



# Mastermind Checklist

## Welcome to Mastermind Lounge!

We're honored to have you as one of our Masterminds. To help make your sign-up process as easy as possible, here's a checklist of the things you'll need to have ready when you sign up. See next page for equipment to get online.

- **Access to email**
  - When you sign up, we'll be sending you a verification code; you'll access that code via email
- **Personal Info (*all fields are required*)**
  - Full Name
  - Username
    - This can be as simple as your full name, or the name by which everyone knows you
  - Job Title
  - Company/Academy name
  - PayPal ID
    - You want to get paid, right?
  - Your timezone
    - Because Mastermind Lounge is a world-wide system, making sure you're in the right timezone means you and your Students will have no trouble connecting at the right time
  - Your city & state
  - Your profile picture
    - Something large and high-resolution is better than a small, blurry picture - max size is 1M
- **Headline & Biography**
  - Your headline should be a short description
    - Title, profession, or some tidbit
  - Your biography should be longer, and more in-depth
- **Category**
  - Pick the category under which people will be most likely to find you; you may pick more than one
- **Availability**
  - This is when you will be available to offer sessions
    - e.g. - every Tuesday between 10 AM (10:00) and 2 PM (14:00)
- **Session Info**
  - Each session you offer will need:
    - Lesson Name
    - Maximum number of people per session
    - Category
    - Price for this session
    - Session Length
    - Description

Remember, you can change any of the above items at any time. Also, check out our Mastermind Manual for a step-by-step guide to joining Mastermind Lounge.

## Equipment Needed for Teaching

- **Internet Connection**
  - A *high-speed* Internet connection is a basic requirement
  - For one-on-one sessions, 3-5Mbps is okay, but not great
  - For group sessions, 10Mbps or more is a requirement
    - The more people on video, the more bandwidth you'll need
  - Please note that you have no control over anybody else's Internet speed; if they freeze or drop out (*or think you do*), there isn't anything you can do about that
- **Computing Device**
  - Windows, Macintosh, Linux, Chromebook, tablet, or phone
- **Web Browser**
  - Chrome or Firefox work best; Safari can have some issues on some systems
- **Speakers & Microphone**
  - A headset with a microphone will give you the best sound quality
  - High-end earbuds will give you the next best quality
  - Relying on external speakers/microphone can be problematic in many environments
- **Lighting**
  - Make sure that your Students can see you clearly, particularly if you're demonstrating something like guitar fingering
- **Ambient Noise**
  - A quiet environment is best