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How To: Edit an Athlete Birthdate



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3 hours ago · Updated

How To: Edit an Athlete Birthdate

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

What is this used for?

Birthdates are used for several purposes, including tracking athlete milestones and generating reports based on age-related criteria.

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

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

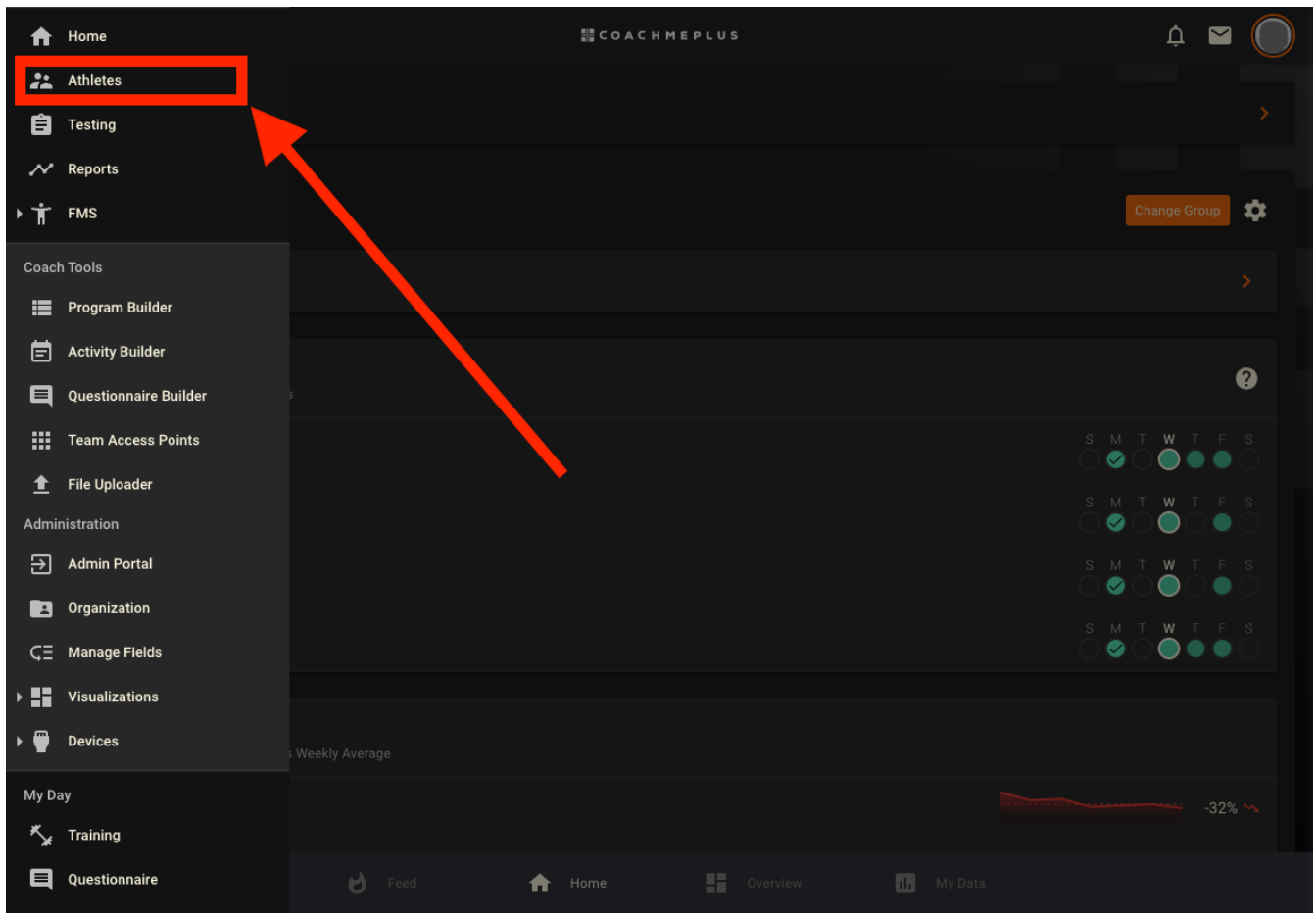
[Invite Athletes via Link: A Detailed Overview](#)

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Step 1: Access the Athletes Option

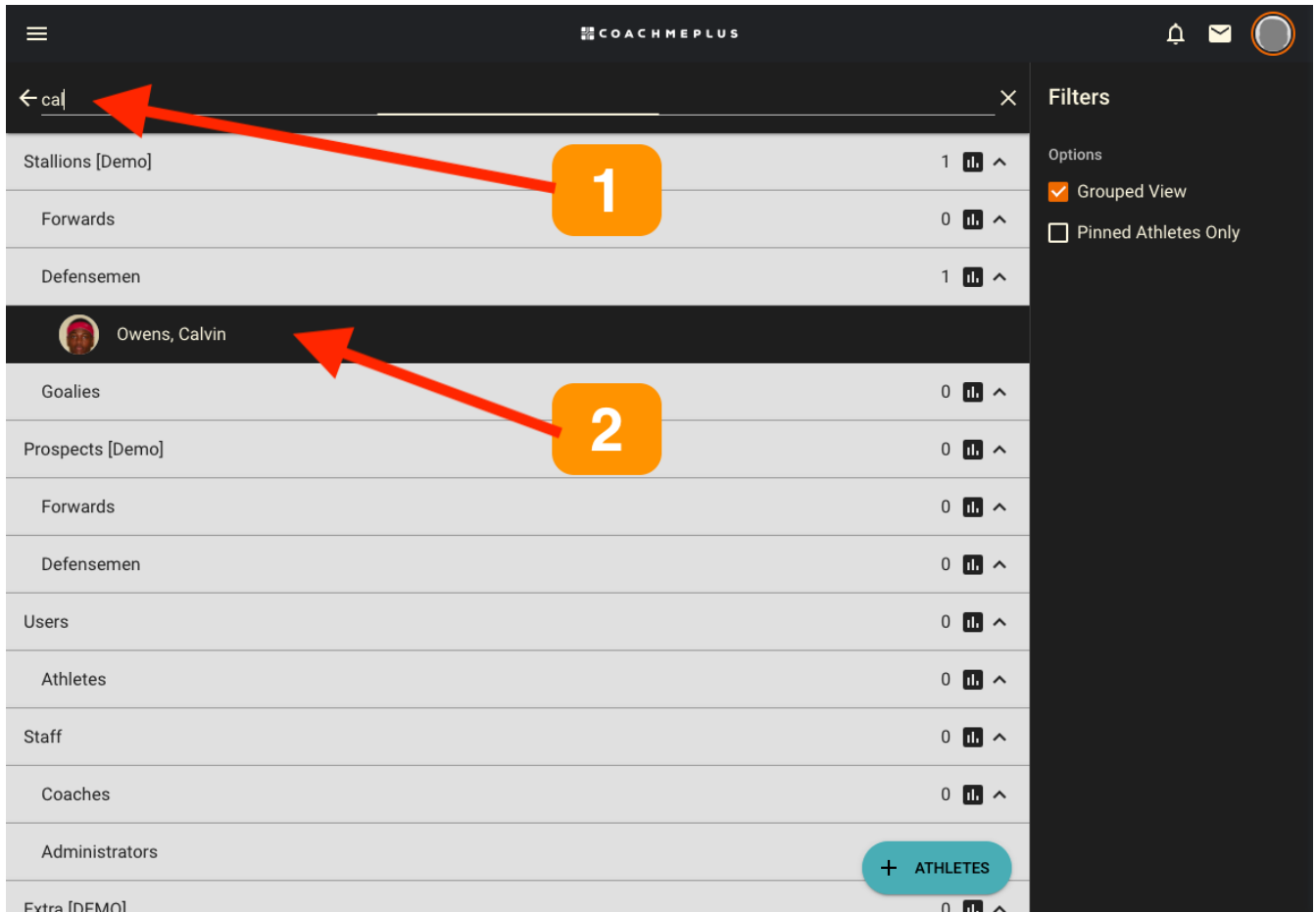
- Select the "Athletes" option in the main menu.

 **Help**



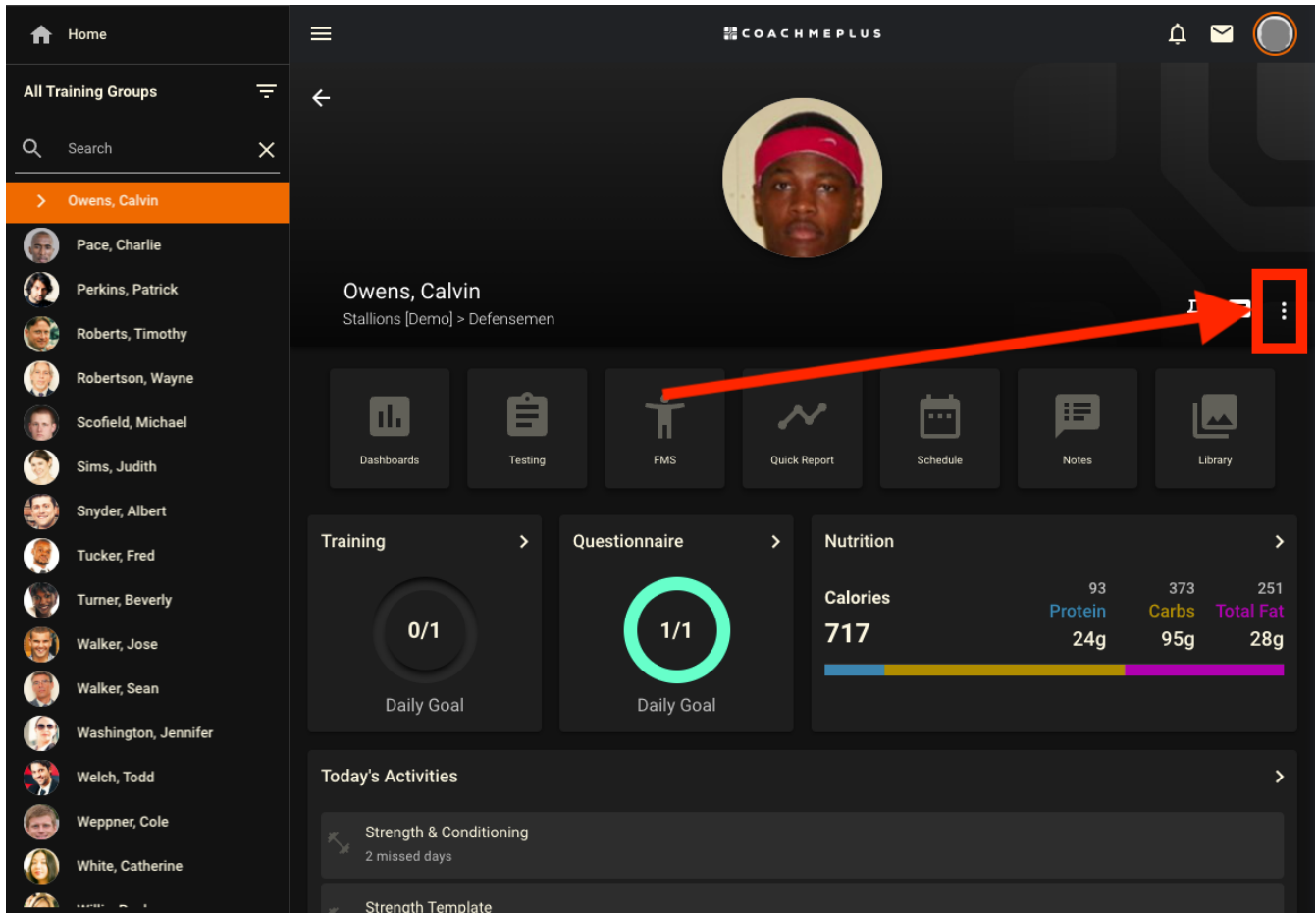
Step 2: Search for the Athlete

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



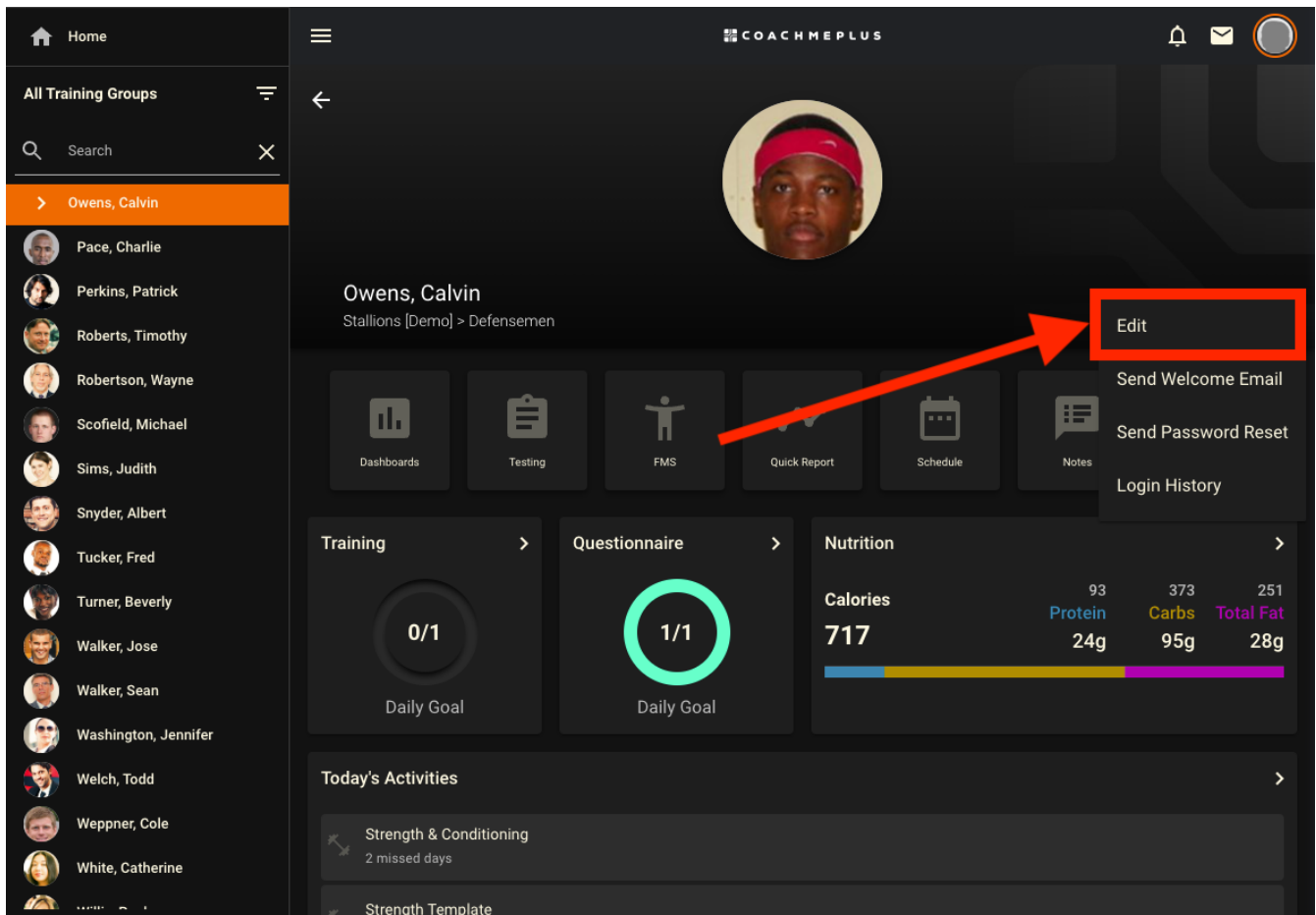
Step 3: Expand Edit Options

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



Step 4: Select Edit

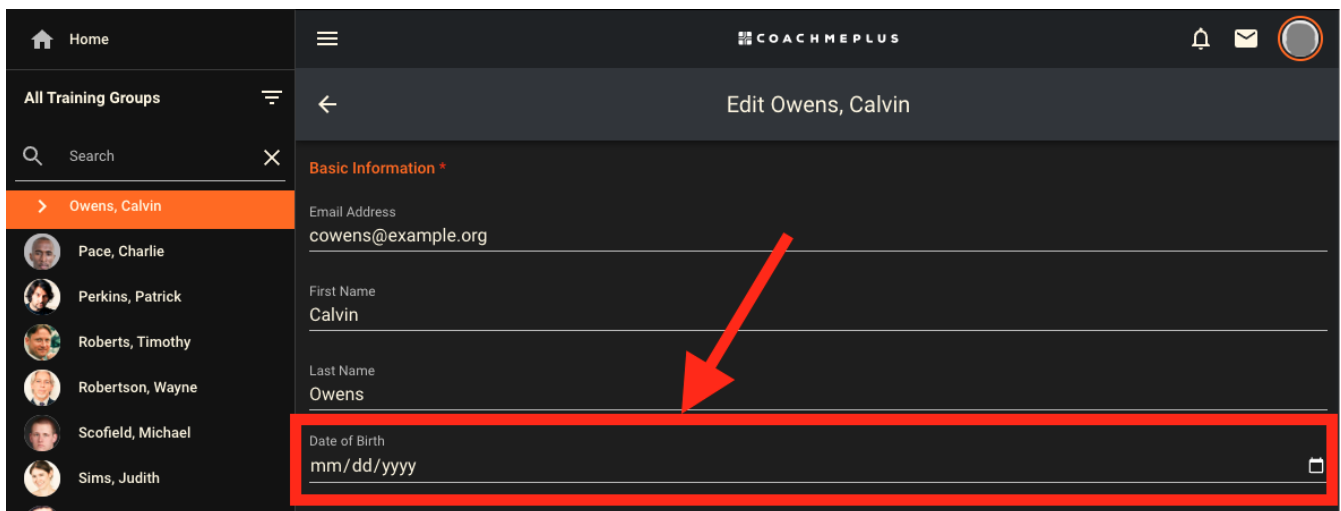
- Click on the "Edit" option.



The screenshot displays the CoachMePlus interface for an athlete profile. On the left, a sidebar lists training groups, with 'Owens, Calvin' selected. The main area shows the athlete's profile, including a photo and name. Below the photo, there are several action buttons: 'Dashboards', 'Testing', 'FMS', 'Quick Report', 'Schedule', and 'Notes'. The 'Edit' button is highlighted with a red box and a red arrow. Below these buttons, there are sections for 'Training', 'Questionnaire', and 'Nutrition'. The 'Nutrition' section shows a progress bar for 'Calories' (717) and 'Protein' (24g), along with 'Carbs' (95g) and 'Total Fat' (28g). The 'Today's Activities' section shows 'Strength & Conditioning' with '2 missed days'.

Step 5: Edit Date of Birth

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



The screenshot displays the 'Edit Owens, Calvin' form in the CoachMePlus interface. The form is titled 'Basic Information *' and contains several fields: 'Email Address' (cowens@example.org), 'First Name' (Calvin), 'Last Name' (Owens), and 'Date of Birth' (mm/dd/yyyy). The 'Date of Birth' field is highlighted with a red box and a red arrow pointing to it.

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



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