



Mastermind Manual - Signing Up

Welcome to Mastermind Lounge!

As a new Mastermind, we're sure you're eager to get set up and running. Here's how to get started.

First, open your browser. Chrome, Safari, Firefox, Opera; they all work.

Next, go to <https://MastermindLounge.com/>.

Across the top, you'll see some menu choices:

[Home](#) [About ML](#) ▼ [Find Your Mastermind](#) ▼ [Join ML](#) ▼ [ML User Guide](#)

Point to **Join ML**, and you'll see a drop-down menu:

[Join ML](#) ▼ [ML User Guide](#)

As a Professional or Mastermind
As a Learner or Fan
Register as a teacher or Professional

Click on **Register as a teacher or Professional**:

[Join ML](#) ▼ [ML User Guide](#)

As a Professional or Mastermind
As a Learner or Fan
Register as a teacher or Professional

On the **Teacher Sign Up** page, enter your email address, and set, then confirm, a password:

Mastermind Sign Up

Email Address* 

Password*  

Confirm Password*  

[Create an account](#)

[Register as a user?](#)

On the next page, enter the verification code we send you via email. **Be sure to check your spam/junk folders, just in case!**

Verify your Account

Verification code sent to your email



Verification code - We have sent a verification code to the email address you mentioned while signing up.

Verification Code*

If you have not received it in your inbox, please check your spam / junk folder or click resend to receive another code [Resend](#)

Submit

Once you enter the code, you'll be verified, and brought to the login page:

Log In to Your Account

Email ID*



Password*



Remember me

[Forgot password?](#)

Login

Log in using the email address you used to sign up.

If you are on a **private** computer, you can check **Remember me**, but *never* use that on a computer that anyone else may sign in to.

Any time you forget your password, just fill in the email address you used to sign up, and a link will be sent to that email address to change the password.

On the next page, fill in the form with the information. The first two fields are required. **Of course, if you want to get paid, we'll need your PayPal information as well.**

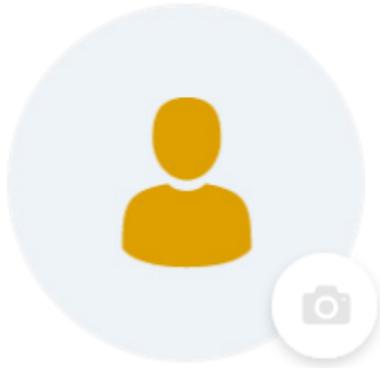
It is also very important that you choose your correct timezone. Otherwise, setups and reminders for your classes will be incorrect.

Personal Info

| | |
|------------------------|--------------------|
| Full Name* | Username* |
| Job Title | |
| Company / Academy Name | |
| Paypal ID/Email | |
| Choose your timezone | Choose your timezo |
| Select your state ▼ | Select your city ▼ |

Of course, you should also have a profile picture (depending on the size of your screen, you may have to scroll down to see it:

Update your profile picture



Just click on the little camera icon, select a picture from your computer, and save it. Make sure it's a clean, sharp image. Headshots are best.

Click **Next**.

You may have to scroll down to see the **Next** button, depending on how big your screen is. Note that there are several pages to be filled out to complete your profile. We're already on page **3**:

- ✓ Signup
- ✓ Personal Info
- 3** **Headline & Biography**
- 4 Category
- 5 Share profile

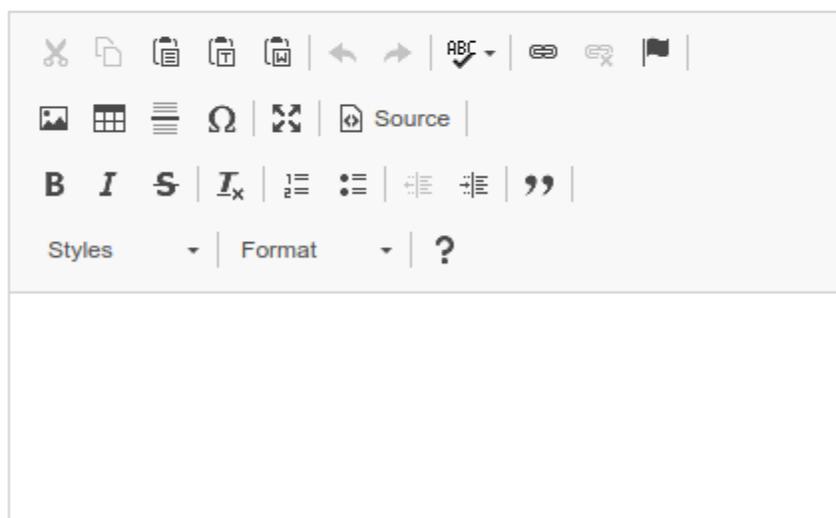
In **Headline & Biography**, add a headline about yourself (e.g. - your title, your profession, or just a short description of yourself). The biography section is for longer, more in-depth information about yourself and why you'd make a good Mastermind. This is the section that first draws students to you. Don't worry - you can always add to or change this later.

Headline & Biography

Profile updated successfully ×

Headline*

Biography



A rich text editor interface for the biography section. The toolbar includes icons for: cut, copy, paste, undo, redo, text color, link, unlink, list, link, source, bold, italic, strikethrough, subscript, bulleted list, numbered list, indent, outdent, and quote. Below the toolbar are dropdown menus for 'Styles' and 'Format', and a question mark icon. The text area below is empty.

Again, you may have to scroll down to hit **Next**.

On the next screen, you'll be presented with a number of available categories. Pick yours with care; it's one of the main ways Students will find you. Pick as many as you like, and hit **Next**.

Category

Profile updated successfully



Business



Sports



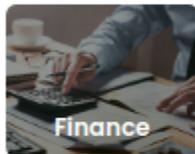
Technology



General Management



Leadership



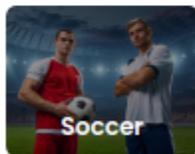
Finance



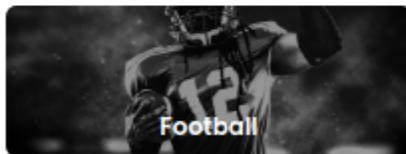
Australian rules football



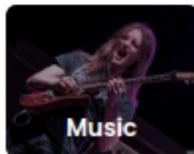
Ice Hockey



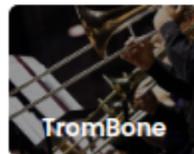
Soccer



Football



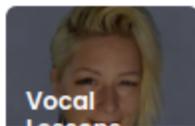
Music



TromBone



Cover page



Vocal Lessons



Cello

Almost done!

On this next screen, you can see your personal Mastermind link. Feel free to copy it, and share it everywhere! Click **Finish**.

Share Profile



Your Profile is ready!

<https://mastermindlounge.com/ma>



Share on social platforms

Your Dashboard

Once sign-up is complete, you'll be taken to your personal Dashboard. How to manage your Dashboard, and how to setup your Availability and classes, are handled in a separate document: **Setting Up Classes**.