

Remodelers
ADVANTAGE®

New Roundtables Member QUICK START GUIDE

1 First Steps

- ✓ Make your airline and hotel registration for JumpStart!
- ✓ Review Website
 - ✓ Sign into the Remodelers University Website - RemodelersUniversity.com
 - ✓ Give up to eight [Employees Access](#) to the site
- ✓ Send Out a [Press Release](#)
- ✓ Read the [Member's Handbook](#)
- ✓ Read the ***Making and Managing Money*** Book (will come in the mail with a copy of the Members Handbook)
- ✓ [White List](#) Remodelers Advantage in your email, so you don't miss a single one!
- ✓ Send P&L and Balance Sheet to Member Services. (Your financials are always kept confidential and never shared with anyone outside of Remodelers Advantage)

2 Prepare for Your First Meeting

- ✓ Sign into the We Are Roundtables Portal
- ✓ Review the [Company Focus Form Page](#)
 - ✓ Read Company Focus Packet Instructions
 - ✓ Complete Company Focus Data Input Form
 - ✓ Prepare and send in your Additional Documents
- ✓ Review the entire packet prior to the meeting

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3 What to Expect at Your First Meeting

- ✓ Meet other members of the group
- ✓ Network
- ✓ Have your “Time in the Spotlight”
 - ✓ Listen – Don’t rebut
 - ✓ Take good notes
 - ✓ Make thoughtful, achievable commitments

4 Between Meetings

- ✓ Participate in [Monthly MicroBoards](#)
- ✓ Work on your commitments
- ✓ Keep up-to-date by reading the [RA Weekly News](#)
- ✓ Contact [Remodelers Advantage](#) with any problems or concerns

▲ Remember . . .

If you ever have a question or concern, don’t hesitate to contact us. Our team is here to help you!

[Click here for our staff directory](#)