

1. Head to the [Quiz Lead Tracking Sheet](#) and choose a client
 - a. Assign your name in the coach column
 - b. Add the date you first replied in the next column
2. Get back in touch via email either asking for more details, or offering advice and a place on a 2 week trial
 - a. Feel free to use [these templates](#) and customise to fit each runner
 - b. If no response, follow up 2 days later
 - c. If still no response, no further contact needed
3. Assuming runner begins new trial
 - a. Create training plan for 2 weeks using [these instructions](#)
 - b. Record welcome and intro video - [see here for examples](#)
 - c. Attach video to email - [see here](#)
 - d. 2-week trial officially begins the day they complete their benchmark run / have first training session
4. Add client to your Client Tracker sheet
 - a. See video here
 - b. Make a copy of [this sheet](#)