

Burble Time 

# COACHING MANUAL

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## *Our Mission*

Burple Time supports the coaching industry as a platform to connect top-rated coaches with eager clients seeking a flexible, supplemental coaching experiences.

We secure 1 hour video-chat sessions from companies by providing access to our database of coaches and use of our platform. We offer this interface to coaches for free, in exchange for a lower rate to our business clients. This allows Burble Time to make coaching accessible to everyone on an individual level.

### *We make it easy*

We find the clients and provide the interface for you to schedule supplemental sessions

Our platform adds credibility to support your coaching brand

We track your hours, provide feedback and handle the sales - you focus on coaching

### *We're committed to the coaching industry*

We've structured our platform with your needs in mind - rating systems and feedback loops are provided to develop your coaching

We create an ecosystem of client and coaching interaction to support the important work you do

We will make coaching and personal growth available to everyone and are looking for partners who believe in this mission



## How Does it Work?

The screenshot shows the Burble Time Coach Dashboard. At the top, there is a navigation bar with links for DASHBOARD, CALENDAR, PROFILE, ARTICLES & TIPS, and SETTINGS. A 'Logout Coach' button is also present. The main content area is divided into several sections:

- Welcome Burble Time Coach:** A central message with a 'Balance \$8.46 Payment Request' box.
- Total Contract:** A green box showing '0'.
- Request Pending:** A grey box showing '0'.
- UPCOMING APPOINTMENTS:** A grey box with a 'VIEW CALENDAR' button.
- Store:** A section containing a 'Company Performance' chart (currently showing 'No Data') and a 'Coaching Earning' line.
- Active Contract:** A table with columns for Name, Duration Hrs, Used mins, Remaning mins, Action, and Call. The table currently displays 'No Active Contract Found.'
- Profile Section:** A sidebar on the left showing a coach's profile picture, name 'Burble Time Coach Demo', a 70% completion indicator, and quick links for FAQ, Support, and Set up Specialization.

1. Sign in **as a coach** and create a profile
2. Select your coaching availability under the “Account Settings” tab
3. When clients request an appointment from you (yay!) it will show as a pending contract
4. Accept the contract and pay rate to confirm
5. Use your dashboard to start the call during your appointed session time within our platform



## Commonly Asked Questions

### *How am I marketed?*

You develop a profile and sell yourself within our platform. We encourage you to be clear on your approach to coaching and what clients will take away from each session in your bio page. You may suggest a certain number of sessions if that benefits your coaching style but keep in mind companies will determine the number of sessions available for each employee on a monthly basis.

### *How am I rated?*

After a session closes, both coach and client rate each other to provide qualitative and quantitative feedback. We require all coaches maintain a 4 star rating (out of 5) to stay active on the platform. We offer training and re-structuring support to help you secure access to Burble Time clients.

### *How long are the sessions?*

It is up to each coach to manage how they work with their clients but we do request that you allow them one hour of video chat. Our platform also integrates messaging to facilitate further communication.

### *Who is paying for the sessions?*

Burple Time secures corporate clients in exchange for your discounted service rate. We ask that you respect that this is a corporate payment and refrain from up-selling personal products as clients may not have personal income to cover additional support expenses.

### *How is payment handled?*

We pay monthly on or by the 3rd of the month unless it falls on a holiday. We offer direct deposit.

### *How much do I make per session?*

In exchange for sales support and free use of our platform for personal clients, we offer a flat payment of \$30 per session. While you can schedule as many clients as you are comfortable taking on, Burble Time is designed to be used as a supplemental income source and support the work you're currently doing.

### *I have feedback about a feature - who do I tell?*

Hooray! We are currently in a beta testing phase and want your input and feedback so we can design a platform that truly serves your needs. We are committed to updating and growing along with the coaching industry. Email [support@burbletime.com](mailto:support@burbletime.com) to share your perspective!