**Own Your Life Ventures 8 Step Document   
The following steps coincide with your Follow Up Sheets. Use the columns on the follow up sheets to add the dates you complete each step.**

**Step 1.** -Have your new friend send YOU a friend request right then and there from their phone if you meet them in person. Open your phone to accept it and take a screen shot of their page. This is helpful later to remember their name.

**Step 2.** Within 24 hours go to their timeline, comment on one of their recent posts or profile picture.   
-Message your friend, “As promised, I just added you to the Own Your Life community I mentioned. You will need to accept my invite to join, so look for a notification.”   
OR “It was so great to meet you last night. I enjoyed getting to know you. Would you be interested in being part of my private Facebook community? It’s called Own Your Life Ventures and is filled with education and inspiration around healthy living. If so, just let me know and I will add you. I think you will enjoy it!”

**Step 3.** Add them to our team’s product Group , Own Your life Ventures  
-Click Invite and type your friend’s name from your phone. From a computer type your friends name in the Invite Member box on the right.   
-Message your sponsor saying, “please approve” (no need to share their name)

-Do a welcome post for them. You will have to use the @ sign to tag them. Their name will be gray until your sponsor approves and they accept. It is fine, just move forward with the welcome and when those two things happen, their name will turn blue and they will get a notification of your welcome.

-In the COMMENTS of your welcome share/post this sentence & video: Here is a four-minute video that explains the three core products most people get started with that are included in The Everyday Health Pak. I think they would be great for you and it is simple to implement them.

[**https://vimeo.com/425017145**](about:blank)

**Step 4.** Start a 3-way message within 24 hours with your sponsor.

-Go to messenger and type in your friends name then choose it. Next type in your sponsors name and choose it. No need to name a group. That makes it more challenging to find the message later on.

-Sometimes it is helpful to send your sponsor a little insight on the person that you think may be helpful in a private message. For example, they love science!

WHAT TO SAY WHEN STARTING A THREE-WAY MESSAGE:  
1. I hope you are liking what you are seeing at Own Your life Ventures.  
2. Have you had a chance to watch the video I shared yet?  
3. I am starting this message because..... Make it about them (I want to make sure you get all of your questions answered) and why you may not be around at all times to answer.  
4. Introduce them & Edify them. Be sure to let your sponsor know how you know them and where they live. (this is important for your sponsor to book a call)  
5. Introduce & edify your sponsor. Use something they will appreciate such as she's been doing this for over 10 years and let them know your sponsor will take great care of them.

\**At this point, you stay quiet. You just said your sponsor is an expert so let your sponsor respond. If more questions are asked, just wait for your sponsor. Your sponsor will respond as soon as they are available, and book either a phone call or zoom with your friend. This is where you listen in and earn while you learn.*

**Step 5.** -Spend some time going through OYLV and tag your friend in an article and/or photos related to what you or your sponsor have discussed with your friend. Use the 3-way message and let them know, “Hey, I tagged you in a few posts at OYLV that I thought would be of interest to you. Have a peek.”

**Step 6.**  If your sponsor booked a call for you, confirm the call  
-Send a quick reminder in the three-way message.   
“I look forward to talking with you both at \_\_\_ today!”   
*\*Your sponsor will do the presenting and may ask you a question from time to time. Keep your answers brief. This is the time to take notes and earn while you learn. Pay attention and do not multi-task. This is free training. In one month you will be doing your own calls.*

**Step 7.** Continue working with your sponsor to help figure out what the next step should be with your friend if they didn’t enroll. Always continue following up simply by commenting on their Facebook posts. Be a friend & build the trust. Maybe it would even be a good idea to share another video. Discuss with your sponsor.

-Spend some more time going through OYLV and tag your friend in posts related to what you know they are looking for. Use the 3-way message and let them know, “Hey, I tagged you in a few posts at OYLV that I thought would be of interest to you. Have a peek.”

**Step 8**. Enroll your friend and get them started on their journey!   
-Always recommend they do a Facebook post to help them find two accountability partners. This is how we help others eat for free! Duplicate!