HOW TO SEND A CONTRACT IN RTHLIVE

	WHAT DO I DO?	WHY DO I DO IT?
1	SIGN IN TO RTHLIVE.COM USING YOUR USERNAME AND PASSWORD	USERNAME IS YOUR FIRST AND LAST NAME. PW IS WHAT YOU CHOOSE.
2	USE THE SEARCH BAR IN THE UPPER RIGHT HAND CORNER TO SEARCH FOR THE CLIENT AND/OR EVENT ID	
3	CLICK ON THE CLIENT AND/OR OPEN THE EVENT	
4	CONFIRM THAT THE FLEX QUOTE IS ATTACHED AS A RELATED FILE	IF THIS INFORMATION IS NOT ATTACHED - PLEASE REFERENCE "HOW TO ADD A FLEX QUOTE" DOCUMENT
5	CONFIRM THAT THE CONTRACT AMOUNT IS LISTED UNDER "FINANCIAL"	
6	IF THE CONTRACT AMOUNT IS $0.00, CLICK "EDIT" AT THE TOP AND UPDATE THE "CUSTOM EVENT PACKAGE" AMOUNT (AFTER DISCOUNT)	IF THE CONTRACT AMOUNT IS CORRECT AND MATCHES THE ATTACHED AND UP-TO-DATE FLEX QUOTE, SKIP TO LINE 10 BELOW.
7	UPDATE THE DEPOSIT AMOUNT ACCORDINGLY (RTH HAS A 50% DEPOSIT TO BOOK EVENTS)	
8	HIT THE GREEN "FEE FILLER" BUTTON TO UDPATE THE BALANCE ACCORDINGLY	
9	HIT SAVE AT THE TOP OR BOTTOM OF THE PAGE	
10	CLICK THE DROPDOWN NEXT TO "SEND" UNDER "EMAIL"	
11	SCROLL DOWN AND HIT "SHOW ALL"	
12	CLICK THE DROPDOWN NEXT TO "SEND" UNDER "EMAIL"	
13	CHOSE THE CORRECT CONTRACT	"E-SIGN CONTRACT - NO RETAINER REQUIRED" OR "E-SIGN CONTRACT - RETAINER REQUIRED"
14	CONIFRM THE EMAIL ADDRESS OF THE RECIPIENT	
15	IF YOU ARE SENDING THE CONTRACT OUT FOR ANOTHER SALESPERSON, EDIT YOUR NAME/CONTACT INFO IN THE SIGNATURE LINE	THE EMAIL WILL GO OUT FROM THE TEAM MEMBER LOGGED INTO RTHLIVE
16	BCC YOURSELF SO YOU RECEIVE CONFIRMATION OF IT GOING OUT AND FOR YOUR RECORDS	
17	CLICK THE GREEN "SEND" BUTTON	