

Skoach Coaching

Working with Clients

www.skoach.com

1. Create a Coach Account

To use Skoach with your clients, you'll first need to sign up for a free trial at skoach.com

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Time Management
for the overbooked and overwhelmed

SoftwareCEO
Innovation
Award
2008 Finalist

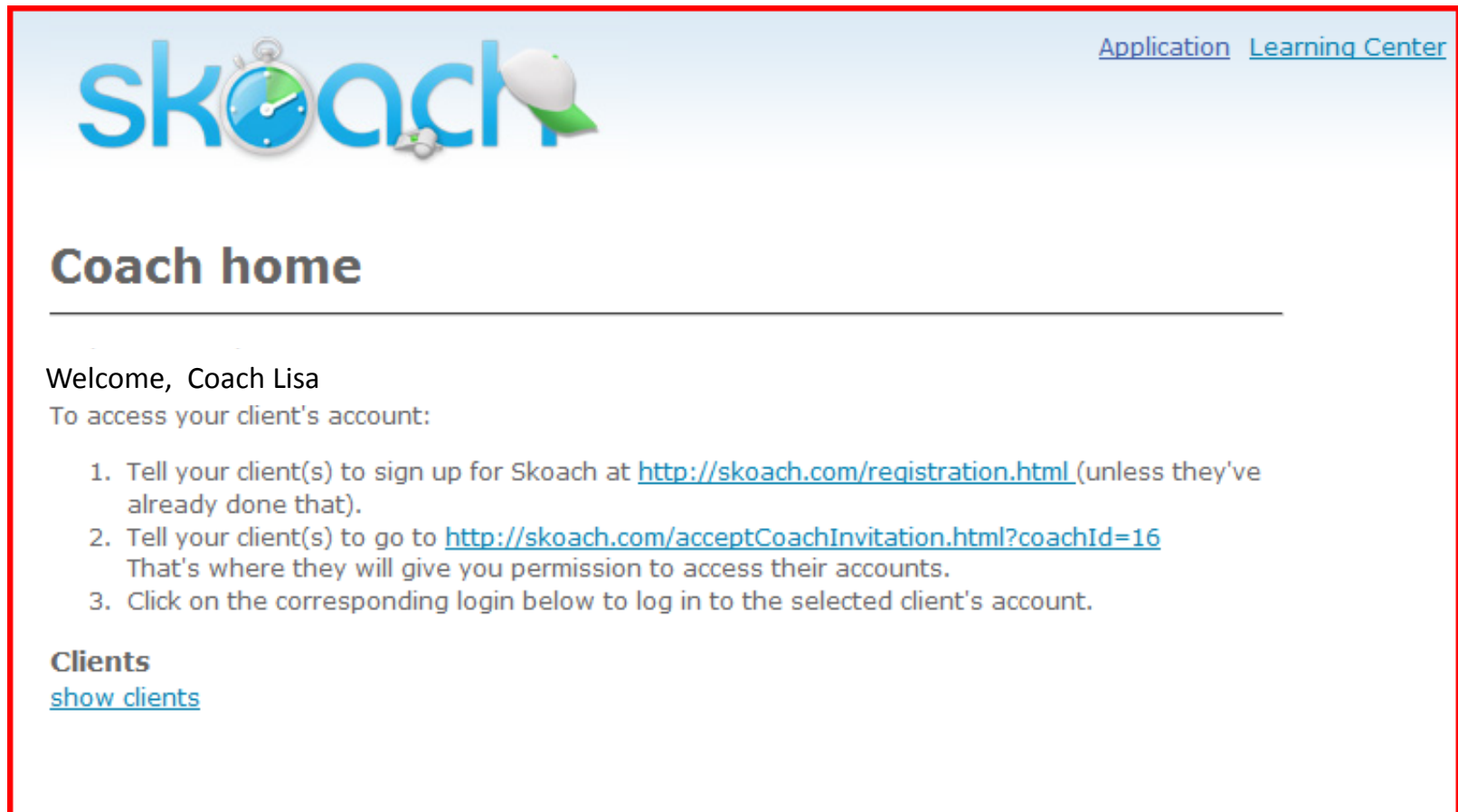
Designed by Dr. Kathleen Nadeau, best-selling author of *ADD-friendly Ways to Organize Your Life*, **Skoach®** is a new time-management system rugged enough to maintain control through ADD jungles and off-road multi-tasking terrain.

[Free 14-Day Trial](#) or [Tour](#)
No risk. No obligation.
No credit card required.

Then email us at support@skoach.com to request an upgrade to a **coaching-enabled** account (free for coaches and other mental-health professionals using Skoach with clients). Please be sure to include your new user ID in the email.

2. Coach-Home

After upgrading your Skoach account, you'll see your personal coaching page each time you login to your account.

A screenshot of the Skoach Coach Home page. The page has a light blue header with the Skoach logo on the left and two links, "Application" and "Learning Center", on the right. Below the header, the text "Coach home" is displayed in a large, bold font, followed by a horizontal line. The main content area contains a welcome message "Welcome, Coach Lisa" and instructions on how to access client accounts. A list of three numbered steps provides the necessary URLs and actions. At the bottom, there is a section titled "Clients" with a link to "show clients".

skoach

[Application](#) [Learning Center](#)

Coach home

Welcome, Coach Lisa

To access your client's account:

1. Tell your client(s) to sign up for Skoach at <http://skoach.com/registration.html> (unless they've already done that).
2. Tell your client(s) to go to <http://skoach.com/acceptCoachInvitation.html?coachId=16> That's where they will give you permission to access their accounts.
3. Click on the corresponding login below to log in to the selected client's account.

Clients

[show clients](#)

3. Sign-up Clients

Follow the directions from **your** personal coach home (URL is unique).

The screenshot shows the Skoach Coach home page. At the top left is the Skoach logo, which includes a stopwatch icon. At the top right are links for "Application" and "Learning Center". The main heading is "Coach home". Below this, it says "Welcome, Coach Lisa". A section titled "To access your client's account:" contains three numbered instructions. A yellow highlight covers these instructions. A blue callout bubble points to the first instruction, stating "Client creates Skoach account". Another blue callout bubble points to the second instruction, stating "Client Navigates to your unique URL to be added to your client list". At the bottom left, there is a "Clients" section with a "show clients" link.

Application [Learning Center](#)

Skoach

Coach home

Welcome, Coach Lisa

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1. Tell your client(s) to sign up for Skoach at <http://skoach.com/registration.html> (unless they've already done that).
2. Tell your client(s) to go to <http://skoach.com/acceptCoachInvitation.html?coachId=16> That's where they will give you permission to access their accounts.
3. Click on the corresponding login below to log in to the selected client's account.

Clients
[show clients](#)

Client creates Skoach account

Client Navigates to your unique URL to be added to your client list

4. Tracking Clients

Your clients now appear on your **coach home** screen.



The screenshot shows the Skoach Coach home interface. At the top left is the Skoach logo, and at the top right are links for "Application" and "Learning Center". The main heading is "Coach home". Below it, a welcome message "Welcome, Coach mtest." is displayed. A section titled "To access your client's account:" contains three numbered instructions: 1. Tell your client(s) to sign up for Skoach at <http://skoach.com/registration.html> (unless they've already done that). 2. Tell your client(s) to go to <http://skoach.com/acceptCoachInvitation.html?coachId=16>. That's where they will give you permission to access their accounts. 3. Click on the corresponding login below to log in to the selected client's account. Below the instructions is a "Clients" section with a "hide clients" link. A table lists two clients: Jim (jim@myemail.com, online) and Sue (Sue@heremail.com). Each client row has two links: "access this account" and "remove this client". A blue speech bubble on the left says "My clients" and points to the table. A blue speech bubble on the right says "Click to access client" and points to the "access this account" link for Jim.

Application [Learning Center](#)

Skoach

Coach home

Welcome, Coach mtest.

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3. Click on the corresponding login below to log in to the selected client's account.


Clients
[hide clients](#)

username	email	status	access	remove
Jim	jim@myemail.com	online	access this account	remove this client
Sue	Sue@heremail.com		access this account	remove this client

My clients

Click to access client

5. Tracking Yourself!



[Application](#) [Learning Center](#)

Coach home

Welcome, Coach mtest.

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Clients

[hide clients](#)

username	email	status	access	remove
Jim	jim@myemail.com	online	access this account	remove this client
Sue	Sue@heremail.com		access this account	remove this client

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