This document is provided free of charge by Horton Press. You may view, download, and share the original. You may not edit, remove, or add information to this document, or redistribute altered versions.

Invite your coaches

Revision 2026-10-10

Send invites so your assistant coaches can join your team.

You can invite coaches during team setup or any time later from **Staff**.

During team setup

1. On step **4. Invites**, fill in each coach's **First name**, **Last name** and **Email**.
2. Select **Add another coach** for each extra coach. Select **X** to remove a row.
3. Select **Send invites**, or **Skip for now** if you'd rather do it later.

After you send, the page shows each coach's invite link. If an email doesn't arrive, select **Copy** and send the link to that coach yourself.

Any time later

1. In the side menu, open **My Team**, then select **Staff**.
2. Select the **Invites** tab.
3. Under **Invite a coach**, fill in **First name**, **Last name** and **Email**.
4. Pick a **Role**: **Coach** or **Assistant**.
5. Select **Send invite**.

The coach shows under **Pending invites** until they sign up. Use **Resend** to send it again, or **Revoke** to cancel it.

What the coach does

The coach opens the link, creates an account with the same email the invite went to, and confirms their email. They join your team right away.

© 2026 Horton Press — All rights reserved
Learn more and see other program tools and resources at **www.hortonpress.com**