

## Greetings

I am detailing some user notes to assist you in the efficient use of the assessments

Begin by checking out your new personal home page ie go to [www.prepare-enrich.co.nz](http://www.prepare-enrich.co.nz) and log on using the user number sent to you this week and your surname as your initial password. This can and should be changed to a password of your choice.

To set up a couple to complete the assessment you will need the first names and email addresses for the couple.

When in your home page click on Add a Couple and enter these first names and emails

Click Submit which will take you to next page where you will need to choose the Standard or Faith based option that suits the couple.

Click Submit and go to the payment page where you will have the choice of using your first complimentary use, purchasing a use or uses or selecting to have the Couple pay on Line.

Click Submit and go to the final page where if all details are showing as correct you click Submit this couple for set-up.

You will immediately receive a copy of the confirmation email sent to your couple, which will contain the access code and web link for the couple to commence and complete the assessment. The assessment process for the couple accesses the P/E system through a different portal to your Facilitator entry point.

We suggest you email or pass to the Couple the Intro guidelines (as sent to you) that will clarify the process and the need for the first person online to respond to the customizing questions.

When the couple have completed the online assessment you as the Facilitator will receive an email advising of this and a web link taking you back to the website where after logging in you will be able to download both the full Facilitator report and the summary Couple report.

You should after some study and interpretation contact the couple and arrange for the feedback/coaching sessions using exercises of your choice from the online Couple Workbook and Couples Question Resource (as sent to you)

Trust all of this is clear-please advise or comment on your use and any ways we can assist you!

Thanks for being part of our marriage coach/facilitator network!

You will find us on Face book!

Kind regards

Max Palmer



PO Box 13434  
Christchurch 8141  
New Zealand  
Ph. +64 3 365 2121  
Mobile +64 21 321 694  
Email max@lr.org.nz  
[www.lr.org.nz](http://www.lr.org.nz)  
[www.influence.org.nz](http://www.influence.org.nz)  
[www.prepare-enrich.org.nz](http://www.prepare-enrich.org.nz)  
[www.ncd-newzealand.org.nz](http://www.ncd-newzealand.org.nz)  
[www.couplecheckup.co.nz](http://www.couplecheckup.co.nz)