teamraderie

Steps a Program Manager must take when launching their Team-Level Innovative Culture Program:

1. You’ll receive an email from Mikaela@teamraderie.com with a link to log in or activate your account.
2. Activate your account or log in using the link and open your program dashboard.
3. Click **Add Team**.
4. Enter:
   a. Team name
   b. Manager or EA (if available) to manage the team (or assign yourself)
   c. 2–3 sentences explaining why the team was selected
5. Click **Submit**.
6. Click the yellow **Add Team** button to open the team dashboard.
7. Click the yellow **Add Team Members** button.
   a. Upload via **CSV** (use the provided template) or add members individually.
   b. Required fields: First name, Last name, Email.
8. Click the gray **Pre-survey** tab.
   a. When ready, click the yellow button to **send the Pre-survey** to the whole team.
9. Click the gray **Team Information** tab.
   a. Answer a few questions to provide the facilitator and Teamraderie with more information about the team.
10. Click **Go Back** (top left) to return to the dashboard.
11. Repeat these steps to add all teams and send all pre-surveys.
12. **What Happens Next?**
    a. The team completes the pre-program scan.
    b. Once completed (or after 3 weeks), results + recommendations are sent to the team lead.
    c. You or the team lead book the recommended experiences following the recommended sequence.
    d. The rest of the process is automated (team receives calendar invites to the experiences, day before reminder emails, post-experience resources emails, etc.)
    e. The 3 experiences take place with the goal of completing them by the end of December 2026.
    f. The team receives the post-program scan to measure results.
13. **Using the Dashboard Going Forward**
    a. Track each team’s progress from the dashboard.
    b. Click **View Team** (yellow button) to see:
       i. Who still needs to complete surveys
       ii. Results and recommendations
       iii. Booked experiences