

# 52 Weekly eMail Series Signup

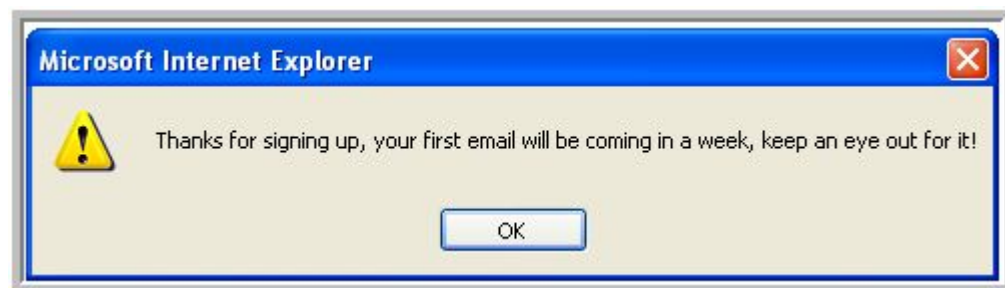
At the end of completing the assessment, on the "Congratulations" screen, the user sees this message at the bottom of the page



If the user presses the button to sign-up the window below appears, confirming subscription to the 52-weekly email series:



When this sign-up button is pressed a confirmation window appears (like below):



Then pressing OK closes the window.

**Emails will start arriving the following week.**

# 52 Weekly eMail Series Signup

You have the ability to view and modify your 52-weekly email series:

The screenshot shows the DISCself Associate Home Page. The browser is PlusNet Internet Explorer. The address bar shows <http://bonnieburn.discself.com/associateadminhome.asp?id=202>. The page has a sidebar on the left with the following sections:

- Management**
  - [Create/Edit Groups](#)
  - [Modify Invitation](#)
  - [Send Assessments](#)
  - [View Distributed Assessments](#)
  - [View Graphs/Reports](#)
  - [Plot Assessments](#)
- Administrative**
  - [Account Status](#)
  - [Assessment Invitation Link](#)
  - [Modify 52 Weekly Email Content](#) (highlighted with a red box)
  - [Modify Your Account](#)
  - [Create New Account](#)
- Resources**
  - [Home Page](#)
  - [About the Program](#)
  - [Help Desk/Technical Support](#)
  - [Logout](#)

The main content area is titled "Associate Home Page" and contains the following text:

This is Your Home Page, where you have direct links to all of the functions necessary to manage your account.

Once you take the time to familiarize yourself with how much it can do for you, you will be amazed at just how well it works.

**Welcome**  
**DISCself Online Comp Account**

Below are seven steps for getting started:

- First:** take the Quick Tour.
- Second:** Create Group Names to organize your users.
- Third:** Send Assessments to individuals.
- Fourth:** View the list of people you sent Assessments to. Here you can view those who have completed the Assessment and send reminders to those who have not.
- Fifth:** View Graphs and Reports of those individuals who have completed their assessments.
- Sixth:** To evaluate a group's composition, you may select specific individuals to view and/or print any of the three Graphs for the selected individuals.
- Seventh:** contact the Help Desk if you experience any technical problems.

On the right side of the page, there are buttons for each step: Quick Tour, Create/Edit Groups, Send Assessments, View Distributed Assessments, View Graphs and Reports, View Multiple Users, and Help Desk.

At the bottom, there are links to guides:

**Below are links to Guides to get you started:**

- [Associate Admin Site Quick Start Steps \(Click Here\)](#)
- [Associate Admin Site Instruction Guide \(Click Here\)](#)

A red box at the bottom left contains the text: "Click on modify 52-weekly Email content". An arrow points from this box to the "Modify 52 Weekly Email Content" link in the sidebar.

This opens up the window which provides access to the entire 52-weekly series (below). Accessing the select a week pull down bar brings up the chosen email from the series. The look of the email and the content can be modified and the submit button saves those changes.

# 52 Weekly eMail Series Signup

The screenshot shows the DISCself web application interface. At the top is the DISCself logo. Below it, the page title is "52 Week Email Modification". On the left is a sidebar with navigation links under "Management", "Administrative", and "Resources". The main content area has a "Select a Week" pull-down menu, a rich text editor, and a "Submit" button. Red boxes and arrows highlight these elements with explanatory text.

**Account:**  
DISCself Online  
Comp Account

**52 Week Email Modification**

Select a Week

Times New Roman 1 (12 pt) Normal B I U S x<sub>2</sub> x<sup>2</sup> [Icons for text formatting and editing]

Path: [body](#)

**Management**

- ◆ [Create/Edit Groups](#)
- ◆ [Modify Invitation](#)
- ◆ [Send Assessments](#)
- ◆ [View Distributed Assessments](#)
- ◆ [View Graphs/Reports](#)
- ◆ [Plot Assessments](#)

**Administrative**

- ◆ [Account Status](#)
- ◆ [Assessment Invitation Link](#)
- ◆ [Modify 52 Weekly Email Content](#)
- ◆ [Modify Your Account](#)
- ◆ [Create New Account](#)

**Resources**

- ◆ [Home Page](#)
- ◆ [About the Program](#)
- ◆ [Help Desk/ Technical Support](#)
- ◆ [Logout](#)

**Online Assessments**

"DISCself™ is a trademark of Dr. Tony Alessandra. Used with permission."  
The Platinum Rule® is a registered trademark of Dr. Tony Alessandra. Used with permission."  
[Privacy Policy](#) || [Disclaimer](#) || [System Requirements](#) || [Help Desk/Technical Support](#)

**Annotations:**

- Submit button to confirm changes
- Pull-down menu to access chosen weekly email
- Text box where email will appear for editing

**FWS**  
Programming and Development  
ParkerWebSolutions