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How To: Edit an Athlete Email Address

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3 hours ago · Updated

How To: Edit an Athlete's Email Address

In this section, you will learn how to edit an athlete's email address in CoachMePlus. Follow these steps to make necessary updates to an athlete's email address.

What is this used for?

Email addresses are used for several purposes, including:

Sending out email Password Reset instructions.
Sending out Welcome Emails to athletes.

For additional information on athlete management, check out the following articles:

Invite Athletes via Email: A Detailed Overview
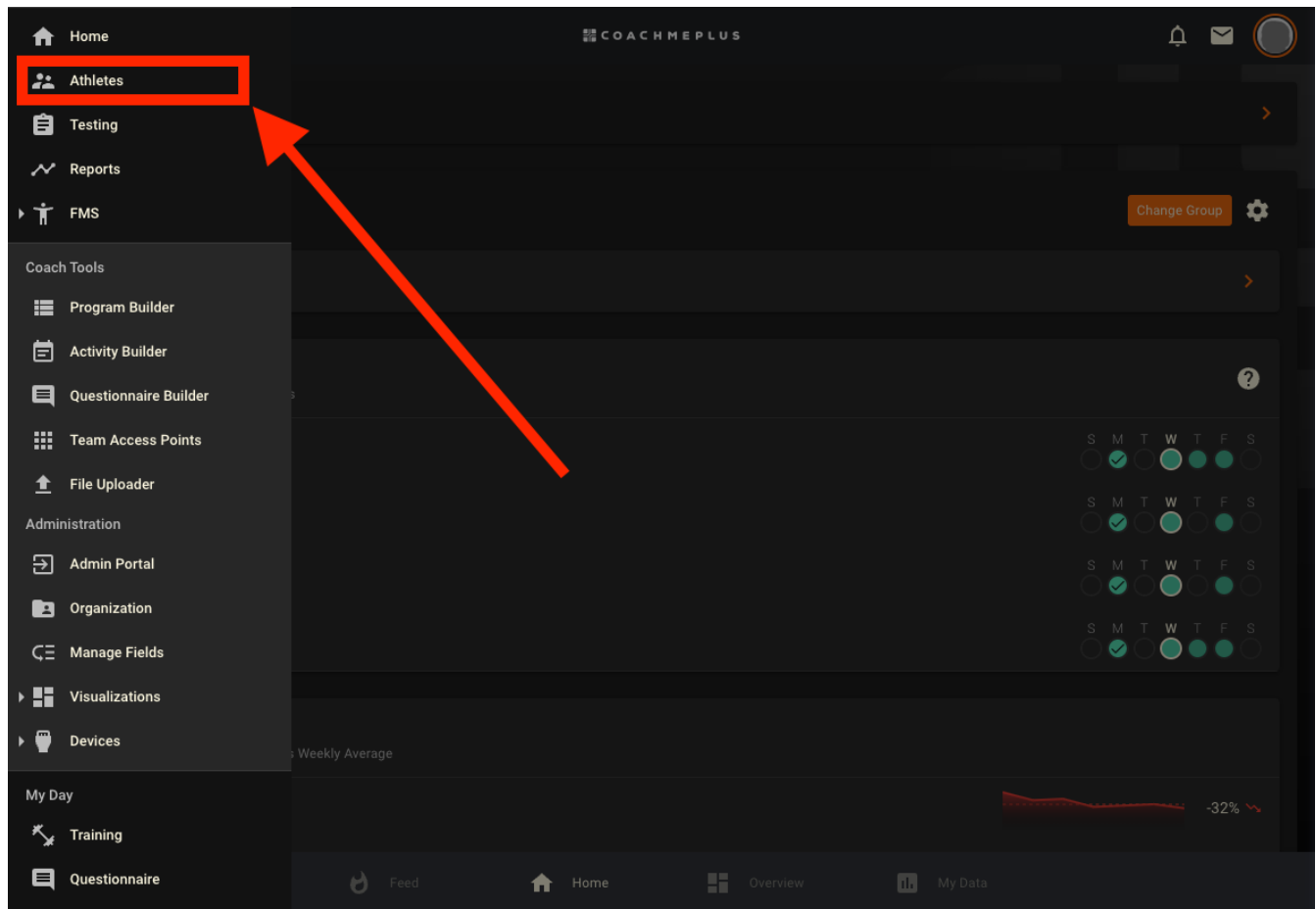Invite Athletes via Link: A Detailed Overview
Adding an Athlete Individually: A Detailed Overview
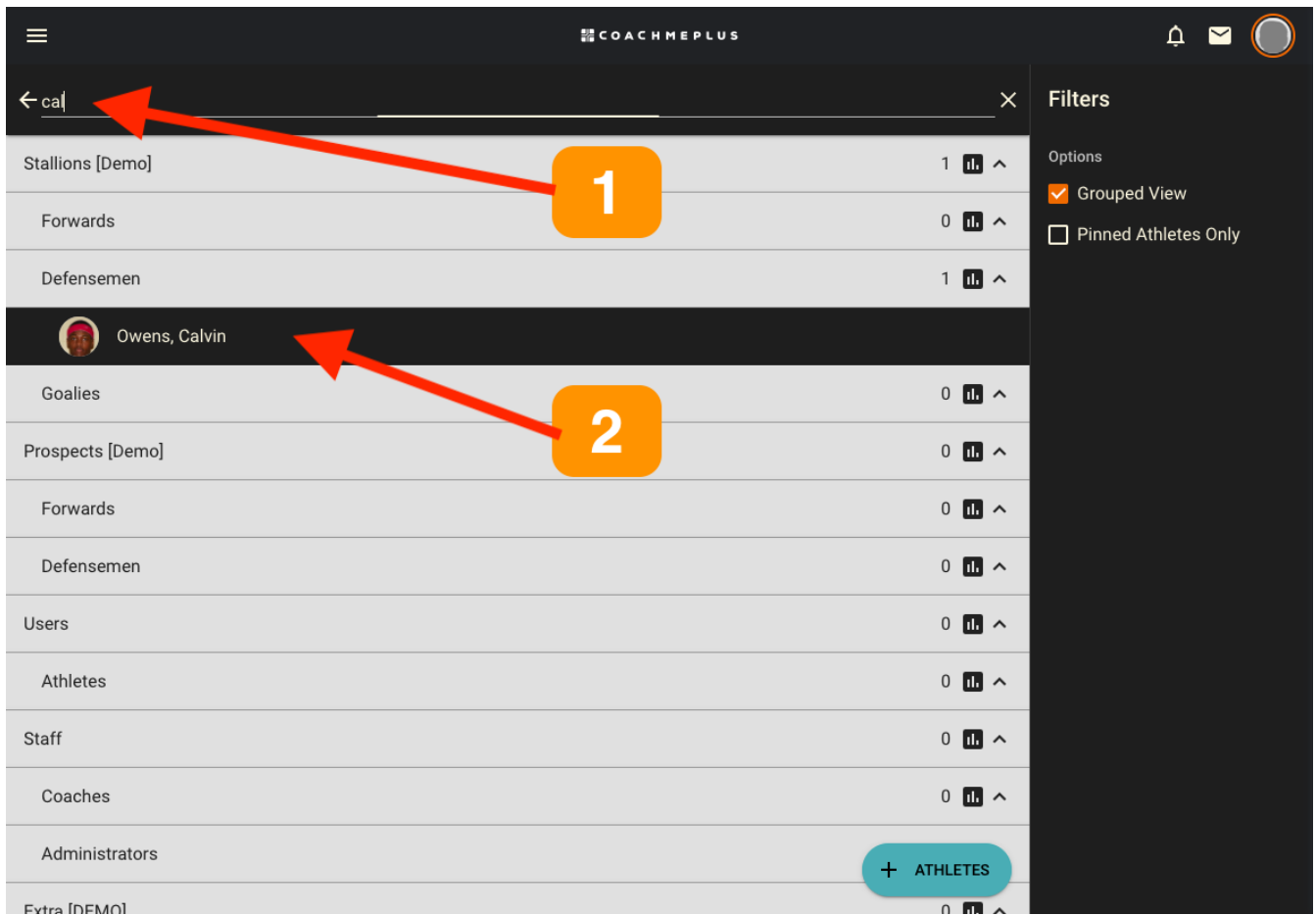
? **Help**

Step 1: Access the Athletes Option

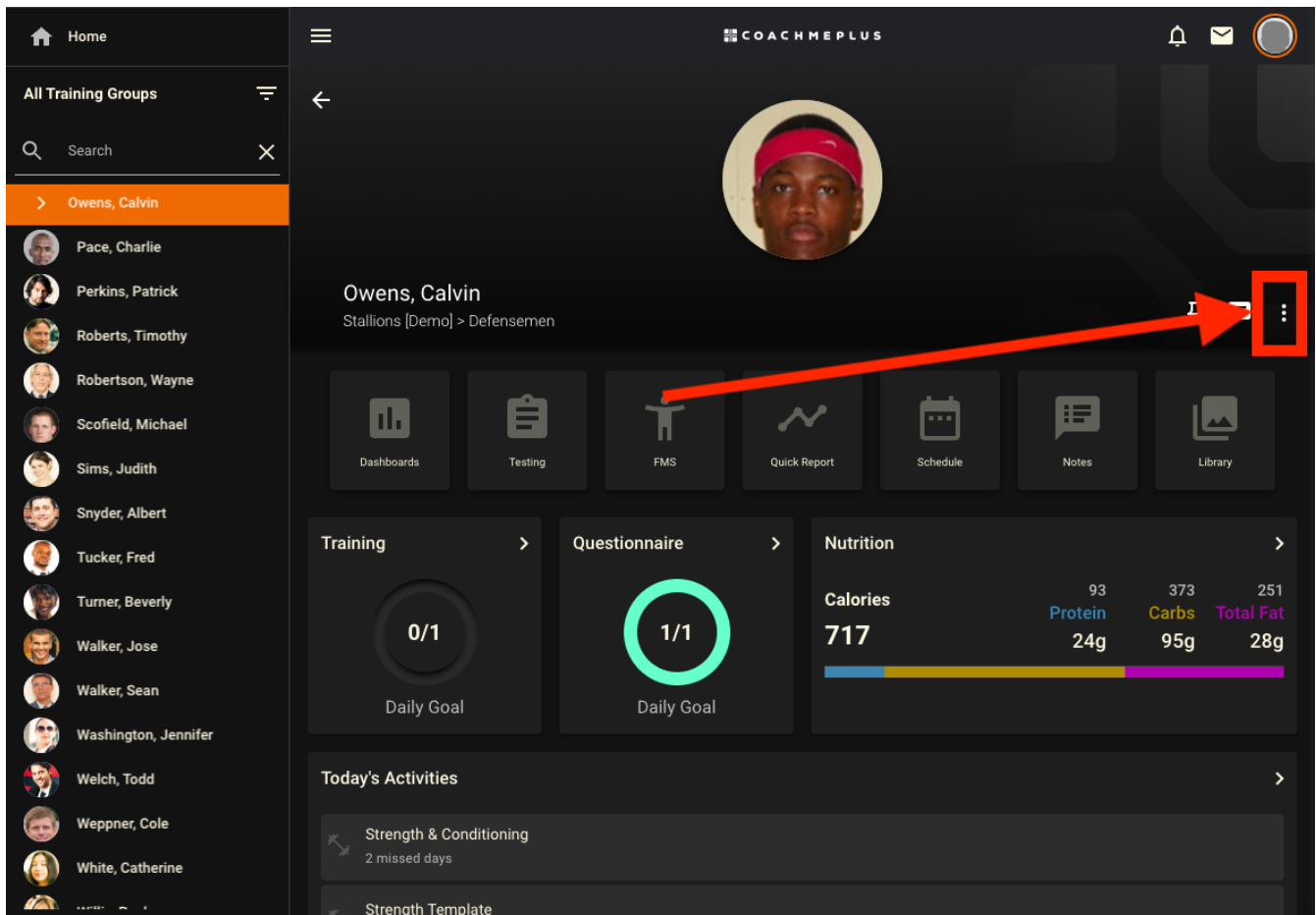- Select the "Athletes" option in the main menu.

Step 2: Search for the Athlete

1. Type the athlete's name in the Search box.
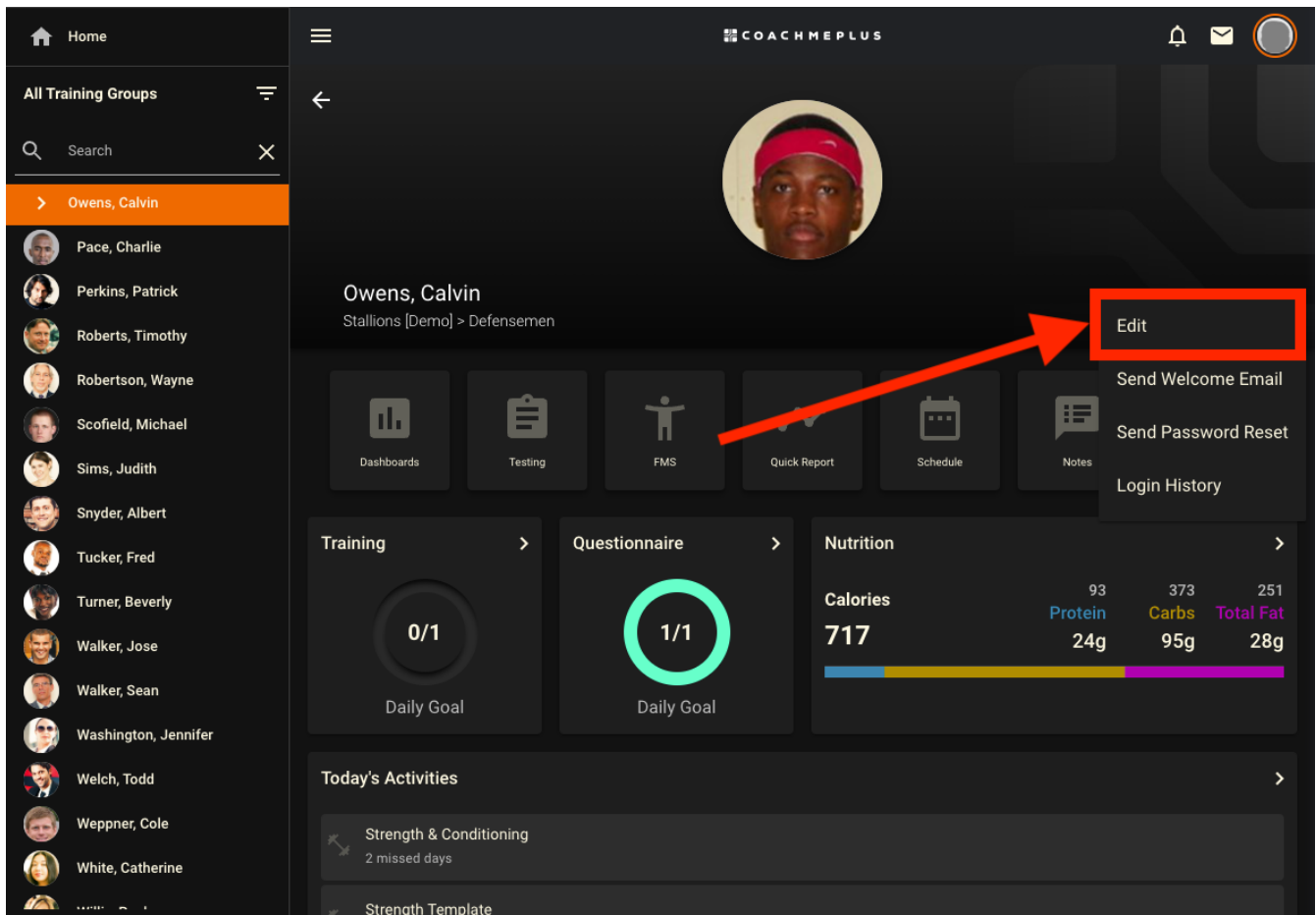2. Select the athlete's profile that you want to edit.

Step 3: Expand Edit Options

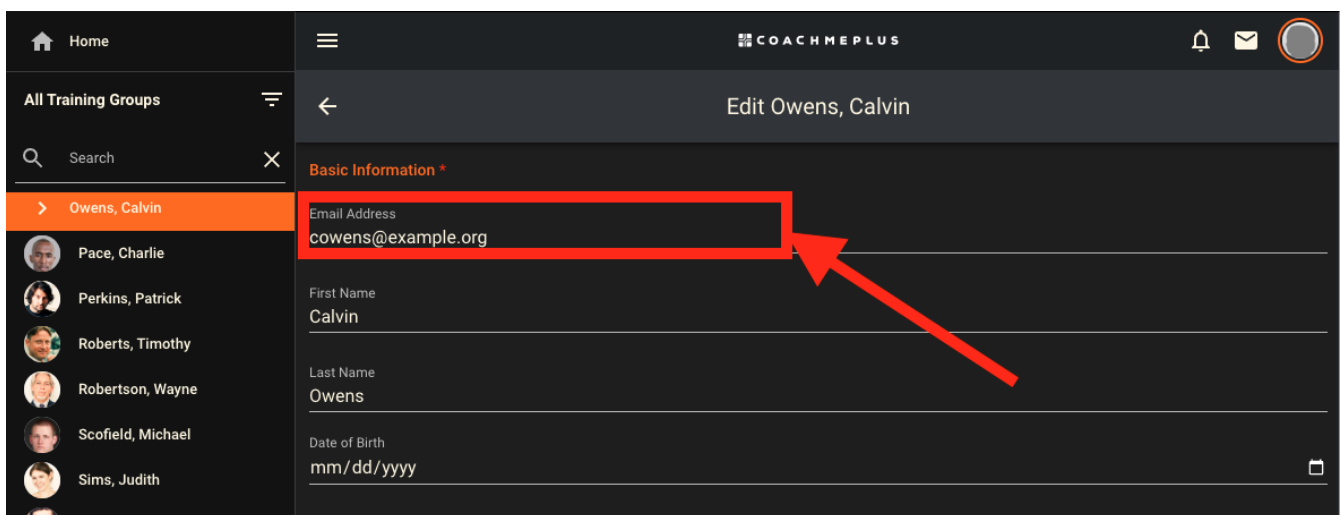- On the Athlete Profile Page, locate the 3-dot menu to expand the edit options.

Step 4: Select Edit

- Click on the "Edit" option.

Step 5: Edit Email Address

- Under the "Basic Information" section, you can edit the athlete's email address as needed.

By following these steps, you can easily update an athlete's email address within CoachMePlus, ensuring accurate communication and efficient management of athlete profiles.

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