

The Now Lifestyle MUST DO CHECKLIST for Business Success

Print this checklist off and then place a check or an "X" next to each task as you complete each action if you want to get up and running with the Now Lifestyle. This is a generic list without going into detail as far as what each section entails or how to use that section...Not to worry though because in each section we have training videos to show you exactly how to carry out a certain task. For example, creating a follow up email or joining the Facebook group (We are continually updating the member area for ease of use so this might look slightly different depending on when you downloaded it)

LIVE CONFERENCE ROOM

___ **Live Conference Room:** Host Live training, webinars and meetings around the world

Don't Forget to access the TRAINING VIDEOS on EVERY PAGE to learn how to use the tools



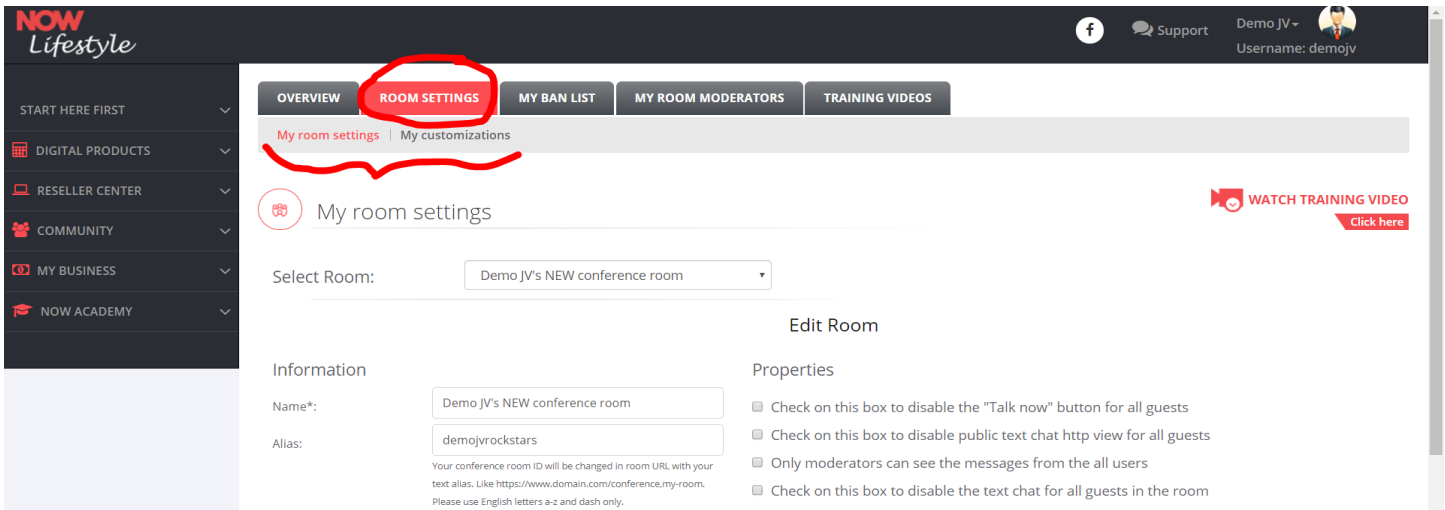
___ **Overview:** This is where you see what rooms you have created, how many moderators you have and access links to created rooms and available seats.

My Room Moderators	
Active moderators	1
Suspended moderators	1
Total moderators	1

My Personal Room Statistics	
Total personal rooms available	2
Default personal room	1
Other personal rooms	0



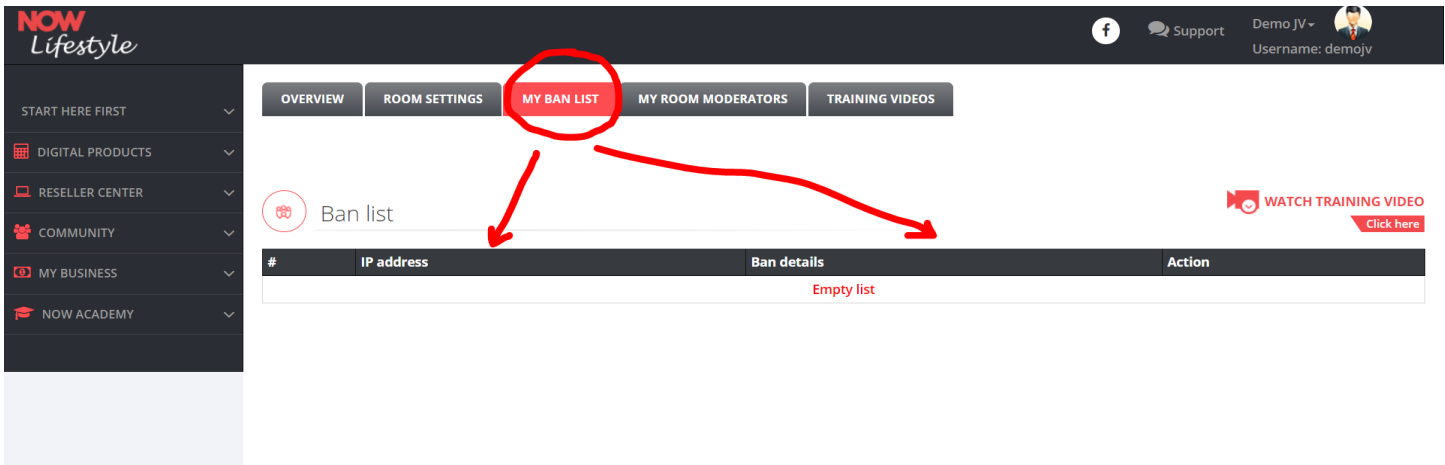
___ **Room Settings:** This is where you can edit your room settings



___ **My Room Settings:** Modify and edit your room name, add google analytics, edit moderator functions, add logo's and more

___ **My Customizations:** Change the colors/look of the conference room here

___ **My Ban List:** Here you can ban individuals or IP addresses from accessing your webinars and conferences if someone is being rude or inappropriate in your training.



___ **My Room Moderators:** This is where you can add/edit/delete moderators for your room to be able to help monitor the room or come up and run the webinar.

My room moderators

To create a new moderator hit on "Add a new moderator" button, insert First/Last Name/an existing email address, if needed indicate a room from a Room list and set appropriate permissions then click "OK".
The link has been successfully set! Just click on it with a right mouse button, copy and send to your moderator.

#	Moderator	Status	Action
1	Dave Gardner • username: [redacted], password: [redacted] • moderate room: • e-mail: [redacted] • HTML5 room auto login: https://84079515.myownmeeting.net/ simply right-click the target rooms' and Copy Shortcut... or Copy Link Location...	ACTIVE	edit delete suspend

+ Add a new moderator

___ **Training Videos:** Learn the ins and outs of using the Live Conference room and how to get yourself comfortable with the software. If you have a question on something you do not know how to do or want to do with the conference room please submit a support ticket with a request for a specific training or technique to be added to this section.

Conference Room Training Videos

- ▶ How to Be Live +
- ▶ How To Share Documents +
- ▶ How To Turn Audio-Video_on_off +
- ▶ How To Clear Text Chat +
- ▶ How To Add Presentation +
- ▶ How To Use White board +
- ▶ How To Play Video +



Remember, no one should think they need to or can be able to learn this all in one day or week for that matter. Try to eliminate information overload and do a few tasks a day, then share what you have learned with your social media or other connections (and your LINKS!!!)

Being consistently consistent is what will help cause you to continue improving and growing your business. You get out of it what you put into it.

In addition to sharing on your own pages, be sure to share in the NLS FB group what you are learning and if you have a question or are stuck on some idea/concept, be sure to be as specific as you can so we can help.

Master Trainer Dave Gardner

