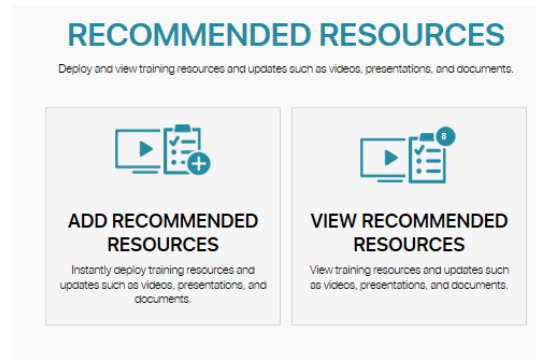


» **How do I add Recommended Resources for users? (Admin)**

From here you can:

- **Add new resources**
- View current resources you have added for your learners to view
- View all resources no matter what source
- See who those resources are assigned to

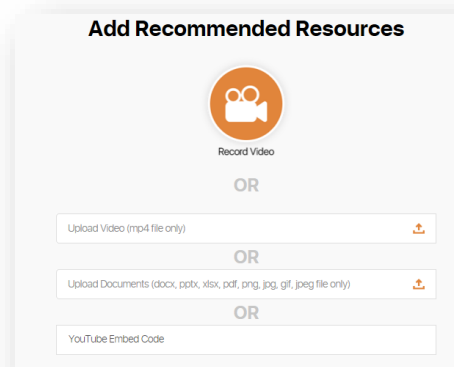


Add Recommended Resources

You can easily add new resources by entering the file name in the appropriate field. You can add resources for users, coaches, and Super Coaches.

For videos and other documents click on the upload arrow and find the document on your computer.

- 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

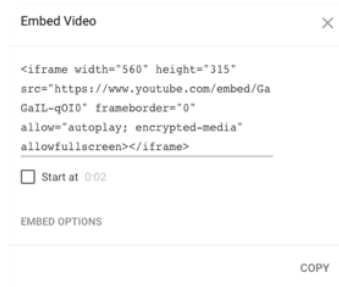
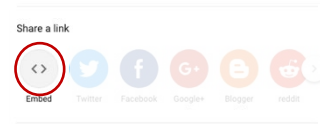
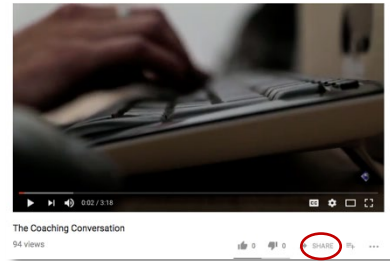
- On a computer, go to the YouTube video you wish to embed
- Under the video, click Share
- Click Embed
- From the box that shows up, copy the HTML code and paste it in the third bar where it says "YouTube Embed Code"

On the lower half of the screen enter the users you want to assign this resource to, the title and a brief description. You cannot edit the description or title after the resource is posted.

When you click on the **down arrow** in the **Select Users** field a list of all 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: only the company admin account can delete resources after they are uploaded