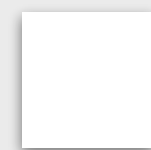


# Step 4 - Communication

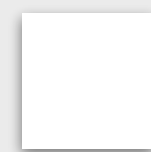


Please find listed below the recommended actions that you need to take during this step of implementation:



## 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.*



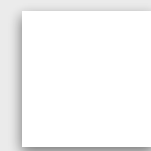
## Request a Special Mail from Retail Tribe

*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.*



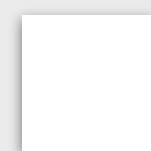
## Repost on Your Social Channels

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



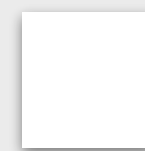
## Re-send to your Membership

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



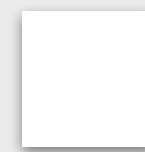
## Send Your Sign Ups Event Information

*Distribute to those who are signed up after a few days more marketing the compliance information and key information about your event. These can be downloaded from the Communication page of the Training Hub. As new signs up come in, you will need to ensure that you send this to each participant.*



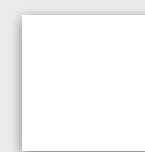
## Use the Template Communication

*Visit the Communication section of the Training Hub and download the Template email to share with your participants including arrival time, equipment required, fancy dress guidelines and tee time information.*



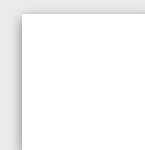
## Download and Attach Medical Request Form / Minor Release Agreement

*This is vital to ensure that you have the relevant information relating to each child.*



## Use the GLF. Connect Messaging Function - [Click Here for Tutorial Video](#)

*View the tutorial to message your students through the GLF. Connect 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. Connect system.*