



Use the 2 Ways to Send Cards

- Send 3 Heartfelt Cards a day to different people.** Use their photos (Facebook, Instagram, etc.) to celebrate something in their life. Make it heartfelt, show gratitude and ask for nothing in return.
- Create & Send or Schedule some System Card sends.** The System Card Sends include a) a single card to multiple recipients, b) scheduled card sends to one or more recipients, or c) drip campaigns. These would be invitations, announcements, or drip campaigns.

For more information about each card send type, be sure to view our [Business Training Site](#) and click on the [Use It](#) section and the course [Ways to Send](#).

- Watch the Tour of the Website Overview.** Become familiar with how to present the card types to others. This video is located in the [Business Training Site](#) in the [Share It](#) section and click on the course [Present](#).

Account Setup

- Set up your Personal Website Options.** Go to [My Account](#) then add a photo, bio and personalize your URL.
- Submit your W-9 or W-8BEN** to accounting@sendoutcards.com
- Submit your Direct Deposit form (US) or sign up for SOCWallet (International).**
- Submit your Handwriting Font & Signatures** to myfont@sendoutcards.com

You can find all forms listed above in the [Resource Center](#) under [Downloads](#). You can also find them on the [Business Training Site](#) in the [Build It](#) section; Just click on the course [Getting Started](#) to view all links to each form.

Events *Get event information & register at www.sendoutcards.com/resources/upcomingevents*

- Register for an upcoming Promptings Academy**
- Register for the Annual SendOutCards Convention**

Stay Up To Date *Get information in the [Resource Center](#) under [Stay Connected](#)*

- Join the Official SendOutCards Facebook Group:** facebook.com/groups/sendoutcardscorporate
- Join Kody Bateman on the SOC Weekly Call every Monday @ 6:00 p.m. (MT):**
Official SendOutCards Group Facebook Live.
- Check in nightly with your sponsor via text or Facebook messenger with the following:**
 - Number of Heartfelt and System Cards sent.
 - Completed actions taken from this list.



Demo The System

- Demo the system with others as often as possible.** You can use your desktop or mobile app!
 - Get PAID4!** Get on a subscription and then get 4 customers on the same subscription or higher.
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Promote To Manager

- Promote to Manager.** Get another SOC Affiliate to join your team & help them get PAID4.

Watch the explanation video from Kody Bateman on how to achieve PAID4 and rank advance in the [Business Training Site](#). Click on the [Build It](#) section and then course [PAID4](#).

Use The Tools

- Set up a Facebook Secret Group.**
Start adding people using scripts from the training provided in the [Business Training Site](#). Find the video by clicking on the [Share It](#) section then on the course [List and Invite](#).
 - Share the CampaignFolio & leave Campaign Sample Packs with businesses.**
www.sendoutcards.com/app/campaign-store
 - Send yourself your “Why” card.**
 - Make a 1-year commitment to yourself & your family.
 - List your dreams along with your plan and driving factors to achieve them.
 - Sign up for AppreciationPal** at www.appreciationpalsystem.com
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Committed and Consistent Work Builds Your Business

Demo the System - Help Others get PAID4 - Promote to the Next Rank - Present

- Demo the system with others as often as possible.**
- Help your team achieve the PAID4 status.**
- Promote to Senior Manager and continue to reach the next rank.**
- Do your Facebook presentations and help team members with theirs.**

*Your success depends on the consistent efforts of this checklist.
We wish you continued success in your SendOutCards business!*