1-2-1Temps

New VA - 121 Temps Membership Set up

Option 1 Members:

This membership category has been designed to assist New VA's set up and get to a client-ready stage in their business. The checklist below will assist in helping you learn our process:

Step One

Complete your Profile Form (template available on scrolling box) and return to support@121temps.info – continue to work on your profile (remember that the "Selling Statement" section should be changed each time you submit for an assignment. You should address the client's needs in this section.

Step Two

Receive annual Invoice and complete the process for a weekly or monthly payment electronically into our bank account. Then return to us the receipt or evidence that you have set up a regular payment to support@121temps.info

Step Three

Check for a domain name on www.121information.com and advise your virtual support consultant of your choice.

Step Four

Review the list of Software in our handbook. We use several that address remote service delivery issues. Work through the list by signing up where applicable for accounts to be able to use the software listed. Of particular note is http://www.myhours.com and www.getmydropbox.com as you will use this package to track your time and share files for your clients.

Step Five

When you receive notification that your website is ready for editing, follow the instructions in the email to log on to the content management section, check out the help section and become familiar with the software's functions. Then contact your virtual support consultant to arrange a one-on-one training session if you think you need it.

Step Six

Install your data back up system. You will receive an email from Carbonite with an activation code and instructions on how to install this software. Follow the prompts in the email to install this software. Remember to include your .pst file if you use Outlook as your email client.

Step Seven

Remember to log on to the 121 Temps member website at http://www.121temps.info/amember/member.php and review the VA New Business Guide in the VA Learning Centre.

Step Eight

Register for your free 30 minutes Smart Money Matters consultation with our trusted business partner Robert Baumann, by completing this short online survey. The results will be sent directly to Robert confidentially and he will then schedule in an appointment for your Skype call. (if you do not have Skype, go to www.skype.com and download and install)
http://121surveys.info/TakeSurvey.aspx?SurveyID=78KJno2

Step Nine

When reviewing the new client requests that are sent out on a regular basis, choose the opportunities that best meet your skills and submit your profile for those that look to be a best fit for your business. Our process is:

· Email sent to all partners with an outline of the request
· VA Partners respond to this email if they are interested in learning more
· Partner submits their profile which has been tailored to the client's needs within the agreed timeframe.

Step Ten

Print Your Membership Certificate, frame it and hang it in your office or workspace. Upload your member logo to your website and include it in all your marketing and printed material. Use this logo with pride as you are making a strong statement to your clients and potential clients that you are committed to providing a professional service which is backed up by a strong network of virtual assistants and experts in their field.

Step Eleven

Assess your risk— discuss your insurance coverage with our business partner—Brad Redman from Business Insurance Group—brad.redman@biggroup.com.au ph. 07 3380 7900. We have worked closely with BIG to create a special discounted policy that applies specifically to virtual assistants.

Final Step

The first question that your client will ask you is "How do we start?" or "Where do we go from here?"– be prepared for this question prior to your first discussion with your new client. If you are unsure, please contact your virtual support consultant for support.