

Coach:

1. Go to your team and click “ Invite Team Members”
2. Copy the Team ID digits, ignore the rest of the URL. Note – copy all the digits as highlighted below.
3. Email the Team ID digits to the swimmers you want to join your team.

The screenshot shows the 'Baker's Bathers' team management page. On the left is a sidebar with navigation icons. The main content area displays the team name 'Baker's Bathers' and a status '1 of 1 team membership available (0 in use)'. A coach profile for 'Neil Baker' is shown. A central modal titled 'Invite Team Members' is open, containing an 'email address' input field, a '+ add another swimmer' link, and a 'Send Invitations' button. Below the modal, an alternative invitation method is shown: a URL 'b.com/join-requests/?teamid=9f061488-5b51-4575-6a8b-08db5228f9db' with the team ID '9f061488-5b51-4575-6a8b-08db5228f9db' highlighted in a red box and labeled '2.'. A 'Copy Link' button is next to the URL. In the top right corner, a '+ Invite Team Members' button is highlighted with a red box and labeled '1.'. The top right also shows status indicators: '(0) join request', '(0) invites pending', and a 'Show groups' toggle.

1. + Invite Team Members

2. 9f061488-5b51-4575-6a8b-08db5228f9db

Swimmer(s):

4. Go to your User Membership page
5. For the membership (licence) you use, click “Link to team”
6. Enter the desired team ID (received from Coach), and press submit
 - a. A green message will appear saying your request has been sent to the team. If the message background is green it's good, if red there was an error – contact **eo** - support@eolab.com

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Home

4.

Users

Teams

Settings

Membership Management

User MembershipsTeam MembershipsShared Access

Gold Subscriptions

Membership	Assigned to	Validity	Team	Membership Owner
FFAA0022	unassigned	0 days Renewal error		Neil Baker (you)
FFAA0023	Neil Baker (you)	305 days (12/2/2024)		Neil Baker (you)
sZr8kesV	unassigned	Expired		Neil Baker (you)

5.

UnassignLink to teamRenew

6.

Link To Team

FFAA0023

Neil Baker

neil@medulla.net

Please enter the team id given to you in your team invitation.

9f061488-5b51-4575-6a8b-08db5226f9db

✓

Cancel

Submit

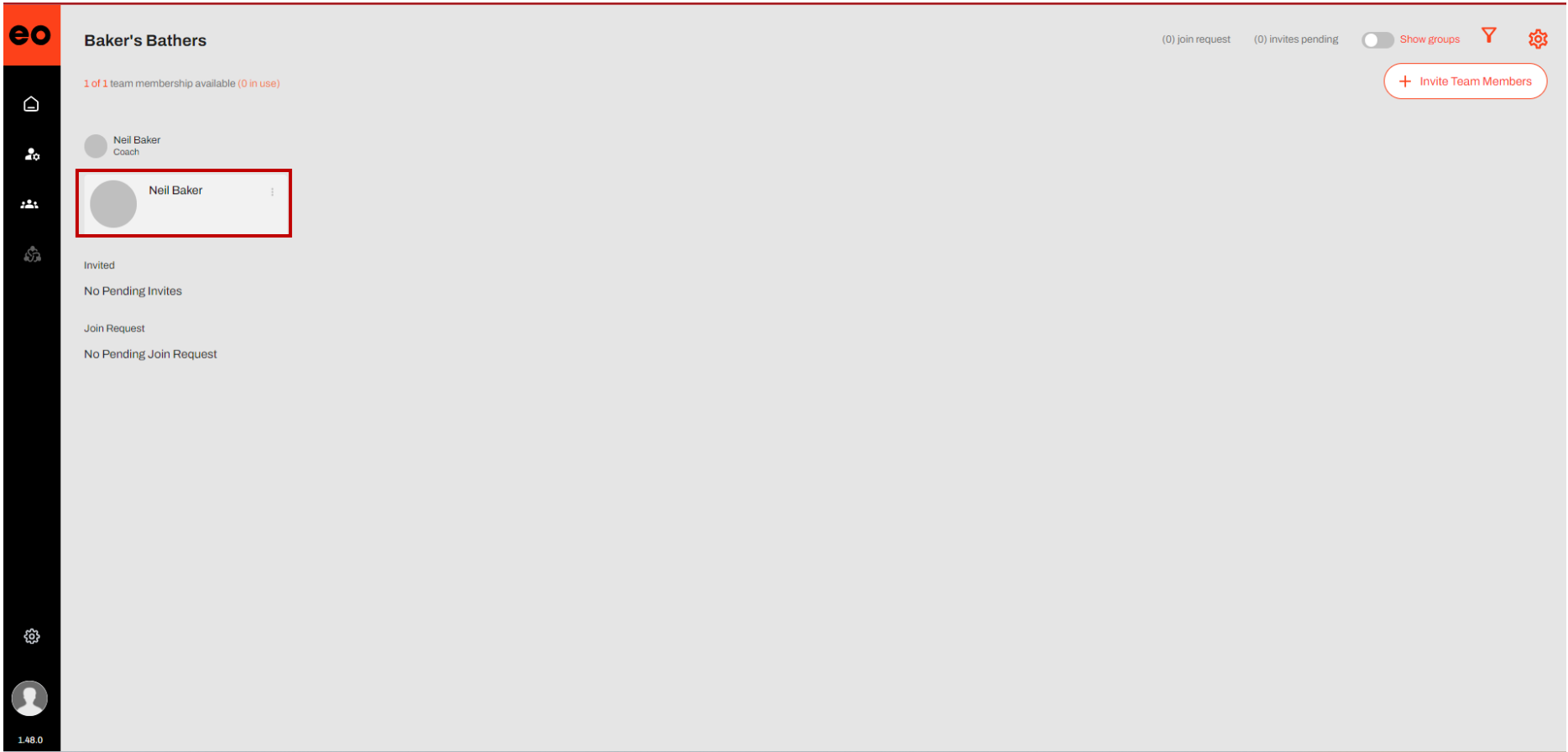
Coach:

7. Log into team portal, all swimmers asking to join the team will be listed in tiles.
 - a. You can accept or decline their request.
8. **NOTE:** "join requests" expire in a couple of hours, therefore please check regularly to ensure you accept any requests before they expire. We are working to extend the time frame for accepting requests before they expire to 5 days.

The screenshot displays the 'Baker's Bathers' team portal. On the left is a dark sidebar with navigation icons. The main content area has a header with the team name 'Baker's Bathers' and a status bar showing '(1) join request' and '(0) invites pending'. Below this, it states '1 of 1 team membership available (0 in use)'. A section for 'Neil Baker, Coach' shows 'No Team Members', 'Invited', and 'No Pending Invites'. A 'Join Request' tile for Neil Baker is highlighted with a red box; it shows 'Using own membership' and 'Expires: Feb 1, 2024', with 'DECLINE' and 'ACCEPT' buttons. A red '7.' is written below the tile. The bottom of the sidebar shows a version number '1.48.0'.

When accepted:

Coach will see swimmer added to Team:



Swimmer will see their membership linked to team:

- Swimmer can unlink their membership at any time

eo

1.48.0

Membership Management

User Memberships

Team Memberships

Shared Access

Gold Subscriptions

Membership	Assigned to	Validity	Team	Membership Owner	
FFF297	Neil Baker (you)	121 days (8/1/2024)	Baker's Bathers	Neil Baker (you)	UnassignUnlink to team