



COACHLEADS

Design Studio Basics

A Quick Overview

Editing Text, Images, and Videos

Dashboard: Tools and Analytics

'Next Steps' for Completing Your Website



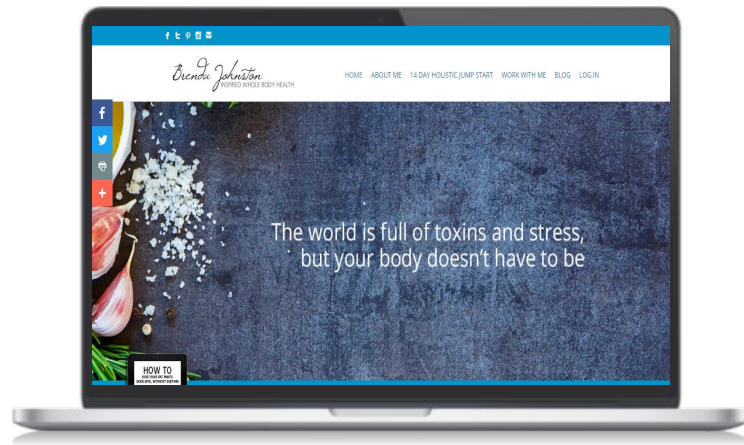
LET'S START at the beginning!

Congratulations on setting up your CoachLeads website. You have taken a huge first step in setting up your new business. In this guide, we're going to recap everything in your first training session, and give you some next steps to work on.



CoachLeads Features

A few features you'll get with your CoachLeads website



- ✓ **Design Studio**
- ✓ **Appointment Software**
- ✓ **Email Newsletters**
- ✓ **Payment Integration**
- ✓ **One of a Kind**

Quick Overview

Here is a quick overview of this session

Design Studio

Design Studio is the main tool you will use to make any changes to your website. Instead of having to work with complicated, confusing code, Design Studio allows you to make edits with just a point and click!

Whether it is editing text, photos, videos, or completely re-arranging the layout of your website, Design Studio makes it a breeze!



Your Videos

Your new website has five videos in total:

1. Homepage welcome video
2. Total Transformation video
3. 14 Day Cleanse video
4. 90 Day Program video
5. Email Thank You video

Each of these videos follows a specific formula that will be given to you by Sam.

Quick Overview

Here is a quick overview of this session

Dashboard

In your Dashboard, you will be able to see statistics and analytics that pertains to your CoachLeads website.

You'll see:

- How many people are visiting your website
- What country they are coming from
- Top pages and posts users are visiting
- How long they stay on your website
- The websites users are coming from

Your Blog

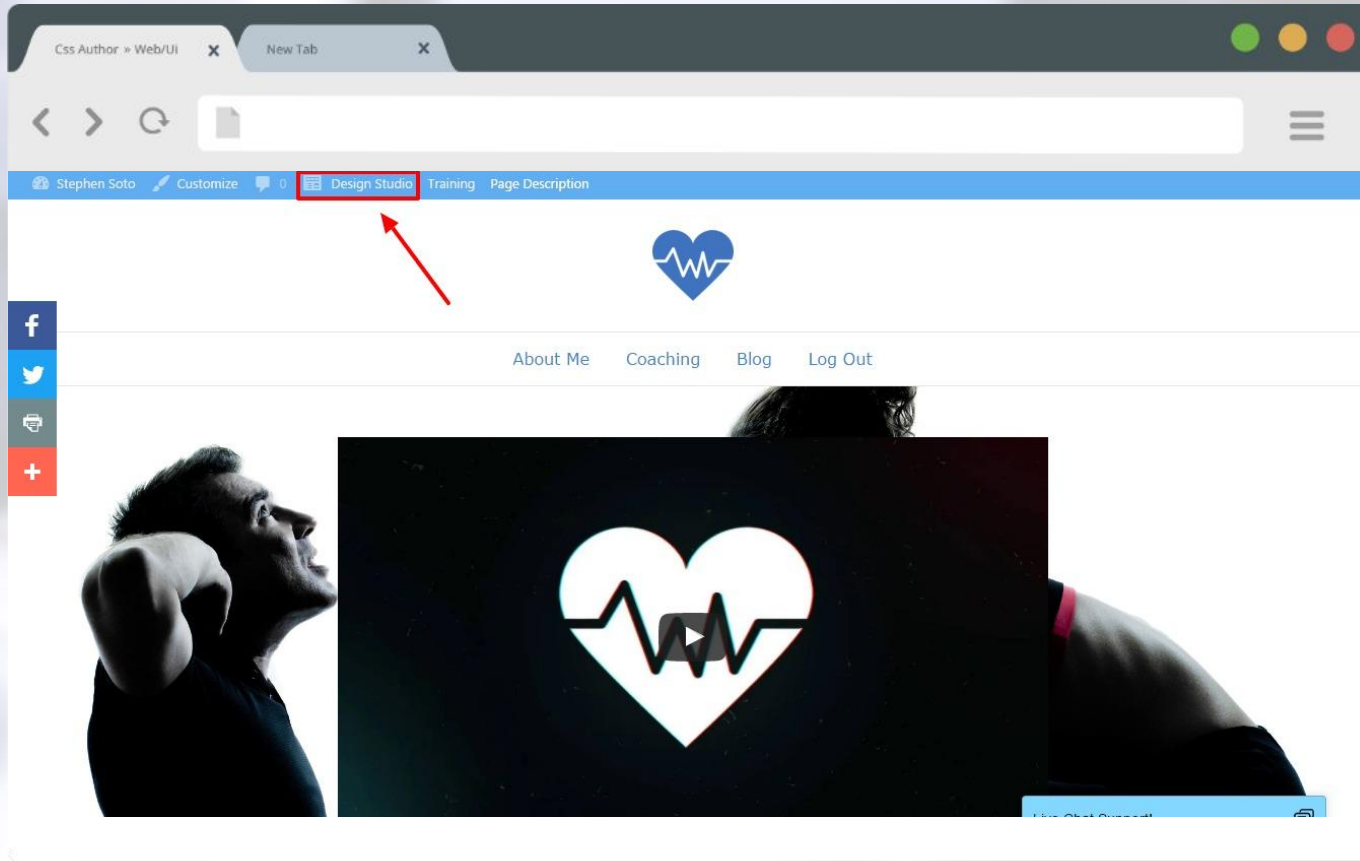
Instead of having an empty Blog, we've provided you with 8 articles on a variety of health topics written by experts. If you want to get your website up right away, you'll already have content for people to read.

Of course, we do recommend that you work on your own content over time as well. You can do so very easily by accessing your Blog directly from your dashboard.



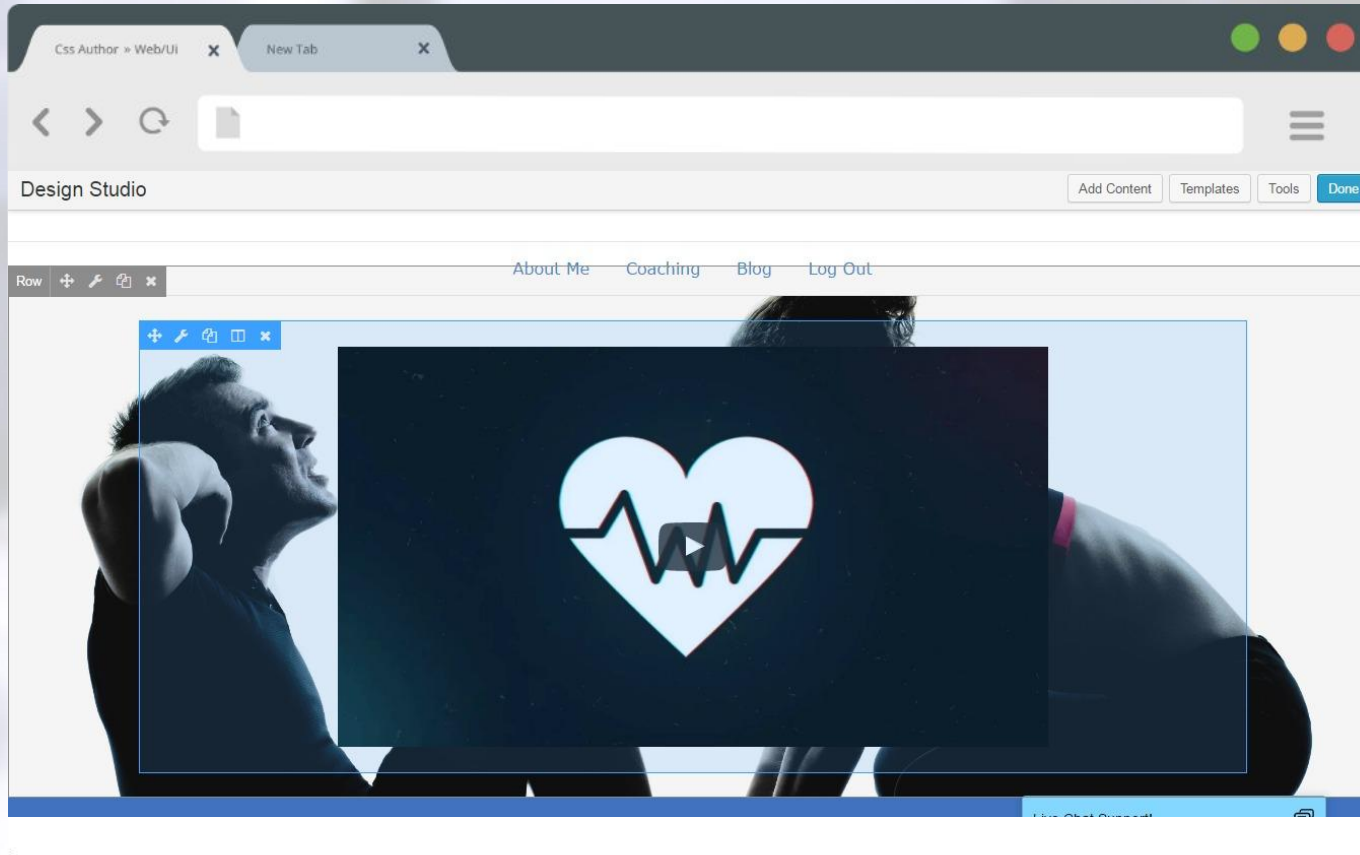
Using Design Studio

If you want to make any edits, you can do so using Design Studio
In the blue menu at the top of your website, click "Design Studio"



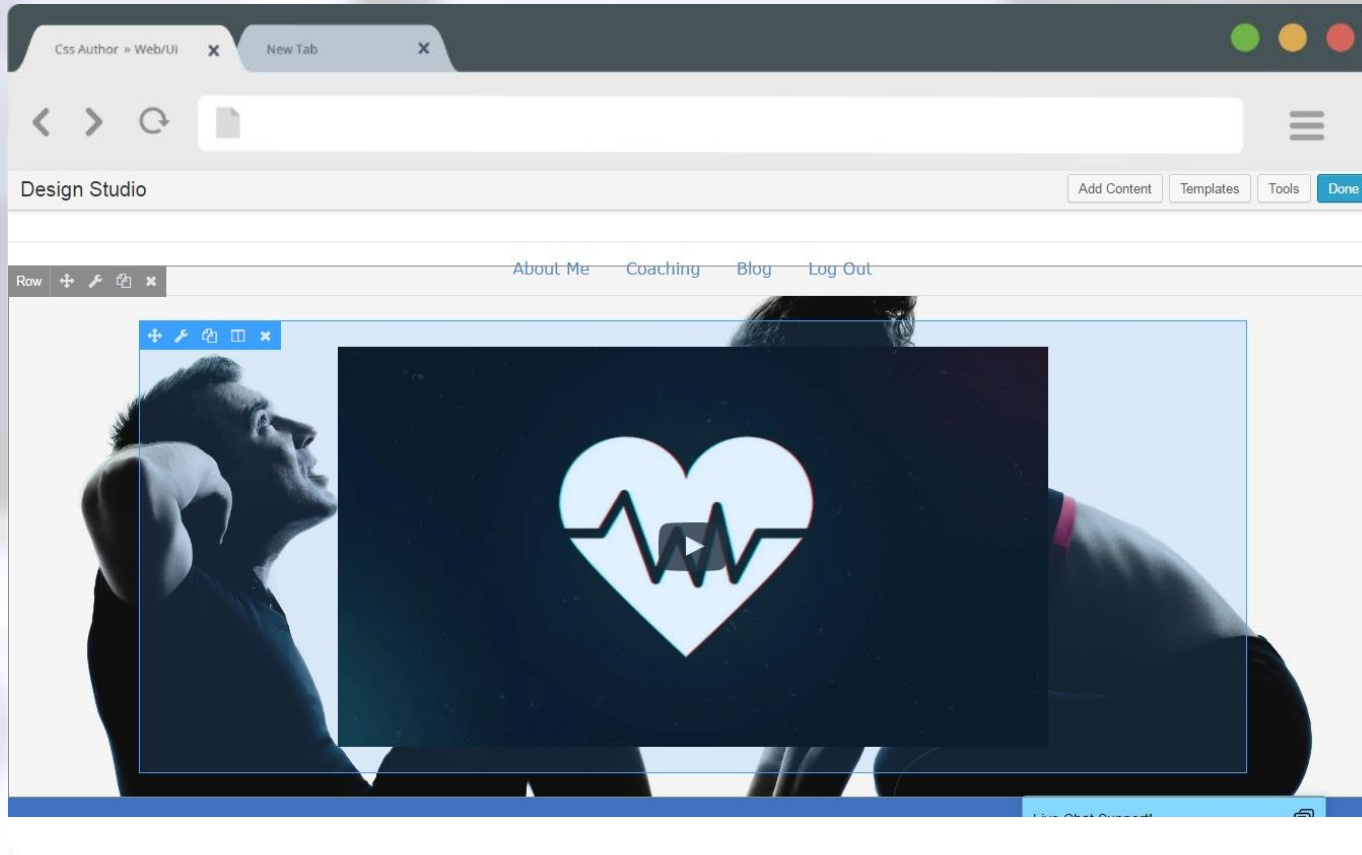
Using Design Studio

Once you are in Design Studio, you can begin making edits
The first thing you'll want to do to make an edit, is hover over what you want to change with your mouse until you see a blue outline



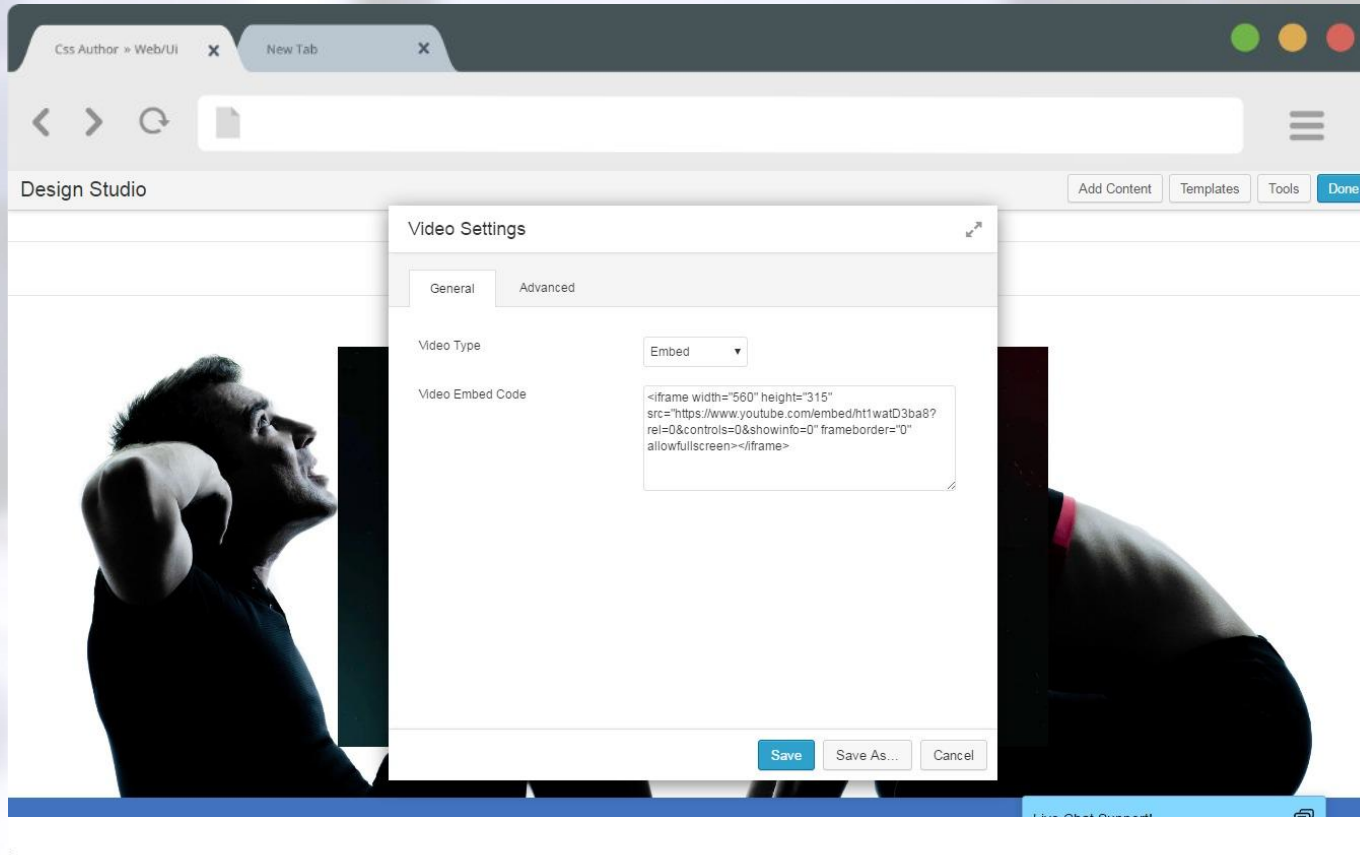
Using Design Studio

To make any edits, you'll want to click the ***Wrench*** icon



Changing Videos

To change your video, you'll need to have your video on YouTube
Once it's uploaded, they will give you your own "embed code"
Replace this embed code with your own, and your video will show

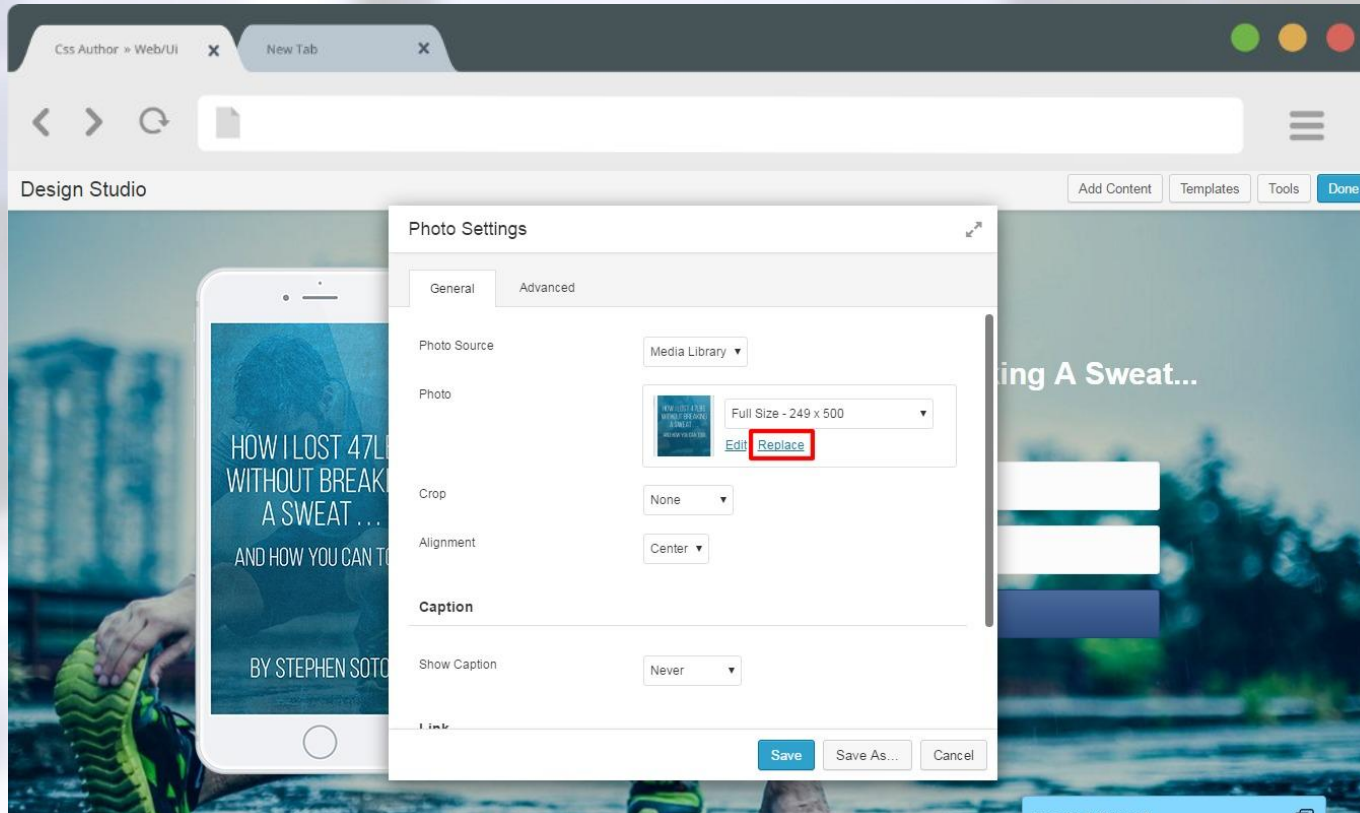


Replacing Images

To change a photo: hover over it and click the wrench icon

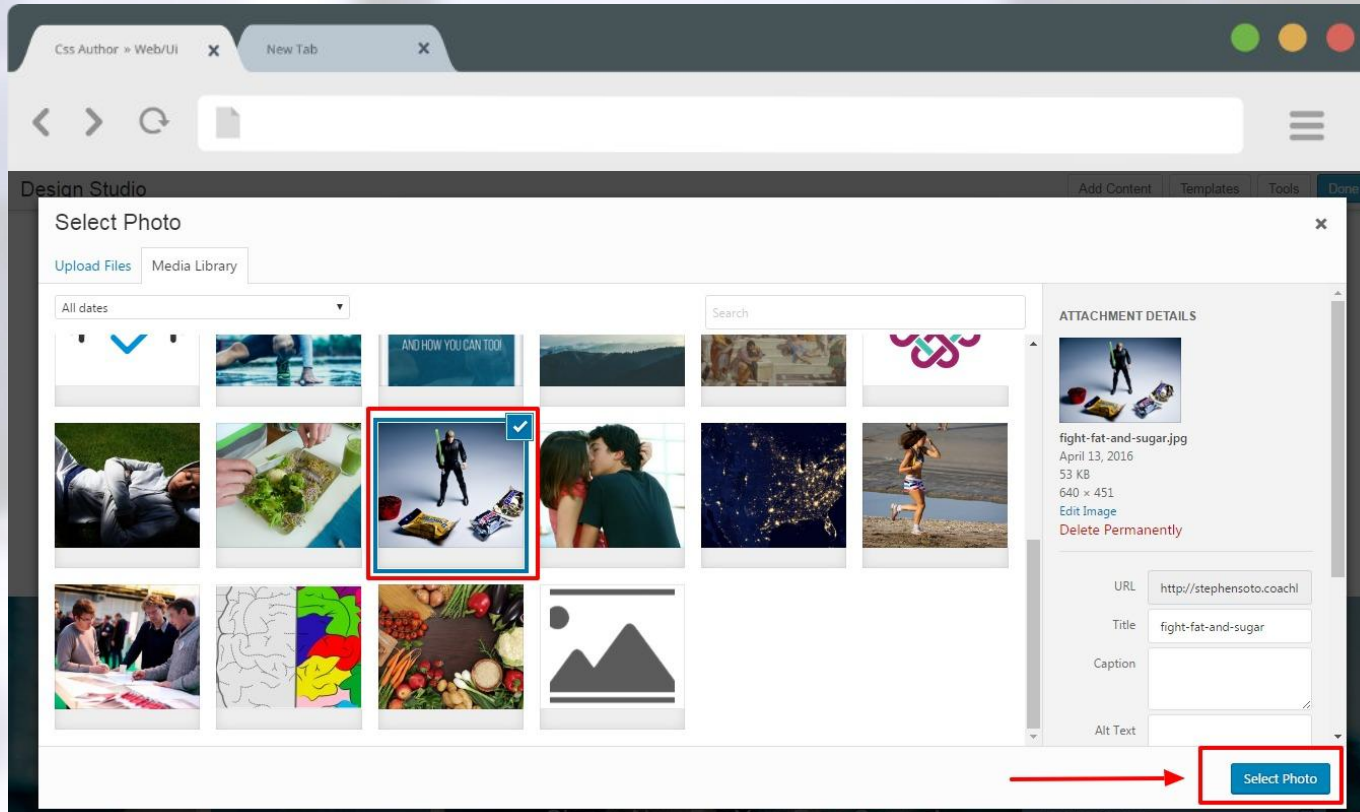
Click the text that says "Replace"

Next, you can "Upload Files" or choose from your "Media Library"



Replacing Images

Once you have uploaded or found the photo you want, click on it
Next, click on "Select Photo" in the bottom right hand corner
Finally, click on "Save"



Replacing Images

The new photo should now show up!

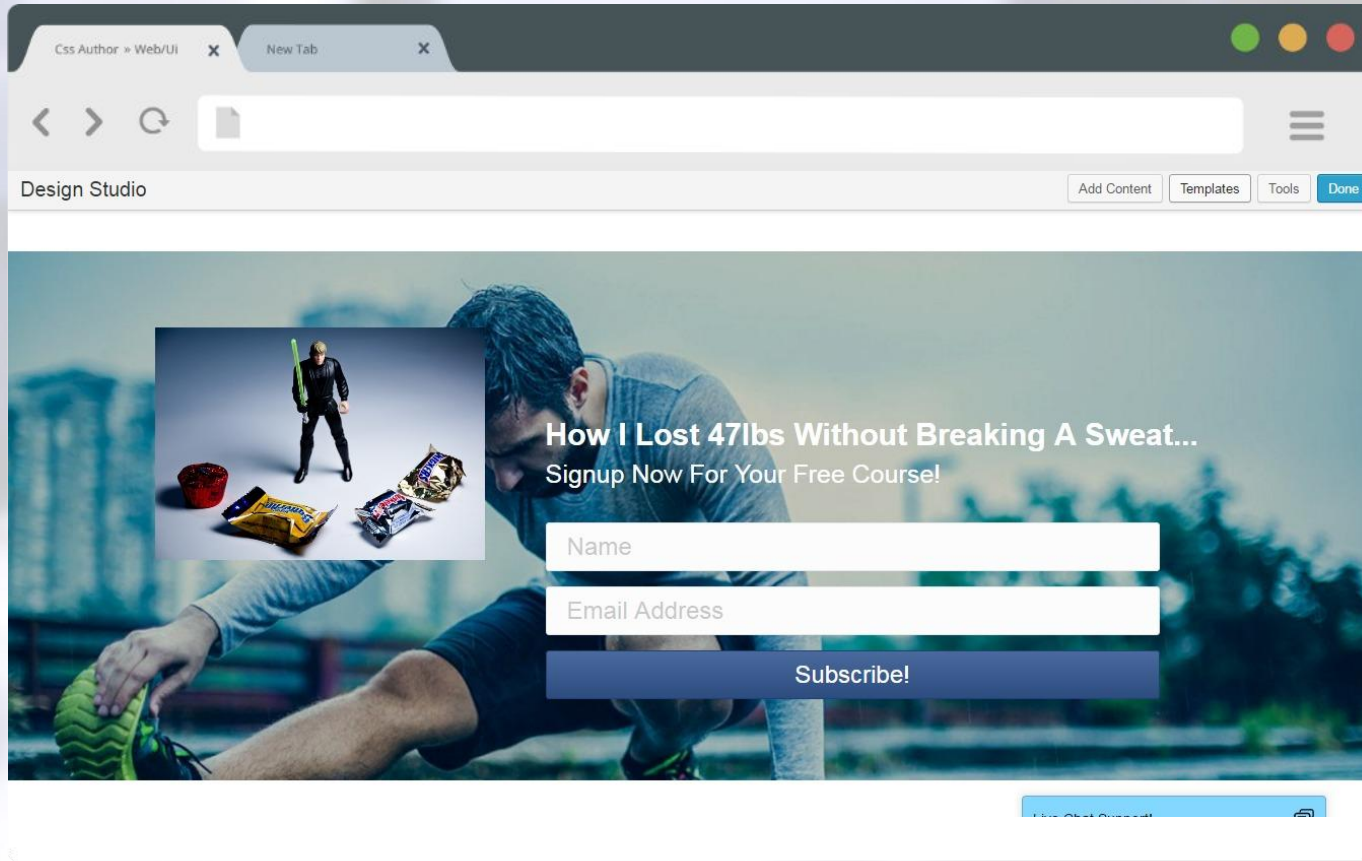
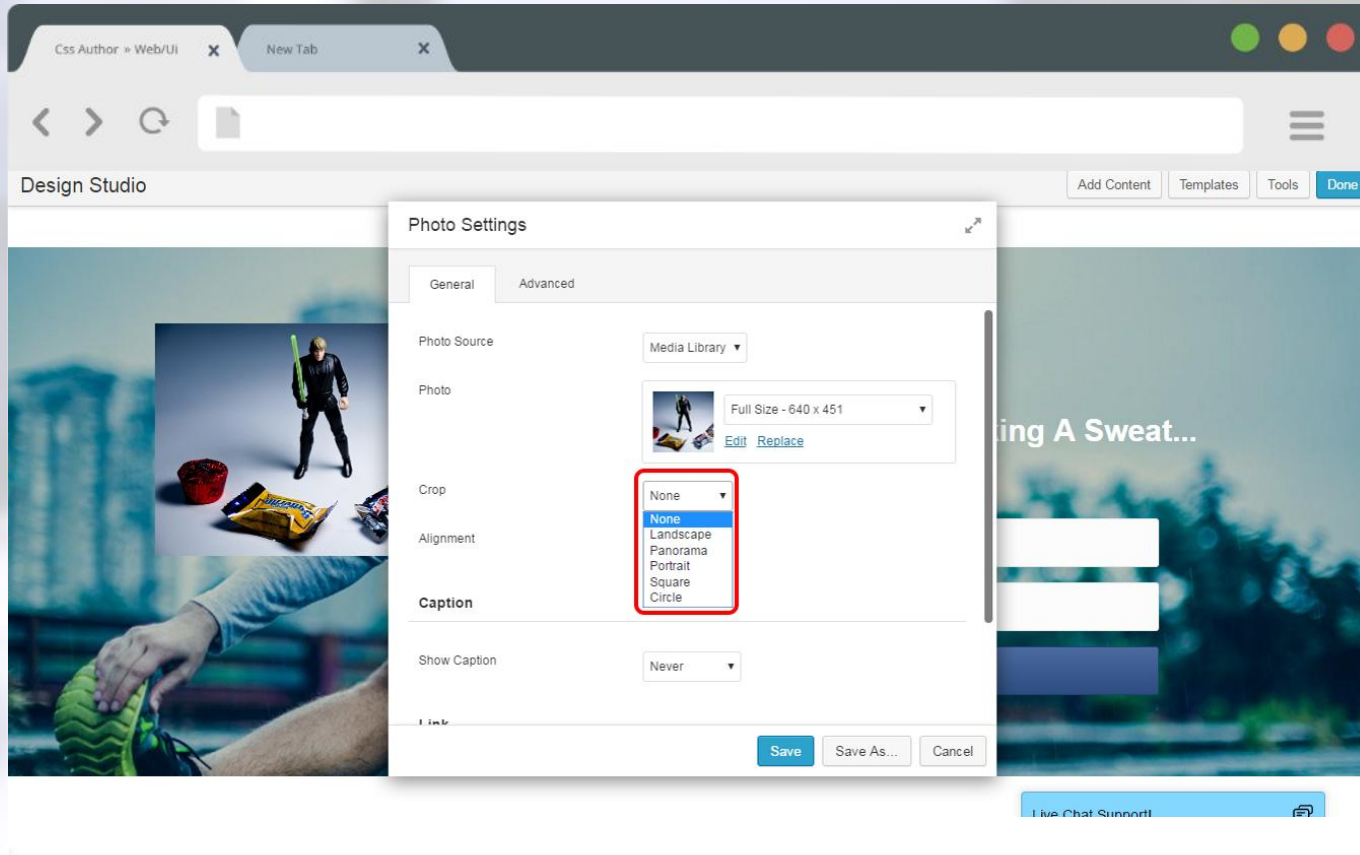


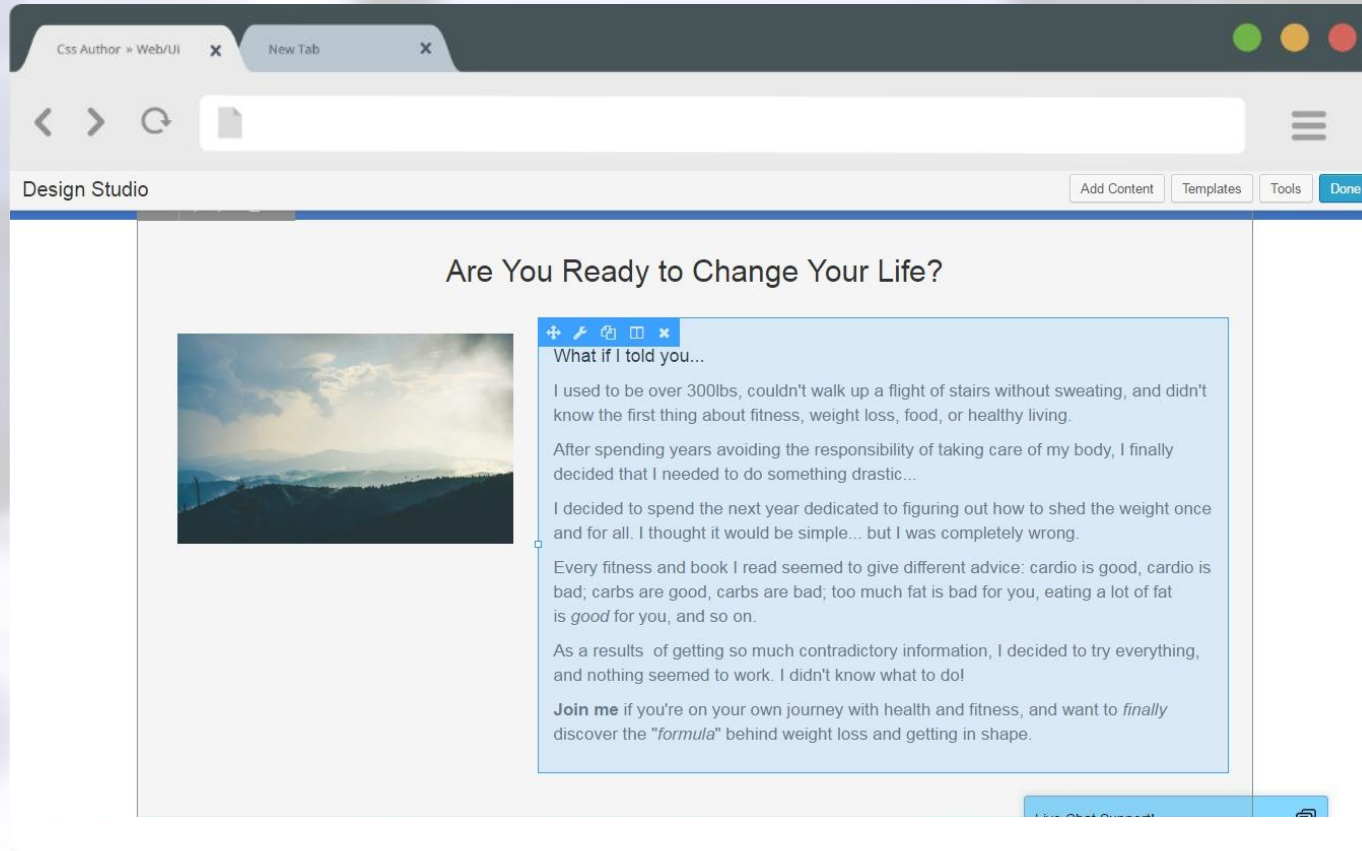
Image Options

You have a few different formatting options for your image
Landscape, Panorama, Portrait, Square, and Circle
You can try each of these on your own to see how they look!



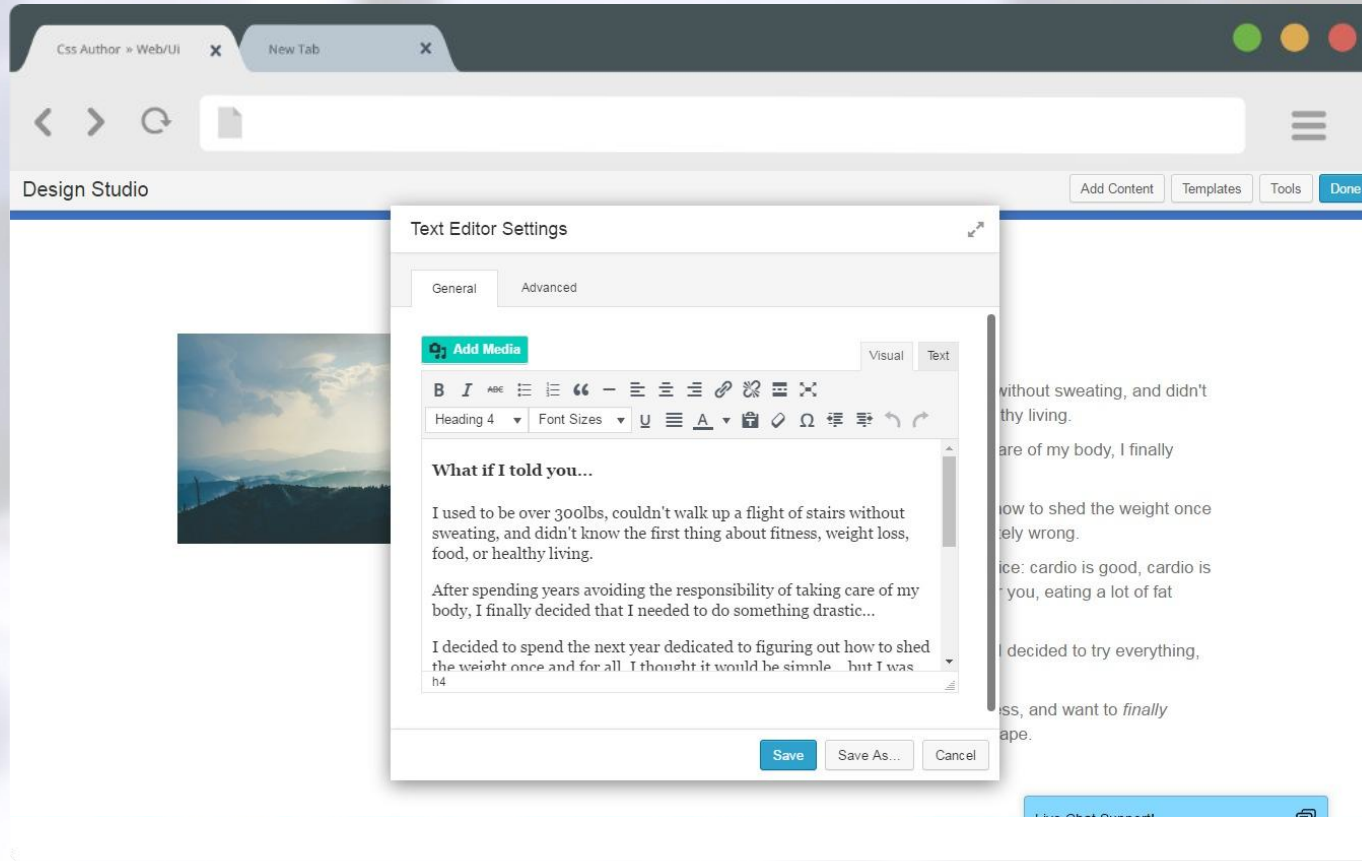
Editing Text

First, hover over the text you want to edit
Make sure there is a blue outline around it
Click on the **wrench** icon to go to the editor



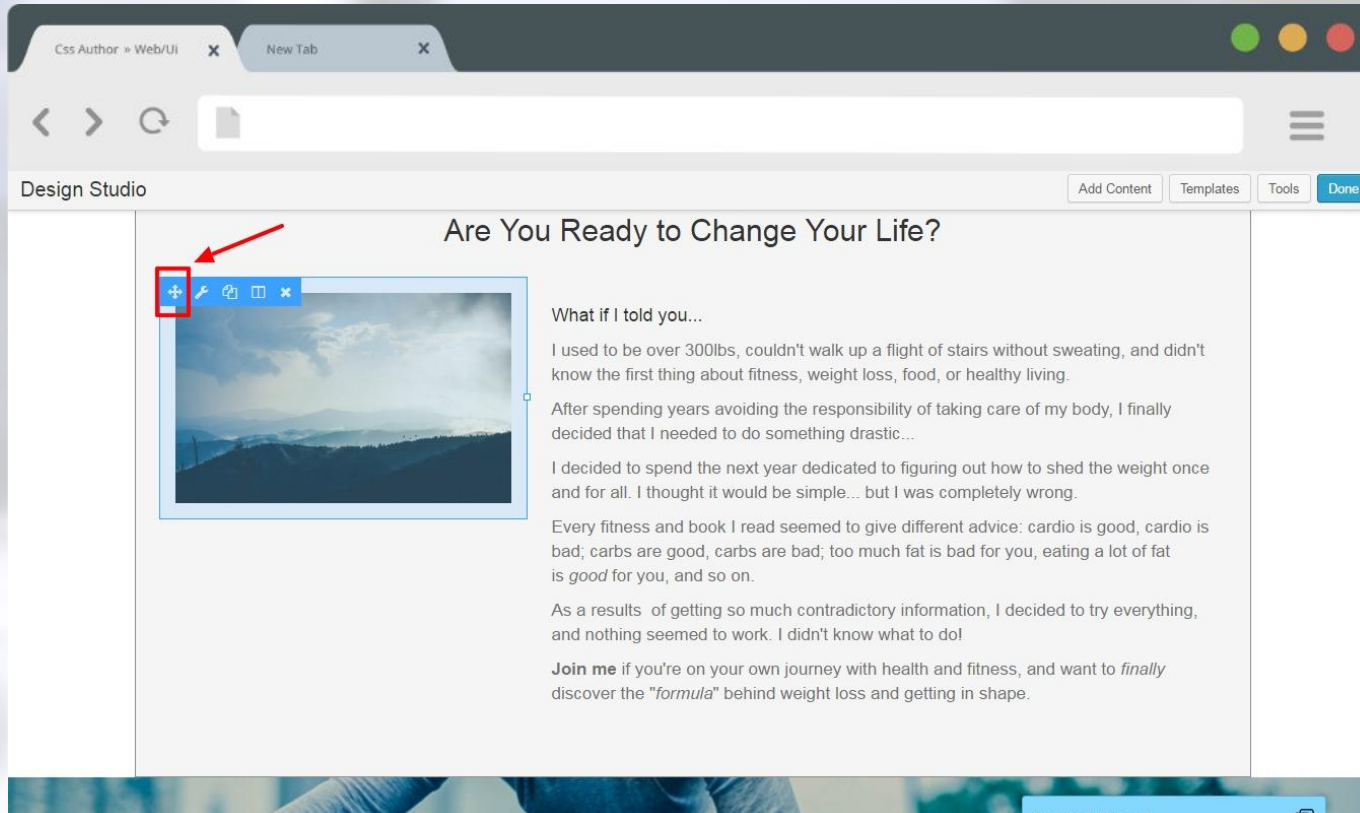
Editing Text

You can edit text similar to a Microsoft Word document!
Just edit the text use the formatting options above
Once you're done, click "Save," and that's it!



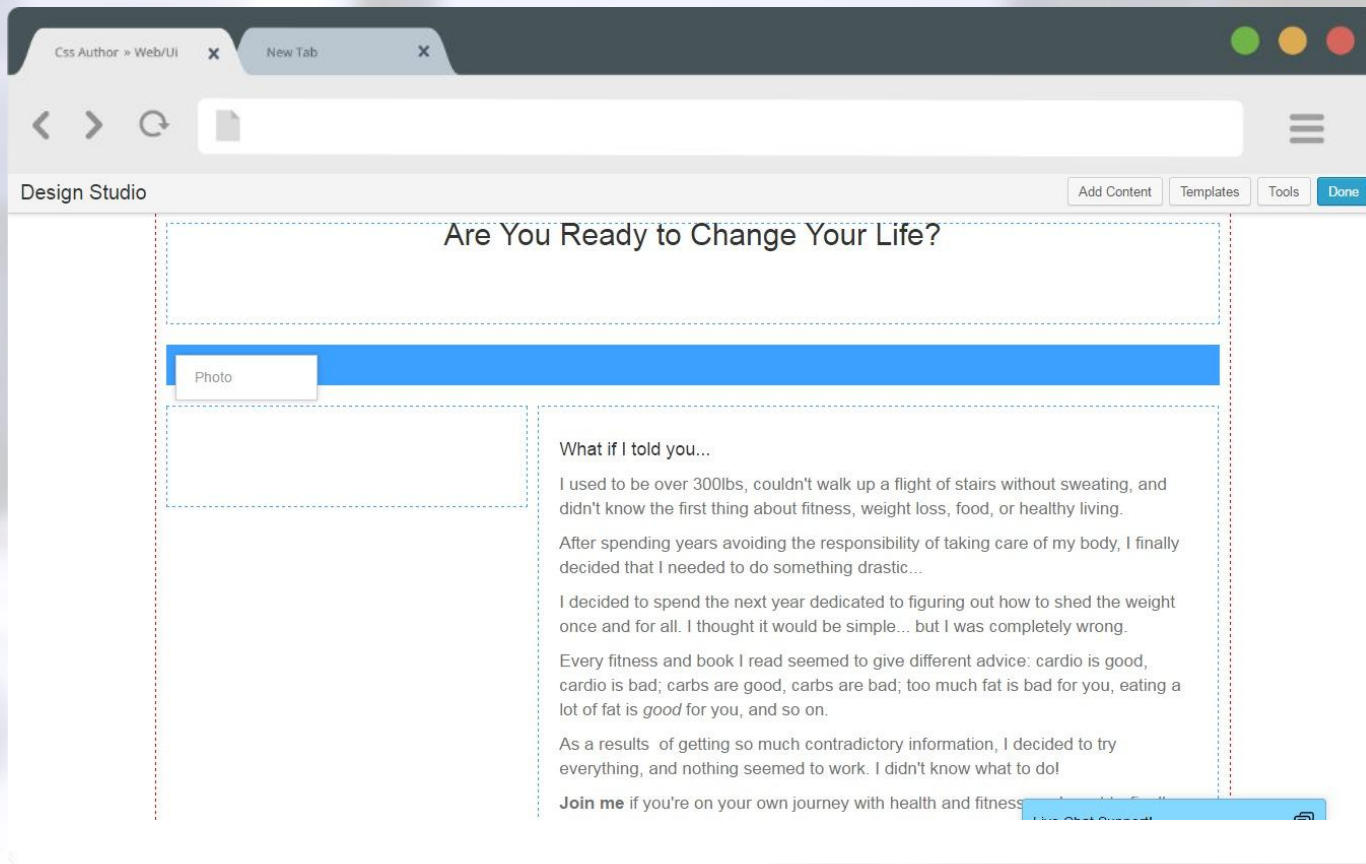
Moving Text, Images, and Videos

Hover over what you want to move on your website
Click (and hold) on the ***cross*** icon on the left side of the wrench
You'll need to click and drag this to where you want it to be



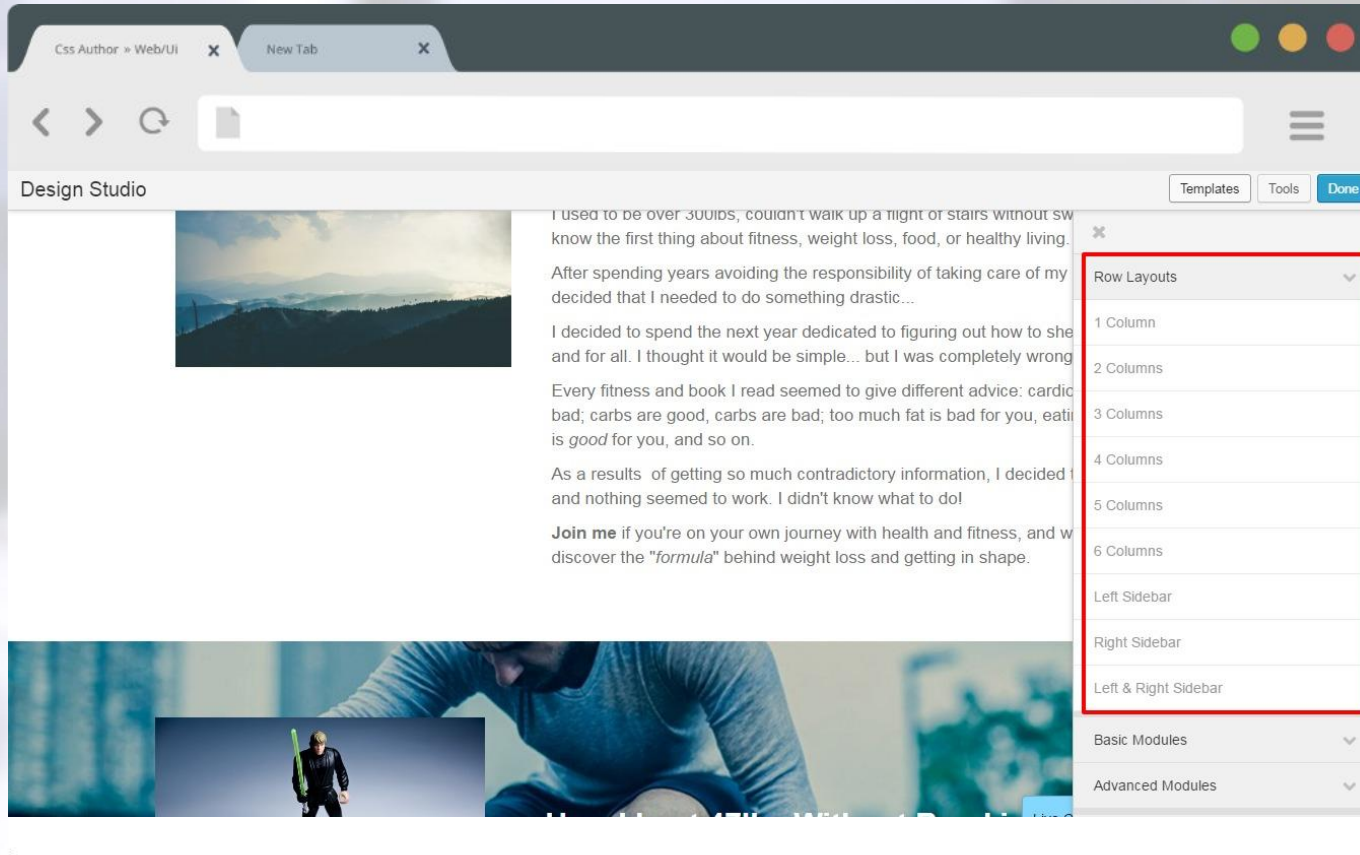
Moving Text, Images, and Videos

You'll be able to see places you can drag it with the blue outline
Once you see an outline where you want it to be, let go of the click
It should now show up where you wanted it!



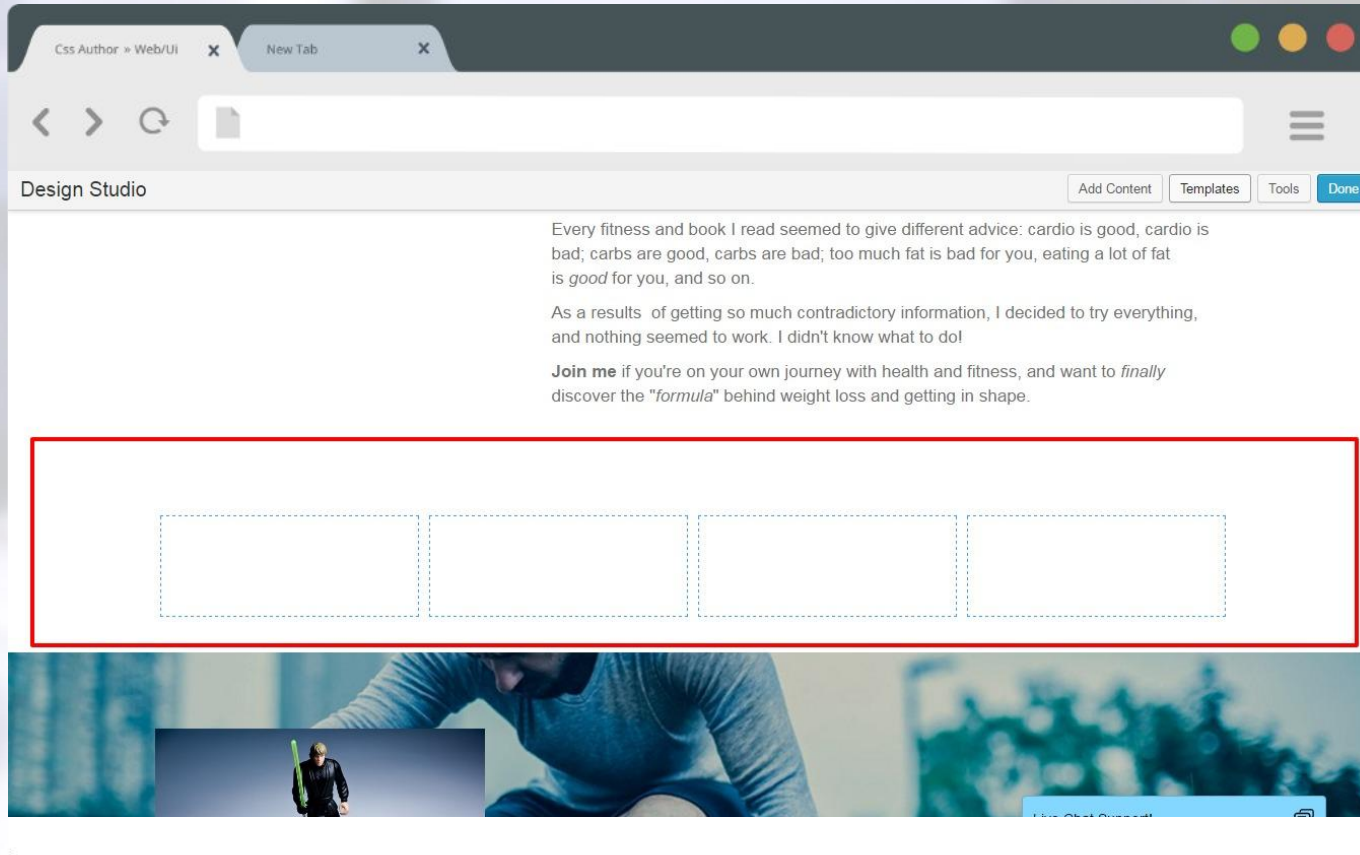
Row Layouts

Row Layouts allow you to easily add content to your website
Decide on which number of columns you want to add
Click *and drag* to where you want them to be on your site



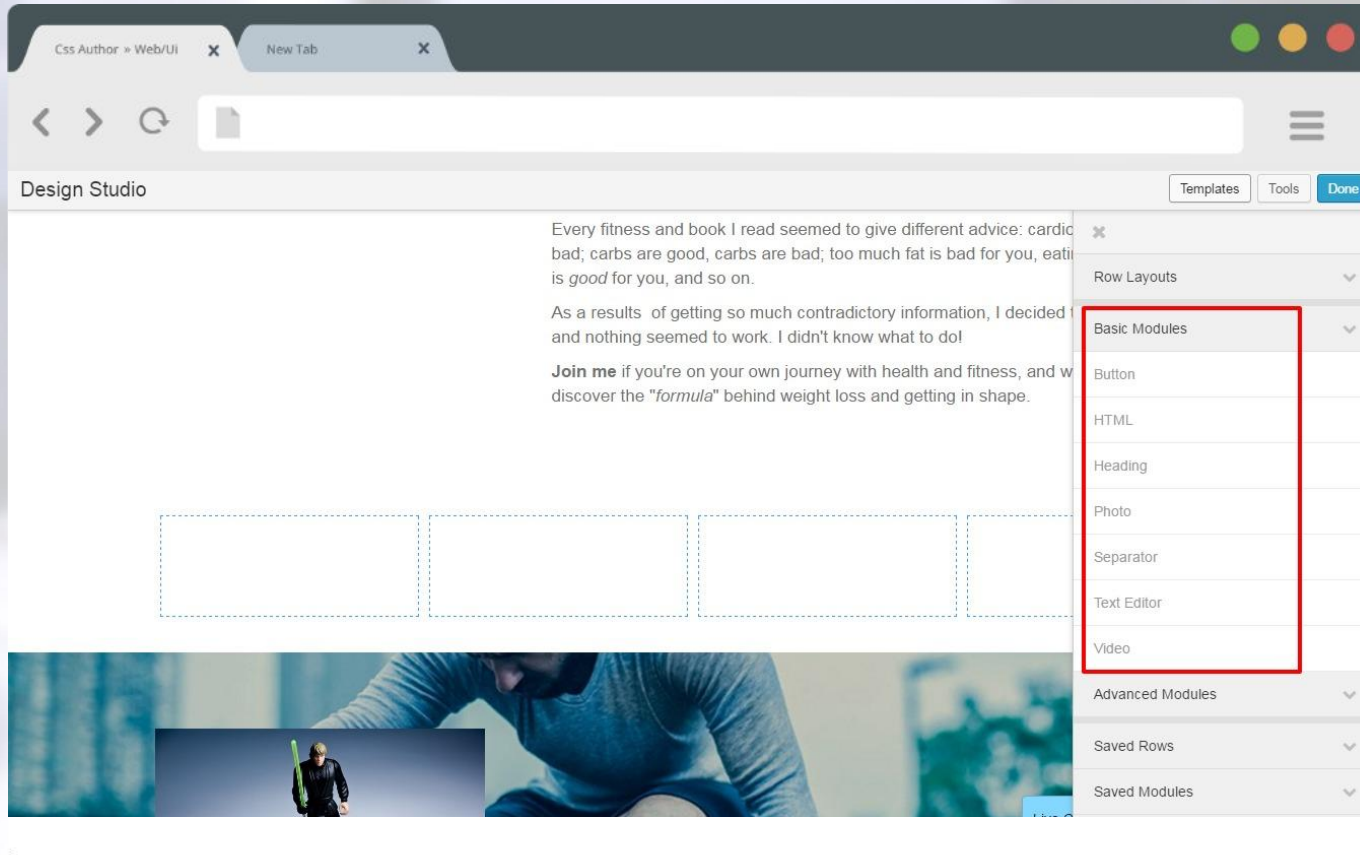
Row Layouts

We added a 4 column row in between two other rows
Each of these boxes can hold text, photos, and videos!
To add any of those things, click on “Add Content” in the top menu



Basic Modules

Basic modules allows you to add different things to your website
You can add Photos, HTML, Headings, Videos, etc.
Just click and drag what you want to add into one of the boxes!



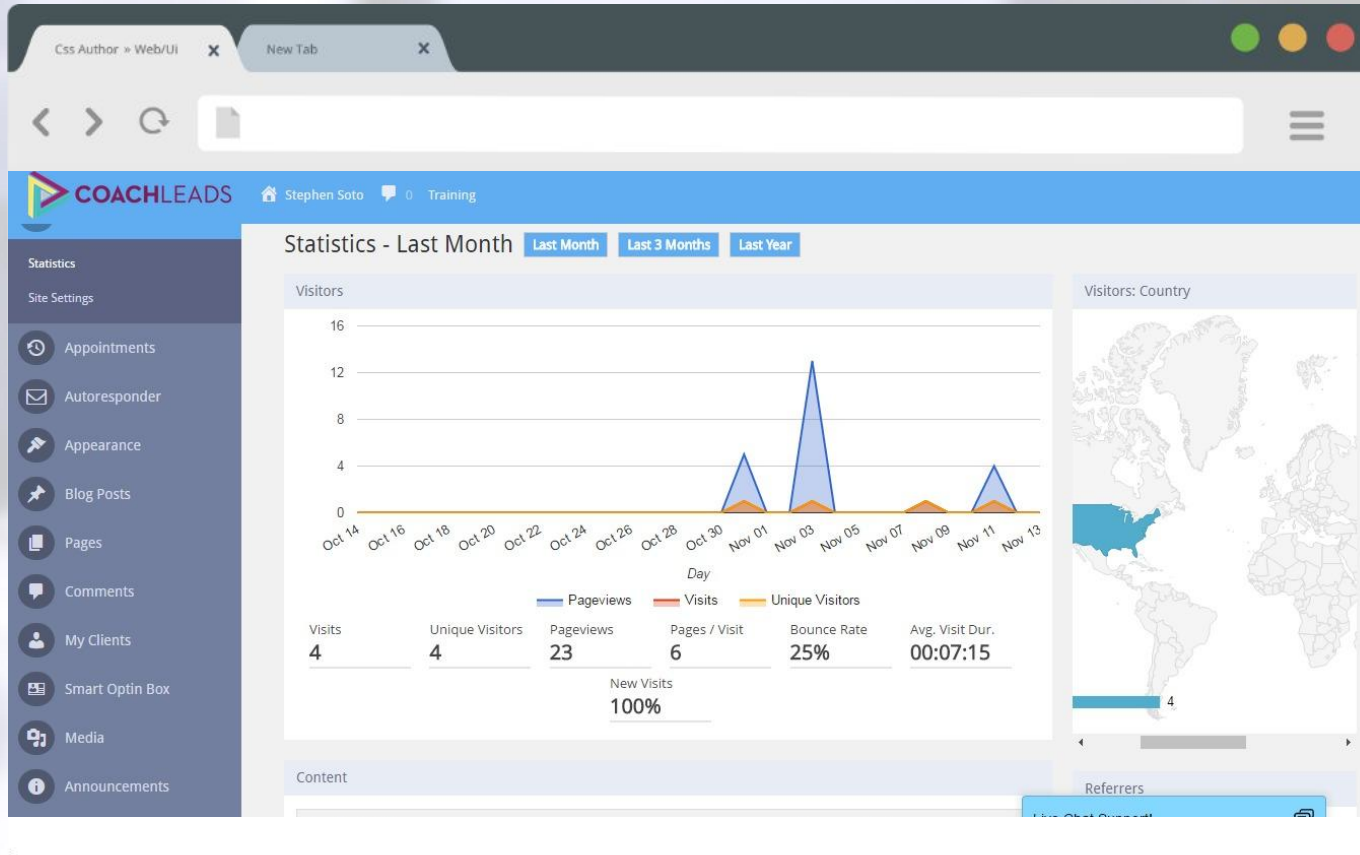
Dashboard Analytics



USA: 56 people **Africa:** 23 people **Asia:** 9 people **Australia:** 5 people

Your Dashboard

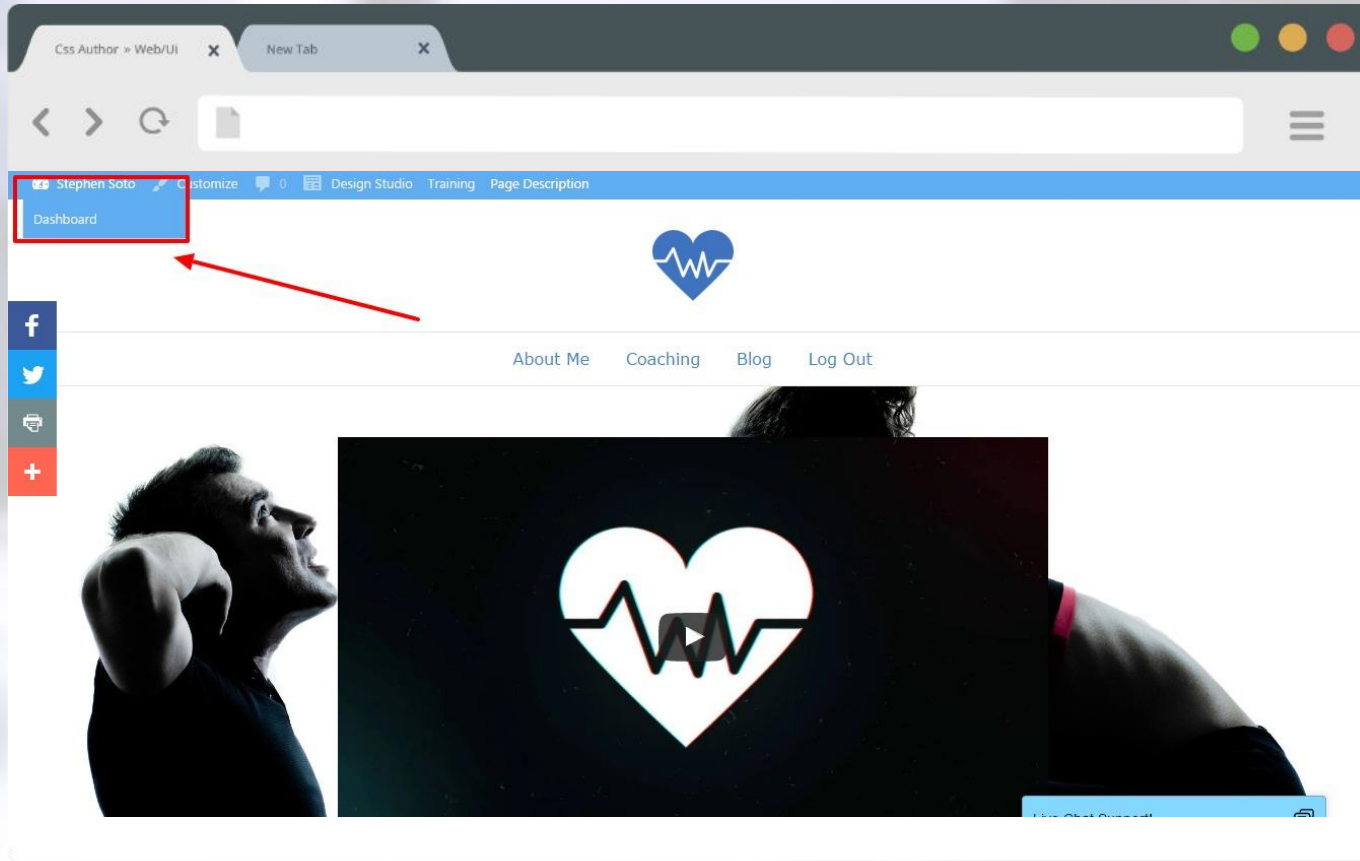
Your Dashboard has a bunch of great statistics and analytics!



Your Dashboard

To access your Dashboard, hover over your name in the upper left corner of your website

Next, click on the text that says "Dashboard"



Next Steps to Success

Next steps to complete before your second training session

