How to Switch Your Leg for Placement

***Always, switch your leg and make sure it is set to the correct position BEFORE sending the link to anyone to sign up. If you mess up, you have 3 days once that person signs up to email coach relations and switch them to the correct spot.***

Log into your account at [www.teambeachbody.com](http://www.teambeachbody.com)

Hover over the “coach” tab and scroll down to “coach online office” and click it.

On the next page hover over “My business” and scroll down to “my downline” and over to “graphical geneology” click it.

This is where you will change your placement.  
   
There will be a little person figure with your name under it and right above that it will say “go to bottom left” or “go to bottom right”

To make sure your wife goes in the correct place you would click “go to bottom left”

It will then show a little outline of a person at the bottom, click it until it turns red. Once it turns red then that means this is where the person you place will be put.

Click Save and you are good to go.

You will need to do this before you sign up every person alternating between bottom left, then bottom right and so on and so forth until you get to Diamond coach rank. OR if you find an active coach like us you will absolutely want to put this person on the opposite leg of your wife, so that would be your right leg.