

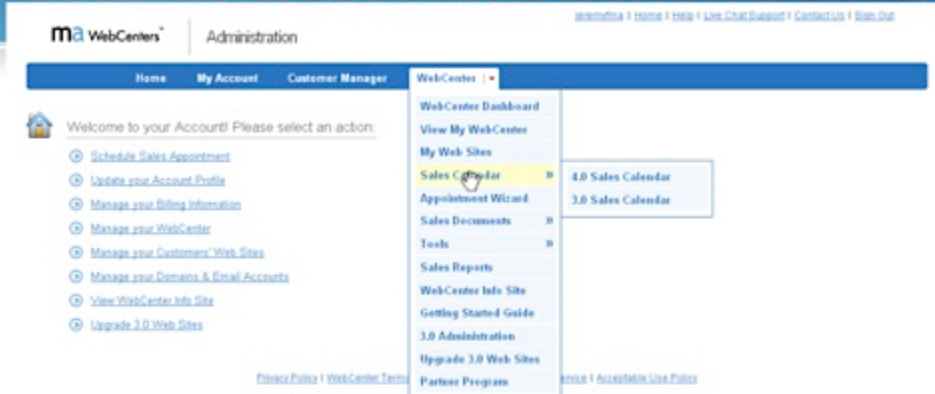


SALES SUPPORT USING THE SALES CALENDAR

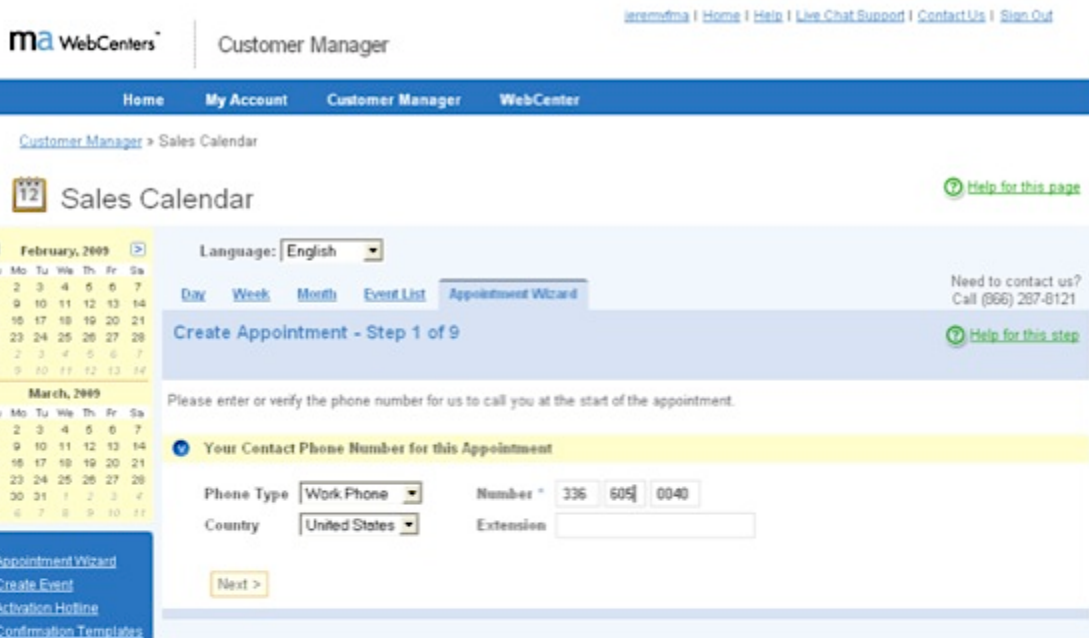
How to Schedule an Appointment Using the Sales Calendar

View each step for successfully setting an appointment in the sales calendar.

Your 4.0 WebCenter: 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.



SALES SUPPORT USING THE SALES CALENDAR

ma WebCenters[™] Customer Manager

Home My Account Customer Manager WebCenter

Customer Manager > Sales Calendar

Sales Calendar

July 2008

Day Week Month Event List Appointment Wizard

Need to contact us?
Call (888) 343-2889

Create Appointment - Step 2 of 9

Help for this page

Help for this step

Please indicate if you want to create a new Contact or use an existing Contact as the Primary Prospect for this Appointment.

Create a New Contact
 Use an Existing Contact

< Back Next > Cancel

- Appointment Wizard
- Create Event
- Activation Hotline
- Confirmation Templates

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

Sales Calendar

July 2008

Day Week Month Event List Appointment Wizard

Need to contact us?
Call (888) 343-2889

Create Appointment - Step 2 of 9

Help for this page

Help for this step

Please enter the required information for the new Contact.
Note that you can edit this Contact in the Customer Manager later.

First Name

Last Name *

Contact Owner Joe Unfranchise Owner

Company

Job Title

Source * --Select a Source--

Phone Numbers [New Phone Number](#)

Phone Type Work Phone Extension

Country United States Primary Phone

Number *

Email Addresses [New Email Address](#)

Email Type Work Email Email Primary Email

Addresses [New Address](#)

Address Type Work Address City

Country United States State --Please Select--

Address 1 Zip Code

Address 2 Primary Address

< Back Next > Cancel

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



SALES SUPPORT USING THE SALES CALENDAR

12 Sales Calendar [Help for this page](#)

July 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#)

Need to contact us?
Call (888) 343-2889 [Help for this step](#)

Create Appointment - Step 2 of 9

Please enter the required information for the new Contact.
Note that you can edit this Contact in the Customer Manager later.

First Name

Last Name *

Contact Owner Joe Unfranchise Owner

Company

Job Title

Source *
--Select a Source--
Advertisement
Domain & Email Manager
Employee Referral
External Referral
Other
Phone
Web
Word of Mouth

Phone Numbers

Phone Type

Country

Number *

Primary Phone

Email Addresses [New Email Address](#)

Email Type

Email

Primary Email

Addresses [New Address](#)

Address Type

Country

City

State

Address 1

Address 2

Zip Code

Primary Address

[Back](#) [Next >](#) [Cancel](#)

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

12 Sales Calendar [Help for this page](#)

July 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#)

Need to contact us?
Call (888) 343-2889 [Help for this step](#)

Create Appointment - Step 3 of 9

Please enter the names and phone numbers for up to two Additional Attendees at this appointment (or click Next to skip this step)

Attendee 1 Name *

Attendee 1 Title

Attendee 1 Phone *

Attendee 2 Name *

Attendee 2 Title

Attendee 2 Phone *

[Back](#) [Next >](#) [Cancel](#)

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



SALES SUPPORT USING THE SALES CALENDAR

12 Sales Calendar

[Help for this page](#)

[Day](#)
[Week](#)
[Month](#)
[Event List](#)
[Appointment Wizard](#)

Need to contact us?
Call (888) 343-2889

Create Appointment - Step 4 of 9

[Help for this step](#)

Prospect's Web site and User Account created successfully.

Please take note of the Username, Password and Web Site URL for the prospect's account, or print this page for your records. Note that the prospect can also update this information after signing in.

Username: lilyshiu
 Temporary Password: Shiu0
 Web Site Name: shuiforist_2
 Web Site URL: http://www.mawebcenters.com/shuiforist_2

[< Back](#)
[Print this Page](#)
[Next >](#)

[Appointment Wizard](#)
[Create Event](#)
[Activation Hotline](#)
[Confirmation Templates](#)

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

12 Sales Calendar

[Help for this page](#)

[Day](#)
[Week](#)
[Month](#)
[Event List](#)
[Appointment Wizard](#)

Need to contact us?
Call (888) 343-2889

Create Appointment - Step 5 of 9

[Help for this step](#)

Please select Web Site Setup Cost and Financing Option.

Web Site Setup Cost for Customer	\$ 1,499.00	The initial setup cost your customer pays for a Web site purchase.
Wholesale Setup Cost	(\$ 250.00)	Wholesale Setup Cost is the amount collected by your Reseller for the setup of a new Web site. This cost is charged only once.
My Setup Profit	\$ 1249.00	Your Profit from the setup of a new Web site equals the Customer Setup Cost minus Wholesale Setup Cost.
Default Financing Option	Single Upfront Payment	Default option for the customer, but they can also select the other available options.
Monthly Maintenance and Management Package Cost	\$ 50.00	Monthly Maintenance and Management Package Cost is the amount the customer will be charged every month for the hosting of their Web site.

[< Back](#)
[Next >](#)

[Appointment Wizard](#)
[Create Event](#)
[Activation Hotline](#)
[Confirmation Templates](#)

Calendars
 Sales Calendar
 Holidays

- Setup website setup costs and financing costs.



SALES SUPPORT USING THE SALES CALENDAR

12 Sales Calendar [Help for this page](#)

July 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#) Need to contact us? Call (888) 343-2889

Create Appointment - Step 6 of 9 [Help for this step](#)

Please select an available Date & Time for your Sales Appointment.

Date: 8/6/2008

Time: 2 PM - 3 PM

[Back](#) [Next >](#) [Cancel](#)

Appointment Wizard
• Create Event
• Activation Hotline
• Confirmation Templates

Calendars
 Sales Calendar
 Holidays
[Add New Calendar](#)
[General Settings](#)

- Select a date and time for the appointment.

12 Sales Calendar [Help for this page](#)

July 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#) Need to contact us? Call (888) 343-2889

Create Appointment - Step 7 of 9 [Help for this step](#)

Please verify the following contact information and select an Appointment Confirmation.

Your Contact Details

Name: Joe Unfranchise Owner
Phone: (336) 605-0040
Email: jeremy@mawebcenters.com

Prospect Details

Name: Lily Shiu
Phone: (336) 555-1212
Email: llyshiuforist@gmail.com

Additional Attendees

None

Appointment Confirmation: Professional 1

Preview:
A reminder about your appointment.
On August 6, 2008 at 2:00 pm, one of my Product Specialists and I will be contacting you to show you the features and benefits of our Web sites. As a professional courtesy, if you are not able to keep this appointment, please contact me at (336) 605-0040 or by e-mail at jeremy@mawebcenters.com as soon as possible. I look forward to speaking with you on August 6, 2008.

[< Back](#) [Next >](#) [Cancel](#)

Appointment Wizard
• Create Event
• Activation Hotline
• Confirmation Templates

Calendars
 Sales Calendar
 Holidays
[Add New Calendar](#)
[General Settings](#)

- Verify the contact information and the appointment information.



SALES SUPPORT USING THE SALES CALENDAR

12 Sales Calendar [Help for this page](#)

July, 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#) Need to contact us? Call (888) 343-2889

Create Appointment - Step 8 of 9 [Help for this step](#)

Please enter comments for the Sales Appointment. You should enter all information critical to success of Web site sales. For example, you can indicate competitor Web site URLs, any other decision maker or any specific functionality they need.

* Comments
Lily is really excited about selling her floral arrangements online and providing online coupons.

[< Back](#) [Next >](#) [Cancel](#)

[Appointment Wizard](#)
[Create Event](#)
[Activation Hotline](#)
[Confirmation Templates](#)

- 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.

12 Sales Calendar [Help for this page](#)

July, 2008 [Day](#) [Week](#) [Month](#) [Event List](#) [Appointment Wizard](#) Need to contact us? Call (888) 343-2889

Create Appointment - Step 9 of 9 [Help for this step](#)

The Web Site Sales Program is a free service provided to WebCenter owners for the purpose of training and sales success. In order to participate in the Sales Support Program and schedule your walkthrough appointment, we ask that you agree to the following:

- I have scheduled a firm appointment with this prospect and the prospect is aware that this is a serious business appointment.
- I have verified that all parties involved in making decisions for the company will be available for this appointment.
- I am prepared to ask this prospect to make a decision on the Web site purchase during the appointment.
- I have verified that the prospect will be available to talk on the telephone and have Internet access at the same time.
- I understand that it is my responsibility to confirm the appointment with the prospect at least 24 hours before the appointment.
- I authorize Sales Support to follow up with the prospect either with or without me being present.
- I am aware that the system only supports newer versions of Internet browsers. The prospect and I will have access to a compatible browser for this appointment.

Compatible browsers are listed below:

Windows-based Operating System
Microsoft Internet Explorer - Version 7.0 or newer
Mozilla Firefox - Version 1.5 or newer

Mac-based Operating System
Mozilla Firefox - Version 1.5 or newer

[< Back](#) [Finish](#) [Cancel](#)

[Appointment Wizard](#)
[Create Event](#)
[Activation Hotline](#)
[Confirmation Templates](#)

Calendars

- Sales Calendar
- Holidays

[Add New Calendar](#)
[General Settings](#)



SALES SUPPORT USING THE SALES CALENDAR

12 Sales Calendar [Help for this page](#)

July 2008 Need to contact us? Call (888) 343-2889

Day Week Month Event List Appointment Wizard

Wednesday, August 6, 2008 TODAY

6 am	
7 am	
8 am	
9 am	Schedule Sales Appointment
10 am	Schedule Sales Appointment
11 am	Schedule Sales Appointment
12 pm	Schedule Sales Appointment
1 pm	Schedule Sales Appointment
2 pm	Lily Shu / (336) 555-1212 / lilyshufirst@gmail.com / shufirst_2
3 pm	Schedule Sales Appointment
4 pm	Schedule Sales Appointment
5 pm	Schedule Sales Appointment
6 pm	Schedule Sales Appointment

Calendars: Sales Calendar, Holidays

Appointment Wizard, Create Event, Activation Hotline, Confirmation Templates

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

July 2008 Need to contact us? Call (888) 343-2889

Day Week Month Event List Appointment Wizard **Sales Appointment Details**

[Back to Calendar](#) [Cancel Appointment](#)

Date & Time: Wednesday, August 6, 2008 2:00 pm [Reschedule](#)

Appointment Status: Scheduled

Assigned To: Unassigned

▼ Sales Contact Details

Name: Joe Unfranchise Owner
Work Phone: (336) 605-0040 (United States)
Email: josem@maetecenters.com

▼ Primary Prospect Details

Contact Name: Lily Shu
Company: Shu Florist
Job Title: Owner
Website Name: shufirst_2
Owned By: Joe Unfranchise Owner
Contact Type: Prospect
Source: Word of Mouth

▶ Phone & Email

Work Phone: (336) 555-1212 (United States)
Email Address: lilyshufirst@gmail.com

▶ Addresses

▼ Additional Attendees

Attendee Name	Attendee Title	Attendee Phone

▼ Appointment Notes

Comments:

Lily is really excited about selling her floral arrangements online and providing online coupons.