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How To: Create Your Training Group Folders

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Introduction:
This FAQ article will guide you through the process of creating Training Group Folders in CoachMePlus. Organizing your athletes into different groups can help you efficiently assign tasks and share documents with specific groups of players. Follow these steps to create your training group folders for better organization and time-saving.

Watch this How To video and follow the steps below:

(?) **Help**

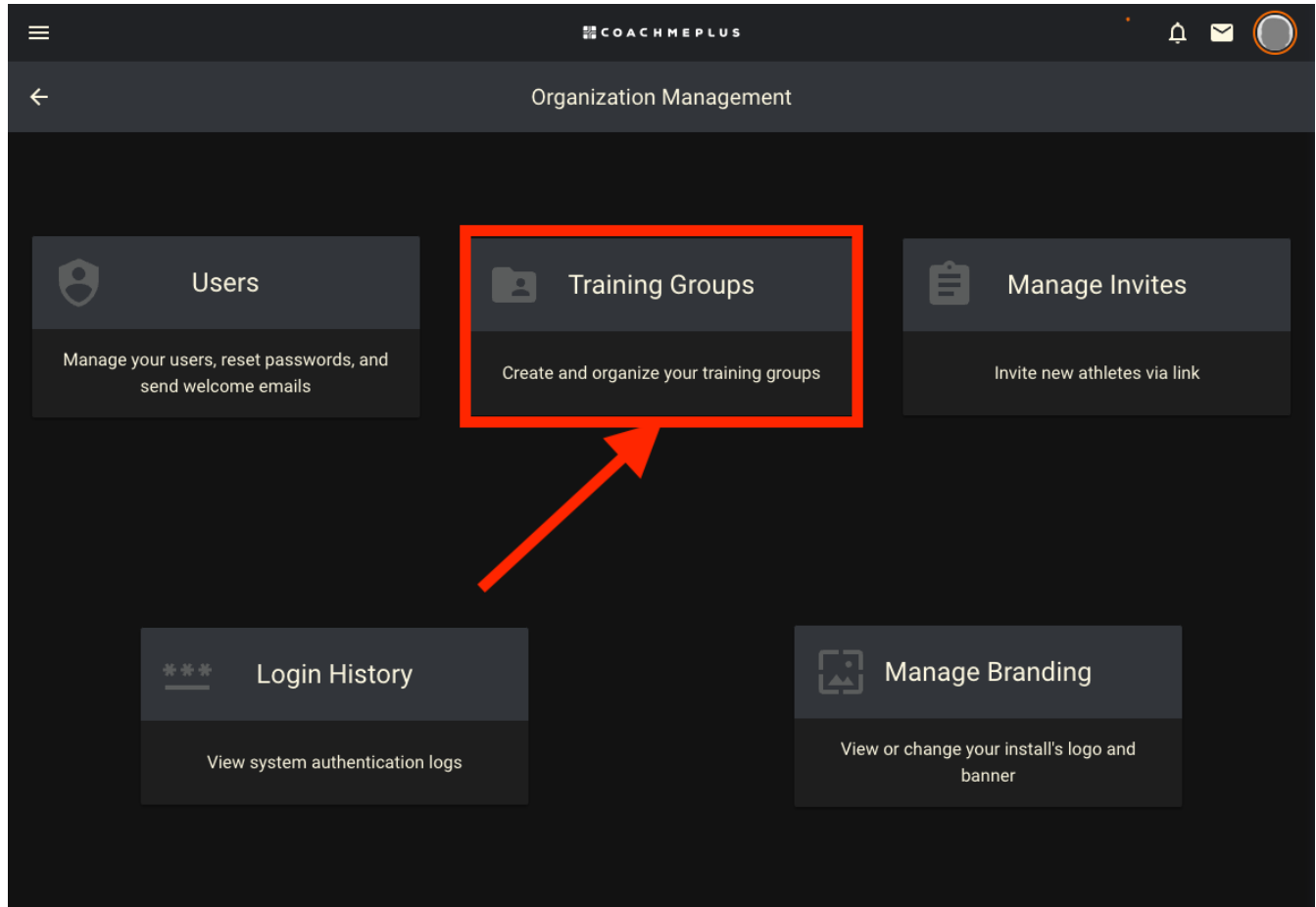## How do I create a new Training Group Folder for my install?

Step 1 - Access the Organization Menu:

- Select the "Organization" menu option on the Home Page.
- You can find this option under "Administration" -> "Organization."
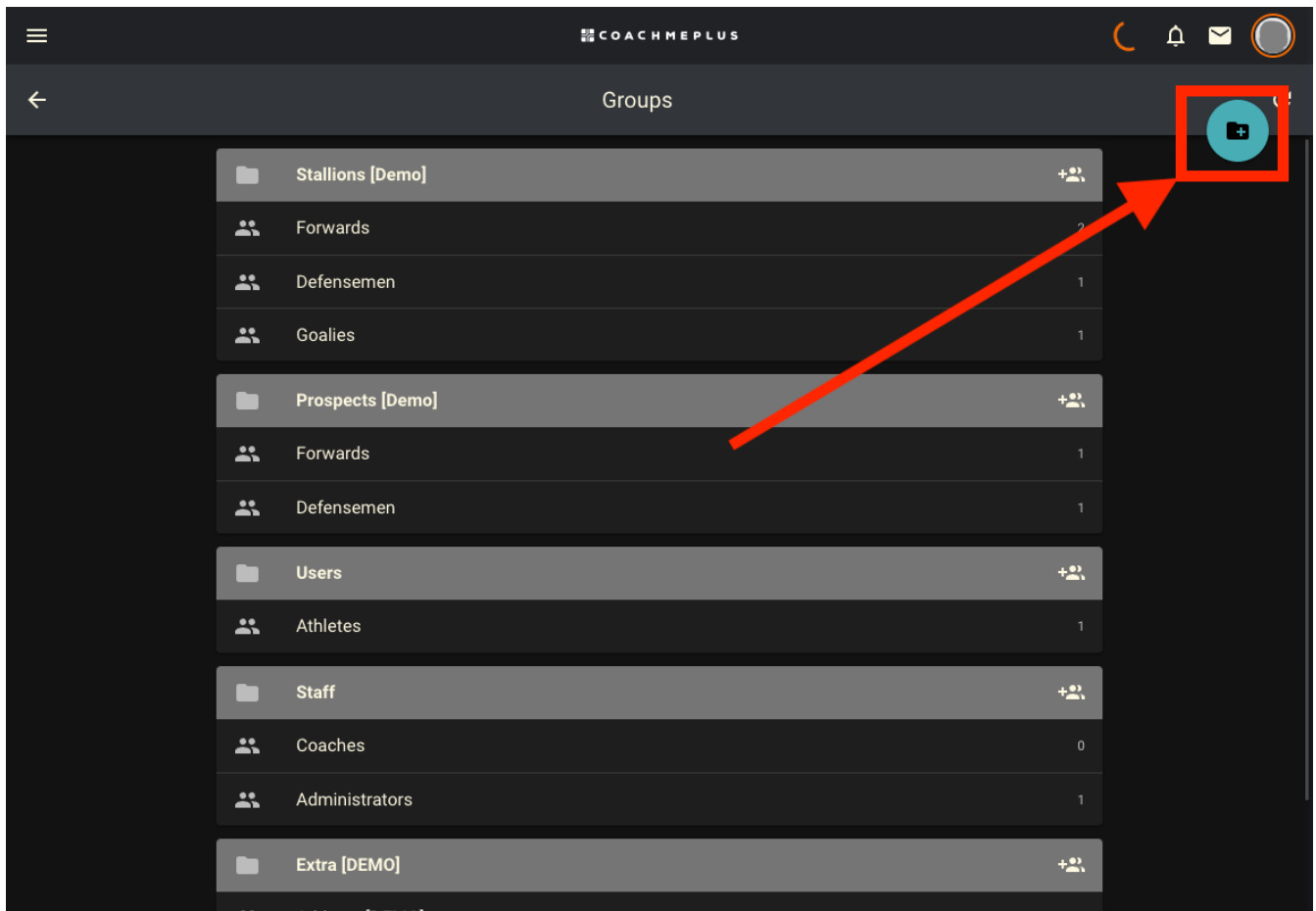

Step 2 - Access Training Groups:

- In the Organization Management section of the application, select the "Training Groups" option.
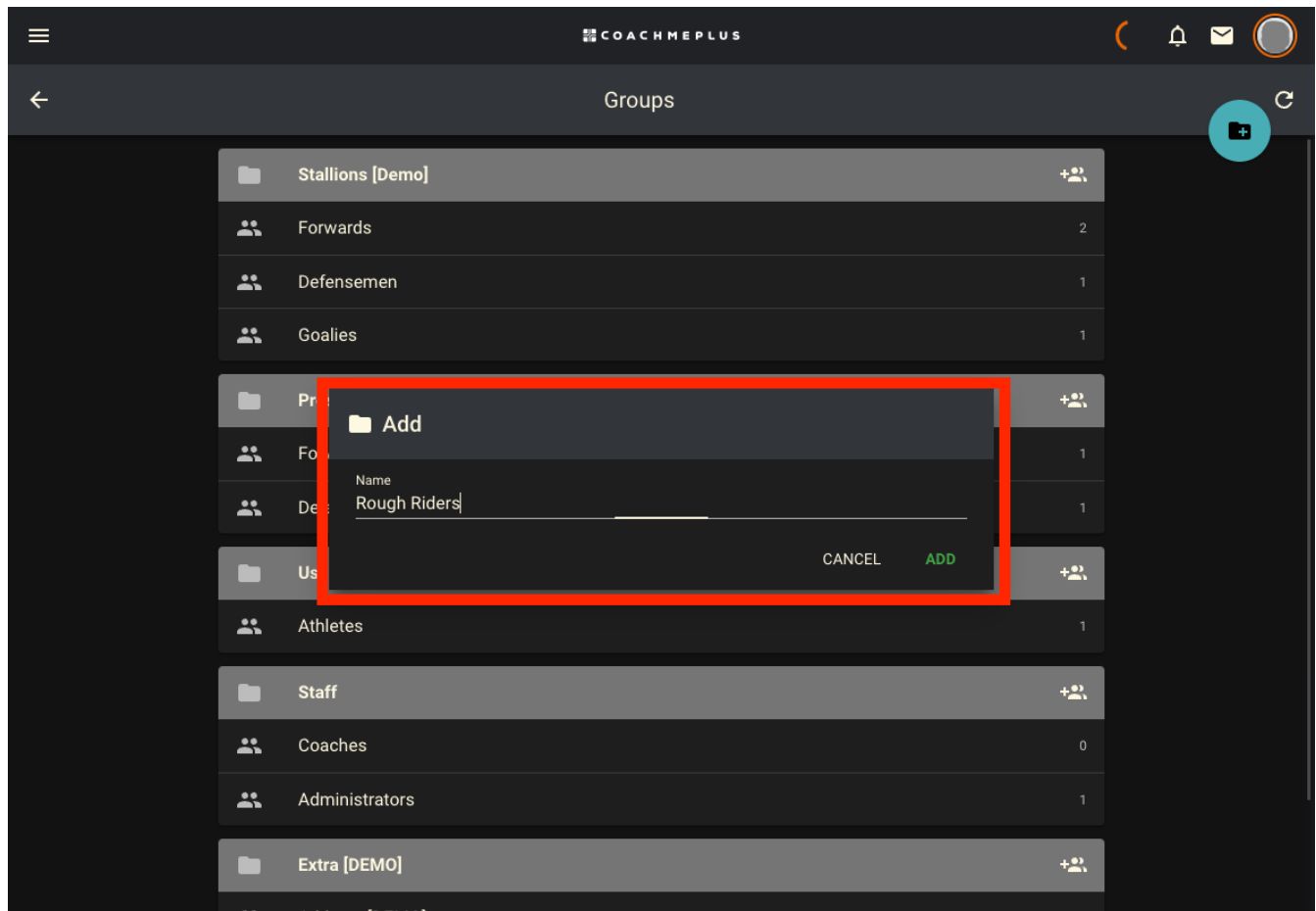

Step 3 - Add a New Folder:

- In the Groups section of the application, locate and click the "Add Folder" button in the top right corner.

Step 4 - Name Your New Training Group Folder:

- After clicking the "Add Folder" button, you'll be prompted to name your new Training Group Folder.

Step 5 – Edit Your Training Group Folders:

1. Select the name of the folder you wish to move.
2. Utilize the "Up" and "Down" arrows in the popup window to change its position.
3. To delete a Training Group Folder, use the appropriate option.
4. You can also edit the name of your Training Group Folder within this interface.
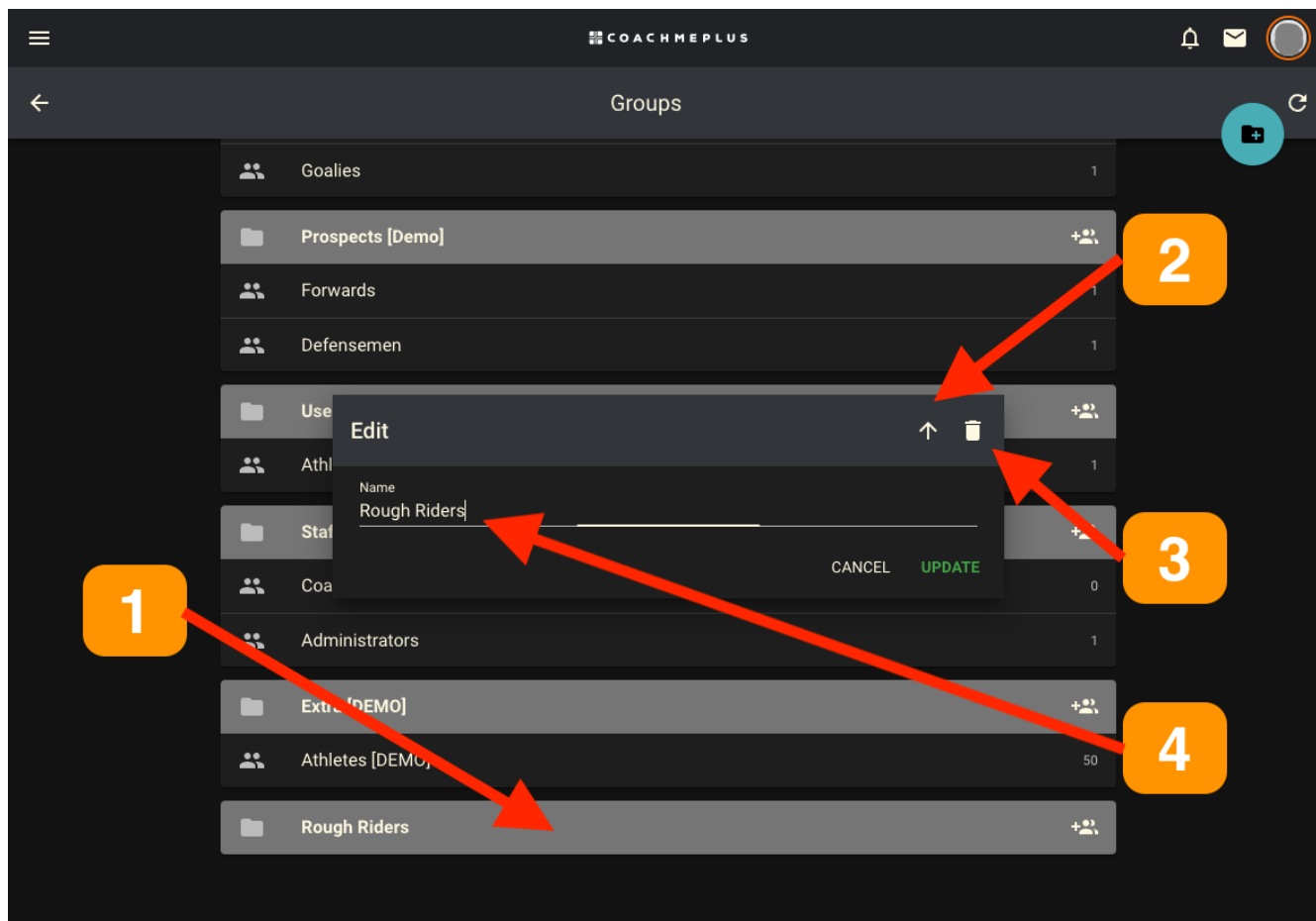
Why do I need to create training group folders?

You need to create training group folders in CoachMePlus for the following reasons:

- Organize Players: Creating distinct training groups allows you to categorize and manage your players efficiently.
- Time-Saving: By assigning tasks and sharing documents with specific groups of athletes, you can save time and streamline your coaching process.

By following the steps outlined in this article, you can easily create and manage your Training Group Folders in CoachMePlus, improving your overall coaching experience.

*Note: Each training group has to have one (1) sub-group. You can only add athletes into sub-groups.

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