

SURFLINK COACHING PLATFORM

For Invited Coaches

Everything you need to accept your invite, set up your account, and start coaching your athletes on Surflink.

A getting-started handbook • Updated May 31, 2026

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You've Been Invited

Welcome to Surflink. If a head coach, club, or workspace admin invited you to join their team, this guide is for you. It walks you from the invite email all the way through coaching your first athlete.

In a hurry? You can [download this whole guide as a PDF](#) to read offline or keep for reference.

What is an "invited coach"?

Surflink workspaces are run by an **Owner** (the coach, club, or organization that pays for the platform). The Owner and admins can invite other coaches and staff to help run the roster. You are one of those invited coaches.

This is different from signing up on your own:

	YOU (INVITED COACH)	A COACH WHO SELF-SIGNED-UP
How you got here	An admin sent you an invite link	Created an account at /signup
Your workspace	You join the inviting workspace	They own a personal workspace
Billing	The workspace owner pays -- not you	They pay for their own plan
Admin powers	None by default	Owner of everything
Which athletes you see	Only the ones assigned to you	Their entire roster

The short version: **you get a full coaching toolkit, but scoped to the athletes your team assigns you.** You don't have to worry about billing, workspace setup, or other coaches' athletes.

What the invite looks like

Your admin sends you an **invite link** that looks like [.../org/invite/<token>](#). You might receive it:

- **By email** -- a branded "You've been invited to join {workspace}" message with a button, or
- **As a link** -- copied and sent to you directly (e.g. over chat) if the workspace hasn't set up email.

The link is tied to **your email address** and **expires after 14 days**. If it expires, just ask your admin to resend it.

What happens after you accept

1. You create a Surflink account (or sign in to an existing one).
2. You're added to the workspace as a member with a **Coach** role.
3. Any athletes the admin pre-selected for you are assigned to you automatically.

4. You land on your **dashboard**, ready to coach.

Where to go next

- **Ready to join?** Start with [Accept Your Invite](#).
- **Already accepted?** Jump to [First Login & Setup](#).
- **Logged in but your roster is empty?** See [Finding Your Athletes](#).

Accept Your Invite

This page covers opening your invite link, creating your account (or signing in), and what happens when you join.

Open the invite link

Click the button in your invite email, or paste the link (`.../org/invite/<token>`) into your browser. You'll see a branded preview showing:

- The **workspace** you've been invited to
- The **role** you'll have (usually **Coach**)
- A personal **welcome note**, if your admin added one

If the page says the invite is **invalid, already used, or expired**, ask your admin to resend it. Invite links expire 14 days after they're created and can only be accepted once.

If you don't have a Surflink account yet

1. On the invite preview, click **Create account**.
2. The signup form opens with your **name and email already filled in**. Your email is **locked** -- the invite is tied to that exact address, so you can't change it here.
3. Choose a **password** (at least 8 characters).
4. Click **Create Account**.

Because your invite proves you own that inbox, you **skip email verification** and can start using Surflink right away.

You won't get your own separate workspace. Invited coaches join the inviting workspace instead of being given a personal one -- that's expected and keeps everything in one place.

Signing up with Google / Apple

If you use a social sign-in, that works too. Use the **Continue with...** option from the signup page; Surflink recognizes that you came from an invite and adds you to the workspace instead of creating a stray personal one.

If you already have a Surflink account

1. On the invite preview, click **I already have an account**.
2. Sign in as usual.
3. The invite is **accepted automatically** -- you don't need to do anything else.

What accepting does

When you accept, Surflink:

1. Adds you to the workspace as an **active member** with your assigned role.
2. Fills in your coach name from the invite if you hadn't set one.
3. Makes the workspace your **home workspace** (switches you into it).
4. **Assigns you to any athletes** the admin pre-selected for you.
5. Drops you on your **dashboard**.

Next: finish setting up your account in [First Login & Setup](#).

First Login & Setup

The first time you reach your dashboard, Surflink shows a short **Welcome to Surflink** checklist. Finishing it makes you look professional to your athletes and keeps your account secure.

The welcome checklist

The checklist tracks four steps and ticks them off automatically as you complete them:

STEP	WHY IT MATTERS	WHERE
Complete your profile	Add a short bio and your location	Settings
Add a profile photo	Your athletes see who's coaching them	Settings
Set a secure password	Especially important if you signed up via a social login	Settings -> Security
View your athletes	Get familiar with your roster	Athletes

You can dismiss the checklist anytime with the **X** in its corner -- it won't come back once dismissed.

The checklist also has quick links to **read this guide** and **download the PDF** if you want a refresher.

Find your way around

The left sidebar is your main navigation. As an invited coach you'll typically use:

GROUP	WHAT'S THERE
(top)	Dashboard -- your overview
Manage	Athletes, Sessions, Lessons, Plans & Goals
Analyze	Drills, Compare, Analytics
Connect	Messages, Community
(bottom)	Settings, Docs

There's a mint **Upload** button for adding session footage, a **notification bell**, a **light/dark theme** toggle, and your **avatar** with a **Sign out** action.

Some items you may have seen in other guides -- like **Workspace** settings or **Billing** -- are admin-only and may not appear for you. That's normal; see [What You Can Do](#).

If you belong to more than one workspace

If you coach for multiple teams, a **workspace switcher** appears at the top of the sidebar. Use it to jump between workspaces -- each has its own roster, sessions, and settings.

Next

Your dashboard might look empty at first. That's expected -- head to [Finding Your Athletes](#) to understand why and what to do.

Finding Your Athletes

The most common surprise for a newly invited coach is logging in to an **empty roster**. This page explains why that happens and how to get your athletes.

Why your roster may be empty

In SurfLink, an invited **Coach** role carries **no automatic access to the workspace's athletes**. Instead, access is granted athlete-by-athlete: an admin (or head coach) **assigns** specific athletes to you. You only see and work with the athletes you've been assigned.

This keeps each athlete's data private to their actual coaching team -- you won't see another coach's athletes, and they won't see yours.

How athletes get assigned to you

There are two ways:

1. **At invite time.** If your admin picked athletes for you when they sent the invite, those are already on your roster the moment you accept.
2. **Later, by an admin.** An admin opens an athlete's profile, goes to the **Coaches** tab, and adds you with a coaching role.

If your roster is empty, **ask your workspace admin or head coach to assign you to your athletes**. Mention which athletes and they can do it in a few clicks.

Your coaching role

When you're assigned to an athlete, you're given a **coaching role** that controls what you can do for that athlete. The common ones:

ROLE	WHAT IT CAN DO
Head Coach	Full coaching access -- sessions, lessons, drills, goals, video, messaging, and more (plus can add athletes)
Assistant Coach	A focused subset -- typically sessions, video, drills, and messaging
Specialist	A curated set for pro/touring support staff
Viewer	Read-only -- can see an athlete's data but not change it

Your role can differ per athlete, and an admin can fine-tune it. If you feel you're missing access you need, ask your admin to adjust your role or assignment.

Working with your roster

Once you have athletes:

- Open **Athletes** ([/students](#)) in the sidebar to see your roster.
- Use the search box, skill-level filters, and the **Only mine** toggle.
- Click any athlete to open their profile, where sessions, lessons, drills, goals, and notes live.

For the full roster walkthrough, see the main [Managing Athletes](#) guide.

Next

Now that you can see your athletes, learn [What You Can Do](#) with them.

What You Can Do

As an invited coach you get Surfink's full coaching toolkit for the athletes assigned to you. This page maps your day-to-day tasks to the detailed guides, and is honest about what an invited account **can't** do.

Your everyday coaching workflow

TASK	WHAT YOU DO	FULL GUIDE
Upload footage	Drop clips and let the AI analyze them	Uploading Sessions
Review sessions	Annotate, score rides, and generate AI coaching feedback	Reviewing Sessions
Build drills & plans	Assign drills, training plans, and goals	Drills, Plans & Goals
Schedule lessons	Book and complete in-person lessons	Scheduling Lessons
Message	Real-time chat with athletes and their contacts	Messaging
Track progress	Analytics, comparisons, and highlights	Analytics & Insights

Everything you do is scoped to your assigned athletes -- see [Finding Your Athletes](#).

Two things gate what you see

1. **Your coaching role.** This decides what you can do for each athlete (e.g. a **Viewer** can read but not edit). See the role table in [Finding Your Athletes](#).
2. **The workspace's modules.** Some features (like **Competitions**, **Opponent Scouting**, **Game Plans**, or **Season Reports**) are optional modules an admin turns on per workspace. If you don't see one of these in your sidebar, the workspace hasn't enabled it -- ask an admin.

What you can invite

You can bring **your athletes' own people** into Surfink -- this is separate from the staff invites admins send:

- **Invite a student** so they can log in and see their feedback.
- **Invite a parent / manager** (a contact) to follow progress and message you.

See [Inviting Students & Parents](#). (Whether you can do this depends on your coaching role.)

What an invited account can't do

These are **admin / owner** responsibilities and normally won't appear for you:

- **Platform billing & seats** -- the workspace owner handles the Surflink subscription.
- **Workspace settings & modules** -- name, account type, and which features are enabled.
- **Roles & permissions** -- creating roles and assigning coaches to athletes.
- **Other coaches' athletes** -- you only ever see athletes assigned to you.

If you need any of the above, reach out to your workspace owner or admin.

Next

Keep your own account in shape with [Your Account & Settings](#).

Your Account & Settings

You fully control your own login and profile, even though you don't own the workspace. Manage everything from **Settings** (</settings>).

Settings tabs

TAB	WHAT YOU CAN DO
Profile	Edit your Name, Email, Location, Home Break, Bio , and upload an avatar
Security	Change your password and change your email
Notifications	Choose which notifications you receive
Appearance	Switch between light and dark themes
Account	Delete your account

Change your password

In **Security**, choose **Change password**. You'll confirm your current password, then set a new one (at least 8 characters). If you originally signed up with a social login, setting a password here is a good idea -- it's one of the welcome-checklist steps.

Forgot your password entirely? Use **Forgot password?** on the [login page](#) to get a reset link by email.

Change your email

Also in **Security**, **Change email** sends a confirmation link to your new address. The change takes effect once you confirm it.

Notifications

Use the **Notifications** tab to toggle which alerts you get (new messages, lesson reminders, and so on). Notifications appear on the bell in the top bar.

Being removed or leaving

A workspace admin can remove you from their workspace. If that happens, you simply lose access to that workspace's athletes -- **your Surflink account still exists**, along with any other workspaces you belong to. To rejoin, an admin can send a fresh invite.

Deleting your account

The **Account** tab lets you permanently delete your Surflink account. This requires typing **DELETE** and entering your password, and **cannot be undone**. (You usually only need this if you're leaving Surflink entirely -- to leave a single workspace, ask an admin to remove you instead.)

Next

Hit a snag? See [FAQ & Troubleshooting](#).

FAQ & Troubleshooting

Quick answers to the issues invited coaches run into most.

My invite link says it's invalid or expired

Invite links **expire after 14 days** and can only be used **once**. Ask your workspace admin to **resend** the invite. Make sure you're opening the newest link they sent.

The signup form won't let me change my email

That's intentional. Your invite is tied to a specific email address, so signup **locks** that field. If the address is wrong, ask your admin to send a new invite to the correct email.

I logged in but my roster is empty

You only see athletes that have been **assigned** to you. Ask your admin or head coach to assign you to your athletes -- see [Finding Your Athletes](#).

I can't see Competitions / Scouting / Game Plans / Season Reports

Those are optional **modules** that an admin enables per workspace. If they're missing from your sidebar, the workspace hasn't turned them on. Ask an admin to enable the module you need.

I can see an athlete but can't edit anything

Your **coaching role** for that athlete may be **Viewer** (read-only) or a limited role. Ask your admin to adjust your role or permissions for that athlete.

I got redirected to a pricing page

Access depends on the **workspace** having an active subscription. If the workspace's plan has lapsed, parts of the app are unavailable until the **owner** updates billing. This isn't something you pay for or can fix yourself -- let the workspace owner know.

I belong to more than one team -- how do I switch?

Use the **workspace switcher** at the top of the sidebar to move between the workspaces you've joined. Each one has its own roster and settings.

I was removed from a workspace

You'll lose access to that workspace's athletes, but your Surflink account and any other workspaces stay intact. To return, an admin can send you a new invite.

I never got the invite email

Check spam, and confirm the admin used the right email address. If email isn't set up for the workspace, ask them to **copy the invite link** and send it to you directly.

Still stuck?

Your workspace **owner or admin** is your best first contact -- they control roles, athlete assignments, modules, and billing. For how features work, browse the [Coach Guides](#).