



CREATE ACCOUNT

- Go to <https://www.trustedcoaches.org/maga/>
- Enter Quantity = Number of coaches that need the training
- Click 'Add to Cart' button
- Click 'View Cart' button that appears
- Verify QUANTITY and the click 'Proceed to Checkout'
- Enter information
- Select Payment Method
 - PO/Check Creates an invoice to be paid. This method requires Trusted Coaches to approve the order before the codes become available. If you need immediate access, please send an email to cfields@trustedcoaches.org.
 - Credit Card Pay with a Credit Card. Codes/licenses are available immediately.
- Click 'Place Order'
- Click 'Get Started' or 'Admin Dashboard'

INVITING COACHES

- Go to 'Admin Dashboard' - Click 'Send Coach Invites' tab



- Select the code from the drop-down list
If no code exists, the order still needs to be processed by Trusted Coaches.
- Enter Email addresses of coaches
- You can edit the message however you wish. But DO NOT erase "{coupon_code}" from the text. The code you selected will automatically be placed in that spot.
- Click "Send Message"

At this point, your job is done! You can send invites as many times as you wish. The system will only "redeem" a code from your Admin account once a coach/user actually register. When a coach registers, they will appear in your My Coaches table. If the coach isn't in your My Coaches, they have not registered.



BACKGROUND CHECK STATUS

The Trusted Coaches system monitors the status of each coaches Background Check.

- **NO DATE** Coach has not completed Background Check application.
- **SUBMITTED** Coach has completed Background Check application and is in queue to be processed. Screens are usually processed within 24 hours Mon-Fri.
- **DATE** Coach has completed Background Check application and has passed.

WHO'S BEEN SENT AN INVITE?

Trusted Coaches keeps a log of Sent Invites to allow you to reference who's been sent an invite as well as their registration status.

To view this information, click the 'View Sent Invites' tab in your Admin Dashboard.

TROUBLE RECEIVING INVITES

Unfortunately, there are times that the Invites are not delivered to the intended recipient. This usually happens when a coach/user has increased security settings attached to their email accounts. No worries!

If a coach mentions they did not receive the invite, you can direct them to do the following:

1. Go to <https://www.trustedcoaches.org/get-started/> or go to the website and click "Enter Access Code" at the top of the home screen.
2. Enter the code in the field provided. (You'll need to communicate your code to the coach)

GENERAL

CLARENCE FIELDS

CFIELDS@TRUSTEDCOACHES.ORG

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TECH SUPPORT

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