

Quick Start Training

5. Take the Coach Online Office Tour

Welcome to Take the Coach Online Office Tour, part of the Quick Start series of trainings on Becoming a Coach. These trainings walk you through the process of getting started in your business as a Beachbody™ Coach. To use the trainings on your own, follow the tutorials in this order:

1. Sign up to be a Coach
2. Create your Coach Profile
3. Take the Dashboard Tour
4. Work out with WOWY®
5. Take the Coach Online Office Tour

TEAMBEACHBODY.COM LOGIN



Log in

To get to your Online Office and our extensive **set of online tools** customized to help you **run your Beachbody business**, log in with your member email and password at teambeachbody.com.

TEAMBEACHBODY.COM



Enter your Online Office
Once you're at the Team Beachbody Dashboard, click on the **Coach button** on the left-hand side of the page.

ONLINE OFFICE / HOME PAGE



Welcome Home!

This is the Home Page of your Online Office. At the top of the page includes six menu items to take you to various business tools. The top left-hand contains the **contact information of your Coach.**

COACH OFFICE TABS

The screenshot shows the BEAC website interface. At the top left is the BEAC logo. Below it is a navigation bar with 'HOME' and 'M'. The main content area is titled 'Welcome JOE BEACHBODY!' and contains the following information:

- My Current Rank:** Coach
- My Status:** Inactive
- My Sponsor:** No information on file
- My Volume:** Bonus PV

Team Volume Amount	167,207
Left Leg Amount	162,417
Right Leg Amount	4,790

At the bottom of the volume section is a button labeled 'VOLUME DETAILS >>'.

Welcome Coach

At the top, left-hand part of the home page, is your personal Coach information. Your current Coach rank and status are calculated from the last bonus period ending last Sunday. Always verify if this information is correct.

Your Sponsor is the Coach that personally sponsored you. This is your upline Coach that you can contact via email. This area will display your Sponsor's full name and their email address.

BREAKING COACH NEWS

The screenshot shows the 'BREAKING COACH NEWS!' section on the BEAC website. It features a list of five news items, each with a blue arrow icon and a date:

- New P90X® Protein Bar Flavor 9/17/08
- "Everybody Gets One" Contest 9/17/08
- One Millionth WOWY® Workout Winner! 9/15/08
- Beachbody® Coach Connection Program 9/15/08
- Price Increase & Volume Points 9/10/08

Below the list is a video player showing a woman with blonde hair and sunglasses, wearing a light blue top, driving a car. The video player has a progress bar at the bottom showing 00:02 / 04:09 and control buttons for PLAY, email, get link, volume, and MENU.

Breaking New

On the home page, there is a section with 4 news alerts. These are clickable headlines that take you to the News & Training page with larger articles.

The video player showcases Top Coach interviews, promotions and company-wide news.

The news headlines and videos are updated frequently so check this home page as often as you can!

MY ALERTS

My Alerts:

- ➔ You have 120 new Coaches in your organization.
- ➔ You have 11 Coaches projected to be inactive.
- ➔ You have 1 Coach whose rank changed.
- ➔ You have 6 new customers.
- ➔ You have 0 new personally sponsored Coaches.

Business Alerts

These daily alerts provide you with up to the minute information that you can react quickly to. Most of the alerts are refreshed since the last 7 days. The alerts will go away

once you act on them with an online function (such as send an email, send an ecard or open your mail.) The number of **Coaches in your organization** is the total number both sponsored by you and by your Coaches. This number keeps adding up as your organization grows.

The **Coaches projected to be inactive** are your personally-sponsored Coaches that do not have the required personal volume points (50) for the bonus period to stay active. You can take action and contact your Coaches to help them ramp up their business.

The **Coaches whose rank changed** lets you know which of your personally sponsored Coaches have moved up or down in rank. In both instances, you can contact your Coaches with a congratulatory message or a supportive message with recommendations on how to improve. The **new customers** alert gives you the names and contact information of customers that have either been assigned to you from a response to a Beachbody offer or have purchased products right from your store. In any case, this is your opportunity to thank them and help them with future purchases and encourage them to become a Coach. The **personally sponsored Coaches** alert pulls up a list of new Coaches that you personally signed up to join your team in the last 7 days. These are Coaches that you may contact via email or by phone. If their email address displays as RESTRICTED, you can still email them and recommend they accept the Terms & Conditions for being contacted by email.

- ➔ You have 0 new leads.
- ➔ You have 1 new email.

Your **new leads** are guests that have visited your Coach website and that have requested more information about Beachbody products and/or the business opportunity. You can contact these leads and follow up with their interests. New leads will also appear in your email inbox. Your **new email** report lists the latest emails in your inbox. This alert will reset when you read the email.

MY VOLUME

The screenshot shows the Beachbody website interface. At the top is the Beachbody logo. Below it is a navigation menu with 'HOME', 'MARKETING', 'REPORTS & PLACEMENT', and 'CALENDAR'. A welcome message reads 'Welcome JOE BEACHBODY!'. On the left, there are sections for 'My Current Rank: Coach', 'My Status: Inactive', and 'My Sponsor: No information on file'. Below that, 'My Volume:' is displayed with 'Bonus PV' and a table of amounts: Team Volume Amount (167,207), Left Leg Amount (162,417), and Right Leg Amount (4,790). An orange button labeled 'VOLUME DETAILS >>' is positioned below the table. To the right, a 3D bar chart titled 'Personal Volume Sales volume for last 6 periods' shows sales in dollars for six periods: WK -5, WK -4, WK -3, WK -2, WK -1, and CURR. The bars represent sales values for each period.

Your Volume

You can see a snap shot of your personal volume on the home page. The volume is shown numerically and in a graphic so that you can see the current week's volume as well as a 5 week look back.

The orange button that reads **VOLUME DETAILS** will take you to a more detailed look of your personal volume broken down by week.

Description	Start Date	End Date	Team PV	LL	RL
WE 09/21/08	09/15/2008	09/21/2008	167,207	162,417	4,790
WE 9/14/08	09/08/2008	09/14/2008	167,207	162,417	4,790
WE 9/7/08	09/01/2008	09/07/2008	167,207	162,417	4,790
WE 8/31/08	08/25/2008	08/31/2008	167,207	162,417	4,790
WE 8/24/08	08/18/2008	08/24/2008	167,207	162,417	4,790
WE 8/17/08	08/11/2008	08/17/2008	167,207	162,417	4,790
WE 8/10/08	08/04/2008	08/10/2008	167,207	162,417	4,790
WE 8/3/08	07/28/2008	08/03/2008	167,207	162,417	4,790
WE 7/27/08	07/21/2008	07/27/2008	167,207	162,417	4,790
WE 7/20/08	07/14/2008	07/20/2008	167,207	162,417	4,790
WE 7/13/08	07/07/2008	07/13/2008	167,207	162,417	4,790
WE 7/6/08	06/30/2008	07/06/2008	167,207	162,417	4,790
WE 6/29/08	06/23/2008	06/29/2008	167,207	162,417	4,790
WE 6/22/08	06/16/2008	06/22/2008	167,207	162,417	4,790
WE 6/15/08	06/09/2008	06/15/2008	167,207	162,417	4,790
WE 6/8/08	06/02/2008	06/08/2008	167,207	162,417	4,790
WE 6/1/08	05/26/2008	06/01/2008	167,207	162,417	4,790
WE 5/25/08	05/19/2008	05/25/2008	167,207	162,417	4,790
WE 5/18/08	05/12/2008	05/18/2008	167,207	162,417	4,790
WE 5/11/08	05/05/2008	05/11/2008	167,207	162,417	4,790
WE 5/4/08	04/28/2008	05/04/2008	167,207	162,417	4,790
WE 4/27/08	04/21/2008	04/27/2008	167,207	162,417	4,790
WE 4/20/08	04/14/2008	04/20/2008	167,207	162,417	4,790
WE 4/13/08	04/07/2008	04/13/2008	167,207	162,417	4,790
WE 4/6/08	03/31/2008	04/06/2008	167,207	162,417	4,790

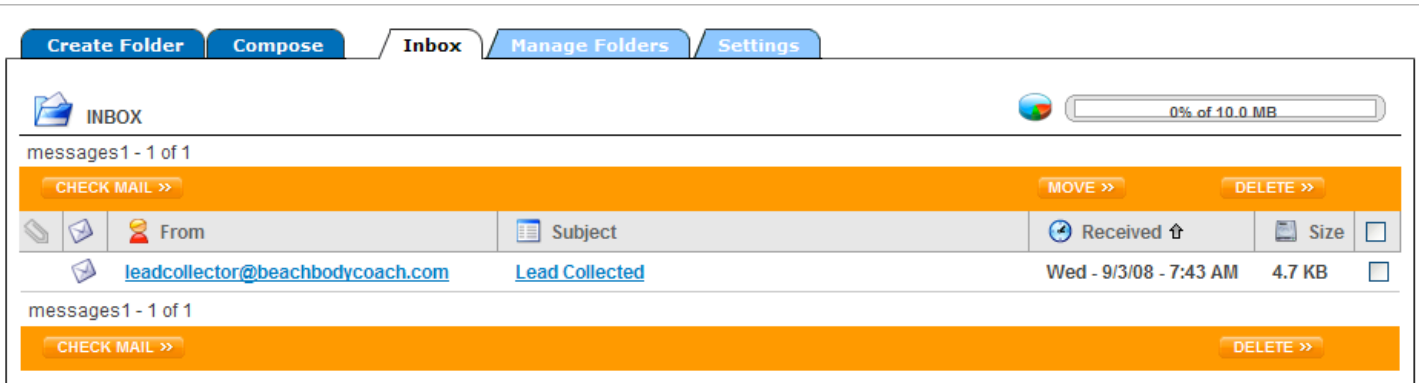
Marketing

At the top of the page on the main menu is the Marketing tab. This will take you to your email account, ecard creator, Coach Website and address book.

Email Account

This works like a traditional email account with similar functionality to compose emails, create personalized mail folders and manage email defaults. You can use this account to receive personal emails. Your email address is:

<your screen name>@beachbodycoach.com



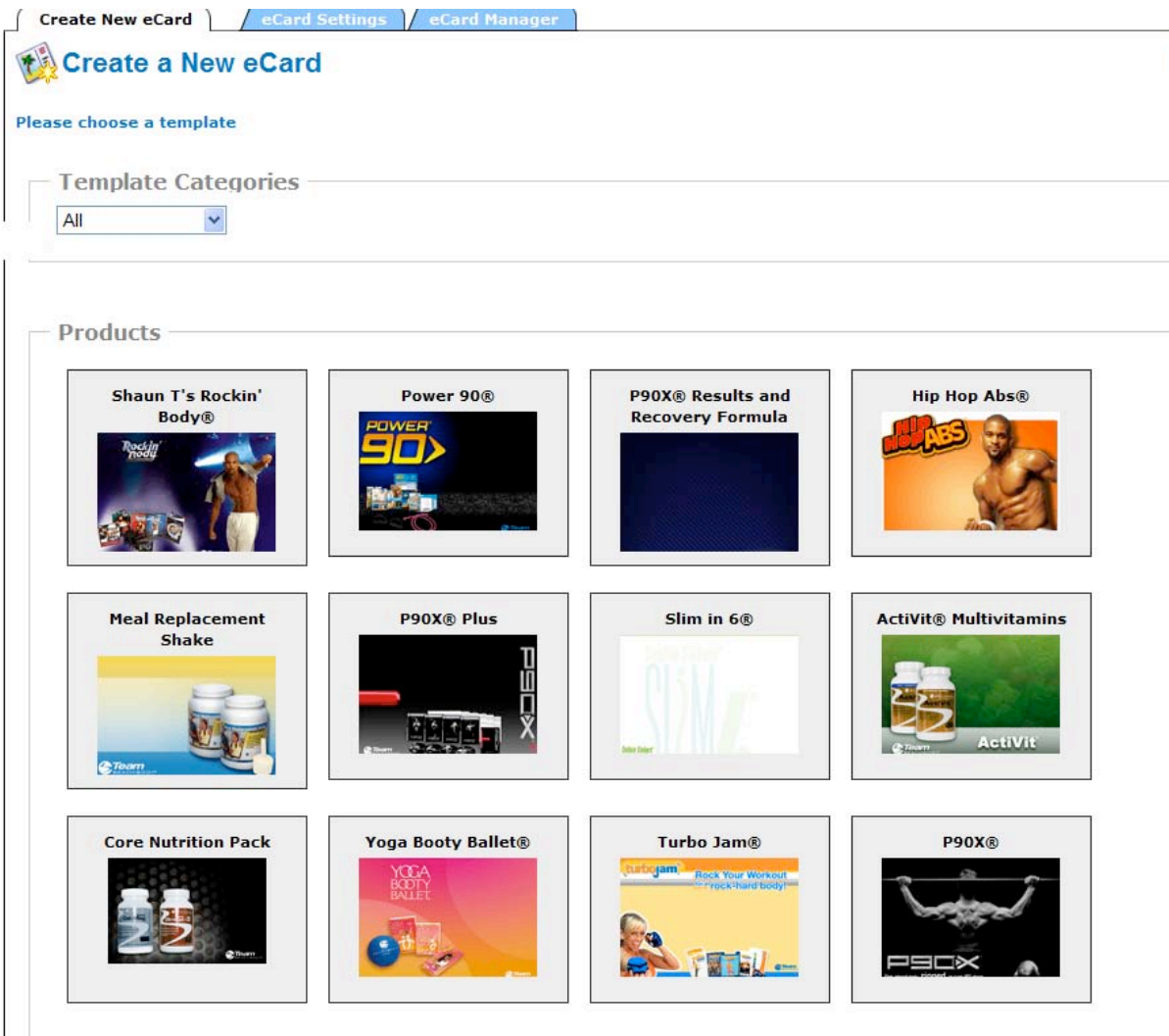
Ecard Creator

You can create your own ecards to send to Coaches, customers and leads. We've provided you with pre-designed templates that you can customize with your event and contact information.

Simply follow the steps after selecting the card you want. You can review the card before you send it to make sure there are no spelling errors.

Use the **eCard Manager** tab to view the cards you've sent and monitor viewership.

Use the **eCard Settings** tab to set your default information for all cards.



My Website

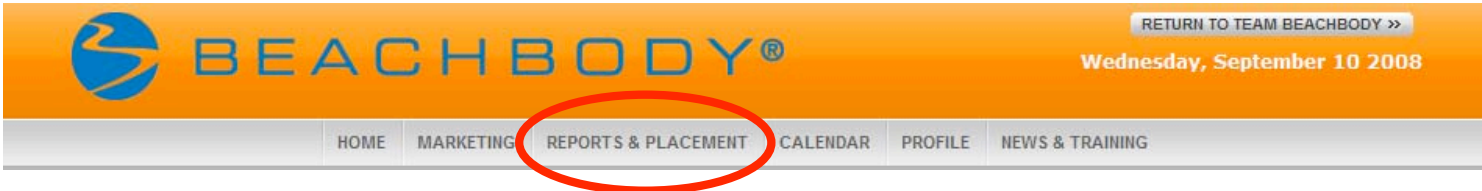
You can personalize your Coach Website by choosing various marketing designs that reflect the site you want your guests to see. You must be in the edit mode to make changes to your site.

Your Coach Website address is:

www.beachbodycoach.com/<your screen name>

Your Coach Website is your personal store front for your customers and guests. This is the best place to let people know who you are, what you do and what you can do for them! Keep it simple but make it all our own!

The screenshot shows a website for 'COACH CHRIS' with a navigation bar containing 'Home', 'About us', 'Products', 'Success Stories', and 'Join'. Below the navigation is a video player showing a man in a white shirt with the 'Team BEACHBODY' logo. To the right of the video is a 'WELCOME' section with a 'LEARN MORE' button. On the far right, three promotional banners are highlighted with yellow arrows pointing left: 'Turn Weight Loss into Profit', 'Enjoy Exclusive Savings', and 'Win Up to \$1000 Just for Working Out!'. At the bottom left, there are three buttons: 'BECOME A COACH', 'SHOP PRODUCTS', and 'READ MY STORY'. In the center bottom, there is a section titled 'REAL PEOPLE - REAL RESULTS! SEE SUCCESS STORIES!' featuring an image of a woman's midsection with her hands pulling down her jeans.



Reports & Placement

This page allows you to create reports based on the various criteria you choose. It also lets you choose your preferred placement settings.

Optimize growth

You can take advantage of **Preferred Placement** to optimize your earnings. You can set the placement of all new Coaches that sign up from your Website to be placed in a certain spot in your organization.

Select **Automatic Placement** and the system will automatically place new Coaches in the first open spot in your weakest leg.

Select **Preferred Placement** and you decide if news Coaches come in your left leg, right leg, first available position or weakest position. You can change this setting as often as you like.

Please note: you can not make changes once a Coach has been placed in your organization. If you make a mistake, call Coach Relations within 72 hours.

Choose your Preferred Placement:

Choose the preferred placement for new Coach. This will be used when new reps signup via the Personal Replicated Sites.

Placement Type: Automatic Placement
 Set Preferred Placement

Placement ID: (optional)

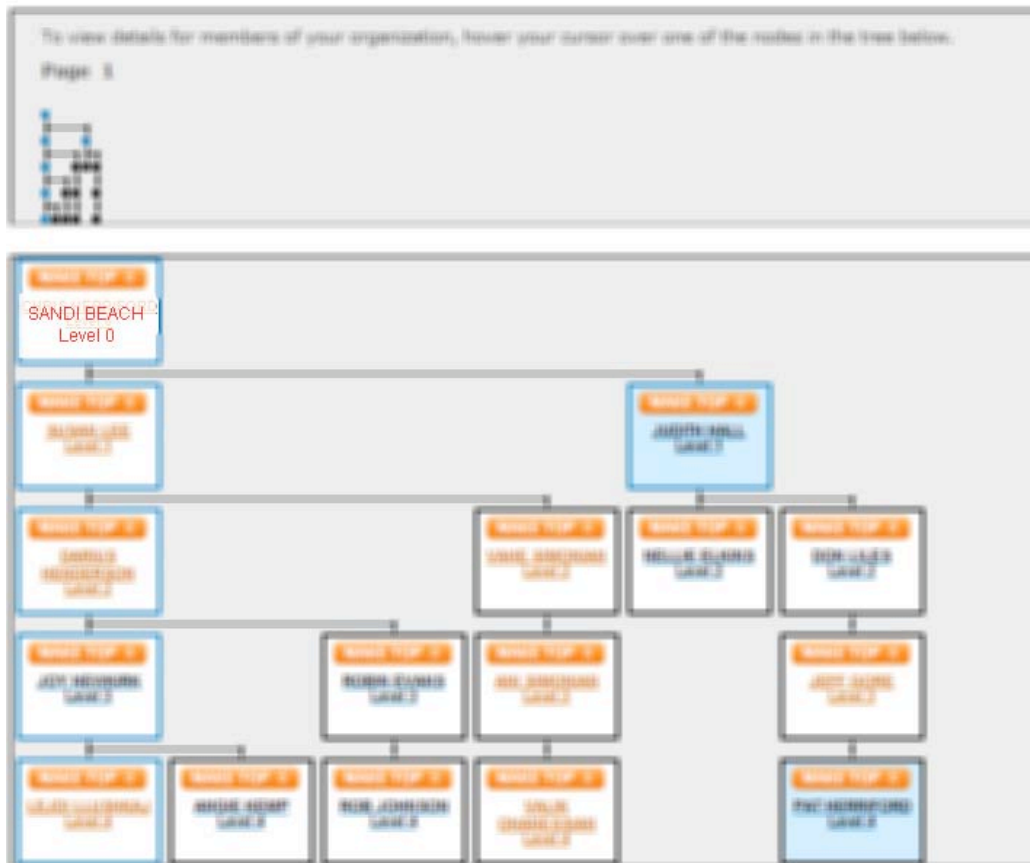
Business Center: ▼

Position: ▼

SAVE >>

Grow your organization

You can view your organization in a list form or graphical view. These views make it simple to manage and balance **the growth of your organization**. Coaches shown in the graphical view are identified as active or inactive and having their own downline. This is a quick view of your team which can help you make placement decisions and mentoring choices.



Browse or search customers

The Advanced Customer Search helps you target information about your customers so you can manage them more easily. Fill in the various criteria and Show the Report. Find out how many customers have purchased P90X or how many live within 50 miles from your house or how many customers have not ordered in the last 90 days, etc.

Have fun with reports creation and save reports for future use.

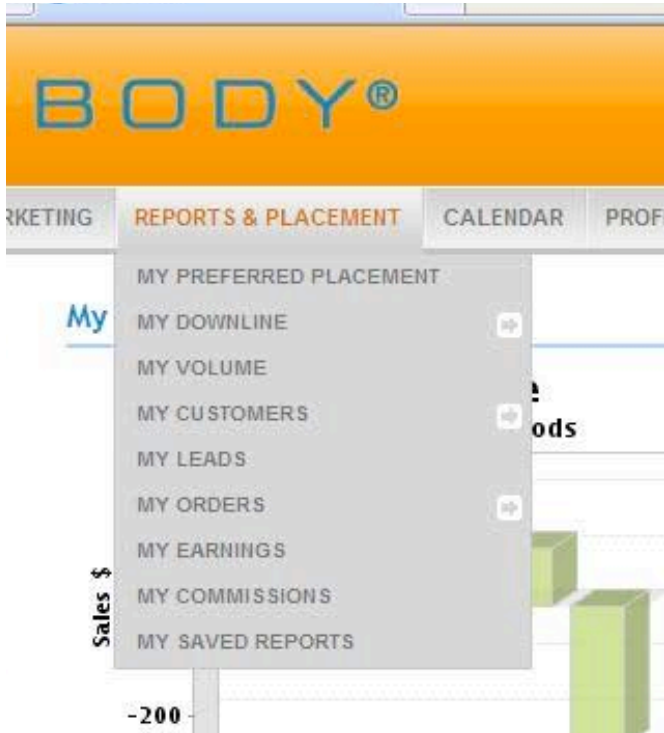
The screenshot shows a web interface for searching customers. At the top left is a document icon and the word "Customers". At the top right is a "Report Help" link with a question mark icon. Below this is a grey bar with a blue information icon and the text "Customize the criteria (or rules) by which people will be displayed".

The search criteria are as follows:

- First Name: Starts With
- Last Name: Starts With
- Screen Name: Starts With
- Email: Starts With
- Join Date Between: and
- No Order Since:
- Order Date Between: and
- Home Direct:
- Customer Status:
- Preferred Program: (dropdown menu is open)

The dropdown menu for Preferred Program is open, showing the following options:

- ANY
- FAST 10
- GREAT ABS GUARANTEED!
- GREAT BODY GUARANTEED!
- GREAT STRETCH GUARANTEED!
- HIP HOP ABS
- HO'ALA KE KINO
- KATHY SMITH'S PROJECT: YOU!
- KEEP IT UP!
- P90X
- POWER 90
- POWER HALF HOUR
- SLIM IN 6
- SLIM SERIES
- THIN THIGHS GUARANTEED!
- TONY & THE FOLKS!
- TONY & THE KIDS!
- TI IRRON .IAM



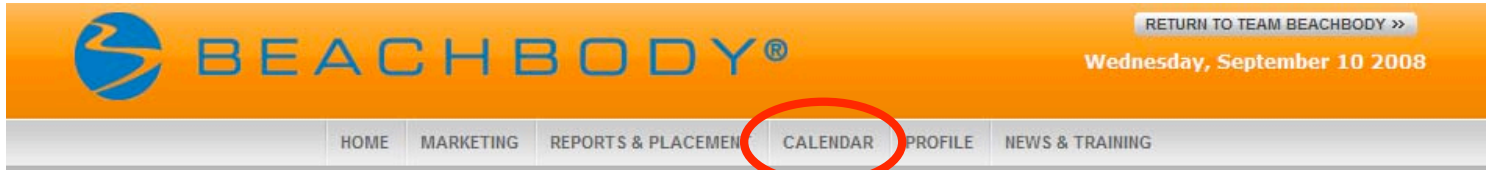
View your orders

My Orders Summary page shows you a **summary** of the orders both you and your customers have placed.

View your earnings and commissions

By clicking on **My Earnings** you can view your weekly earnings.

The **Commissions** page provides you with a summary of payout information related to your business. Clicking on any commission listing will take you to a new page with a breakdown that shows you **which income stream** your commissions are coming from.

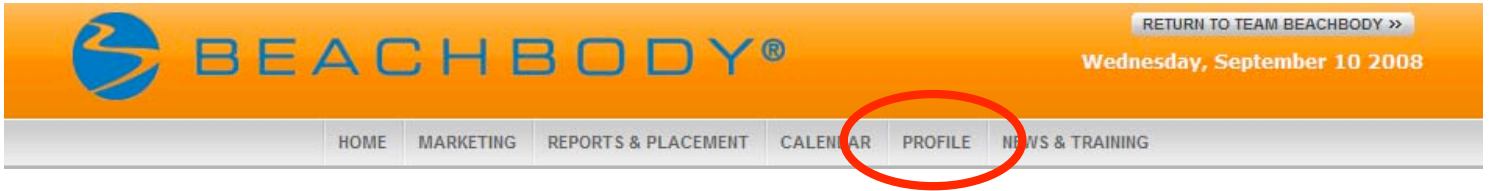


Calendar

Use the Online Calendar to schedule your appointments (events), tasks and events. Anything you put in the calendar will pop up on your alerts on the home page when it is time to act on them.

You can view your calendar by day, week, month and year. You can use the Settings tab to set your calendar view. Use this calendar to remind you of business events and personal activities.

The screenshot displays the 'Daily Calendar View' interface. At the top, there are navigation tabs: 'Add Task', 'Add Event', 'Daily', 'Weekly', 'Monthly', 'Yearly', 'Events', 'Tasks', and 'Settings'. The 'Daily' tab is selected. Below the tabs, the main content area is titled 'Daily Calendar View' and shows a time-based grid for 'Thursday, September 18, 2008'. The grid has a 'Time' column on the left with slots from 8:00 AM to 1:30 PM in 15-minute increments. The main area is labeled 'Your Day'. To the right of the grid is a monthly calendar for 'September 2008' with the 18th highlighted. Below the monthly calendar is a 'Today's Tasks' section with a checkmark icon and the text 'You don't have any current tasks'. At the bottom right, there is a 'PRINTER-FRIENDLY VERSION >>' link.



Profile

This area allows you to verify your profile information as well as manage your direct deposit.

EFT Management

Electronic Funds Transfer is another way of saying direct deposit. Complete the information with your bank name and account number and your bonus check will automatically be deposited in your checking or savings account each week. This saves a lot of paper and postage since you won't be receiving a paper check each week. You will also save money by selecting EFT since \$2.50 is debited from your account each week to pay for the processing! Go ahead, save a tree...Go EFT!

EFT Management

Edit Profile - Bonus Account Info

Bonus Payout Method:	<input type="text" value="EFT"/>
Bank Name:	<input type="text" value="Wells Fargo Bank"/>
Routing Number:	<input type="text" value="22112112"/>
Account Number:	<input type="text" value="00444-44555"/>
Account Type:	<input type="text" value="Checking"/>

SAVE CHANGES >>



Read all about it!

Coach News and training is where you will find all the latest news stories that affect you and your business. On the left side of the page you will see big orange buttons that contain various videos, audio files and important documents to print. Check out the Recognition tab to see who is rising in the ranks and building the most success links!

The Top Coach tab keeps you up-to-date with the latest contest info and leader-board standings. The six News tabs below contain short easy-to-read news blurbs to keep you current on company, community and web news.

- [WHAT'S NEW](#)
- [RECOGNITION](#)
- [SUCCESS TRAINING](#)
- [SALES TOOLS](#)
- [EVENTS & PROMOTIONS](#)
- [MOMENTUM](#)
- [TOP COACH](#)



NEWS UPDATES

News and tools you can use right now!



Resume Email This Get Link

Traci Morrow

00:01 04:09

PLAY email get link MENU



Teaching great leaders

Top Coach alumni Traci Morrow earned the title again by helping teach and nurture the Coaches in her downline so they too become strong, successful Coaches who can inspire others themselves.

- [COACH OPERATIONS](#)
- [RECOGNITION](#)
- [SALES & TRAINING](#)
- [SITE UPDATES](#)
- [PRODUCTS](#)
- [COMMUNITY](#)

8/11 – EMAILING "RESTRICTED" CUSTOMERS UPDATE!

We are excited to report that the glitch in regards to emailing customers with "Restricted" email addresses has been resolved! Should you receive failure notices when emailing customers listed as "Restricted" from this point on, it most likely means the customer's email address is invalid.

7/14 – POLICIES AND PROCEDURES UPDATES