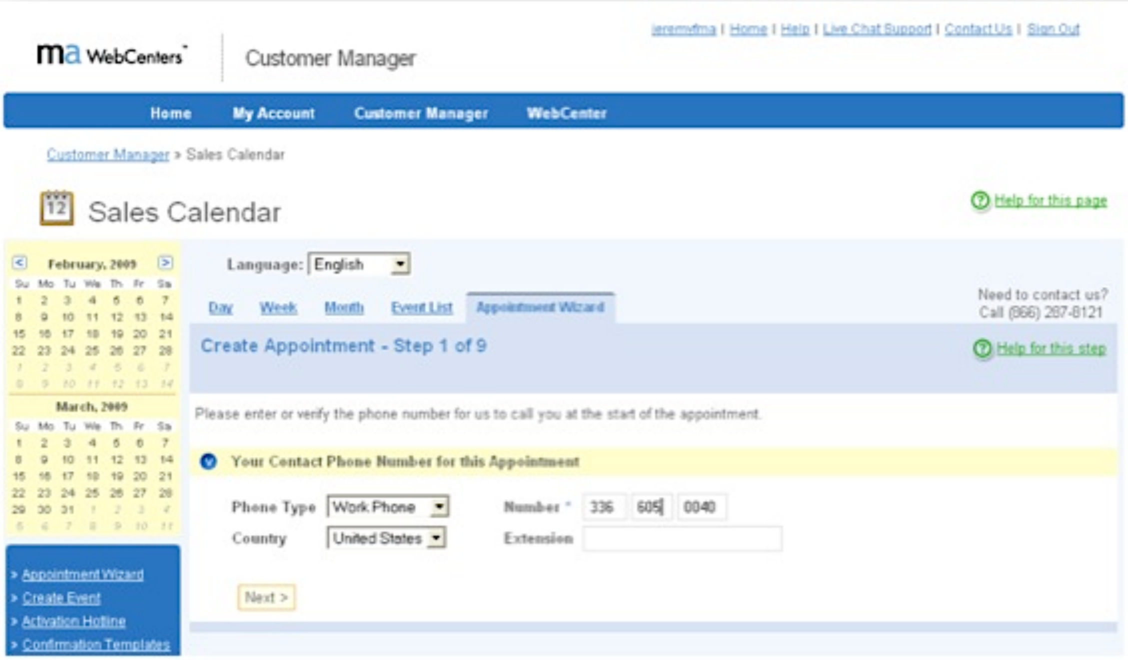
SALES SUPPORT USING THE SALES CALENDAR

How to Schedule an Appointment Using the Sales Calendar
View each step for successfully setting an appointment in the sales calendar.

Click on "WebCenter" and then Choose "Sales Calendar".



- Click on "Appointment Wizard".
- Enter in the Contact Phone number to call YOU at the start of the appointment.

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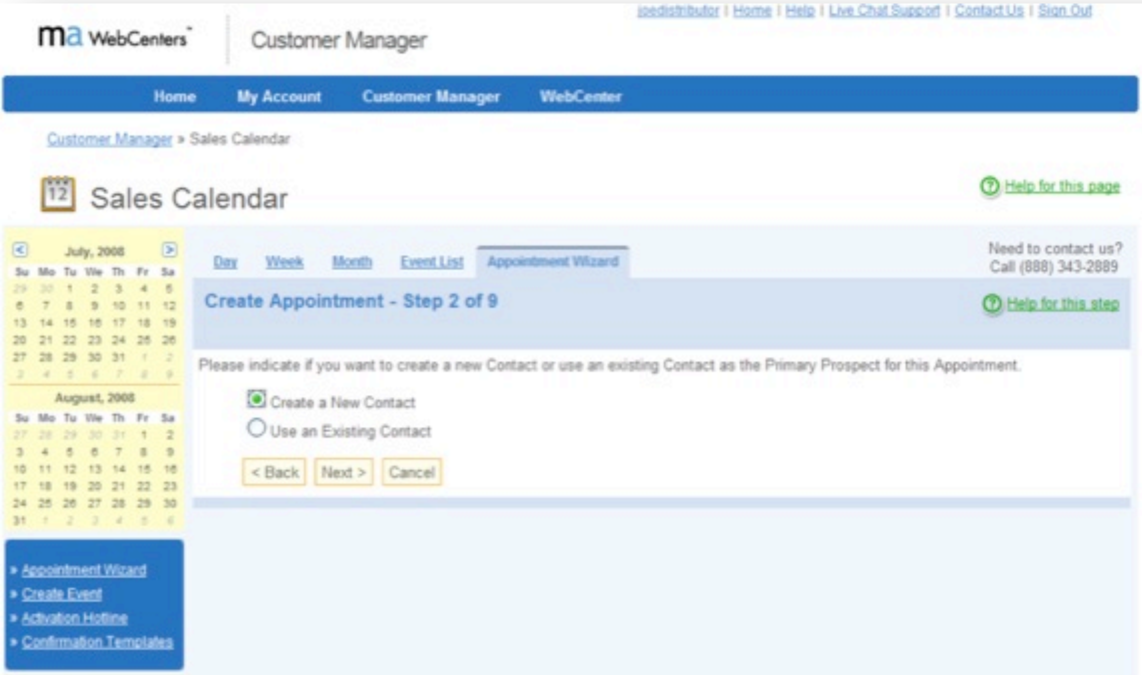
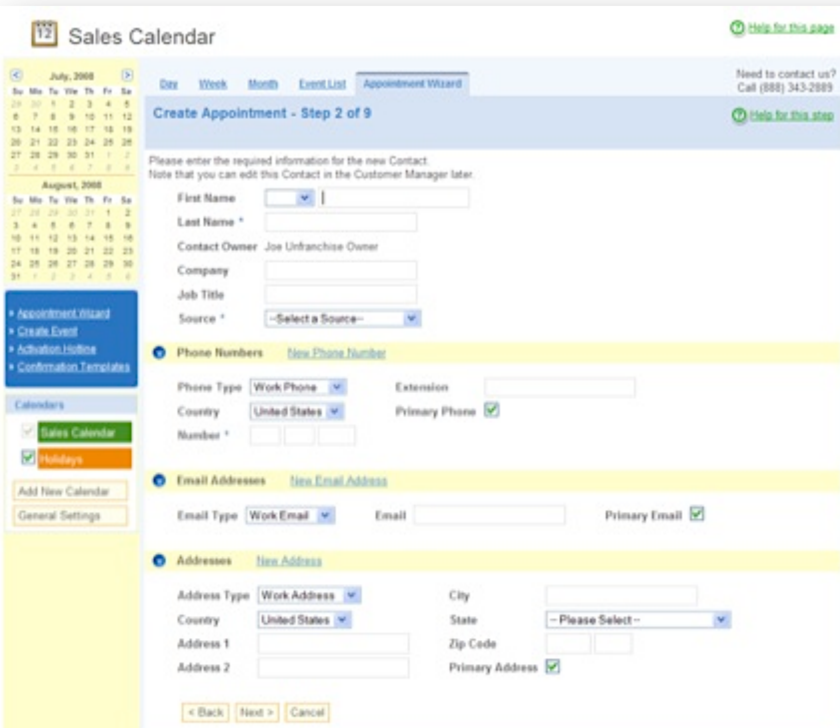


- Choose between creating a new contact for your appointment or using an existing contact.



- Create a new contact by simply entering in the required information.

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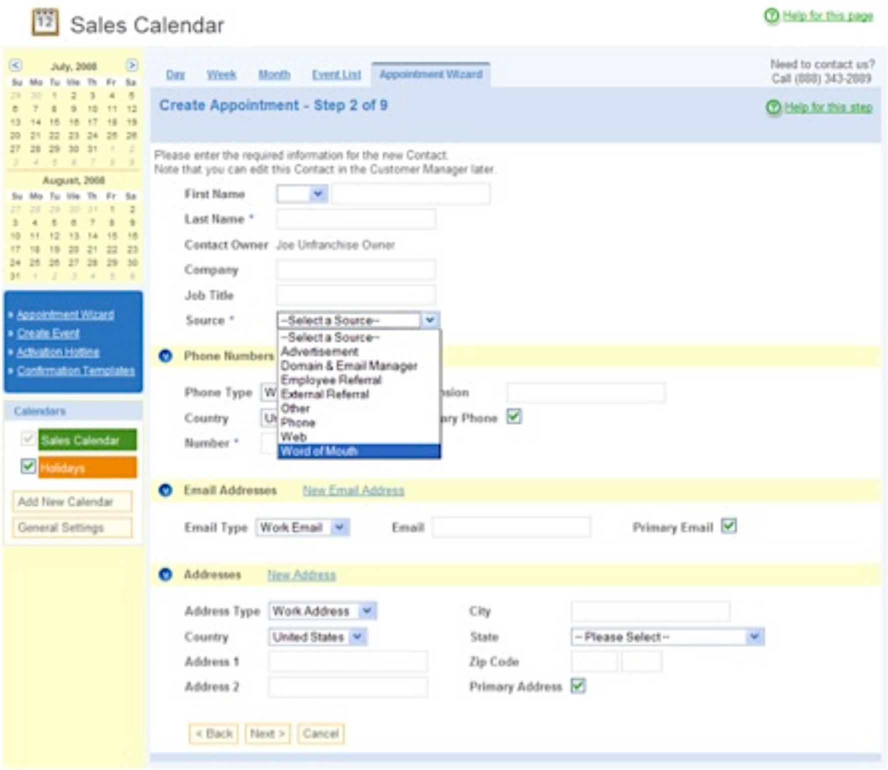
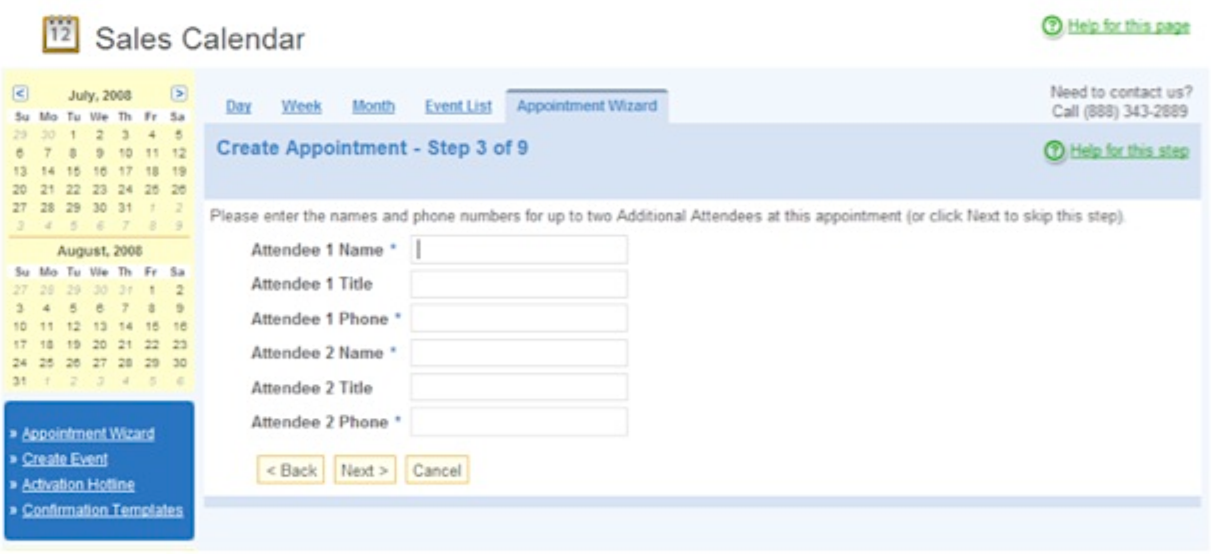


- Remember to select a source for how the client found you/ knows you.



- Enter in the names and phone numbers for any additional attendees that will be on the appointment.
- <u>It's highly encouraged to have all decision makers at the appointment!</u>

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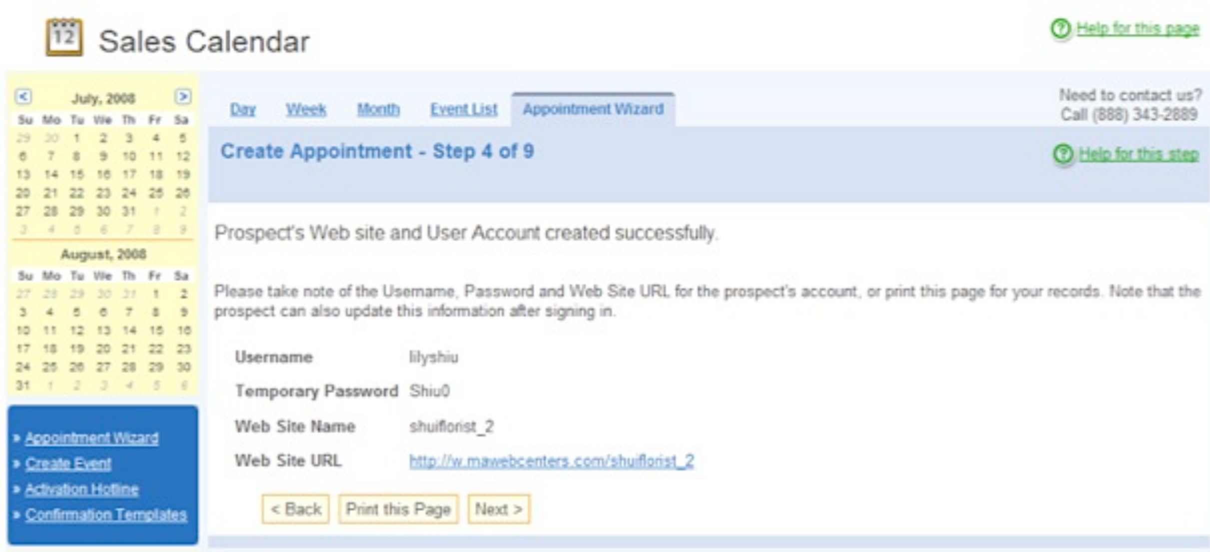
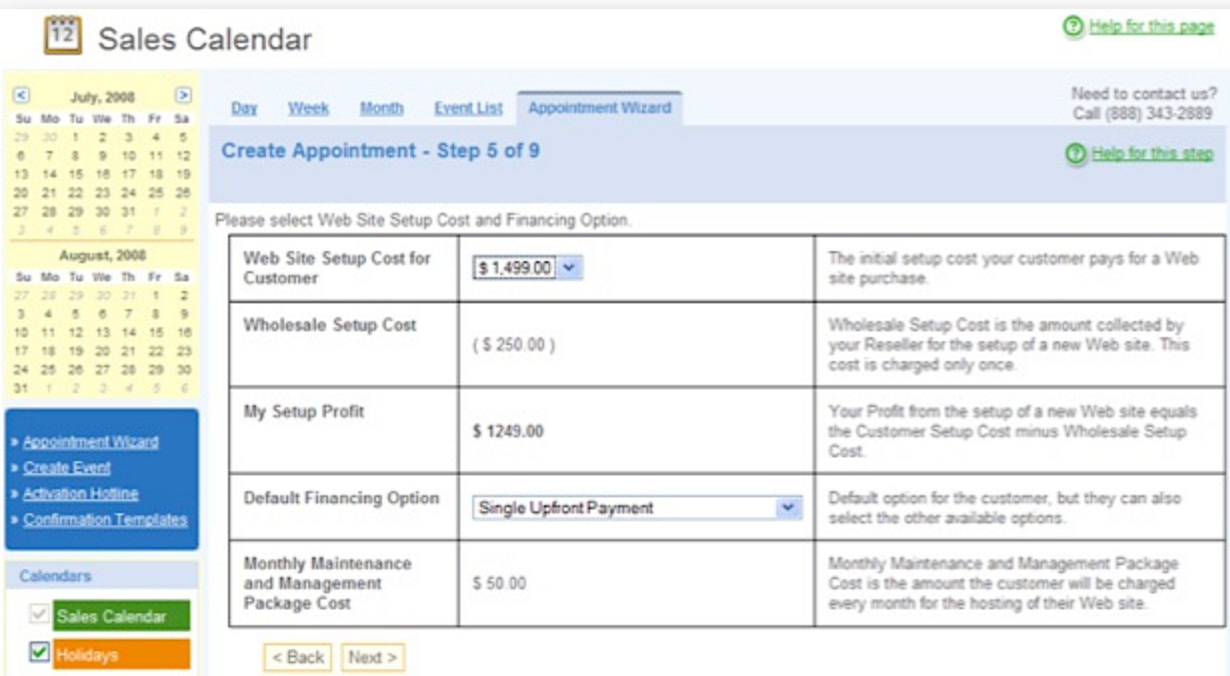


- Take note of the username, password and website URL for the prospect's account.



- Setup website setup costs and financing costs.

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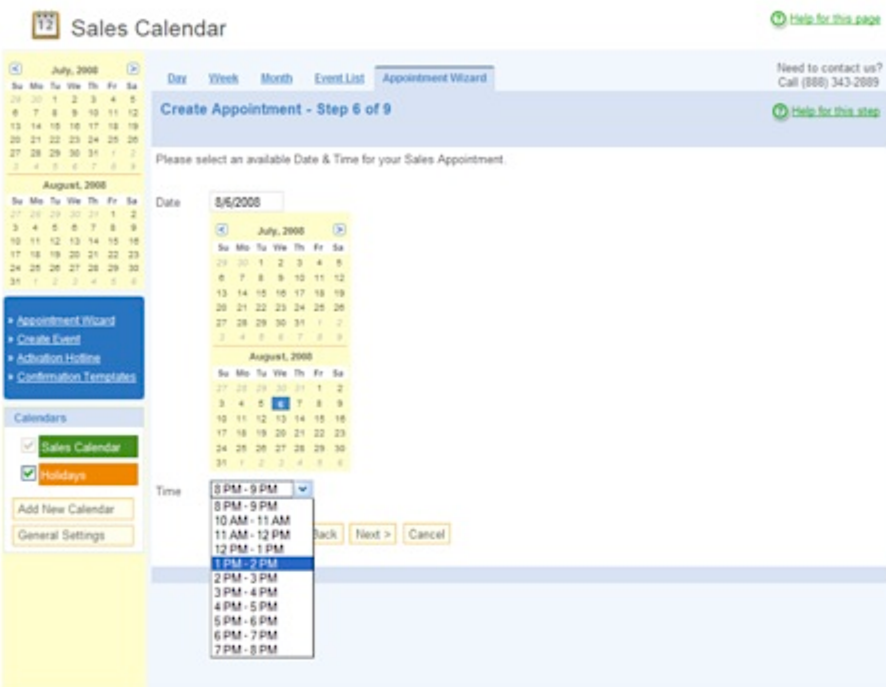
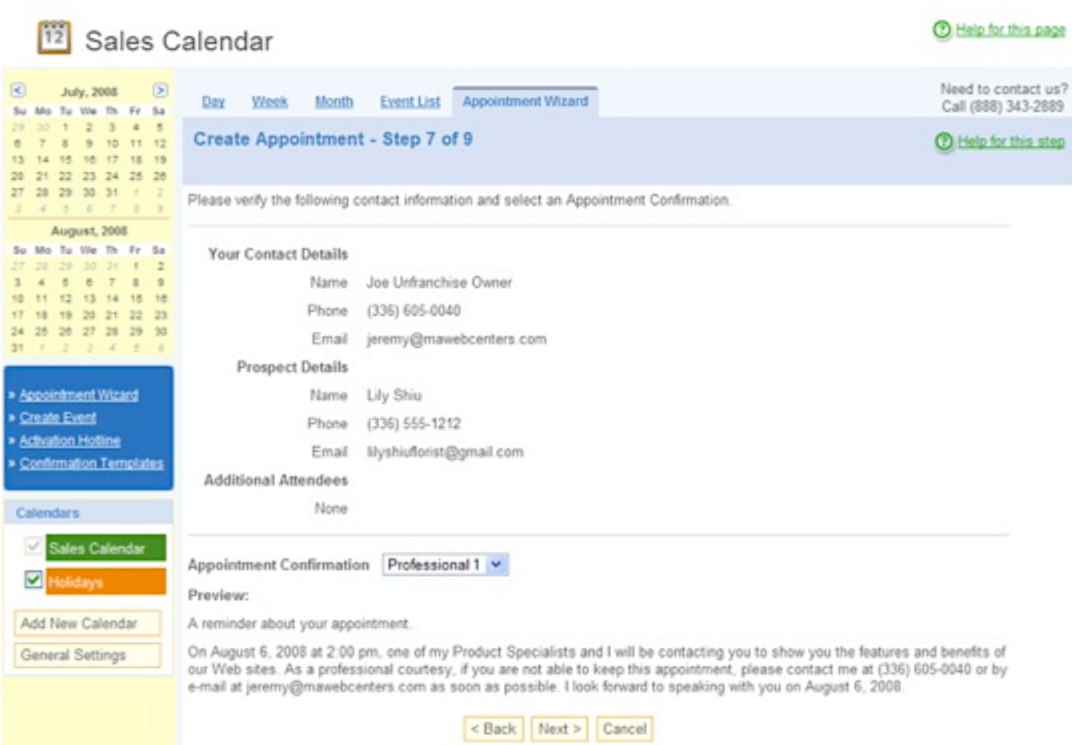


- Select a date and time for the appointment.



- Verify the contact information and the appointment information.

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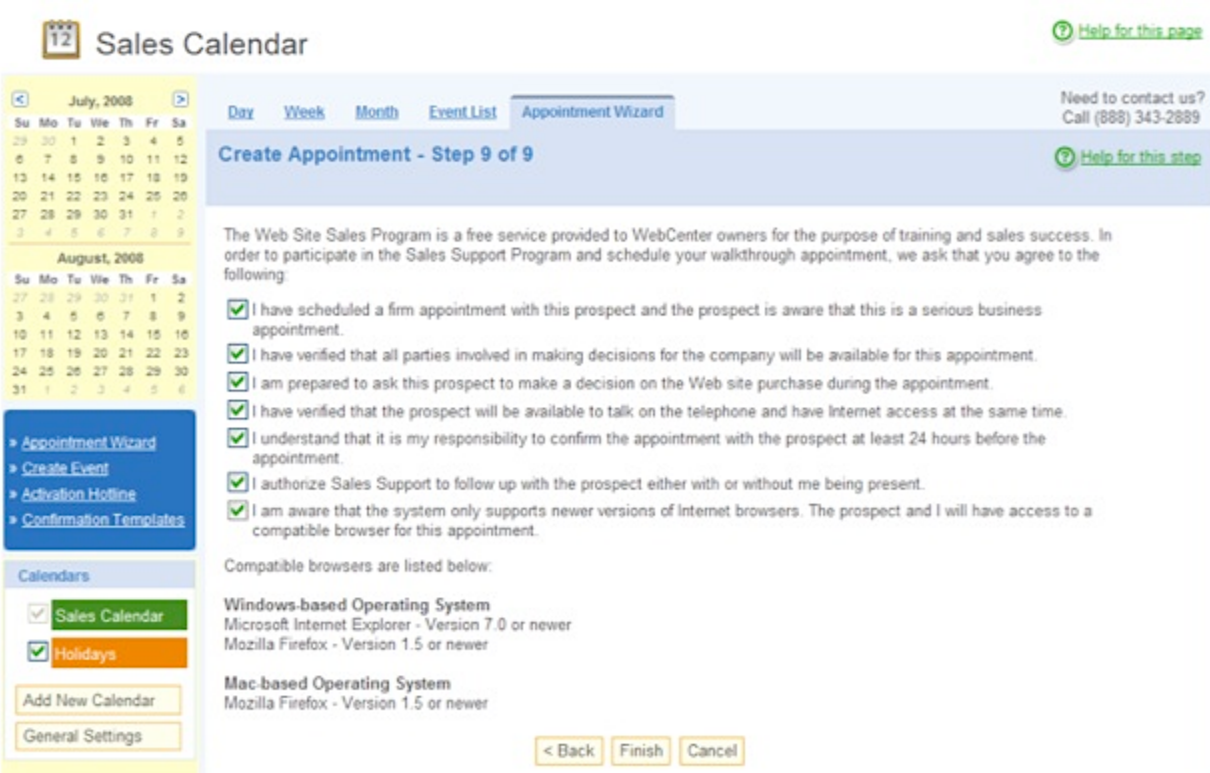
- Enter comments for the Sales Appointment. It is highly recommended that you enter in as much information as possible. Some examples of useful notes are: existing website URLs, competitor websites, topics that will be important to your client, "hot buttons" etc.



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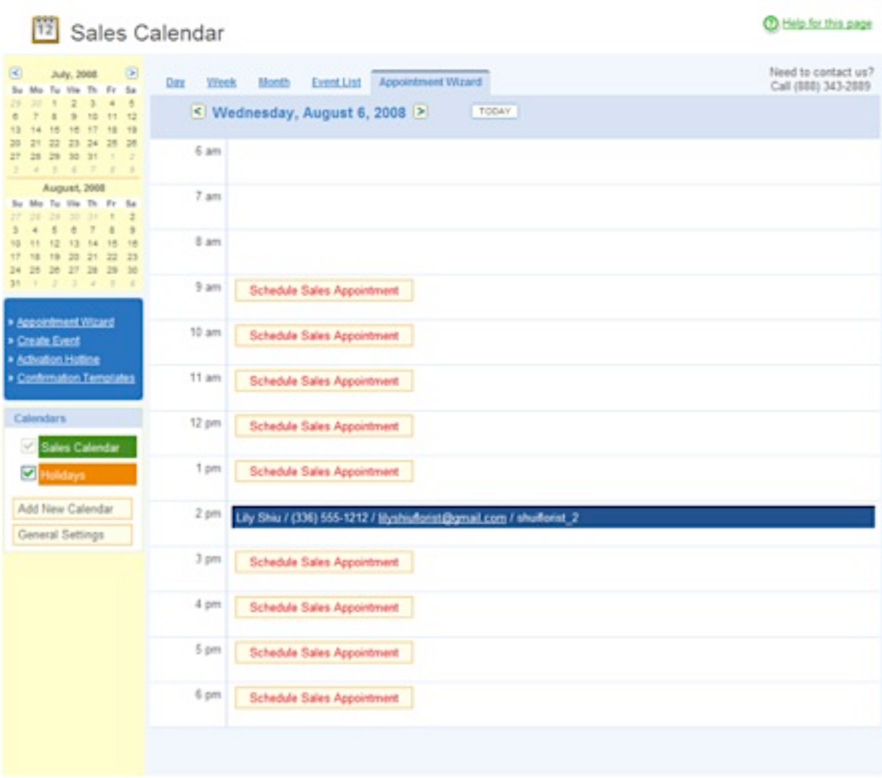

- You can now view your scheduled appointment in your calendar.