

How to <u>Add</u> or <u>Remove</u> a Member from your Group Membership

TO ADD GROUP MEMBERS: (Instructions to Remove members scroll to page 5)

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



2 Click the orange "MEMBER LOGIN" button



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

WOMEN COACHES ALL SPORTS. ALL LEVELS.	JOIN MOVE THE NUMBERS	S DONATE JOB CENTER	STORE CONTACT MEMBER LOGIN
	ABOUT US 🖌 MEMBERSHIP	PROGRAMS & EVENTS ~	RESOURCES - PARTNERS
A Lo Pe	Account Login anessa22 assword Remember me for 2 weeks		

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.

Conterence U	himited	0772572024	07/30/20	20	0.00	011 001 0		
Membe	rship His	tory						
Membership		Start Date	End Date	Amount	Status	Det	ails Month	ly Installment
Conference Un	nlimited	07/25/2024	07/30/2025	\$0.00	SUCCEE	DED Deta	ils	
Conference U	nlimited	07/30/2023	07/29/2024	\$0.00	SUCCEE	DED Deta	nils	
DII Developme	ent Program	07/30/2022	07/29/2023	\$0.00	SUCCEE	DED Deta	hils	
Additional Sul	b Members & M	emberships						
Contacts: Add	Remove Su	b-Membership: Join	Renew					
	Action	Member 🗘	Member	ship ‡	Fee 🗘	Start Date 🗘	End Date 🗘	Enrollment Date
0		Rocky Ristano	Conference Un Member	limited (Sub ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
O Set a	s Non-Current Employee	Will this work Coach	Conference Un Member	limited (Sub rship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
Set a	s Non-Current Employee	Frankie FUCHS	Conference Un Member	llimited (Sub rship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
O Set a	is Non-Current Employee	Vanessa Fuchs	Conference Un Member	llimited (Sub rship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
Set a	s Non-Current	Vanessa Fuchs	Conference Un Member	limited (Sub	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Employee		member	(0,mp)				

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

Aemi	bership	Start Date	End Date	Amount	Status		Det	ails Month	ly Installment
onfe	rence Unlimited	07/25/2024	07/30/2025	\$0.00	SUCCE	EDED	Deta	ails	
onfe	rence Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCE	EDED	Deta	ails	
II De	velopment Program	07/30/2022	07/29/2023	\$0.00	SUCCE	EDED	Deta	ails	
dditi onta	cts: Add Remove Su Action	mberships b-Membership: Join Member ‡	Renew Members	uhip≑	Fee ‡	Start D	Date 🗘	End Date \$	Enrollment Date \$
0		Rocky Ristano	Conference Un Member	limited (Sub- ship)	\$0.00	07/25	/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Will this work Coach	Conference Un Member	limited (Sub- ship)	\$0.00	07/25	/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Frankie FUCHS	Conference Un Member	limited (Sub- ship)	\$0.00	07/25	/2024	07/30/2025	07/30/2024
0	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25	/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25	/2024	07/30/2025	07/30/2024
	Set as Non-Current	Izzy Lopez	Conference Un Member	limited (Sub-	\$0.00	07/25	/2024	07/30/2025	07/30/2024

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

Minne		
.ast Name: *		
Mouse		
Email: *		
lizzy@wecoachsports.org		
Cell Phone:		
Current Position *		
Head Coach	~	
If other position, please specify		
Primary Sport Actively Coachir	g*	
Pickleball		
Do not list me in the online me	nber directory	
Do not list me in the online	member directory	
ådd ånothar Sub-mambar	Previou e	
And Another Gap Internet		

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

WeC	DACH
Group Member Registr	ration Form
For each individual on your Gr Each individual will then receive an en	oup Membership, please complete the required fields. mail to login to his/her profile to complete additional membership information.
Membership: Conference Unlimited Sub-Mem	ber (Join)
First Name: *	
Minne	
Last Name: *	
Mouse	
Email: *	
lizzy@wecoachsports.org	
Cell Phone:	
Current Position *	
Head Coach	u

8 Click "Continue".

7

Current Position *		
Head Coach	~	
If other position, ple	se specify:	
Drimony Court Activ	to Complete t	
Pickleball	y coacing -	
Start Date: 07/25/2024	(MM/dd/yyyy)	
07/25/2024	(MM/dd/yyyy)	
07/30/2025	(MM/dd/yyyy)	
Add Another Sub-n	ember Previous Continuit	
-		

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:

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



2 Click the orange "MEMBER LOGIN" button



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

	JOIN	MOVE THE NUMBERS	DONATE	JOB CENTER	STORE	CONTACT	MEMBER LOGIN
	ABOUT U	s 🗸 membership 🗸	PROGRAM	IS & EVENTS 🗸	RESOUR	CES - PART	NERS
ب ب ب ب	Account ogin Name ranessa22 assword 	e for 2 weeks					
	Having trou	ble logging in?			Neon	CRM by Neon	Dne

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

	JOIN	MOVE THE M	NUMBERS	DONATE	JOB CENTER	STORE CONTACT	MEMBER LOGIN
	ABOUT U	IS 🖌 MEMBE	RSHIP ~	PROGRAMS	& EVENTS ~	RESOURCES ~ PAR	TNERS
Welcome, Vanessa	a's College					Memberships	~
Your membership is currently ac	tive. Details						
Membership H	listory						
Current Members	hip						
Your Membership is currently ac	tive.						
Membership	Start Date	End Date		Amount	Auto-Renewal	Actions	
Conference Unlimited	07/25/2024	07/30/20	25	\$0.00	Off - Set up	Renew Now	
Membership Histo	ory						
Membership	Start Date	End Date	Amount	Status	Details	Monthly Installment	
Conference Unlimited	07/25/2024	07/30/2025	\$0.00	SUCCEEDE	D Details		
Conference Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEEDE	D Details		
DII Development Program	07/30/2022	07/29/2023	\$0.00	SUCCEEDE	D Details		
Additional Sub Members & Mem	nberships						
Contacts: Add Remove Sub-	Membership: Join	Renew					
C Action	Member	Mambars	bio â	Fee C St	tart Date 🚊 🛛 Fre	d Date 🖄 Enrollment Date	A

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.

Contere	ence uniimited	07/23/2024	07/30/2025	50.00	SULLER	DED Det	ans	
Confere	ence Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCEE	DED Det	ails	
DII Deve	elopment Program	07/30/2022	07/29/2023	\$0.00	SUCCER	DED Det	ails	
Addition	nal Sub Members & Me	emberships						
Contact	ts: Add Remove Su	b-Membership: Join	Renew					
	Action	Member ‡	Members	ship 0	Fee 0	Start Date 🗘	End Date 0	Enrollment Date 0
		Rocky Ristano	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Will this work Coach	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Frankie FUCHS	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
0	Set as Non-Current Employee	Izzy Lopez	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	07/30/2024
	Set as Non-Current Employee	Minne Mouse	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/2024	07/30/2025	02/13/2025

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

Memb	ership	Start Date	End Date	Amount	Status		etails	Month	ly Installment
Confer	ence Unlimited	07/25/2024	07/30/2025	\$0.00	SUCCE	EDED D	etails		
Confer	ence Unlimited	07/30/2023	07/29/2024	\$0.00	SUCCE	EDED D	etails		
DII Dev	elopment Program	07/30/2022	07/29/2023	\$0.00	SUCCE	EDED D	etails		
Additio	nal Sub Members & Me	emberships							
Contac	ts: Add Remove Su	ub-Membership: Join	Renew						
	Action	Member ‡	Members	ship 🗘	Fee 0	Start Date	En	d Date 🗘	Enrollment Date 🗘
		Rocky Ristano	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Will this work Coach	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Frankie FUCHS	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Vanessa Fuchs	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Izzy Lopez	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	07/30/2024
	Set as Non-Current Employee	Minne Mouse	Conference Un Member	limited (Sub- ship)	\$0.00	07/25/202	4 07/	30/2025	02/13/2025

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