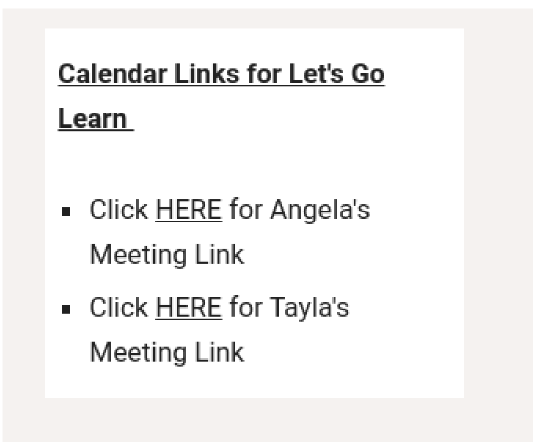
-Hello Precept Reps! If you have any questions about this document, please email trooney@letsgolearn.com

Precept & Let's Go Learn Workflow:

- When you receive a new lead from a prospect please follow these steps.

1. Fill out the Google Form linked on the Precept Site (https://docs.google.com/forms/d/e/1FAIpQLSf5KDH6UY7e6FBZbkAGzXAGtFWHkXeWTTQbjBnSCsK5hilq-w/viewform?usp=sf_link) and provide all of the information you have about the new lead. All of this information will be shared with Tayla and Angela
2. If the prospect has expressed interest in a specific time, please feel free to navigate over to the "Calendar Links for Let's Go Learn" on the site and create a meeting to hold. We can invite the prospect once it is created.(See Below). If the prospect does not have a time in mind yet, simply reach out to Angela and Tayla and we will find a time that works for everyone.



Important Note: From a workflow standpoint, the precept rep should remain "in charge" of the lead from origin, until the initial meeting has completed. (ex. If the prospect needs to reschedule).
NOTE: If Let's Go Learn Rep is unable to get in touch with lead after 3-5 touches (calls, emails) they will reach out to Precept rep to try and get in touch with lead

3. Following the Initial Meeting: The Let's Go Learn Rep will "take over" the lead and assume themselves as the main point of contact. (ex. Trying to get back in contact with prospects after the initial meeting to schedule follow up).

4. After the initial discovery call with the prospect: the LGL rep will continue contact to schedule a “Full Demo”. The Precept Reps are welcome to attend this meeting a few times to get a better understanding of our product but it is not necessary.
5. The LGL Rep will handle the trial entirely (Trials will typically start after the full demo). We will ensure we are tagging “Precept@letsgolearn.com to the account as well as the Precept Rep Name.