



Scentsy Quick-Start Guide

Welcome to Scentsy! This guide is designed to give you a quick look at what you need to know to jump-start your Scentsy 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 Scentsy Consultant. Scentsy 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 Scentsy 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.

Must qualify
within your first 15
calendar days

Shooting Star Enhancement Kit

Sell 500 points in Personal Retail Volume (PRV) to earn the option to purchase ten pre-selected warmers from the current catalog. You pay \$200 plus tax, and your shipping is FREE! You also earn commission and volume on this purchase. This is a one-time offer and must be ordered within 30 calendar days after the end of the qualification period—which is 45 calendar days from the day you enrolled as a Scentsy Consultant.

Date to Qualify (See Workstation Performance Tab): _____

Must qualify
within your first 70
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): _____

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
- Green Scentsy 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
- Purple Scentsy 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



Awards & Recognition, continued

Scentsational Start Award—Level 3

Award Received

- \$200 product credit
- Teal Scentsy Scentsational Start lapel pin
- Certificate of Achievement
- Name in Scentsy's monthly newsletter, *Consultant Spotlight*
- Recognition at annual Convention
- Scentsy Star sent after Convention

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 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 Training** tab, but the following are considered especially critical to jump-start your business:

- New Consultant Orientation (Parts 1-4)
- Workstation Overview
- Policies & Procedures
- Workstation Order Tab
- Set Up & Edit Your Personal Website
- It's a Party: Launch Party

○ Edit Your Personal Website (PWS)

When you join Scentsy, you get a FREE three-month subscription to your own PWS, which will help you to:

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

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.



New Consultant Checklist, continued

Monthly E-Newsletter

Your PWS subscription includes Scentsy's monthly e-newsletter service, *Making Perfect Scents™*. Your e-newsletter is automatically sent out via the Internet to your customers' email addresses the first Wednesday of every month. Be sure to tag new customers or contacts to receive the e-newsletter by selecting the **"Newsletter Subscriber" Contact Tag** when you **Add a New Contact** in the **Contacts** tab on your Workstation. Links within the newsletter take customers directly to your PWS where they can buy products, host a party, join your team, or request information. You can access and personalize your newsletter through the **Communications** tab on your Workstation. The e-newsletter FAQ, located within the **Resources** tab on your Workstation, contains valuable e-newsletter tips and training. Start adding your contacts now to include them on your distribution list.

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. Scentsy 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 Scentsy!

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 monthly planner.
- 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 Scentsy 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 Scentsy 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% 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% commission for that month and every month forward. If you sell 2,000 PRV in a month, you will not only earn 25% commission, but will also be paid a Monthly Sales Award Bonus of 5%.



Scentsy Contact Information

Please submit a Support Ticket before attempting to contact Scentsy's home office by email.

SCENTSY 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
	Making Perfect Scents™ customer e-newsletter	makingscents@scentsy.com
Awards	Nominations and questions specific to 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 Policies & Procedures, domain and email name issues, guidelines for fairs and shows, 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
	Scentsy 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 News	Email communications from home office, <i>Consultant Spotlight</i> newsletter	news@scentsy.com
Scentsy Success	Scentsy Success Support, communications and questions	scentsysuccesssupport@scentsy.com
	Scentsy Success product ideas	scentsysuccessideas@scentsy.com
Subscriptions	Personal Website, Scent & Warmer of the Month, international service fees	subscriptions@scentsy.com
Training and Development	Training, personal development, business development	training@scentsy.com
Scentsy Compensation Card 1.866.277.1790		