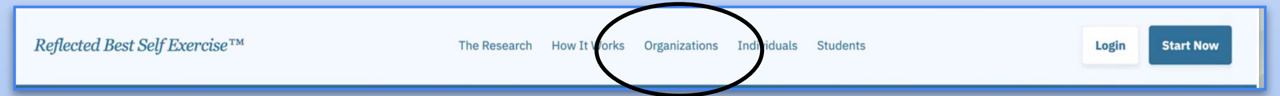
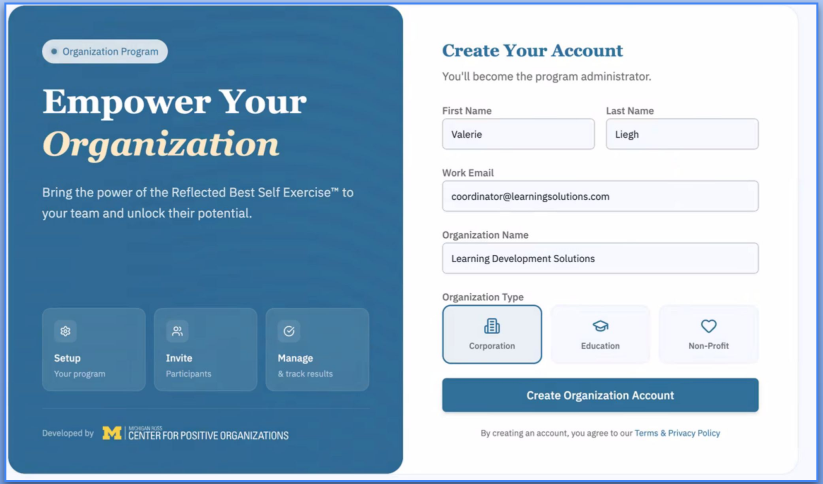
# Coordinating an RBSE Cohort

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



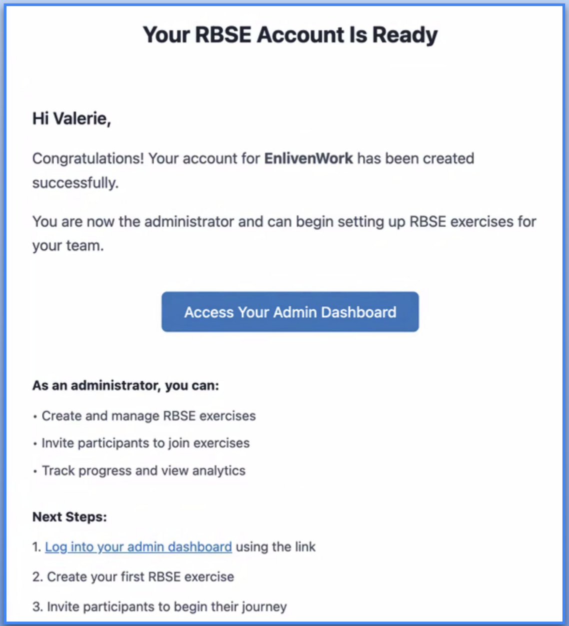

Enter the required information. At the bottom of the form, select your Organization Type:

- **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.



# 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.


**Your RBSE Account Is Ready**

**Hi Valerie,**

Congratulations! Your account for **EnlivenWork** has been created successfully.

You are now the administrator and can begin setting up RBSE exercises for your team.

Access Your Admin Dashboard

**As an administrator, you can:**

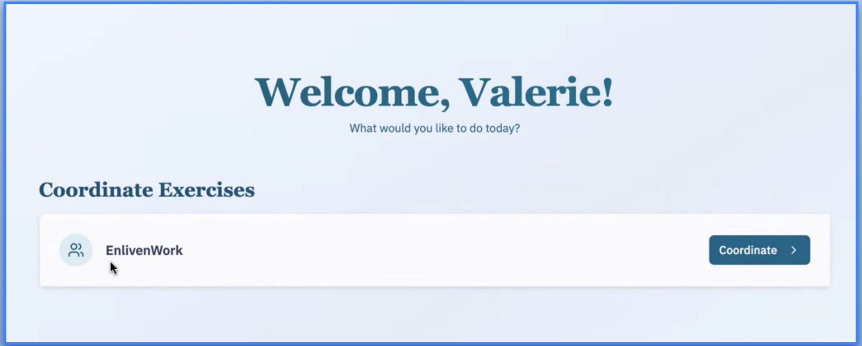
- Create and manage RBSE exercises
- Invite participants to join exercises
- Track progress and view analytics

**Next Steps:**

1. Log into your admin dashboard using the link
2. Create your first RBSE exercise
3. Invite participants to begin their journey

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.

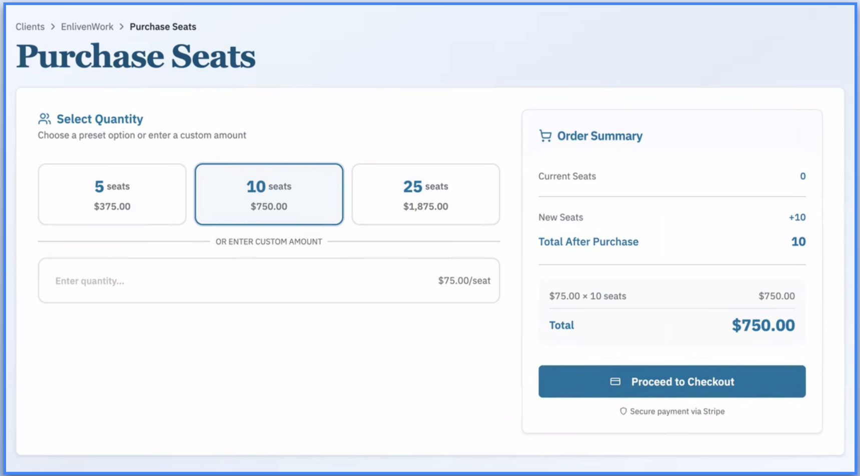


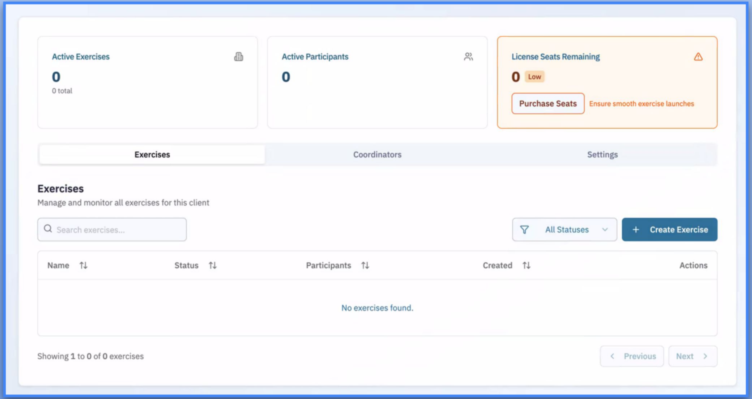
# Obtaining Licenses

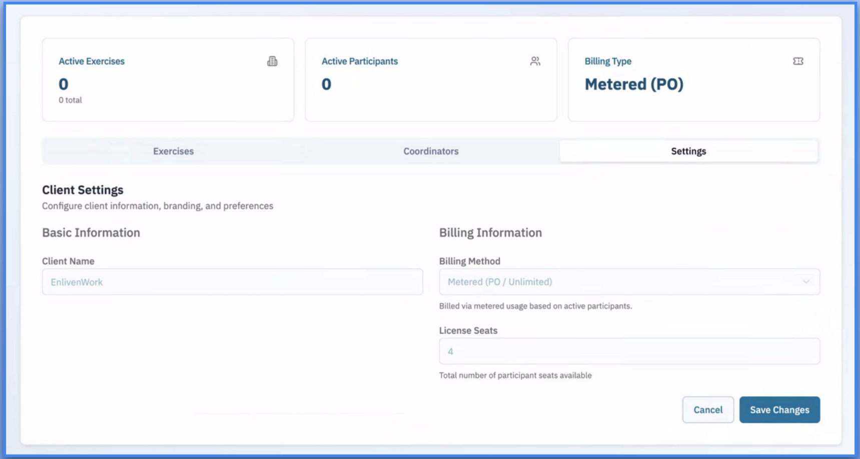
After you've set up your account, you'll need to obtain enough licenses to start your first group exercise.

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.



# Creating an Exercise

1. After obtaining your licenses, return to your dashboard and click the blue **Create Exercise** button.

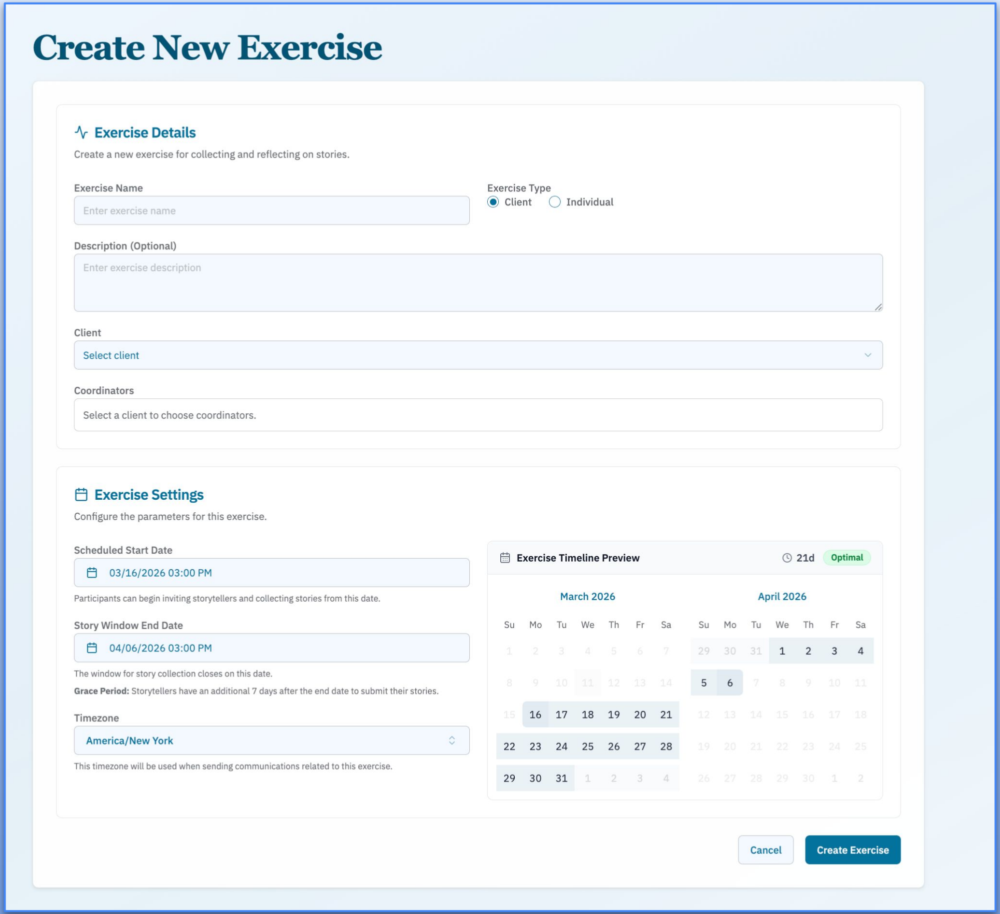
2. Name the exercise. You have the option to write a description of it.

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.



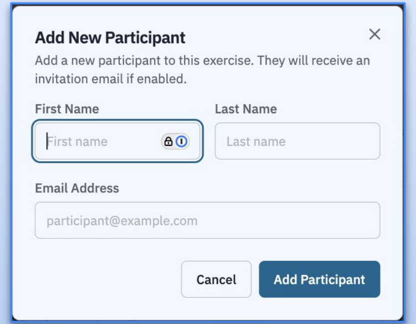
# Adding Participants

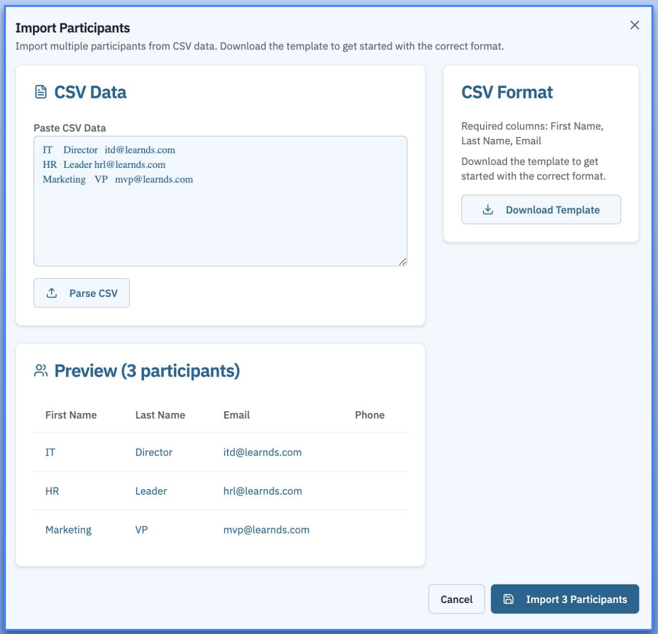
From the exercise main page, click the blue **+ Add Participant** button.

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.



# 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.