



CHEATSHEET

CONSCIOUS LEADER, TRAINOPRENEUR & CONTENT PROVIDER REGISTRATION
 + PREPARING TRAININGS/CLASSES FOR PUBLICATION
 ON THE GLOBAL SPARKS PLATFORM [v.3.1]

See the online User Guide for complete instructions

STEP 1: REGISTER AS CONSCIOUS LEADER, TRAINOPRENEUR, CONTENT PROVIDER, FACULTY MEMBER

PLATFORM SCREENS	REQUIRED INFORMATION
<p>REGISTRATION Link: [Main menu], [GoGlobal], then select [New Conscious Leader]. Select your Country and Signup as a Conscious Leader member.</p>	<ul style="list-style-type: none"> Avatar: a headshot of yourself to appear next to your name Your email address (it will become your username) Password you would like to use First and last name Organization or company that you own or represent Address (home or business), telephone number, and fax number (if you have one) Payment information
<p>PROFILE Once approved, you can access your profile and start setting up your courses/content/events For link to Dashboard: [Main menu], [GoGlobal], [TrainOpeneur]</p>	<ul style="list-style-type: none"> Update your profile information, and add the following: Website, Blog, Facebook and Twitter (all optional) Approval code: must be entered in order to save your profile (contact us if not received) Who referred you to this platform? Photo (headshot), if you have not already entered your Avatar. Ideally 300x300px Bio (at least a short version)

STEP 2: GOGLOBAL CONSCIOUS LEADER SUCCESS PACKAGE

If you would decide to follow your own path instead of the suggested path, skip to Step 3 below

ACTIONS	REQUIRED INFORMATION
<p>#1 \$20 Intro class/training</p>	<ul style="list-style-type: none"> Coordinate with GoGlobal your 30-minute interview to post. Decide on what you want to offer as an introduction to your students for their payment of \$20. This could be a class, ebook, presentation, webinar, video, ... Setup your introduction as a course by using Step 3 below. Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content). If an ebook, webinar or video, setup your second lesson with your instructions on how the students having paid can access that content. IMPORTANT: make this lesson available only to "student"; that way, only the students having paid will access the content.
<p>#2 \$200 coaching session (or other type)</p>	<ul style="list-style-type: none"> Determine if you want to offer a coaching session for your second level, or if you would rather offer something else. Setting up this level is basically done using the regular course setup process (Step 3). Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content). Setup your second lesson with your instructions on how you want the student to contact you once their payment has been processed. IMPORTANT: make this lesson available only to "student"; that way, only the students having paid will access the instructions.
<p>#3 \$500 online or offline programme</p>	<ul style="list-style-type: none"> For Online programme: use the regular content setup approach (Step 3 below) For Offline programme/training, the simplest way to setup is with two lessons: <ul style="list-style-type: none"> First lesson is an introduction explaining the content of your programme. Make it available to the public and instruct students to select the second lesson to register. Second lesson: make this lesson available only to "students" so that they need to pay before accessing that content. Include in this lesson the instructions to get the content, continue the online course, or what to do to attend your live programme.
<p>ADDING MORE COURSES/EVENTS</p>	<ul style="list-style-type: none"> You can add as many courses or events as you wish. At times you may be asked for a small fee for additional courses to cover customer support costs. The amount is determined based on the amount of support required for your classes.

STEP 3: ADDING CONTENT

PLATFORM SCREEN	REQUIRED INFORMATION
Course(s)/Training	<ul style="list-style-type: none"> Title of course/training Category & Level (select one of the offered options) Will there be quiz(zes) and/or final exam? Passing score (if test involved) Description (Summary & highlights) Image to represent your course: 1200px(W) X 300px(H) Image to use as "Avatar" (icon): 350px(W) X 200px(H) Exercises for students to do? Pricing (free of fee-based) Any prerequisite(s)
Module & Lesson pages	<ul style="list-style-type: none"> Name of module (series of lessons under same topic) Each lesson requires the following info: <ul style="list-style-type: none"> Lesson title Level of difficulty Duration: average time to complete lesson, in minutes Custom CSS class: only if needed Description (Summary & highlights) Content (text, audio, video, webinar, etc.) Option narration or audio file Files for students to download
Quiz/Exam pages	<ul style="list-style-type: none"> Questions & choice of answers Type: True/False, Single choice, Multiple choice, Essay Correct answer for each
Other information	<ul style="list-style-type: none"> Free or paid? If not free, how much + terms? Who has access (public, registered users, paid users)? Link out for class? Do you want Preset user ID and passwords from us?
Media	<ul style="list-style-type: none"> If your media (video, audio, files, etc.) is ready to go, we recommend you enter it first under the [Media] tab, before setting up the rest of your class(s).

Please do not hesitate to contact us if you have any question or encounter any issue.

We are here to support you...

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