



[CoachMePlus Help](#) > [Help](#) > [Questionnaire](#)

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How to: Assign a Questionnaire to Users in CoachMePlus



[Mike Zoetewey](#)

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Are you looking to streamline your athlete management process on CoachMePlus by assigning questionnaires? Follow these simple steps to efficiently assign a questionnaire to your athletes:

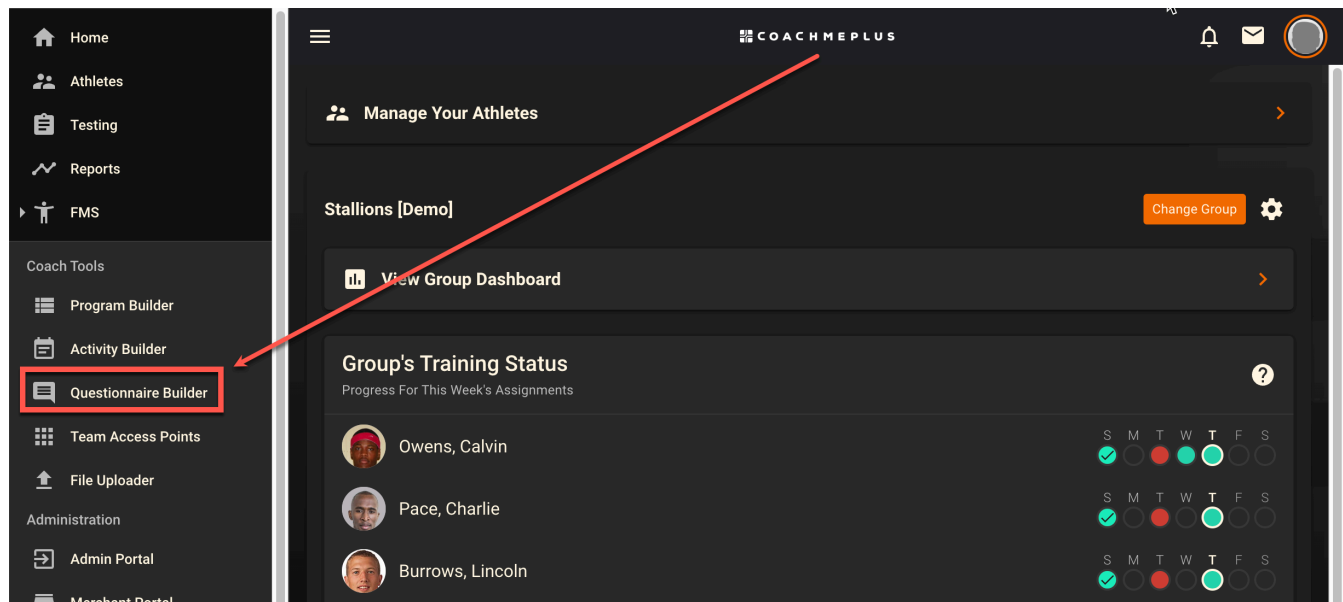
Video Walkthrough

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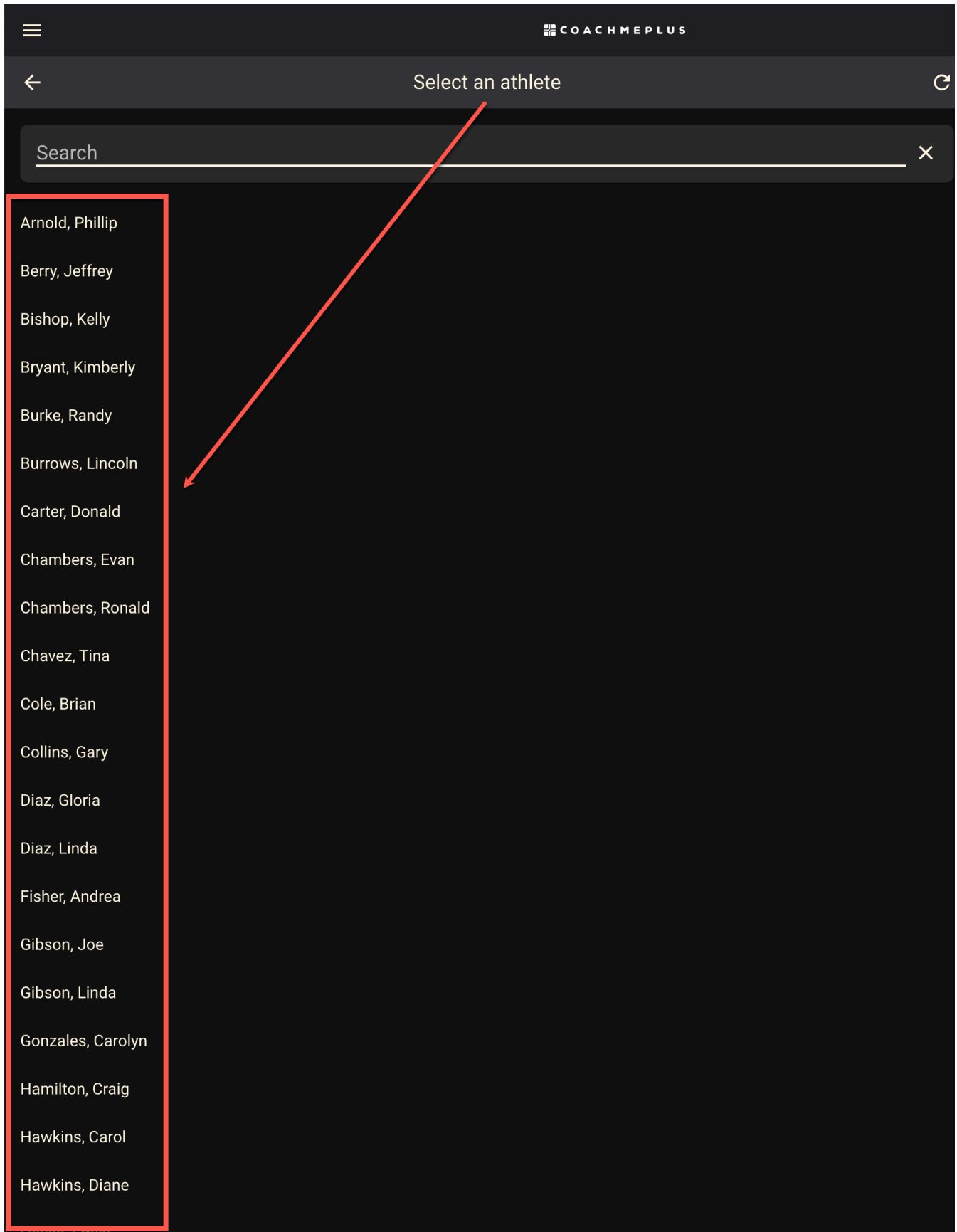
Step 1: Access the Questionnaire Builder

1. Log in to your CoachMePlus account.
2. Navigate to the homepage and locate the Questionnaire Builder.

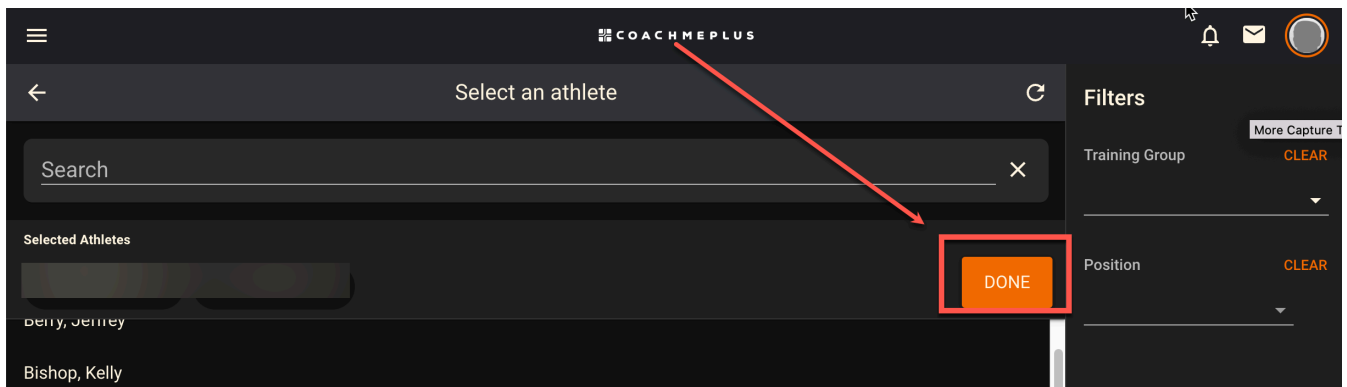


Step 2: Choose the Questionnaire

1. In the Questionnaire Builder, select the questionnaire you want to assign. If you have multiple questionnaires, choose the one relevant to your needs (e.g., Daily Wellness Questionnaire).

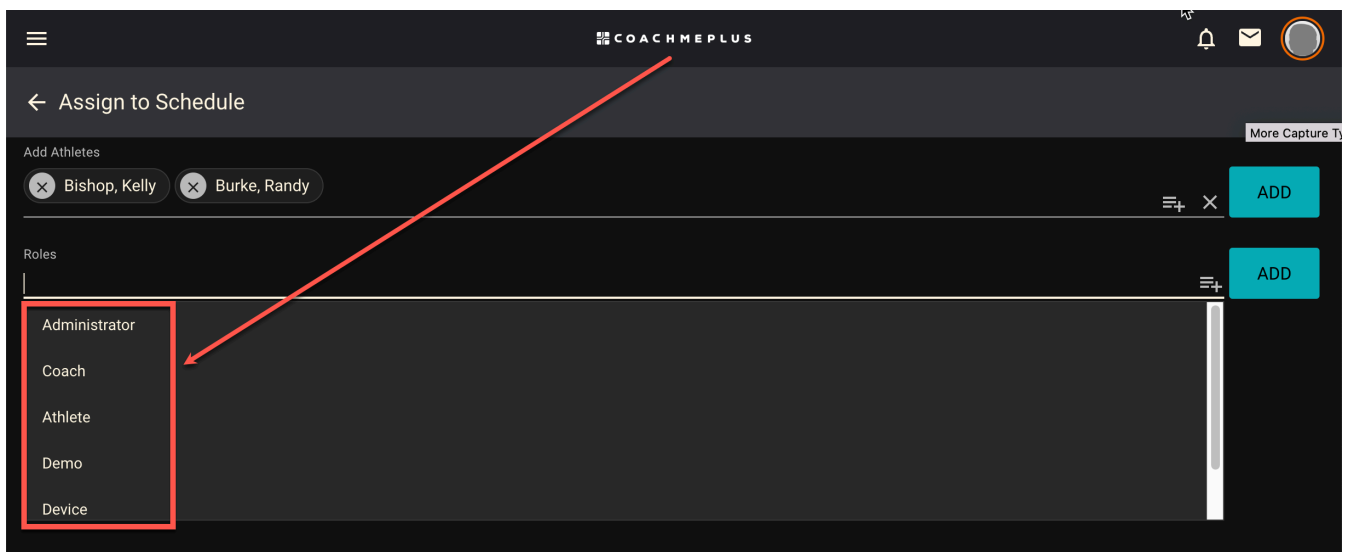


2. Click "Done" to confirm the assignment to those athletes.



Step 5: Assign to Roles

1. To assign the questionnaire to a Role, click on the respective roles (e.g., athlete, coach) in the system.



2. The questionnaire will automatically be assigned to anyone with that role.

Step 6: Finalize Assignments

1. If needed, you can add individual athletes in addition to roles to further customize the assignment.
2. Review your selections to ensure the questionnaire is assigned to the correct individuals or roles.

Step 7: Confirm and Review

1. Once you've made your selections, confirm the assignments.
2. Double-check by navigating back to the Questionnaire Builder to see the roles and individuals assigned to the questionnaire.

By following these steps, you can efficiently assign questionnaires to your athletes or specific roles within CoachMePlus, ensuring streamlined communication and data collection for your team's performance management.



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