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Adding an Athlete Individually: A Detailed Overview



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4 hours ago · Updated

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How to Add an Athlete

In this section, you will learn how to add individual athletes to your CoachMePlus installation, covering their basic information, organization, profile photo, and login settings. Follow these steps for a comprehensive guide.

For additional information on how to add athletes be sure to check out:

[Invite Athletes via Email: A Detailed Overview](#)

[Invite Athletes via Link: A Detailed Overview](#)

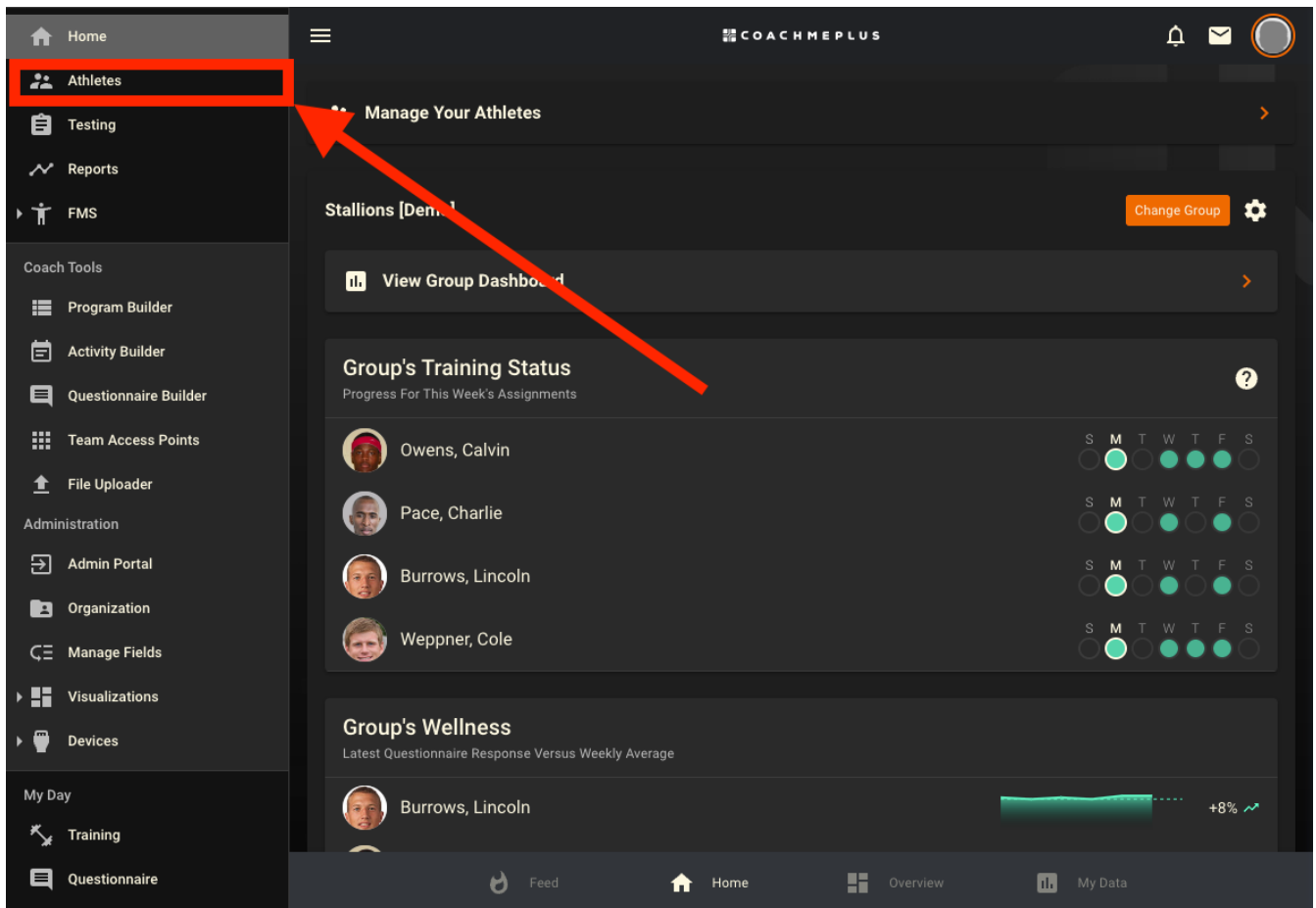
[Video Walkthrough - Adding an Athlete Individually: A Detailed Overview](#)

 Chat

Step by Step Guide

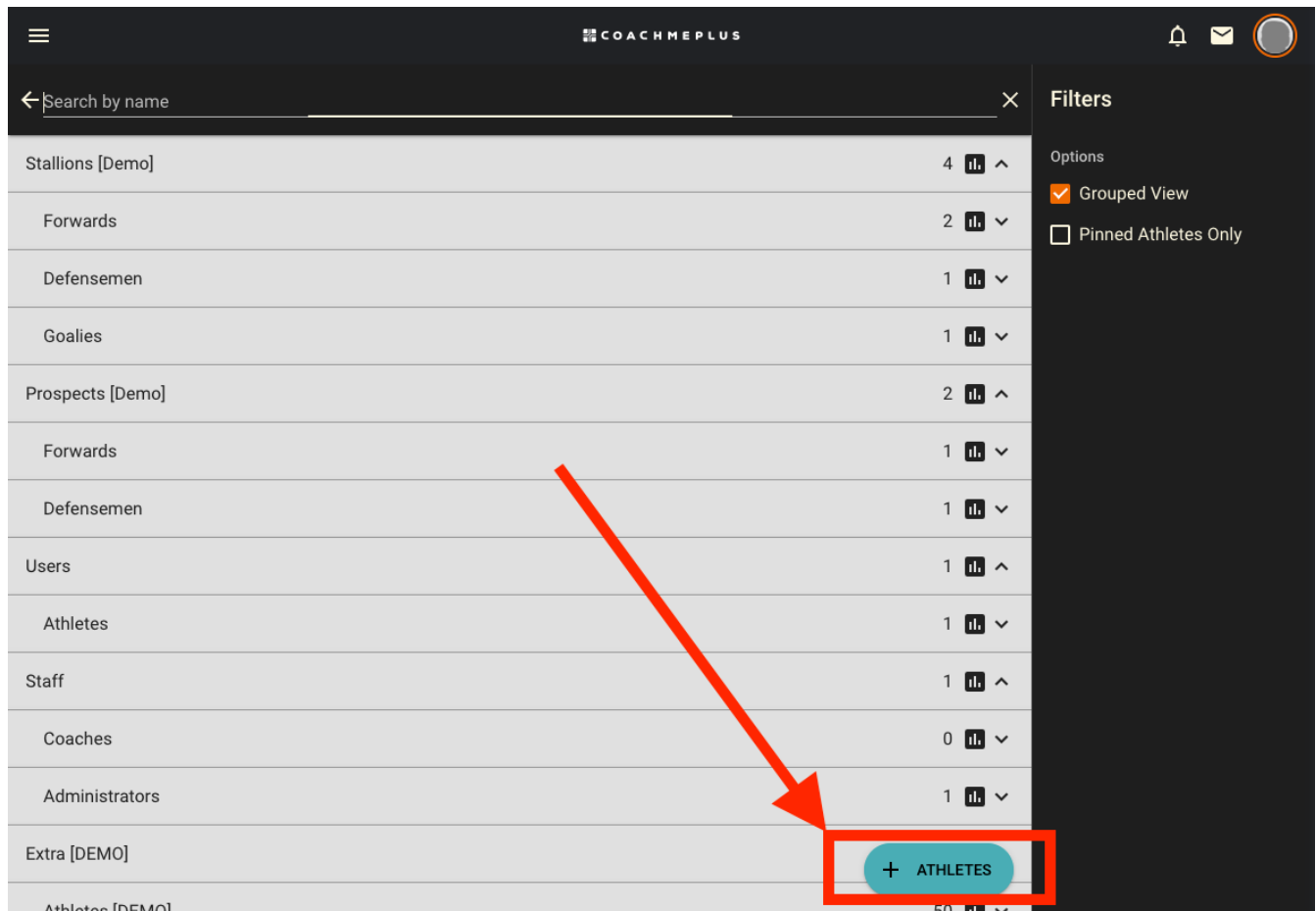
Step 1: Access the Athletes Menu

- Click on the "Athletes" menu option in the main menu.



Step 2: Add Athlete

- On the Training Group page, select the "+ Athletes" button.

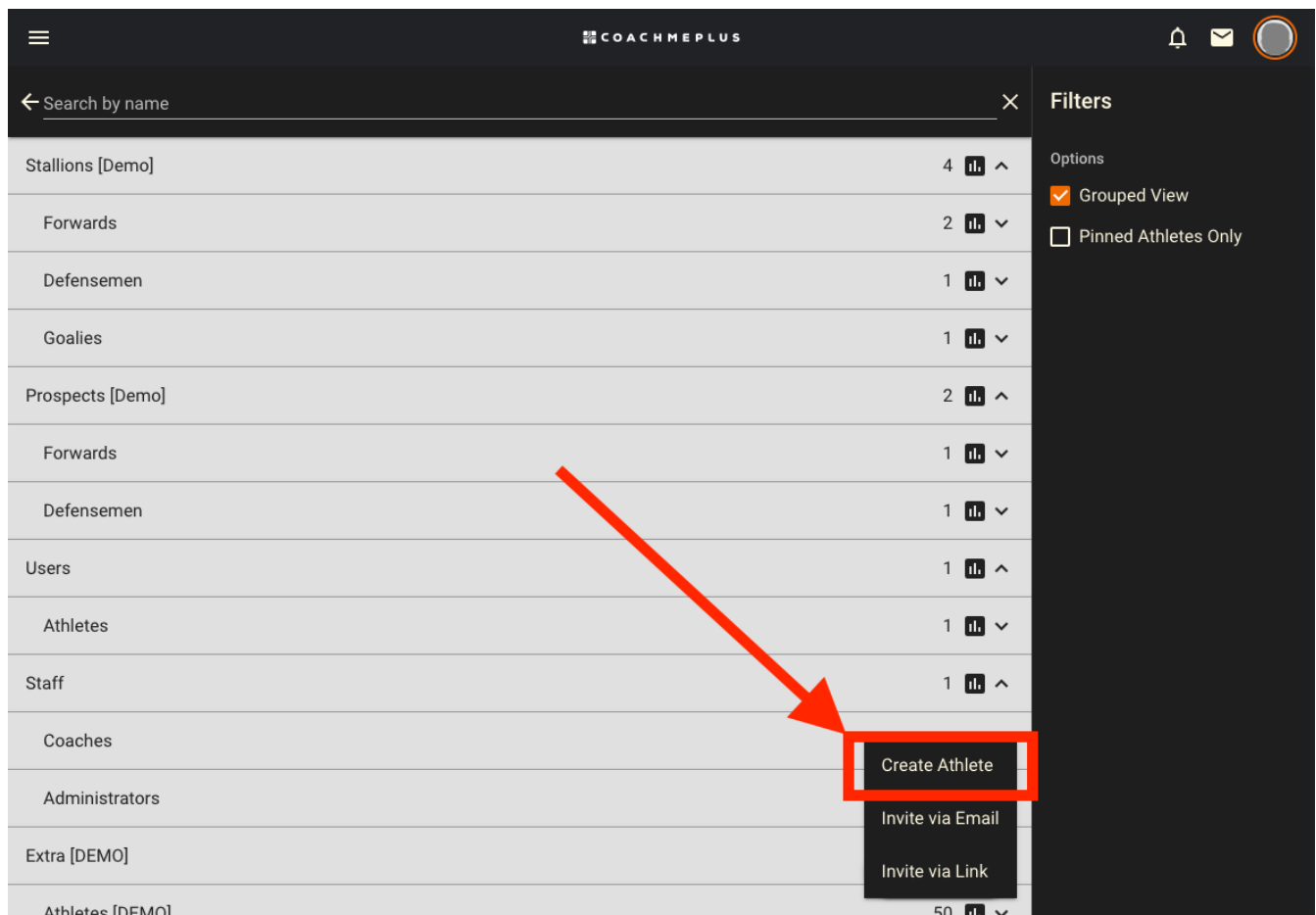


The screenshot displays the CoachMePlus interface. At the top, there is a search bar labeled "Search by name" and a "Filters" sidebar on the right. The main content area shows a list of training groups with columns for group name, count, and icons. A red arrow points from the "Athletes" row to a teal button labeled "+ ATHLETES" which is enclosed in a red rectangular box.

Group Name	Count	Icons
Stallions [Demo]	4	📄 ⬆
Forwards	2	📄 ⬇
Defenseemen	1	📄 ⬇
Goalies	1	📄 ⬇
Prospects [Demo]	2	📄 ⬆
Forwards	1	📄 ⬇
Defenseemen	1	📄 ⬇
Users	1	📄 ⬆
Athletes	1	📄 ⬇
Staff	1	📄 ⬆
Coaches	0	📄 ⬇
Administrators	1	📄 ⬇
Extra [DEMO]		
Athletes [DEMO]	50	📄 ⬇

Step 3: Create Athlete

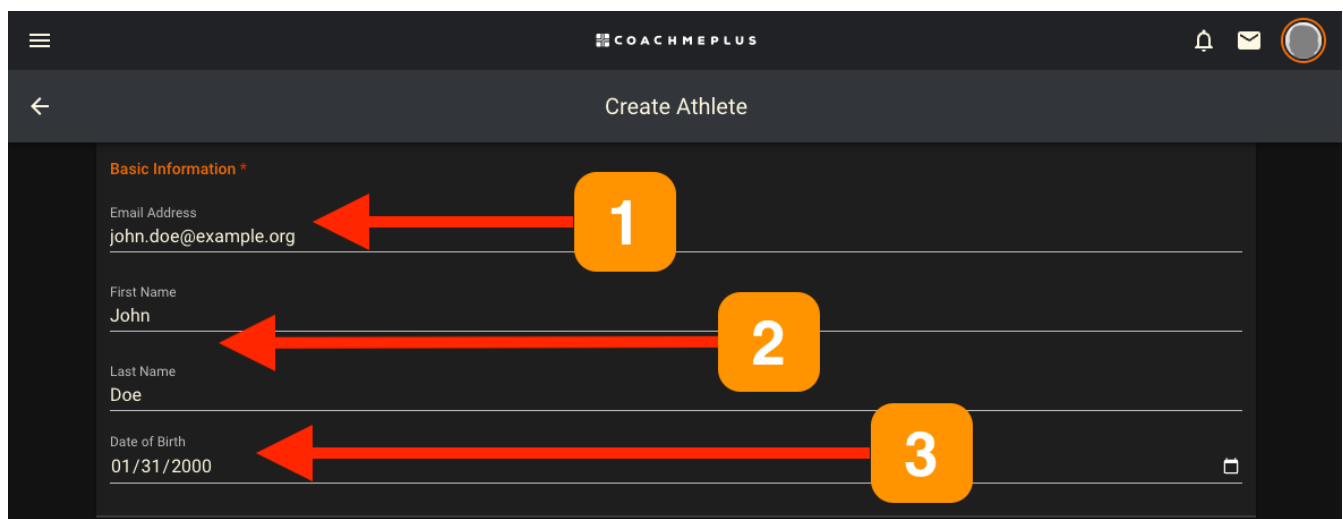
- Choose "Create Athlete" from the "+ Athletes" submenu.



Step 4: Enter Athlete Basic Information

Basic Information:

- 1 - The email address is a required field for creating an account.
- 2 - Enter Athlete First Name and Last Name.
- 3 - Enter Athlete Date of Birth.



Related Links

How To: Edit an Athlete Email Address

How To: Edit an Athlete Name

How To: Edit an Athlete Birthdate

Step 5: Enter Organization Information for the Athlete

Organization:

- 4 - Select the Athlete's Training Group.
- 5 - If using Jersey Numbers to identify your Athlete, enter it here.
 - FAQ: Athlete Profile - What does Jersey Number do?
- 6 - If using Athlete Positions to organize your Athletes, enter it here.
- 7 - If using Tags to organize your Athletes, enter it here.
 - FAQ: What is an Athlete Tag used for?

The screenshot shows the 'Create Athlete' form in the CoachMePlus application. The form is titled 'Create Athlete' and has a back arrow on the left. The 'Organization' section is highlighted in orange. It contains four fields: 'Training Group' (Stallions [Demo] > Forwards), 'Jersey Number' (12), 'Athlete Position' (Quarterback), and 'Tags' (Freshman, Age Group - U16). Red arrows point from numbered callouts (4, 5, 6, 7) to each of these fields respectively. Callout 4 points to the Training Group, 5 to the Jersey Number, 6 to the Athlete Position, and 7 to the Tags.

Related Links

How To: Add Athlete to Training Groups

How To: Edit an Athlete Jersey Number

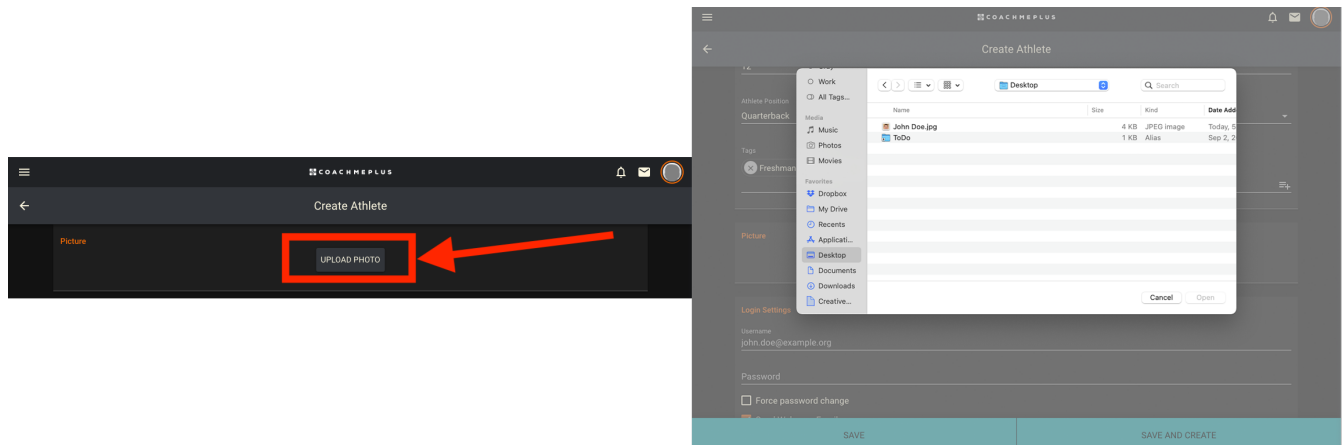
How To: Edit An Athlete Position

How To: Add Athlete Tags

Step 6: Add a Profile Photo for Your Athlete

Picture:

- Add an Athlete Profile Photo from your desktop or mobile device
- Note that your Athlete has the ability to modify their own photo.



Related Links

How To: Add an Athlete Photo

Step 7: Complete Login Settings for Your Athlete

Login Settings:

8 - Username and Password:

- Enter a username for your athlete. If one is not created, the Athlete's email address can be used for logging in.
- Use this field to enter a password for your Athlete if you would like to manage their initial password.
 - Note: The Password field is Optional

9 - Send Welcome Email (Default: On):

FAQ: Athlete Profile - What does Send Welcome Email do?

- A Welcome email will be sent to the Athlete with login instructions.
- Note: You can only select one of the two options. Selecting both will cause the users to change their password twice.

The screenshot shows the 'Create Athlete' form in the CoachMePlus application. The form is titled 'Create Athlete' and has a dark background. It contains the following fields and options:

- Username:** john.doe@example.org (Callout 8 points to this field)
- Password:** (Callout 11 points to this field)
- Force password change:** (Callout 11 points to this checkbox)
- Send Welcome Email:** (Callout 9 points to this checkbox)
- Send Password Reset Email:** (Callout 10 points to this checkbox)

At the bottom of the form, there are two buttons: 'SAVE' and 'SAVE AND CREATE'.

Additional Options

10 - Send Password Reset:

FAQ: Athlete Profile - What does Send Password Reset do?

- This option sends the users an email to their personal email address, informing them to change their password.

11 - Force Password Change:

FAQ: Athlete Profile - What does Force Password Change do?

- This option forces the user to set a new password the next time they log in with their existing password. This allows you to use a temporary password for access to the system. Once the password is changed, they will log in with the password they chose and not the original one that you sent to them.

Related Links

How To: Set an Athlete Username and Password

How To: Send an Athlete a Password Reset Email

How To: Send an Athlete a Welcome Email

By following these steps, you can effectively add individual athletes to your CoachMePlus installation, ensuring they have access to the necessary information and settings for a seamless

user experience.



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