

New Sponsor Checklist

☐ **CONNECT WITH YOUR NEW PARTNER WITHIN 24-48 HOURS**

Set up a quick call with your new Partner. Find out more about her, what brought her to Trades of Hope? What is her WHY?

☐ **HELP HER LOG INTO HER BACK OFFICE**

Show her the Dashboard, important dates and tools. Walk through each tab at the top and talk about how she will use this back office to run her business

☐ **HELP HER SET UP HER LAUNCH PARTY**

Talk to her about setting her launch party, walk through setting up a party in the back office and encourage her to start booking her first 4 parties right away!

☐ **HELP HER WORK ON HER 'WHO DO YOU KNOW LIST'**

Talk to her about adding everyone she knows and encourage her to update it frequently.

☐ **TALK TO HER ABOUT THE COMPENSATION PLAN**

Make sure she is aware that she will earn 25% commissions on all sales, and that she will be paid right away! Show her how to look at her commissions in her back office and how to transfer them into her bank account. Talk to her about her goals for her business and what it will take to get there.

☐ **REMIND HER OF IMPORTANT DATES**

Monday wake up calls at 11am EST

New Partner Q/A Calls Mondays & Thursdays at 11:30 EST

Any team meetings or trainings your Director facilitates

Inspire dates and pricing

☐ **HELP HER CONNECT TO THE SISTERHOOD**

Add her to the main Trades of Hope Partner Facebook group, and any team or national pages ran by your upline. Caution her on spending too much time on Facebook, show her how to efficiently search in the Partner page.

☐ **MAKE A COMMITMENT TO CHECK IN WITH HER**

Talk about a plan that matches her goals. If she wants to have 4 parties a month, hold her accountable to that and check in with her often! Talk about her Purpose Path goals and encourage her throughout her journey!

TRADES *of* HOPE