



Monthly Office Hours

Created By: Paula Allen

Last Update: April 15, 2022

Services For You Monthly Office Hours

Overview of Task: Free office hours for Entrepreneurs in the 3rd Thursday every month

When: Must be completed within 5 days after the previous office hours (by the 4th Tuesday of each month).

Person | Roles for this Task

- Tech VA
- QC: Paula

Assets Needed:

- Log into Services For You Platform
- Zoom link below
- Facebook Business Page

To Be Updated:

Landing Page, Welcome Page, Reminder Sequence

To Be Created:

Facebook Event on Business Page

Step-by-Step Process:

1. Log into the Services For You platform under your admin access via app.services-foryou.org
2. Update the landing pages and form for this month's office hours
 - a. Left column → sites → funnels (top) → choose the folder Services For You → Click on the funnel Tech & Strategy Office Hours
 - b. First Page is the landing page (Tech & Strategy Office Hours). Click on "edit" and "edit page"
 - c. Navigate to the bottom and change the date to the following month (3rd Thursday). Save. Exit out of this page (left arrow in the top left corner)
 - d. Second page is the welcome page (Office Hours Welcome). Click on "edit" and "edit page"
 - e. Change the date to the following month (3rd Thursday). Save. Exit out of this page (left arrow in the top left corner)
3. Update the workflow / reminders for this month's office hours



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- a. Left column → Automation → workflows (top) → choose the folder SFY Leads → Click on the workflow Office Hours Opt-in
- b. Click on “Welcome Email” (blue/center). Edit the date in the panel on the right that opens up. Save Action.
- c. Click on “Set Event Start Time” (green/center). Change the correct date. Save Action.
- d. Publish and Save (upper right corner). Back to workflows (upper left corner)

Video of Process: [to be created]

When To Mark Complete: When Paula has QC'd and given it a thumbs up.

Links/Docs/Media Associated with this task:

Landing Page: <https://services-foryou.org/office-hours>

Welcome Page: <https://services-foryou.org/office-hours-welcome>

Zoom link: <https://zoom.us/j/92992560047>

Graphics: media library in the SFY platform