

Don't wait to take action on these steps, work on them now. Also, watch for future emails and updates.



# CHECKLIST

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## FACEBOOK INTENSIVE DAY

*If you have any questions on how to do any of this, mini -tutorial videos are available at [messagefromginger.com/fbi-prep](http://messagefromginger.com/fbi-prep).*

### WHAT TO EXPECT

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#### What to bring

- Laptop with a good battery—one computer per office
- NO TABLETS.
- Power cord
- Additional materials: graphics and patient lists
- Note taking materials (old school world)

### FACEBOOK

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#### Make sure you have full access to your Facebook Page

- Admin access (*tutorial video available*)
- Billing has credit card loaded (*tutorial video available*)
- 100 likes on your business page

## SETTING UP YOUR COMPUTER

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### Laptop

- Very familiar with your laptop and your operating system
- Know how to log onto the internet from that computer
- Download Chrome browser (*tutorial video available*)
- Creating a desktop folder on your laptop computer to house your vital information for the day (*tutorial video available*)

## SETTING UP YOUR FOLDER

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What goes into your laptop computer's desktop folder  
(*tutorial video available*)

- Patient email lists in .csv format: past due hygiene and entire patient list. If you don't know how to get these contact your dental software provider immediately and they can walk you through how to do it.
- Graphics (5): doctor, office, logo, team, etc. Needs to be digital , in .jpeg or .png format.

## QUESTIONS???

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**Call Tiffany 405-225-0254, ext 4 or  
email us at [Results@GingerBratzel.com](mailto:Results@GingerBratzel.com)**