

# GrowthZone - Sales Funnel Initial Setup



# Overview

## Overview of Sales Funnel Module

## Initial Setup

- Sales Sources
- Sales Stages
- Sales Opportunity Status Reasons
- Auto-Reminders
- Time-line Items

## Setting up your Sales Proposal Template

The GrowthZone Sales Funnel management tool empowers you to monetize and track sales opportunities such as memberships, sponsorships, and subscriptions; track by progress, probability, sales stage, and lead source.


# Sales Funnel Value...

- ✓ Enables tracking of successes and setbacks at any point
- ✓ Provides an understanding of the conversion rate at every stage
- ✓ Offers an analysis of final sales data
- ✓ Improves forecasting accuracy
- ✓ Allows for effective decision-making regarding cashflow, budgeting, etc.
- ✓ Helps estimate customer acquisition costs
- ✓ Identifies the most profitable customer acquisition methods
- ✓ Results in higher profit margins

All the data related to your sales opportunities is tracked in the database, and you will easily be able to report on that information for better planning and forecasting

Results: 4


Contact Name ↕	Default Email ↕	Default Phone ↕	Sales Person ↕	Estimated Close Date ↕	One Time Value ↕	Recurring Value ↕	Total Value ↕	Status ↕	Reason ↕	Stage ↕	Disposition ↕	Timeline ↕	Timeline Date ↕
Navin's General Store	genstore@mailinator.com	218-987-2345	Cheri Petterson	1/6/2021	\$50.00	\$400.00	\$450.00	Active		Initial Contact		Initial Contact	12/31/2020
Reeves Insurance Agency	reeves@mailinator.com	218-876-8765	Cheri Petterson	1/13/2021	\$50.00	\$800.00	\$850.00	Active		Initial Contact		Initial Contact	12/31/2020
The Chocolate Shoppe	emilyh@mailinator.com		Joan Anderson	1/19/2021	\$0.00	\$500.00	\$500.00	Active		Initial Contact		Initial Contact	12/31/2020
Valmar Realty	valmar@mailinator.com	(218) 123-9876	Cheri Petterson	1/15/2021	\$50.00	\$700.00	\$750.00	Active		Initial Contact	Hot	Initial Contact	12/30/2020
					\$150.00	\$2,400.00	\$2,550.00						
Count 4													



For Example: By tracking estimated close dates and recurring revenue, you generate the Sales Funnel report, by month, and use the data for budgeting and forecasting

Results: 4

Contact Name ↕	Default Email ↕	Default Phone ↕	Sales Person ↕	Estimated Close Date ↕	One Time Value ↕	Recurring Value ↕	Total Value ↕	Status ↕	Reason ↕	Stage ↕	Disposition ↕	Timeline ↕	Timeline Date ↕
Navin's General Store	genstore@mailinator.com	218-987-2345	Cheri Petterson	1/6/2021	\$50.00	\$400.00	\$450.00	Active		Initial Contact		Initial Contact	12/31/2020
Reeves Insurance Agency	reeves@mailinator.com	218-876-8765	Cheri Petterson	1/13/2021	\$50.00	\$800.00	\$850.00	Active		Initial Contact		Initial Contact	12/31/2020
The Chocolate Shoppe	emilyh@mailinator.com		Joan Anderson	1/19/2021	\$0.00	\$500.00	\$500.00	Active		Initial Contact		Initial Contact	12/31/2020
Valmar Realty	valmar@mailinator.com	(218) 123-9876	Cheri Petterson	1/15/2021	\$50.00	\$700.00	\$750.00	Active		Initial Contact	Hot	Initial Contact	12/30/2020
					\$150.00	\$2,400.00	\$2,550.00						
Count 4													



# What information do you wish to track...

**Sales Source:** How did you learn of this opportunity, what avenues are working best for you? Email Campaign, Cold Call, Trade Show?

**Sales Category:** Organize your sales opportunities. For Example: New Membership, Membership Upgrade, etc.

**Sales Stages:** Allows you to track where you are at (or should be!) in your sales efforts


**Recurring Revenue/One-time revenue:** What is expected revenue if you make the sale?


**Disposition:** What is the likelihood of making the sale?

**Salesperson:** Which of your sales personnel are excelling and which may need assistance

**Additional Custom Fields?**

# What information do you wish to track...



**Valmar Realty**   
[Non-Member] [Account Number]

Profile | **Info** | Proposals | Timeline | Communication | Tasks | Files | Activity

**Sales Person**  
Cheri Petterson

**Category**  
Membership

**Sales Status**  
Active

**Sales Stage**  
Initial Contact

**Sales Disposition**  
Hot

**One-Time Revenue**  
50

**Annual Recurring Revenue**  
700

**Estimated Close Date**  
1/15/2021

**Probability**  
96

**Created Date**  
12/30/2020

**Status Reason**  
-- Select a Status Reason --

**Sales Source**  
Email Campaign

**Won/Lost Date**

**Annual Revenue**

**Number of Employees**

**Save**

**Actions**

**Edit Custom Fields**

**2 ?**



**Sales Sources** are used to track how you learned of the opportunity. Examples of Sales Sources might include referral, trade-show, walk-in and so on.

You can associate your sales sources to opportunities to help you understand where your opportunities are coming from, and if you win you can look back to see what sales source it came from.

[Learn More! Setup Sales Sources](#)

**Sales stages** allow you to identify the level of engagement a prospect has had with your sales team

You may define sales stages that match your business processes. Examples of stage may include hot, warm, cold and so on. You may customize these to meet your needs

[Learn More! Setup Sales Stages](#)

# Sales Opportunity Status Reasons

**Sales Opportunity Status Reasons** allow you to identify why an opportunity may be stuck in a particular status

For Example, you may have a status called on-hold, and provide a reason such as “Expense” that tells you the cost of the sale may be too much

Learn More! [Setup Sales Opportunity Status Reasons](#)

An effective disposition process either reaches the prospect for qualifying, disqualifies them as an inappropriate prospect, or hands them back to marketing for ongoing nurturing until they're both qualified and ready to buy

For Example, an opportunity may just not be ready to sign on, so you may choose to “dispose” of it by categorizing it as “nurture” or the opportunity is ultimately not a good fit so you may wish to categorize it as “Non Member Opp”

Learn More! [Setup Sales Disposition](#)

# Sales Opportunity - Custom Fields

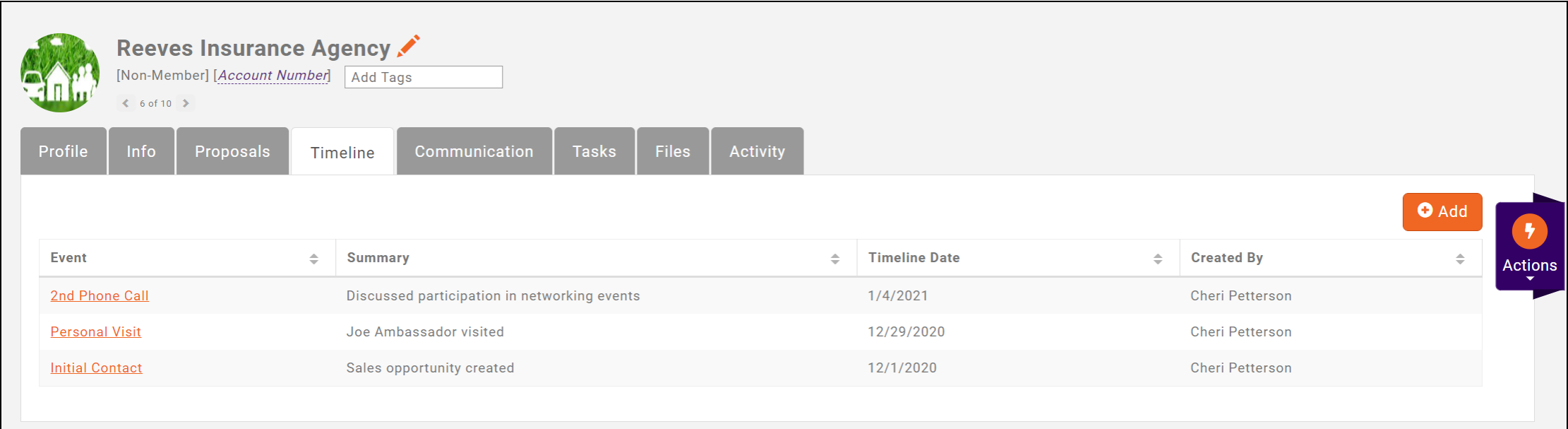
In addition to the standard Sales Funnel field, you can track as much additional information as needed through custom fields

For Example, tracking the industry to which your prospects (and members) belong can be useful data in how to focus your member recruitment efforts

Learn More! [Setup Custom Fields](#)

# Tracking Sales Activity – Timeline Items

Another thing you will be able to track for each of your opportunities is what activities have been performed towards this opportunity



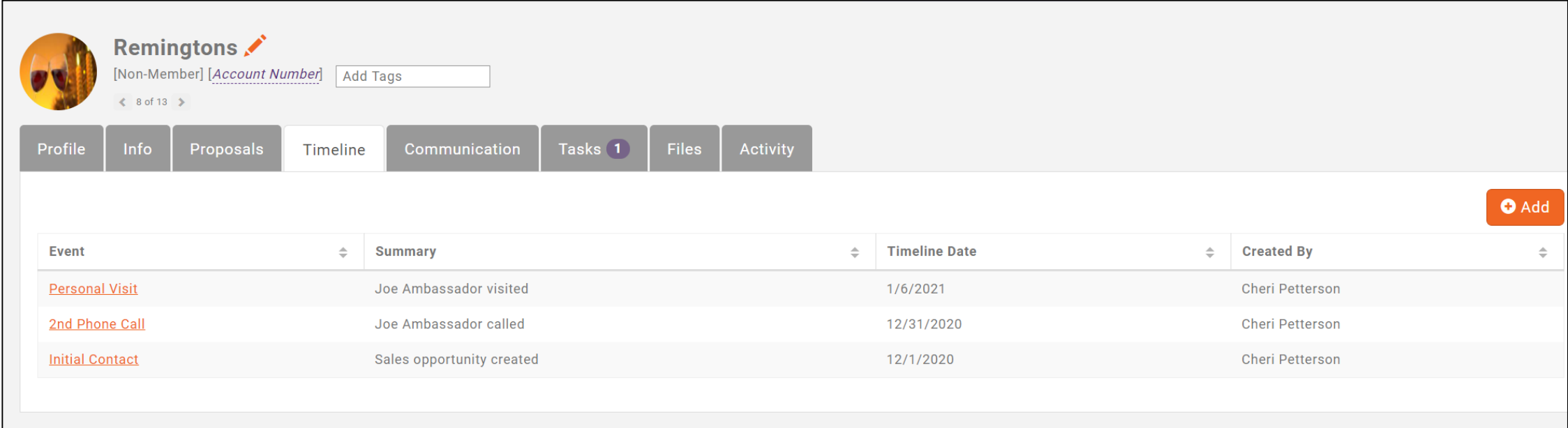
The screenshot shows the profile page for 'Reeves Insurance Agency' in the GrowthZone software. The profile is marked as '[Non-Member]' and includes an 'Add Tags' field. The 'Timeline' tab is selected, showing a list of activities. An 'Add' button is visible in the top right of the table area, and an 'Actions' menu is on the right side.

Event	Summary	Timeline Date	Created By
<a href="#">2nd Phone Call</a>	Discussed participation in networking events	1/4/2021	Cheri Petterson
<a href="#">Personal Visit</a>	Joe Ambassador visited	12/29/2020	Cheri Petterson
<a href="#">Initial Contact</a>	Sales opportunity created	12/1/2020	Cheri Petterson

# Tracking Sales Activity – Timeline Items

For each opportunity you can maintain a timeline of activities you have performed

This provides visibility into where you are at with an opportunity, but also importantly, as what point you were able to achieve sales and the length of time it took to achieve it



The screenshot shows a user profile for 'Remingtons' with a profile picture of wine glasses. The user is identified as '[Non-Member]' with an '[Account Number]' field and an 'Add Tags' button. Below the profile information is a navigation bar with tabs: Profile, Info, Proposals, Timeline (selected), Communication, Tasks (1), Files, and Activity. An orange '+ Add' button is located in the top right corner of the timeline section. The timeline itself is a table with four columns: Event, Summary, Timeline Date, and Created By. It contains three entries: 'Personal Visit' (1/6/2021), '2nd Phone Call' (12/31/2020), and 'Initial Contact' (12/1/2020), all created by 'Cheri Petterson'.

Event	Summary	Timeline Date	Created By
<a href="#">Personal Visit</a>	Joe Ambassador visited	1/6/2021	Cheri Petterson
<a href="#">2nd Phone Call</a>	Joe Ambassador called	12/31/2020	Cheri Petterson
<a href="#">Initial Contact</a>	Sales opportunity created	12/1/2020	Cheri Petterson

If you have clear expectations of the various activities that must be performed towards each opportunity, you can pre-emptively create those timeline items, or they may be created “on the fly” as needed

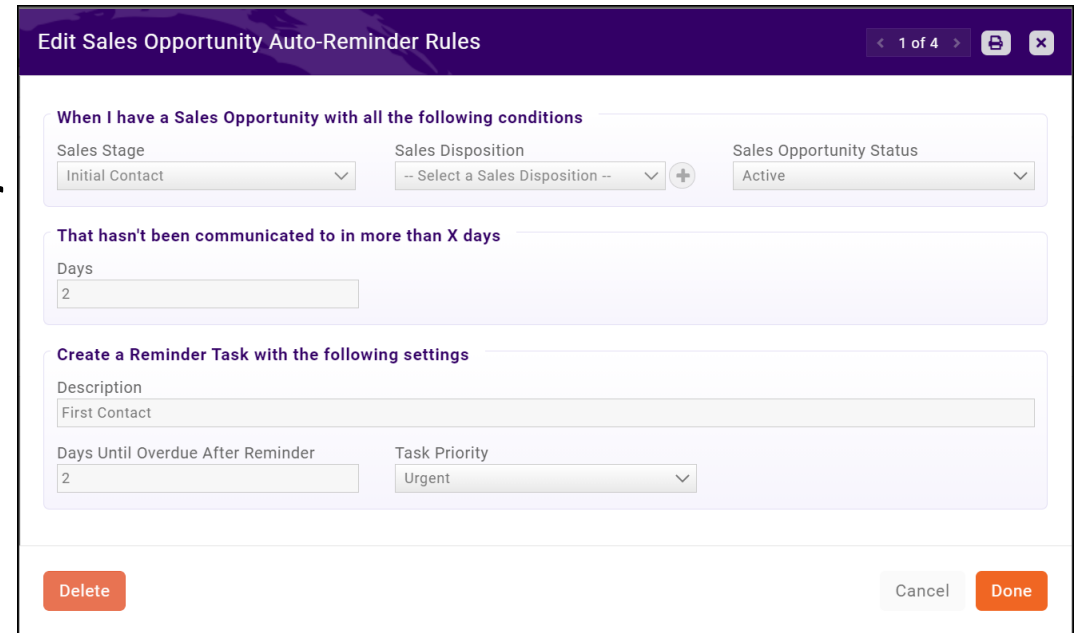
Timeline items may include when this first became an opportunity, when a personal visit has been made or event when you sent the proposal

Learn More! [Setup Timeline Items](#)



# Stay in touch with your opportunities!

On average it takes 8 touches to get through and generate a conversion. And you will want to ensure that your sales team is reaching out frequently



The screenshot shows a web interface for editing auto-reminder rules. The title bar reads "Edit Sales Opportunity Auto-Reminder Rules" with a "1 of 4" indicator and close buttons. The main content is organized into three sections:

- When I have a Sales Opportunity with all the following conditions:**
  - Sales Stage: Initial Contact (dropdown)
  - Sales Disposition: -- Select a Sales Disposition -- (dropdown)
  - Sales Opportunity Status: Active (dropdown)
- That hasn't been communicated to in more than X days:**
  - Days: 2 (input field)
- Create a Reminder Task with the following settings:**
  - Description: First Contact (text area)
  - Days Until Overdue After Reminder: 2 (input field)
  - Task Priority: Urgent (dropdown)

At the bottom, there are three buttons: "Delete" (orange), "Cancel" (grey), and "Done" (orange).

# Sales Opportunity Auto-Reminders

Using the Auto-reminder functionality, rules may be setup to notify staff of opportunities to which there has been no communication in a certain number of days

Learn More! [Setup Auto-Reminders](#)

# Create a Sales Proposal Template

Your sales proposal outlines products and/or services to a prospective member.

In your proposal you should re-enforce that the buyer has made the right decision and detail the benefits of their purchase. While you may have already clinched the sale, a well written sales proposal shows your commitment and professionalism

Learn More! [Create Sales Proposal Template](#)

Questions?

