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How To: Add Multiple Athletes - Invite Via Email

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In this article:

Learn how to invite multiple users to your platform at once. This saves you time down the road, and allows you to pick which training group each user will be placed in prior to sending out the invite.
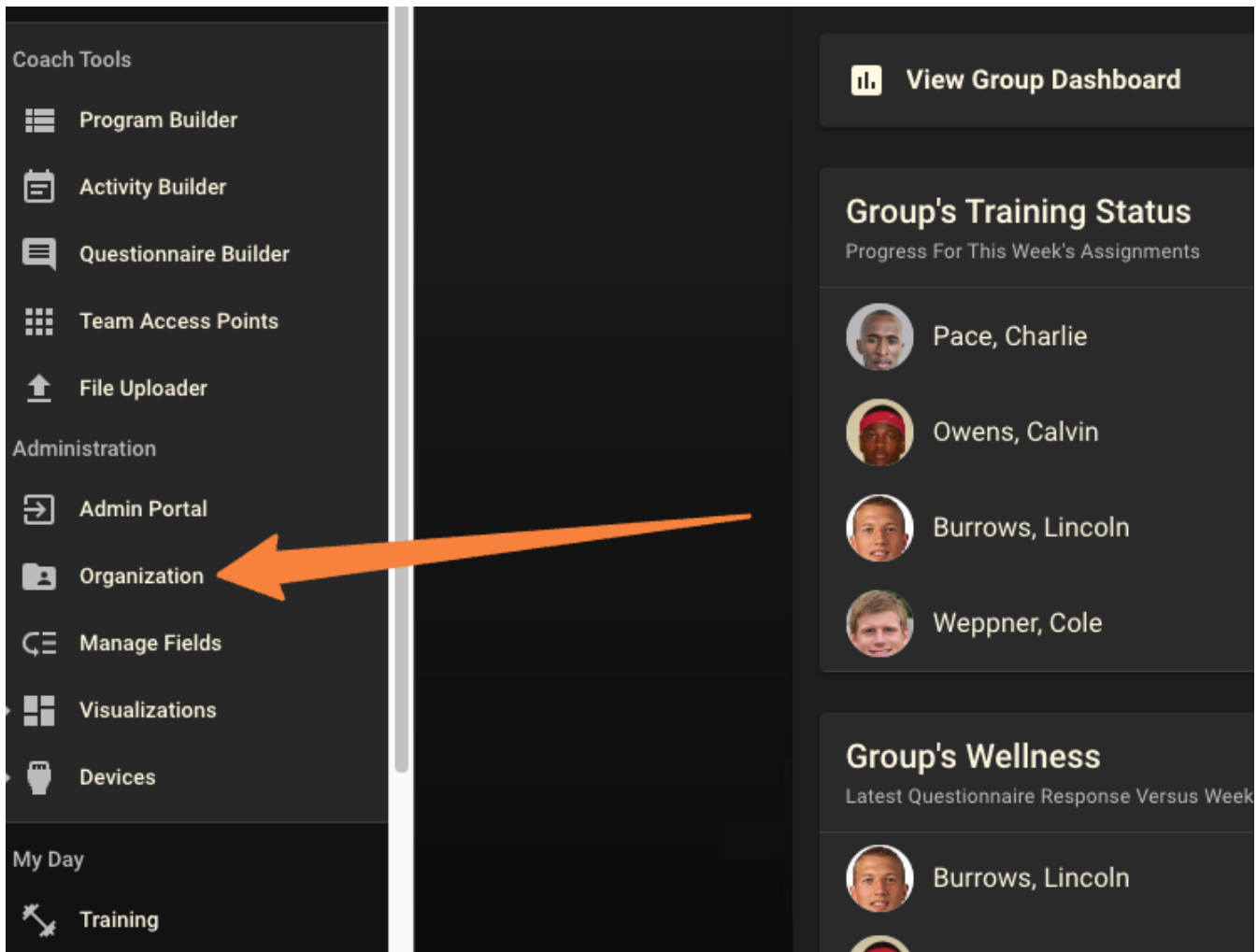
Video Walkthrough:

? **Help**

How To Add Multiple Athletes + Invite Via Email in CoachM...

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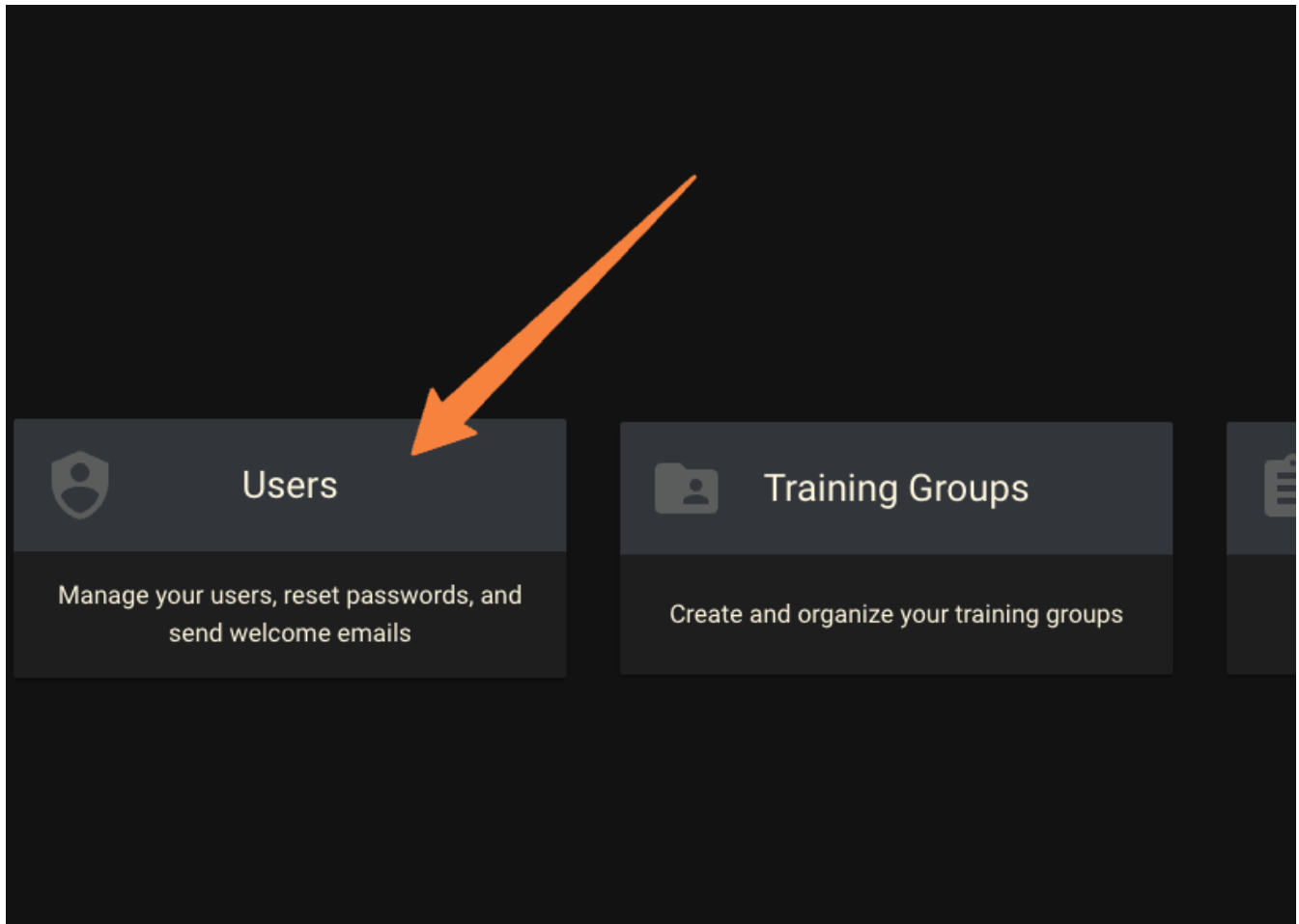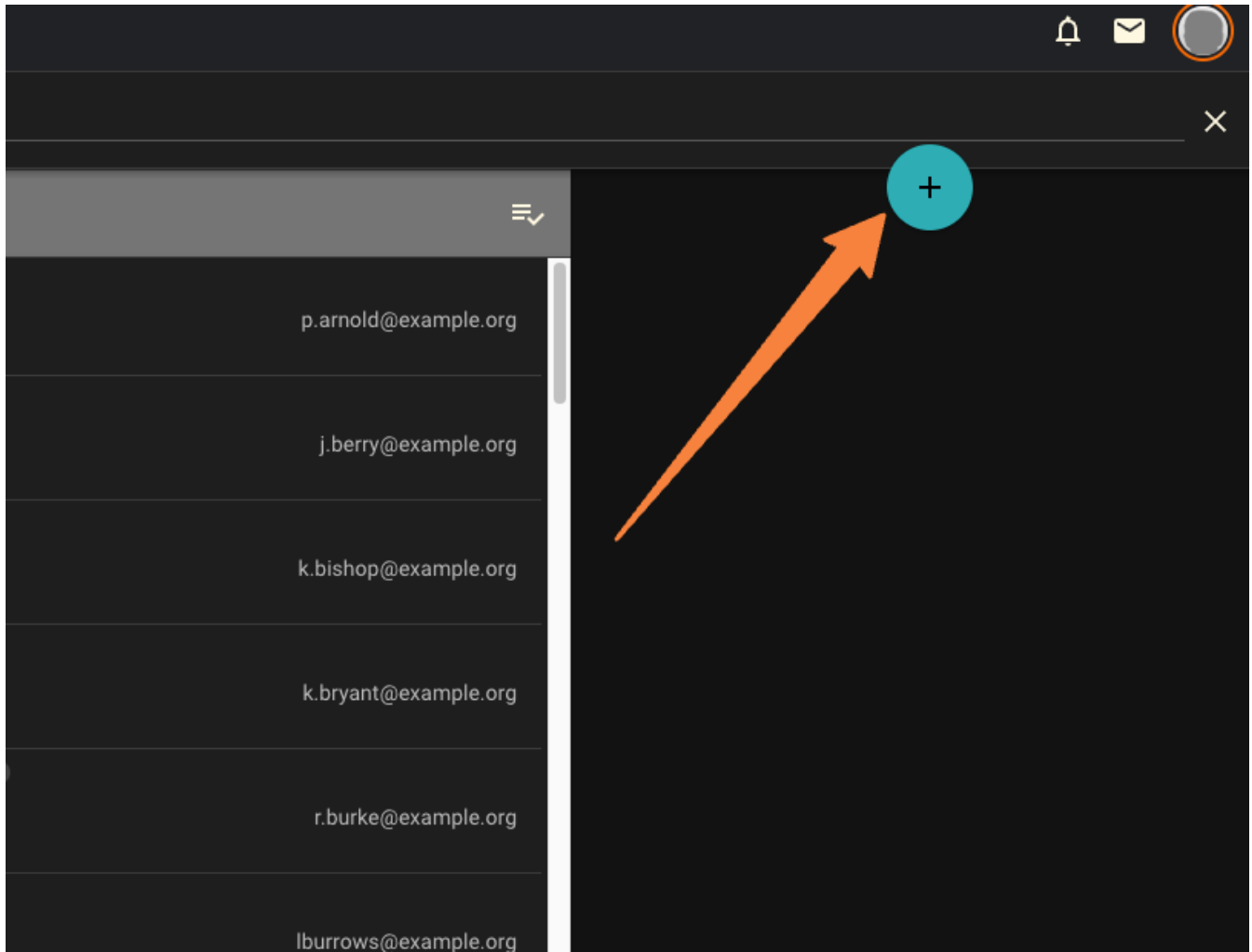## Step-by-step Instructions:

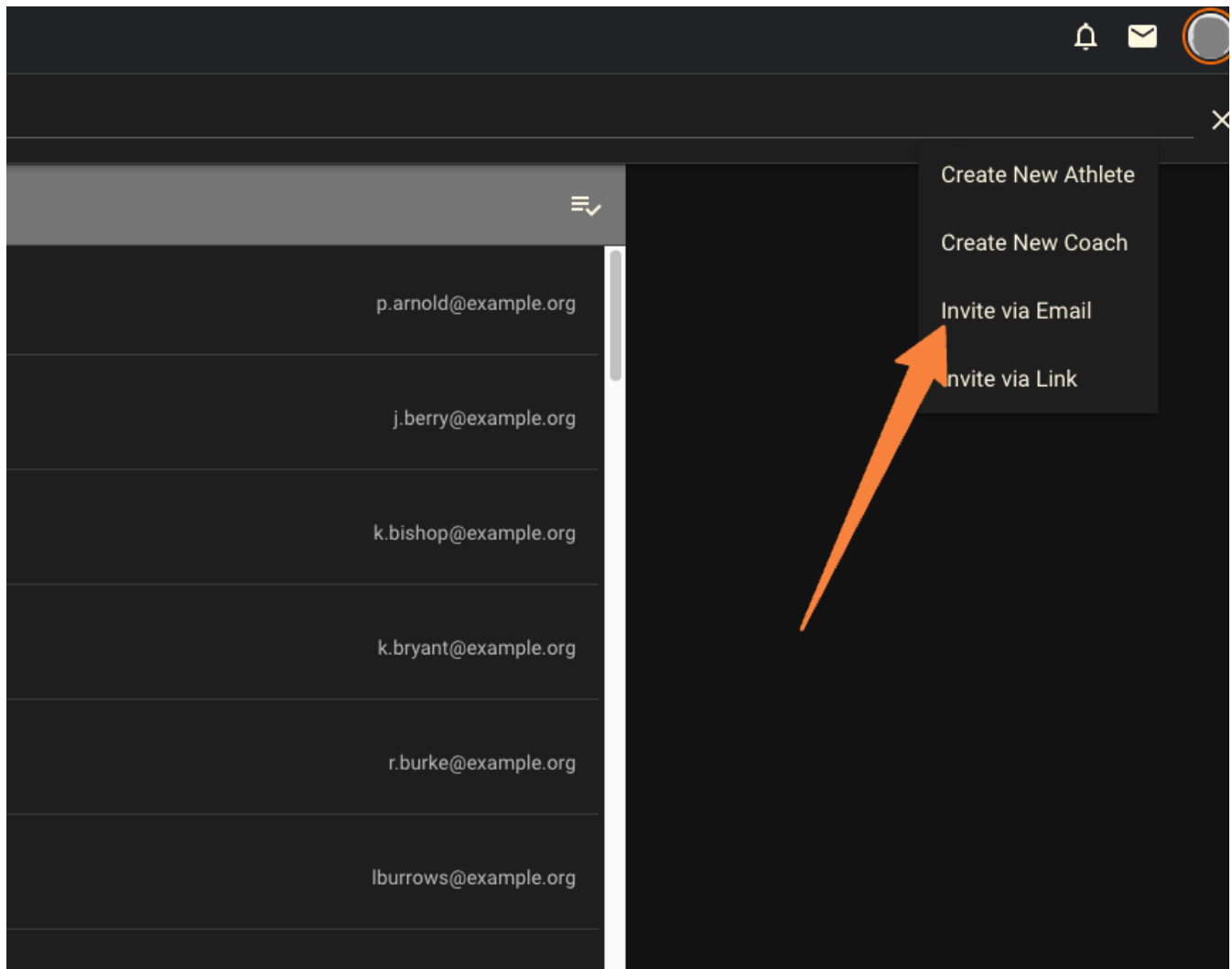**Step 1:** On your side menu, click on Organization

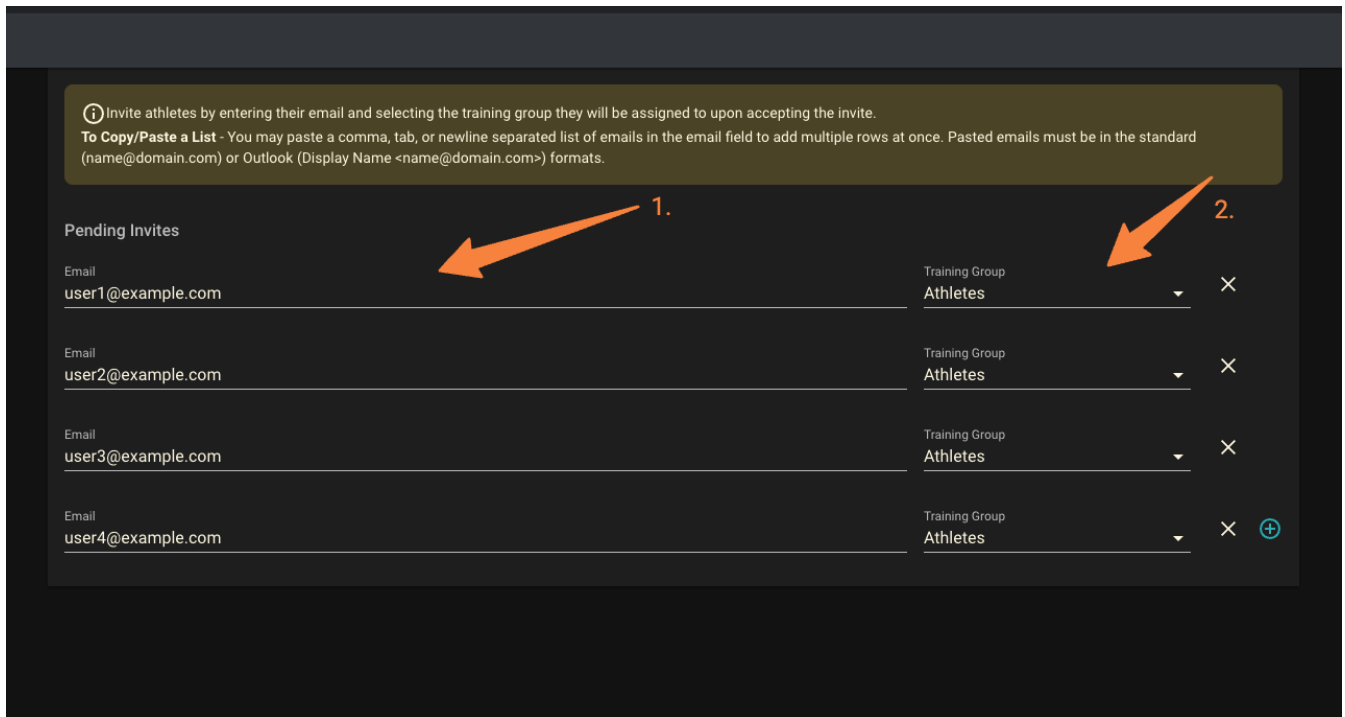**Step 2:** In organization menu, click on **Users**

Step 3: Click on the **'+'** to use the add user dropdown menu

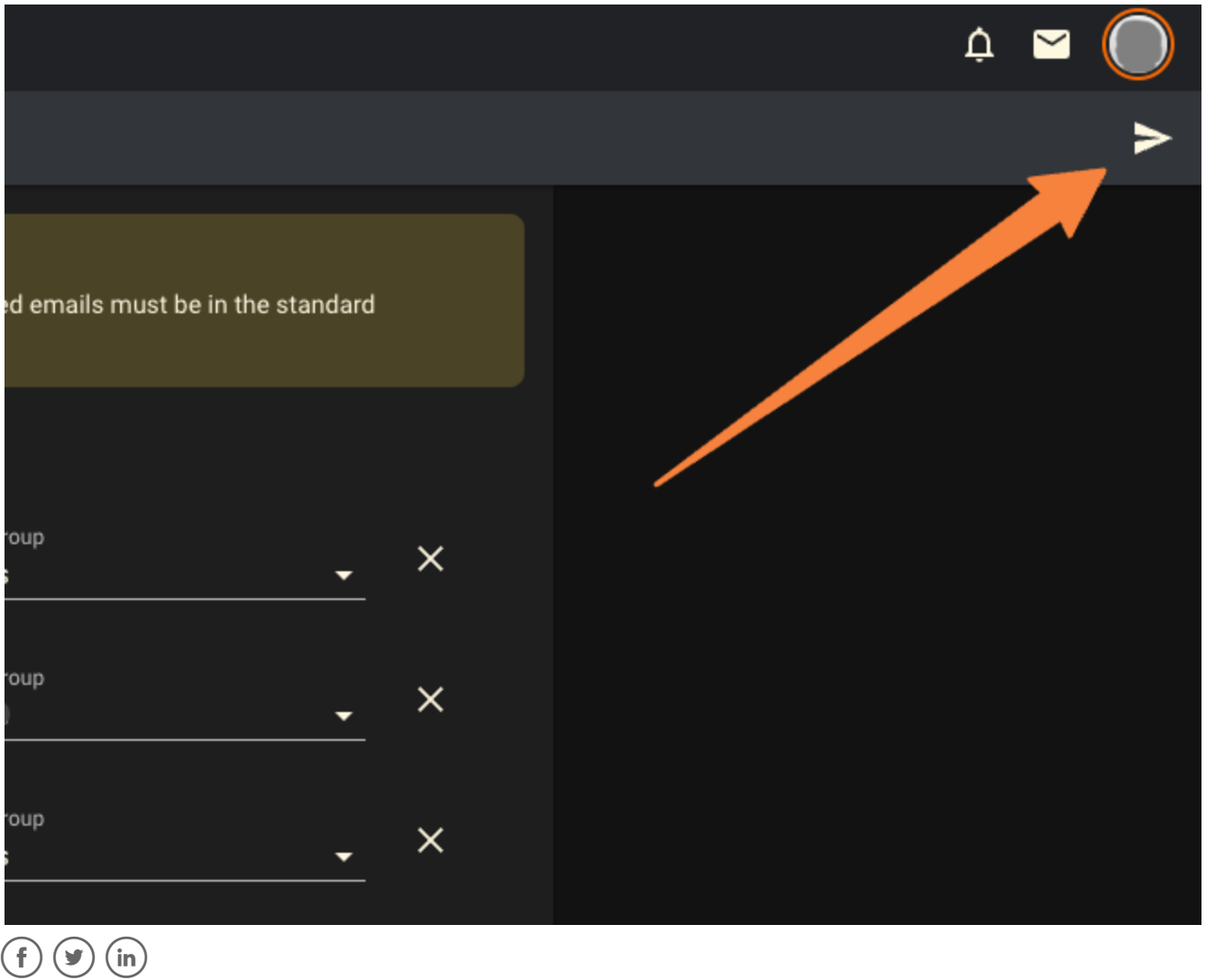**Step 4:** From the menu, select **Invite via Email**

Step 5: On this screen, you can either type in individual email addresses, or you can paste a list from another source (Word, Notepad, Excel, etc.) as long as each email address is on it's own line prior to copy/paste. You can also select a training group to place each user in prior to sending the invite.

Key:

1. Type or Copy/Paste Emails into this line

2. Select which training group the user will belong to

Step 6: Click on the paper airplane to **Send Invite**

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