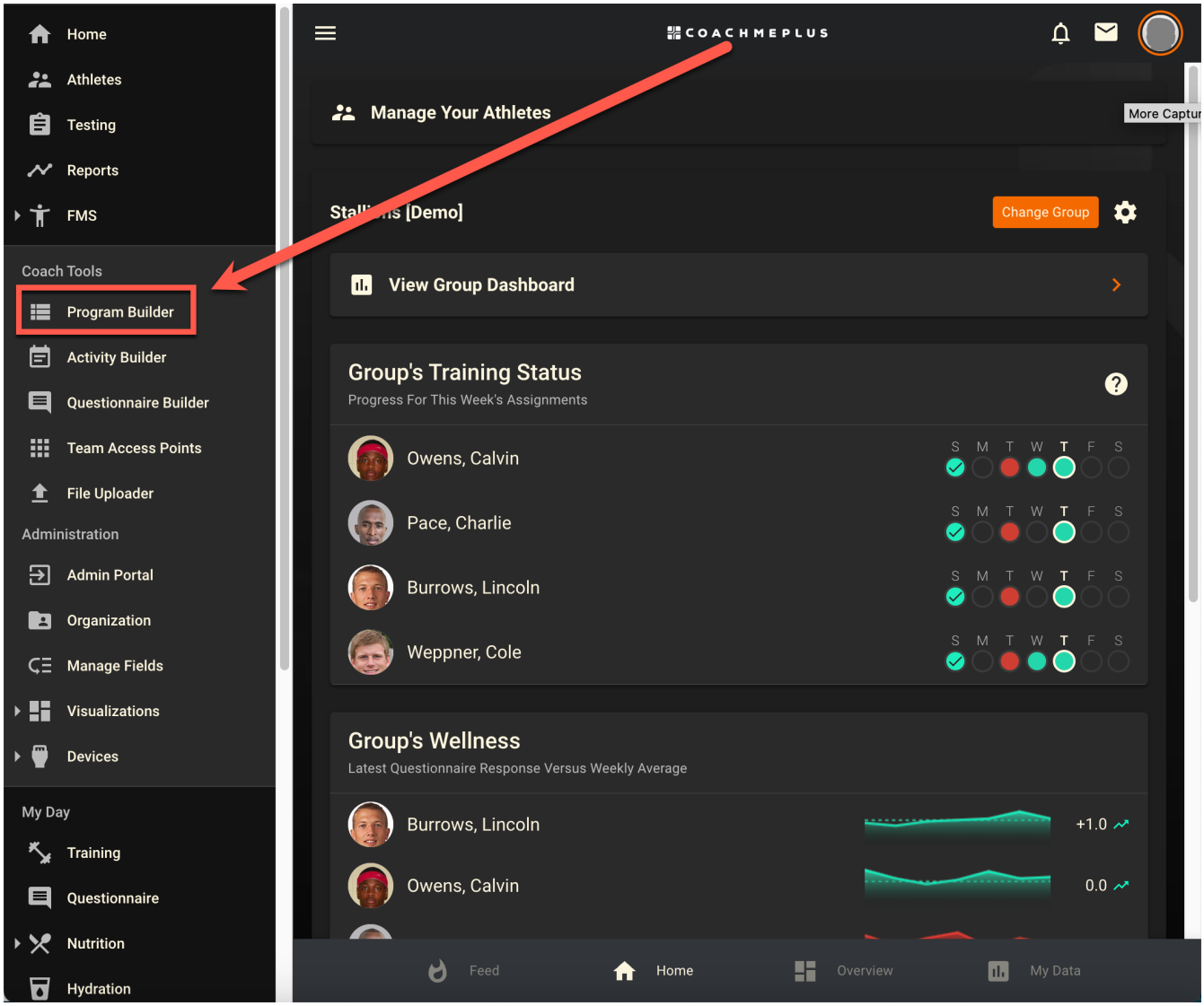
- You want to archive a program without deleting the program.
- Archiving a program does not remove the data associated with that program, it simply removes it from the list of available programs.

Watch this How To Video and follow the steps below:

Step 1: Access the Program Builder

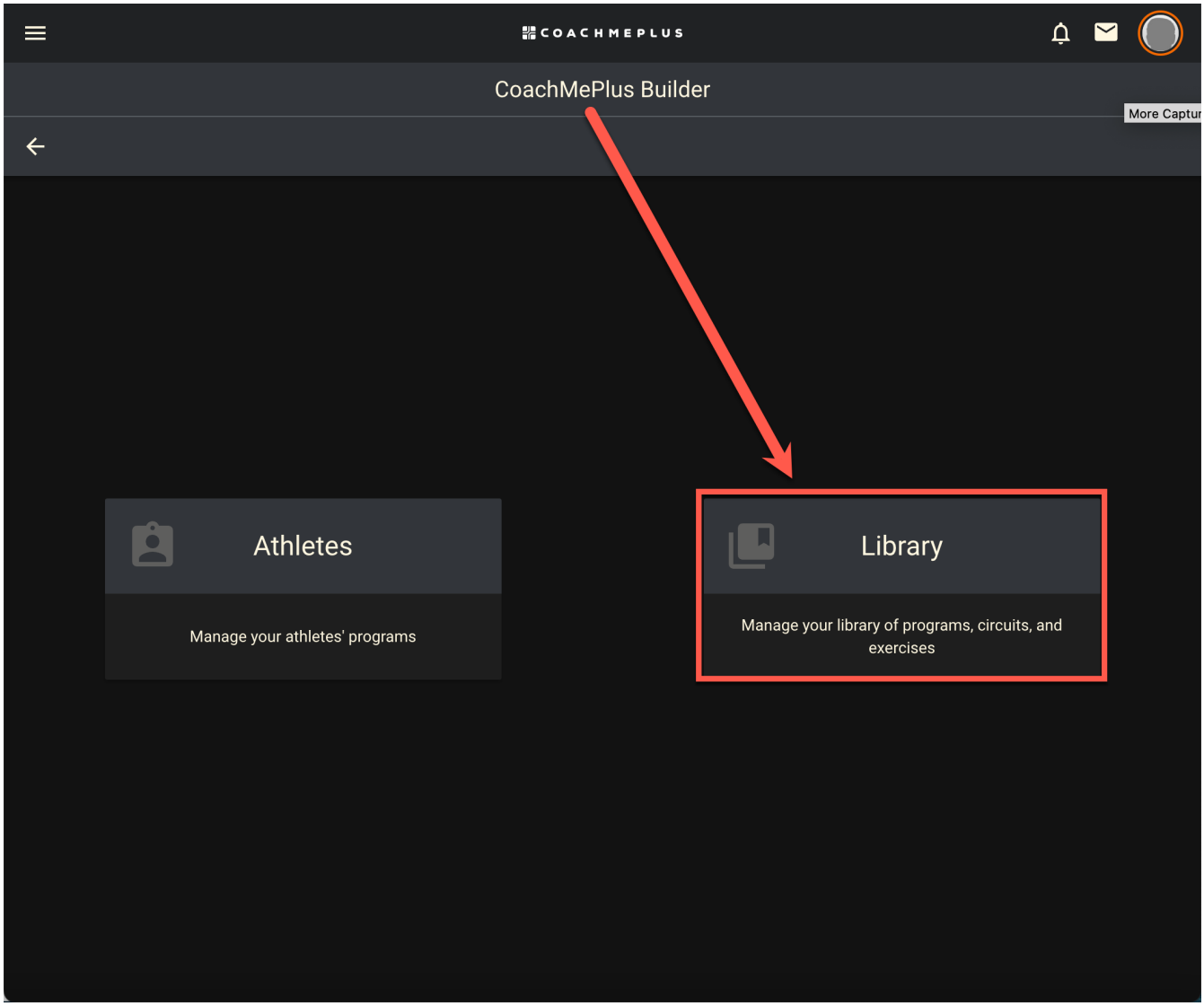
1.1. Log in to your CoachMePlus account.

1.2. Once logged in, navigate to the Program Builder section. You can find this in the main menu or dashboard of your CoachMePlus account.

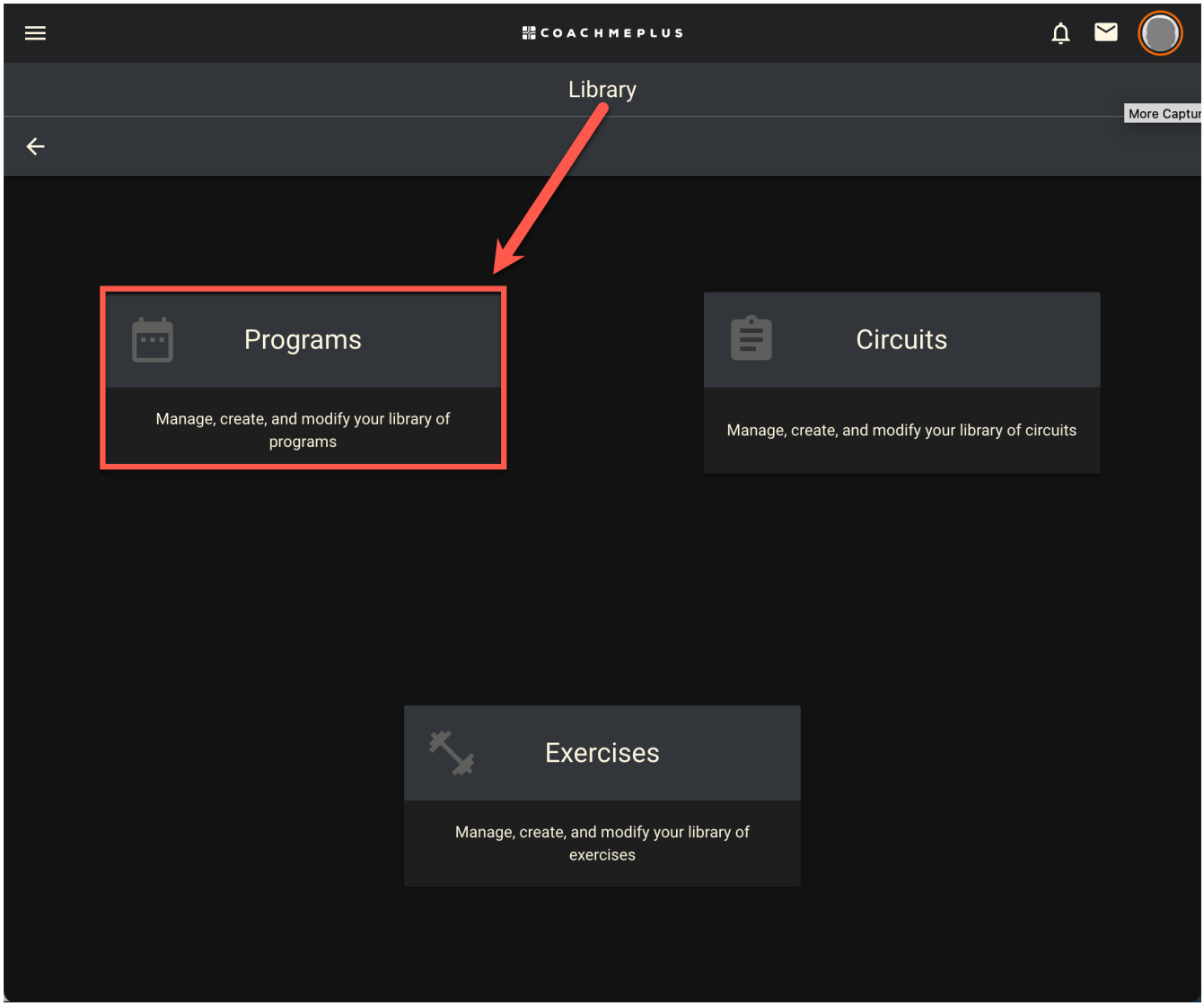


Step 2: Access the Program Library

2.1. In the Program Builder section, look for the "Library" option. Click on it to access your program library.

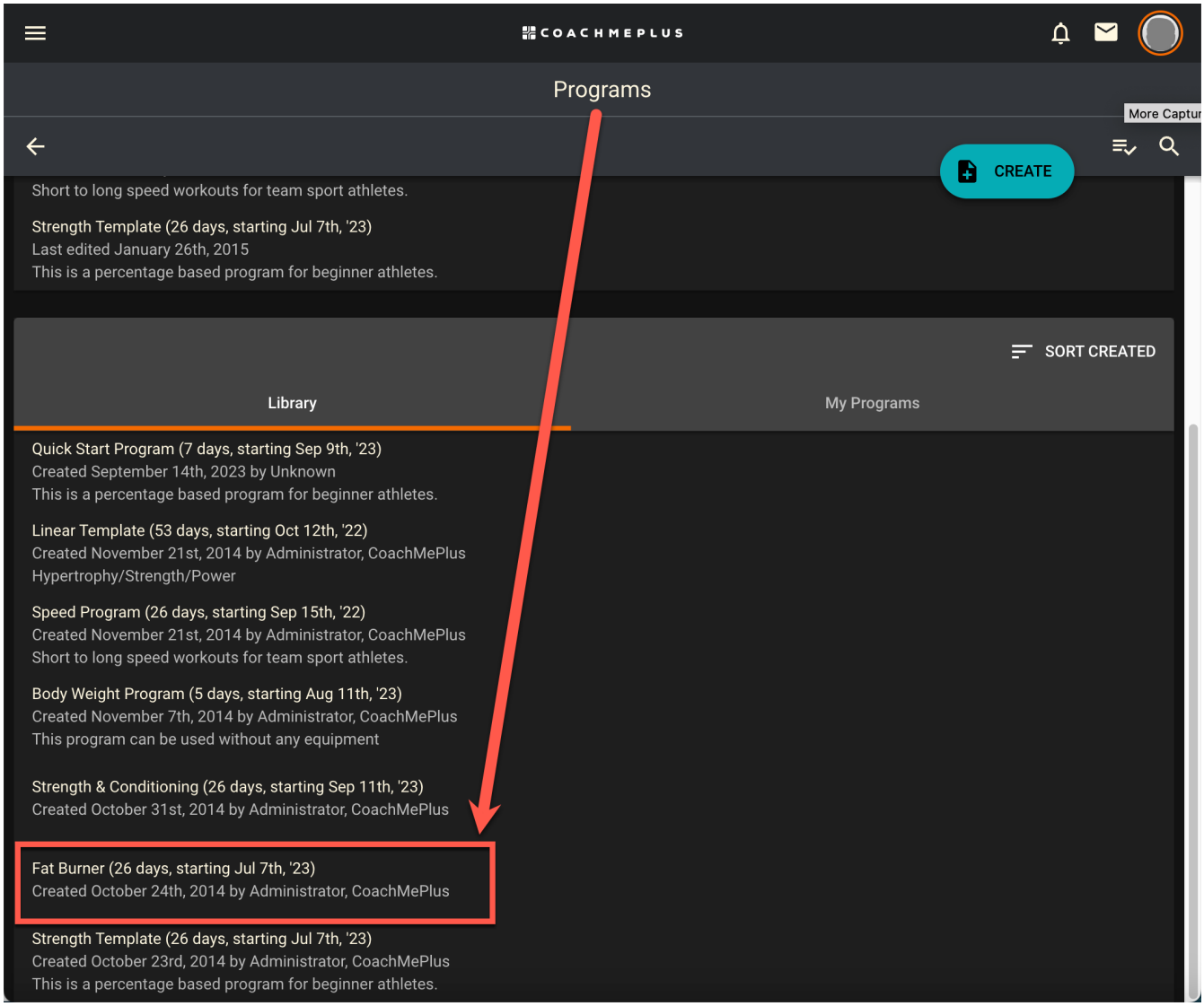


2.2. From the list of available options, click on "Programs." This will display a list of all the programs you've created.



Step 3: Select the Program to Archive

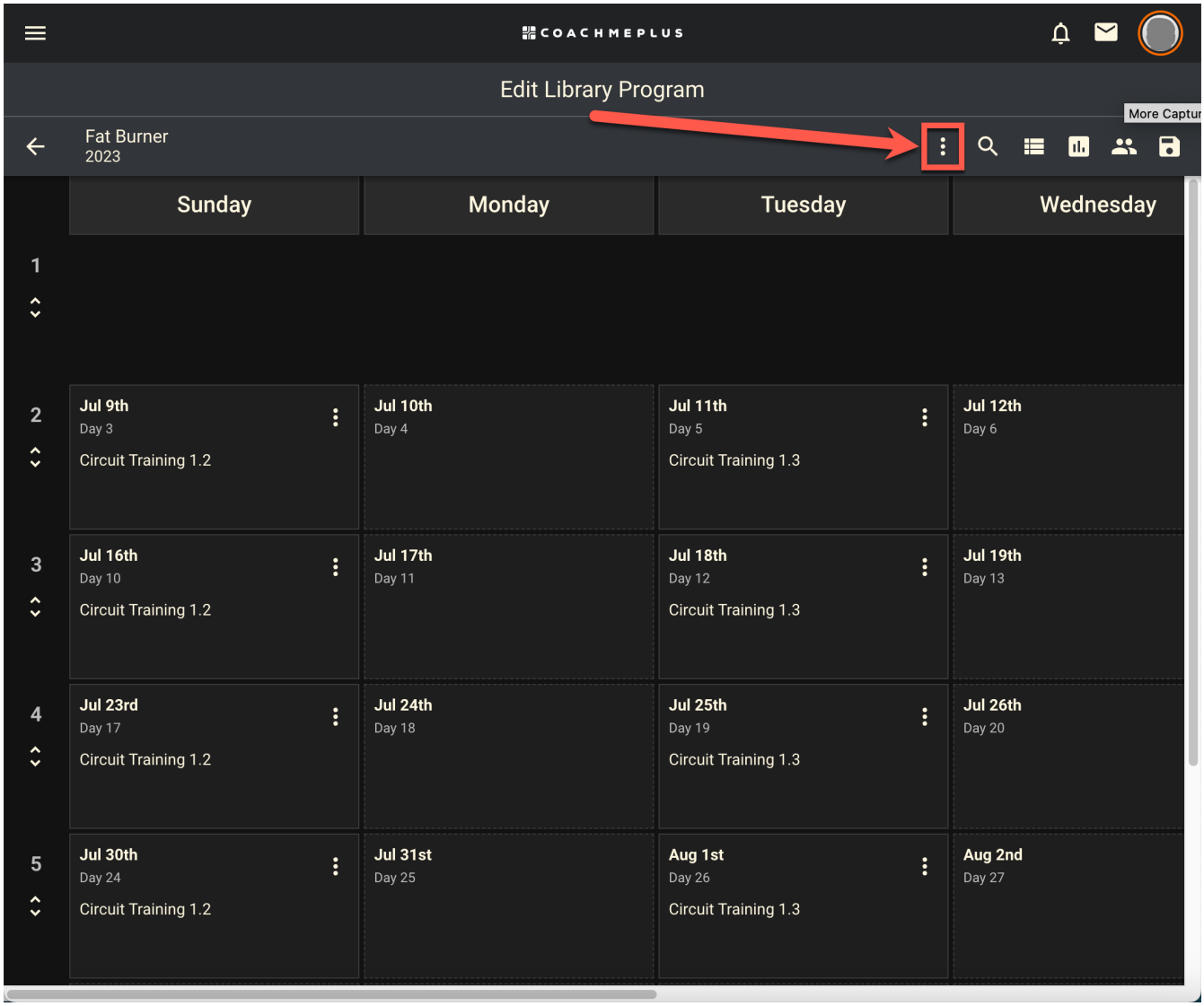
3.1. Browse through the list of programs in your library to find the program you want to archive. In this example, we'll archive the "Fat Burner" program.



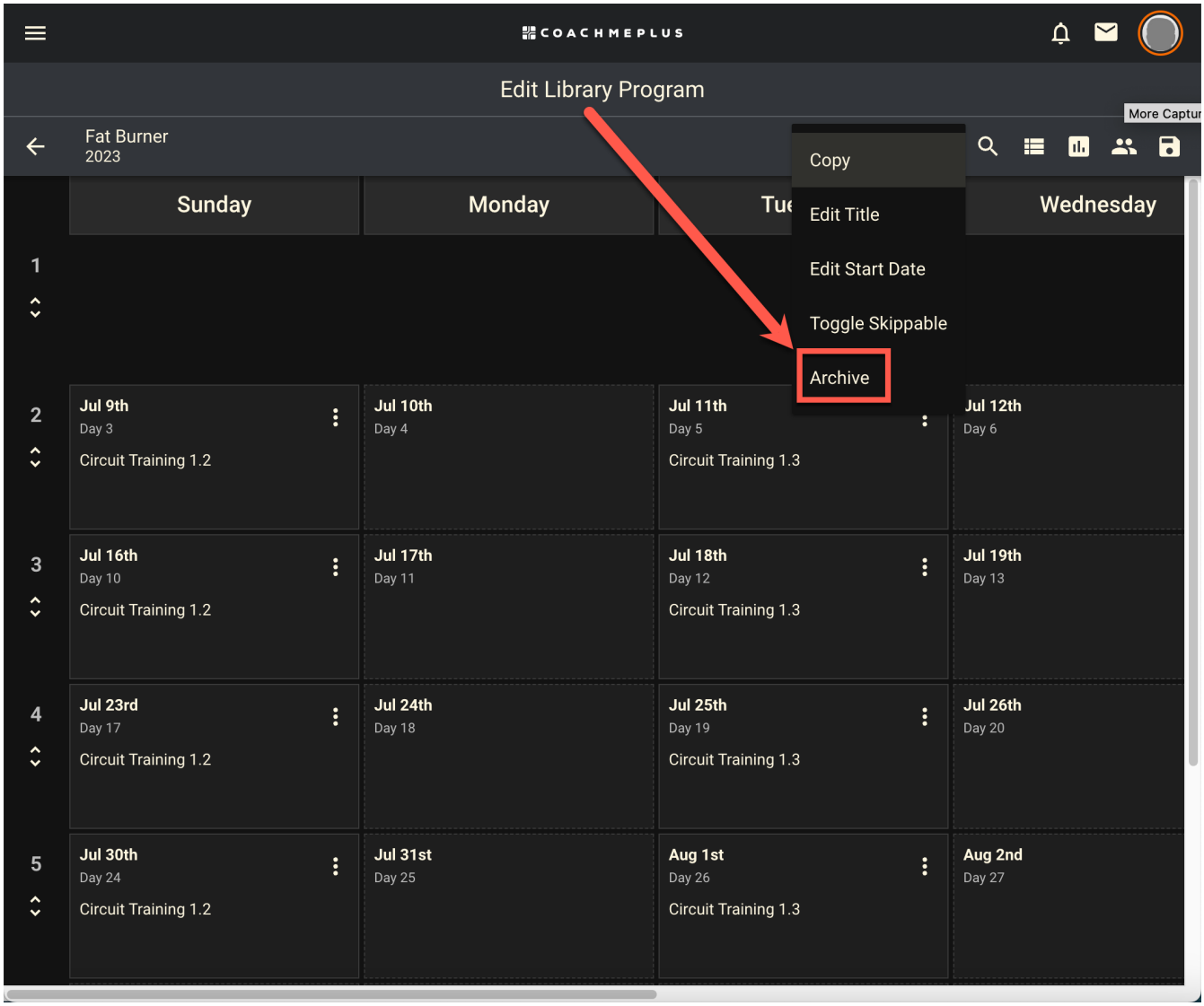
Step 4: Archive the Program

4.1. Once you've located the program you want to archive, click on it to select it.

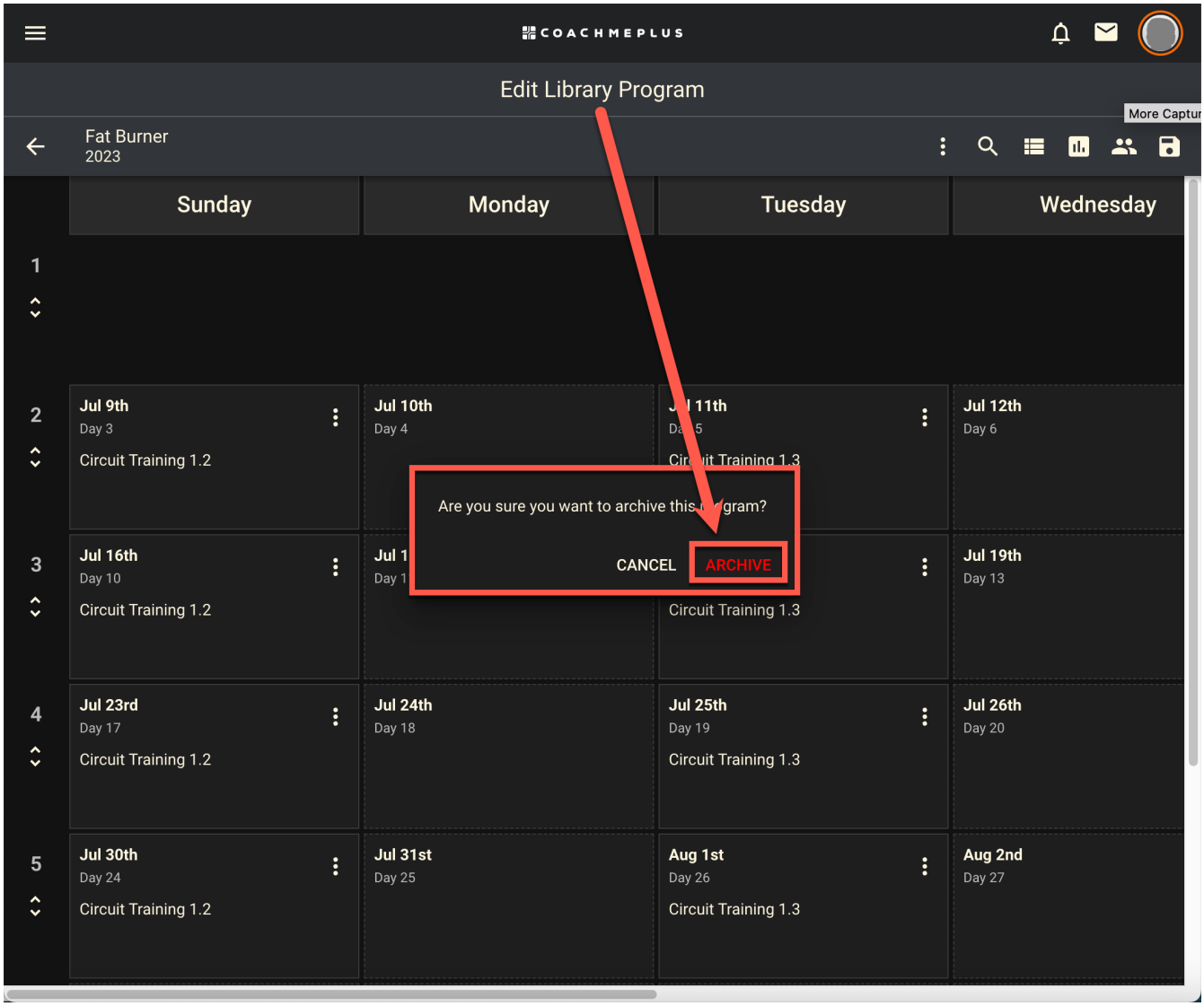
4.2. Look for an option to archive the program. This option may be represented by an icon or text that says "Archive."

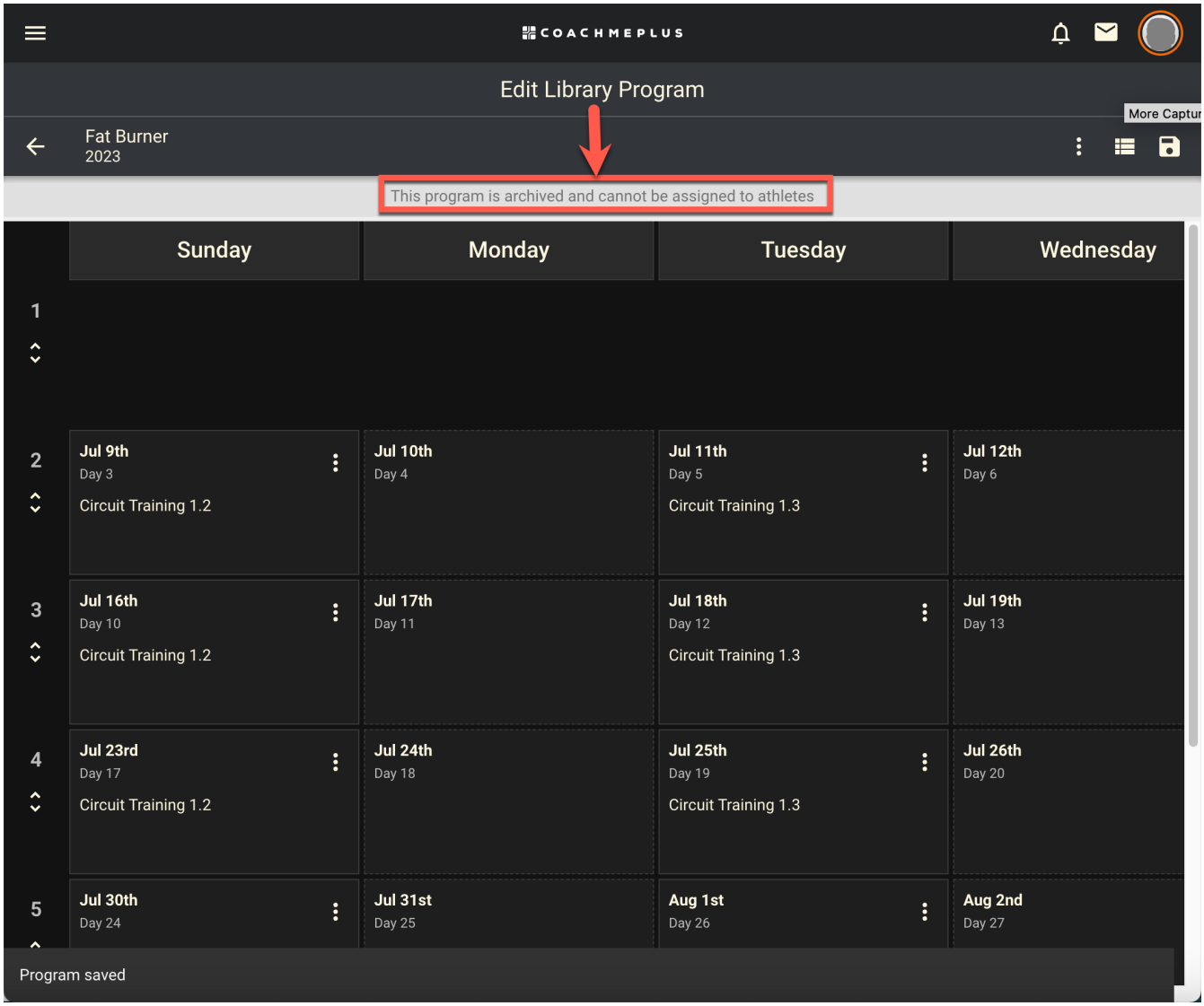


4.3. Click on the "Archive" option. A confirmation dialog may appear to ensure that you want to archive the program.



4.4. Confirm the action. The program will now be archived.


COACHMEPLUS
Edit Library Program
More Captur
Fat Burner
2023
Sunday
Monday
Tuesday
Wednesday
1
2
Jul 9th
Day 3
Circuit Training 1.2
Jul 10th
Day 4
Jul 12th
Day 6
Are you sure you want to archive this
gram?
CANCEL
ARCHIVE
3
Jul 16th
Day 10
Circuit Training 1.2
Jul 19th
Day 13
Circuit Training 1.3
4
Jul 23rd
Day 17
Circuit Training 1.2
Jul 24th
Day 18
Jul 25th
Day 19
Circuit Training 1.3
Jul 26th
Day 20
5
Jul 30th
Day 24
Circuit Training 1.2
Jul 31st
Day 25
Aug 1st
Day 26
Circuit Training 1.3
Aug 2nd
Day 27



Step 5: Verify the Archive

5.1. To verify that the program has been archived, return to the list of programs in your library. You'll notice that the archived program is no longer visible in the active program list.

Congratulations! You've successfully archived a program in CoachMePlus. Thank you for using CoachMePlus, and have a great day!

Note: The exact steps and interface may vary slightly depending on the version and updates of CoachMePlus. If you encounter any difficulties or variations, please refer to the platform's official documentation or contact CoachMePlus support for assistance.

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