

First off, CONGRATS on adding to your team!

- First thing to do when someone joins is make sure they signed up fully, you'll get an email confirming.
  - Have them change their subscription in their back office to LITE
  - Top right circle with initials - Go to account Subscription Lite
- Add them to all the Facebook groups
  - Boss babe training
  - The Bossbabe Millionhairs
  - Kendall's Hair Tribe
  - MONAT Market Partners Official
  - Monat hair testimonies
  - MMP Bootcamp
  - The Other 2%
  - Slay Squad
  - Your Extraordinary Life
  - Influencer Academy
  - Mo'Money Hair Tribe
- Introduce them on The Bossbabe Millionhares & your insta
  - post a picture and tag them in it welcoming them to the team
- Although you think you are being overwhelming to them, keep the momentum and excitement for them
  - Send them the onboarding email
  - Tag them in Allies onboarding video in MMP Bootcamp
    - tell them to take notes & jot down any questions they have
    - **\*\*MUST WATCH BEFORE GETTING ON AN ONBOARDING CALL\*\***
  - Share this drive with them
- Onboard them within 24-48 hours
  - Stress the importance of how to approach people, starting relationships, send video, get on call
- Add them to chats \_ ONLY AFTER THEY'VE BEEN ONBOARDED
  - Introduce them to your team – only after they've been onboarded
  - introduce them: first last name & IG handle
- Guide them in making their first IG story post
- Tag them in training videos
  - Smart Start
  - Product knowledge
  - VIPS
  - MPs