

Coaching Groups: Adding Members



Log-in to your cocaching group and complete the following steps:

STEP 1

Group Member Email(s)



Before adding members to a group, collect emails. Add collected emails to a document. Add a comma after each email. Select all emails and copy with cursor (Ctrl+C) or (Command +C).

STEP 2

Locate Member Tab



After logging into your group, locate the menu on the left and select "Members".

STEP 3

Add Members



After selecting the **Members Tab**, click the **+Add Members Button** located in the right corner of your screen.

STEP 4

Invite Members



After clicking the **+Add Members Button** a pop menu will appear. Paste the copied emails into the field provided. Review emails to ensure each email is separated by commas (no spaces) and select the **Add Users Button**.

