



Tracking Questionnaire

1. What would your organic rank be for the last 6 months excluding buy in from you, your upline or qualifying downline?

2. How many personal enrolments have you done in the last 6 months?

3. What is your monthly personal enrolment average over the last 12months?

4. How many people in your team have enrolled 10 people or more personally in their dōTERRA career?

5. What percentage of the global average for your organic rank has your commission (including fast start) been for the last 6 months?

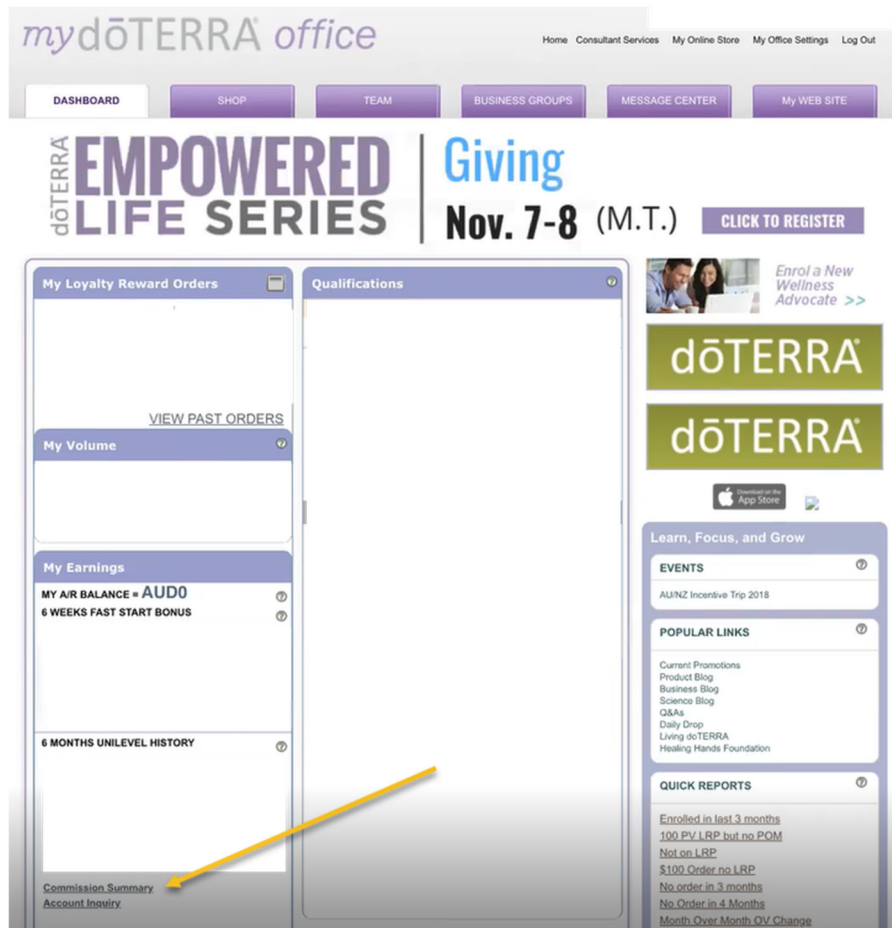
Note: Please use XE currency converter to change to USD so you can get an accurate comparison of your earnings compared to global averages which are published in USD in places like the Build Guide and dōTERRA annual earnings disclosures.

How to Use Your Back Office to Work this Out.

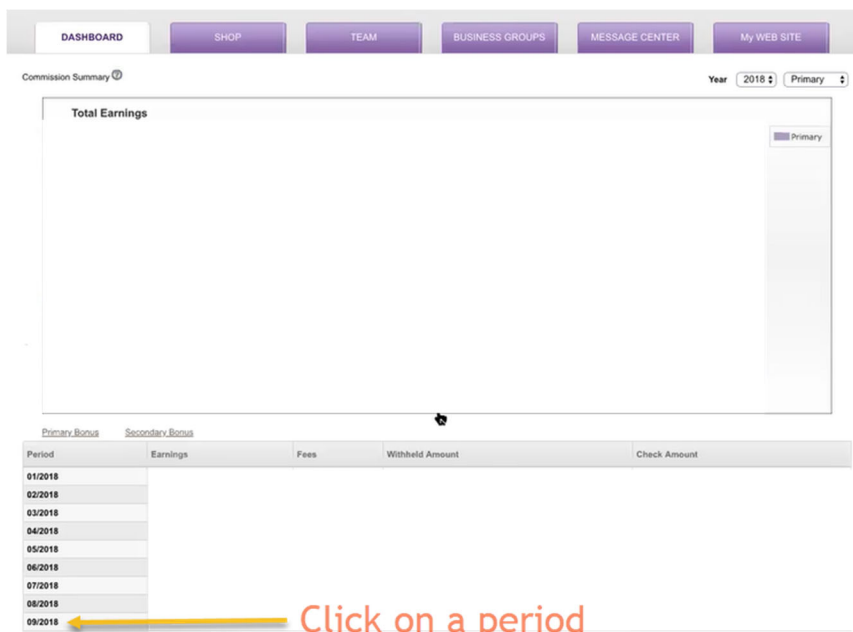
Question 1: What would your organic rank be for the last 6 months excluding buy in from you, your upline or qualifying downline?

What is your paid rank, without any buy-in?

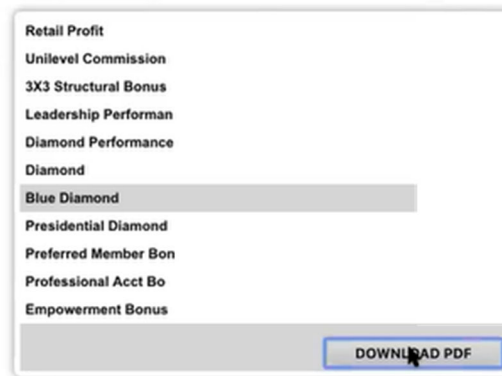
Go to your **Dashboard** and click on **Commission Summary**



Click on a **Period** to expand the data set.



Click **Download PDF**.



At the top of the report, it will show you the **Beginning Rank**, your **Paid Rank** and your **End Rank**.

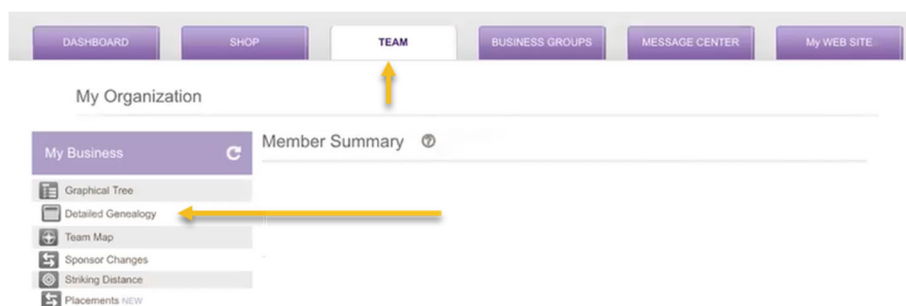
From your own records, you will need to identify any buy-in and adjust accordingly. It is a prudent function of your business to be recording this data on a spreadsheet month to month.

Do this process for each of the last 6 months (expand each month period for the last 6 months).



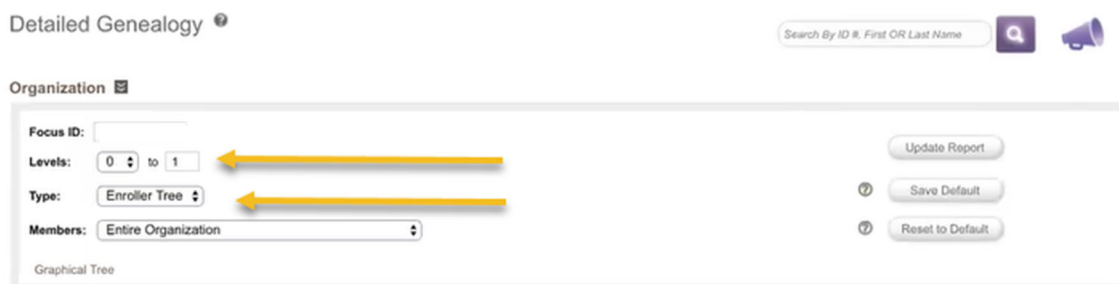
Question 2: How many personal enrolments have you done in the last 6 months?

Go to your **Team** tab then **Detailed Genealogy**.



It defaults to the Sponsor Tree, so change this to the **Enroller Tree**.

Change the Levels to 0 to 1 (will show 99, so change this number to 1). This will show the people YOU have enrolled. If you take it to level 2, that will show who the people are that you enrolled and who are the people that they enrolled. Therefore, you only want the report to go to level 1 to show the people YOU have enrolled.



Then select **Update Report**. This will now show all your personal enrolments that are in the system (minus any that have dropped off).

The generated report is in Enrolment Date order. You can sort the order by clicking the top field. Re-clicking the top of the column will sort the opposite way.

Follow the enrolment date back for the last 6 months and count them.

Levels	Name	Member ID	Enrolment Date	Sponsor ID	Enroller ID	Last Order Date	Member Type	Current Rank	Highest Rank	Next LRP Date	Next LRP PV	August 2018		September 2018		October 2018	
												OV	PV	OV	PV	OV	PV

Question 3: What is your monthly personal enrolment average over the last 12months?

As per Question 2, but go back 12 months ago, count them and divide by the number of months.

Question 4: How many people in your team have enrolled 10 people or more personally in their dōTERRA career?

Using the same **Detailed Genealogy** report, change the fields to **Sponsor Tree** and go from **levels 1 to 99**, then select **Update Report**.

Detailed Genealogy ⓘ

Search By ID #, First OR Last Name

Organization ⓘ

Focus ID:

Levels: 0 to 99

Type: Sponsor Tree

Members: Entire Organization

Graphical Tree

Update Report

Save Default

Reset to Default

You can play with the column structure of the report, if you don't have all the information in the report that you want.

Click on **Columns**.

DASHBOARD
SHOP
TEAM
BUSINESS GROUPS
MESSAGE CENTER
My WEB SITE

Detailed Genealogy ⓘ

Search By ID #, First OR Last Name

Organization ⓘ

Focus ID:

Levels: 0 to 99

Type: Sponsor Tree

Members: Entire Organization


Graphical Tree



Update Report


Save Default

Reset to Default

Columns ⓘ
Filters ⓘ

Detailed Genealogy 

Search By ID #, First OR Last Name  

Organization 

Focus ID: _____

Levels: 0 to 99

Type: Sponsor Tree


Members: Entire Organization

Graphical Tree

Update Report

Save Default

Reset to Default

Columns 

Available Columns

- WatchList
- Sponsor Name
- Enroller Name
- Phone
- Work
- Cell
- Address
- address_2
- Email
- City
- State
- PostalCode
- Country

Up

Down

All >>

>>

<<

All <<

Displayed Columns

- Levels
- Name
- Member ID
- Enrollment Date
- Sponsor ID
- Enroller ID
- LastOrderDate
- MemberType
- Current Rank
- Highest Rank
- NextLRPDate
- Next LRP PV
- August 2018
- September 2018
- October 2018


Up

Down

Update Report

Save Default


Reset to Default



Filters 


From the **Available Columns** section, select a field and click the >> button to move it to the **Displayed Columns** field. You can then order the fields.

Add **Sponsor Name** and move this field to under Sponsor ID.

Add **Enroller Name** and move this field to sit under the Enroller ID.

Detailed Genealogy 

Search By ID #, First OR Last Name  

Organization 

Focus ID: _____

Levels: 0 to 99

Type: Sponsor Tree


Members: Entire Organization

Graphical Tree

Update Report

Save Default

Reset to Default

Columns 

Available Columns

- WatchList
- Phone
- Work
- Cell
- Address
- address_2
- Email
- City
- State
- PostalCode
- Country

Up

Down

All >>

>>

<<

All <<

Displayed Columns

- Member ID
- Enrollment Date
- Sponsor ID
- Sponsor Name
- Enroller ID
- Enroller Name
- LastOrderDate
- MemberType
- Current Rank
- Highest Rank
- NextLRPDate
- Next LRP PV
- August 2018
- September 2018
- October 2018


Up

Down

Update Report

Save Default

Reset to Default

Filters 

Select **Update Report**.

Sort by Enroller ID (click on Enroller ID at the top of the report).

You can then manually count the number of enrolments per Enroller ID.

Once you've checked the first page, go to the next page and review the data, looking for Enroller IDs that have 10 or more entries.

Record both the number of enrolled and the Enroller ID

This process may take some hours if your tree is large.

Question 5: What percentage of the global average for your organic rank has your commission (including fast start) been for the last 6 months?

Go to **Dashboard**.

Commission Summary.

With the data on 2018 Primary (or whatever it is you are tracking): add up the last 6 months

Period	Earnings	Fees	Withheld Amount	Check Amount
01/2018		0.00		
02/2018		0.00		
03/2018		0.00		
04/2018		0.00		
05/2018		0.00		
06/2018		0.00		
07/2018		0.00		
08/2018		0.00		
09/2018		0.00		

Switch to Secondary bonus and again add up the last 26 weeks to give you 6 months of data.

Annualise this by multiplying both the primary and secondary figures by 2.

Go to doTERRA's Opportunity and Earnings Disclosure

2017: <https://media.doterra.com/us/en/flyers/opportunity-and-earning-disclosure-summary.pdf>

Rank	Average Annual Earnings	Percentage of Leaders	Leaders 3 Year Average Annual Increase
Silver	\$27,557	62%	14.9%
Gold	\$58,509	21%	15.6%
Platinum	\$112,965	7%	35.2%
Diamond	\$201,764	7%	21.3%
Blue Diamond	\$463,555	2%	23.0%
Presidential Diamond	\$1,259,587	<1%	51.4%

Convert the Average Annual Earnings (which is in US \$) to Australian \$.

Compare your ORGANIC rank (not your rank received with buy-in) to the Average Annual Earnings for that rank.

Unilevel is based in Australian \$. The pools are based in US \$. With the shifting exchange rate (against the AUS\$), it produces a bigger income for those in Australia.