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Manage coaches and join requests

Revision 2026-10-10

Approve coaches who ask to join, change roles, and remove access.

In the side menu, open **My Team**, then select **Staff**.

The tabs

- **Active staff**: coaches with access and their role.
- **Pending requests**: coaches who asked to join.
- **Invites**: invites you've sent. To send one, see Invite your coaches.

Approve a coach who asked to join

1. Select **Pending requests**.
2. Select **Approve** or **Decline** next to the coach.

Change a coach's role

1. On **Active staff**, find the coach.
2. Pick **Coach** or **Assistant** in their role menu.

The team owner shows as **Owner** and can't be changed here.

Remove a coach

1. On **Active staff**, select **Remove** next to the coach.
2. Confirm: "Remove this coach from the team?"

Open a coach's profile

Select a coach's name to see and edit their details. Select **Back to staff** to return.

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