



Welcome to *iClub BIZ* Family of Companies

Dear New Member:

Congratulations and welcome to ***iClub BIZ***. Thank you for trusting us to guide you through the getting started process and beyond. We look forward to helping you succeed.

iClub BIZ was created by Jeff Evers, an experienced business owner whose understanding of the home business industry is beyond most owners in the industry. Jeff's idea was to build a "**Distribution Network**" instead of a product based network. Instead of pitching a product or building a company, ***iClub BIZ*** is building a Team of Individuals who are cooperatively working together to create income through buying power.

Our Goal? Continue to provide a real opportunity for people to succeed as well as expand our product offerings to provide a wide variety of consumable products and services that make sense and fit within our business model.

Remember, ***iClub BIZ*** is a "**Distribution Network**" company. Although there are many product lines available from many companies, to expand your business and create a residual income you must spend time expanding YOUR distribution network. In other words, you must find people who are interested in building and managing a business from home while also consuming products.

The following instructions will guide you through the process of getting started. It will show you how and where to log-in to your back office. Upon entering you will notice several options BUT before you start moving around various headings and tabs we suggest that you follow these simple steps to get acquainted with the system created for you.

STEP 1

Get familiar with your new **iClub BIZ** office. Go to www.iClubBiz.com but before logging in read the home page then listen to the short video. This home page can be viewed by everyone, including prospects. So, it's important to visit EVERY tab, including the IBO (Independent Business Owner) FAQ'S, in order to know what your prospects will see when visiting this page. It's a very good idea in fact, imperative, to be familiar with YOUR business and it all starts on this page.

STEP 2

In the upper left corner click the tab marked **MEMBER LOGIN**. Enter your ID number sent to you upon registration. Next, enter your password which you created.

NOTE: If you took advantage of the Travel Club Membership special at registration, on the right side of the home page listed in the **IBO INFO** section, click **Set Up Your Travel Agent Booking Engine Here** and follow the instructions to set-up your booking engines.

In addition review this recorded overview with more details about the many benefits of our exceptional Travel Program: [Travel Club Overview](#)

STEP 3

In the **IBO INFO** section mentioned above, click **IBO Training Section**. Read the information presented there. It will help you understand the difference between Builders, Buyers and Consumers. Understanding this information is critical to building a successful business and creating a residual income.

In this section you will also find a topic labeled **"Your 1st Goal"**. Read this section, set your first goal, and then pay attention to the ultimate goal. The following is an excerpt from this section written by the founder Jeff Evers. He fully describes what your real goal is with **iClub BIZ**.

Here is one of the things that I have learned in Network Marketing. Most people fail because they have not been taught to think like a business person.

The job world pays us the least they have to in order to keep us working and the last thing the job world wants is to have you start thinking you're worth more money. So, they try to keep us thinking we are lucky to have a job.

We want you to start thinking that you can have a miracle in your life and that everything is possible and that "you deserve it".

We want you to understand that you don't all have to be the "All-Pro Quarterback" to get the ring. When your team wins the Super Bowl, everyone gets a Ring.

Every position is important from the Trainers to the Equipment people to the Coaches, to the people on the bench and everyone else who are on the team. Once you start to think like a business person... you'll stop thinking you need to be the super star. You just need to be on the team.

STEP 4

In the **IBO INFO** section mentioned above, click ***I-Club BIZ TV***, and then click **Recorded Live Events**. This section is called "**The Better Life CO-OP**" and it's here that you will find several information tabs, including **Marketing 101**, where the importance of **Consumers, Buyers and Builders** is explained as well as, how to identify your target market. Remember, knowing your business and treating it like one is essential to your success in this industry. Create a study schedule. In other words, take time each day to learn something new to expand and improve your business.

STEP 5

On the home page in your back office pay close attention to the navigation bar on the left side of the page. There are many sections here to be aware of but most important at this stage is the **Binary Placement** tab which you will find under the **BUSINESS INFORMATION** section.

As far as your Binary Placement Settings discuss with your upline which placement setting would support you best in your individual situation.

Also, make sure you review this video about our unique compensation plan:

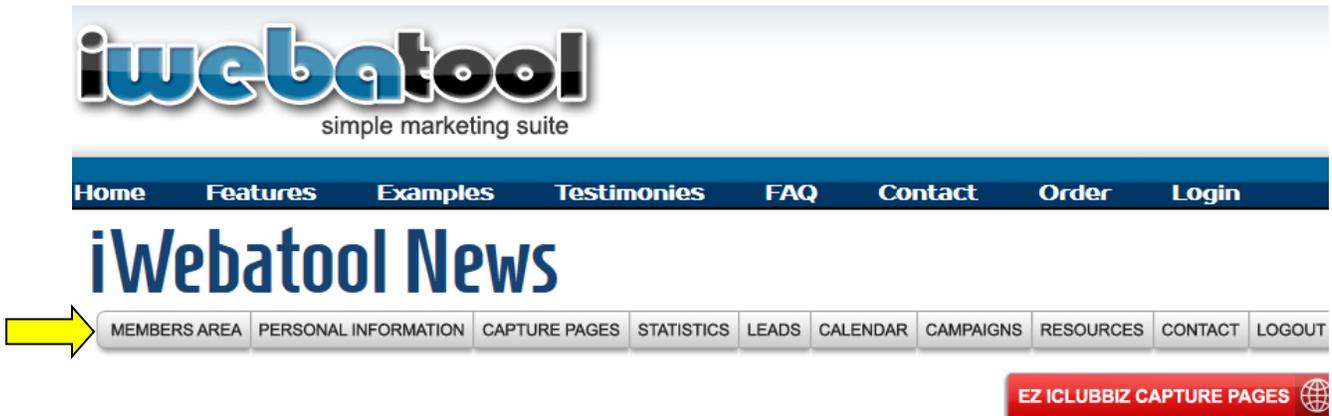
Video Link

Getting Familiar with Your iWebatool Marketing System

STEP 6

To get familiar with your **iWebatool** Marketing System go to the [iWebatool login](#) page. Log-in using the same email address and password that you entered when you registered with **iClub BIZ**. After logging in you will be on the **iWebatool News** home page.

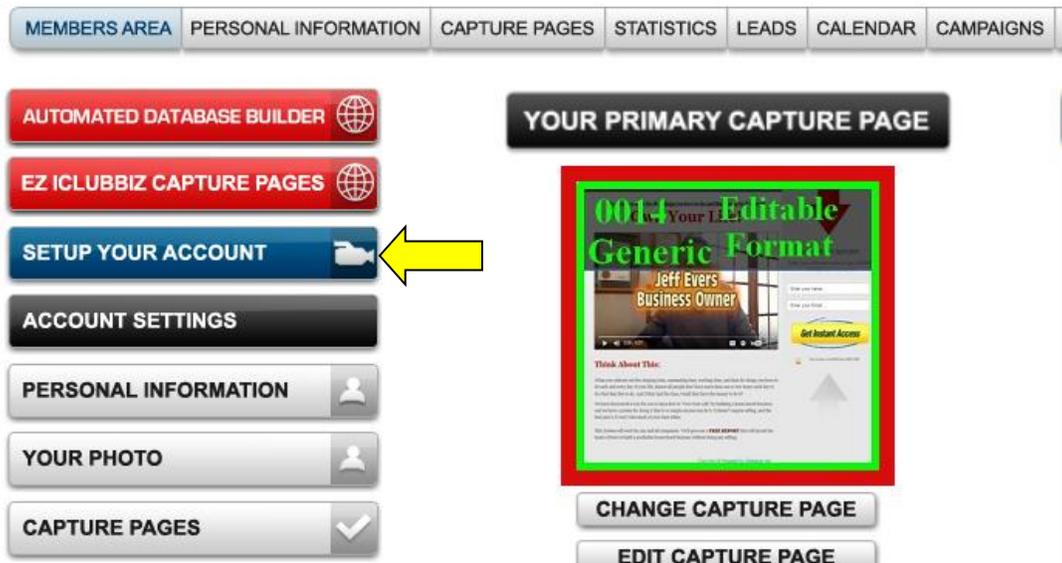
1. Go to the tab labeled **MEMBERS AREA**



12 EZ Capture Pages
12/23/2016

2. Go to **SET UP YOUR ACCOUNT** tab. Follow the instructions to set-up your account.

Members Area: Gold



- Go to **RESOURCES** at the bottom right of the page and go through the series of tutorials. It is imperative to go through each and every tutorial. They explain how to use as well as how to navigate through your back office.

- Go to the tab marked **PERSONAL INFORMATION** and make sure ALL your information is correct in the **Personal Details** section. This information does **NOT** appear on your websites. The information you enter in the **Additional Fields** section **DOES** appear on your web pages. Enter the information that you want people to see on your landing pages.

STEP 7

Go back to the **MEMBERS AREA** and click **CAPTURE PAGES**. Here you will see many options from which to choose your default capture page. To send prospects to your site (capture page) it is important to select your Primary Capture Page. At this point we suggest using **#0002** located on the first row. Click **MAKE PRIMARY PAGE**. After selecting this page as your default capture page the **URL** will appear as follows...

<http://www.iwebatool.net/0002.php?user=yourusername>
 (yourusername = whatever username you selected at registration)

Adding Contacts to Your Contact Manager

There are two (2) types of email letters used in a Contact Manager/auto-responder; **invitation** and **follow-up**.

The **invitation** letter is sent to a prospect to "invite" him/her to exam information via a capture page which consists of a short written explanation and a short video. When a contact is added to the system a series of letters are sent over a specified period of time.

The **follow-up** letter is automatically sent to a prospect after he/she fills out the form on the capture page requesting more information. There are also several letters in this series which could continue for several months to encourage the prospect to connect with you.

NOTE: all letters in the iWebTool AR's are pre-written for you. When you add a contact the system will immediately send to that prospect **one (1) invitation email letter only**.

In order to send a series of pre-written invitation letters, which will continue for approximately 35 days, follow these instructions.

- Go to <http://www.iwebatool.net/admin/login.php> and Login
- **Members Area** – there are two sections in this area (1) **My Auto-responder Messages** and (2) **Messages Available** which are identified by the yellow text on each line. (This section is the Admin area).
- In **My Auto-responder Messages** section, go to **0099 Invite For Opportunity Messages** and **click the cross +** to make sure you see all the letters to be sent to the prospect. **Click the cross + again** to return to **My Auto-responder Messages**.
- Go to **Manual Add Messages** and **click the cross +** to make sure you see the letter **(1)** to be sent to the prospect.
- Return to **Members Area** located at top of page.
- Go to **Capture Pages**.
- Click **Manual Lead Loader - Database Builder** read this page in its entirety.
- Add your name, email address and phone # to the form then **Click Here To Enter Lead to perform a test**. Check your email to see that the initial letter was sent. **(Do NOT use the same email address that you used to register with iCB)**.

NOTE: the above process will send one (1) email to the prospects that you put in the Manual Lead Loader. In order to send a series of invitation email letters enter the prospect's information on the form then follow these instructions.

- Return to **Members Area** located at top of page.
- Click **Lead Management** (located under **System Tools**).

Here you will see all the leads that you entered into the **Manual Lead Loader**. There are several icons to the right of each name. Get familiar with each one in order to manage the leads properly.

If you want to send a series of invitation emails to a prospect follow these instructions.

- Select the **TRANSFER** icon located on the same line as the prospects name (far right)
- Under **New Contact Group** (use drop down) you will see the groups from which to choose. Each one of these groups has a series of auto-responder letters associated with them. You can send any series of letters you choose **BUT to add the invitation letters...**
- Select **0099 Invite For Opportunity**.
- Click **Add To Lead Group** (that prospect will begin to receive the **0099 Invite For Opportunity** series).
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ADDITIONAL SUGGESTIONS

Mobile Marketing Co-Op System:

Depending on which program you signed up for, Silver or Gold, we want to make you aware of our CO-OP Mobile Marketing System. Although designed for everyone this unique CO-OP system is especially valuable for those who lack a database or contact list. For as little as \$50/month you can participate with other team members and share in all the benefits together.

For more information ask your sponsor or upline.

Communication Class:

We all know that communication is one of the keys to building a successful business and that's even more important in the home business, network marketing arena where so many people make little to no money.

We offer a powerful class that will teach you the skills and techniques that are crucial in effectively communicating with your prospects and thereby increasing your conversion rate significantly. [CLICK HERE](#) to Watch this 5 min overview here:

FINAL THOUGHT

To be successful in the home business arena you must be part of a **SYSTEM** whereby recruiting never stops. **iClub BIZ** does provide you with a system and if you follow the process and teach others to do the same, your chances of succeeding will greatly improve.

Once again, congratulations and welcome to our team.

**To your success,
Your *iClub BIZ* team**