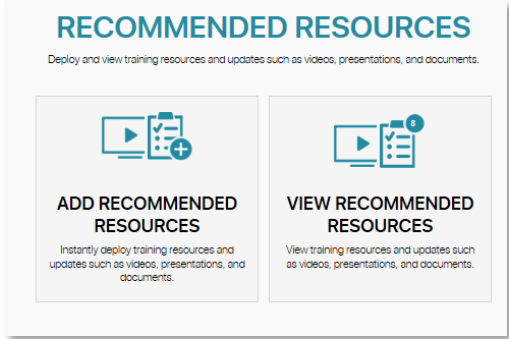
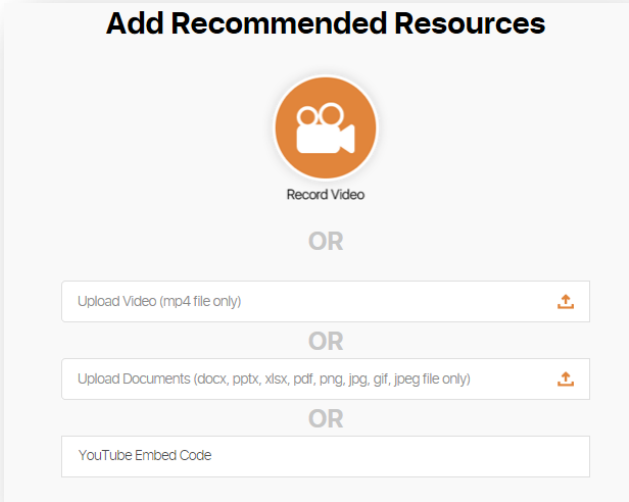


» **How do I add & view Recommended Resources? (Coaches and Supercoaches)**

<p>1. From your dashboard access "Recommended Resources." Here you can:</p> <ul style="list-style-type: none"> - Add new resources - View current resources you have added for your learners to view - View resources added for you by your supercoach and/or your company admin 	
<p><u>Add Recommended Resources</u></p> <p>You can easily add new resources by entering browsing for the file on your computer in the appropriate field.</p> <ul style="list-style-type: none"> • The top field is for video files • The top orange button is to record a video through the webcam • The middle field is for any other type of documents such as a Word document, PowerPoint presentation, PDF, jpeg, etc. • The bottom field is for YouTube embed codes 	

How to embed a YouTube Video

- On a computer, go to the YouTube video you wish to embed
- Under the video, click Share
- Click Embed
- From the box that shows up, copy the HTML code and paste it in the third bar where it says "YouTube Embed Code"

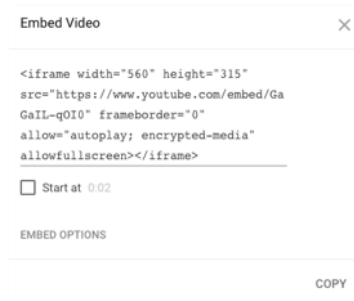
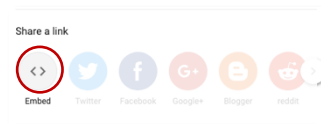
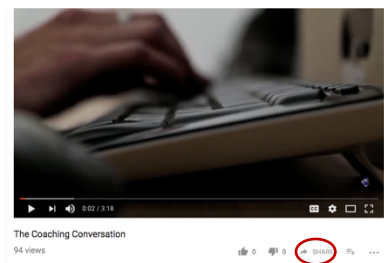
On the lower half of the screen enter the users you want to assign this resource to, the title and a brief description.

When you click on the [down arrow](#) in the [Select Users](#) field a list of all of the users assigned to you will appear. You can Select All or individual users.

Note – remember to close this box once you have selected the user(s) so you can access the other two fields.

Once complete – click [Submit](#) to upload the new resource. A [message](#) will appear in the appropriate users' mailbox as well as in their email that a new resource has been added for their review.

****Please note:** if uploading a file it may take a few minutes depending on your internet speed and how large the file is. Also, **only the company admin account can delete** resources after they are uploaded



View Recommended Resources

This screen lets you see all of the resources you have added. You will only see the resources you added or were added by the Administrator for review by all users.

****Please note: Documents, Pictures and PowerPoint files will download to your download's folder in your compute, unless you set up your browser differently. You may have to press save or open depending on your browser.**

