

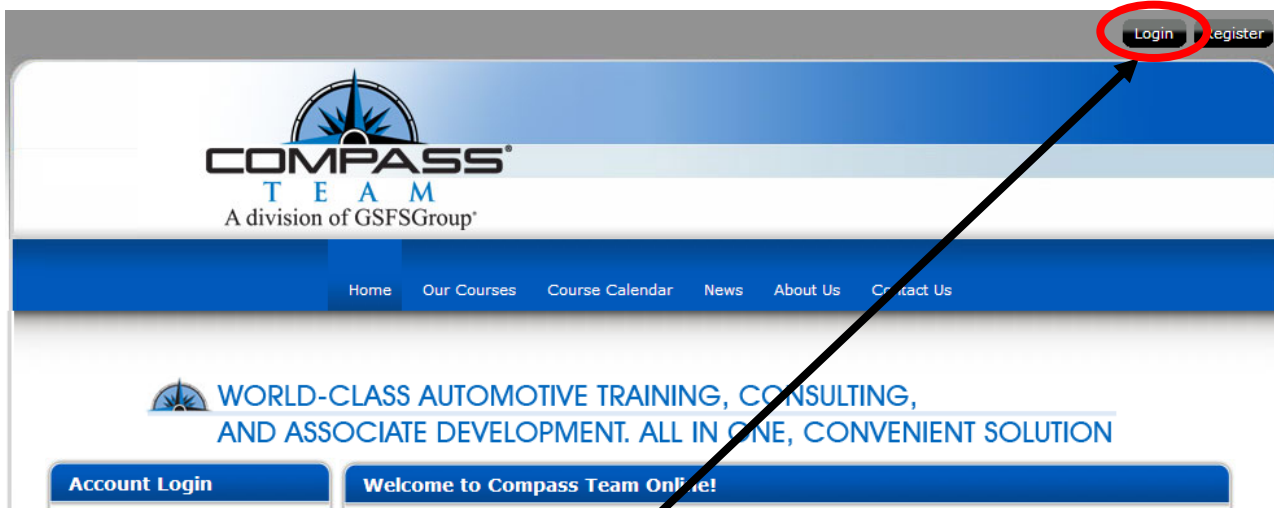
## Instruction for Signing up for Online Training

Go to <http://compassteamonline.com/>

To be register for a class you must have a Compass Team User Account. If you do have a Compass Team account click on **Log In** at the top of Home page.



Enter your Username and password (Note: If you can not remember your Username and Password, the one that was recommended was: User name - your First name.Last name, i.e. Sherry.Williams and your password - First initial Last name, i.e. SWilliams). (If you have an account set up, skip to page 3 and follow instructions begin at Click on "Our Courses".



If you do not have a User Account, click on **Register** and set up your account .

## Compass Team New User Registration

### Step 1 - User Information

First Name:

Last Name:

Email Address:

How did you hear about us?:

- Previous Training
- Search Engine
- Online Banner / Advertising
- Print Publications
- E-Mail
- Referral

### Step 2 - Dealership Information

Spin Number:

Dealership Name:

Dealer Code:

Country:  ▼

Street:

City:

State:  ▼

Postal Code:

Telephone:

### Step 3 - Website Login Information

Username:

Password:

Confirm Password:

Display Name:

[Register](#)

Fill in all information . At step 3 we recommend you use the following format when setting up your Username and Password:

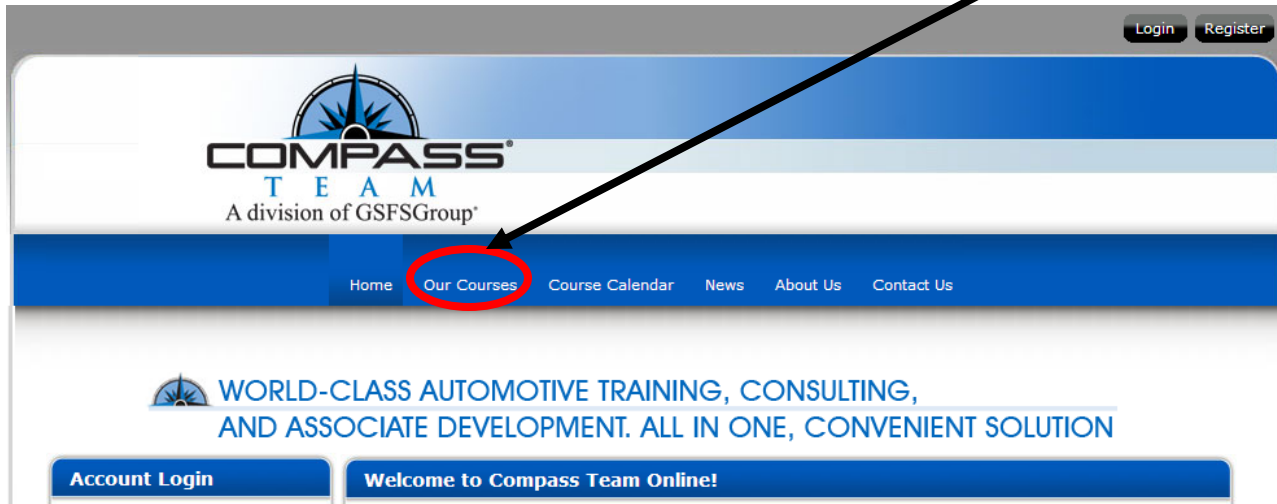
Username: First name.Last name (example: Sherry.Williams)

Password: First Initial, Last Initial + rest of last name (example: SWilliams)

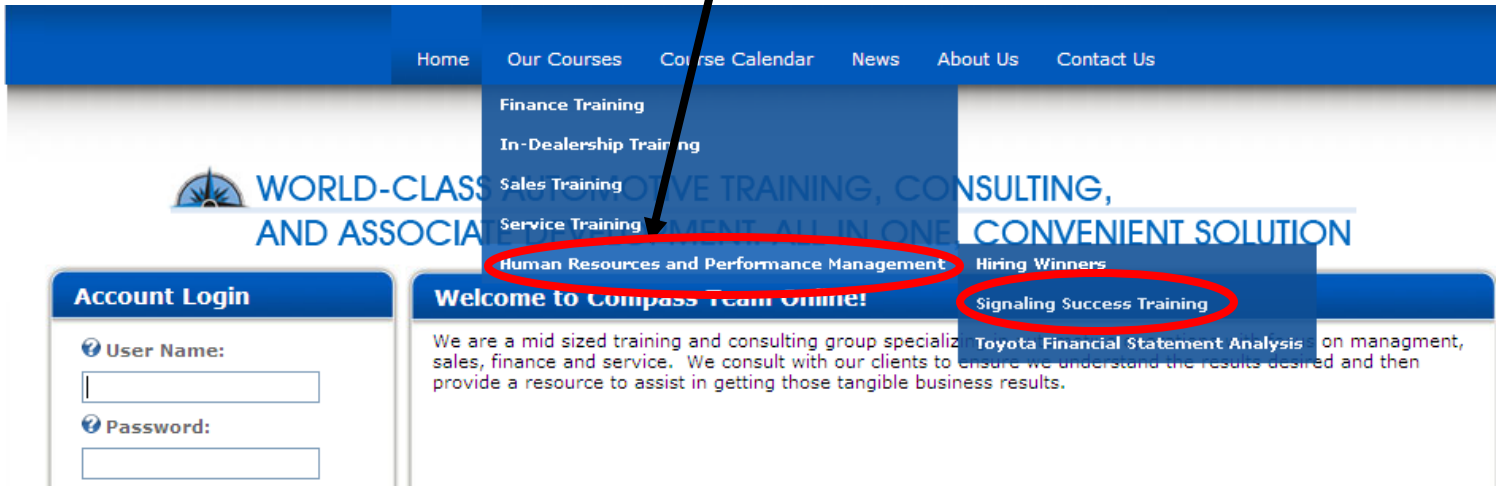
By following this format we will be able to quickly help you remember your sign on information if you misplace it.

Be sure to click on **Register** when you are finished.

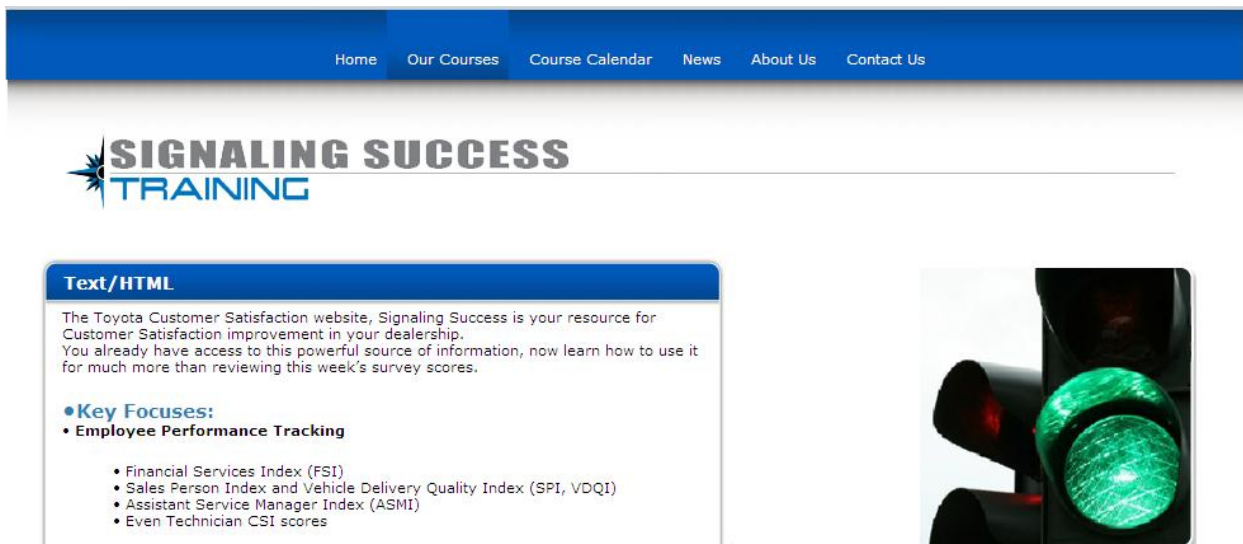
After you have created your account, you are now ready to register for a class. Click on **Our Courses**.



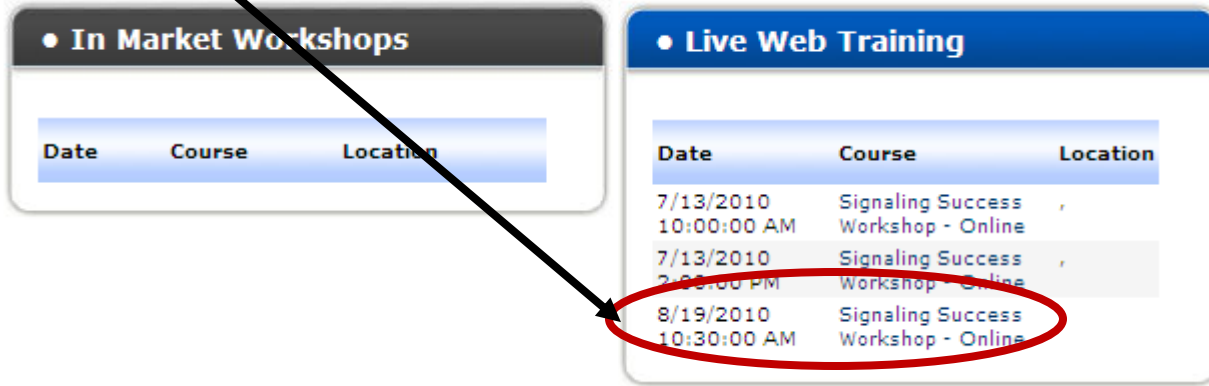
You will now see a drop down box, scroll across **Human Resources and Performance Management** and a second drop down box will appear, click on **Signaling Success Training**.



On the next screen the Signaling Success training will appear.



After reading the description of the class, scroll to the bottom of the course description page to register for the class by clicking on the one you are interested in.

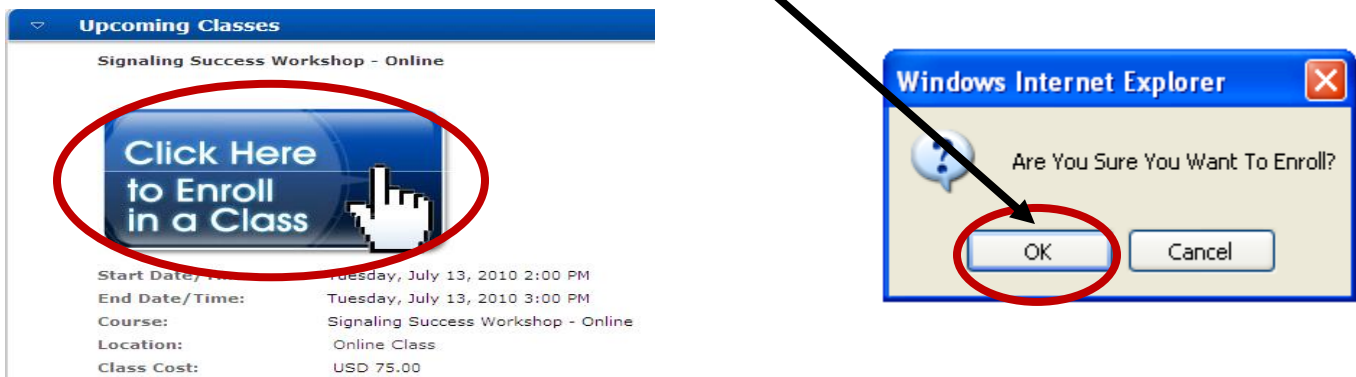


The screenshot shows two side-by-side panels. The left panel is titled "In Market Workshops" and has a table with columns "Date", "Course", and "Location". The right panel is titled "Live Web Training" and has a table with columns "Date", "Course", and "Location". The table in the "Live Web Training" panel contains the following data:

Date	Course	Location
7/13/2010 10:00:00 AM	Signaling Success Workshop - Online	
7/13/2010 2:00:00 PM	Signaling Success Workshop - Online	
8/19/2010 10:30:00 AM	Signaling Success Workshop - Online	

A red circle highlights the last row of the "Live Web Training" table. A black arrow points from the text above to this red circle.

After clicking on the session of your choice, you are now ready to enroll in that class. Click on "Click Here to Enroll". Once you click to enroll you will see Click OK and you will be directed to the next page.

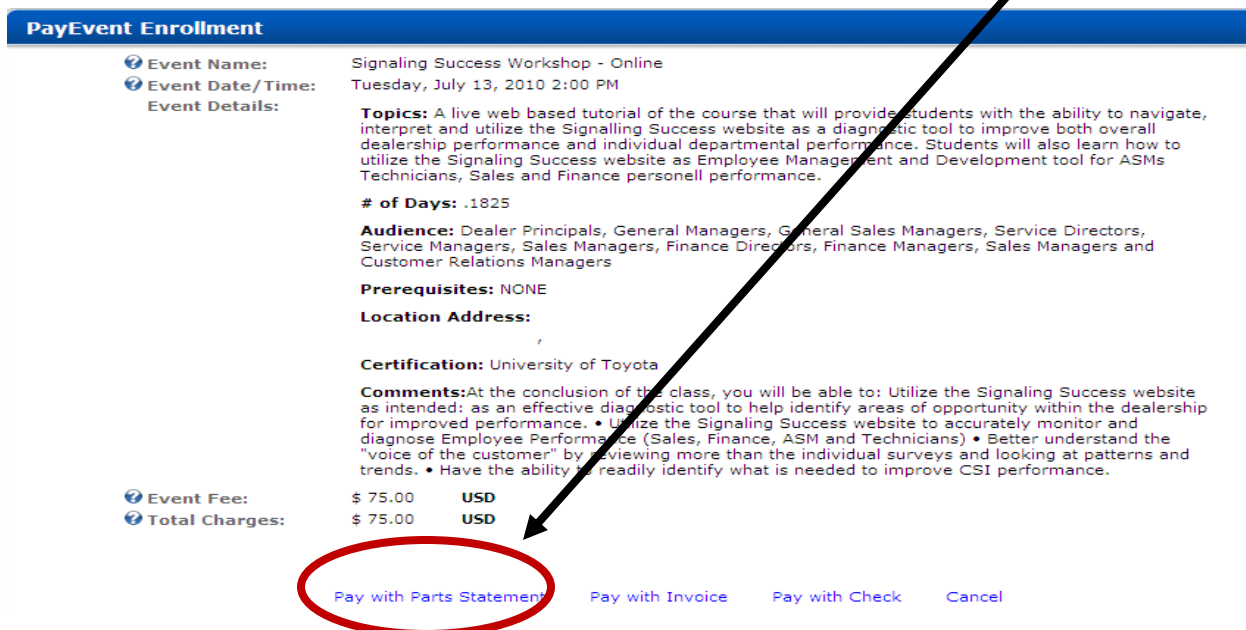


The screenshot shows two windows. The left window is titled "Upcoming Classes" and displays details for "Signaling Success Workshop - Online". A red circle highlights a button that says "Click Here to Enroll in a Class". Below the button, the following details are listed:

- Start Date/Time: Tuesday, July 13, 2010 2:00 PM
- End Date/Time: Tuesday, July 13, 2010 3:00 PM
- Course: Signaling Success Workshop - Online
- Location: Online Class
- Class Cost: USD 75.00

The right window is a "Windows Internet Explorer" dialog box titled "Are You Sure You Want To Enroll?". It has two buttons: "OK" and "Cancel". A red circle highlights the "OK" button. A black arrow points from the text above to the "OK" button.

At this screen you will need to choose your payment method. If you are not sure click on "Pay with Parts Statement". This means that's your dealership will be billed for this class.



The screenshot shows a "PayEvent Enrollment" page. It contains the following information:

- Event Name:** Signaling Success Workshop - Online
- Event Date/Time:** Tuesday, July 13, 2010 2:00 PM
- Event Details:**
  - Topics:** A live web based tutorial of the course that will provide students with the ability to navigate, interpret and utilize the Signalling Success website as a diagnostic tool to improve both overall dealership performance and individual departmental performance. Students will also learn how to utilize the Signaling Success website as Employee Management and Development tool for ASMs Technicians, Sales and Finance personell performance.
  - # of Days:** .1825
  - Audience:** Dealer Principals, General Managers, General Sales Managers, Service Directors, Service Managers, Sales Managers, Finance Directors, Finance Managers, Sales Managers and Customer Relations Managers
  - Prerequisites:** NONE
  - Location Address:**
  - Certification:** University of Toyota
  - Comments:** At the conclusion of this class, you will be able to: Utilize the Signaling Success website as intended: as an effective diagnostic tool to help identify areas of opportunity within the dealership for improved performance. • Utilize the Signaling Success website to accurately monitor and diagnose Employee Performance (Sales, Finance, ASM and Technicians) • Better understand the "voice of the customer" by reviewing more than the individual surveys and looking at patterns and trends. • Have the ability to readily identify what is needed to improve CSI performance.
- Event Fee:** \$ 75.00 USD
- Total Charges:** \$ 75.00 USD

At the bottom of the page, there are four buttons: "Pay with Parts Statement", "Pay with Invoice", "Pay with Check", and "Cancel". A red circle highlights the "Pay with Parts Statement" button. A black arrow points from the text above to this button.

Once you choose your payment you will be directed to a confirmation page, and you are done.

**PayEvent Enrollment**

**Event Name:** Signaling Success Workshop - Online  
**Event Date/Time:** Tuesday, July 13, 2010 2:00 PM

**Event Details:**  
**Topics:** A live web based tutorial of the course that will provide students interpret and utilize the Signaling Success website as a diagnostic tool to dealership performance and individual departmental performance. Students will utilize the Signaling Success website as Employee Management and Customer Technicians, Sales and Finance personnel performance.  
**# of Days:** .1825  
**Audience:** Dealer Principals, General Managers, General Sales Managers, Service Managers, Sales Managers, Finance Directors, Finance Managers, Customer Relations Managers  
**Prerequisites:** NONE  
**Location Address:**  
**Certification:** University of Toyota  
**Comments:** At the conclusion of the class, you will be able to: Utilize the Signaling Success website as intended: as an effective diagnostic tool to help identify areas of opportunity for improved performance. • Utilize the Signaling Success website to diagnose Employee Performance (Sales, Finance, ASM and Technician "voice of the customer" by reviewing more than the individual survey trends. • Have the ability to readily identify what is needed to improve performance.

**Event Fee:** \$ 75.00 USD  
**Total Charges:** \$ 75.00 USD

[Return](#)

**Thank you! You have successfully enrolled in this class**

You will receive an e-mail within 24 hours (sample below) with the link needed to sign in for your training. If you do not receive this e-mail, please contact Sherry Williams at 713-580-3034. You will then receive two more reminder e-mails which will contain the PDF workbook you will need for the class. Please download it and have it available during class.

Delete Reply Forward Spam Move Print Actions

**Please Read - Signaling Success Workshop Sign On Information**

From: "info@compassteam.net" <info@compassteam.net> Add to Contacts  
To: sherry16807@yahoo.com

Dear Sherry,

We are looking forward to your participation in the upcoming Signaling Success Workshop - Online on 7/13/2010 2:00:00 PM.

To join your meeting please click on the link below at the scheduled date and time.  
<https://compassteam.webex.com/compassteam/k2/j.php?ED=145852737&UID=1178991442&RT=MiM3>

Please review the attached instructions at least 24 hours before the scheduled class start time so you can be familiar with the webex system. This will ensure you get the most out of the training.

We look forward to your participation and if you have any questions please feel free to contact Sherry Williams at 713.580.3034 or email [swilliams@gsfsgroup.com](mailto:swilliams@gsfsgroup.com).

Best regards,  
Duane Gilder

The day of the training, click on link that you will find in **your e-mail** and it will take you to sign in page for this training. Once there follow the below instructions:

The screen you see below will appear – enter your first & last name, e-mail address and password: training1

The screenshot shows the WebEx Training Center interface. At the top, there are navigation tabs: Welcome, Meeting Center, Event Center, Support Center, Training Center (selected), and My WebEx. The main content area is titled "Session Information: Signaling Success Training - Online". On the left, there is a sidebar with options: Request Host Account, Attend a Session (with sub-options: Live Sessions, Recorded Sessions, Unlisted Session), Host a Session, Set Up (with sub-options: Training Manager, Preferences, New Account), and Support. The session information includes: Session status: Not Started; Session date: Tuesday, July 13, 2010; Starting time: 2:00 pm, Central Daylight Time (Chicago, GMT-05:00); Duration: 1 hour; Presenters: Duane Gilder; Description: Agenda; Session number: 920 008 412; Password: 2814355628; Audio conference: To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code. Call-in toll-free number (US/Canada): 1-877-669-3239; Call-in toll number (US/Canada): +1-408-600-3600. On the right, there is a "Join Session Now" form with a message: "You cannot join the training session now because it has not started." Below the message are input fields for "Your name:", "Email address:", and "Session password:" (with a masked password of 7 dots). A "Join Now" button is at the bottom right of the form.

- Next screen will ask for you to put in your telephone number
- System will automatically call you back at the number you submitted and you will then be in the class. Please do not use the Call-in toll number listed, your telephone company will bill you for this call.

The screenshot shows the WebEx interface during a session. The main content area has three large buttons: "Present a Document" (with a folder icon), "Share an Application" (with a document icon), and "Share Your Desktop" (with a monitor icon). Below these are "Invite Participants" and "Remind Participants" buttons. An "Audio Conference" dialog box is open in the center, titled "Audio Conference" and containing the text "Select an option to join this audio conference." It has two main sections: "Use Phone" and "Use Computer Headset". The "Use Phone" section includes a dropdown for "Call me at a new number", a "Country/Region" dropdown with "1" selected, and an "Enter a phone number" field. There is a "Remember phone number on this computer" checkbox and a "Call Me" button. The "Use Computer Headset" section is partially visible. On the right, there is a "Participants" panel showing "1 of 1 ready", "Panelists: 1", "Sherry Williams (Host)", and "Attendees: 0". At the bottom, there are buttons for "Record this Session" and "Text messaging (SMS)".