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Adding an Athlete Via Bulk Import: A Detailed Overview

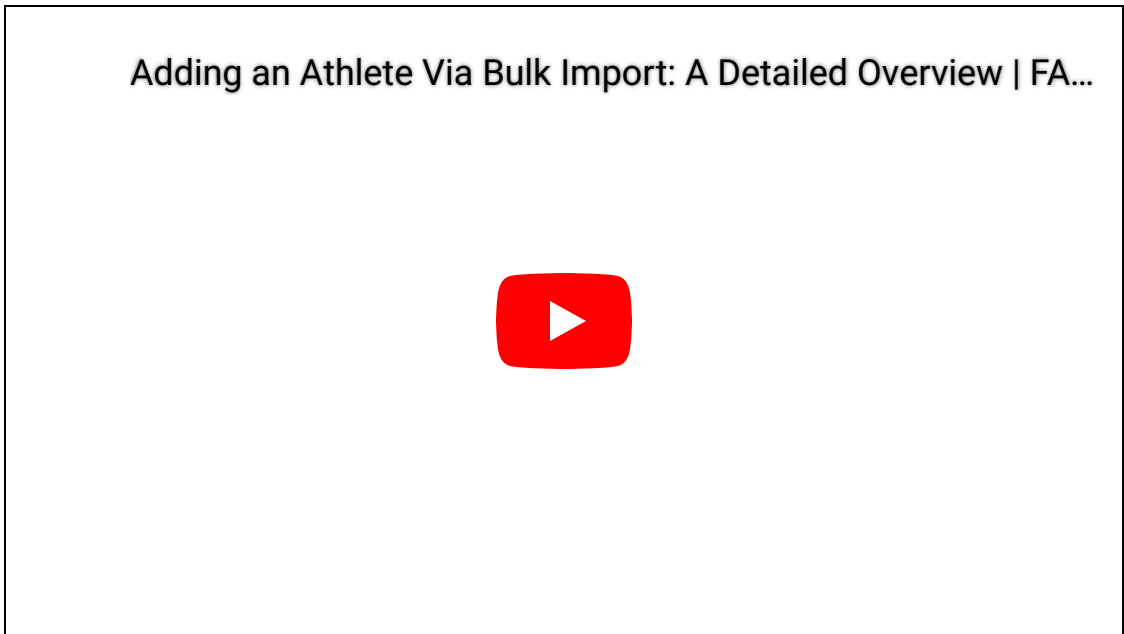


[Mike Zoetewey](#)

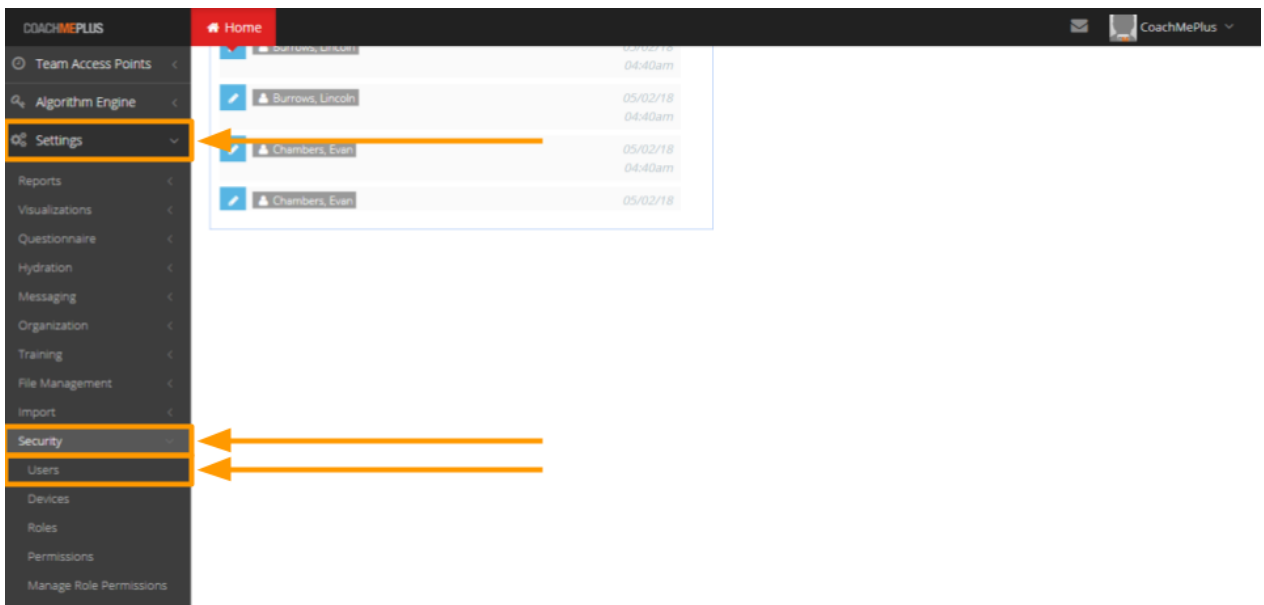
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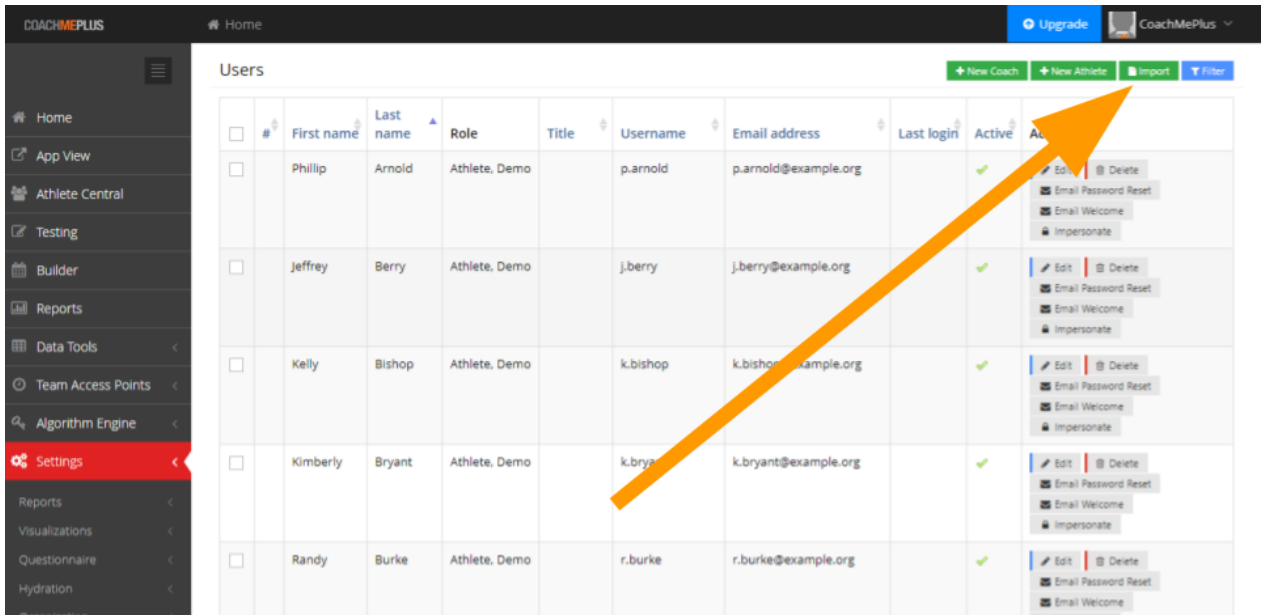
If you're looking to **Import Users** into **CoachMePlus**, look no further. Quickly add in up to 100 **Athletes** at the time with the **User Importer**. Follow the steps below to learn how to do this.



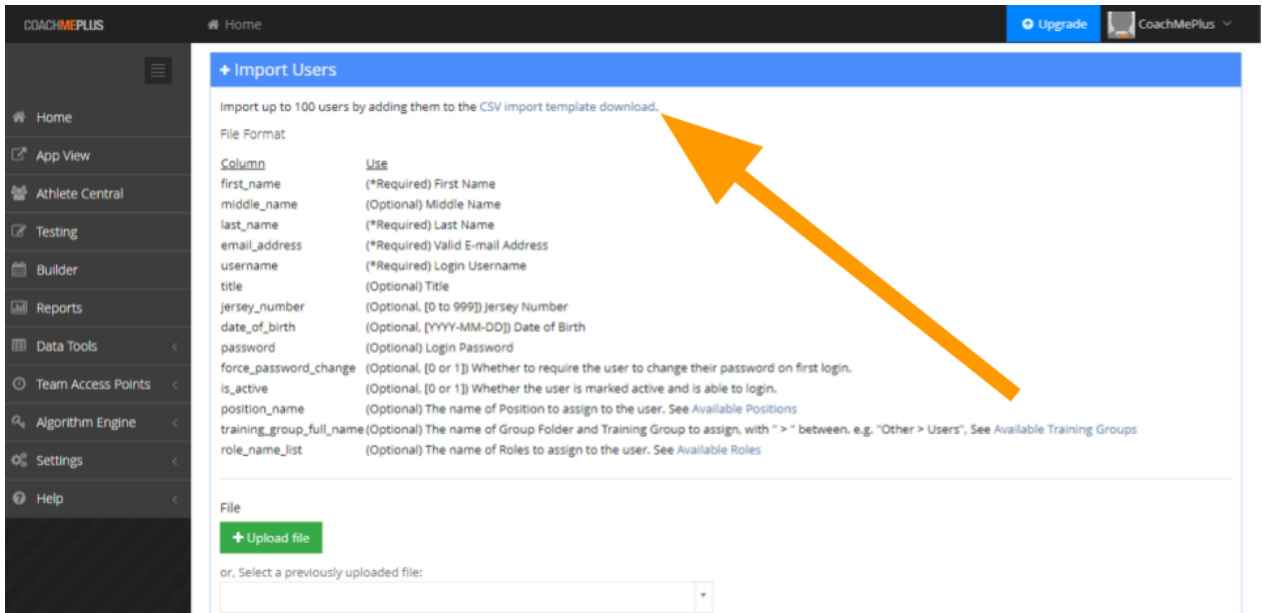
1. Go to **Settings** -> **Security** -> **Users**.



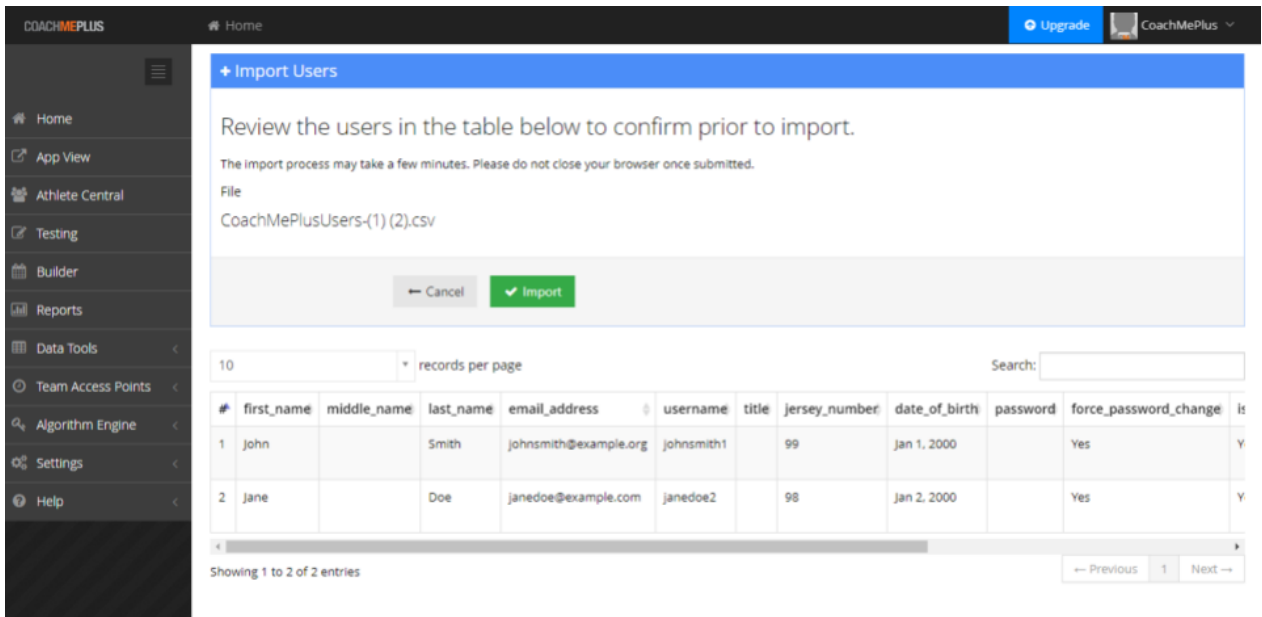
2. Select the **Import** button in the upper-right.



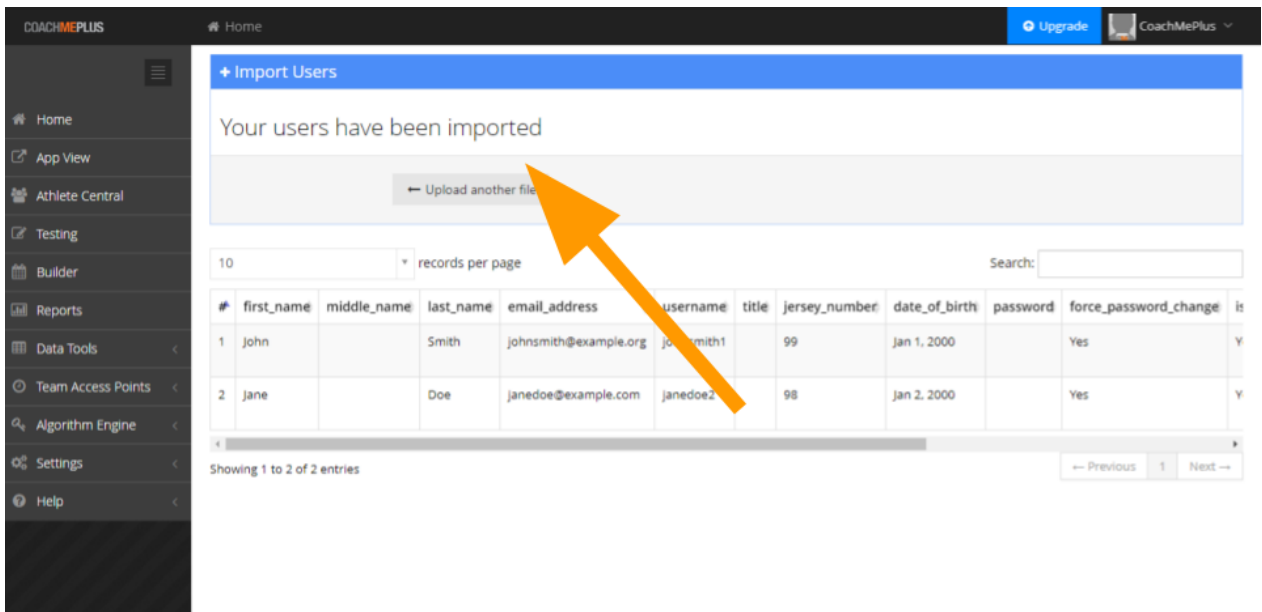
3. Download the **CSV Import Template** and complete accordingly.



4. Select **Upload File** and drop in the file you would like to **Import**. Submit for review.




- 5. If done correctly, you will confirm that all looks correct, then **Import**. If you get any errors, please make sure you are saving in **CSV Format**, have the correct date format for date of birth, and make sure you are not repeating any **Usernames** or **Email Addresses** that already exist in the system. You will not be able to **Import** if any of these issues are present. If you get the message below, you have successfully **Imported** your **Users** into **CoachMePlus**.



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