

Congratulations on joining YTB!

As your Sponsor, I wanted to take a moment to help you get off to a good start with YTB. Your website name is: **<ENTER WEBSITE NAME>**. **In the instructions below, please substitute your website name when you see <yourwebsitename>**.

You have two websites - a marketing website and a travel website. To access your marketing website go to www.ytbnet.com/<yourwebsitename> . This website contains the presentation that explains your business to others. Simply click on the "Book Travel Here" link and it will take you to your travel website. You have a back office behind both websites that contains a wealth of information to help you grow your business. The back office of your marketing site contains information on training, downloadable documents, and earning statements. The back office of your travel website contains information on your travel commission earnings, information on FAMS, and other useful information to help you as a travel agent. To access your back office, click on Member Login (marketing website) or Login (travel website). Enter your **<yourwebsitename>** for your userid, and the first letter of your first and last name along with the last 4 digits of your social security number for your password.

If you need anything or have any questions, please contact your sponsor FIRST then your Power Team Leader. If you do not know your Power Team Leader, please ask your sponsor.

There are four things that you should do to get setup:

Step 1: Go to www.yourwebstuff.com to find a name for your website that is not in use and register it. The cost is \$8.95 per year to register your domain name. This will allow you to simply use www.<yourwebsitename>.com (or whatever you rename it to) when pointing people to your website. If you choose to register your domain, you will need to forward it to your new website. Written instructions on how to register is attached as document titled "How to Customize Your Website".

Step 2: Order your business cards. We recommend two vendors who produce top quality at affordable prices (ex. 250 glossy cards for \$15.99). Go to vistaprint.com or iprint.com. They have a wide variety of easy to use templates to choose from. However, if you want to use the YTB logo on your card, then you must order them from the Back Office of your website.

Step 3: Obtain your Referring Travel Agent credentials. Complete the Referring Travel Agent application. This application is also attached. The document is titled "RTA Application for Credentials". You will need to submit a passport size photo with your application.

Please contact your sponsor if you run into any trouble with the setup steps.

THE FOLLOWING RESOURCES ARE AVAILABLE TO YOU TO HELP TRAIN YOU AND HELP YOU GROW YOUR YTB BUSINESS:

YTB Training Calls:

Getting Started with YTB

When: Every Monday @8:30 p.m., EST.

How to Use a Marketing /Site

When: Every Tuesday @8:30 p.m., EST.

Weekly Travel Training

When: Every Thursday @8:30 p.m., EST.

Leadership Call w/ "Coach" Tomer

When: Every Saturday @12:00 p.m., EST.

Conference Call Number:

**(641) 594-7545 (if you are west of Mississippi River) or
(641) 594-7023 (if you are east of the Mississippi River)/ PIN 1013532#**

This call provides tips and guidance on how to grow your YTB business.

Certified RTA Training

Both RTAs and guests may attend this training for FEE. This course is taught by YTB Directors where they describe how to do the business (e.g., how to get paid from both the travel and marketing side of the business, how to take advantage of insider discounts and upgrades, how to take advantage of various tax deductions. You may obtain the schedule and register for this course by logging into your back office and clicking on Corporate Events, the CRTA Training.

Business Opportunity Meetings

When you want to share the opportunity with a prospect, go to www.goteamunity.com to obtain a listing of open meetings occurring all over the country. The website includes a host of information to include meetings Schedules, Leadership & Sales training, document downloads and announcements.

Again, WELCOME ABOARD and please do not hesitate to contact **me** if you have questions or need anything to help you get started:

Sincere Regards,