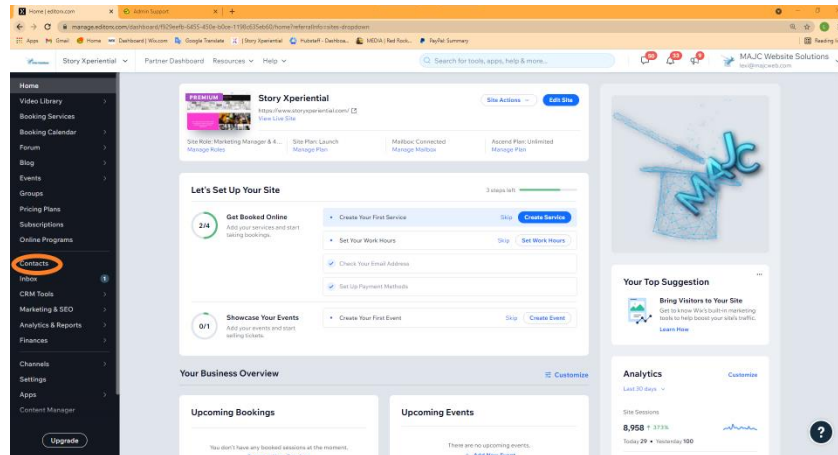


Manually Create a new Facilitator

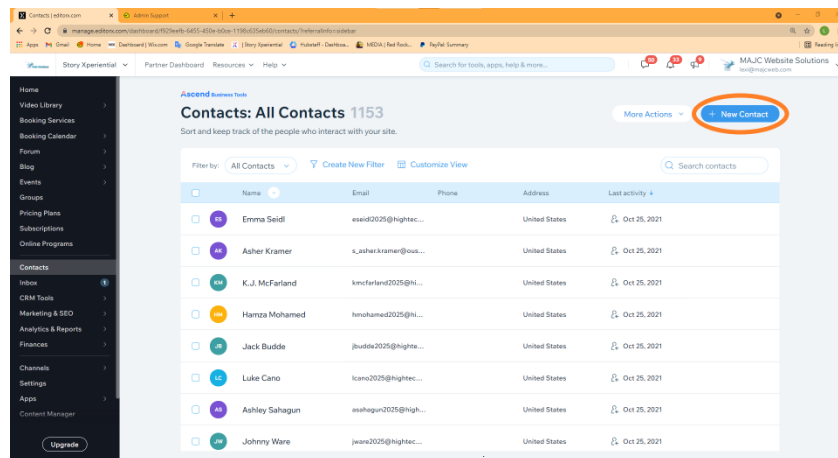
Manually Create new Facilitator

Creating a new facilitator and selling them pricing plan manually.



Step 1

Choose "Contacts" from your Wix Dashboard Menu



Step 2

Click "+ New Contact"

Manually Create a new Facilitator

The screenshot shows the 'New Contact' form in the Ascend Business Tools interface. The form fields for Name, Email, and Phone are highlighted with a red circle. The 'Save' button is also highlighted with a red circle.

Field	Value
Name	Example Adminsupport
Email	Example@adminsupport.com
Phone	
Address	
Labels	+ Add Label
Assignee	Unassigned
Team	

Step 3

Enter the Facilitators "First Name", "Last Name", and "Email".

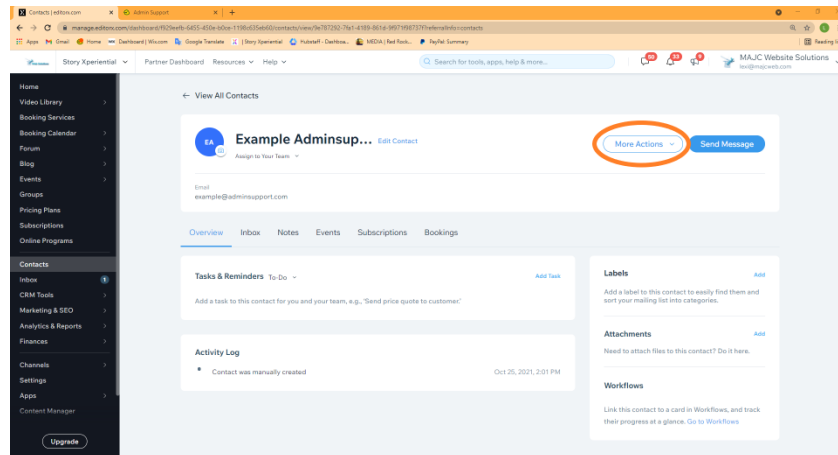
The screenshot shows the 'All Contacts' list in the Ascend Business Tools interface. The newly created contact 'Example Adminsupport' is highlighted with a red circle.

Name	Email	Phone	Address	Last activity
Example Adminsupport	example@adminsup...			Oct 25, 2021
Emma Seidl	eseidl2025@hightec...		United States	Oct 25, 2021
Asher Kramer	a_asher.kramer@ous...		United States	Oct 25, 2021
K.J. McFarland	kmcfarland2025@ni...		United States	Oct 25, 2021
Hamza Mohamed	hmohamed2025@ni...		United States	Oct 25, 2021
Jack Budde	jbudde2025@hightec...		United States	Oct 25, 2021
Luke Cano	lcano2025@hightec...		United States	Oct 25, 2021
Ashley Sahagun	asahagun2025@high...		United States	Oct 25, 2021

Step 4

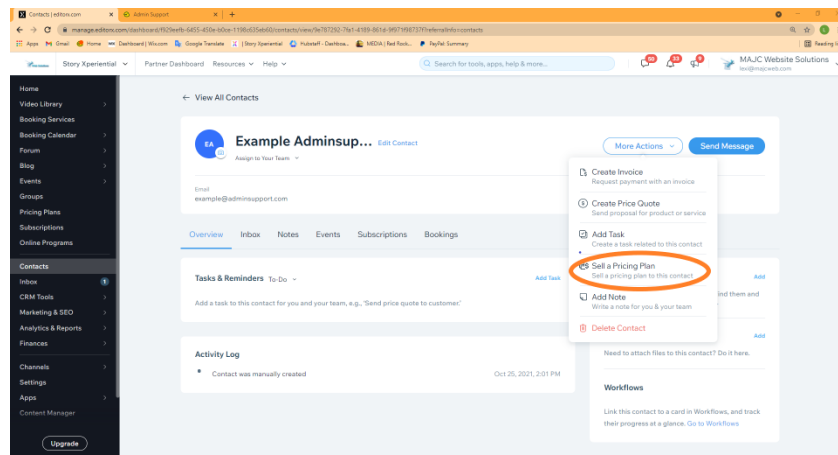
Click on your newly created contact then click "View Contact" in the top of the contact info section that appears to the right of the screen. Note: New contacts usually appear at the top of the list. If you do not see your new created contact, use the search bar in the top right corner to search them by their name and/or email.

Manually Create a new Facilitator



Step 5

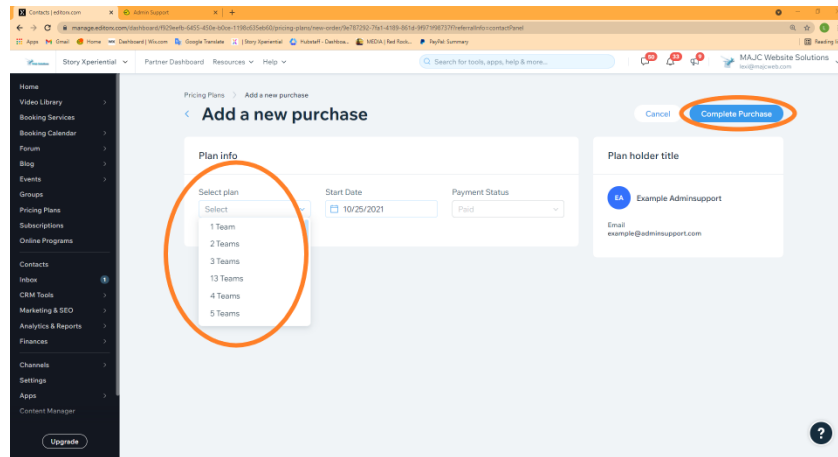
Click "More Actions"



Step 6

Click "Sell Pricing Plan"

Manually Create a new Facilitator



Step 7

Choose Pricing Plan and click Complete Purchase.