

CASA Solo/ Duo Competitions


Step by Step simple instructions to Share your user profile on myStage

Sharing User profile – Duo entries

In myStage, a parent or a coach can share a competitor's profile with another user, either due to duo entries or a coach is given access for the purpose of providing pre-registration information.

To share a competitor profile with another user in myStage, follow these steps:

1: Login to myStage with your parent/coach username and password

<h3>Sign In</h3> <p>→ Username/Email Address</p> <p>→ Password </p> <p>Login</p> <p>Forgot your password?</p>	<h3>Sign up to myStage!</h3> <p>Don't have an account yet? Don't worry! Signing up is simple and free!</p> <p>Sign up today!</p>
--	--

2: On the left hand side menu, click on 'Competitors' tab



Wilson Parent

Ballarat, Vic
Club: *** No Club
Coach: *** No Coach
Age: 36

- Edit Details
- Change Password
- Entries
- Competitions / Events
- Lighting Cues
- Results
- Organisations
- Memberships/Registrations
- Competitors**

Enter Competitions!
Are you new to myStage, and want to know how to enter a competition more? **Click Here** to start the entry process!

3: Select the competitor you want to share profile information for.

Competitors

New Team New Individual ?

Julius Peppia Pre-registered Enter Competitions View Entries Remove

4: Click on Related Users menu, located on the left hand side menu of the competitor profile page



Julius Peppia

Ballarat, Vic
Club: ACRUCC
Coach: Adrienne Bennie
Age: 19

[Edit Details](#)

[Entries](#)

[Competitions / Events](#)

[Lighting Cues](#)

[Results](#)

[Organisations](#)

[Memberships/Registrations](#)

[Related Users](#)

5: Click on the 'New' button to create the user/parent/coach. **Note:** make sure you have their correct email address they use to login to myStage

[Edit Details](#)

[Entries](#)

[Competitions / Events](#)

[Lighting Cues](#)

[Results](#)

[Organisations](#)

[Memberships/Registrations](#)

[Related Users](#)

Name	Role	Relationship	From	To	Status	
Wilson Parent			08/09/2019		Active	Options ▾

[New](#) ⓘ

6: Enter the required details, first name, last name, email address etc. Please make sure the email address is accurate and the one they use to login into myStage account. Click **Save Changes**

Invite User ✕

Inviting new users ✕

Here you can invite a user to have access to your profile.
If they don't have an account they will be invited to create one. You can also add a custom message

Firstname	<input type="text" value="Firstname"/>
Lastname	<input type="text" value="Lastname"/>
Email Address	<input type="text" value="Email Address"/>
Relationship	<input type="text" value="Eg. Coach, Parent"/>
Message	<input type="text" value="Enter an optional message to the person you are inviting here"/>

Close Save changes

Note: myStage then send an invite the user to inform them that the now access to the competitor's profile and can login to their myStage account to see the information.