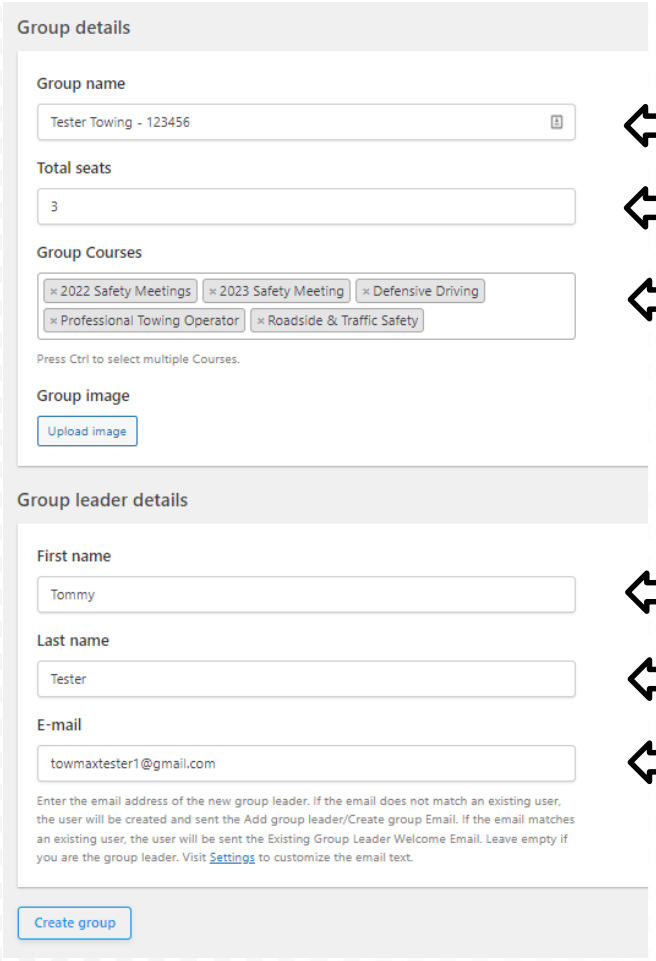




Send Promo email from Marketing 360 to all contacts we have on the Towmax list. We should confirm if there is a more updated list with any additional contacts.



Company name + Policy Number as the Group Name

Number of seats = number of operators

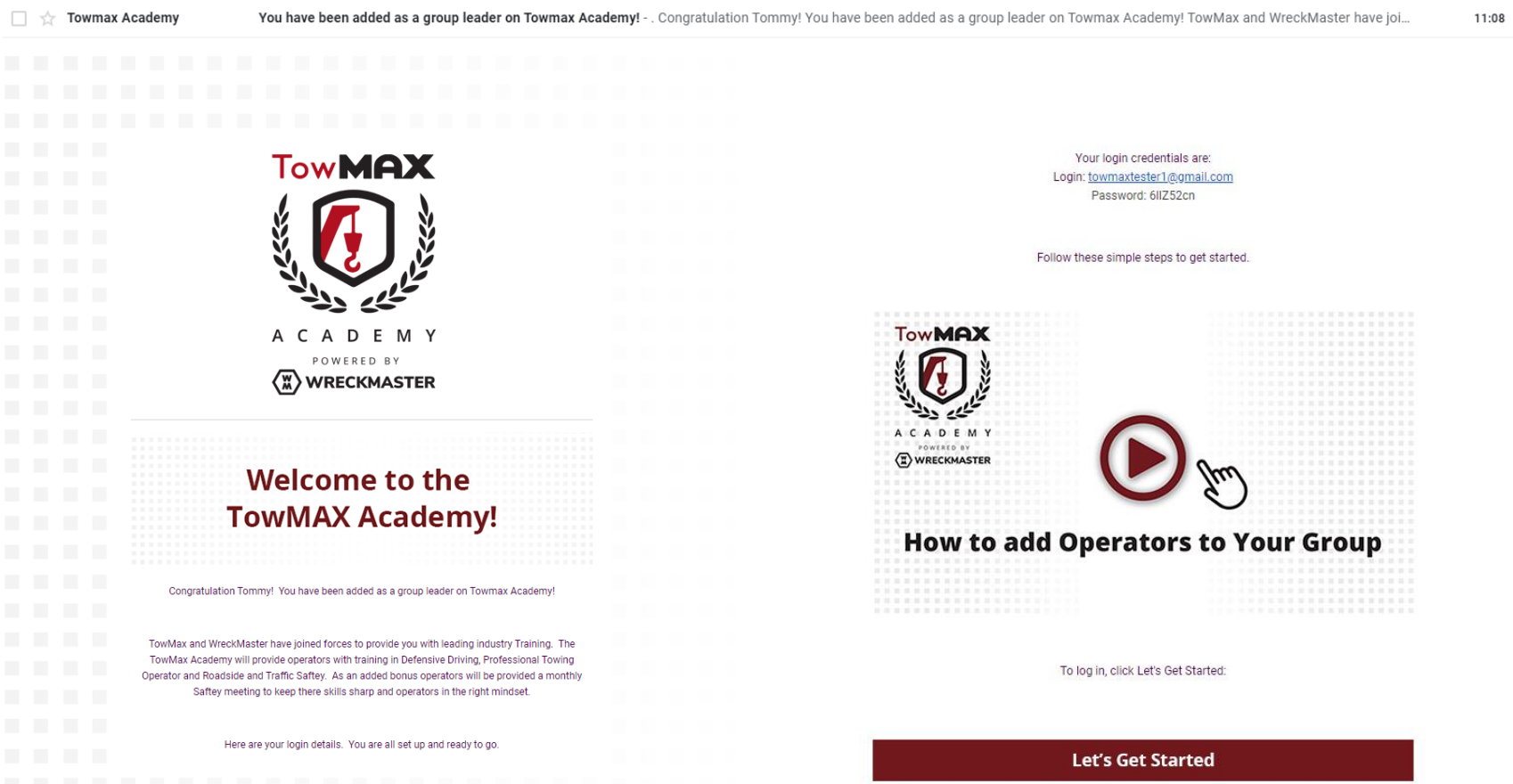
Group courses are 2022 Safety Meetings, 2023 Safety Meetings, Defensive Driving, Professional Towing Operator and Roadside & Traffic Safety

Group Leader First Name

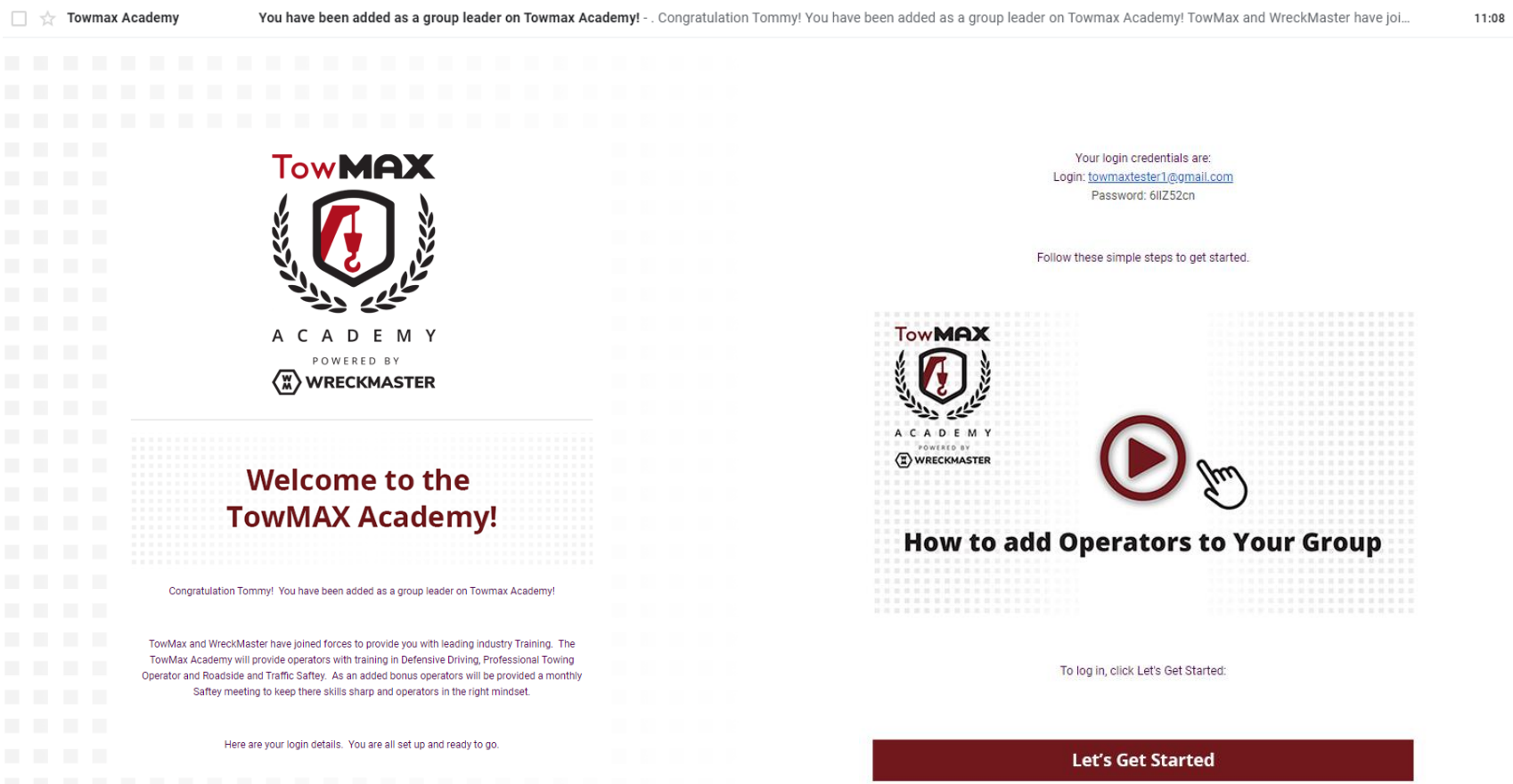
Group Leader Last Name

Group Leader Email

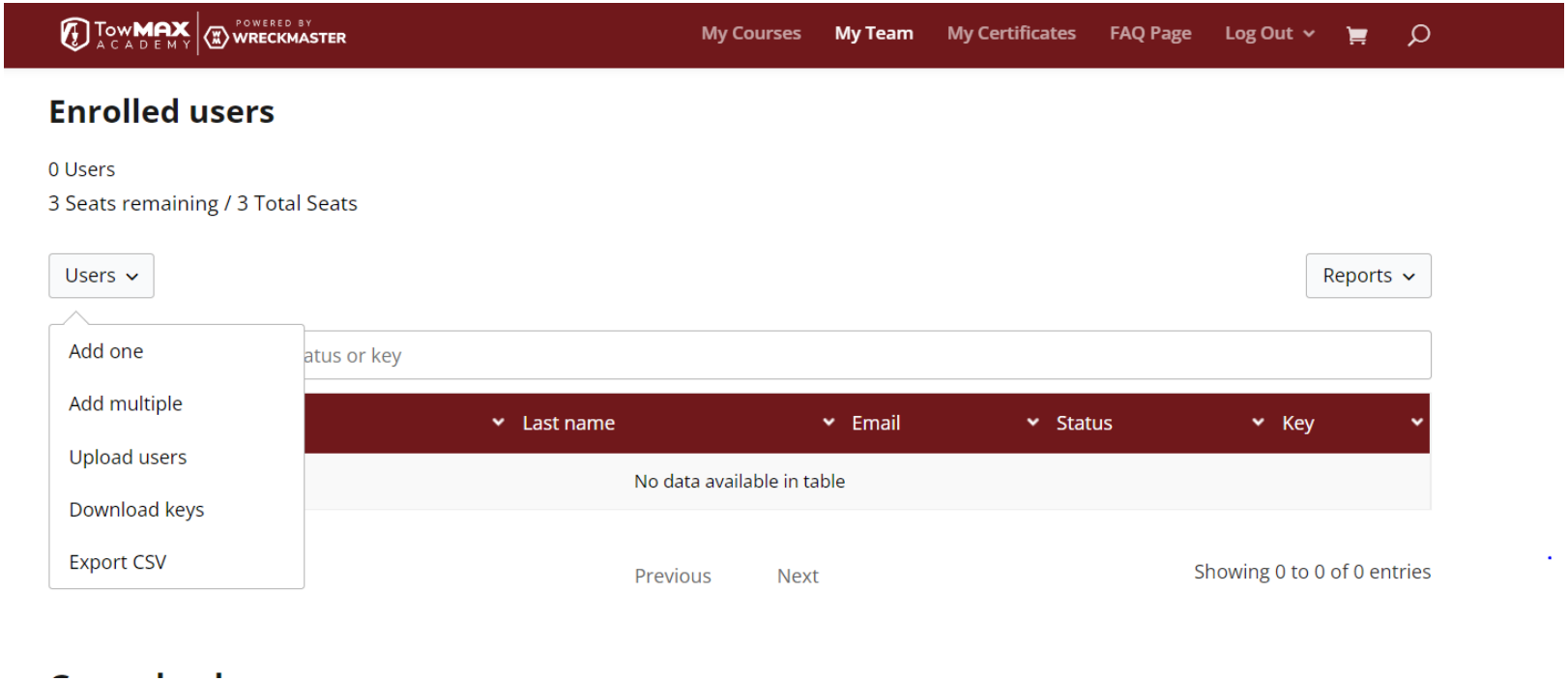
48 Hours after Promo email has been sent begin entering contacts into Learndash.



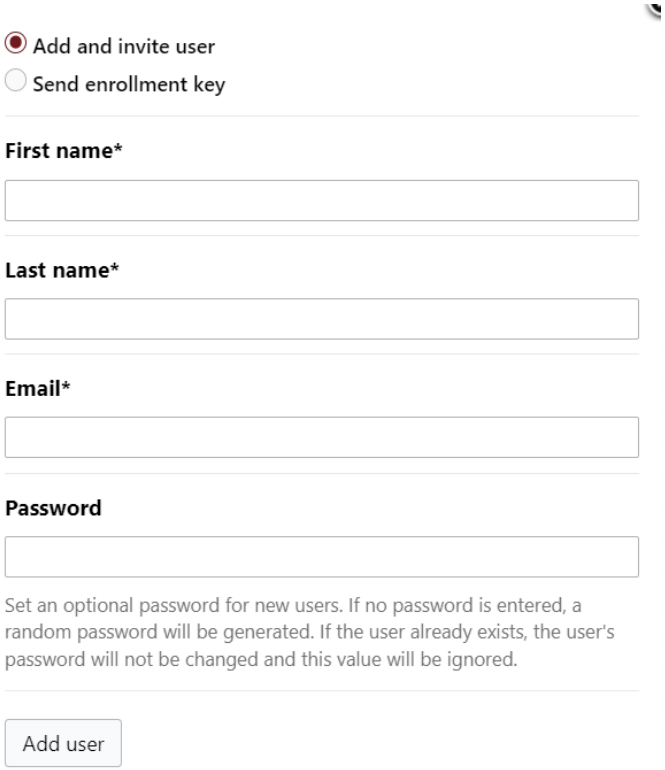
After the group has been created the Group Leader will receive and email with their Login details.



After the group has been created the Group Leader will receive and email with their Login details.



Group leaders will add users to their group from the “My Team” section and the “Users” drop down.



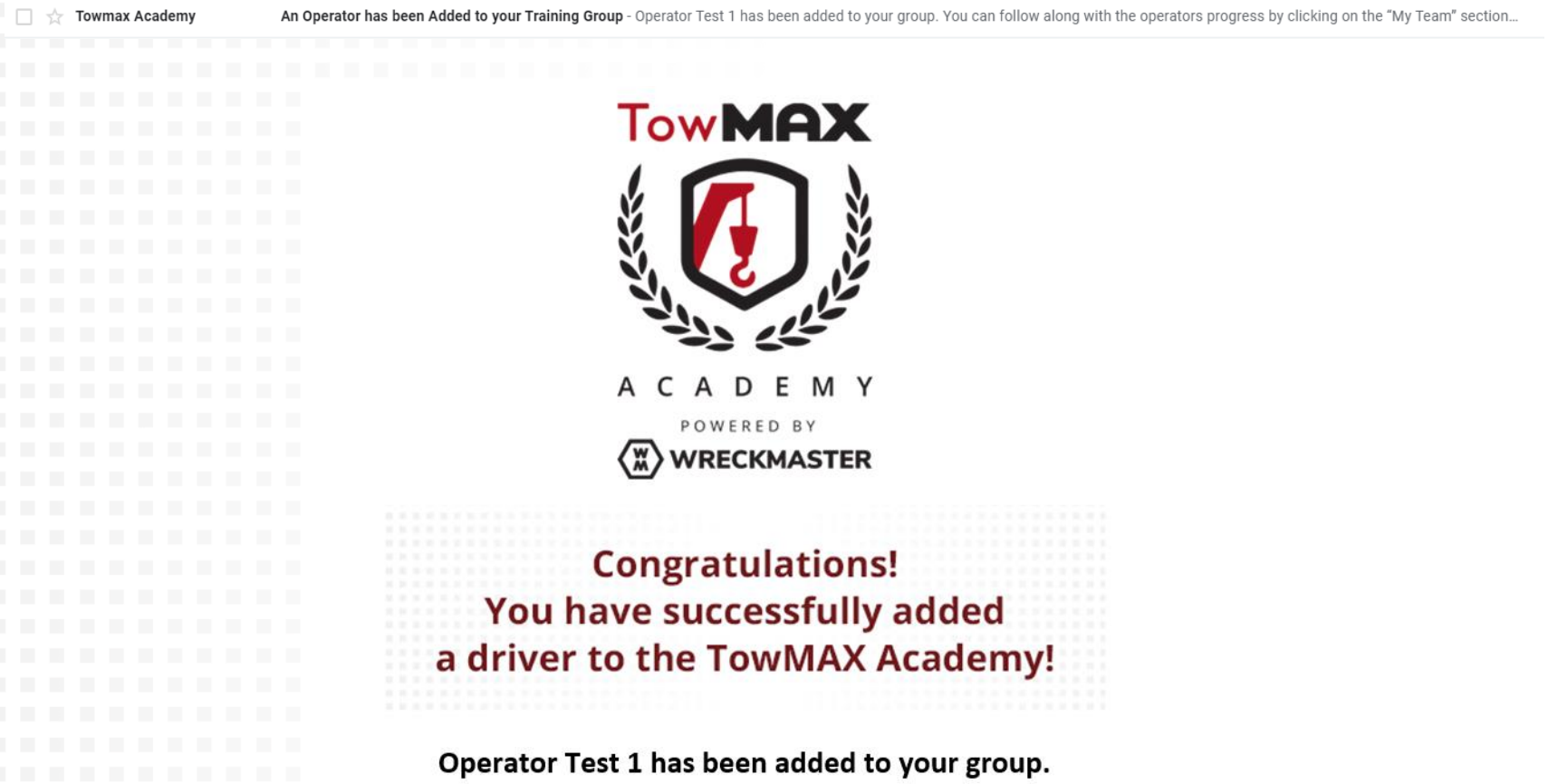
⇦ Operators First Name

⇦ Operators Last Name

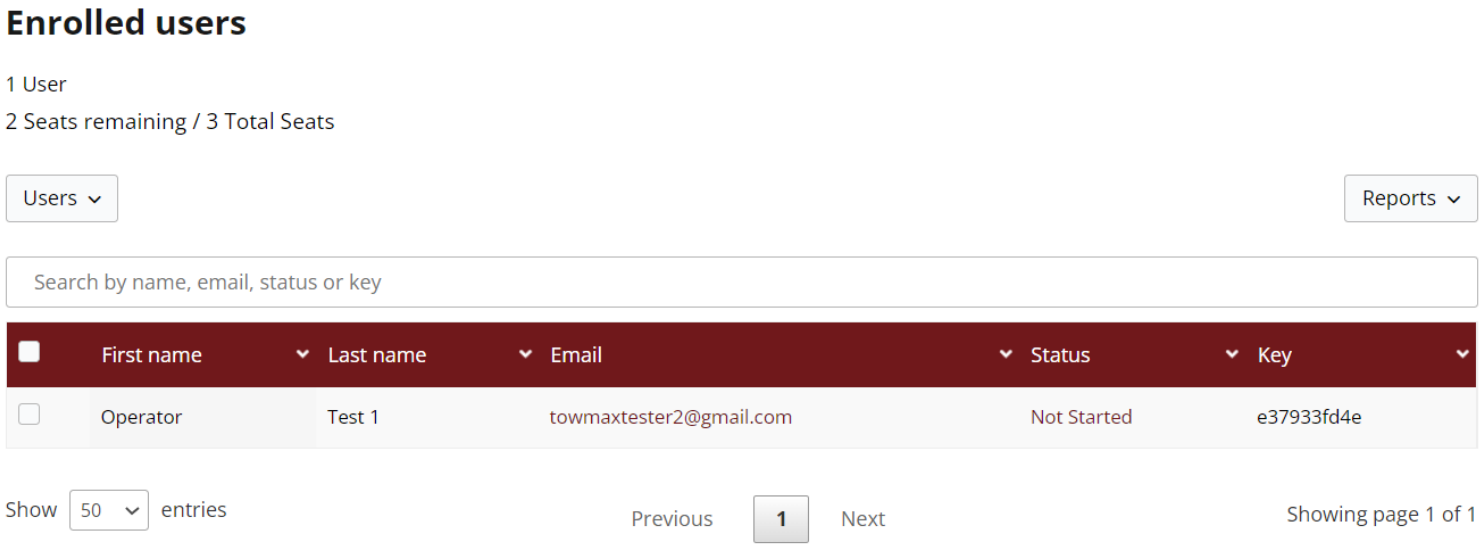
⇦ Operators Email address (Can't use the same email)

⇦ Password needs to be left blank

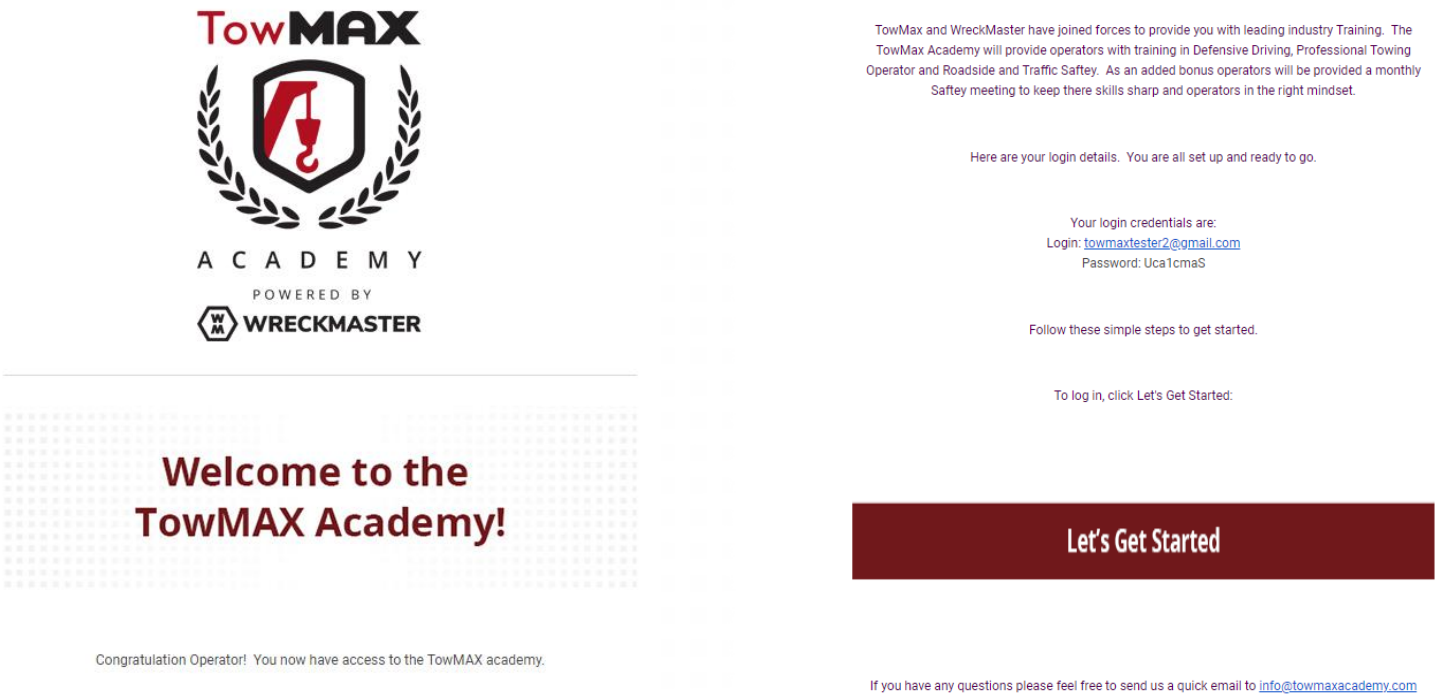
Group leaders will enter their operators First, last and email address. Password will be left blank. We need to promote that fact the same email can not be used.



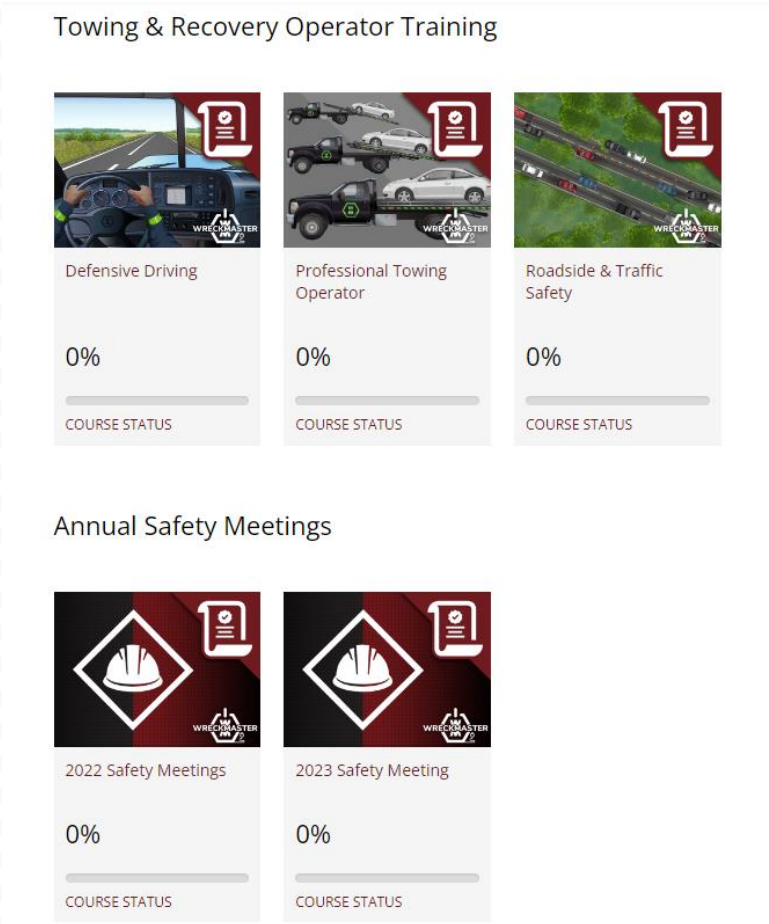
Group leaders will receive a confirmation notification that their operator has been added to their TowMAX Training group.



Group leaders will also be able to see the operator added under “My Team” and follow their training progress.



Operator that have been invited by group leaders will receive a notification with their TowMAX Academy login credentials.



Once an operator logs in they will have access to the following training content under their “My Courses” section.





As operators complete their training, they will have access to a copy of their certificate.

TowMAX

ACADEMY

POWERED BY WRECKMASTER

Congratulation on completing your TowMAX Defensive Driving Training Evaluation training.

You have scored 100%

Please print a copy of this certificate for your records. We have sent a copy of your results to your group leader.

TowMaxAcademy.com | Contact Us | Frequently Asked Questions



A Notification email will be sent to the operator with a copy of their certificate attached.

My Certificates

Hi Operator!

Congratulation of completing your Towmax Academy Training. Please see below for copies of your training certificates.

Defensive Driving



Copies of the operator certificates will also be available in profile on TowMAX Academy

Enrolled users

1 User

2 Seats remaining / 3 Total Seats

Users

Reports

Search by name, email, status or key

First name	Last name	Email	Status	Key
Operator	Test 1	towmaxtester2@gmail.com	In Progress	6a02d3a235

Search users

Test 1, Operator [towmaxtester2@gmail.com]

2023 Safety Meeting		0% complete
2022 Safety Meetings		0% complete
Defensive Driving	Certificate	100% complete
Professional Towing Operator		0% complete
Roadside & Traffic Safety		0% complete



Group leaders can follow along with operators training progress in real time and can access and print their certificates.

TowMAX

ACADEMY

POWERED BY WRECKMASTER

A Training Certifciate is Ready

The following operator has completed a TowMAx Academy Training course.

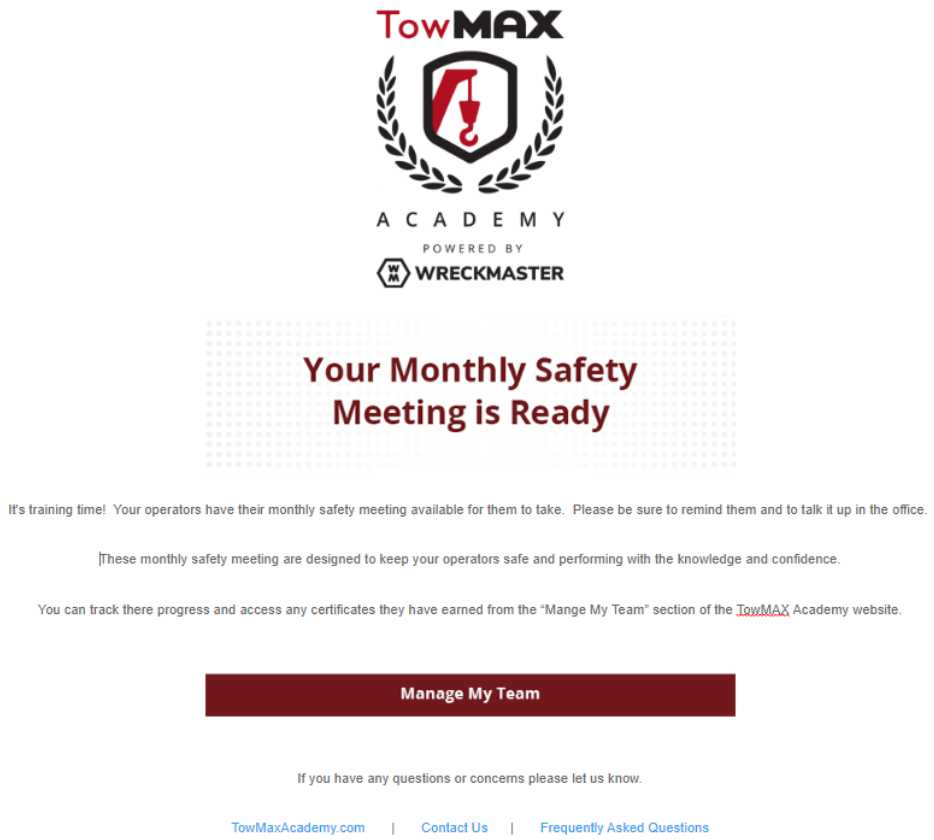
Operator Test 1

Defensive Driving Training Evaluation

100%



After each training course is completed the group leader will receive an email with the operators training certificate attached.



Each month when a safety meeting becomes available a notification will be sent to the group leader advising that a safety meeting is ready for their operators to begin training.



A notification will also be sent to the operator advising that a monthly safety meeting is available and ready for them to take.

TowMAX

ACADEMY

POWERED BY WRECKMASTER

A Training Certifciate is Ready

The following operator has completed a TowMAx Academy Training course.

Operator Test 1

August 2022 Safety Meeting



Once the operator has successfully completed the monthly safety meeting an email notification will be sent to the group leader with a certificate attached.

TowMAX

ACADEMY

POWERED BY WRECKMASTER

Congratulation on completing your TowMAX August 2022 Safety Meeting training.

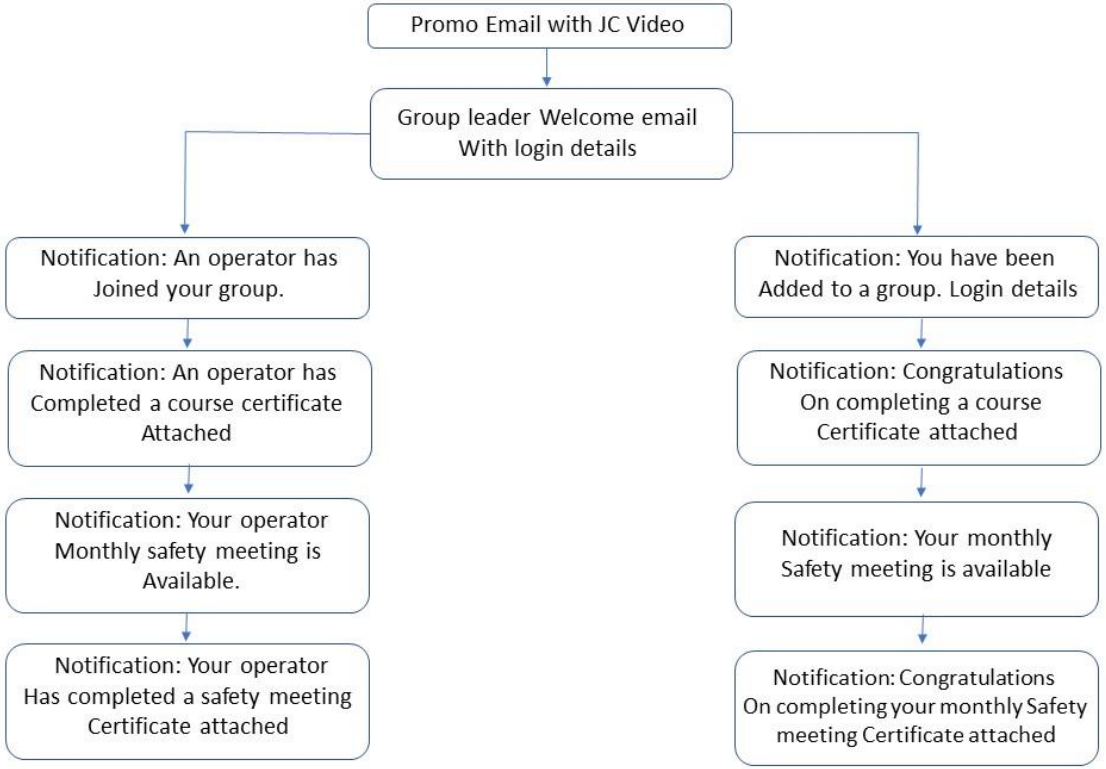
You have scored 100%

Please print a copy of this certificate for your records. We have sent a copy of your results to your group leader.

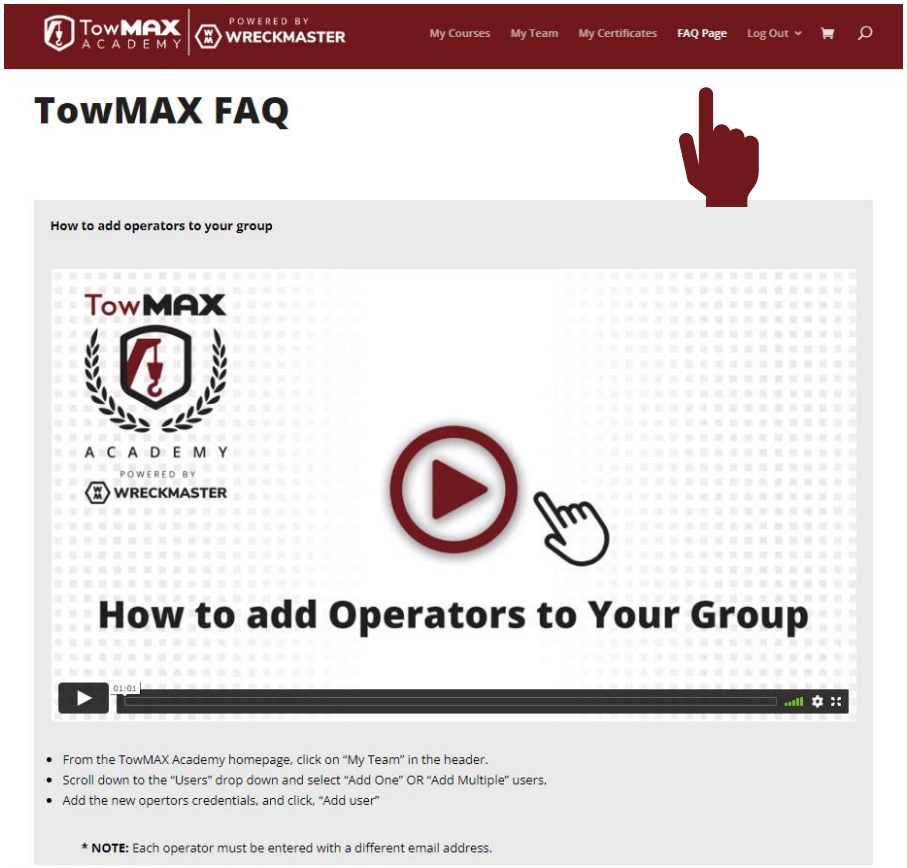
TowMaxAcademy.com | Contact Us | Frequently Asked Questions



The operator will also receive an email with a copy of the training certificate for their monthly training certificate.

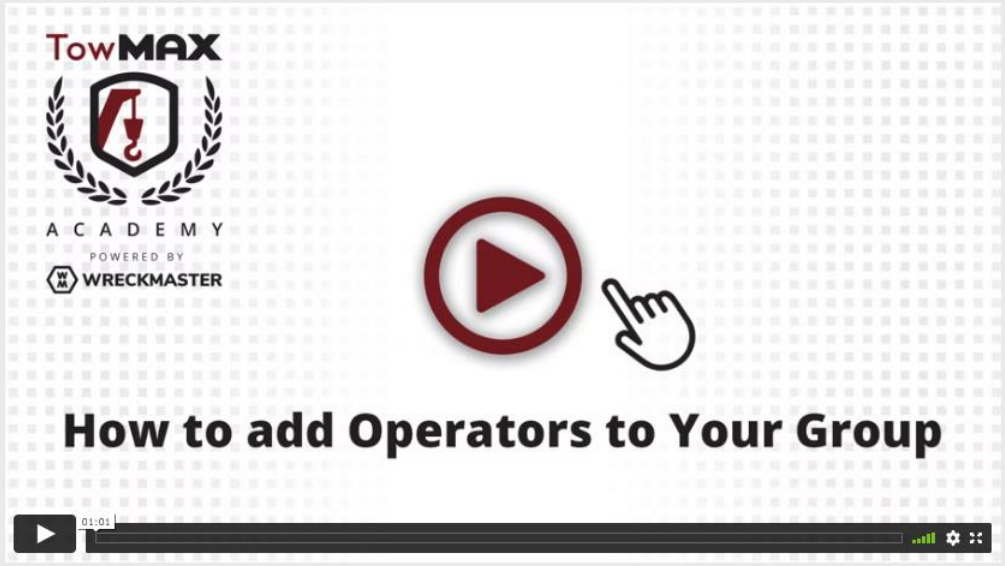


Here is a complete list of all notification click the URL below for samples of each.
https://drive.google.com/drive/folders/1h71sQ9_ovq5LwRIHVgMaDt-yvQUGnbUC?usp=sharing



We have tried and will continue to try to make the TowMAX academy as user friendly as possible. We have an started a FAQ page that will help users with some how to's and features of the site.

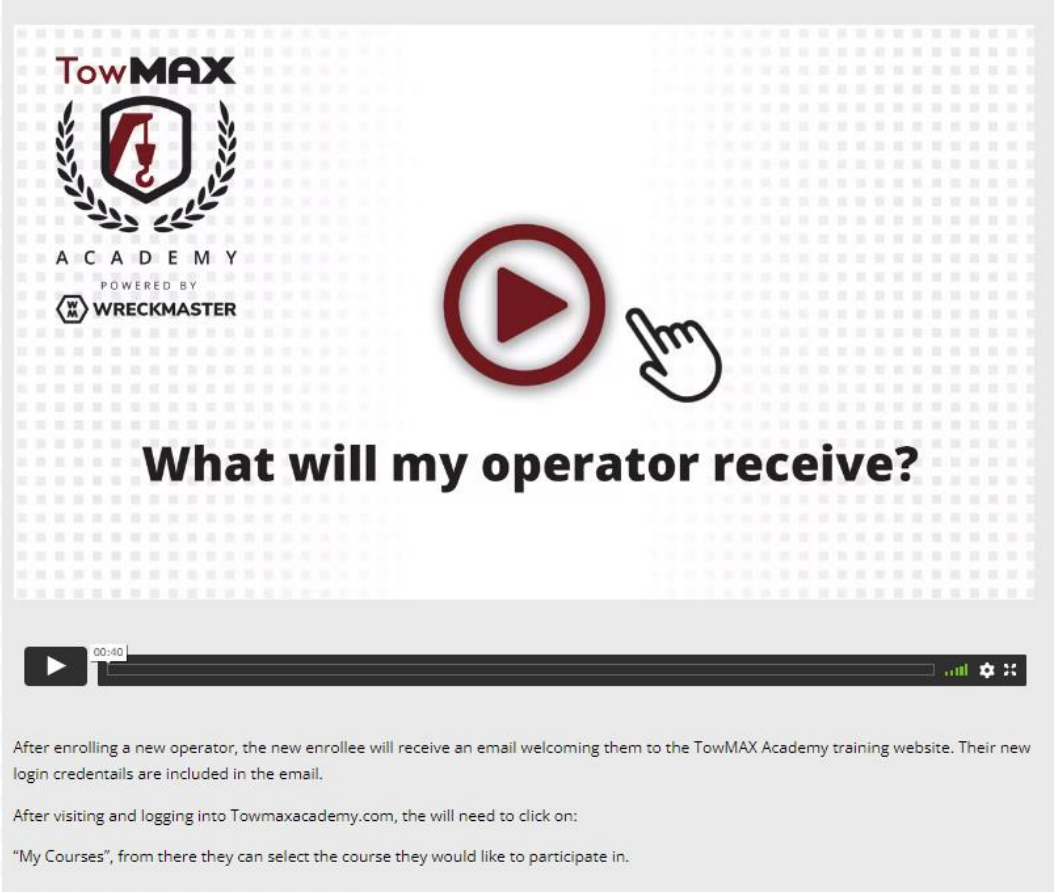
How to add operators to your group



- From the TowMAX Academy homepage, click on "My Team" in the header.
- Scroll down to the "Users" drop down and select "Add One" OR "Add Multiple" users.
- Add the new opertors credentials, and click, "Add user"

*** NOTE:** Each operator must be entered with a different email address.

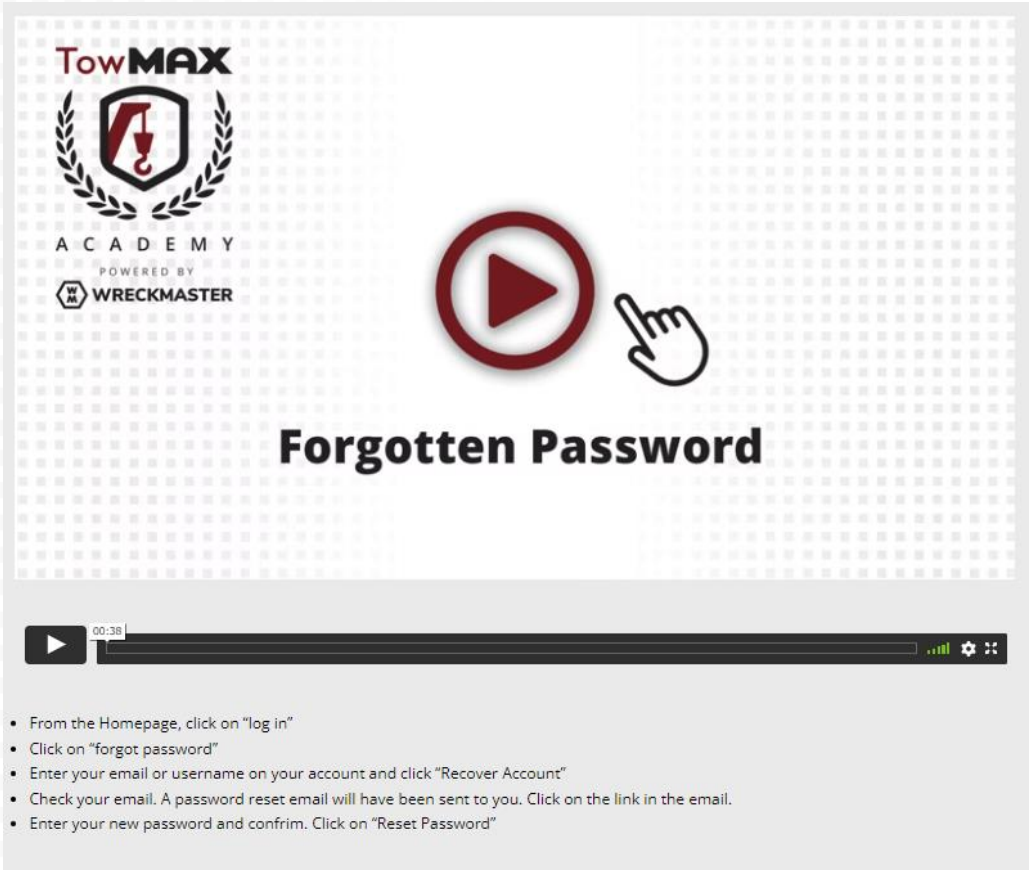
How to add an operator
https://vimeo.com/723435735/8b9d8dfa36



What will my operator receive
https://vimeo.com/723460944/44932fc21b



How to update your password
https://vimeo.com/727485104/abaef70311



I forgot my password
https://vimeo.com/727503642/e31a21c791



How to print my certificate
https://vimeo.com/728862828/d0eb2ba584



How to print a certificate for my operator
https://vimeo.com/727852088/34c3c8dc8e



How to track my operators training progress
https://vimeo.com/728960684/e71a1fcc31