

# CoachLink – Quick Start Guide

## **Step 1: Log In**

Enter your email and tap the magic link sent to your inbox.

## **Step 2: Create or Join a Team**

Head Coaches create a team. Assistant coaches join using the invite code provided by the HC.

## **Step 3: Enter a Room**

Tap TEAM, OC, DC, ST, or ANNOUNCEMENTS to view and send messages.

## **Step 4: Send Messages**

Type your message and tap Send. Messages appear instantly for all staff members.

## **Step 5: Manage (HC Only)**

Head Coaches can delete rooms or entire teams using the trash icon.

That's it. You're connected.