# Weekly Management Check-In

This article provides instructions for launching the Weekly Management Check-In campaign that you can download for free from the Infusionsoft Marketplace.

This campaign sends a weekly reminder email asking for an employee's top contributions in the past week which they submit through a simple web form.

Step-by-Step Instructions

1. Download the Weekly Management Check-In campaign from the Marketplace

2. Assign the Fulfillment Lists

   The only setup step is to choose which users gets the two weekly reports on who did and didn't check in.

   1. Double click on the Weekly Check-In Emails sequence.
   2. Double click on the Employees That Didn't Check-In fulfillment step.
   3. In the Email Options section at the bottom of the page, select a user to receive the report using the To drop-down; this should be the people leader that needs to get these weekly reports.
   4. In the upper right of the page, click Draft to change the fulfillment list to the Ready status.
   5. Click on Back to Sequence in the upper left of the page.
   6. In the upper right of the page, click Draft to mark the sequence itself as Ready.
   7. Click Back to Campaign in the upper left of the page.
   8. Double click on the Send Weekly Report & Reset sequence.
   9. Double click on the Employees Check-In Report fulfillment step.
   10. Repeat steps 3 through 7

3. Publish the CAMPAIGN

   All items on this campaign by now should look light green/greyed out (just like the ADMIN - Add to Weekly Check-In goal). This means we can safely Publish the campaign so it can be used.

   1. Click the Publish button in the upper right
   2. Click the Publish button at the bottom of the checklist that displays to publish the campaign

4. Add Your Employees to the Weekly Check-In

It is easy to add employees to this campaign! Simply submit the "ADMIN - Add to Weekly Check-In" internal form according to method in the linked article.