## Activity Scheduler Start Up Guide

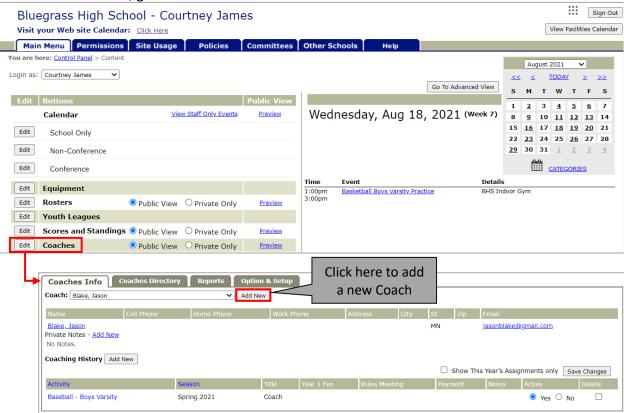


## **Adding a new Coach and Assigning Activity**

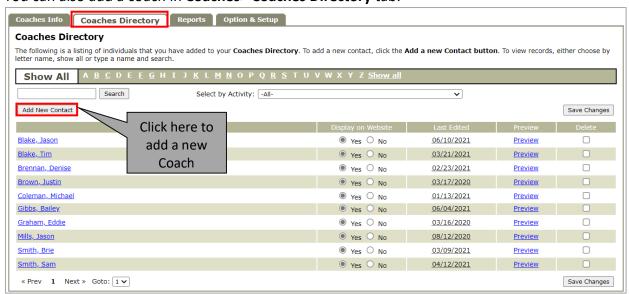
August 2021

This Start-Up Guide provides the steps for Administrators to Add Coaches and give them access to the Activity Scheduler by assigning an Activity.

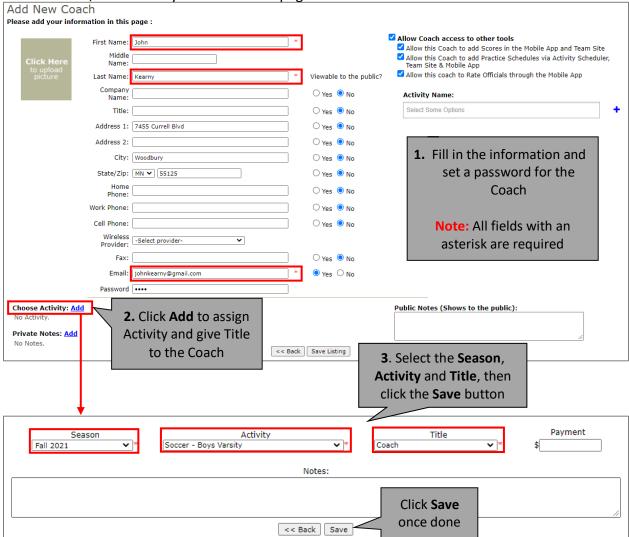
To add a new coach, go to Coaches > Coaches Info tab.



You can also add a coach in Coaches> Coaches Directory tab.

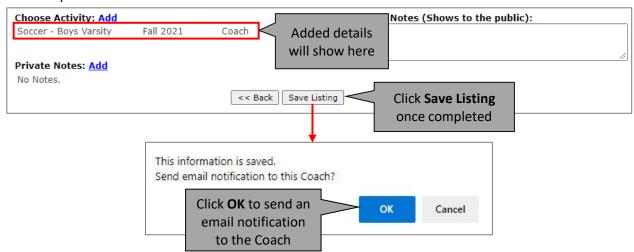


In both cases, it redirects you to the same page:



Once you click the Save button, the system will take you back to the previous window.

## Bottom part:



Here is an example of the email notification received by Coaches:

