

Instructions for monthly ecards and letters

1. To find the prize information for the appropriate month: Look up the month's BizBuilders Bonuses in the Applause Magazine or Applause Online (Intouch-Resources-Publications-Applause Online). Open one of letters and change last paragraph, then copy that paragraph to all other letters except "New Consultant not ordering"
2. Change the highlighted prize information and dates in each letter. Remember, consultants can order up until the second to last day of the month. You can order for a consultant up to last day of month. If you're not sure about the date you can find it in Intouch: Intouch/Business Tools/myBusiness/Production.
3. Change all the text back to Black.
4. In Intouch go to Action Items/Consultant Action Items/Unit Opportunities/Notice and print lists for A3, I1, I2, I3, T1, last month T-list, N2.
5. In Intouch create and save an e-card for each category. Remember the text will have to be changed monthly.
6. To send the ecards go to the Consultant List and search for appropriate category, i.e. A3, I1, etc.
7. Select all, and uncheck those who should not receive the ecard.
8. Send ecard to selected recipients and repeat for each category.

Use the following ecards for each category:

I1 (You Can do it!)

I2 (Praise, Embrace what inspires you)

I3 & T1 (I believe in you)

Last month T-list (You can do it)

A3 (Success – buzzword)

New Team Member not ordering – N2 (Praise, here's to your budding success)

Letter to be sent with your Newsletter:

Only A3, I1, Last month T, and New Consultant not ordering receive letters