



Odyssey of the Mind®

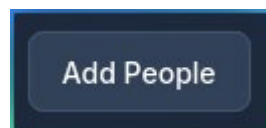
How to add a **New Coach** to an **Active Membership** and **Activate a Returning Coach**

*The instructions below can be done by anyone with sufficient permissions to manage both **Memberships** and **Organizations** (currently this permission is only given to **Odyssey HQ, AD/RD and Membership Coordinators**). It is very important that the person exists within the same region and county as the organization. Otherwise, you will not be able to add them.*

1. Go to **Organizations** by clicking the Organizations button on your sidebar.



2. Select the organization which you would like to add the user to.
3. Once inside the Organization Details screen, click Add People.



4. Find the person you would like to add to the organization, and add it.

If your coach is not on the list and doesn't have an existing log on, they must create a user profile by going to <https://portal.odysseyofthemind.com/login>



The Beyond the Box™ Experience

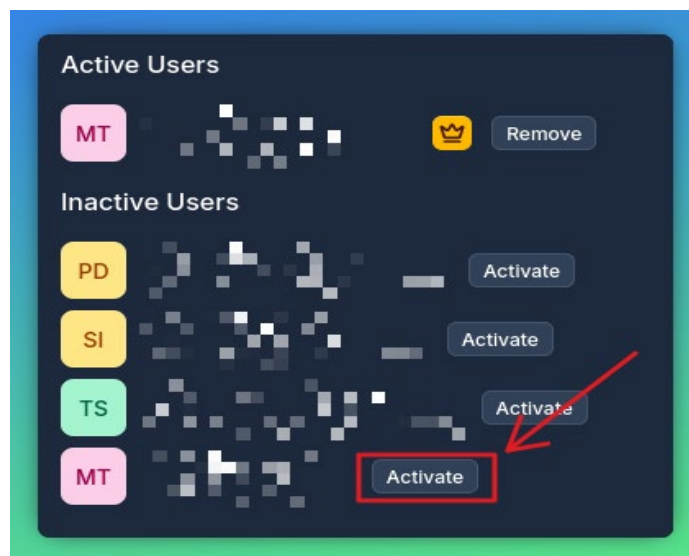


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- At this point the user has been added to the organization. Please know that the steps above are only to be done once – the first time the user signs up on the system.

The steps below must be done every year, for every membership. This is also used for returning coaches.

- Go to [Memberships / {The Membership}](#).
- You will see your new user on the bottom right section under **Inactive Users**.
(the Crown symbol is to symbolize the Membership Coordinator)



- To activate the user's membership, simply click **Activate** next to their name.

Now that the coaches are active under the membership, they can now create their teams and once competition season begins, they will be able to register their teams.