Responsibilities of the Team Leader:

1. Set Up Your Team
   a. Register your team with Russ Paley’s National Fast Track
      i. You must organize a team comprised of 5, 6, 7, or 8 participants (including yourself). You do this by going to \( \text{www.russpaleyfasttrack.com} \) (Username: fasttrack, Passcode: success). Follow the instructions on the website. Each participant contributes $20 to be on the team. All of the money is pooled together and all the teams compete for over $6,000 in prizes. As the team leader, you pay Russ Paley for your team, and the participants pay you. You can have them send you a check, or have them PayPal the money to you.
      ii. Once you’ve registered your team, send Russ Paley an email to \( \text{RussNRole@aol.com} \) with the following information:
         1. All participants full names and email addresses
      iii. Once you get the call in details for “Russ Paley’s National Fast Track”, send the info to the participants on your team. They should receive this information directly, but it’s a good idea to make sure they have it.
   b. Register your team with our TimeAndFreedom Team Fast Track
      i. You MUST be registered with Russ Paley’s National Fast Track to participate in our TimeAndFreedomTeam Fast Track. There is no cost to register for the TimeAndFreedomTeam Fast Track. Registering for Russ Paley’s National Fast Track, gets your team into our TimeAndFreedomTeam Fast Track.
      ii. Once you’ve registered your team with Russ Paley’s National Fast Track, go to the “TimeAndFreedom Team Fast Track Spreadsheet” and add the following information. (This must be done on the 1st of the month, AFTER 12:00pm EST. If it’s done before, it will be deleted with last month’s team information.)
         1. Team name, team leaders full name, all participants full names
            a. There are enough spots for 8 participants (which includes the team leader). DO NOT delete the rows of the spots you are not using.
               i. Ex: If you have only 5 participants, leave the spots for Participant 6, Participant 7 and Participant 8 on the sheet. Do not delete these rows; otherwise you will be deleting important formulas that track your team’s numbers.
         2. # of Team Participants (including the team leader). This must be filled in correctly in order for the calculation of your team’s average to be done.

2. Report Your Team’s Numbers Weekly
   a. Each week the participants on your Fast Track team will be sending you their “Daily Tracking Sheet” so you can report your team members. Make sure they have either
your email address or fax number to send it to you weekly by no later than Monday 
12:00 midnight EST.
b. Update your team’s numbers on the “TimeAndFreedomTeam Fast Track Spreadsheet” 
by no later than Tuesday at 12 noon EST. We need these numbers for the Tuesday 
Night Team Call, and any numbers reported after that will not be recognized. 
i. “Participants Totals”, “Total Team Points” and your “Team Average” will 
automatically be updated as you enter in the information below. You will be 
ONLY be updating the following information: 
1. # of personal enrollments for each participant 
2. # of personal directors for each participant 
ii. When it comes to the end of the month, you must update the 
“TimeAndFreedomTeam Fast Track Spreadsheet” by the 1st of the new month no 
later than 12:00pm EST, with the final numbers. We will be clearing the sheet at 
that time, to start the new month, and we need the final numbers to recognize 
the teams on the “TimeAndFreedomTeam Tuesday Night Call”.
c. Send your numbers to “Russ Paley’s National Fast Track” by no later than Tuesday at 12 
noon EST. He needs these numbers for the “Tuesday Night Fast Track Call”, and any 
numbers reported after that will not be recognized. 
i. Email PaleyFastTrack@yahoo.com your team stats and include the following: 
1. First and last names of each participant 
2. # of personal enrollments for each participant (month to date) 
3. # of personal directors for each participant (month to date) 
4. Total team points (month to date) 
   a. Each participant’s personal enrollments are worth 1 point each 
   b. Each participant’s personal Directors are worth 3 points each 
5. Team average 
   a. You can find this on the “TimeAndFreedomTeam Fast Track 
      Spreadsheet”. It’s already been calculated for you. 
d. If you want to keep track of who on your team is sending you the “Daily Tracking Sheet”, 
paid for Fast Track, attended your “Fast Track Team Pre-Call” (explained below), and 
attended the Tuesday night calls (explained below)... you can use the “Fast Track Team 
Tracking Sheet”.

3. Run A “Pre-Call” With Your Fast Track Team 
a. This call is for your personal Fast Track team. If possible, the call should be held at 
8:45PM EST on Tuesday evenings. You can get your own free conference line at 
www.FreeConferenceCalling.com 
b. Things to discuss on this call 
   i. Congratulate each person for the job they did 
   ii. Highlight the top enroller and top director developer 
   iii. Remind them to be on the Tuesday Night Team Call at 9:00pm EST and the 
Tuesday Night National Fast Track Call at 10:00pm EST
4. **Weekly Team Call**
   a. Call into our “**Tuesday Night Team Call**” at 9:00pm EST
      i. Call into the conference line: 213-226-0400, Access Code: 675274#
      ii. Enter the guest speaker code: 88*77419
      iii. Each team leader will recognize their personal Fast Track team at the beginning of each team call. Your team will be called by name to report your numbers.
         1. Please mute your line until you are called to speak (*4)

5. **National Fast Track Call**
   a. Call into “**Russ Paley’s National Fast Track Call**” on Tuesday’s at 10:00pm EST. You will be given the call in details when you register your team at the beginning of each month by Russ Paley.

**Responsibilities of the Participants:**

1. **Get Set Up On A Team**
   a. You must join a team on “**Russ Paley’s National Fast Track**”, which is comprised of 5, 6, 7, or 8 participants, to participate in our “**TimeAndFreedomTeam Fast Track**”. To register for “**Russ Paley’s National Fast Track**”, each participant contributes $20 to be on the team. All of the money is pooled together and all the teams compete for over $6,000 in prizes. Once you’re registered for “**Russ Paley’s National Fast Track**”, you’re registered for the “**TimeAndFreedomTeam Fast Track**” at no additional cost.
      i. Your team leader will pay Russ Paley for your team, and you as one of the participants, will be paying your team leader. You can have them send a check, or PayPal the money to them.

2. **Report Your Numbers Weekly**
   a. Email your team leader the following stats by no later than Monday 12:00 midnight EST
      i. You will be sending them your “**Daily Tracking Sheet**”. Your team leader should have given you their email/fax information to send it to them. Make sure to fill out the Fast Track section as well in the top right-hand corner of the “**Daily Tracking Sheet**”.
         1. It is important you report these numbers on time, and accurately, so your team leader has time to send in the final numbers to be recognized on our “**Tuesday Night Team Call**” and “**Russ Paley’s National Fast Track Call**”.

3. **Attend Your Fast Track Team’s “Pre-Call”**
   a. This call is for your personal Fast Track team. Your team leader will tell you when this call will take place. Most likely it will happen at 8:45PM EST. Your team leader will give you the conference call details for this call.

4. **Weekly Team Call**
   a. Call into our “**Tuesday Night Team Call**” at 9:00pm EST
      i. Call into the conference line: 213-226-0400, Access Code: 675274#
ii. Your team leader will be recognizing your Fast Track team’s results during the “Pre Fast Track” segment of the call.

5. National Fast Track Call
   a. Call into “Russ Paley’s National Fast Track Call” on Tuesday’s at 10:00pm EST. You will receive an email from Russ Paley with the call in details once your team is registered. If you don’t receive an email with the details, contact your team leader.