3 easy steps to using the CMS Prospect Tool

CMS Prospect Tool Guide 2009

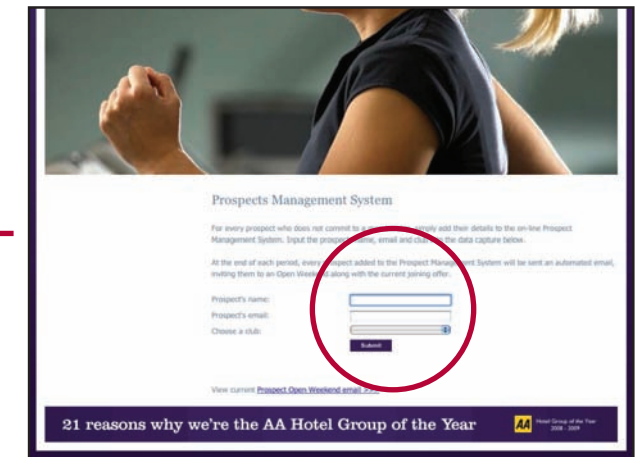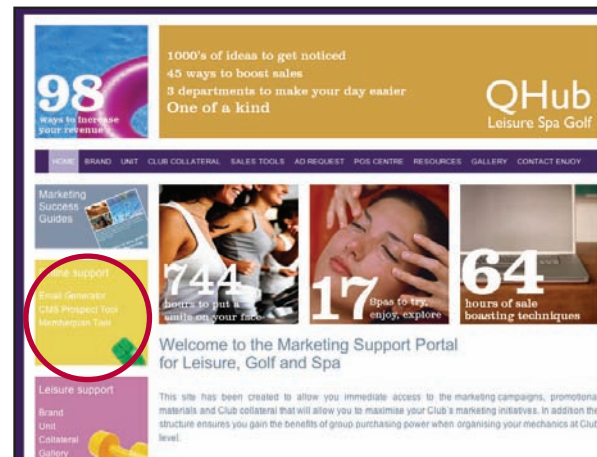# Guide to using the CMS Prospect Tool

Step One

Log on to the QHUB www.yourdraftportal.co.uk
Username: Qleisure
Password: QHL1999

Step Two

On the home page you will see
the yellow box headed Online Support,
click on the CMS Prospect Tool, this
will take you through to the prospect
management system.

Step Three

Simply enter the details of every prospect
who has not joined the club into the data
collection sections. Once you have entered
the Prospect's name, Prospect's email and
club, click on submit – job done! At the end
of each period, every prospect added to the
prospect management system will receive
an email inviting them to attend an Open
Weekend. View the email by clicking on
the link.