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How To: Add a User Who is Not an Athlete, i.e. a Coach or General Manager



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10 days ago · Updated

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This article will show you:

- How to add a user who is not an athlete, such as, a Coach or General Manager.

You need this because:

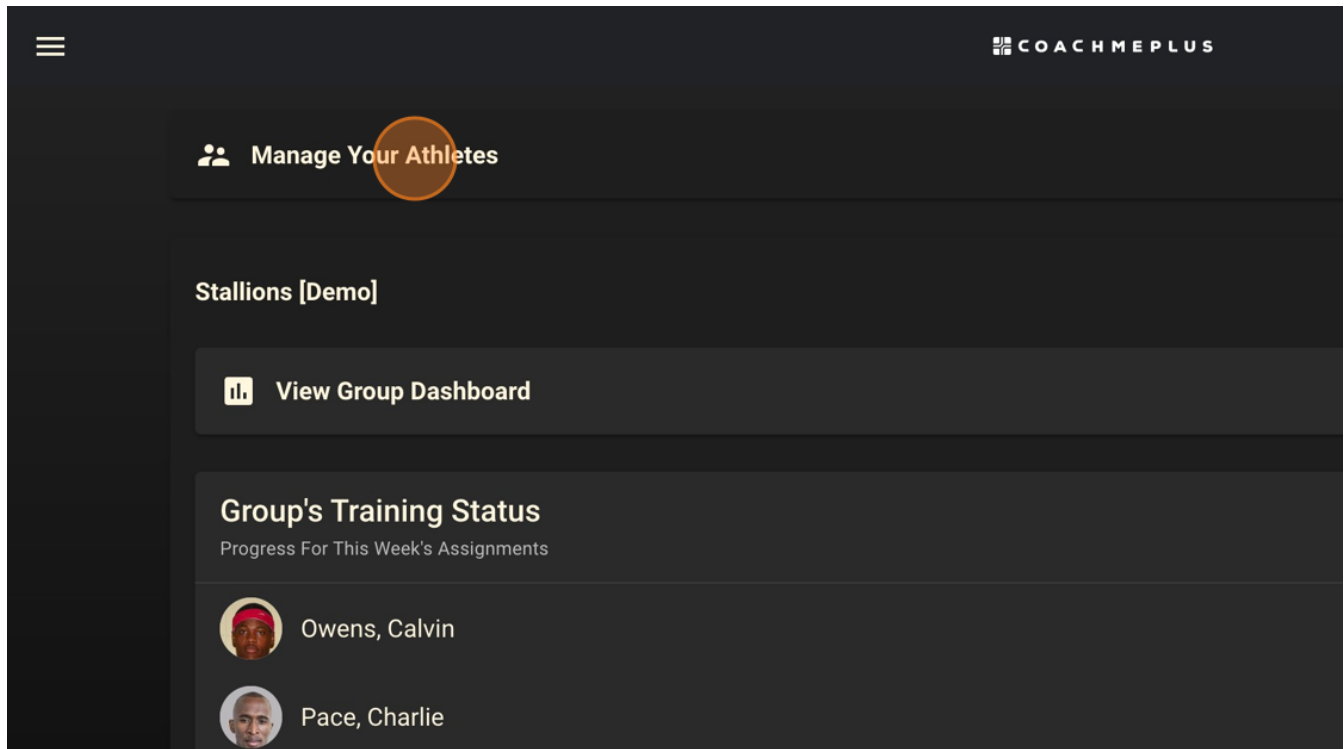
- You want to add users who are not athletes.
- You want to learn how to get your front office and coaching staff onboard with the install and have all data centralized in one location.
- You want to keep all parties in your organization informed and have real-time updates about your athletes.

Adding a User Who is Not an Athlete, i.e. a Coach or General Manager

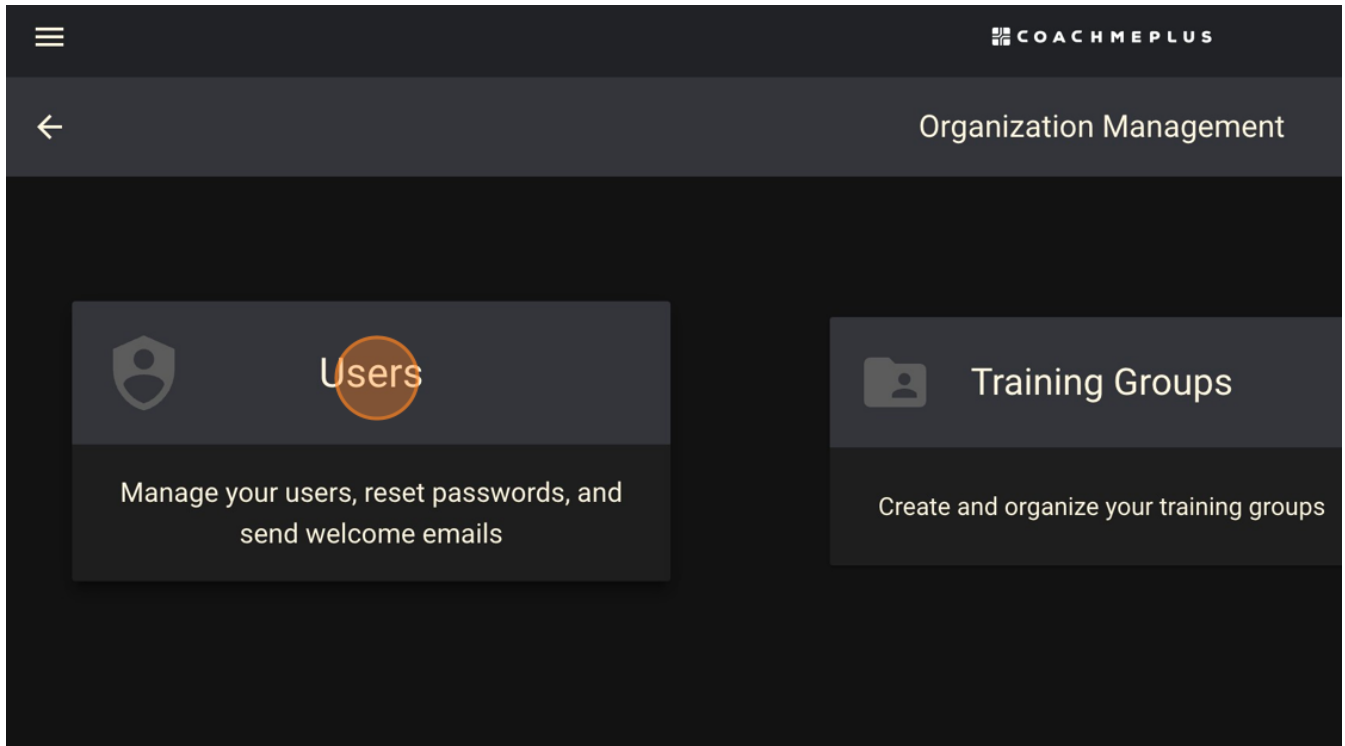
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When you create a user, you must assign them to a permission role that fits to their specific function. For one example, this new user is not an athlete but, they are a coach for the team. We will create a new account for them and assign them to the Coach role.

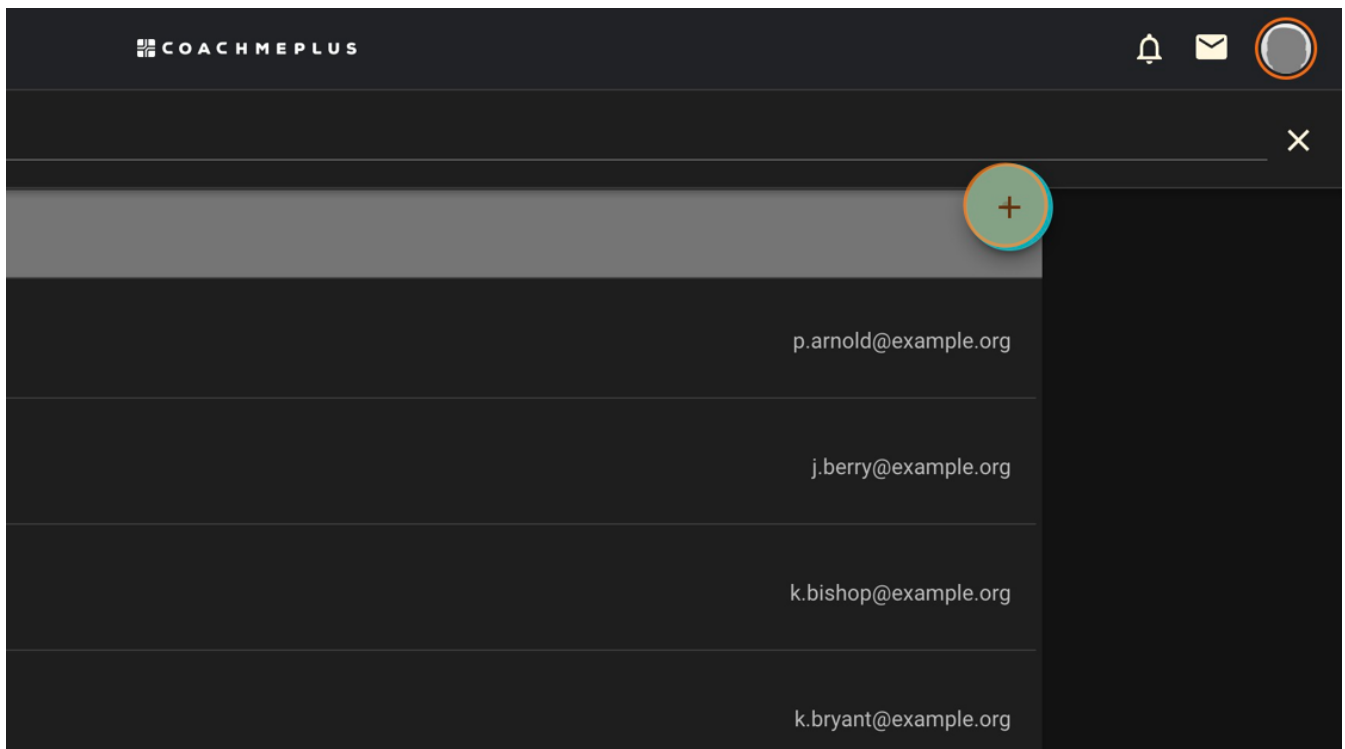
Step One: On the homepage **side menu**, click on **Organization**.

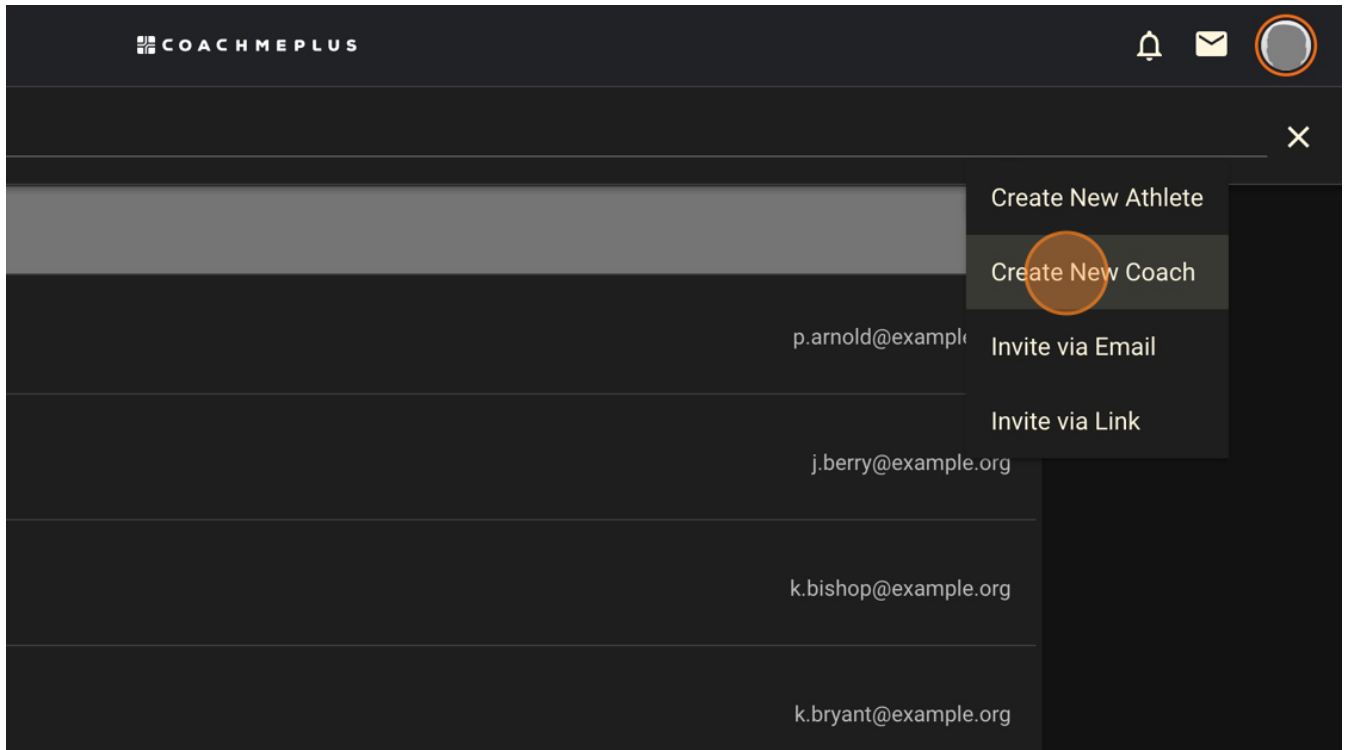


Step Two: You will be brought to a new page with options to manage your **Organization**. Click on **Users**.

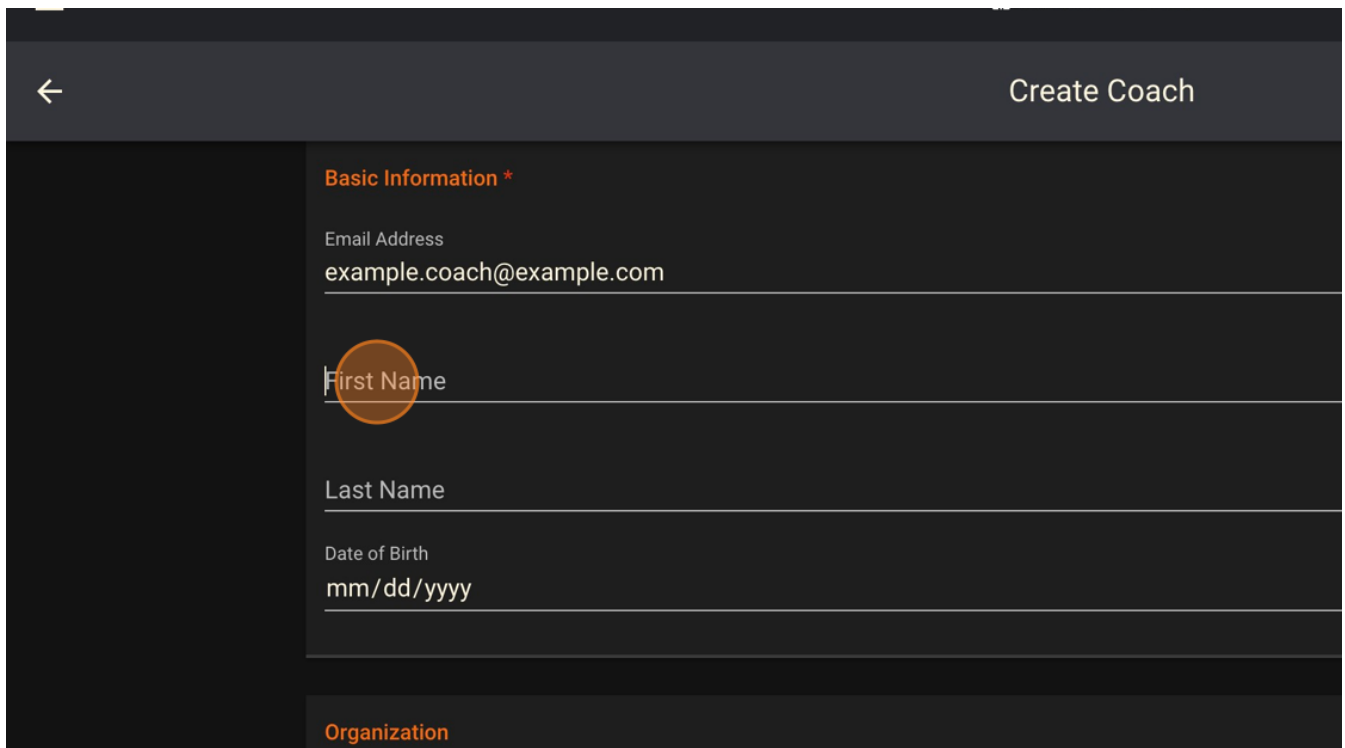


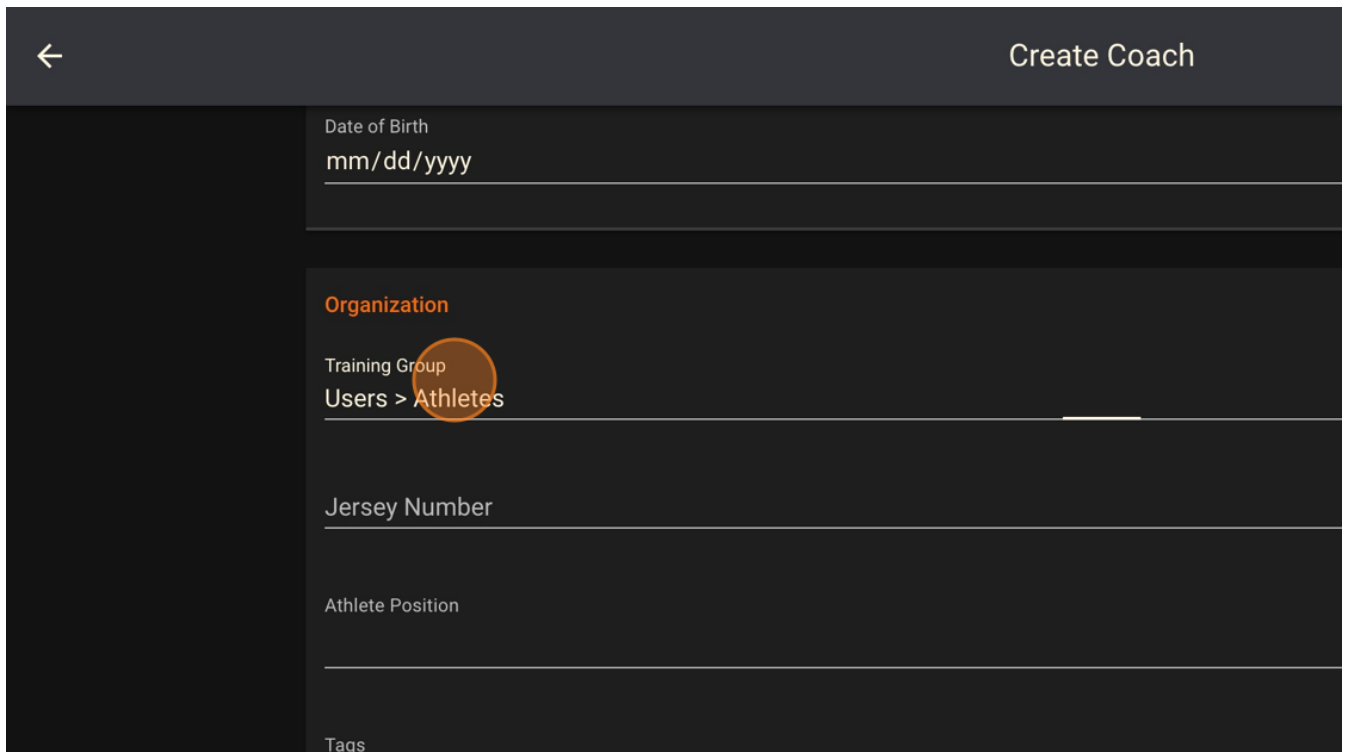
Step Three: You will then click the '+' and 'Create New Coach' - This will allow you to create a user and edit their roles and permissions to give them the access they need.





Step Four: Fill out the required information. At the very least, you need to give the user an **Email Address** and add them to the proper **Training Group**. If you choose, you can also give them other details such as **Name, DOB, Position, and/or Tags**.





← Create Coach

Date of Birth
mm/dd/yyyy

Organization
Training Group
Users > Athletes

Jersey Number

Athlete Position

Tags

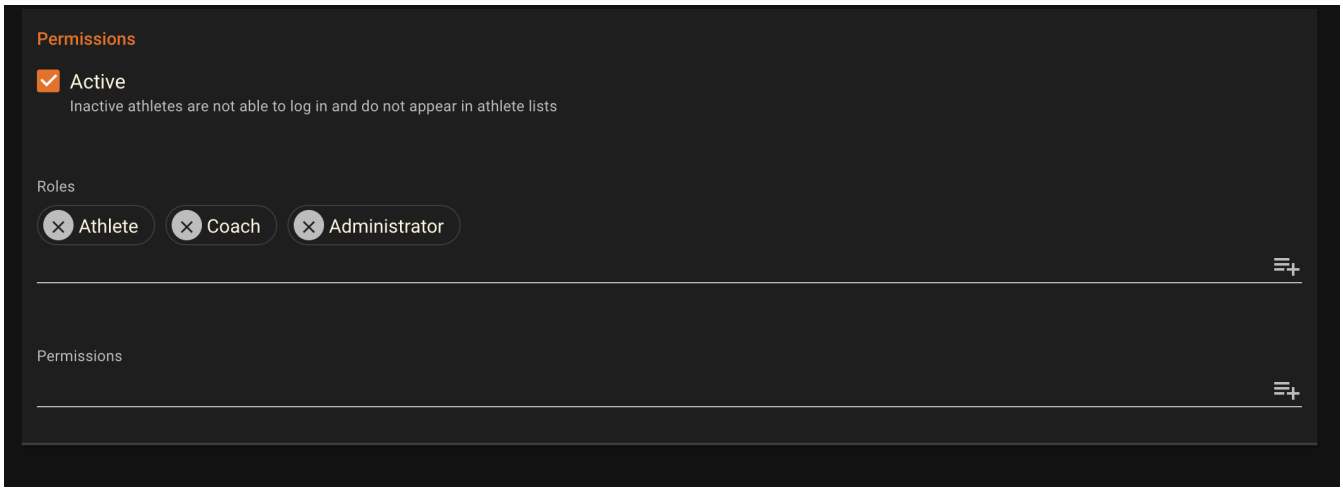
Step Five: Under **Permissions**, this is where you can designate what this user is allowed to do and see within the platform. Given the **Coach** role, the user by default will be able to view and edit **Training Groups, Athletes**, view the coach home screen and **Widgets, Dashboards**, and create and track exercise **Programs**.

Given the **Administrator** role, the user will have full access to everything in the system.

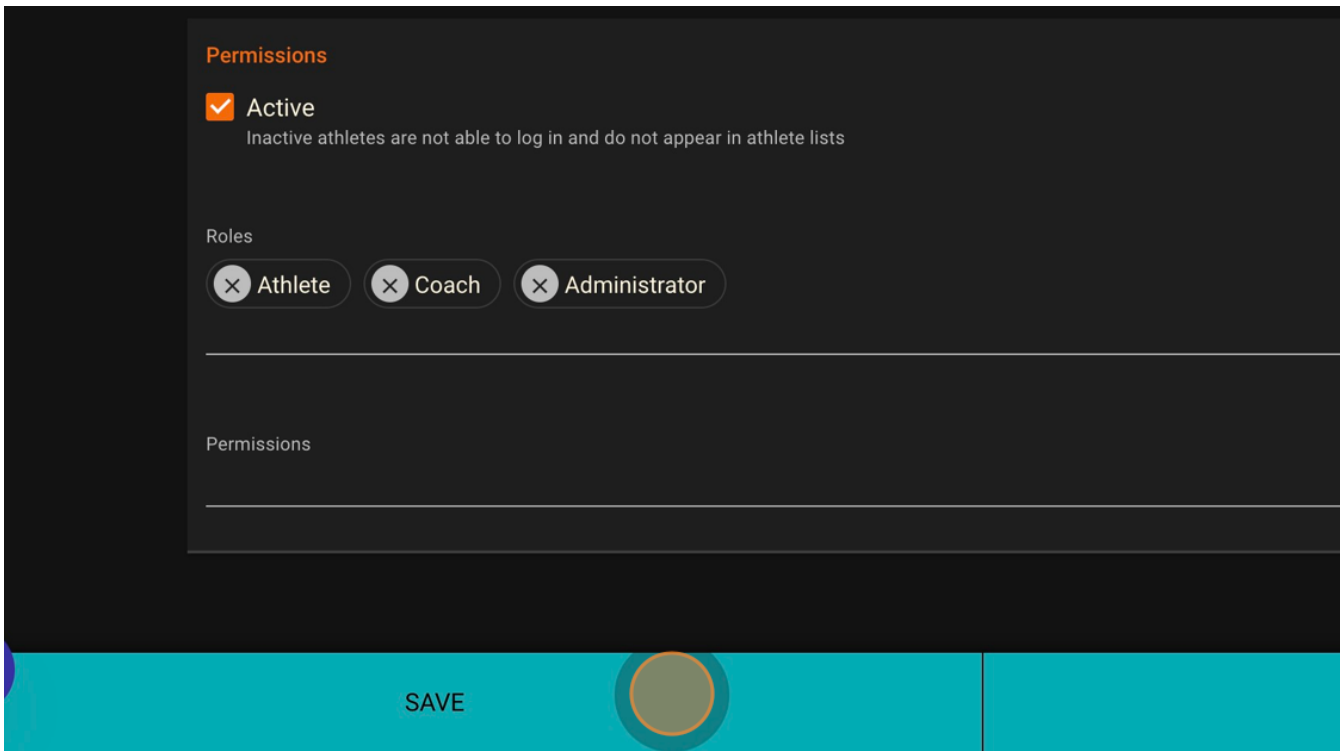
You can give the **Coach** role and give the user individual permissions as well if you would like them to have more abilities than a **Coach**, but less than an **Administrator**.

Permissions will allow you to give additional permissions outside of the group/role that is assigned.

To learn how to manage group permissions, click [here](#).




Step Six: After you have selected your permissions, click **Save** to save all changes and the new user will be added to the users list.



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