

# PREPARE TO LAST

## Couple Checkup

[www.preparetolast.com](http://www.preparetolast.com)

Help Guide for Group Leaders

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### Creating Group Summary Reports

A unique feature of the Couple Checkup system is you can produce a group summary report on groups with 5 or more couples. The 5 couple minimum protects the privacy of any one couple in your group since the summary only reports average scores across the entire group, with no personally identifiable information. There is no extra cost involved for a leader to produce this summary.

- **Getting Started as a Group Leader**

1. Click on the **Group Leaders** tab at [www.preparetolast.com](http://www.preparetolast.com)
2. Click **Create an Account**
3. Once you have an Account number and Password established, you can **Login to your Account**.

- **Generating Group Summaries**

1. From the Group Leader page, Login to your account and click **Create a Group** to assign a number and group description for each of your group(s).
2. Give this Group Code to all of the couples in your group. (see form on page 2)  
There is a place for them to enter this code on the **View Results** page of the website once they have both completed their Checkup (If couples do not enter this number, they will not appear in your group summary).
3. Once 5 or more couples have taken their assessments and entered the group code, you will be able to generate a Group Summary by clicking on **Summary Reports** when logged in to your group account.
  - a. Select the group(s) for your report
  - b. You can specify a date range, or leave the date range blank.
  - c. Click Generate Report

- **Group Leader Section on Website**

1. Once you are logged into your Group Leader Account, you can also update your account information, update (change or delete) your groups, or create new groups.

- **Voucher Codes**

1. Voucher Codes are codes assigned by Life Innovations that act as payment for the Couple Checkup. These come pre-printed on the back of the PREPARE to Last Welcome Cards.
  2. If you have other questions about prepaid Voucher Codes, please call our customer service at (800) 331-1661.
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## Directions for couples taking the PREPARE to Last Couple Checkup

1. Go to [www.preparetolast.com](http://www.preparetolast.com)
2. Click **Get Started** to set up your Couple Account, or **Login** if you or your partner has already set up your Couple Account.
3. Creating your Couple Checkup Account (skip to #4 if your partner has already created a couple account and taken their portion of the Couple Checkup)
  - a. Create your own **Usernames** for you and your partner
  - b. Create your own **Account Password**
  - c. Review / Accept the **Terms and Conditions**
  - d. Enter **Payment** (one of the two options below)
    1. Prepaid Voucher Code or
    2. Credit Card Payment
  - e. **Save your Account Information** (for logging into your account)
    1. Print your account number and password
    2. Enter your email addresses so you can send account information to yourself and your partner
4. **Login** to your Account using your account number and password to complete your Couple Checkup
5. Once you have both finished you will be taken to a **View Results** webpage
  - a. Enter your **Group Code** if you have one (provided by leader)
  - b. Click **View Results** to open your report (must have Adobe Acrobat Reader Version 7 or newer to view your report)
  - c. Click **Adobe Acrobat Reader** to update your system if you have difficulty viewing your report.
  - d. **Email a copy of your report** to your pastor, counselor, marriage mentors, or group leader (optional).
  - e. Questions? Click the **Contact Us** link.

(Distribute directions page to couples as needed)

### Important Information for Couples

(Group Code provided by Leader)

- **Group Code:** \_\_\_\_\_ - \_\_\_\_\_ (If you are part of a group, enter Group Code when logged in on View Results page after you have both finished)

(White section filled in by couple)

- **Voucher Code:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Found on the back of your Welcome Card)
- **Couple Account #:** \_\_\_\_\_ (Assigned online as couple creates their Account)  
**Couple Account Password:** \_\_\_\_\_ (Created by couple when setting up their Account)