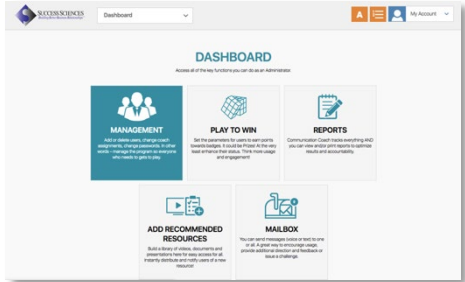

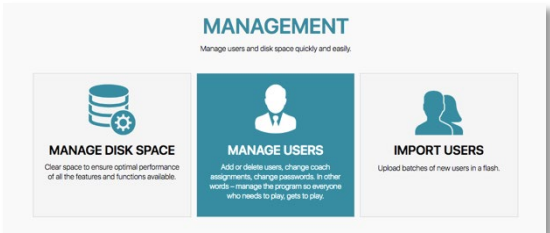


» **How do I change coach assignments? (Super Coaches & Admins):**

<p>1. In your main dashboard, press Management.</p>	
<p>2. Here you can edit, manage users and <b>change coach assignments</b>.</p> <p><b>*Note: ONLY SUPER COACHES &amp; ADMINS CAN CHANGE COACH ASSIGNMENTS.</b></p>	
<p>3. This is the part of Management that you will use most often. Here you can:</p> <ul style="list-style-type: none"> <li>• Search for and edit the profile for any user</li> <li>• <b>Change Coach assignments</b></li> <li>• Add new users</li> <li>• Delete users</li> </ul>	

4. To search for a specific user, fill in the first and/or the last name and click **Search**.

You can filter your search by:

- Role – Super Coach, Coach, or User
- Name of user's Super Coach is – select a Super Coach
- Name of user's Coach is – select a Coach
- First/last name – start typing a name and the list will find any users with those letters

Once you have selected the user you want to edit, click on the pen icon in the Action column to access their profile.

**Manage Users**

**License Mode**

License Type: PerUser | Expiration Date: 12/31/2020 | Seat Limit: 500 | Seats Used: 10

**Search Users**

Whose role is:

Whose Coach is:

With a first/last name like:

**SEARCH**

**Search Results** (Page 1 of 1)

Full Name	User Name	Role	Action
Brooke Harris	bharris	User	
Chuck Blumenkamp	cblumenkamp	User	
Fath Sanders	fsanders	User	
Gregg Baron	greggbaron	User	
Lori Rhule	lorirhule	User	
Mark Picard	markpicard	User	
Nancy Dertinger	ndertinger	User	

Show 10

5. In the user's profile, you can make changes to:

- **First name**
- **Last name**
- **Username**
- **Email address**
- **Coach assignment**
- **Date of Birth**
- **Gender**
- **Designation**
- **Location**
- **Department**

Once you have made the appropriate change click Update to submit the change.

agement > Manage Users > Edit User

**Edit User**

Brooke

Harris

bharris

bharris@success-sciences.com

User

Beth Fahey (Coach)

Date of Birth (Optional)

Gender (Optional)

☒ Male ☐ Female

Designation (Optional)

Location (Optional)

Department (Optional)

**UPDATE**