

ACTION PLAN FOR SUCCESS

Rev. 12/15/09

1. THE SIGN-UP PROCEDURE
2. THE FOLLOW-UP MEETING OUTLINE & 90 DAY ACTION PLAN CHECKLIST.
3. OUTLINE OF THE BASIC 5
4. BASIC 5 SUPPORTING MATERIALS – (approaches/tracking sheets/charts).
5. NDT OUTLINE AND ADMINISTRATIVE KEY POINTS

NOTE: PRE-SIGNUP INSTRUCTIONS – A. BE SURE TO BRING A MALL TALK TO SIGN-UP. B. HAVE PROSPECT SELECT THE PRODUCTS THEY WANT IN ADVANCE. C. MAKE SURE YOU HAVE PLACEMENT INFORMATION & SPONSOR'S REP ID# AND PASSWORD.

1. Sign Up Procedure (Manual or Online – using Sign Up Wizard). This procedure if done properly should take a full 2 to 3 hours

1. What is your primary reason for doing this business?

☐ I am making a 1 year commitment to this business before any re-evaluation

- ☐ I will follow this Action Plan for Success ☐ I will commit 8-12 hrs/week
☐ I will commit \$500 to \$1000 to capitalize the business ☐ I will be coachable

2. Provide sign up materials for new distributor

- ☐ Action Plan for Success - Download up-dated copies at www.teamgoldcoast.com
☐ Miscellaneous Materials, tapes, etc.

3. Complete Application - Online (must login with sponsor's Rep ID & Password)

4. Complete Unfranchise Management System Agreement (UFMS) – back office services & also enables new distributor to use credit card for all orders. Monthly charge is \$20.00 added to your monthly Transfer Buying Authorization (optional but required to keep accruing volume week-to-week. If desired pay \$40 for the first 2 months which allows you to use your credit card for your first order – **always enter at least one (1) credit card for initial order.**

5. Complete Transfer Buying Order

- ☐ Check off Bump-Up Option – UFMS should now show up on the form \$20/mo.
☐ Make sure pull week is correct approximately 2 weeks before “Q” date
☐ Select the month so that your pull date is within **90 days or less (building fast).**
☐ Make sure you also add the IBV requirement to your transfer buying order (**page 29**)

6. PATLive – Review PATlive Voicemail / Email address to you sponsor.

7. Complete product order (BV based on entry level) – to save time new distributor should prepare their product selection prior to the sign-up.

A. Recommended supplies with this order or the very next order; #1526 UFO Kit \$200 or at minimum #17091 Annual Report & #662 Mall Talk

8. Complete Form 925 & 1001 (Online)

“SIGN-UP WIZARD COMPLETE”

9. Take your Q date, your 9 digit Distributor ID and 7 digit Rep ID & password which has been emailed to you & log this information on to your 90 Day checklist (**Page 4**)

10. Setup your web portal (**see page 26**)

11. Meetings, Trainings & Seminars (NMTSS) (Getting your new Distributor trained)

Your local events calendar [www.](http://www.teamgoldcoast.com) (see page 28 for possible local info)

- ☐ Email address & ATG # to sponsor to stay updated on all events
- ☐ Schedule to attend at least 2 Business Presentations per month block out these nights in your calendar for the next three months (night _____)
- ☐ Schedule your Home Business Kick-Off /Product Preview_____ within the 1st month
- ☐ Online "Webinars" on www.teamgoldcoast.com and www.masouthernct.com/corp.html
- ☐ Listen to the 12 - 30 minute online training modules one per day. Go to www.teamgoldcoast.com. Listen to the 3 sessions on recruiting first so you will be prepared at follow-up to discuss approaches for top 10.
- ☐ Schedule both NDT training date _____ & Basic 5 training date _____
(Cost \$15 each) Location _____
- ☐ Purchase tickets for the next Local Seminar and schedule all Local Seminars for the next three months – Dates: _____
- ☐ Discuss & plan attending the next Natl Convention or Leadership School _____
- ☐ Discuss specialized trainings if desired (UMO's, Motives, Web Center Training)

12. Following Up with Your New Distributor To Keep Them On Track & For Accountability

- ☐ Book your initial Follow-Up meeting within a week to start your Action Plan approx 2 to 3 hrs. **(Preferable to have computer/internet access)**
- ☐ Everyone needs to continue to review their Action Plan at least 1X per week with their sponsor or upline (insures accountability). Time:_____ Day:_____
- ☐ Schedule any regular group corings or weekly conference calls.

13. Administrative key points will be explained at a later date, but at this time be sure to mark your estimated 4 quarter due dates (every 3 months starting from your Q date for the complete year) this will be when your Form 1000 (Retail Sales Report) will be due

1st Qtr end _____ 2nd Qtr end _____ 3rd Qtr end _____ 4th Qtr end _____

Mark in when to complete your Form 1000 Online or Mail In at least 30 days in advance of due date (1 month before the above ending dates).

1st Qtr submit _____ 2nd Qtr submit _____ 3rd Qtr submit _____ 4 Qtr submit _____

Mark these 8 dates in your daytime/calendar NOW!!

14. HOMEWORK (bring with you for follow-up appointment)

- ☐ Complete your 60+ names list – don't pre-judge (**page 10**) HIGHLIGHT TOP 10 & complete the bio sheet for each person (**page 8**)
- ☐ Complete your 3 online recruiting sessions.
- ☐ Have complete information for at least 2 to 10 potential preferred customers (name/address/email)for IBV earnings.
- ☐ Do not try to recruit anyone until you have reviewed the balance of this action plan.

2. THE FOLLOW-UP MEETING OUTLINE (2 to 3 hours) – 90 Day Game Plan

The purpose of the Follow-Up Meeting is to develop a plan to establish a customer base of 10 - decide on an Action Plan of how to approach your people on your top “10” list about the business. Take the remaining time go over your website and your back office details.

- 1. Before we get started on Follow-Up make sure you have completed all the tasks that should have been covered during the Sign-Up session (**page 1 &2**).
- 2. **Start your game plan to establish your customer base**
 - a. If desired, setup your 1st Product Preview
 - b. Start using all the products (yourself & family). At least 50 BV (no reason to ever to quit).
 - c. Increase IBV usage thru purchasing from unique “Partner” stores (**page 30**).
 - d. Discuss developing 10 customers using the Base 10 Retailing Program 400 BV (**page 12**).
- 3. **Formulate your specific game plan to approach the people on your top 10 list about the business.**
 - a. Give a copy of your 60+ Names List & highlight top 10 with bios to your sponsor for later review (complete this names list & top 10 now if not already completed).
 - b. Confirm your Home Kickoff to be held within the 1st month
 - c. Draft your Business Introduction/Home Kickoff Letter (**page 17**).
 - d. Review all the steps in the recruiting process (see **pages 13 thru 20**) You should have reviewed the content of these pages by listening to your 3 recruiting audios.(your homework).
 - e. **Now that you understand the recruiting process – formulate a plan of action for your Top 10 List with your sponsor. This is the action step that needs to be covered in detail during this follow-up – getting a distributor into action should be a priority (when/what approach).**
 - f. Continue the recruiting process by approaching one a day using the monthly prospect activity list (**page 20**).
- 4. Completing the balance of your initial back-office duties:
 - a. Register a minimum of 2 preferred customers (once you understand the process you need to register a total of 10 for IBV earnings)
 - b. Get familiar with your web portal as well as your back office over the first 90 days.
 - c. Go to www.unfranchisetraining.com (username=distributor/password=gonow) for web based audio/visual trainings (for web portal, Form 1000 etc.)
- 5. Refer to the 90-Day Action Plan Checklist (**page 4**) that lists all the tasks that need to be completed over your first 90-day period. Work with your sponsor on a weekly basis to see that all tasks are completed (**until top 10 list is completed discuss progress with sponsor on a daily basis**).
- 6. As you sponsor follow the same action plan with your people.

90-DAY ACTION PLAN CHECKLIST

<u>Items Covered at Sign-Up Procedure</u>	<u>Items To Be Covered at Follow-Up Meeting (cont'd.)</u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Qdate _____ Verified _____ Initial Order Recd _____ <input type="checkbox"/>	Order your new Business Cards - make sure you include your web portal and the recruiting website if applicable. <input type="checkbox"/>
Dist ID# _____ Rep ID# _____ Password _____ <input type="checkbox"/>	Complete your 12 half-hour "online" training modules (3 recruiting sessions first) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transfer Buying Setup <input type="checkbox"/> UFMS \$20/mo <input type="checkbox"/> IBV Order <input type="checkbox"/> 1 st Order Recd <input type="checkbox"/>	ATG Voice Mail? Ext. _____ <input type="checkbox"/> Email address to sponsor _____ <input type="checkbox"/> Be aware of the weekly national recruiting calls <input type="checkbox"/>
Other administrative forms (Forms 925/1001) completed online <input type="checkbox"/>	Sales Tax Filing discussed – separate checking – expense ledger for tax savings <input type="checkbox"/>
Supplies ordered at minimum (Annual Reports & Mall Talks) <input type="checkbox"/>	Read the Career Manual <input type="checkbox"/> Listen to all of your MP3 Player audio trainings <input type="checkbox"/>
4 FORM 1000 qtrs ending dates & submit dates, put in your planner <input type="checkbox"/>	Get familiar with other informative websites to help build your business (see pg 29) <input type="checkbox"/>
Submit dates _____ Ending dates _____	Review Administrative Planner keypoints, i.e. Activation before you reach 1200 & 1200 <input type="checkbox"/>
Hold Business Kickoff for at least 6-8 people? <input type="checkbox"/> Date: _____	Familiarize yourself with your Unfranchise.com & your web portal <input type="checkbox"/>
Attend at least 2 Business Briefings monthly <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Familiarize yourself with www.unfranchisetraining.com
New Distributor Training (NDT) attended? Date: _____ <input type="checkbox"/>	<u>GOALS</u> - Review Goal Statement with sponsor & read daily <input type="checkbox"/>
BASIC 5 (B5) attended? Date: _____ <input type="checkbox"/>	<u>RETAILING</u> - Schedule 1 -2 Product previews in-home or online <input type="checkbox"/> Date: _____
1 st Local Seminar (LS) attended? <input type="checkbox"/> Date: _____ <input type="checkbox"/> Date: _____	Develop 10 Customers? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Approach 2/wk: Use <u>CUSTOMER TRACKING SHEET</u> (using products first order) Base 10 Goal 400 BV @ the end of 90 days <input type="checkbox"/>
Next Corporate Event discussed? <input type="checkbox"/> Date: _____	<u>RECRUITING</u> Review your answer to "What Do You Do?"/"2-Min Comm" with sponsor <input type="checkbox"/>
Follow-Up Meeting scheduled with sponsor _____ <input type="checkbox"/>	Draft your Business Introduction/Home Kickoff Letter if desired <input type="checkbox"/>
60+ Names List completed – Top 10 Highlighted with Bios <input type="checkbox"/>	Review the Recruiting process – approaches/objections, etc <input type="checkbox"/>
Write out GOAL STATEMENT? <input type="checkbox"/>	Formulate a plan for your TOP 10 with your sponsor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Write out answer to "WHAT DO YOU DO?" <input type="checkbox"/> 2 Minute Commercial <input type="checkbox"/>	Call 1 per day & track all recruiting efforts on monthly prospect activity list <input type="checkbox"/>
Setup your Web Portal <input type="checkbox"/>	Follow <u>MONTHLY PROSPECT ACTIVITY LIST</u> (leading to 8-12 shown the plan) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Items To Be Covered at Follow-Up Meeting</u>	ACTIVATE: (Sponsor at least 2 people) <input type="checkbox"/> <input type="checkbox"/>
Register a minimum 10 preferred customers <input type="checkbox"/>	<u>MANAGE/TRAIN/FOLLOWUP/DUPLICATE</u>
	Contact sponsor a minimum of once/week (everyday until top 10 list is complete) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Anyone you sponsor you should follow the same 90 Day Action Plan with them

OVERVIEW OF THE BASIC 5

1. ATTITUDE & KNOWLEDGE 2. GOALS 3. RETAILING 4. RECRUITING & SPONSORING 5. FOLLOW-UP & DUPLICATION

1. ATTITUDE & KNOWLEDGE

Goal : Become a professional

- ☐ **Understand the power of your thoughts.** (self-talk determines your attitude – your attitude shapes your beliefs – your beliefs determine your actions – your actions determine your results)
- ☐ **Developing the right attitude** - How else can you earn \$100K a year in the 45 yr Plan (investment, education, the headaches, competition, and no time freedom – married to your career or business)
- ☐ **Market America Unfranchise System** – Just 2 to 4 sales organizations \$109K to \$327K per year (residual income total time freedom)
- ☐ **You must treat it just like any other business (not a hobby)** – Organize your time – Set priorities – Work consistently - Don't let life get in the way of the business!
- ☐ **Be proud of the Direct Sales/Networking Industry that we have evolved from** - 50 yr. old industry generating over 100 Billion a year in sales doing business in over 125 different countries, 53 Million people worldwide, 91% increase in the last 10 years, estimated over 200 Million will enter the industry over the next 10 years, quadrupling its current percentage of the population. Corporate professionals are flocking to this industry because of the ability to leverage their time and create ongoing residual income.

CONTINUOUSLY FEED YOUR MIND & BUILD YOUR BELIEF – USE THE TOOLS & TRAININGS

- ☐ **Audios (Basic 5 eight tape set), videos, listen daily.**
- ☐ **Read 15 minutes a day (career manual, Powerline Newsletter, outside sources)**
- ☐ **Attend business building events with guests:**
2nd Looks, Home Kick-Offs, Business Luncheons, Wellness Seminars, Product Previews, Recruiting Calls
- ☐ **Attend trainings with partners:**
REQUIRED TRAININGS A. New Distributor Training (NDT) B. Basic 5 (B5) C. Executive Coordinator Training (ECCT)
ONGOING EDUCATION – Local Seminars, District Rallies, Regional Conv., Leadership School, Natl. Convention
SPECIALIZED TRAININGS -- Webcenter/Internet/Motives

Goal – Attend 2 Business Briefings per month & at least 1 training or seminar

- ☐ **Complete your Conference Call Trainings (if applicable)**
- ☐ **Be Mentored** - Associate with POSITIVE and SUCCESSFUL people – Report to your sponsor or mentor weekly & attend group corings.
- ☐ **Don't Get Stuck On The Dot! Do whatever it takes to succeed**

2. GOALS

- ☐ Complete your Goal Statement (homework after Sign-Up) (see page 11)
- ☐ Read your goal statement daily – make a dream board if desired
- ☐ Ticket Goals for your team - Locals, Districts, Regionals, Leadership School, National Convention
- ☐ Follow the 90 day Checklist outlining your sign-up and follow-up tasks (see page 4)
- ☐ Ongoing follow your Keypoint Tracking List (page 21)
 - ☐ Do a weekly “to do” list every Sunday night and a daily “to do” list (see pg 27)

3. RETAILING

- ☐ Conduct an in-home to help jumpstart your customer base. Also a great way to gain product knowledge.
- ☐ To learn more about the products go to the website www.marketamericascience.com
- ☐ Personal BV goal for yourself and everyone in your organization is 400 BV's/month each
- ☐ Follow the Base 10 system – Personal use 100 BV min. & 10 customers @ 30 BV/mo=300 BV
- ☐ Personal use – use as many products in your home as possible (register yourself as a Pref. Cust.)
- ☐ Specialize in 1 or 2 product lines
- ☐ Understand all the merchandising techniques (Nutri-Physical, Trial Sizes, Audios, Booklets, DVD's, Transitions, Wellness and Product Previews)
- ☐ Register your customers as Preferred Customers
- ☐ Build Share of Customer “multiple purchasing”
- ☐ Briefly discuss specialized trainings, i.e. Motives, Webcenter Sales, NACC, Transitions
- ☐ Briefly discuss Affiliate Partnerships & IBV
- ☐ Achieve Base 10 “7” Strong
- ☐ Develop & maintain 10 preferred customers using the Base 10 Retailing Program & working towards Base 10 “7” Strong. (see page 12)
- ☐ Increase your IBV usage thru unique online “Partner” stores (see page 30)

4. RECRUITING & SPONSORING

- ☐ Understand the steps taken in the recruiting process (the funnel) (see page 13)
- ☐ 60+ Names List Complete – Top Ten Highlighted (see page 10) (Homework)
- ☐ Add 1 to 2 names per day to your Names List (new people - referrals - ad campaigns – 3 ft. rule)
- ☐ Write out your answer to “What Is It” and your 2 Minute Commercial. (see page 14) Practice this daily!
- ☐ Understand the verbal ways to approach each person; Direct Approach - Referral/Evaluation (page 15)
- ☐ Review the methods to first introduce each prospect to the business (page 16)
 1. video/audio
 2. product
 3. overview/interview (45 yr vs. 2-3 yr plan) 15-30 minutes
 4. showing the entire compensation plan
- ☐ Learn how to always conduct an Overview/Interview with your prospect before they see the entire presentation - this is to build a relationship and to find out what they are looking for. (pages 29-32)
- ☐ Draft your Business Introduction/Home Kick-Off Letter (page 17)
- ☐ Once you have approached the prospect and given the answer to “What Is It” be prepared to answer the most common objections / Volley (see page 18)

- ☐ Understand the different methods used to actually show the entire Compensation Plan
2nd Looks/Home Presentations/Video-CD/2 on 1's or 1 on 1's – online presentations live & recorded webinars.
Note: Discuss dress & meeting etiquette at 2nd Looks – always call the day before to confirm.
- ☐ Understand the follow-up process (Meeting after the Meeting) for each prospect after they have seen the plan (see page 19). Always book the next step before they leave the event. A great idea is to book the follow-up just before they see the plan (less pressure at the end of the presentation).

- ☐ Use the MONTHLY PROSPECT ACTIVITY LIST (see page 20) to track each person in this process and to keep you on track to meet your goals - 1. Approach 1 person a day (30 a month)
2. This leads to at least 10 people a month in activity 3. This leads to at least 4 people a month seeing the plan 4. This leads to at least 1 sponsored person per month.

Note: Every Sunday evening plan all your weekly prospect follow-up calls and activities on your weekly planning to do list (see page 27).

5. FOLLOW-UP

TRAINING YOUR NEW DISTRIBUTORS = DUPLICATION

- ☐ Goal – Activation – Everyone sponsors two (2) people.
- ☐ 3 types of Dists “Go Now” - “Stable” - “Waiting” (quality time work with “Go Nows”)
- ☐ When signing people up follow the SIGN-UP PROCEDURE & FOLLOW-UP Outline
- ☐ Wkly 1 on 1 discussions with your new Dist reviewing their 90 Day Action Plan Checklist or if they have completed their 90 Day plan they should be using their group Keypoint Tracking lists that recaps everyone's 90 day action plan (see page 21).
- ☐ Use the Keypoint Tracking Sheet (see pg 21) as a way to track 10 distributors on each leg of our organization with their contact information and a daily breakdown of who to call. Try to focus on 4 “Go Now Distributors” in each leg.
- ☐ Do your organizational chart to track the growth of your group and to insure that everyone has an upline person to be accountable to.
- ☐ Follow your team's progress through 3 levels of duplication (A-B-C pattern) (page 21).
- ☐ Tie everyone into the group accountability calls. Focus on “top 10” possibilities on Names List and Monthly Prospect Activity List (people already in the funnel). Where are you with each person.
- ☐ Any time a new distributor brings prospects to a presentation you should take inventory of who attends so you can work with your distributor for timely follow up.
- ☐ Any new distributor they sponsor you should take an active role in assuring the 90-day Action Plan is followed.
- ☐ Understand the power of duplication over time in the 2 to 3 year plan
Year 1 end - 12 and 12 (you sponsor 1/mo who find just one the entire year)
Year 2 end - 36 and 36 (your group only finds 2 ea the entire year)
Year 3 end – 108 and 108 (your group again only finds 2 ea the entire year)
108 distributors in each organization @ 200 BV = 21,600 BV per mo which = \$1,500-\$3,600/wk
It's only a matter of time – so don't ever quit!!!

F/U

Distributor _____ Date of meeting: _____

Time: _____

Tel # _____ Email _____

Prospect Bio Sheet

Name

Address

Tel # _____ Email: _____

Family

Occupation

Recreation

How you know or met this person

Present status of prospect (what they know about MA, info they've received, products taking, meetings attended)

Top 3 potential interests in business

- () Supplemental income
- () Financial independence
- () Residual income
- () College fund
- () Retirement

- () Time Freedom
- () More vacation
- () Career change
- () Sick & tired

Top 3 + characteristics

- () Business Owner/Mgr.
- () Great salesperson
- () Entrepreneur
- () Business-minded
- () Well-connected
- () Well-respected
- () Professional
- () Hardworking
- () Ambitious/Go-getter
- () Sharp/Dynamic

Administrative Checklist

Q-date: _____

MONTHLY ACCRUAL

Through Transfer Buy or a Manual Order – did I place the required BV (50, 100, 150) and UFMS. For IBV accrual, (1) did I place the required IBV (10, 20, 30) and UFMS into my 001 By my Q-date each month. (2) have I purchased \$50 from Partner Stores each month. (3) A minimum of 50 BV of ma Branded products purchased by PCs each month.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BV (50, 100, 150)												
IBV (10, 20, 30)												
UFMS												
\$50 Partner Stores personally												
50 BV from PCs thru Portal (idea: 1 customer on autoship)												

QUARTERLY REQUIREMENTS

Form 1000 Dates and Completion Status

Quarter	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.
Quarter Ending Date (Final Day Form is Due)				
Scheduled Completion Date				
Completed				

Minimum Quarterly Requirements = 2 receipts, totaling at least \$200; a minimum of 150 BV during the qtr. (mthly TB satisfies this requirement)

One Time submission of Form 1000 for all other BDCs. Must resubmit if you purge	002	003	004	005	006
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Transfer all dates into your Calendar/Planner

ANNUAL RENEWAL ☐ Did I send in my annual renewal? ☐ By December 31st ☐ Extension January or February ☐ Verified on Qualification Report

COMMISSIONS

BV	IBV
<input type="checkbox"/> Do I have a Personally Sponsored Qualified Distributor – refer to PS Admin. Checklist <input type="checkbox"/> On my left side <input type="checkbox"/> On my right On each center I am being paid on? <input type="checkbox"/> Do I have a Form 1000 on file for the center(s) I am receiving a check?	<input type="checkbox"/> Do I have a Personally Sponsored Qualified Distributor on my left and right of each center I am being paid on? <input type="checkbox"/> Register one new PC who places a BV or IBV order during the quarter the check is earned. (There will be a 28 day notification given if this requirement is not met in that quarter.) <input type="checkbox"/> 1 st Qtr. <input type="checkbox"/> 2 nd Qtr. <input type="checkbox"/> 3 rd Qtr. <input type="checkbox"/> 4 th Qtr.
<input type="checkbox"/> First \$300 BV Commission Check Received <input type="checkbox"/> Do I have a 925 and 1001 on file <input type="checkbox"/> Have I increased my monthly accrual amount to 100 BV? <input type="checkbox"/> First \$1500 BV Commissions earned? Have I taken? <input type="checkbox"/> Basic 5 <input type="checkbox"/> NDT <input type="checkbox"/> ECCT <input type="checkbox"/> Have I increased my monthly accrual amount to 150 BV?	<input type="checkbox"/> First \$300 IBV Commission Check Received <input type="checkbox"/> Have I increased my monthly accrual amount to 20 IBV? <input type="checkbox"/> First \$1500 IBV Commissions earned? <input type="checkbox"/> Have I increased my monthly accrual amount to 30 IBV?

Administrative Checklist

For Personally Sponsored

LEFT	BDC# _____	RIGHT
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LEFT	BDC# _____	RIGHT
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Q3 _____	to _____	150BV _____	Form1000 _____																																														
Q4 _____	to _____	150BV _____	Form1000 _____																																														

POSSIBILITIES LIST

Name	Phone	Planned Action	Done	Name	Phone	Planned Acton	Done
1.				31.			
2.				32.			
3.				33.			
4.				34.			
5.				35.			
6.				36.			
7.				37.			
8.				38.			
9.				39.			
10.				40.			
11.				41.			
12.				42.			
13.				43.			
14.				44.			
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16.				46.			
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18.				48.			
19.				49.			
20.				50.			
21.				51.			
22.				52.			
23.				53.			
24.				54.			
25.				55.			
26.				56.			
27.				57.			
28.				58.			
29.				59.			
30.				60.			

Video/Audio

Product

Overview (phone/3 way call/appt)

Show the Plan (1 on 1, 2 on 1, Home Kickoff or Hotel)

GOAL STATEMENT

One of the keys to success in the business is **leadership**.

Leadership requires two key ingredients:

- (1) you must set GOALS and know what you want out of the business, and
- (2) you must have a PLAN OF ACTION to achieve these goals.

1. WANTS & DREAMS

Write a brief paragraph as to why you are doing Market America. (Make a dreamboard)

2. **Short Term Goal \$500 to \$1000 per month.** What would be accomplished with this coming in every month? _____

By when _____

3. **Long Term Goal (2 to 5 yrs?)** What income level would it take to enable you to quit your job if desired? _____ per year. How would your life change? (yourself & family, others, community) _____

By when _____

4. **What am I willing to overcome or do differently?** (shyness, feeling like I'm bothering people, TV, cutback on hobbies, some sacrifices with family time...) _____

5. **Days/Nights available** _____

6. **TO MAKE THE ABOVE HAPPEN I WILL DEDICATE APPROX. _____ HOURS PER WEEK.**

7. Specific Measurable Results to Achieve

I have activated with my first 2 people: Date _____.

I have achieved Coordinator level (1st \$300 check) by: Date _____.

I have achieved Executive Coordinator level (total \$1500 earned) : Date _____.

➤ **To understand how to earn ongoing monthly income, let's look at the numbers:**

➤ With each distributor working our retailing plan, we project each distributor can produce 400BV/mo*
*100BV/mo personal use + 300BV/mo retail (10 customers each doing 30BV/mo)

Earn **\$300/mo**: = ('FLUSH' every **5 months**, (or each leg: 1000BV/mo = 3 dists @ \$400/mo)

Earn **\$1500/mo**: = ('FLUSH' every **1 month**, (or each leg: 5000BV/mo = 13 dists @ \$400/mo)

Earn **\$1500-2100/wk**: = ('FLUSH' every **1 wk**, (or each leg: 20000BV/mo = 50 dists @ \$400/mo)

- To make the above goals a reality I will follow first my 90 day Plan of Action outlined in this training packets
- I will continue to follow my "Ongoing Plan of Action" as outlined in this training packet

8. **Along with the above Goals I will also formulate a yearly Goal Statement and Plan of Action relating to all the areas of my life such as job/career – finances – love life – family – recreation – health, etc.**

Read these Goals everyday upon waking & prior to bedtime!

BASE 10 RETAILING PROGRAM:

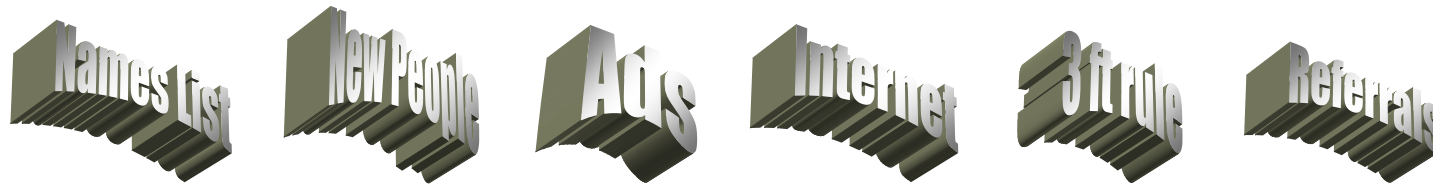
- ☐ The overall Goal is to personally generate at least 400 BV per month.
 - Personal use \geq 100 BV per month and
 - Retail sales of 300 BV (10 customers using 30 BV/mo each)

- ☐ Your goal is to develop 10 repeat customers over the 1st 90 days. .
- To achieve this, you should expose consumable products to min 2 people/week.
- 2 people X 12weeks = 24 people; this should develop at least 10 solid repeat customers.

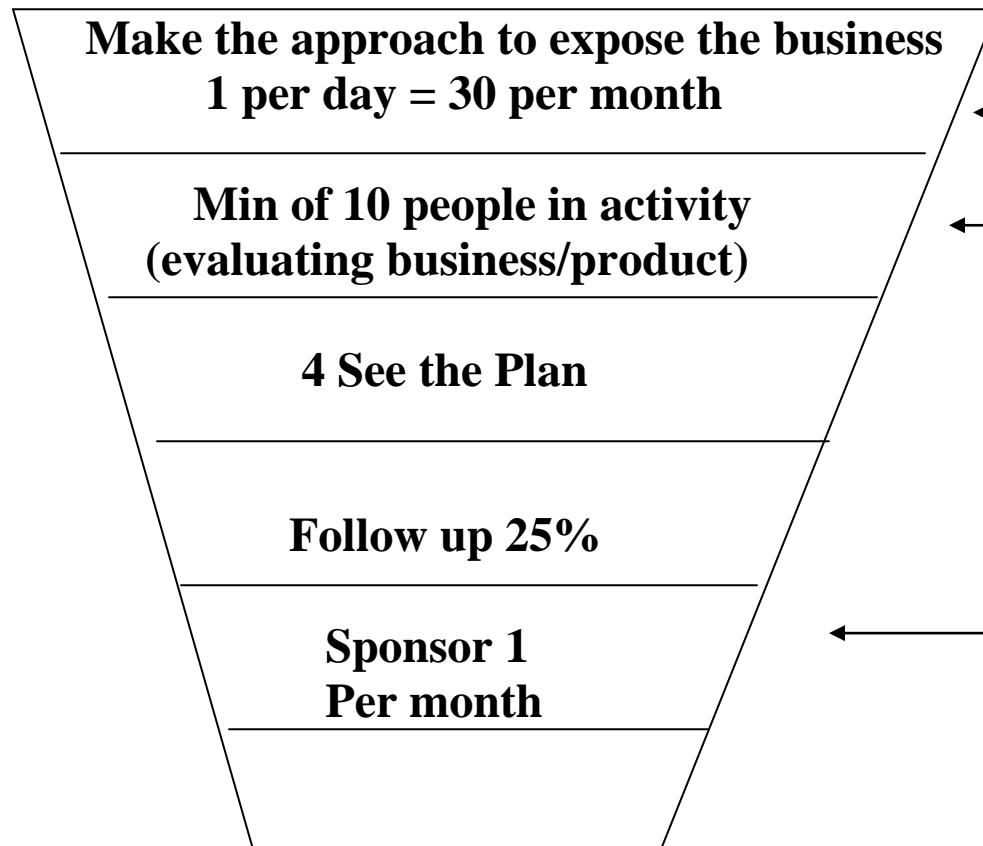
Name	Phone #	Date	Products	Products
1.				
2.				
3.				
4.				
5.				
6.				
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23.				
24.				

A. Home Shopping List – B. Product Catalog – C. NutraPhysical – D. Trial Sizes (Mochatonix, Digestive Enzymes, Cellular Labs Facial Masque, Thermochrome Trials, Awake Packs. – E. Product Preview

RECRUITING / SPONSORING OVERVIEW



Unlimited Possibilities



Build Rapport

- * Audio/video
- * Product
- * Overview 45yr vs 2-3yr
- * Misc. Tools Web centers/Lit.
- * Agree to see the plan

If each distributor sponsored 1 per month your group would exceed 4000 per year

ANSWERS TO WHAT DO YOU DO?

Learn to talk in themes about your answer to “What Do You Do?”

- The “Unfranchise” vs. “Franchise” (Explanation)
- Product Brokerage/Internet Marketing Company
- The ultimate “online shopping” company

- A way to diversify your income (showing people how to create multiple streams of income)
- Time leveraging/residual income – potential six figure income
- Plan B (building a back-up plan (Benefit)
- Time Freedom – Quality of Life

(Combine your explanation and your desired benefit in 1 statement – its up to you whether you lead with the explanation then benefit or benefit first and then explanation.)

Write your answer here:

(Sample) Market America is a product brokerage and internet marketing company, we teach people out to create an ongoing residual income.

YOUR TWO-MINUTE COMMERICAL:

Your two-minute commercial is a testimony of the real reason why you are doing the business

THE VERBAL WAYS TO APPROACH A PROSPECT

1. DIRECT (approaching the prospect about the business for themselves

(Two Concerns when using the Direct Approach - #1 The Distributor may feel they are infringing on their relationship with that person & have a tendency to hold back - #2 The prospect may prejudge what you are saying (they don't have time or have an interest)

- ***2. REFERRAL (approaching the prospect about the business for who they may know would have an interest) This is highly recommended as you will not feel like your infringing on your relationship – also the prospect won't have the ability to have the excuse that they are too busy or not interested as you are simply asking who they may know.***
- “I have a business I’m currently expanding in the area that I would like you to take a look at. I know your busy with your (real estate business) and you may or may not have an interest yourself, but you have a lot of great contacts and once you understand the business concept you may be able to lead me to a few good people which could be profitable for both of us.” So when is a good time (overview or show the plan)?

Examples of ways to strike up a conversation

- “You’d be great in my business your..... (direct)
outgoing, energetic, professional, enthusiastic, go-getter, open minded, hardworking, sharp) Compliment their positive characteristics”
- Who do you know who is _____ ...(referral)
- “If I can show you a way you could _____ (earn extra income/build residual income) without giving up what you are presently doing would you take the time to evaluate it. (direct)
- “Do you know of anyone that may be interested in _____ without giving up what they are presently doing (referral)
- “Have you ever thought about owning your own business? (direct)
- “Do you know of anyone who may be interested in starting their own business? (referral)
- “Have you ever thought of building a backup plan as a safety net? (direct)
- “I’m looking for people who realize the importance of having a backup plan. (referral)
- Are you someone who keeps your business options open when it comes to earning additional income? (direct)
- Do you know any motivated individuals who keep their business options open? (referral)

What do you do for work?

1. I’m a teacher but I also work with people who want to build a residual income.
2. I’m a salon owner but I also train people on creating multiple streams of income.
3. I look for people who keep their business options open.
4. I work with people who want to retire early

Methods to Introduce a Prospect to the Business

Approach 1/day minimum

1. Audio/Video/CD/DVD/Magazine Approach: (pre qualifiers)

-
- It's time for a change
- Cash in on Wellness
- Make your Move - Paul Zane Pilzer
- Wake Up
- Generic Audios/Videos
- Books i.e. "Haute Living"

2. Product Approach:

- Getting prospects to use products first
- Nutri-Physical
- OPC Health Awareness Survey
- Audios/Videos/Books/Transitions Booklet
- Motives
- Product Preview/Health Seminar/Motives Makeovers
- Web Center Review - www._____
- Web Portal the ultimate online shopping experience
- IBV approaches – Business Owners thru Regional IBV/EBay users, etc.

3. Qualifying Overview/Interview (This is the 1 on 1)

This is a brief process to give the prospect an overview of Market America, the 45 yr plan vs. the 2 to 3 yr plan, to find out what the Prospect is looking for and to establish a relationship. This should always take place before the Prospect is shown the entire Business Plan.

This process can be done through the following ways:

- Recruiting webinars located on www.teamgoldcoast.com as well as www.masouthernct.com/corp.html, and matv video on your web portal
- On the phone yourself or with your sponsor utilizing the power of the 3-way call
- In person yourself or with your sponsor (Coffee)
- National Recruiting Calls (Sun 8 pm - 646-519-5815 Ext 1314#) 24/7 - 212-990-6921

4. Showing the Prospect the Entire Business Plan: (Remember Brief Overview first)

- 1 on 1 - 2 on 1 (flip chart)
- 3-Part DVD – Interests/Product/Business Plan
- Home Presentation
- 2nd Look Presentation - hotel
- Internet/Webinar Presentation (live and recorded)

Note: Use this letter as an advance way to introduce Market America to your contacts so that your initial conversation is not uncomfortable. Utilize E-mail, mail or give to someone directly.

A letter of introduction

Hi _____,

I'm excited to announce the start of a new business.

Why your doing this business

Although I have done well in my current business, I have always looked for ways to diversify my income and have more free time. I was recently introduced to a business that has the potential to generate residual income as well as provide me with a backup plan should anything happen in this current economy.

About the company/ answer to what is it

Market America is a seventeen year old product brokerage and online shopping company – debt free and financially strong. Our growth is explosive - in 2008 sales exceeded \$350 million per year! This business provides people a way to establish a second source of income that can be realistically developed on a part-time basis with the two to three year potential of a six figure residual income.

The referral approach

I'm organizing a team of individuals who realize the importance of residual income and having a backup plan. Over the next several weeks I'll be in touch with many of my contacts. This may or may not be of an interest to you at this time, but I would like to run the business concept by you for possible referrals, which could be mutually profitable for both of us.

Thank you for your support

Signed_____

(Optional) kickoff Invitation

To help jump-start my business I've scheduled a business over view at my home (or up line) on Jan. 10th 7:30 pm to 9 pm (please arrive early as we start on time). Please call to confirm your attendance or if this date doesn't work for you call so that we can schedule another time.

Directions and Phone number

MOST COMMON OBJECTIONS

▪ **Question: “Is this a pyramid thing?” (Sarcastic)**

Answer: Address Legality of industry

- Pyramids schemes are illegal; do you think I’d be involved with something illegal?
- No, this is a 16 - year-old corporation doing approximately \$350 million per year.
- We’re part of a 50 year old \$100 Billion a year industry
- A proven method to move product to end consumer doing business in over 125 different countries, legitimized 20+ yrs.

Address issue of people at top make the money (structure)

- Reference differences between corporate structures (i.e.) People at top make more money, in network marketing anyone can make more income by building a larger organization based on the parameters of the pay plan, regardless of their position.
- It’s easier to be successful today then at the beginning, think about it: The products are better and more diverse, the tools are better, there only 180,000 distributors in Market America the US population is 300 Million, and we have expanded internationally, your timing couldn’t be better!

▪ **Question: “Is this like Amway?”... OR “network marketing?”... OR “pyramid marketing?”**

Answer: “What do you know about Amway?”.. OR “network marketing?” OR “pyramid marketing?”

(Listen to them!)

We’re a totally different concept called the UnFranchise. However, we do use the same powerful principle called **time-leveraging**. Do you know what time-leveraging is, and why it’s the best way to obtain wealth as well as time freedom? If their still negative find out their specific objection then ask “do you believe that the industry works?” If yes – state what Market America does different to avoid past failures – if they don’t believe the industry works give them the list of stats on the industry – if no progress then let them go.

▪ **Question: “Are you making any money yet?”**

Answer: **If you’ve been in Market America but haven’t made much money yet, your answer could be: “I’m just getting going now”. OR If you have the conviction: “I’m on my way to \$2100/week.”**

▪ **Question: “I don’t have any time.”**

Answer: “I know you don’t have time. That’s because you don’t have a time-leveraging system working for you. That’s why you need to sit down with me and take a look at this.”

▪ **Question: “Is this selling?” OR “I’m not a salesperson.”**

Answer: It’s not about being a salesperson. It’s about being a people person. Do you consider yourself to be a people person? - “Great then you would love this business”.

▪ **Question: “I don’t have any money.”**

Answer: As long as you have the desire, there are many ways to get this business started.

▪ **Question: “Most people don’t make any money at those things.”**

Answer: “First of all its’ not a “Thing” its’ a business”. The reason why a lot of people never realize success is that because this is a “No Risk” business most people treat it like a hobby. In fact, if they worked their jobs this way, they would be fired. Those who apply themselves consistently do quite well.”

STARTING THE FOLLOW UP PROCESS

Name _____ Phone _____ Best time to call _____

Thanks for evaluating the business - to save us both time & energy please help me determine your level of interest

1. What did you like the best, so far?

- ☐ To be able to purchase products at distributor cost that can have a positive impact on your life.
- ☐ Secondary source of income that can be created without having to give up the security of your current job.
- ☐ The ability to create a potential six figure ongoing income.
- ☐ The potential time freedom that can be realized when you create a residual income.
- ☐ Being able to create a Plan “B” in the event of an unforeseen health issue or business failure/downsizing.
- ☐ The opportunity to help others through the products or exposing them to a business vehicle to better their financial future.

2. Please rate your level of interest.

☐ Yes I’m ready to get started

- I’m simply purchasing products that I’m already using from outside stores to my own UnFranchise business
- I choose the 2-3 yr Plan over the 45 yr Plan
- I realize positioning could be key & that I have absolutely no risk in trying

☐ Yes I am interested in getting more information – rate your level of interest **1 2 3 4 5 6 7 8 9 10**

Within 1 to 2 days it is key to recap the concept, answer your questions, and decide on your next step either through a meeting or a phone conversation (don’t let too much time pass as life can get in the way and you will forget what you just evaluated)

☐ No - the timing isn’t right for me now.

- I may wish to try a few products
- I would like to help you expand your business by providing some referrals that may be interested in diversifying their income/building a backup plan/or creating ongoing income.

Suggest trying product and always give information to review before follow-up conversation

Key: You must take consistent action! ♣ Contact at least 1 Person per day (usually from your Possibilities List) ♣ Should result in at least 1 person every 3 days (or 10 per month) added to your 'Monthly Prospect Activity List' (trying a product, audio/video review, anyone agreeing to learn more about the business,...) ♣ Should result in at least 4 per month of these prospects seeing the business presentation. ♣ Should result in at least 1 per month of these prospects becoming a new distributor.								'Monthly Prospect Activity List' Month/Year _____					
Contact 1/day	Prospect Name 10	Phone	Town/ Info	Next Step/Appointment				Plan Seen 4	Follow-Up			Results 1	
1	1												
2													
3													
4	2												
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28	10												
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30													

Group Keypoint Tracking Sheet

BDC# _____ Left ☐ Right ☐

For each organization you are building keep track of your top “10” Go Now distributors by calling a minimum of 2 key people everyday. Also, keep track of the progress of other “Go Now” distributors within their organization. Keep a copy of at least your key people’s “90 day” action plan checklist (pg 4) and review during each call. Once the “90 day” list is complete review ongoing actions that each Unfranchise Owner should be doing consistently.

1. **Attitude & Knowledge** – (a) minimum 2 business presentations per month (b) one training per month (c) National Convention, Leadership School (d) Local and President’s challenges
2. **Goals** – Read you goal statement everyday
3. **Retailing** – Maintain your 10 Preferred Customers – 400 BV per month – base 10 – 7 strong
4. **Recruiting** – Follow the monthly activity list system (pg 20) 30-10-4-1
5. **Follow Up/Training** – Follow proper sign-up procedure – and use this tracking system with your group

Day	Name	Phone	Name	Phone
Mon			Mon	
Tue			Tue	
Wed			Wed	
Thu			Thu	
Fri			Fri	

Keep a visual organizational chart of your group starting with your sponsor or key upline leader on the back of this page. Do everything possible to duplicate through 3 levels (A-B-C Pattern).

NEW DISTRIBUTOR TRAINING OUTLINE

I. Administrative Key points - review the following administrative key points and check off each one when you fully understand how to apply this to the Market America business. Don't get overwhelmed by trying to grasp all the information listed below. Learn a little at a time and check off each area over the course of several weeks. (www.unfranchisettraining.com username=distributor password=gonow). This is for back office web based audio/visual training (Form 1000, web portal setup etc.)

- a. ☐ **Apply - Application** - Sales Rep/Distributor (understand Sponsor & Placement)
- b. ☐ **Create BV** - Approximately 75% to 85% of distributor cost
- c. ☐ **Qualify** - Single Entry 200 BV - Supervisory Entry 300 BV to 600 BV (no BV accumulates until a center is qualified with 200 BV – discuss sales tax)
- d. ☐ **Activate** - Personally sponsor 1 qualified dist on the left and 1 qualified dist on the right
 - ☐ If you earn your first check before you are activated you will not receive the check
 - ☐ They must maintain minimum activity requirements (see below) to stay qualified, or they will not be considered an active distributor and will not count towards your sponsoring requirements. Therefore, do not give sponsorship away
 - ☐ 2nd household members cannot be counted towards **anyone's** personal sponsorship
- e. ☐ **“Q” Date (Qualification Date)** - this date is the Friday of the week you qualified your 001 center (200 BV)
- f. **Monthly Accrual Option** -
 - ☐ Once qualified you accrue volume for approximately the first 3 months without any additional order requirements
 - ☐ To continue to accrue volume towards your first check you must order a minimum of 50 BV per month in your 001 and have registered for the UFMS (\$20.00)
 - ☐ This increases to 100 BV per month once you receive your first \$300 check (Coordinator)
 - ☐ This increases to 150 BV per month once you complete the pay cycle \$1500 earned (Executive Coordinator)
 - ☐ These requirements relate only to your 001 center / no order requirements for 002/003 or reentries
 - ☐ If you fail to meet your BV requirements on any month your accruing volume (left & right) will **flush** to “0”
 - ☐ NOTE: If you earn a check within the first 90 days your 100 BV requirement must now be met
 - ☐ Active BV accrues for 365 days then comes out as it comes in on a weekly basis
 - ☐ Any additional personal volume can be placed downline in your personal BDC's or a personally sponsored persons original BDC's (not their reentries) this allows everyone to get credit for their volume. They **must be on Transfer Buying** to place BV in their centers and should be managing their FORM 1000 requirements.
- g. **Minimum Requirements to stay Active** - To remain active a distributor must:
 - ☐ Submit a minimum 150 BV order each quarter.
 - ☐ Submit Form 1000 (proof of retail) each quarter.
 - ☐ Submit Distributor Renewal Form each December.
 - ☐ Failure to stay active will result in a **purge** (all volume in all your BDC's will be removed)
 - ☐ This can also affect upline's loss of volume if the upline has not completed their 5000 & 5000 pay cycle.
 - ☐ Once a distributor **purges** they will have to requalify their centers again to begin accruing volume.
 - ☐ Once a distributor **purges** they have 270 days to place an order or they will lose their position

- h. Transfer Buying** - Eliminate all concerns about getting your volume in on time by placing this standing monthly order.
- ☐ Make sure draft is set up properly 2 weeks prior to “Q” date
 - ☐ Use the transfer buying rider (bump-up to cover 100 & 150 BV increase when needed)
 - ☐ UFMS \$20 monthly subscription included and IBV monthly accrual order
- i. Form 1000** (proof of retail sales) Very **Important**
- ☐ Submit your Form 1000 along with the minimum of 2 sales receipts that total \$200 or more (not including shpg/tax) for your 001 center within your first 3-month period then every quarter thereafter.
 - ☐ Failure to do so will create a **purge** of volume.
 - ☐ Work with your sponsor to fully understand how to submit your Form 1000 and retail receipts online or manually. Because the qtr starts on Saturday and ends on a Friday the actual qtr beginning & ending dates may vary slightly every qtr. But these dates will automatically be calculated for you on “Unfranchise.com”.
 - ☐ At this point it is important to mark in your estimated 4 quarterly due dates (every 3 months starting from your “Q” date for the complete year).
1st Qtr end _____ 2nd Qtr end _____ 3rd Qtr end _____ 4th Qtr end _____
- Mark in when to complete your Form 1000 Online or Mail In at least 30 days in advance of due date (1 month before the above ending dates).
- 1st Qtr submit _____ 2nd Qtr submit _____ 3rd Qtr submit _____ 4 Qtr submit _____
- Mark these 8 dates in your daytime/calendar NOW!! **VERIFY FORM WAS RECEIVED!!**
- ☐ To earn off all your other BDC’s a one time Form 1000 with receipts must be submitted.
- j. Form 925 & Form 1001** (Training & Management Agreements)
- ☐ Submit these 2 forms usually at the time of sign-up (required after you earned your 1st check)
 - ☐ Failure to send these forms in will result in your 2nd check held for 30 days then forfeited.
- k. Mandatory Trainings**
- ☐ Basic 5 (Overview of the business - must complete before ECCT training)
 - ☐ New Distributor Training (Administrative Key Points & Sign Up Process - must complete before ECCT training)
 - ☐ ECCT (More detailed training attend only after you understand all the administrative key points listed above, required to attend after you complete the pay cycle \$1500 earned - cost \$50)
- l. Distributor Renewal** - Each December an annual renewal form & subscription fee is required.
- ☐ Annual renewal is waived for the 1st year if your Entry Date (not “Q” date) falls on August 1st or after.
 - ☐ You have 2 grace months to renew after December 31st, but if you have not renewed by March 1st your volume will purge - you will have to submit a new application, requalify your centers and be given a new “Q” date.
- m. Earning IBV Checks** – Setup your IBV designated center to “001” to enable you to earn off this center. IBV will then start to accrue on your left and right side similar to BV and just like BV after your initial grace period you will have to do a monthly minimum as follows: 10 IBV until you earn your first IBV check – 20 IBV until you earn a total of \$1,500 in IBV commissions – then it will cap out at 30 IBV max. In addition, before earning an IBV check you must have registered and maintained 10 “Preferred Customers” who each show at least 1 receipt for products purchased within every 12-month period

Reference Administrative Planner (page 9) to Recap All of the Above Requirements

PAY PLAN

4 Step Payout – Bonus – Re-entry – IBV Plan

Other Key Terms and Definitions

- ❑ **UnFranchise® Owner (UFO)** – A qualified and active Distributor who has made the commitment to the UnFranchise® Business Development System by implementing the established tasks, activities, and practices as set forth and defined in the UFO Program.
- ❑ www.marketamerica.com - Market America's official corporate Web site. This web site functions as the conduit to Distributor Custom Web Portals which are E-commerce enabled. One of the features is the Distributor Locator System, which individuals are able to locate a Distributor in their local area.
- ❑ Your back-office which requires a Rep ID # and password to enter. This site provides a complete package of Internet related services and management systems designed to assist Distributors build a successful UnFranchise® business.
- ❑ **National Meeting, Training, and Seminar System (NMTSS)** - A cohesive system of meetings, trainings, seminars, and events that provide new and established distributors with individual learning opportunities that contribute to thorough, systemized, standardized, and effective training.
- ❑ **Web Portal** – A Web site designed to provide a Distributor with all the features necessary to attract and maintain new and existing customers.
- ❑ **GoNowMail.com** – A FREE email service provided by a Distributor.
- ❑ **MARVIN** – (Market America Responsive Voice Information Network) is designed to answer your basic inquiries pertaining to your Distributorship. Everything from your q-date, annual renewal date, to the date that we received your Form 1000 can be answered by utilizing this voice response system. Simply call 336-605-5556 and experience the ease and convenience of MARVIN.
- ❑ **ATG Technologies** – Market America's Voicemail system provider (PatLive Messaging System). Enroll by calling 800-775-7790 or by logging on to UnFranchise.com
- ❑ **Preferred Customer** – Any customer registered in the Preferred customer Program online management system through UnFranchise.com is considered a Preferred Customer. Preferred Customers are people who purchase Market America products, goods, and services on a regular basis. They include: you, your customers, and your Distributor organization.
- ❑ **Market America Customer Referral Program** – As the company acquires customers and new distributor leads from their national advertising campaign, these leads will be passed on to current unfranchise owners provided they have registered a minimum of 5 preferred customers of which one of whom has purchased on your web portal within the last twelve months a MA product only.
You must have also personally purchased once on your web portal in the last twelve months – from partner stores only.

REGISTERING A PREFERRED CUSTOMER

DOING YOUR ONLINE FORM 1000

1. First please register your preferred customers as well as yourself.

(A new Preferred Customer does not mean they have ordered product from you – you do need a minimum of 10 Preferred Customers to receive IBV checks).

1. Go to **your back office on your “web portal” and sign in.**
2. Select **Preferred Customers**
3. Select **New Customer**
4. Enter in their information
5. Under placement designation enter your **9 Digit I.D. Number** and select either your 002 or 003 centers.

2. Doing your Online Form 1000

You have to electronically attach a minimum of two (2) sales receipts from 1 or more customers totaling \$200.00 or more.

1. Go to your back office on your “web portal” and sign in.
2. Then go to “Online Forms” and click “Form 1000” – this will indicate if any of your Preferred Customers have placed orders – if there are no orders or do not equal at least \$200 in retail you will need to enter manual sales receipt(s).
3. Then you click on Preferred Customer (you will see it right at the top).
4. Then proceed to Sales Receipt Entry and then select the Preferred Customer to create a receipt
5. Then enter their order that they purchased (code, quantity). You cannot enter the date - the program automatically selects the date that you enter it.
6. Once you enter the items for the order then add to cart (the total for the order will show up in the right-hand corner) and hit the submit button. If the total orders now add up to \$200 or more you can proceed to do your Form 1000.

Note – these are just a manual receipts – this is not an actual order you are placing and no one is charged.

Next step is to do your Form 1000

1. Click on **Online Forms**
2. Click on **Electronic**
3. Click on **Form 1000.**
4. At this point the manual orders that you placed will show up on this form.
5. To the left of the orders check the boxes.
6. Right above that it reads “Select a BDC” – select 001 then click assign orders
7. Go to the bottom of the page and click on the “I agree” button then hit “submit”)
8. You will then receive a page that reads “you successfully completed your Form 1000”.

Be sure that you print everything out for your records.

HOW TO SET UP YOUR WEB PORTAL

1. Go to your web portal scroll down the bottom left your “unfranchise business login” and enter your Rep ID and password. Once logged in proceed to number 2 below.
2. Click on [Other Services](#)
3. Click on [Web portal Administration](#)
4. Click on [web portal](#)
5. Then it will ask you for the placement for [IBV](#) - it is [automatically](#) set on the [001](#)
6. Click [continue](#)
7. It will ask where to place your [IBV \(Internet Business Volume\)](#):
 - Enter your [9 digit Distributor ID# and 002 ext.](#)
 - Next enter your [9 digit Distributor ID # and 003 ext](#)
 - .
 - (Please note that you can change placement once you personally sponsor distributors – then you will place the volume there)
8. It will ask where to place your [BV \(Business Volume\)](#):
 - Enter your [9 digit Distributor ID# and 002 ext.](#)
 - Next enter your [9 digit Distributor ID # and 003 ext](#)
 - .
 - (Please note that you can change placement once you personally sponsor distributors – then you will place the volume there)
9. It will then ask you for your [web portal](#) name. You should have a couple options in case the name is not available. Your web portal will be [marketamerica.com/_____](#)([Your portal name](#))
10. Then it will bring you to the [administration page](#). Enter in all your information, i.e. Name, Address, Telephone #. Fill in all pertinent information.

WEEKLY PLANNER

DATE _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Attitude/Knowledge	Attitude/Knowledge	Attitude/Knowledge	Attitude/Knowledge	Attitude/Knowledge	Attitude/Knowledge
Tape	Tape	Tape	Tape	Tape	Tape
Read	Read	Read	Read	Read	Read
Meeting	Meeting	Meeting	Meeting	Meeting	Meeting
Goals	Goals	Goals	Goals	Goals	Goals
Read	Read	Read	Read	Read	Read
Retailing	Retailing	Retailing	Retailing	Retailing	Retailing
Recruiting/Sponsoring	Recruiting/Sponsoring	Recruiting/Sponsoring	Recruiting/Sponsoring	Recruiting/Sponsoring	Recruiting/Sponsoring
Follow-Up/Downline	Follow-Up/Downline	Follow-Up/Downline	Follow-Up/Downline	Follow-Up/Downline	Follow-Up/Downline
Record Keeping	Record Keeping	Record Keeping	Record Keeping	Record Keeping	Record Keeping
SUNDAY –Do all your	<u>planning for the</u>	<u>upcoming week</u>	<u>customers to call on</u>	<u>as well as all calls to</u>	<u>prospects.</u>

Local Meeting and Training Schedule: (for South Florida go to www.masouthflorida.com)

- **Business Presentations – attend at least 2 per month – arrive 7-7:15 pm starts 7:30 ends 9 pm**
 - 1st & 3rd Tuesday – Ft. Lauderdale – Check calendar for details
 - 2nd & 4th Wednesday – Boca Raton
 - 1st & 3rd Thursday – West Palm Beach
 - 2nd & 4th Thursday – Miami

 - Additional Home Presentations (ask sponsor) _____

 - Your business kick-off presentation (within your 1st month) _____
- **Trainings – (initial trainings for new distributors) – please check for locations on website calendar.**
 - Complete your 12 half-hour on-line trainings in the first 2 weeks www.teamgoldcoast.com
 - New Distributor Trainings
 - Basic 5
- **Monthly Events and Seminars (next 3 months)**
 - _____
 - _____
 - _____
- **National Corporate Events**
 - MA World Conference – Miami, FL – (February) _____
 - MA National Convention – Greensboro, NC – (August) _____
- **Corings (coaching and training specific to your organization) (ask sponsor)**
- **Specialized Trainings – UMO's, Motives, Webcenter, ECCT, Transitions (ask sponsor)**

OTHER HELPFUL WEBSITES & KEY BUSINESS SUPPORT MATERIALS

- www.mawebinars.com (online presentations)
- www.unfranchisetraining.com (Market America's online training site)
- www.nutrametrix.com
- www.hpintro.com (health professionals' introduction)
- www.Torchsports.com
- www.Thepowerprofiles.com (profiles of top leaders)
- www.Transitionslifestyle.com
- www.Marketamericascience.com
- www.danijohnson.com (networking trainer with no specific company affiliation)
- www.brilliantexchange.com (generic networking tapes & audios)
- www.mawc411.com (webcenter overview & information)
- www.masouthflorida.com (South Florida event calendar)
- www.my.calendars.net/massri (Boston area event calendar)

MARKET AMERICA IBV PRODUCTS

- 1. All the Transition Meals**
- 2. Small Multi-tech with iron (code # plus IBV)**
- 3. Resveratrol (code # plus IBV)**
- 4. Snap Products (code #'s plus IBV)**
- 5. Royal Spa Product Line (code #'s plus IBV)**
- 6. Toothpaste (code # plus IBV)**

To increase IBV usage there are some popular stores as well as some unknown stores that we all should be utilizing in our everyday purchases

- 1. Slim Beans (gourmet weight loss coffee)**
- 2. Pure Foods (fresh pre-packaged complete meal plan)**
- 3. Perfect Smile (toothpaste & teeth whitening system)**
- 4. MA Print Center (all printing needs individual or company)**
- 5. Travelocity & Expedia (all travel needs)**
- 6. Razor Gator (all concert, sporting & event tickets)**
- 7. Wine.com (wine selections and all gift baskets)**
- 8. Drugstore.com (all drugstore needs – free shipping)**
- 9. MA Newsstand (all downloadable magazines & newspaper articles)**
- 10. Giftcertificates.com**
- 11. Restaurants.com**
- 12. Hotels.com**
- 13. Lobster Gram (lobster, seafood, steaks)**
- 14. Little Director (animated kid's coloring book)**