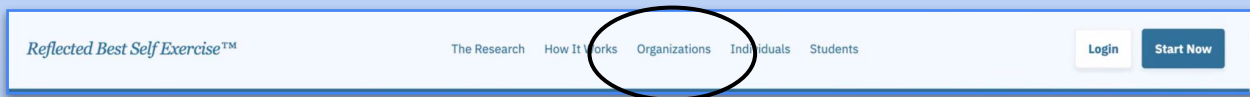


Coordinating an RBSE Cohort

To start your first exercise, head to **reflectedbestself.com** and click on “Organizations” at the top of the page.



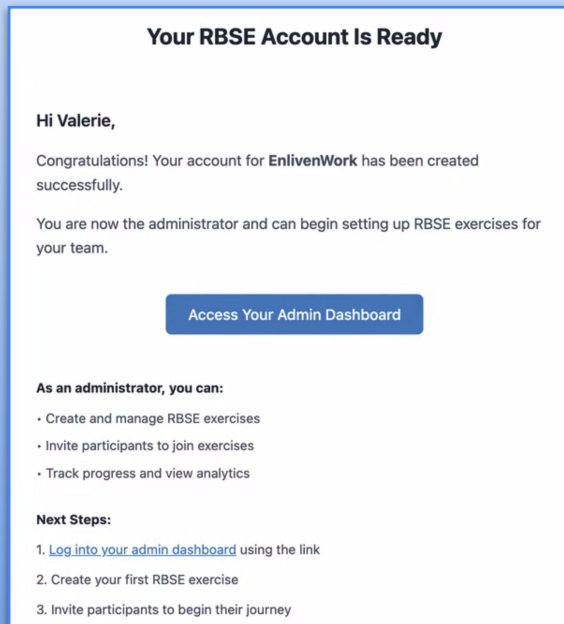
Enter the required information. At the bottom of the form, select your Organization Type:

- **Corporate** if you are making your purchase for use in a company professional development offering, or an executive education program.
- **Educational Institution** if you are purchasing licenses for a class as part of a degree-granting program (either undergraduate or graduate), or if all licenses will be used by employees of an educational institution.
- **Non-Profit** if you are making your purchase on behalf of a nonprofit organization, including government agencies.

A screenshot of the 'Create Your Account' form for an 'Organization Program'. The form is split into two columns. The left column has a dark blue background and contains the title 'Empower Your Organization' in white and gold, a subtitle 'Bring the power of the Reflected Best Self Exercise™ to your team and unlock their potential.', and three buttons: 'Setup Your program', 'Invite Participants', and 'Manage & track results'. The right column has a white background and contains the title 'Create Your Account' and the text 'You'll become the program administrator.' Below this are input fields for 'First Name' (Valerie), 'Last Name' (Liegh), 'Work Email' (coordinator@learningsolutions.com), and 'Organization Name' (Learning Development Solutions). At the bottom, there are three radio buttons for 'Organization Type': 'Corporation' (selected), 'Education', and 'Non-Profit'. A large blue button at the bottom says 'Create Organization Account'. At the very bottom, small text says 'By creating an account, you agree to our Terms & Privacy Policy'.

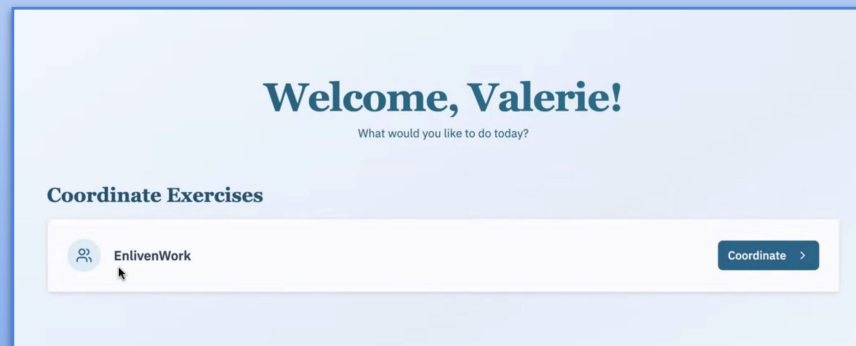
Getting Started

Check your inbox for an email from the RBSE site, and click the Go to Admin Portal button to validate your email address.



Now you are ready to start your first group exercise! Just click the Coordinate button.

To add exercises later, you will only need to validate your email address.



Obtaining Licenses

After you've set up your account, you'll need to obtain enough licenses to start your first group exercise.

You have two options. One is to purchase seats with a credit card.

Your alternative is to contact EnlivenWork by emailing **support@enlivenwork.com** to request ordering licenses by purchase order.

Clients > EnlivenWork > Purchase Seats

Purchase Seats

Select Quantity
Choose a preset option or enter a custom amount

5 seats
\$375.00

10 seats
\$750.00

25 seats
\$1,875.00

OR ENTER CUSTOM AMOUNT

\$75.00/seat

Order Summary

Current Seats	0
New Seats	+10
Total After Purchase	10
\$75.00 × 10 seats	\$750.00
Total	\$750.00

Proceed to Checkout

Secure payment via Stripe

Active Exercises
0
0 total

Active Participants
0

License Seats Remaining
0 Low
[Purchase Seats](#) Ensure smooth exercise launches

Exercises

Coordinators

Settings

Exercises

Manage and monitor all exercises for this client

All Statuses Create Exercise

Name	T1	Status	T1	Participants	T1	Created	T1	Actions
No exercises found.								

Showing 1 to 0 of 0 exercises

Previous Next

Active Exercises
0
0 total

Active Participants
0

Billing Type
Metered (PO)

Exercises

Coordinators

Settings

Client Settings

Configure client information, branding, and preferences

Basic Information

Client Name
EnlivenWork

Billing Information

Billing Method
Metered (PO / Unlimited)

Billed via metered usage based on active participants.

License Seats
4

Total number of participant seats available

Cancel

Save Changes

Creating an Exercise

1. After obtaining your licenses, return to your dashboard and click the blue **Create Exercise** button.
2. Name the exercise. You have the option to write a description of it.
3. Click in the **Scheduled Start Date** box, and **Story Window End Date** box, to select the date, time, and time zone for starting and closing the exercise. By default, an exercise will start 3 days from when you created the exercise, and will last 21 days.

Note: We recommend giving your participants at least 21 days to collect their stories. Very few story windows last more than 35 days.

4. Click the **Create Exercise** button.

The start and end dates can be changed later.

Create New Exercise

Exercise Details

Create a new exercise for collecting and reflecting on stories.

Exercise Name

Enter exercise name

Exercise Type

☒ Client ☐ Individual

Description (Optional)

Enter exercise description

Client

Select client

Coordinators

Select a client to choose coordinators.

Exercise Settings

Configure the parameters for this exercise.

Scheduled Start Date

03/16/2026 03:00 PM

Participants can begin inviting storytellers and collecting stories from this date.

Story Window End Date

04/06/2026 03:00 PM

The window for story collection closes on this date.

Grace Period: Storytellers have an additional 7 days after the end date to submit their stories.

Timezone

America/New York

This timezone will be used when sending communications related to this exercise.

Exercise Timeline Preview

21d Optimal

March 2026							April 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	31	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	29	30	1	2

Cancel

Create Exercise

Adding Participants

From the exercise main page, click the blue **+ Add Participant** button.

You have two options. To add one participant at a time, click **+ Add Participant** again. Enter the participants' information, then click **Add Participant** again.

To add several participants at a time, after clicking the blue **+ Add Participant** button, and select **Import Participants**. Then

- Click **Download Template**, open it in your Downloads folder, and enter the participants' information.
- Copy that information, return to the Import Participants window, and paste it into the **Paste CSV Data** box.
- Click **Parse CSV** to preview what you've pasted.
- If everything looks OK, click the **Import X Participants** button in the bottom right corner of the window.

Add New Participant

Add a new participant to this exercise. They will receive an invitation email if enabled.

First Name

First name

Last Name

Last name

Email Address

participant@example.com

Cancel

Add Participant

Import Participants

Import multiple participants from CSV data. Download the template to get started with the correct format.

CSV Data

Paste CSV Data

IT Director itd@learnds.com
HR Leader hrl@learnds.com
Marketing VP mvp@learnds.com

Parse CSV

CSV Format

Required columns: First Name, Last Name, Email

Download the template to get started with the correct format.

Download Template

Preview (3 participants)

First Name	Last Name	Email	Phone
IT	Director	itd@learnds.com	
HR	Leader	hrl@learnds.com	
Marketing	VP	mvp@learnds.com	

Cancel

Import 3 Participants

Managing the Exercise

Along with adding participants, in the Participants view you can also monitor the group's progress.

- You can see who has been invited, who has completed onboarding, and how many storytellers each participant has recruited.
- Click the arrows in any of these columns to sort alphabetically, or by the number of storytellers or stories. Clicking the arrow a second time reverses the sort.
- Monitor storyteller response rates across the exercise.
- Click the Coordinators button to see who else is managing the exercise with you.
- If you are the Admin Coordinator, clicking the Settings button allows you to adjust the exercise timeline, including the time zone.
- Click the Timeline button in the top-right corner to see when participants and storytellers were active on the RBSE site.

Executive Team

[Timeline](#)

Active Participants

0
4 total

0.0%
With 20+ invites

Storyteller Responses

5+ storytellers:
10+ storytellers:

0.0%
0.0%

Status

Story Collection

Start Date
February 6, 2026 at 3:28 PM EST

Story Window Close Date
April 21, 2026 at 3:00 PM EDT

Client Info

Client Name
Leadership Performance Solutions

Billing Type
Prepaid Licenses

License Seats
4

Participants

Coordinators

Settings

Participants

Manage participants and their progress in this exercise

▼ All Status

+ Add Participant

	Name ↑↓	Email ↑↓	Status ↑↓	Storytellers Active (Total) ↑↓	Unique Storytellers (Total Stories) ↑↓	Actions
▼	John Pryce	john@leadds.com	Invited	0 (0)	0 (0)	...
▼	Lorena Salcedo	lorena@leadds.com	Invited	0 (0)	0 (0)	...
▼	Danny Nguyen	danny@leadds.com	Invited	0 (0)	0 (0)	...
▼	Wilma Randolph	wilmar@leadds.com	Invited	0 (0)	0 (0)	...

Showing 1 to 4 of 4 participants

[< Previous](#)[Next >](#)