**Responding to Initial Evaluation – Sending Challengers Macros**

Now that you have created your challenger’s macros, you must respond to their initial evaluation email.

**Step 1:** Open the challenger’s initial evaluation and the *Initial Evaluation Key*.

**Step 2:** Copy the initial evaluation response template in the *Coaching Playbook* (pages 28-29) and paste it into the body of a NEW email to respond to your challenger.

**Step 3:** Edit any **RED** text to personalize your email (pages 2-3).

* If a challenger selected a health condition on their initial evaluation that is **RED, PURPLE,** or~~STRIKETHROUGH~~on the *Initial Evaluation Key***,** you must follow the instructions on the corresponding protocol, which can be found on the coaches’ website under the section labeled “Calculators and Protocols.”

For your convenience, all protocols are organized under the calculator you must use.

* Copy the verbiage provided for you in the protocol labeled, “Please send the following information to your challenger,” and paste it into the section of your initial evaluation response email labeled, “(Address special conditions protocol if it applies to your challenger).”

**Step 4:** Attach the challenger’s phase 1 and phase 2 macros to the email. Send.

**Initial Evaluation Response Template**

**\*Attach phase 1 and phase 2 macros**

Hi **(name)**,

This is **(insert coach name),** and I will be your personal coach for the 8-Week Fit Body Transformation Challenge!

I am beyond excited to begin working with you and helping you reach your health and fitness goals. Beginning next week, every Wednesday, I will be checking in with you, through the app, and making sure you are on track and to provide any support you need to succeed.

But for this week, I want to connect with you on your goals and get you the materials you will need to kick off the Challenge right.

**(Address specific goals, questions, and concerns they identified on their initial evaluation form.)**

**(Address special conditions protocol IF it applies to your challenger.)**

Attached to this email, you’ll find your phase 1 and phase 2 macros.

For now, only focus on your phase 1 macros, which you will follow in weeks 1, and 2.

We recommend printing off your phase 1 macros and bringing them with you to orientation. The game plan for your phase 1 macros is located on the challenge website (launching Jan 6th).

Don’t worry! We will explain everything you need to know at orientation, and we promise you’ll leave orientation, feeling confident to take on this 8-Week Fit Body Transformation Challenge!

Please do not hesitate to reach out with any questions you may have.

I look forward to helping you along this journey. I will be with you every step of the way to ensure that you’re as successful as I know you can and WILL be!

**(sign off)**

P.S. Please save this email where you can easily access your phase 1 and phase 2 macros.