



version 1.0 user manual

**How to use the *Easy Coach Pro* script to
run your own highly profitable coaching program.**

By

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Introduction

Upon installing the *Easy Coach Pro* script, using the features to run your own highly profitable coaching program is an easy process.

This user manual is divided into two distinct parts:

- ➔ Part 01: The Admin Message Zone
- ➔ Part 02: The Client Message Zone

In the first part you will see screenshots and usage instructions for the admin zone where YOU will spend your time interacting with your clients. In the second part you will see screenshots and usage instructions for the client (AKA "member") zone where your clients will spend time interacting with you.

Let's begin...

Important Note...

Your **signup page** for members to join your coaching site upon completion of their payment will be located at ...

<http://yoursite.com/index.php?cmd=signup>
(Where "yoursite" is replaced with your actual domain name)

Your **login page** for members to access the coaching area will be located at ...

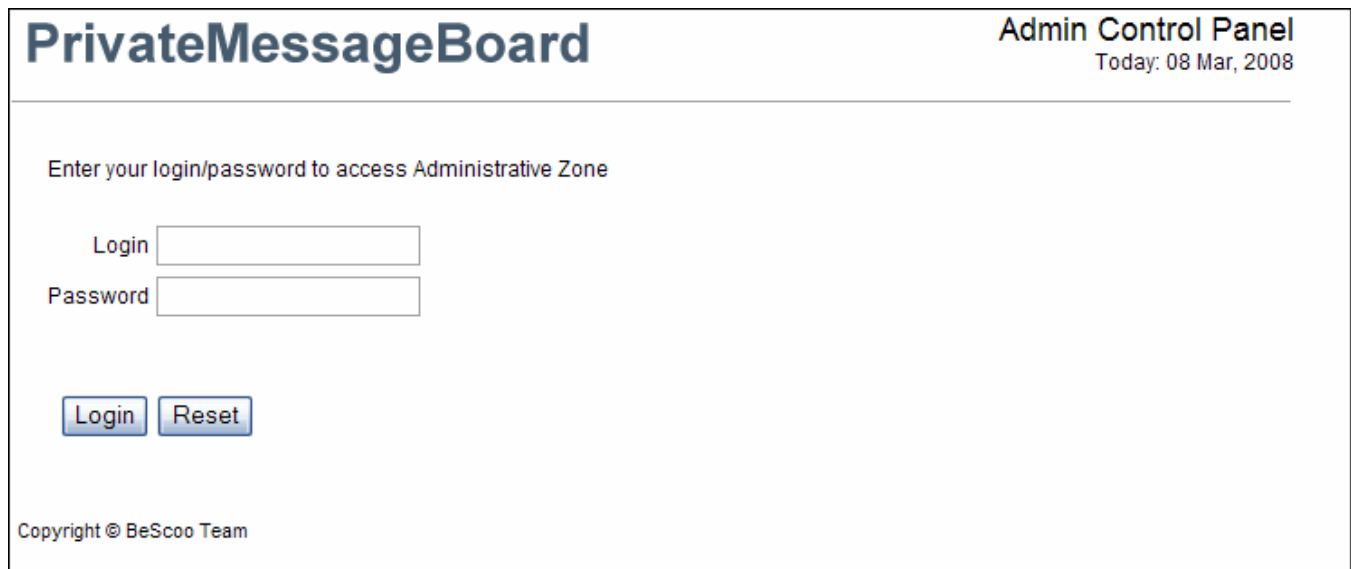
<http://yoursite.com/index.php?cmd=login>
(Where "yoursite" is replaced with your actual domain name)

You may create a meta refresh or cloaked link at your option such as <http://yoursite.com/signup.html> and <http://yoursite.com/login.html> .

Part 01: The Admin Message Zone

Unless you changed something during installation, your admin login page will be located at <http://www.yoursite.com/admin.php> where "yoursite" is replaced with the actual domain name of your website.

When you arrive at the admin login page, you will see something similar to this...



PrivateMessageBoard Admin Control Panel
Today: 08 Mar, 2008

Enter your login/password to access Administrative Zone

Login

Password

Copyright © BeScoo Team

Notice in the upper right hand corner the text "Admin Control Panel". This will always appear when you are working within the admin zone, along with the date.

To enter the admin zone, enter your login and password. By default, these are –

- ➔ Login: admin
- ➔ Password: pass

Upon typing these into the appropriate boxes, click the LOGIN button to enter the admin zone.

Note: The login and password are case sensitive. You may change these from within the settings area of the admin zone, which we will discuss later in this manual. It is recommended that you change these IMMEDIATELY.

Upon entering the admin zone, you will arrive at this home page...

PrivateMessageBoard

Admin Control Panel
Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Welcome

Welcome to the Admin Zone

Copyright © BeScoo Team

From this home portal page of the admin zone, you may click on any of the links to manage various features of the coaching script.

Note: Clicking on the HOME link from any page within the admin zone will always bring you back to this page.

Let's take a look at each of these areas of the admin zone...

By clicking on the MEMBERS link you will arrive at a page which lists all of your current coaching clients...

PrivateMessageBoard

Admin Control Panel
Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Members list

N	E/D	NickName	First Name	Last Name	Email	Last Login	Action				
1	●					February 01st, 2008	Chat	Messages	Uploads	Edit	Delete
2	●					January 31st, 2008	Chat	Messages	Uploads	Edit	Delete
3	●					February 01st, 2008	Chat	Messages	Uploads	Edit	Delete
4	●	(1 NEW)				February 11th, 2008	Chat	Messages	Uploads	Edit	Delete
5	●					February 12th, 2008	Chat	Messages	Uploads	Edit	Delete

Note: The details of my existing clients have been blackened out for privacy.

On this MEMBERS page you will see the nickname (AKA "login"), first name, last name, email address and last login date for each of your clients.

You will also be able to conduct five "Actions" (Chat, Messages, Uploads, Edit, Delete) from this page. We will discuss each of these next.

But first, I want to point out two things from the above screenshot.

1) Enable / Disable Function. In the column listed as E/D (Which stands for "enable" and "disable") you have the ability to enable a client who has renewed their coaching or disable a client who has terminated their coaching by simply clicking on the red or green button in the E/D column located next to the client's information. A GREEN light indicates the client is "enabled" or active. A RED light indicates the client is "disabled" or inactive.

2) New Message Alert. Notice also in the forth member's details, there is a notation: "1 New". This indicates the client has posted one new message that has not been read by the administrator. Anytime a member posts a message this notice will be listed next to their nickname to alert you to read their post. If no new message alert is indicated, then nothing has been submitted by the member that you haven't already ready.

Let's explore each of the five ACTIONS you can take from within this member page.

Action #1: Manage Messages. The first that I want to address is to MANAGE MESSAGES. By clicking on the MESSAGES link you will arrive at a page like this...

The screenshot displays the 'PrivateMessageBoard' interface. At the top left, the title 'PrivateMessageBoard' is shown in a large, bold, blue font. To the right, 'Admin Control Panel' is displayed in a smaller font, with 'Today: 08 Mar, 2008' underneath it. A navigation bar contains links for 'Home', 'Members', 'New Member', 'Content Management', 'Options', and 'LogOut'. Below this, a header for the message reads 'Manage messages: Jimmy Brown' with a 'New Message' link on the right. The message content shows a green status icon, a red 'X' icon, and the text 'Mar 08, 2008 - Posted by: Jimmy Brown' followed by the message body: 'This is a great script for personally coaching clients for huge profit!'. At the bottom left of the interface, it says 'Copyright © BeScoo Team'.

On this page you will find all of the correspondence between you and that specific client. These will appear with the latest message listed at the top of the page. Notice that a date stamp is visible as well as the author's name.

There are three icons associated with each posted message...

- 1) Visibility Button.** The first icon is a round button which will either be GREEN or RED. A green button indicates the posted message is visible to the client. A red button indicates the posted message is NOT visible to the client. You may change the visibility by clicking on this button.
- 2) Edit Text File.** By clicking on this icon you can edit the text of the posted message.
- 3) Deletion X.** This icon allows you to permanently delete the posted message from the site. If you click this icon a warning will appear asking you to confirm that you do wish to remove the post.

To post a new message (either an original message or a reply to an existing message) click on the NEW MESSAGE link. When you do so this window will appear...

The screenshot displays the 'PrivateMessageBoard' Admin Control Panel. At the top right, it shows 'Admin Control Panel' and 'Today: 08 Mar, 2008'. Below this is a navigation menu with links: [Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#). The main content area is titled 'Message Edit' and contains a form for 'New Message(Jimmy Brown)'. The form has a 'Message:' label and a large text input field with a vertical scrollbar. Below the input field are three buttons: 'Save', 'Reset', and a blue link 'To Messages'. At the bottom left of the page, it says 'Copyright © BeScoo Team'.

After typing your message into the box, click on the SAVE button to post it to both the admin and client zones. You may then click on the TO MESSAGES link to return to the message center.

Action #2: Uploads. Another feature is the UPLOADS option. By clicking on this link, you will arrive at a page which lists any files uploaded by you or the client...

The screenshot shows the 'PrivateMessageBoard' Admin Control Panel. At the top right, it says 'Admin Control Panel' and 'Today: 08 Mar, 2008'. Below this is a navigation menu with links: Home | Members | New Member | Content Management | Options | LogOut |. The main content area is titled 'Member Uploads: Jimmy Brown' and includes a 'New Upload' link. A table lists the uploads:

Uploaded By	Title	Filename	Filesize	Filetype	Created	Action
Jimmy Brown	Please review this salesletter	index.html	45.29 kB	text/html	March 8th, 2008	Download Edit Delete

At the bottom left, it says 'Copyright © BeScoo Team'.

Notice the entries for each file: uploaded by, title, filename, filesize, filetype and the date it was uploaded.

Additionally, there are three "Actions" you can take with each file...

- 1) Download.** By clicking on this you will be able to download the file to your computer for viewing and editing.
- 2) Edit.** By clicking on this you will be able to adjust the TITLE and / or choose a different file to replace the existing one (I.E. A modified file).
- 3) Delete.** By clicking on this you will be able to permanently remove the file from the site. Again, a warning will appear asking you to confirm your intent to delete the file.

Notice the link for a NEW UPLOAD.

When you click on this link you will arrive at a page similar to this...

PrivateMessageBoard

Admin Control Panel
Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Member Upload Edit: Jimmy Brown

New Upload

Title:	<input type="text"/>
Upload new file:	<input type="text"/> <input type="button" value="Browse..."/>
Current filename:	
Current filesize:	
<input type="button" value="Save"/> <input type="button" value="Reset"/> To Uploads	

Copyright © BeScoop Team

Enter a TITLE into the appropriate box and then click on the BROWSE button. This will launch a window which shows the contents of your computer. Identify the appropriate file you wish to upload and click on the OPEN button.

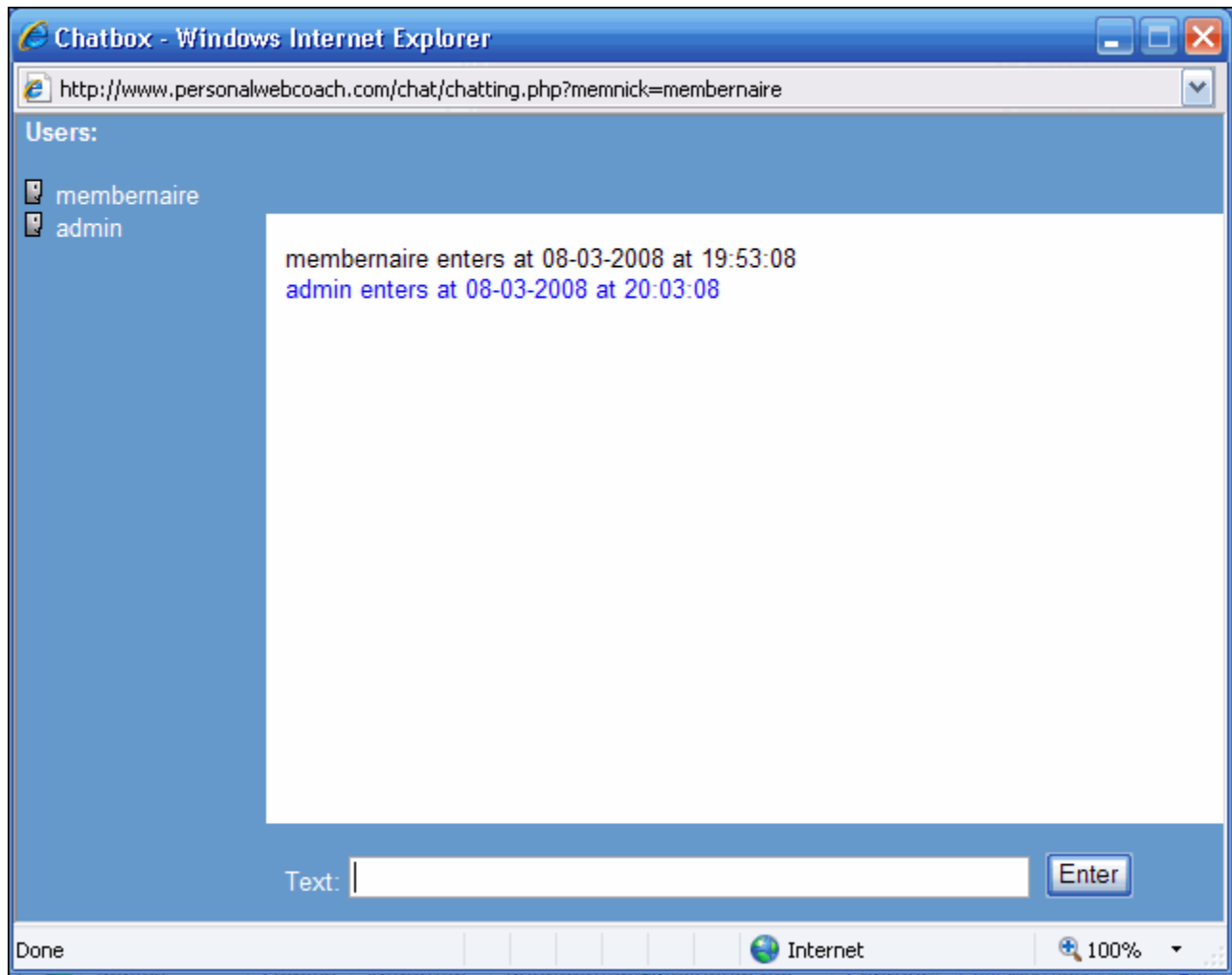
Once these have been completed, click on the SAVE button to upload the file to the site. You may return to the uploads page by clicking on the TO UPLOADS link.

That brings us up to the third action which is...

Action #3: Live Chat. By clicking on the CHAT link you will enter into a private chat room with your site where you can interact with a client "live" in "real time".

You will need to inform your client of the time to meet in this chat room, and the client will need to click on the CHAT link from within the member zone to enter the room with you.

When you click on the CHAT link you will arrive at a page similar to this one...



Note: This chat window will load in a separate browser window. You may need to allow "popups" for the window will appear. Adjust your security settings and / or turn off popup blockers if the window does not appear.

Notice that there is a list of those who are in the chat room (In this case "membenaire" and "admin") along with a time and date stamp of the time the respective users entered the chat room.

By typing your comments into the TEXT box and hitting the ENTER button, your text will appear in the chat box for each other to read.

To leave the chat room, simply click on the X in the upper right hand corner to close the window.

Action #4: Edit Member Information. By clicking on the EDIT link, you will arrive at a page similar to this...

PrivateMessageBoard

Admin Control Panel
Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Member Edit

Edit Member Information	
Last Activity:	Saturday 08th of March 2008 07:48:42 PM
Nick Name:	<input type="text" value="membenaire"/>
First Name:	<input type="text" value="Jimmy"/>
Last Name:	<input type="text" value="Brown"/>
Email:	<input type="text" value="jimmy@jimmybrown.com"/>
Change Password?	<input type="checkbox"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

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You may manually change all details for the member, including: nickname, first name, last name, email address, and password.

When you have made any changes, click on the SAVE button to finalize the edit.

Action #5: Delete Member. You may permanently remove any client from your coaching center by clicking on the DELETE link. A warning will appear asking you to confirm your intent to delete the member.

Once the member is permanently deleted it is irreversible. All messages, uploads and other information related to that member will be removed and you will NOT be able to recover this data.

You may also manually add new members to the coaching system by clicking on the NEW MEMBER link. In doing so, you will arrive at a page similar to this one...

PrivateMessageBoard

Admin Control Panel

Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Member Edit

New Member

Nick Name:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Copyright © BeScoo Team

Simply enter in the details related to the new member and click on the SAVE button. The new member will immediately be added to the coaching system.

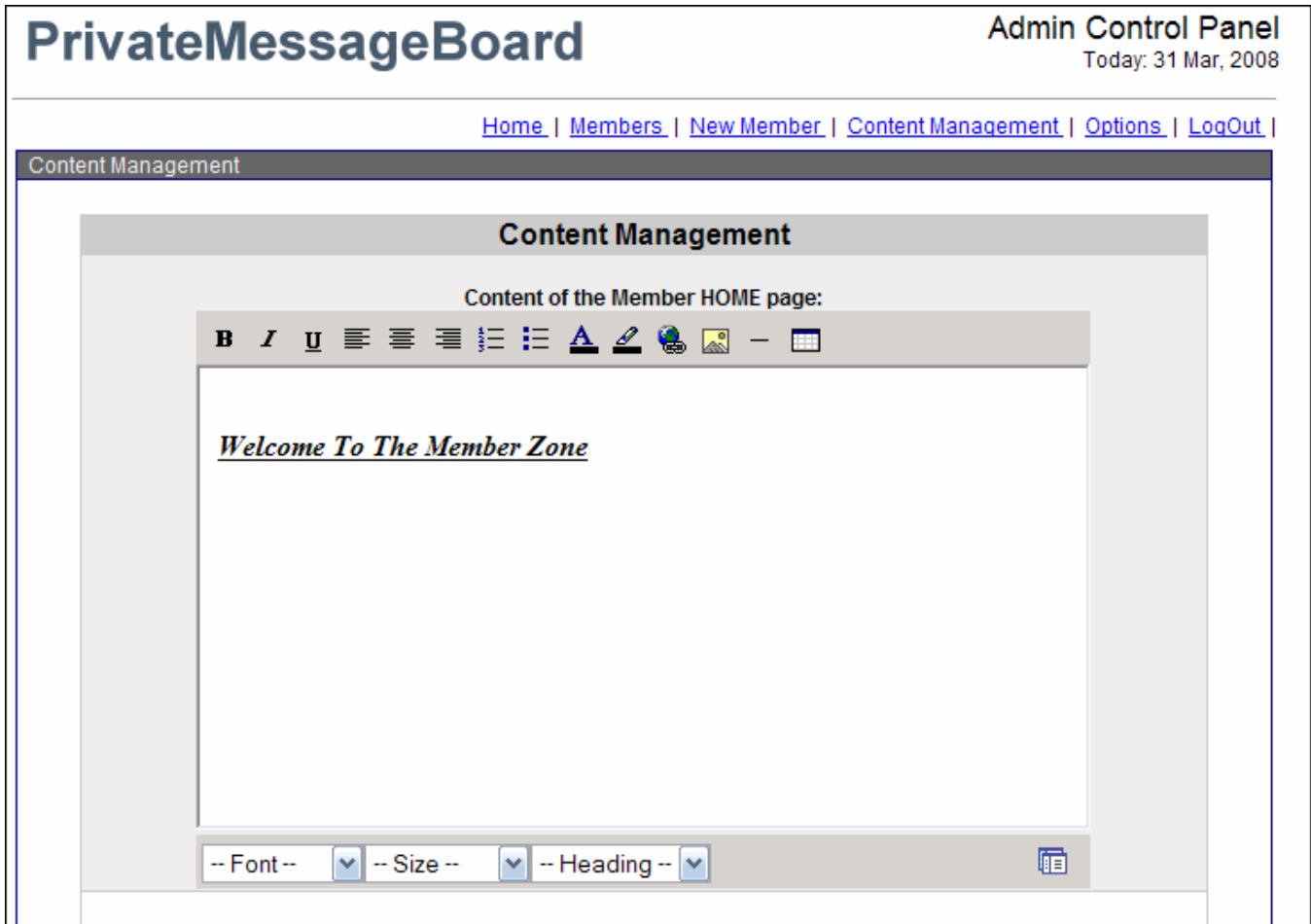
The **CONTENT MANAGEMENT** link will allow you to change the look of these pages...

- 1) The Client Home Page.** You have the ability to update the main page clients see when they login at anytime by making changes within the admin area. This will automatically change the main page for ALL coaching clients. (Example: If you are sick and cannot do coaching that day, instead of posting this to each individual board, you can post it to ALL boards simultaneously.)

- 2) The Admin Home Page.** You can also change the appearance of your own admin home page. Give yourself a weekly "to do" list, operation instructions, etc.

The Content Management area of the admin zone comes with a built-in WYSIWYG html. Changes are made at the site level (nothing to download or do on your computer) and changes are immediate upon clicking the SAVE SETTINGS button.

The Content Management area appears like this when you click on the link...



Note: This is only the first part of the page. The actual page contains much more information. The screenshot would take up several pages of this document if I included it all!

There is also an OPTIONS link that you can click on in the admin zone. This will take you to a page similar to this...

PrivateMessageBoard

Admin Control Panel
Today: 08 Mar, 2008

[Home](#) | [Members](#) | [New Member](#) | [Content Management](#) | [Options](#) | [LogOut](#) |

Common options

Common settings	
Admin Name:	<input type="text" value="Jimmy D. Brown"/>
Admin Email:	<input type="text" value="jimmy@jimmybrown.com"/>
Members per page:	<input type="text" value="20"/>
Messages per page:	<input type="text" value="6"/>
Uploads per page:	<input type="text" value="6"/>
Upload space(in bytes, not including admin uploads):	<input type="text" value="26214400"/> <small>(Ex. 25Mb = 25*1024*1024 bytes = 26214400 bytes)</small>
Refreshing time for chat (in seconds):	<input type="text" value="5"/>
Welcome Message (subject):	<input type="text" value="Here's your personalized coaching login info"/>
Message that will be sent when new member signups for an account (welcome):	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <pre>Hi {MEMBERFIRSTNAME}, I'm excited to be working with you on-on-one with the personalized coaching program. You can login anytime at http://www.PersonalWebCoach.com Your login information:</pre> </div>

In this area you can make general settings adjustments...

- ➔ **Admin name.** The name of the administrator as it appears to all those using the coaching system.
- ➔ **Admin email.** Where all email notifications are sent that are routed to the administrator.
- ➔ **Admin password.** This is the password required to login to the admin area. It is strongly recommended that you change this immediately upon your initial login.

- ➔ **Members per page.** The total number of members that will appear on each page when viewing members. I.E. If you have 20 members and select 5 members per page, you will have 4 pages of member listings.
- ➔ **Messages per page.** The total number of messages show on a page when viewing any member's messages. I.E. If you have 12 messages and select 6 messages per page, you will have 2 pages of message listings.
- ➔ **Upload space.** This is the total amount of space you allow for members to use in uploading files. (Does not include ADMIN uploads.)
- ➔ **Chat refresh time.** You can instruct the system how often to refresh the chat screen.
- ➔ **Welcome Message.** This is the email that is sent to all new members upon completing the signup process. You may edit the subject line and the text of the message itself, using personalization variables (see below).
- ➔ **Forgot Password Message.** This is the email that is sent to any member who has requested their login details. You may edit the subject line and the text of the message itself, using personalization variables (see below).
- ➔ **Member Notification Message.** This is the email that is sent to members when you have posted a message for them in the members area (includes REPLIES to their posted messages). You may edit the subject line and the text of the message itself, using personalization variables (see below).
- ➔ **Admin Notification Message.** This is the email that is sent to you when a member has posted a message for you to read. You may edit the subject line and the text of the message itself, using personalization variables (see below).

You may use the following personalization variables to input the member's specific details into the emails that are sent to them...

<u>Personalization Variables</u>	
{MEMBERFIRSTNAME}	Member's first name
{MEMBERLASTNAME}	Member's last name
{MEMBERNICKNAME}	Member's nick name
{MEMBEREMAIL}	Member's email
{MEMBERPASSWORD}	Member's password
{MESSAGE}	Message

The final admin zone function is almost self-explanatory, but I'll mention it anyway.

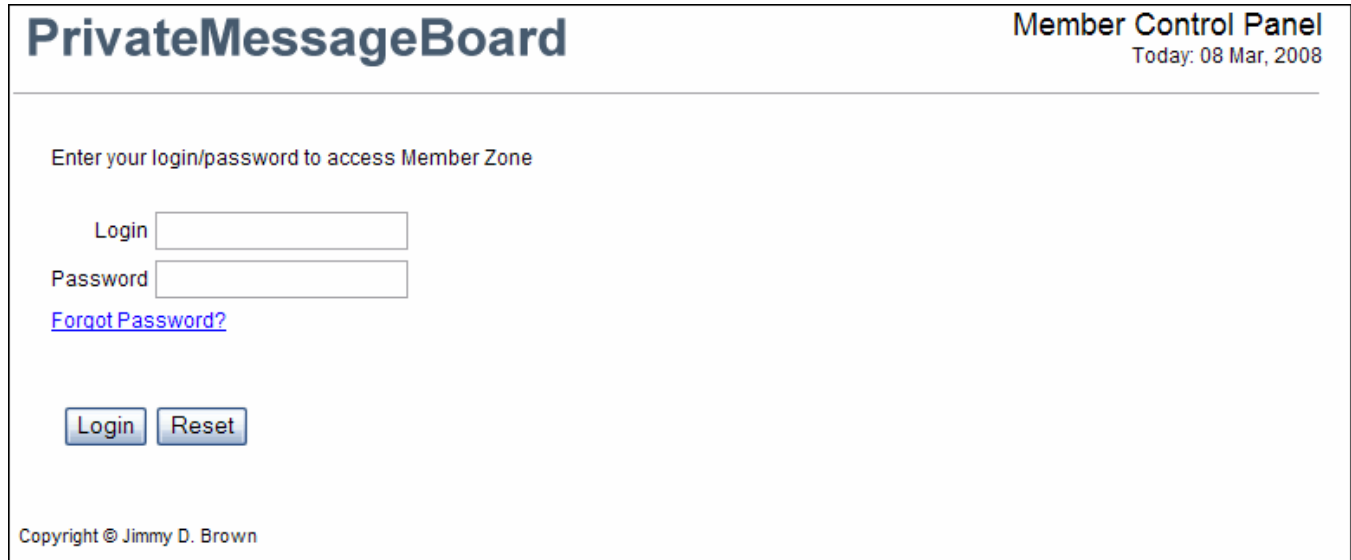
When you click on LOGOUT, you will be logged out of the admin zone. ☺

Now, on to the CLIENT MESSAGE ZONE...

Part 02: The Client Message Zone

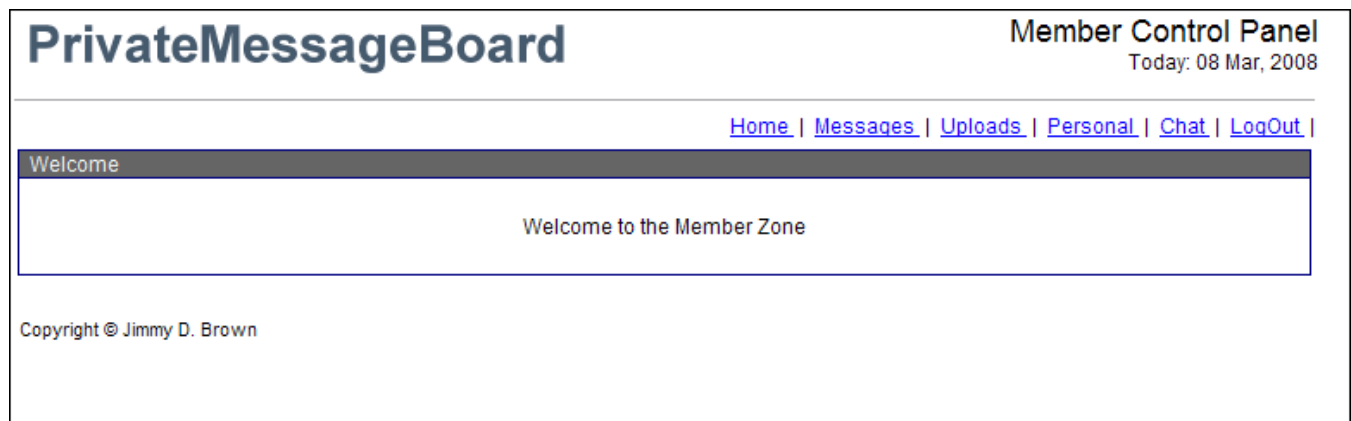
Many of the functions will be the same, so I won't explain them again but will refer back to earlier instructions where applicable.

The member login page will appear like this...



The screenshot shows the 'PrivateMessageBoard' interface. In the top right corner, it says 'Member Control Panel' and 'Today: 08 Mar, 2008'. Below this, there is a login form with the text 'Enter your login/password to access Member Zone'. The form includes a 'Login' label and an input field, a 'Password' label and an input field, and a blue link for 'Forgot Password?'. At the bottom of the form are two buttons: 'Login' and 'Reset'. The footer of the page reads 'Copyright © Jimmy D. Brown'.

Upon entering their login and password, they will arrive at their home page from within the member center... (Forgot password link will trigger login email.)



The screenshot shows the 'PrivateMessageBoard' interface after login. In the top right corner, it says 'Member Control Panel' and 'Today: 08 Mar, 2008'. Below this, there is a navigation menu with links: 'Home | Messages | Uploads | Personal | Chat | LogOut |'. A dark grey bar contains the word 'Welcome'. Below this, a white box contains the text 'Welcome to the Member Zone'. The footer of the page reads 'Copyright © Jimmy D. Brown'.

Notice in the upper right hand corner that all pages from within the client zone will read "Member Control Panel".

From the home page the member can enjoy all client privileges, including message management...

The screenshot shows the 'PrivateMessageBoard' Member Control Panel. The header includes the site name and the date 'Today: 08 Mar, 2008'. A navigation menu contains links for Home, Messages, Uploads, Personal, Chat, and LogOut. Below the navigation is a 'Manage messages' section with a 'New Message' link. A message is displayed, dated 'Mar 08, 2008', posted by 'Jimmy Brown', with the text 'This is a great script for personally coaching clients for huge profit!'. The footer contains the copyright notice 'Copyright © Jimmy D. Brown'.

(Notice they do not have the admin actions for message management.)

They can add new messages...

The screenshot shows the 'PrivateMessageBoard' Member Control Panel in 'Message Edit' mode. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'New Message' and features a 'Message:' label next to a large text input field. Below the input field are 'Save' and 'Reset' buttons, and a 'To Messages' link. The footer contains the copyright notice 'Copyright © Jimmy D. Brown'.

The process of adding a new message is the same as mentioned earlier from the admin side.

Members can also review uploaded files...

PrivateMessageBoard

Member Control Panel
Today: 08 Mar, 2008

[Home](#) | [Messages](#) | [Uploads](#) | [Personal](#) | [Chat](#) | [LogOut](#) |

Member Uploads

[New Upload](#)

Uploaded By	Title	Filename	Filesize	Filetype	Created	Action
Jimmy Brown	Please review this salesletter	index.html	45.29 kB	text/html	March 8th, 2008	Download

Copyright © Jimmy D. Brown

And, of course, add new uploads...

PrivateMessageBoard

Member Control Panel
Today: 08 Mar, 2008

[Home](#) | [Messages](#) | [Uploads](#) | [Personal](#) | [Chat](#) | [LogOut](#) |

Member New Upload

New Upload

Title:

Upload new file:

[To Uploads](#)

Copyright © Jimmy D. Brown

Again, the process is the same as from the admin side.

Members may also edit their own personal information by clicking on the PERSONAL link.

Upon doing so they will arrive at a page similar to this...

PrivateMessageBoard

Member Control Panel
Today: 08 Mar, 2008

[Home](#) | [Messages](#) | [Uploads](#) | [Personal](#) | [Chat](#) | [LogOut](#) |

Personal information

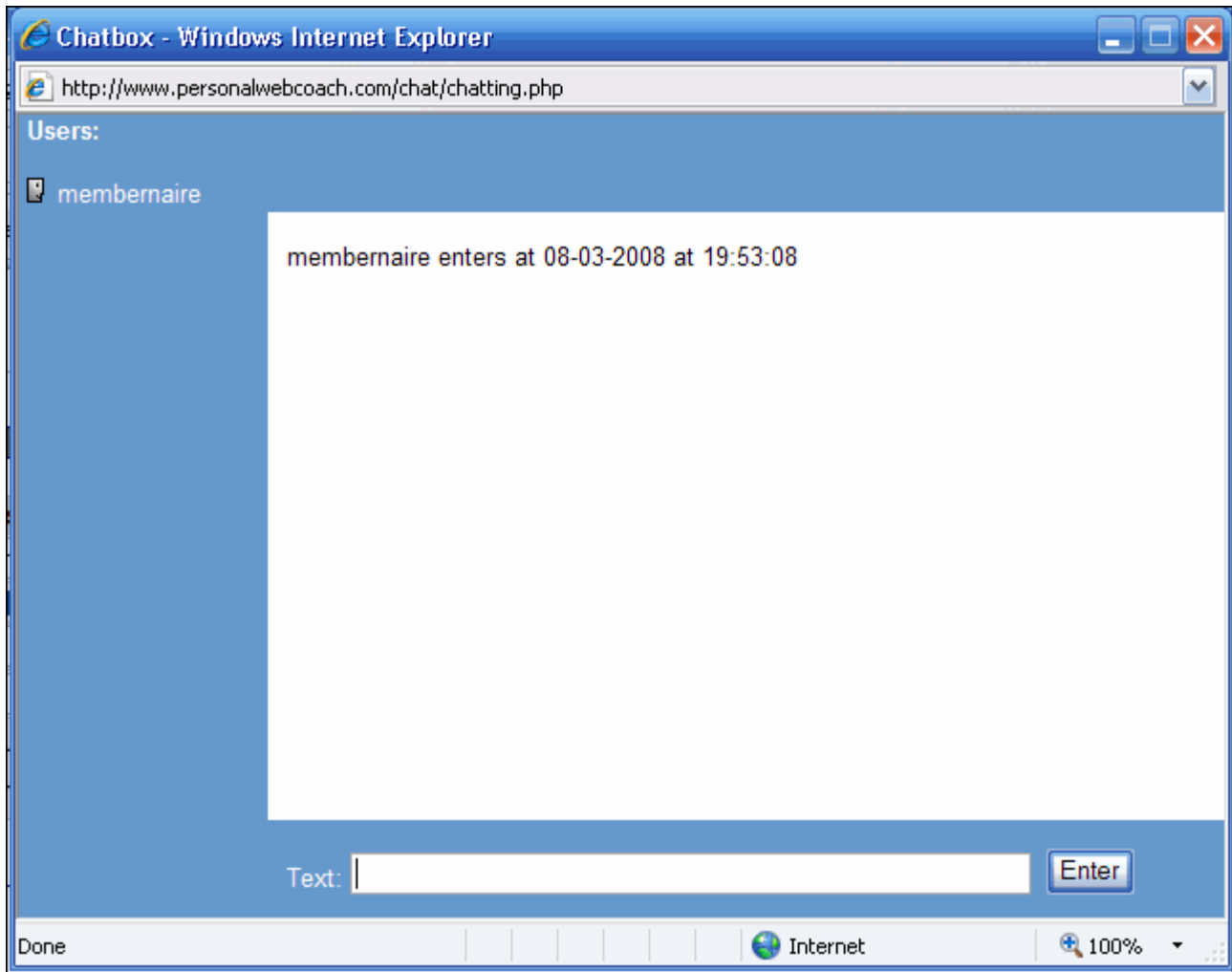
Edit Personal Information

Email:	<input type="text" value="jimmy@jimmybrown.com"/>
Change Password?	<input type="checkbox"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Copyright © Jimmy D. Brown

Members cannot change their NICKNAME or NAME, but may edit their email address and password.

Accessing a LIVE CHAT (as well as entering messages into the text box, exiting the chat, etc.) is the same for a member ... they simply click on the CHAT link at the agreed upon time which will launch a separate window such as this



And clicking on the LOGOUT link will log the member out of the client zone. ☺

QUESTIONS?

If you have any questions about the USAGE and OPERATION of the *Easy Coach Pro* script not covered in this user manual, please email me at support@coa-ching.com

Note: Please do NOT send any emails about installation. As I mentioned on the sales page, I do not offer any support for installing the script.