



ACCESS & USE OF THE AFFILIATE WEBSITE

The Affiliate website (www.affiliates.coach) is a central location for you to find:

- All your Handouts for the Program Weekends
- A Discussion Forum where you can communicate with your teammates
- Details about the Books and Movies for the month
- Information about Graduation & Certification requirements
- Details of upcoming All AC Calls and Recordings of past calls
- Industry Resources and websites suggested by other affiliates and many other Affiliate resources.

Accessing the Website

1. Go to www.affiliates.coach (Google Chrome or Safari recommended; Firefox does NOT work with this site.)
2. Your Login will be: `firstname.lastname@accomplishmentcoaching.com`
3. Password: `firstnamelastname` (all lower case, no commas or spaces)
(Note: to maintain security, please change your password after your first use. (See instructions below.)

Instructions for How to Use this Site

1. To view video tutorials to guide you through the various functions and areas of the site, click on the link in the Welcome Page, or go to the “\Resources\How to Use this Site” page.

Using Your Dashboard, Groups and Forums

1. “Groups” consist of all the members of your Participant or Leadership Team(s). Your Groups have been set up for you. The “Forum” is the message board inside a Group.
2. To find your Group(s) (and other quick links to things you will need most often), click on the “Dashboard” option in the Main Menu. Once in your Dashboard, Click on “My Groups” button in the Dashboard. Or “My Discussions” to go straight to the Forum.
3. You will see boxes for each Group that you are a member in. (For Participants, there will be one Group available, e.g. “DC Winter Participants”).
4. Click on the box of the Group that you wish to enter.
5. To start or reply to a discussion, you can log into site and go to your Group and the appropriate Forum topic, or go to the Forum topic directly by clicking in the link “Go to the discussion” in the email you receive if you are subscribed.

“Subscribe” to all Group & Forum Posts & Discussion

2. Go to the view of all the boxes for the Groups that you belong to (choose My Groups from your Dashboard).
3. At the bottom of each Group box, you will see choices for “NO EMAIL” and “GET EMAIL UPDATES”. Click on “GET EMAIL UPDATES” and select the settings for how you would like to receive updates. Select “All Email” if you would like to receive an email for every post.

Changing Your Password

1. From any page in the website, click on the small circle with a head silhouette (or your photo once you have set up your profile) in the top right-hand corner.
2. Click on the Settings wheel in the group area. Enter your existing password and new password.