

How to Create an Account at CoachVille

For Agency Coaches Creating an Account for a Player

BACKGROUND

The simple steps someone takes to join as a **member** of CoachVille, simultaneously creates an **account** at CoachVille. The words: *membership* and *account* are used *synonymously*, and the word **account** is used for this tutorial. An account is necessary in order for a member to purchase classes or services.

Before an Agency coach can process a sale, the player must first have an account. If they do not, an Agency coach can create an account on behalf of their player. This tutorial outlines how to do this.

Step-By-Step

Follow these steps to create a membership account at CoachVille on behalf of a player:

1. Open a browser window. Chrome or Mozilla Firefox are preferred.
2. In the browser address bar type www.coachville.com.
3. Click **Join CV** from the menu bar (Figure 1).



Figure 1 Click Join CV

4. **Skip** the section that says CV Members Login Here. This is where you login to CoachVille *after* an account has been set up.
5. In the **Email** field, enter the player's email address.
6. In the **First name** field, enter the player's first name.
7. In the **Last name** field, enter the player's last name.
8. In the **Password** field, enter an initial player password in all lower case letters in this format: **lastnameyear** Example: **thomas2015**
9. If you are an Agency coach creating a player account, **uncheck the box** next to Subscribe to CoachVille Member News.
10. Keep the box next to Coach Training Options blank.
11. Enter **Your Name** (the Agency coach) in the Referral field.
12. Review all of the information carefully to ensure it is correct.
13. Click the **Register as a CoachVille Member** button when complete.

The screenshot shows the CoachVille website with the following sections and callouts:

- CV Members Login Here**: A section for logging in with fields for Username or Email and Password. Callout: "This section is for logging in after an account is already setup. Skip for creating a new account."
- Set Up Your CoachVille Account**: The main registration section.
 - Primary Contact Information**: Fields for Email (mkt@anytimefix.com), First name (Mary), Last name (Thomas), Password (masked), and Password Confirmation (masked). Callouts: "This section is to set up a new account.", "Enter player's email address.", "Enter player's First Name.", "Enter player's Last Name.", "Enter a password for your player in this format: lastname year example: thomas2015", "Confirm password."
 - Stay Informed about happenings around the Ville**: Two checkboxes. The first is checked: "I would like to receive CoachVille Members News Please make @CoachVille.com a safe sender in your email program". The second is unchecked: "I would like to speak with a CV coach about our Coach Training Options". Callout: "Uncheck box if Agency coach player."
 - One last thing: Where did you hear about us?**: A Referral field with the text "If an individual or company referred you to us please share their name with us here: Deanna Stull". Callout: "Agency Coach name goes here."
- Register as a CoachVille Member!**: A button at the bottom. Callout: "Click here when finished."

Figure 2 Set up your CoachVille Account

The CV Membership Home screen displays.

CoachVille.com Member Services Partner Program My Account Welcome, Mary Thomas (Logout)

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EVERYONE PLAYS BETTER WITH A GREAT COACH

Home Register Programs Calendar Groups Games Badges Member Search Profile Leader Boards Auctions Highlights

Basic Coach Home Help Desk

Coach Connect

nancy steinhausen
View Profile
Request Chat
Get a life

Darrell Gurney
View Profile
Request Chat
As I Breathe, I Hope

Peter Cobb
View Profile
Request Chat
PHOTO NOT AVAILABLE

Ken Stewart
View Profile
Learning how to be a "real man" in our culture

Deanna Stull
View Profile
Request Chat
You are here to change the world, I am here to help you do it!

Rama Kalia
View Profile
Request Chat

CV Membership Home

Welcome Coach!...

It is awesome to have you on our team!
Great Coaching Will Transform Our World, Our Organizations, Our relationships and Our Lives.
So our game is to help become a GREAT Coach.
We LOVE our game!

Below are links to four major CV Membership benefits:

- 1) Human RACE Game &
- 2) Life Changing Conversations
- 3) Vast Resource Center - The tools you need to thrive in the world as a Coach.
- 4) Great Classes - Next classes start on January 6th & 7th 2015

New Year's Revolution!

Hey there!
Coach Dave here.

Please join me on **Friday January 2nd from 12Noon - 4PM** for a Virtual Intensive.

It's called: Your BIG Game 2015
aka: New Years Revolution!

Click Here <<-- To jump into the game

> Clarify YOUR "BIGGER Why" that will engage your community, customers and team:
Your Manifesto!
Key question: What do you believe?

What's Next?

Real Coaching. Pure Fun.

CoachVille is the only
ICF accredited AND
fully GAMIFIED Coach
Training program
in the world!

Figure 3 CV Membership Home.

You are finished! Click **Logout** in the upper right corner to log out.