**NEW CLIENT AUTORESPONDER SERIES TEMPLATE**

**Message #1**

**Send Delay: 0 Days**

**Subject: Welcome To Coaching**

**Message:**

Dear $FIRSTNAME$,

Welcome! I am so thrilled to be supporting you on your journey and offering you guidance along the way.  Over the next several days you’ll be receiving a series of messages that will quickly and easily engage you in the coaching process – even before we have our first session.

I know you are ready to get started and I love your enthusiasm, so be on the lookout for these emails.  Let me know should you have any questions at any point during our time together!

Sincerely,  
Your Coach

**Message #2**

**Send Delay: 1 Days**

**Subject: Getting Started - Access to Private Client Portal**

**Message:**

Dear $FIRSTNAME$,

As a client, you have privileged access to certain information, resources, and tools that will support you within the coaching process.   This “private client area” will give you access to various interactive forms and other documents and resources that you will be utilizing during your coaching sessions. These resources are always available to you and will help ensure that you get the most from your coaching experience.

In this secured, confidential site, you will be able to:

* **Access the calendar to view, schedule or reschedule your appointments**
* **Record and check progress on your goals**
* **Prepare for each coaching session**
* **Evaluate you coaching experience**
* **Review the terms in the coaching agreement**
* **Monitor payments**
* **Access Resources (books, programs, other services, etc.)**
* **Interact with your coach in-between coaching sessions**

To get started in the coaching process, please click on this link: $LOGINLINK$

Here is your unique, secure login information:

Your Username:  $USERNAME$

Your Password:  $PASSWORD$

Once you are logged into the site, please complete the various forms found under the “FORMS” menu.  Please do this prior to our first coaching call as this will help both of us to gain clarity around where you are, where you want to go and what is important to you.  You will find the following forms to complete:

1. Client Profile

2. [Discovery Intake](https://coachesconsole.com/v2/website/vipcoachdemo/?c=forms&m=answer&form_id=25263)

3. [Goals](https://coachesconsole.com/v2/website/vipcoachdemo/?c=forms&m=answer&form_id=25260)

4. Call Strategy

This site is protected and secure and none of your information is ever shared nor is accessible by anyone outside of our coaching agreement. Security and confidentiality are very important to me and I treat this very seriously.

At any time, should you have questions, you can always visit the FAQ page of this website.  Here you will find several questions that other clients have had and that will give you deeper insight into the coaching experience.

Sincerely,  
Your Coach

**Message #3**

**Send Delay: 4 Days**

**Subject: Resources available to you**

**Message:**

Dear $FIRSTNAME$,

In addition to the actual coaching sessions we have each month, there  
are other tools available to you to maximize the results you receive  
from coaching. As I’m sure you’ve heard, “what you put into this is  
what you’ll get out of it.” Here are the tools you may want to consider  
using:

**CALL STRATEGY FORM**The day before each session you will receive a coaching session  
appointment reminder that will include a link to complete a “Call  
Strategy Form”. There are five simple questions on this form that take  
about 5-10 minutes to answer. By completing this form prior to our  
session, we are able to maximize our time together.

**POST SESSION RECAP**After each coaching session you will receive a “Post Session Recap  
Form” from me. There are 5 basic questions that make up this form  
and I have found this to be one of, if not the most significant part of  
the coaching process. While we will have many breakthroughs,  
paradigm shifts and “aha moments” during our session, a lot of the  
transformation occurs outside of our appointments – as you integrate  
the learning’s into your everyday life activities. By completing this  
form you will savor every aspect of your coaching sessions and deepen  
the learning into your life.

**CLIENT LOG**This tool located within the Private Client Website is a place where you  
can “journal” your aha’s, your experiences and even post questions  
that you have in between coaching sessions. This is a place where you  
and I can interact online. I will post resources that are mentioned on  
our coaching calls here in this “Client Log”. Anything you post here will  
be copied to me and I’ll respond accordingly.

**FAQ’S**Within my private client website, there is a FAQ page that will provide  
you with the answers to many of your questions. This is a great place  
to visit early on in our coaching relationship.

**RESOURCES**As a client you will have access to all of the beneficial resources I have  
at my fingertips. Books, programs, websites, and other links are  
located within this resources webpage. Some of these resources we  
may discuss during our coaching session, others we may not. At any  
time you can visit this webpage to see what other resources may  
support you in your transformation process.

Sincerely,  
Your Coach

**Message #4**

**Send Delay: 45 Days**

**Subject: Tell me what you think.**

**Message:**

Dear $FIRSTNAME$,

Can you believe you are half way through your coaching process? Wow, what a journey. I want to continue to support you in a way that reaches and even surpasses your goals you’ve set for our coaching time together.

This Mid-Point Evaluation form provides you a place to provide feedback so you can let me know what is working that you want to see more of in your coaching. And also what is not working so we may tweak and adjust along the way. This form allows you to make the most of your coaching so you can create the return on your investment.

I look forward to all your feedback – the good and even the not so good. Bring it all!

Click here to access the form:  Mid-Point Evaluation

Sincerely,  
Your Coach

**Message #5**

**Send Delay: 60 Days**

**Subject: Capture Your Enthusiasm**

**Message:**

Dear $FIRSTNAME$,

It has been such an honor working with you these past couple of months.  The momentum you've created is inspiring. I would love to feature you on my website so others in similar situations can discover the power of coaching and experience similar results.  Please complete the testimonial form before our next session.

Click here to access the Testimonial Form.

I look forward to your continued success in the next month together!

Sincerely,  
Your Coach

**Message #6**

**Send Delay: 65 Days**

**Subject: Who Do You Know?**

**Message:**

Dear $FIRSTNAME$,

You've submitted a powerful testimonial and are a living example for what can be possible..... thank you for completing the Testimonial Form.

Who do you know facing these same challenges that would like to experience similar results you’ve created? Friends? Family? Colleagues? Peers?

My practice fills by referrals and I would love to support them in their success just as you have experienced. Click here to complete the Referral Form.

Privacy is paramount to me. I will not contact them until I discuss this with you.

I look forward to our next session!

Sincerely,  
Your Coach