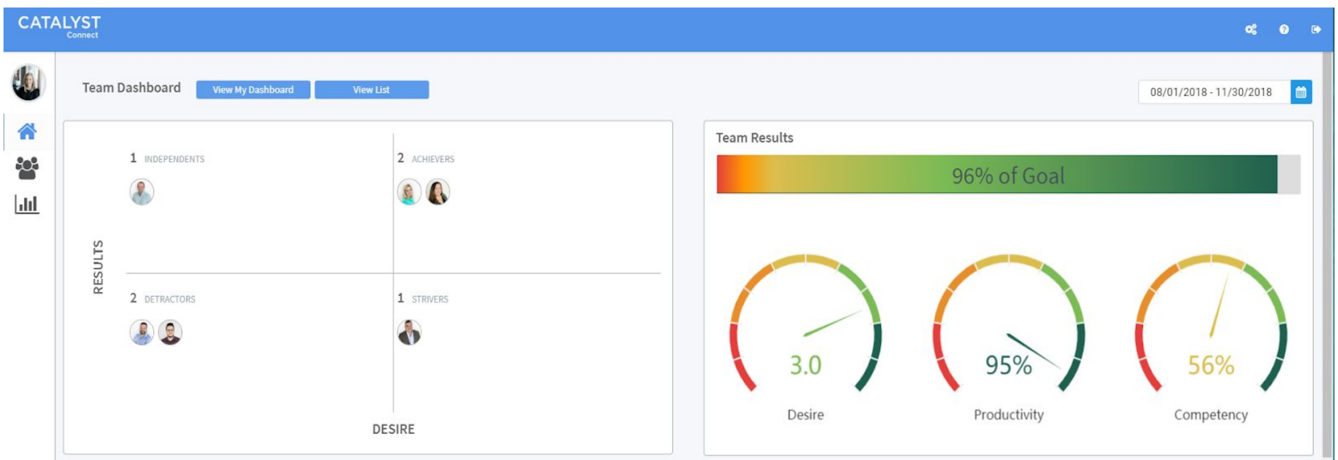
Quick Start for Coaches

Activate Your Account

1. **Start** by locating your Welcome email and select the **Activate** button. *Note: If you do not receive an email be sure to check your spam folder.*
2. **Activate Account**: Enter your email address and create your password to login. (Your confirmation code displays automatically.)
3. **Login**: Login with your email address and password.

Navigating



Date Range Filter - Date range for the performance data you are viewing. *Note: Your dashboard will begin populating data as you complete coaching activities for your team.*

My Profile - Make changes to personal settings. (Upload your profile picture here.)

Dashboard - View your team performance. Gain quick insight into Feedback. Begin all activities assigned to you via your To-Do list.

My Team - Begin all coaching activities.

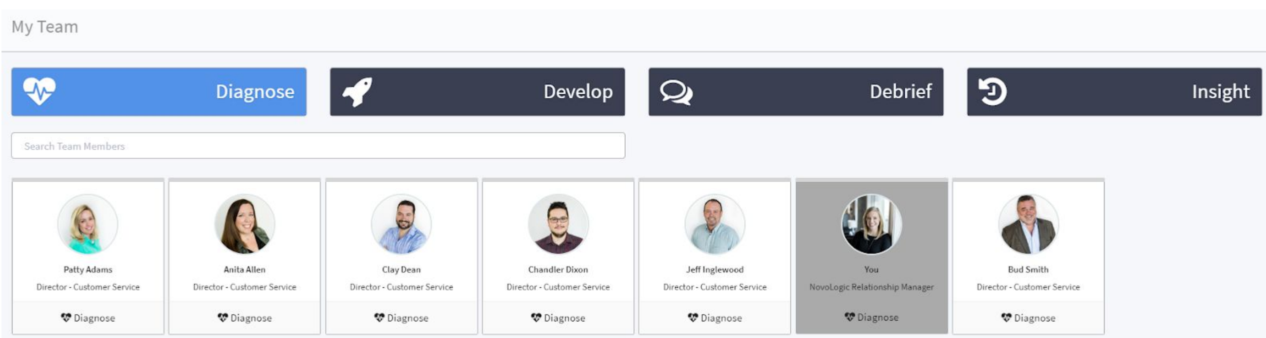
Reports - View insights into coaching activity and details of team member performance.

Feedback - Provide feedback to your team member on the fly.

Need Help- Have questions? Access the Support Center.

Start Coaching

You'll begin all coaching activities from the **My Team** page. Select an action from the top of the page and then select the desired team member. Use the Search feature to find a team member quickly.



1. **Diagnose -** Conduct assessments and record observations.
2. **Develop** - Assign development activities.
3. **Debrief** - Discuss results with team member and track desire to improve.