Quick start manual for the DRC24seven

Welcome to DRC24seven; your personalized marketing and recruiting tool.

This guide is designed to help you get started on a successful path with the DRC24seven system
.
First, we would like to introduce you to the most important features and benefits of the DRC24seven system.

The DRC24seven includes two package options:

1. The Free package includes the following capabilities:

- Two landing pages
- Info center (PDF documents and training videos)
- News
- Support
- Tips and tricks for helpful business development
- Free training courses and webinars
- Events section

2. The Premium tools package includes the following features:

- Dashboard
- Contact management system
- Personalized landing pages
- Contact booster for telephone appointments
- Online presentation including tracking
- Online webinar including tracking
- Automatic follow-up system
- Call Back system
- Appointment management system
- Notification system
- Leads and traffic

The Premium Tools package is available to you on a trial basis, free-of-charge, for seven days so that you may take advantage of what the system offers.

Let's get started with DRC24seven.

In the Dashboard you will find the Premium Tool titled "Landing pages" with a variety of landing pages available for your use in the acquisition of new Business Associates (the landing pages are available in different languages.)
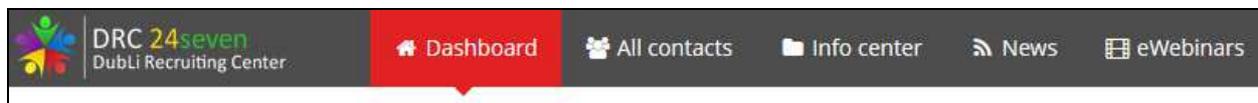
The following provides some examples of the available landing pages you can use to **acquire new Business Associates** through the DRC24seven system:

As demonstrated in the landing page above, you will find a **profile photo with your name** at the top. You can upload this profile picture through the "My account" area of your system.

For your profile photo, we recommend you use a suitable, professional picture. We suggest you select a photo with a neutral background, for example, white or gray. It would also be beneficial if you were dressed in business attire. A square photo will work best so the system does not reconfigure or skew the image.

You may promote your landing pages in a variety of different ways. On the left-hand side of the site, you will see an overview of the all the available landing pages with your unique link (the black in the link will be replaced with your personal username.)

You may begin by promoting your landing pages now by posting your link on your social media outlets or by placing the link in electronic newsletters or emails. Please use the social media buttons below your link for easy posting on Twitter, Facebook, LinkedIn, Google+ or Pinterest.

Shortly, you will have the ability to buy new, relevant traffic to direct to your landing pages!

When a prospect clicks on your link, they are directed **to your personalized landing page and all the visitors are assigned only to you.**

If these visitors are interested in receiving additional information, they will complete the form and will automatically be transferred to the informational video. It is essential that you watch this video in advance so that you are familiar with its content. An example of the informational video can be found under your landing page link by clicking on "Presentation Preview".

Any interested visitor that completes the form on one of your landing pages is **automatically assigned to your follow-up system.**

A follow-up means that the contact automatically receives various auto-response messages. **The purpose of these email messages is to encourage the prospect to contact you for more information.** Each email is personalized for you and only you will be named as the contact.

The content of each of the emails and the delivery times can be viewed in the "Landing pages" section by clicking on the "follow-up emails" tab on each of the corresponding landing pages to see a detailed overview of the follow-up email content. **Each and every landing page comes with its own corresponding follow-up emails.**
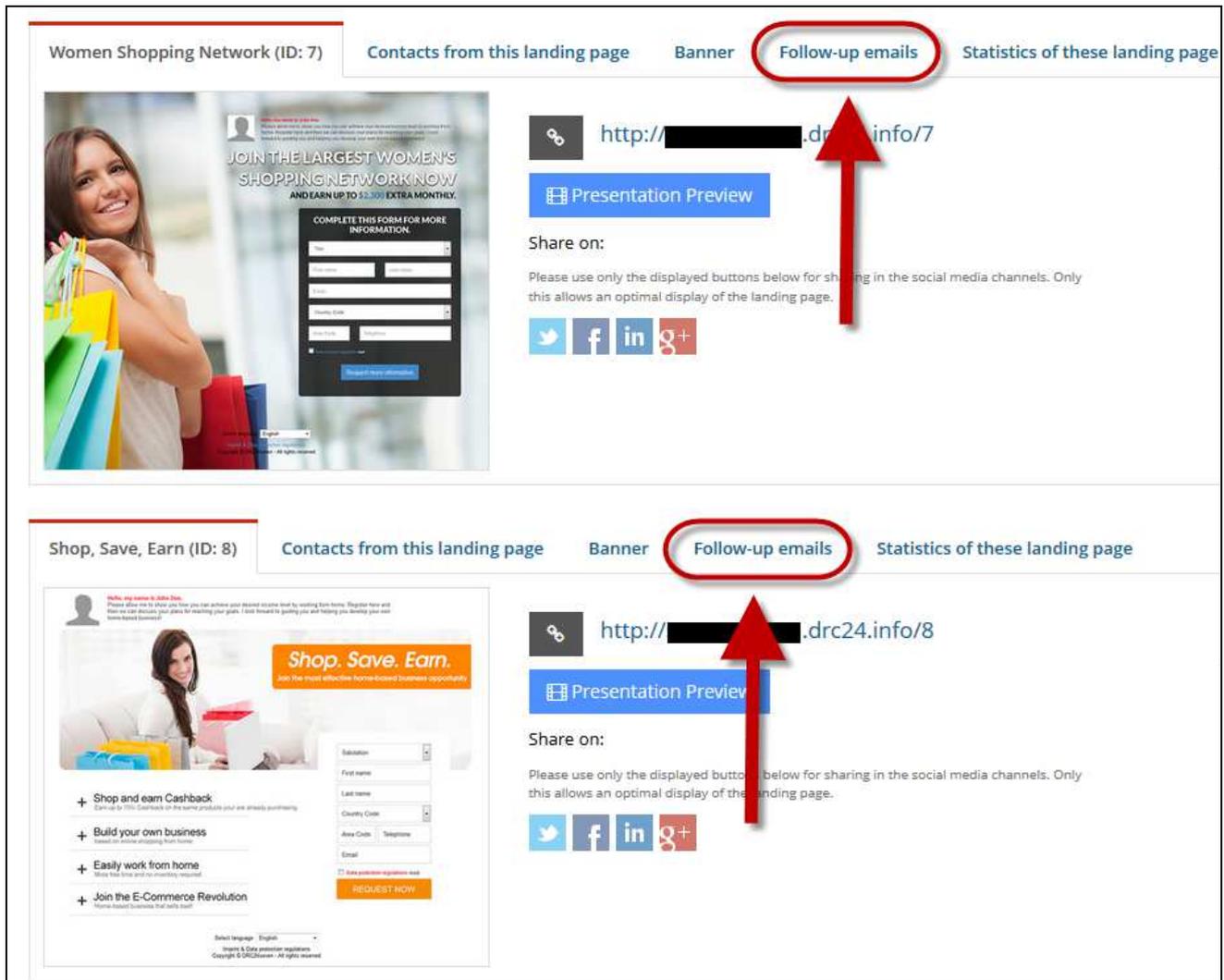
These follow-up emails will be sent automatically to your contacts in the identified order with you listed as the follow-up contact. Your prospects may unsubscribe from the follow-up system at any time. If someone unsubscribes, you will be notified.

In the section "My contacts" you will find an overview of all the contacts that have already registered through your landing pages and any others that you may add to the system.
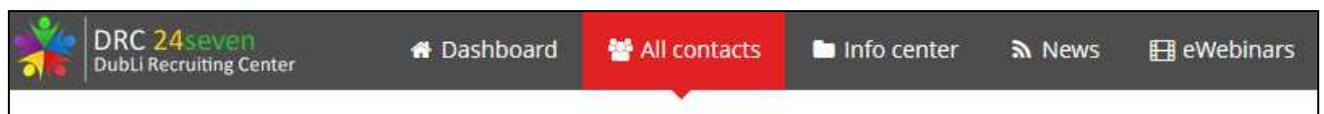
Prospects that have registered through a landing page or webinar are identified through the field "Information." From there you will find the **landing page ID** and/or any other available information that shows you where the contact originated.

If you click on the name of the contact or on the edit sign ("sheet + pen" under Action), you will be able to access the contact form with all the information available about this individual.

This section includes several functional capabilities. You are able to include notes about a particular contact, create your own email in "Mail delivery" and send it directly to the contact, schedule appointments and designate a contact to a different follow-up email (either personal or general). Moreover, you have the possibility to invite your contact to a webinar to further explain the DubLi Network business. In this example you see a webinar in German which explains the DubLi and DubLi Network concepts. If you click on the "magnifying glass", you will see a schedule of all upcoming webinars.

Now you can select a webinar and invite the prospect by clicking on the envelope sign.

(Here you will see all active webinars on your selected language. Only webinars that are available in the language of your prospect will be displayed. Thus, it is possible that no webinars are shown.)

In the tab "Webinars" you will see an overview of all the webinars that your contacts have attended.

After each webinar you can also review which of your contacts spent how much time attending the webinar. In the column on the right-hand side you can see the total number of attendees – you can click on the button right next to it to display these contacts.

We wish you much success with your business development efforts!

Your DRC24seven Support Team