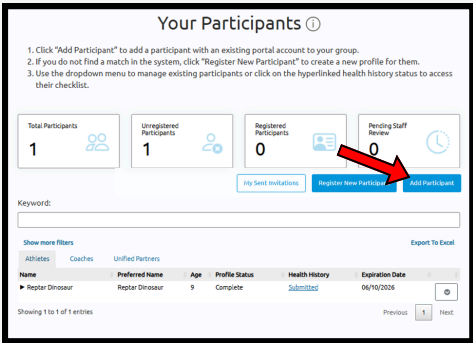


# Invite Participant - Coach Zone

Checking that a Participant has a profile created to add them to your team. After searching, there still is the option to create a new Athlete/Unified Partner if they are not found.

1.

In the **Coach Zone** navigate to **"My Participants"**. To search for an Athlete/Unified Partner select **"Add Participant"**. This will open a Group Invitation Pop-up.



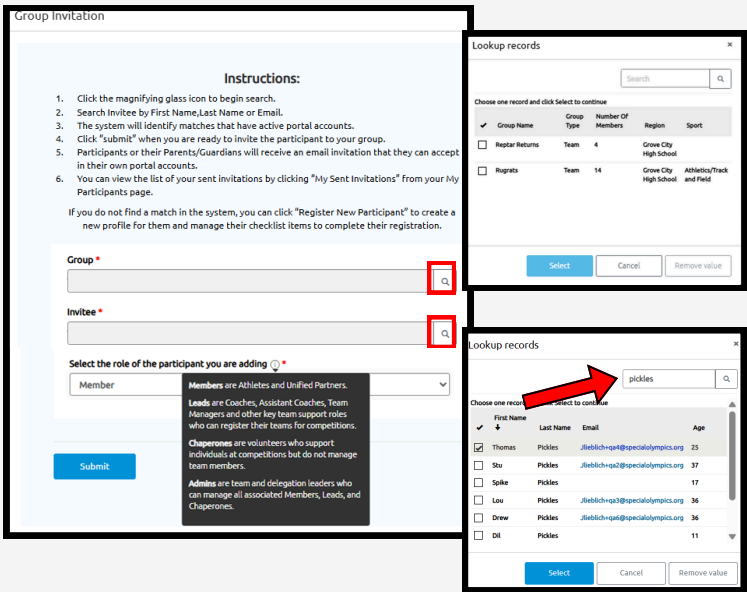
2.

In the pop-up you will need to select the Group and the Invitee.

**Group** - use the magnifying glass to see the groups you as the admin are associated with and select which group the athlete should be placed in.

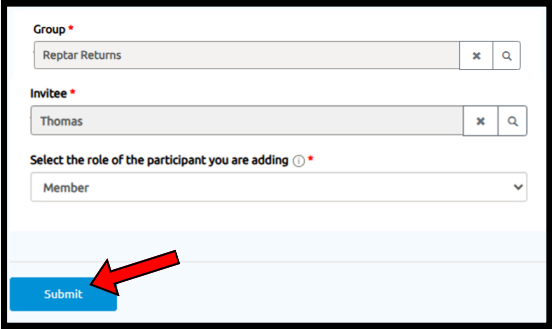
**Invitee** - use the magnifying glass to search the system for the specific athlete/unified partner you are wanting to invite. Once the Lookup record popup opens you can use the search bar to type in the first or last name of the invitee.

**Member** - use the drop down to select the role the selected participant has with that Group.



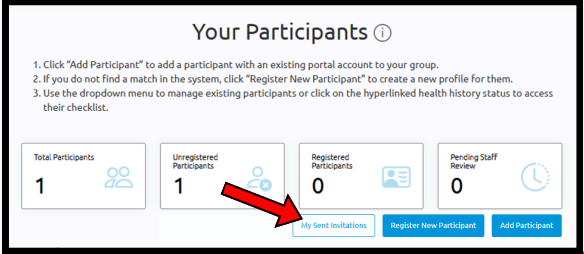
3.

Once all fields have been completed select **"Submit"**



4.

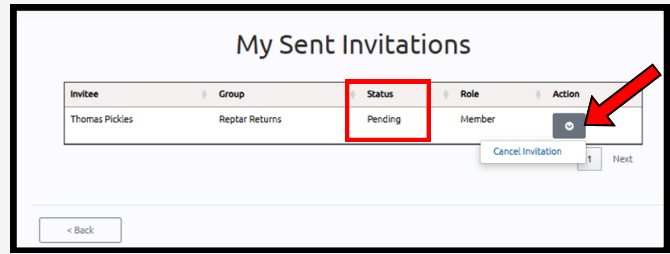
After you have submitted your invites, you can check the status of all your sent invites by selecting **"My Sent Invitations"**.



5.

In **"My Sent Invitations"**, you will be able to view a list of all invitations that you have sent out and their status. At anytime before they accept/reject the invite you are able to Cancel an invitation to an athlete/unified partner.

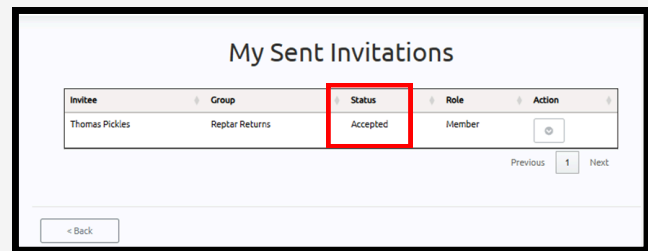
**NOTE:** At this time, that is all you are able to do on your end. You will need to communicate with the athlete/unified partner or parent/guardian on accepting the invitation.



6.

**"My Sent Invitations"** is where you can keep track of the status of all your invites- Pending, Accepted or Rejected, when invite is canceled it will drop for your list.

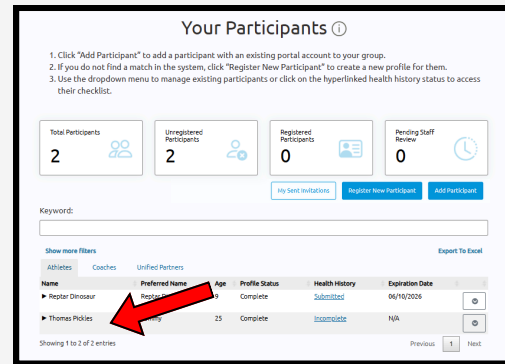
Once the invitation has been accepted (or rejected) the new status will appear and you will no longer have any actions available for that invite.



7.

If accepted the invited athlete/unified partner will appear on the **"My Participants"** table and also be listed in the group in **"My Teams"** that was selected.

If rejected the invited athlete/unified partner will not appear on your list and you will not be able to reinvite the athlete. If this happens and it was a mistake, please contact your program office.



8.

If athlete/unified partner is not found select **"Register New Participant"** and enter all required information and add them to **"My Participation"** table.

