

Step 4 - Communication



Please find listed below the recommended actions that you need to take during this step of implementation:

- Request a Special Mail from Retail Tribe**
If you still have places available on your program, Retail Tribe can help you fill those last few spaces with a special Mail!
- Chase your Engaged Customers**
Follow up with any engaged customers on your campaigns that may not have reserved a place yet on your programs. This will act as timely reminder and drive those sales.
- Repost on Your Social Channels**
Get your social media guru at your club to repost information about your program on the range of social channels.
- Re-send Your Introduction Letter to Your Targeted List**
Remind these customers about your program and this may spark them to contact you about the program.
- Send Your Sign Ups Compliance Information**
Distribute to those who are already registered on the program the compliance information below. These can be downloaded from the Communication page of the Training Hub. As new signs up come in, you will need to send ensure that you send this to each participant.
 - Use the Template Communication**
Visit the Communication section of the Training Hub and download the Template email to share with your participants.
 - Download & Attach Medical Request Form / Minor Release Agreement**
This is vital information to ensure that you have the important information relating to each child.
 - Use the GLF.Locker Messaging Function - [Click Here for Tutorial Video](#)**
View the tutorial to message your students through the GLF.Locker messaging system.
 - Email your Students - [Click Here for Tutorial Video](#)**
View the Tutorials to learn how to download the class information or send n email message to your class attendees from with the GLF.Locker system.
- Communicate the Next Course Play Event Date**
All of your Junior Monthly participants can attend your Course Play events within their subscription. Communicate this to your registered participants to you can maximize attendance.
- Distribute the Parent Guides**
Send to your participants the three parents guides so they can understand the different elements of the program. You will find these in the Communications page.