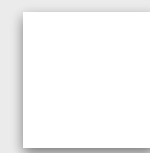


# Step 4 - Communication



Please find listed below the recommended actions that you need to take during this step of implementation. This phase is all about getting the key information about your event out to your participants and filling those final spaces!



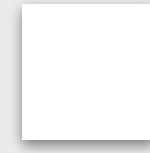
## Chase your engaged customers

*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 help to fill the final few places.*



## Request a special mail from RetailTribe

*If you still have places available on your event, Retail Tribe can help you fill those last few spaces with a special Mail!*



## Re-send your introduction communications

*Remind these customers about your event and this may spark them to contact you and sign up.*



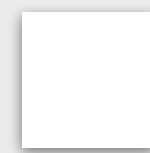
## Repost on your social channels

*Get your social media guru at your club to repost information about your event on the range of social channels available.*



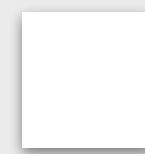
## Re-send to your membership

*If this is available at your venue, ask your Membership Experience Director to resend your event flyer and information.*



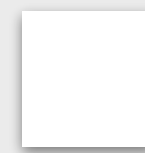
## Send your sign ups compliance documents and event information

*Distribute compliance documents and key information about your event to those who are registered. These can be downloaded from the communication page of the Training Hub. As new sign ups 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.*



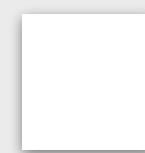
## Download and attach the Medical Request Form / Minor Release Agreement

*This is vital information to ensure that you have the relevant 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 an email message to your event attendees from with the GLF. Locker system.*

