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How To: Set an Athlete Username and Password

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7 minutes ago · Updated

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How To: Edit an Athlete Username and Password

In this section, you will learn how to set an athlete's username and password in CoachMePlus. Follow these steps to establish login credentials for athletes.

What is this used for?

Setting a username and password for athletes is crucial for secure access to their CoachMePlus accounts. Usernames and passwords are essential for athlete login, providing them with personalized access to their training data and profiles.

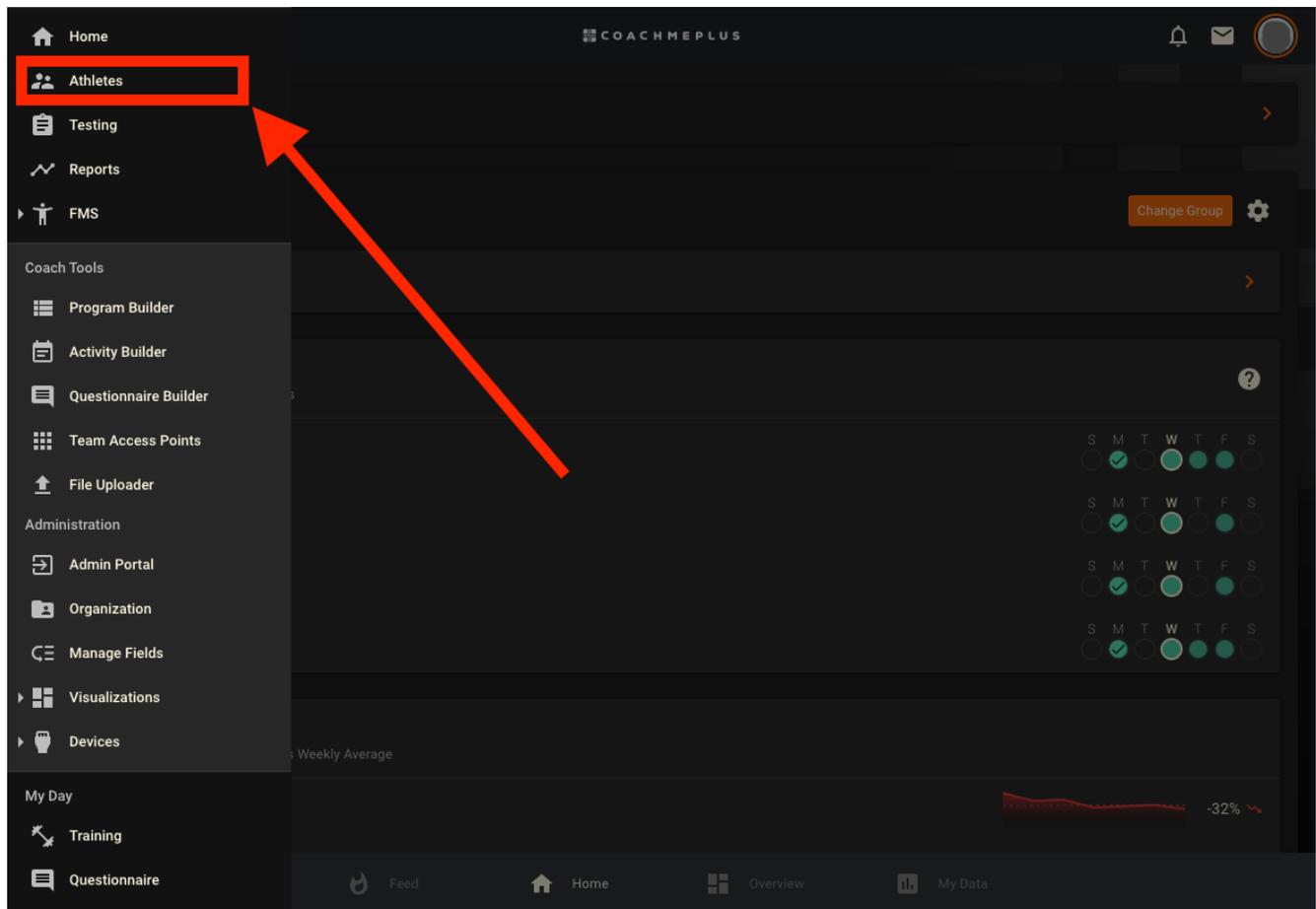## Related Articles:

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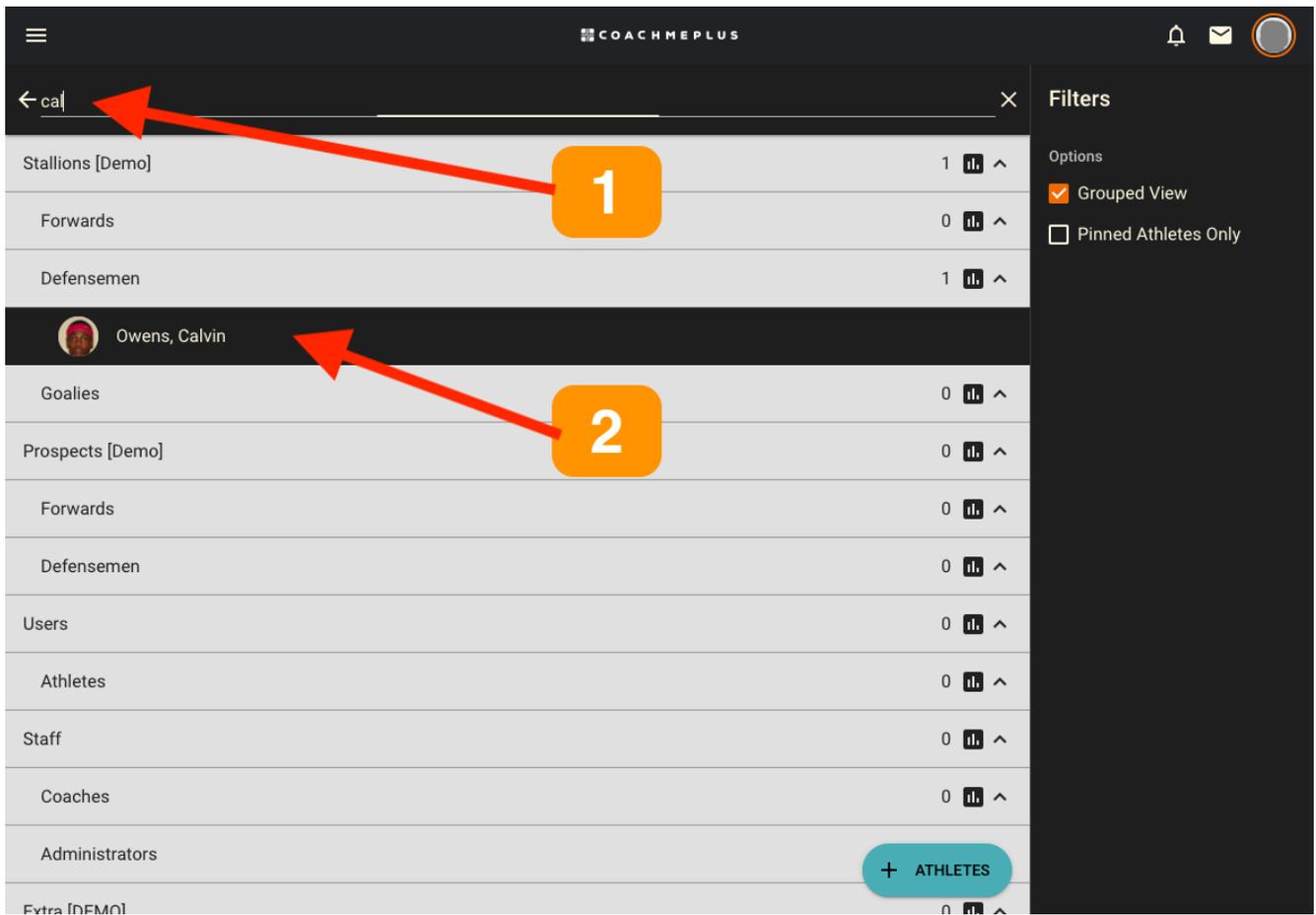
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Step 1: Access the Athletes Option
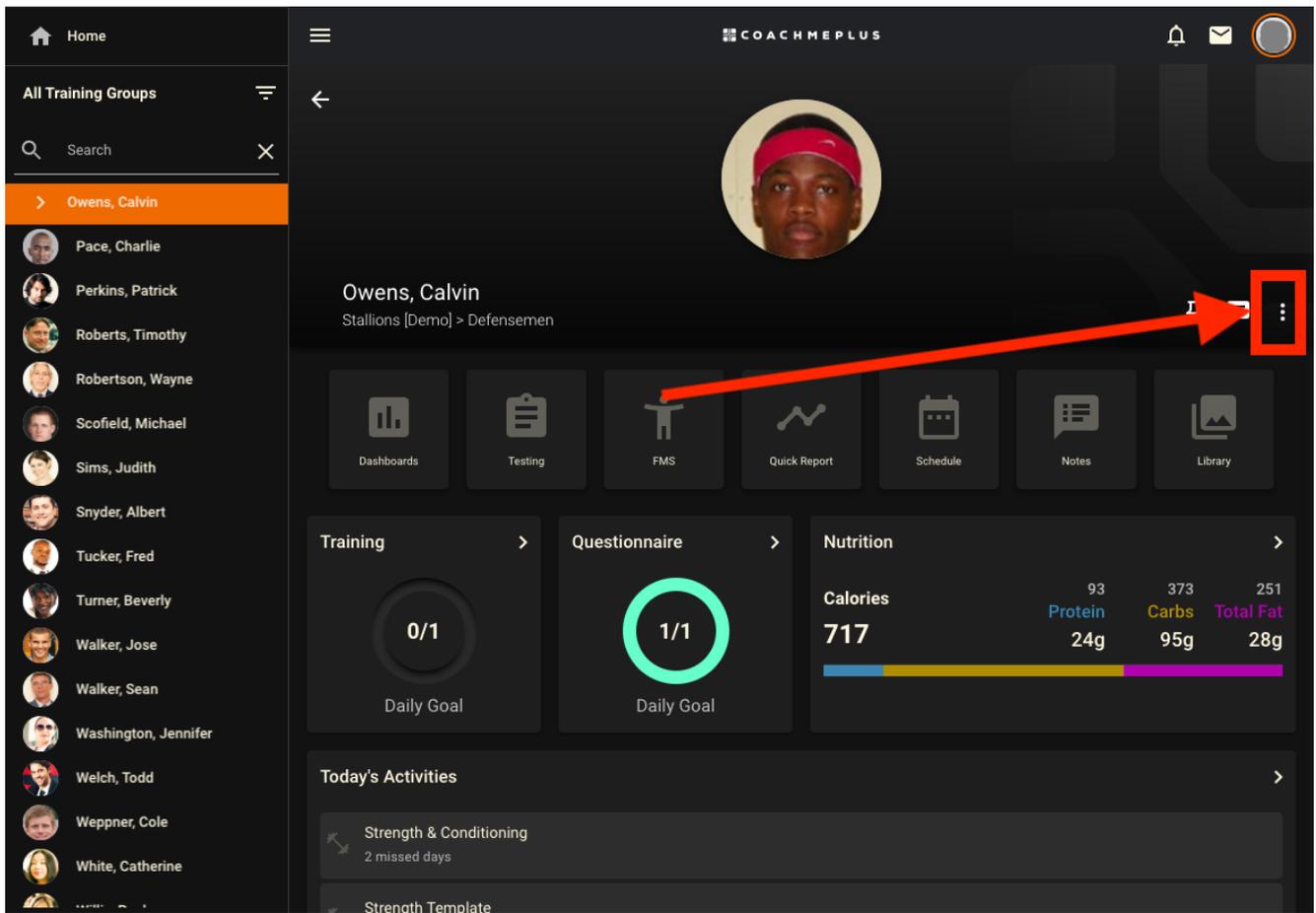
- Select the "Athletes" option in the main menu.

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: Enter Username and Password information

1 – Enter Username

- *Note - if another Username exists in the system, you will be notified when you hit Update*
- *Note - an Athlete may login with Username or Email Address*

2 – Enter Password

- *Note - ONLY enter this if you intend to share the password with the athlete*

Additional Options

3 – [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.
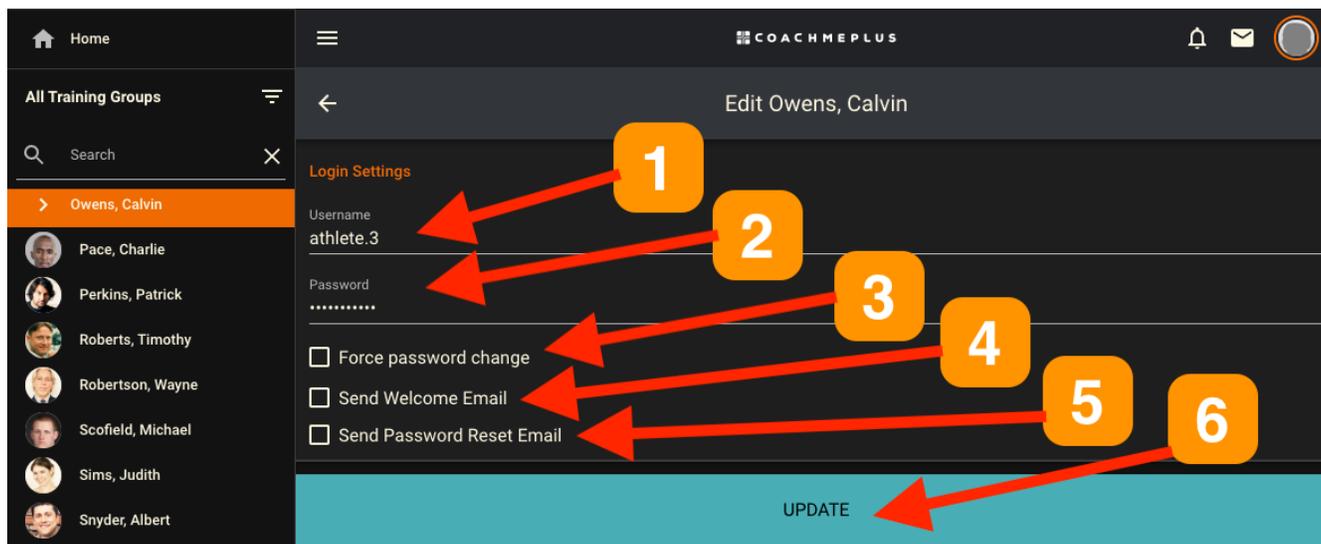
4 - How To: Send an Athlete a Welcome Email

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

5 - How To: Send an Athlete a Password Reset Email

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

6 - Select Update

By following these steps, you can ensure that athletes have a secure and personalized login experience within CoachMePlus.

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