

NEW ENROLLMENT CHECKLIST

When you enroll a new Wellness Advocate we want them to feel welcome and also to have access to all of the resources!

1) **Send "Welcome to dōTERRA" via email**

this can be something you have created (Mailchimp.com works great!)
or you may feel free to use the one found at this link.

<https://www.smores.com/42j1c>

2) **Add them to the "Wise Heart Wellness Advocate" facebook main group & publicly welcome them**

and if they have expressed interest in building add them to this group as well. You will have to be "friends" with them on FB to add them to the group, so I always make sure to connect with people virtually upon enrollment! Once they are added to main group send them a message on FB here is a sample text:

"

Hello_____ I am honored to be walking this essential oil, health wellness journey with you! I have added you to our private group called the "Wise Heart Wellness Advocates" It is a wonderful community and I encourage you to reach out and participate. You can feel free to ask questions, post testimonials and engage in the conversations! We are all here to learn and grow so posting questions there not only allows for a well rounded response from many wellness advocates but also gives everyone a chance to learn together! There are also additional resources in the "photos" and "files" tabs as well as a group search function. Here is a little diagram to help you best navigate the functions of the group. (It will look slightly different when using facebook through an app.)

So welcome to our beautiful community! I am super looking forward to connecting with you more! Please reach out and connect anytime!"

There is an info graphic in the "info graphic's" section of the members only section on this website that is a snapshot of the group that you can send along with this text on facebook to help them navigate the group

3) **Speak with your upline mentor about strategic placement of your new member. You have a 14 day movement grace period**

4) Follow up with them once they have received their oils

Give a little time after enrollment, but then reach out to see if they have any questions about oil use and help them feel supported through doing a **membership overview** with them from the edge success system. This is very important and helps to build value in the LRP

4) Invite them to host a class!

Even if they are not interested in building they can still host a gathering. Please see the document titled "HOSTESS GUIDELINES" for options to present to them. They do not need to be in your area, you can teach a class over google hangout or Skype or Zoom!