COACHMEPLUS

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How To: Edit an Athlete Name



Kevin Dawidowicz 3 hours ago · Updated

How To: Edit an Athlete's Name

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

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

Step 1: Access the Athletes Option

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



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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.

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Step 3: Expand Edit Options

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

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Step 4: Select Edit

• Click on the "Edit" option.

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Step 5: Edit Name

• Under the "Basic Information" section, you can edit the athlete's First Name and Last Name as needed.

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All Training Groups -	÷	Edit Owens, Calvin	
Q Search X	Basic Information *		
> Owens, Calvin	Email Address		
Pace, Charlie	cowens@example.org		
Perkins, Patrick	First Name Calvin		
Roberts, Timothy			
Robertson, Wayne	Last Name Owens		
Scofield, Michael	Date of Birth		
Sims, Judith	mm/dd/yyyy		

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

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