Ambassadors Guide To Holding PARP Workshops & Submitting Students for Recognition
Internal Use Only

Ambassador/Trainer	Future PARP
Create course listing in Workshop Butler https://app.workshopbutler.com/events# Dropbox -> PAI Licensed -> How-Tos -> Create A Course in Workshop Butler.mov	
Hold class	Attend PARP Training class
Request future PARP to create their profile with photo on the PAI Website	Create an account on PAI Website including picture and profile http://personalagilityinstitute.org
On completion of class: ● Upload students under your course in Workshop Butler https://app.workshopbutler.com/events# ● Mark them as participated or cancelled ● Request Invoice from PAI for cert fee https://personalagilityinstitute.org/internal/requests Dropbox -> PAI Licensed -> How-Tos -> Request an Invoice and PARE or PARP Recognition.mp4	
Pay Invoice	
Complete coaching program	Participate in coaching program
● Confirm that participants have used PAS for 4 weeks ● Request recognition in PARP form. Note in form anyone who didn't complete https://personalagilityinstitute.org/internal/requests Dropbox -> PAI Licensed -> How-Tos -> Request an Invoice and PARE or PARP Recognition.mp4	
	Submit application after using Personal Agility for 4 weeks https://personalagilityinstitute.org/parp-application/
	Receive Certificate
	Celebrate your accomplishment on social media