

How to Invite a Coach or Staff Member to Work Your Event

Need to invite a coach or staff member to your event? Follow these simple steps using the Invite a Coach or Staff function in the Tourney Direct portal:

- **Log In** – Access your Tourney Direct account.
- **Navigate to Events** – Click on the Events tab in the navigation menu.
- **Select Your Event** – Choose the relevant event from the dropdown menu.
- **Find the Invite Option** – Scroll down to the top of the table portion of the dashboard. Click “Invite Coach” or “Invite Staff”.
- **Enter Details** – Fill in the name, email address, and select the role for the invitee.
- **Send the Invite** – Click Submit, and an email invitation will be sent on your behalf.

Once the invitee submits their interest, they will appear in your event dashboard as an interested candidate. You can then confirm them and assign a stipend amount of your choice.

This streamlined process ensures you can efficiently build your event staff.



Invite potential staff and coaches to attend Testing Feb07 for a stipend.

First Name*	Last Name*
<input type="text" value="Kate"/>	<input type="text" value="Wellner"/>
Email*	
<input type="text" value="kate@tourneydirect.com"/>	
Staff Type	
<input type="text" value="Coach"/>	
<input type="button" value="Submit"/>	

Hi Kate,

I hope you are doing well! As the Director of testing event, I wanted to invite you to be part of our event. We still have a few stipends available if you or a member of your staff is interested in attending.

Full details are below—let me know if you'd like to secure a spot!

Event Details:

- Event Name: testing event
- Start Date: 2/8/24
- End Date: 2/10/24
- Location: testing
- Description: Testing this amazing event.

Register your interest today!

[Register your interest for testing event](#)

Talk to you soon,

Kate Wellner