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Write and organize team notes

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Keep shared coaching notes by category, with comments and files.

Team Notes is a shared notebook for your coaches. In the side menu, open **Coach's Journal**, then select **Team Notes**.

Write a note

1. Select **+ New Note**.
2. Pick a category:
   - **Individual**: about one athlete. It also shows on that athlete's profile.
   - **Practice**: themes or reminders from the room.
   - **Event**: duals, tournaments and travel.
   - **General**: season priorities and team-wide notes.
3. Write the note and save.

Find notes

- Filter by **All** or a category.
- Sort with **Newest first** or another order.
- Search by keyword.

Inside a note

- **Edit** and **Delete** are at the top.
- **Attachments**: select **+ Add Attachment** to add a file.
- **Comments**: write to the other coaches and select **Post**.

- **Action Items**: see Turn action items into tasks.

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