

LCP PRODUCT ORDERING AND DELIVERY PROCESS

STEP 1 **1 JULY**

Login to the Project Center: <http://project-center.theleadershipcircle.com>

STEP 2 **1 JULY**

Order a LCP Product for your Client (in *TLC-Go!* navigate to *01. TLC Marketing & How-To* in the *Project Center Folder* to find useful "How To" videos)

- Select LCP or LCP-ME Profile
- Add Participants - names and emails are required (or upload a .CSV file)
- Send the TLC Welcome Invitation Email when ready either by scheduling, by individual, or by *More Actions/Send new emails*

STEP 3 **3 JULY**

Participant:

- Adds their Evaluators
- Completes their self-survey

A TLC Welcome Invitation email is sent inviting Evaluators to complete the survey by the "Completion Date"

STEP 4 **14 JULY**

Evaluators complete the survey (usually over a 3 week period)

Progress is monitored by Consultants in the Project Center (correct Emails; send out Reminders; update Completion Date)

The Project Center: <http://project-center.theleadershipcircle.com>

STEP 5 **15 JULY**

Report Generated on the selected Run Report date and time
Can be viewed in the Project Center under *My Reports*
Usually printed and shipped on the next
Business Day

STEP 6 **21 JULY**

Expected delivery time frame for printed Profile and Binder after Completion Date

- Small orders (1-3): 3-4 days
- Larger order: 4-5 days
- International: 5-7 days

