



Grace Adele Quick-Start Guide

Welcome to Grace Adele! This guide is designed to give you a quick look at what you need to know to jump-start your Grace Adele business. Consult the full-length New Consultant Start-Up Guide in your Starter Kit for more information on the items listed here and other valuable tips and resources to support your success as a Grace Adele Consultant. Grace Adele will ship your Starter Kit within three business days of your enrollment date. We are excited to have you as a part of our team!

Awards & Recognition

Don't miss out on these red-hot opportunities to earn rewards and recognition designed specifically for new Consultants. The day you enrolled as a Grace Adele Consultant is considered "Day One" of the countdown. Displayed on your Workstation **Performance** tab and on the left side of the home page (see next page for login instructions) will be your qualification period and metrics to track your progress. If you have any questions about these awards, contact your Sponsor or Director. The clock is ticking, so get started today.

Shooting Star Award

Achieve the Shooting Star Award to receive a special Shooting Star charm and bracelet! Just sell 500 points in Personal Retail Volume (PRV) during your first 15 days as a Consultant. Earn this award to also be eligible to purchase a Grace Adele Enhancement Kit. Shipping is FREE! You also earn commission and PRV on this purchase. This is a one-time offer and must be ordered within 90 calendar days after the end of the qualification period — that's 105 days from the date you first enrolled as a Grace Adele Consultant.

Date to Qualify (See Workstation Performance Tab): _____
(Must qualify within your first 15 calendar days)

Scentsational Start Awards Program

Earn this one-time incentive for doing those things that will have the greatest impact on your future success — booking, sales, and sponsoring. You will be awarded the highest level award you achieve during the first 70 calendar days after your enrollment as a Scentsy Consultant.

Your Target Level to Qualify: _____

Date to Qualify (See Workstation Performance Tab): _____
(Must qualify within your first 70 calendar days)

Scentsational Start Award — Level 1

Qualifications

- 1,250 points in Personal Retail Volume (PRV) or three personally-sponsored active Consultants

Award Received

- \$50 product credit
- Scentsational Start lapel pin
- Certificate of Achievement

Scentsational Start Award — Level 2

Qualifications

- 2,500 points in PRV or 1,250 points in PRV and three personally-sponsored active Consultants

Award Received

- \$125 product credit
- Scentsational Start lapel pin
- Certificate of Achievement





Scentsational Start Award — Level 3

Qualifications

- 5,000 points in PRV or 2,500 points in PRV and six personally-sponsored active Consultants

Award Received

- \$200 product credit
- Scentsational Start lapel pin
- Certificate of Achievement
- Name in Scentsy Family’s monthly newsletter, Consultant Spotlight

Grace Adele Trendsetter Award

Qualifications

- This award will be given to the first 3,500 Grace Adele Consultants who recruit three NEW Grace Adele Consultants who each reach 1,000 PRV points in Grace Adele sales. These recruits may have joined another Scentsy Family brand prior to Grace Adele, but they must be new to Scentsy Family as of Aug. 1, 2012. To qualify for this award, you must be an enrolled and current Grace Adele Consultant.

Award Received

- Exclusive, limited-edition Grace Adele bag designed by Heidi Thompson
- Recognition in Scentsy Family’s monthly newsletter, Consultant Spotlight

Grace Adele Founders’ Circle Award

Qualifications

- This award will be given to the first 50 Grace Adele Consultants who recruit 10 NEW Grace Adele Consultants who each reach 1,000 PRV in Grace Adele sales. These recruits may have joined another Scentsy Family brand prior to Grace Adele, but they must be new to Scentsy Family as of Aug. 1, 2012. To qualify for this award, you must be an enrolled and current Grace Adele Consultant.

Award Received

- A style and shopping incentive trip
- Exclusive, limited-edition Grace Adele bag designed by Heidi Thompson
- Recognition at Convention
- Recognition in Scentsy Family’s monthly newsletter, Consultant Spotlight

New Consultant Checklist — Record Your Important Contact Information

| PERSONAL INFORMATION | | | |
|-----------------------|--|------------------------|--|
| Consultant ID | | Enrollment Date | |
| Password | | Personal Website URL | |
| Sponsor’s Information | | Director’s Information | |
| Name | | Name | |
| Home Phone | | Home Phone | |
| Cell Phone | | Cell Phone | |
| Email | | Email | |
| Website URL | | Website URL | |

Log In to Your Workstation

- Go to <http://workstation.scentsy.us>.
- Enter your assigned Consultant ID number/username and the password you selected during the enrollment process. If you have forgotten your password, click on the *I forgot my password* link and it will be emailed to you.

Access the Training Center

Upon Workstation login, go to the **Training Center** link in the upper right corner to view video training and download step-by-step instructions on how to use your Workstation. We recommend viewing all of the trainings on the **New Consultant** tab, and checking out the **Grace Adele** tab for helpful information, including how to:

- Promote your business.
- Collect online orders.
- Announce your events.
- Recruit new Consultants.





Get Familiar With Your Personal Website (PWS)

When you join Grace Adele, you get a FREE three-month subscription to your own PWS, which will help you to collect online orders, recruit and sponsor new Consultants, and more. A PWS is also required to sponsor in all Scentsy regions and sell in your home region.

You don't have to be a web designer or a programmer to customize your PWS. It's easy to do on your own! Click the *Edit My Personal Website* link on your Workstation. This will open a new window to your PWS. The **My Website Manager** page contains links to each of the customizable features of your PWS, from your photo to your personal story. Select each of the links to change content, images, and features on your website.

Print Labels Containing Your Contact Information

Personalizing your business materials is critical to repeat and future customer orders. Your Starter Kit will contain business cards, catalogs, invitations, and order forms. Each one is a key customer touchpoint that should be labeled with your contact information. Grace Adele offers label templates in the **Resources** tab on your Workstation.

Contact Your Sponsor or Director

Be sure to call your Sponsor or Director with additional questions on how to succeed with Grace Adele!

Launch Party

The launch party is a GREAT way to get your business off to an outstanding start! Here are some important tips for having a successful launch party:

Before Your Launch Party

- Create your Initial Contact List and List of 100. To assist you, templates are provided in the New Consultant Start-Up Guide contained in your Starter Kit.
- Select the dates you are able to conduct home parties and, when your Starter Kit arrives, highlight them in your calendar.
- Schedule your launch party to closely follow the arrival of your Starter Kit.
- Invite your guests — over invite! Generally, one out of three invited guests will actually attend.

Work closely with your Sponsor or Director. They will have invaluable tips and helpful hints to make your launch party a success.

At Your Launch Party

- Keep your refreshments simple to keep the focus on your new business. Relax, be yourself, and have fun! Share your love for Grace Adele products and the business opportunity.
- Let your guests know what your open dates are to schedule new parties. Try to schedule as many parties as you can at your launch party.

After Your Launch Party

- Congratulate yourself! You've just had your first Grace Adele party!
- Make follow-up calls to your guests and thank them for coming. To anyone who couldn't come, call and remind them that they can still place an order or book a party.
- Work with your Sponsor to enter your party order on your Workstation.

Commission

You will earn a 20 percent commission on sales up to 1,000 cumulative points in Personal Retail Volume (PRV). In the month you reach 1,000 cumulative points in PRV, you will be paid 25 percent commission for that month and every month forward. If you reach 2,000 PRV points in a month, you will not only earn 25 percent commission, but will also be paid a Monthly Sales Award Bonus of 5 percent.





Scentsy Family Contact Information

Please submit a support ticket before attempting to contact Scentsy Family's home office by email.

| SCENTSY FAMILY DEPARTMENT | TOPIC OF YOUR QUESTION, SUGGESTION, OR CONCERN | EMAIL ADDRESS |
|---|--|---------------------------------|
| Account Services | Suspensions, voluntary cancellations, restorations, Social Security updates, new Consultant welcome calls | accountservices@scentsy.com |
| Awards/Incentives | Nominations and questions specific to incentives, annual awards, monthly awards, and the Scentsational Start Award | awards@scentsy.com |
| Compliance | Internet marketing, logo usage, promotional materials | adapproval@scentsy.com |
| Consultant Support | Scentsy Family Policies & Procedures, domain and email name issues, order status, product questions, special requests, ordering assistance, Workstation questions, rank advancements, troubleshooting of any kind, returns, lost shipments, and product issues | support@scentsy.com |
| Events | Convention, Spring Sprint, Boot Camp, incentive trips, Leadership Retreat | events@scentsy.com |
| Finance | Commissions, bonuses, Compensation Plan | commissions@scentsy.com |
| | Pay Portal issues | payportal@scentsy.com |
| | 1099-MISC forms | finance@scentsy.com |
| | Sales tax | salestax@scentsy.com |
| Media Relations | Publicity, public relations, media relations | mediarelations@scentsy.com |
| Product Development | Product suggestions and feedback | productideas@scentsy.com |
| Scentsy Family Foundation | Charitable donations, sponsorships, scholarships, cause warmer suggestions | www.scentsyfamilyfoundation.org |
| Scentsy Family News | Email communications from home office, Consultant Spotlight newsletter | news@scentsy.com |
| Scentsy Family Store | Scentsy Family Store support, communications and questions | storesupport@scentsy.com |
| | Scentsy Family Store product ideas | storeideas@scentsy.com |
| Subscriptions | Personal Website, International Service Fees | subscriptions@scentsy.com |
| Training and Development | Training, personal development, business development | training@scentsy.com |
| Compensation Card 1.866.277.1790 | | |

