

Welcome to your personal Tony Robbins coaching dashboard! Once logged into your account, you can follow the steps below to quickly and easily send out your first DISC and Motivators assessment(s).

1

SEND ASSESSMENTS

- Select the **DISC and Motivators** link in the **Select Assessment Link** drop down menu in the Send Assessment area on the left of your Homepage.
- Enter the Email Address, First Name, and Last Name of the person you wish to invite.
- **(OPTIONAL – If you would like to customize the generic email that will be sent to this person, select Yes under Custom Email. An email editor will appear. DO NOT copy and paste text into the editor. Edit the text directly. DO NOT edit anything in between the %% signs.)**
- When complete, click the **Send Assessment Email** button. The email invitation will be sent immediately. *(If the assessment user is not able to locate the email, please suggest checking the junk mail or SPAM box. The email will be coming from Reports@TonyRobbinsAssessments.com.)*

The screenshot shows a form titled "Send Assessment". It includes a dropdown menu for "Select Assessment Link" with "DISC and Motivators" selected. Below are input fields for "Email Address" (Sample@SampleEmail.com), "First Name" (Sample1), and "Last Name" (Report1). There are radio buttons for "Custom Email" (No selected, Yes unselected). At the bottom, there is an "Import Users" button and a "Send Assessment Email" button. Red arrows point to the dropdown, the email field, the name fields, the custom email options, and the send button.

2

PURCHASE ADDITIONAL DISC AND MOTIVATOR CREDITS

Once you are out of DISC and Motivators credits, you can purchase more at any time. In the Available Assessments area on the left of your Homepage, you will hover over the **DISC and Motivators – Full** assessment. An Add Credits button will appear. Once you click Add Credits, you will enter the number of credits needed, and select Add to Order. **1 credit = 1 individual.**

Once the order has been submitted, the credits will be immediately reflected in your account. You will then be able to send additional assessment invitations.

The screenshot shows a table titled "Available Assessments". The first row is "DISC and Motivators - Full" with a "5" in a circle to its right. Below the table is a note: "Purchase Credits - To order credits, click on the assessment name above." A red arrow points to the assessment name.

3

ADDITIONAL RESOURCES

Want to learn more about the full capabilities of your assessment account? Create groups, set up additional assessment links, run team and group reports, manage all completed assessments, etc.

Watch a full virtual tour of the account [HERE](#).

We also welcome you to schedule a one-on-one virtual tour and brainstorming session with our Chief Coaching Officer, Angie Fairbanks [HERE](#).