



# Helpful Tips for SPONSORS

## 1 First, register yourself.

Use the unique coupon code in your welcome email.  
Manually enter your coupon code; do **NOT** copy and paste.

[REGISTER](#)

### About Your Coupon Code:

- Your coupon code is only good for the total number of seats based on the Sponsorship you purchased. (*Gold = 8 seats / Silver = 6 seats / Bronze = 4 seats*)
- Each time the coupon code is used the total available uses decreases; therefore, coupon codes are single-use per person.
- If you or your guest use the coupon code once and experience a problem, please contact Sponsor Registration Support at [ccr-support@icf-nt.com](mailto:ccr-support@icf-nt.com).

## 2 Second, ask your guests to register themselves.

Use the **Guest Email Template** below to help create a personalized message for your guests. Before distributing the single-use prepaid code, we highly recommend that you invite and confirm your guests' availability.

### Guest Email Template

**Subject:** Celebrate Coaching 2022 - Registration Instructions & Register

*[Sponsor, delete this line and insert your personal opening message.]*

Your coupon code is [code].

Registration Instructions & Registration Link: [Click Here](#)

*[Sponsor, delete this line and insert your personal closing message.]*

Celebrate Coaching 2022 - October 14, 8:30 a.m. - Noon Central Time

Your Name

### SPONSORS:

*Copy and paste this template below into an email to your guest, then add a personal message and the coupon code provided in your Welcome Email.*