






The Registration Process


1   




PARTICIPANT completes the online registration form and submits payment.

2 





The SPONSOR will receive registration forms by email and then forward them to the core team.


ADMIN CAPTAIN adds participant information to the registration grid. 





ADMIN CAPTAIN archives a copy of registration form. 

3   


SPONSOR confirms receipt of payment.





- YES:** Alerts the TEAM and ADMIN CAPTAINS to move forward.  
- NO:** Alerts the TEAM CAPTAIN and ENROLLING TEAM MEMBER to follow up.  

ADMIN CAPTAIN updates the registration grid with payment information. 


4    




ADMIN CAPTAIN sends the **welcome email** to the PARTICIPANT and the CONF-CALL CAPTAIN.

ADMIN CAPTAIN updates the registration grid with date that the welcome email was sent. 





5    



CONF-CALL CAPTAIN assigns CONF CALLER and forwards participant's registration form.

CONF-CALL CAPTAIN updates the registration grid by entering the assigned caller's name and the date the call was assigned. 




6   

CONF CALLER contacts the PARTICIPANT.

1. Sets up date and time for conf call.  
2. Completes call and online conf-call form. 
3. Notifies CONF-CALL CAPTAIN that call is complete. 

7  

CONF-CALL CAPTAIN:

1. Reviews and archives conf-call form. 
2. Updates the registration grid by marking the call as complete and notes if there are any **red flags**.  

If red flags exist, the CONF-CALL CAPTAIN will initiate the red-flag protocol.

A KEY to help you better understand the information on this sheet is provided on the next page.



Sponsor

Financially at stake for the training.
Manages and confirms payments.
Supports the core team.



Team Captain

Leads and supports the core team and all the enrolling team members.



Admin Captain

Tracks registrations and archives registration forms.
Sends out Confirmation/Welcome emails to fully registered participants.



Confirmation-Call Captain

Organizes and supports confirmation-call team.
Assigns confirmation calls to confirmation-call team members.
Tracks confirmation calls and archives confirmation-call forms.



Confirmation Caller

Schedules and completes participant confirmation calls.
Completes online confirmation-call form for each call.



Team Member

Enrolls participants into the training.
Supports participants in completing the registration process.
Follows up with participants as requested by the core team members.



Participant

Completes registration form and submits payment.
Completes confirmation call.
Attends the training.



Registration Form

After the participant completes the online form, a copy will be emailed to the sponsor as well as the team, admin, and conf-call captains.



Confirmation-Call form

After a confirmation caller completes the online form, a copy will be emailed to the confirmation-call captain.



Payment

In the form of credit-card, check, or cash.
Tracked and confirmed by the sponsor.



Registration Grid

An online spreadsheet used by the core team to track the progress of a participant through the registration process. Can be accessed from your team page under Resources.



Check

Action taken by the sponsor to confirm that a participant's payment was received.



Welcome/Confirmation Email

Sent to the participant **and** the confirmation-call captain by the admin captain after payment is confirmed by the sponsor. A copy—customized for your training—can be found on your team page.



Communication

By phone, text, or email.



Time and Date

The confirmation caller and participant will set up a time and date for the confirmation call.



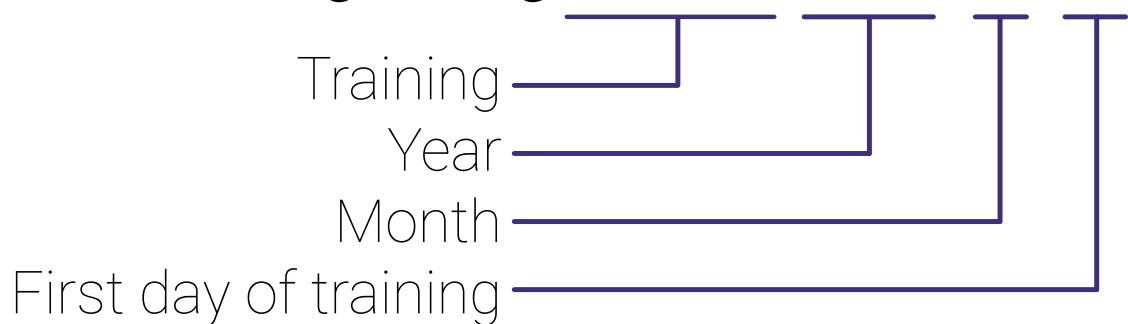
Red Flag

The *Red-Flag Definitions and Protocols* form can be found on your team page under the Confirmation-Call Forms section.

Finding Your Team Page

Typically, your sponsor or team captain will send you a link to your individual training's team page. If you did not receive that link or cannot find it, you can use the following formula to remember the link and access your team page.

<https://theflourishinglife.org/unlearn-2023-11-17/>



Note the following:

- The month and the date of your training will always be **two digits** (e.g. January = 01, February = 02).
- The date used is the **first day** of your training—the day the participants arrive. In the example above, the participants will arrive on April 16, 2021.
- The training terms used are: **unlearn** for the Unlearn You Seminar, **breakthrough** for the Breakthrough Training, and **legacy** for the Legacy in Action Training.