



RNMKRS.ORG

Virtual Sales Competition

Spring 2021 Coach Competition Guide

Welcome to the RNMKRS Virtual Sales Competition – and we’re excited to have you, and your Students, aboard. Our goal is to broaden the reach of competitive training to include everyone who might consider a career in sales – get them enrolled in a program like yours – and get them practicing!

Here’s how it works:

You sign up for the competition here and see your dashboard: <https://rnmkrs.co/coach/register>

You Enroll your Students: With each of your class list rosters in a separate CSV file you can upload them and the platform will automatically invite them and drop them into the Classes/Sections you have indicated. **Get the upload template here:** <https://www.rnmkrs.org/resources>

Your Students are invited: Students you enroll get an invitation and choose you as their coach. Once they have Registered they can download and log into the RNMKRS app to begin.

Visit your Student’s Profiles: Coach them on their career aspirations and help them look good to employers. Encourage them to opt-in for events and take the practice Assessment.

You coach them and Watch their Engagement Level: You’ll see an Engagement Index for all Students in your list – and on their Profiles - so you know who’s taking care of business – and who needs help.

Game Days are April 14-15 – between 2pm and 10pm EST. Your students can play anytime.

The Awards Reveal is on April 19. You can get the zoom link in the calendar here:

<https://www.rnmkrs.org/resources>

Leaderboard access from your Dashboard: Filter the Leaderboard anyway you want to see your Students’ scores.

Things you should tell your Students:

- Complete your Profile – opt-in for events (optional) – take the Practice Assessment (optional)
- Study the materials in the app – PDF versions at <https://www.rnmkrs.org/case-study>
- Practice up and practice your pitch – take notes!
- Listen to what the Customer Says – “the answers are in the questions.”
- Make sure you have a charge and a strong WiFi on your phone when you play!

Inviting Your Students From Your Dashboard

Create your Coach Dashboard: Be careful to fill out your Profile correctly or your Students will not be enrolled properly. Your Dashboard is where you will do everything Competition related.

| Dashboard | |
|------------|---------------------------|
| First Name | Stefanie |
| Last Name | Boyer |
| Email | stefanieboyer@yopmail.com |
| School | Bryant University |
| Last Login | Sep 28, 2019 |









1. Set Up Your Classes on the Dashboard

FIRST - Set Up/Name Your Classes

Click on **MY CLASSES** on your Dashboard

Type in your first Class name

Click ADD

| Class Name* | | |
|---|---------------|---|
| <input type="text" value="Class Name"/> | | |
| <input type="button" value="ADD"/> | | |
| Class Name | # Of Students | Action |
| MKT201G 11 AM | 0 |   |
| MKT201A 1PM | 0 |   |
| Sales 10 AM | 0 |   |
| Sales team | 0 |   |

See the Class Name come up in your list under Class Name.

Do this for all your classes.

You can change the name of your classes by clicking on the edit (pencil) icon on the right.

Just type in a new name and click Update

You can also Delete a class [as long as it doesn't have Students in it](#) using the [trash icon](#).

2. Prepare Your Student List(s) for Upload:

Each class in a separate CSV file from Excel – Name columns in this order: first name, last name, email. The order in the file is how they will appear in your dashboard, so sort them by class then by last name to make it easier for grading. Labels on Row 1 - first student on Row 2

| | A | B | C |
|---|------------|-----------|--|
| 1 | first name | last name | email |
| 2 | Sara | Jenkins | sjenkins@sunfloweruniv.edu |
| 3 | Corey | Jone | cjone@sunfloweruniv.edu |
| 4 | Jennifer | Smith | jsmith@sunfloweruniv.edu |
| 5 | Sam | Smith | ssmith@sunfloweruniv.edu |
| 6 | Leticia | Adams | ladams@sunfloweruniv.edu |
| 7 | Alejandro | Alvarez | aalvarez@sunfloweruniv.edu |

SECOND - Upload/Invite Your Students with your CSV (comma delimited) file

On your [Coach Dashboard](#)

Click **INVITE BY UPLOADING CSV then select the class you are uploading.**

Your students will be added into the classes you pick for them before you upload.

Find the file for that class on your Computer

| | | | | |
|---------------|---------------------------------|-------------------|------------------------|------|
| Pictures | CSV Test Sept 25 Number One DOS | 9/25/2019 9:37 AM | Text Document | 1 KB |
| Videos | CSV Test Sept 25 Number One | 9/25/2019 9:32 AM | Microsoft Excel Com... | 1 KB |
| Computer | CSV Test Sept 26 Luke Short CSV | 9/26/2019 8:23 AM | Microsoft Excel Com... | 1 KB |
| Windows (C:) | CSV Test Sept 26 Luke Short | 9/26/2019 8:20 AM | Microsoft Excel Com... | 1 KB |
| HP_RECOVERY (| CSV Test Sept 26 Trip Short CSV | 9/27/2019 4:35 PM | Microsoft Excel Com... | 1 KB |
| | CSV Test Sept 26 Trip Short | 9/27/2019 4:34 PM | Microsoft Excel Com... | 1 KB |



Click **UPLOAD**

Or Invite by Uploading CSV file

Add/Invite **Individual** Students

Click **INDIVIDUALLY**

Invite Students

BY CSV UPLOAD INDIVIDUALLY

Select Class

Add their: Email - First Name - Last name

Invite Students

Email*

Email

First Name*

First Name

Last Name*

Last Name

Click **ADD**

You will see the Students from your CSV in your STUDENT LIST.

| <input type="checkbox"/> | First Name | Last Name | Email | Class | Status | Action |
|--------------------------|------------|-----------|--------------------------|-------|-----------------|--------|
| <input type="checkbox"/> | Scott | TestOne | scotttestone@yopmail.com | | Invitation Sent | |
| <input type="checkbox"/> | Stester | Twenty | stester20@yopmail.com | | Invitation Sent | |
| <input type="checkbox"/> | stefanie | testtwo | boyertwo@yopmail.com | | Invitation Sent | |
| <input type="checkbox"/> | stefanie | testthree | boyerthree@yopmail.com | | Invitation Sent | |

You Can Delete Students from the list as long as they have NOT REGISTERED yet (check their Status)

Change individual's class assignments by using the pencil icon or for groups by **checking the boxes next to their names**

When you have them all selected, click on **ASSIGN** at the top left





This window will come up

Use the down arrow on the right next to the box to SELECT CLASS

The Class Names you entered in the previous step will appear

Choose the Class Name for the Students you have selected-- Click **UPDATE**

When you go back to CLASS LIST you will see where they have been assigned under the CLASS column

| STUDENT LIST INVITE STUDENTS CLASSES | | | | | | |
|--|------------|-----------|--------------------------|-------------|-----------------|---|
| <input checked="" type="checkbox"/> Assign | First Name | Last Name | Email | Class | Status | Action |
| <input type="checkbox"/> | Scott | TestOne | scotttestone@yopmail.com | MKT201A 1PM | Invitation Sent |   |
| <input type="checkbox"/> | Stester | Twenty | stester20@yopmail.com | MKT201A 1PM | Invitation Sent |   |