



How to Add or Remove a Member from your Group Membership

TO ADD GROUP MEMBERS:

(Instructions to Remove members scroll to page 5)

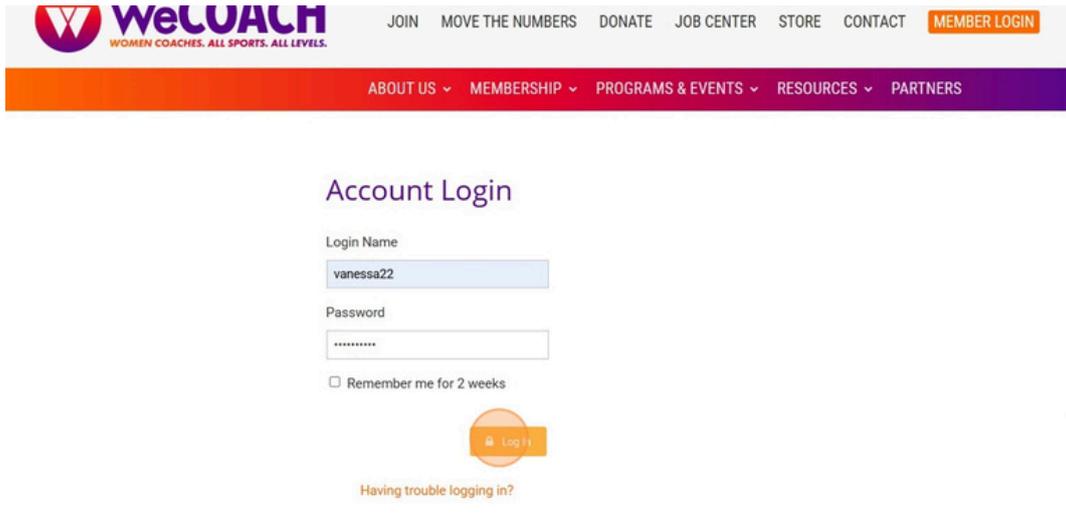
- 1 Navigate to the WeCOACH Homepage; <https://wecoachsports.org>



- 2 Click the orange "MEMBER LOGIN" button

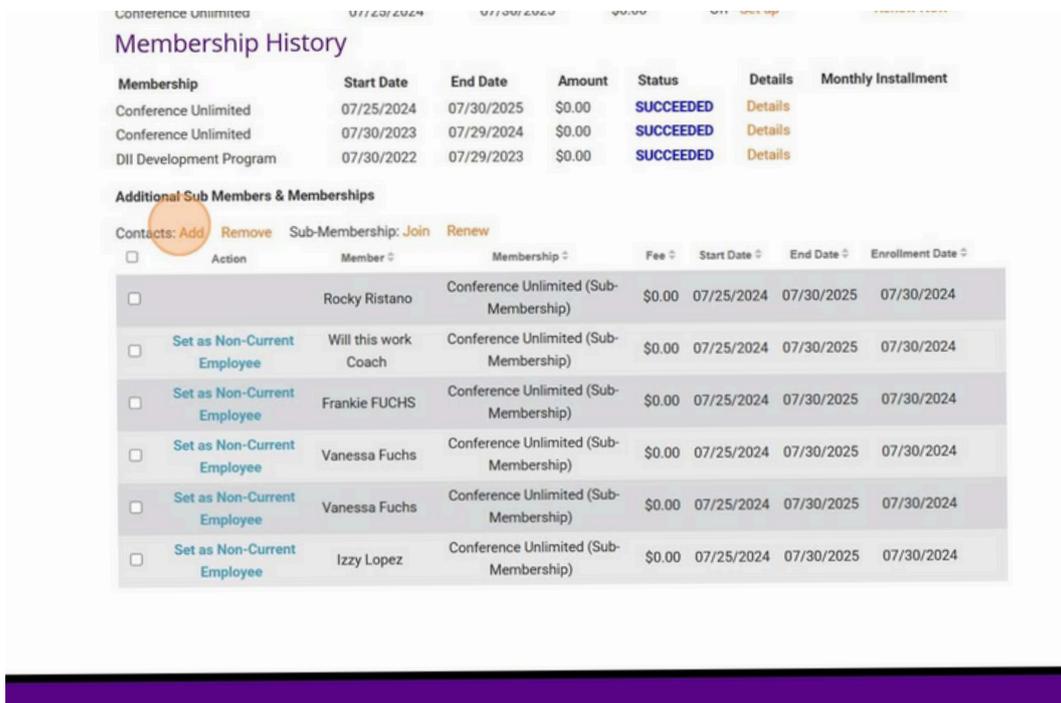


3 Enter your Login Name and Password and click the "Login" button



4 Scroll down and you should see all of the members who are listed on your membership. If you do NOT see your members listed, make sure you have logged into the correct account.

Note - Primary Contacts should have two (2) logins - one for your Group account use and one for your Personal account. You MUST login to the Group account in order to Add/ Remove members to your Group account.



5 To Add a new member to your WeCOACH membership click "Add"

Conference Unlimited 07/25/2024 07/30/2025 \$0.00 UIT - Set up Renew Now

Membership History

Membership	Start Date	End Date	Amount	Status	Details	Monthly Installment
Conference Unlimited	07/25/2024	07/30/2025	\$0.00	SUCCEEDED	Details	
Conference Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEEDED	Details	
DII Development Program	07/30/2022	07/29/2023	\$0.00	SUCCEEDED	Details	

Additional Sub Members & Memberships

Contacts: Add Remove Sub-Membership: Join Renew

<input type="checkbox"/>	Action	Member	Membership	Fee	Start Date	End Date	Enrollment Date
<input type="checkbox"/>		Rocky Ristano	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Will this work Coach	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Frankie FUCHS	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Vanessa Fuchs	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Vanessa Fuchs	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Izzy Lopez	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024

6 Enter the new member information, including all required fields. Click "Continue".

Minne

Last Name: *
Mouse

Email: *
lizzy@wecoachsports.org

Cell Phone:

Current Position *
Head Coach

If other position, please specify:

Primary Sport Actively Coaching *
Pickleball

Do not list me in the online member directory
 Do not list me in the online member directory

Add Another Sub-member Previous Continue

- 7 Check the box with your institutions active membership. In this example it is - "Conference Unlimited Sub-Member (Join)" field.



Group Member Registration Form

For each individual on your Group Membership, please complete the required fields.
Each individual will then receive an email to login to his/her profile to complete additional membership information.

Membership:
 Conference Unlimited Sub-Member (Join)

First Name: *
Minne

Last Name: *
Mouse

Email: *
lizzy@wecoachsports.org

Cell Phone:

Current Position *
Head Coach

- 8 Click "Continue".

lizzy@wecoachsports.org

Cell Phone:

Current Position *
Head Coach

If other position, please specify:

Primary Sport Actively Coaching *
Pickleball

Do not list me in the online member directory
 Do not list me in the online member directory

Start Date:
07/25/2024 (MM/dd/yyyy)

End Date:
07/30/2025 (MM/dd/yyyy)

Add Another Sub-member Previous **Continue**

- 9 Your new member has been added to your membership. They will receive an email from WeCOACH Memberships to create a Login/Password to access all of our programming, events & benefits.

TO REMOVE COMPANY MEMBERS:

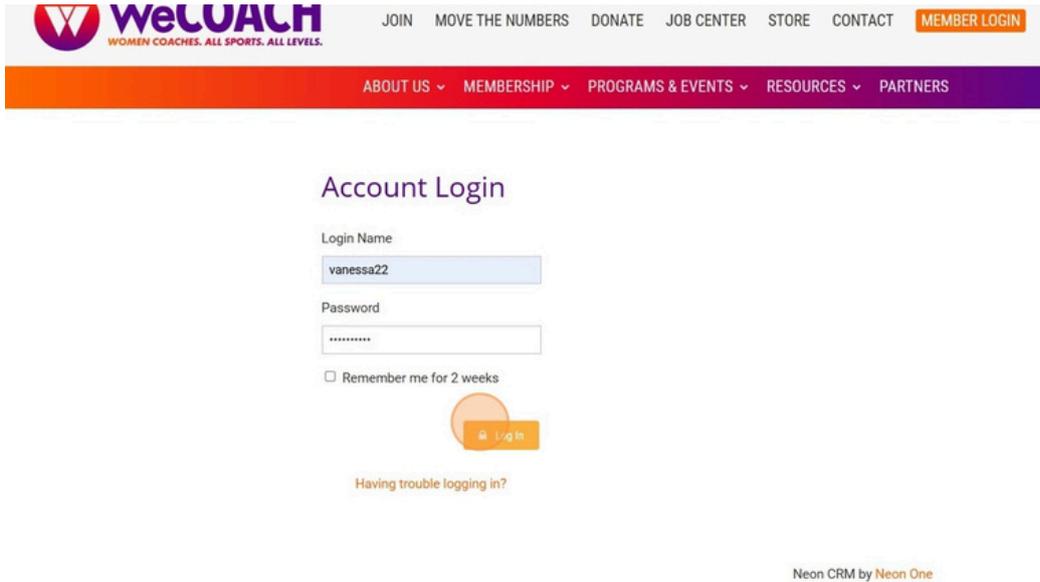
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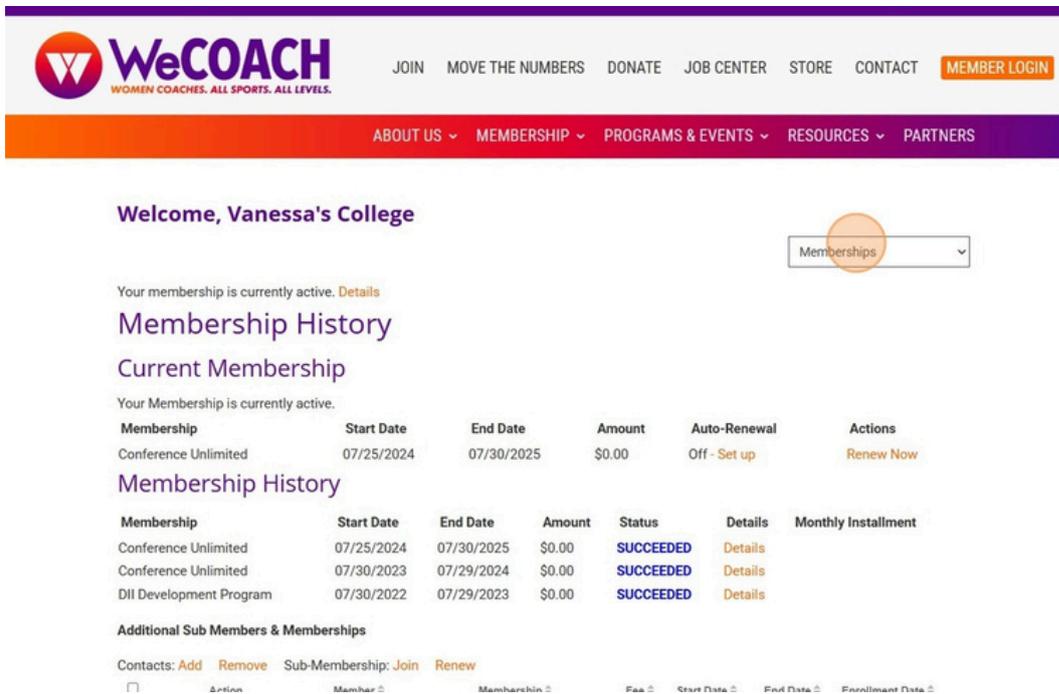
- 2 Click the orange "MEMBER LOGIN" button



3 Enter your GROUP Login Name and Password and click "Login"



4 Select "Memberships" from the What Would You Like To Do dropdown menu.



5 Scroll down and you will see the members of your account listed. Check the box of the member that you would like to REMOVE from your group membership.

Membership	Start Date	End Date	Amount	Status	Details
Conference Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEEDED	Details
Conference Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEEDED	Details
DII Development Program	07/30/2022	07/29/2023	\$0.00	SUCCEEDED	Details

Additional Sub Members & Memberships

Contacts: [Add](#) [Remove](#) Sub-Membership: [Join](#) [Renew](#)

<input type="checkbox"/>	Action	Member	Membership	Fee	Start Date	End Date	Enrollment Date
<input type="checkbox"/>		Rocky Ristano	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Will this work Coach	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
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<input type="checkbox"/>	Set as Non-Current Employee	Vanessa Fuchs	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Izzy Lopez	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input checked="" type="checkbox"/>	Set as Non-Current Employee	Minne Mouse	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	02/13/2025

6 Click "Remove" to remove this member from your group membership.

Membership	Start Date	End Date	Amount	Status	Details	Monthly Installment
Conference Unlimited	07/25/2024	07/30/2025	\$0.00	SUCCEEDED	Details	
Conference Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEEDED	Details	
DII Development Program	07/30/2022	07/29/2023	\$0.00	SUCCEEDED	Details	

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<input type="checkbox"/>	Set as Non-Current Employee	Vanessa Fuchs	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input type="checkbox"/>	Set as Non-Current Employee	Izzy Lopez	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	07/30/2024
<input checked="" type="checkbox"/>	Set as Non-Current Employee	Minne Mouse	Conference Unlimited (Sub-Membership)	\$0.00	07/25/2024	07/30/2025	02/13/2025

7 This member has been removed and will no longer have access to your WeCOACH group membership.