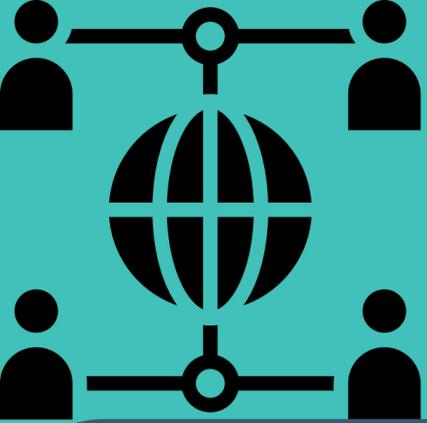


My Virtual Village

The Blueprint: 7 Steps to Start



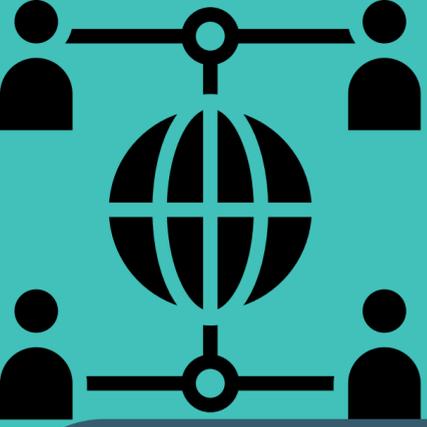
**SETTING UP YOUR VIRTUAL LEARNING
SUPPORT SERVICES CENTER**



Introduction

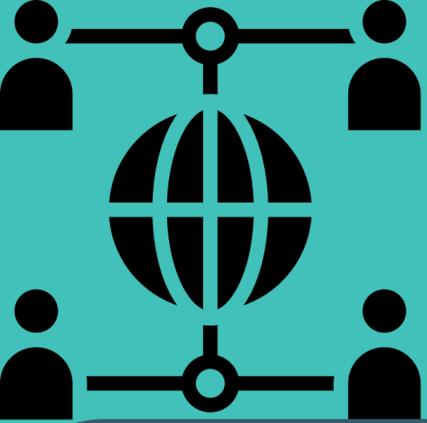
Providing Virtual Learning Support Services can be a great part-time business if you're looking to really boost your income. Starting your own Virtual Learning Support Services Center can be a simple endeavor and the start-up costs can be minimal. It's a great business if you want to start small, but still have the option of expanding your operation over time.

Though it's a relatively simple business, you're likely to be more successful if you take the time to do a little research and put your plans down on paper.



7 Steps to Start

These 7 steps will serve you well as you start to build your Virtual Learning Support Services Center:



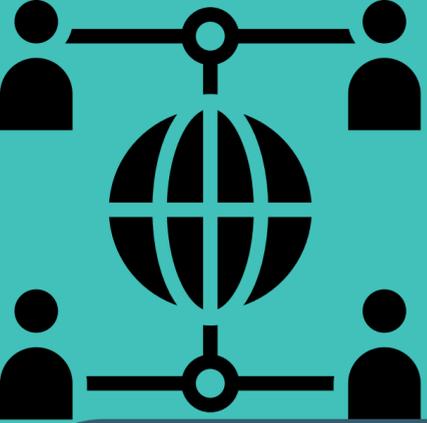
7 Steps to Start

1

Decide which subject areas you want to support.

There are several factors that will help you choose subjects to Virtual Learning Support Services provider that fit with your skill set:

- Is there enough demand? You might have a great talent, but you must first ensure that there is a demand for your Virtual Learning Support Services.

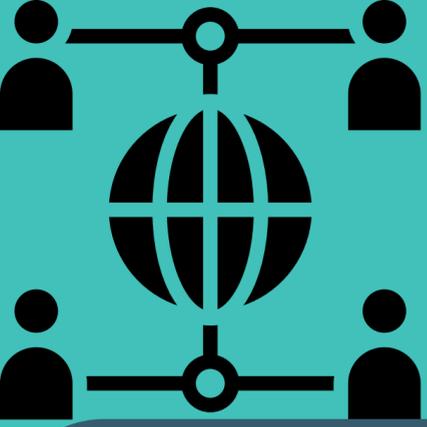


7 Steps to Start

1

Decide which subject areas you want to support. (CONT.)

- It's important to find subjects with enough demand for Virtual Learning Support Services to sustain your business. Subjects like Math and English seem to have a never-ending supply of students requiring assistance.
- Consider whether or not you have the necessary knowledge. If you struggle with basic math yourself, it's unlikely you'll be a suitable calculus Virtual Learning Support Services provider.



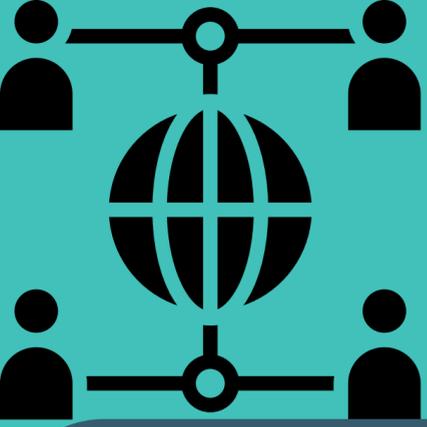
7 Steps to Start

2

What age groups will you provide Virtual Learning Support Services for?

Consider which age groups will be best served by your experience, knowledge, and temperament.

Younger children and teenagers both present their own unique challenges.



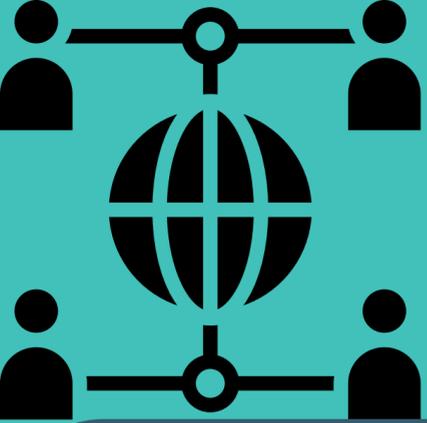
7 Steps to Start

3

Decide on the geographical area you'll serve.

You'll likely want to provide Virtual Learning Support Services services close to your home, but it might be much more lucrative if you're willing to drive to other parts of town.

- If your intention is to work out of your home or to meet students at a single location, consider how far the average student is willing to travel.
- Thirty minutes tends to be about the maximum most will drive.

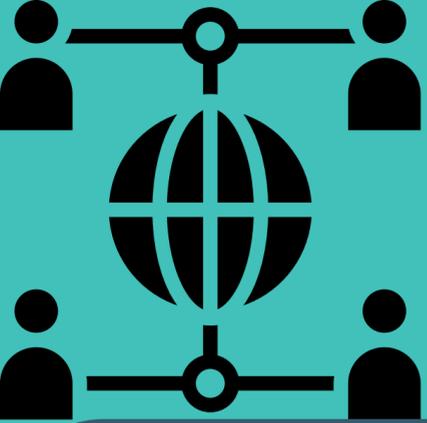


7 Steps to Start

3

Decide on the geographical area you'll serve. (CONT.)

- Pull out a map and draw a rough radius around the equivalent to a 30-minute drive in order to zero in on your Virtual Learning Support Services area.
- If you're willing to drive to your students, then consider how long of a trip you're willing to take. Remember to take the time and cost of your transportation into account. This will probably have a big impact on the fees you charge.

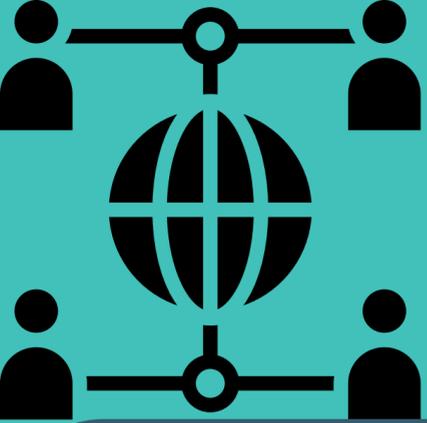


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- Virtual Learning Support Services rates vary dramatically depending on the subject, student, and your geographic location.
- Your level of expertise can also play a huge part. Some Virtual Learning Support Services providers might charge as low as \$10 per hour, but in larger cities, \$200 per hour isn't unheard of.

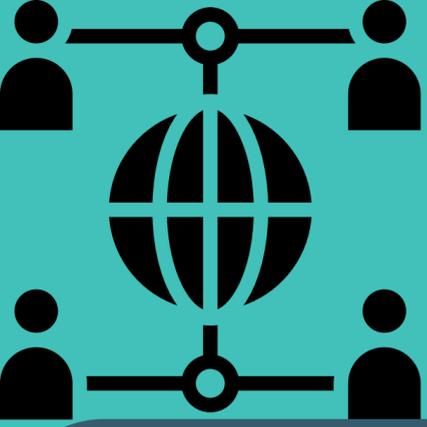


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- After determining your target age group, subject, and geographic area, finding a competitive rate is quite simple.
- Look at the prices being charged by comparable Virtual Learning Support Services providers. Take a look at their advertisements or website. You can even call and inquire about prices. You'll quickly get a good idea of the average rate other Virtual Learning Support Services providers are charging.

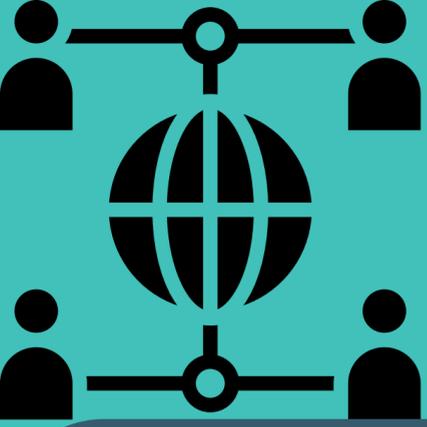


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- Remember that your pricing accomplishes two goals. Pricing sends a message about the quality and value of your services, as well as having a significant effect on the amount of money you'll be able to earn.

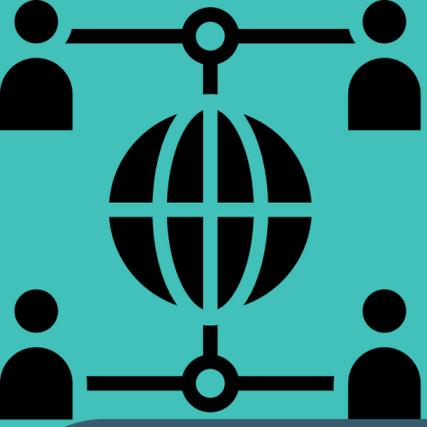


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- A low price may lead parents to think that your services are of lower quality.
- If you charge a low rate, you'll probably have plenty of students. But you're also likely to earn less money in the long run. This may also cause you to have insufficient funds to do any meaningful advertising.

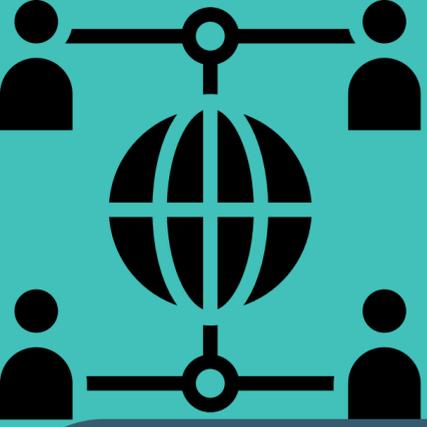


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- Pricing too high can leave you short of clients. A high price is fine, if you can show that your services deserve a premium price. You might have to show a track record of success first!

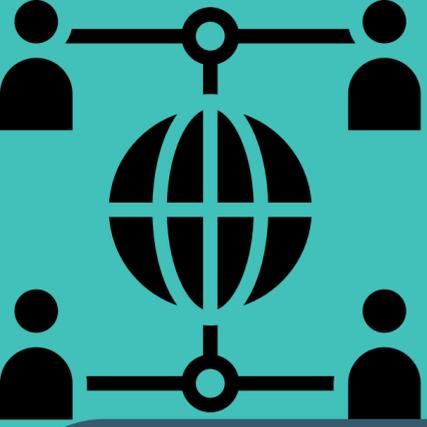


7 Steps to Start

4

Determine your pricing structure. (CONT.)

- In most cases, the best rate will be somewhere near the average fee being charged for Virtual Learning Support Services. The market is currently supporting this price-point and your students are likely to be somewhat insensitive to price. This can allow you to raise your rates after proving your worth.



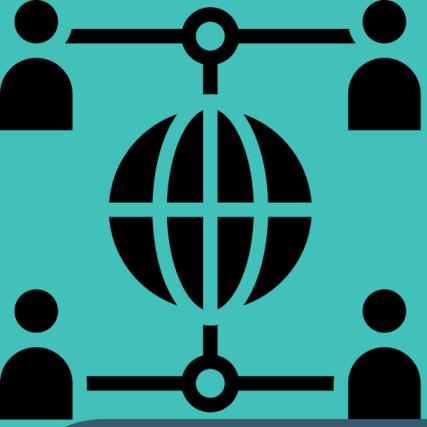
7 Steps to Start

5

Market and promote your business.

Marketing might be the most important factor in determining your initial success with your Virtual Learning Support Services Center. At first, others won't know who you are. It's up to you to figure out how to overcome that obstacle.

- Consider how your students, or more likely their parents, will search for a Virtual Learning Support Services provider. They are likely to either approach the student's teacher or guidance counselor for a recommendation or look online.



7 Steps to Start

5

Market and promote your business. (CONT.)

- Contact the schools in your area and let them know about your Virtual Learning Support Services services. You can easily find the names of the appropriate educators to contact on the school's website.
- A handwritten note with a simple flyer or brochure can be a quick and simple way to reach potential customers.

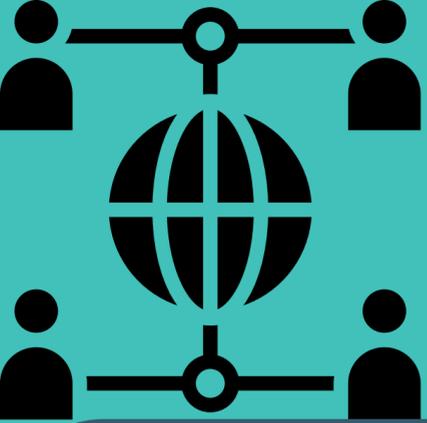


7 Steps to Start

5

Market and promote your business. (CONT.)

- Think about other places students and their parents spend time. It might be the local library, community center, sporting venues, or even the local grocery store. Hang flyers in those locations with your contact information.
- Tell everyone you know about your Virtual Learning Support Services Center. The time you spend on Facebook might finally pay off. Let the world know about what you're offering.

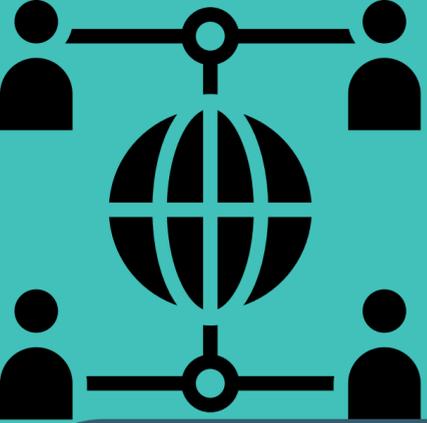


7 Steps to Start

5

Market and promote your business. (CONT.)

- Create a website. With Wordpress, it's very easy for anyone to create a great looking site. For a domain name, see if there's one available that matches the term someone would likely search for.
- Use Craigslist. Many people turn to Craigslist, whether they're looking for a new stove, a place to live, or a Virtual Learning Support Services provider.
- Use the numerous online directories to list your website and services.
- Eventually, you'll be able to rely on word-of-mouth to secure additional clients.



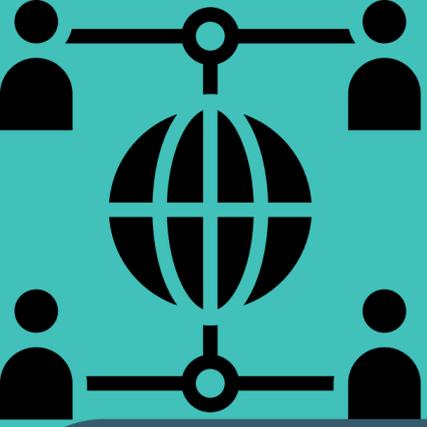
7 Steps to Start

6

Get organized.

You'll want to keep all your relevant records and paperwork organized. This includes your session notes and progress reports.

- For your own sake, have a consistent billing system. It's up to you whether you want the student to pay before or after the session. But it's helpful to pick one or the other and be consistent.
- Sending a bill will result in you having to spend a lot of time on collection efforts. Another useful method is to be paid ahead for the next 5-10 Virtual Learning Support Services sessions.

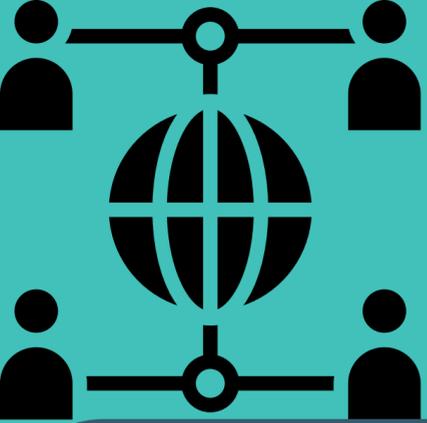


7 Steps to Start

6

Get organized. (CONT.)

- Keep track of your revenue and expenses. You'll have to pay taxes, and staying up to date is much easier than trying to recreate the past from memory. Keep all your receipts along with accurate records. This would include any gas expenses, your mileage, and any materials you purchase.



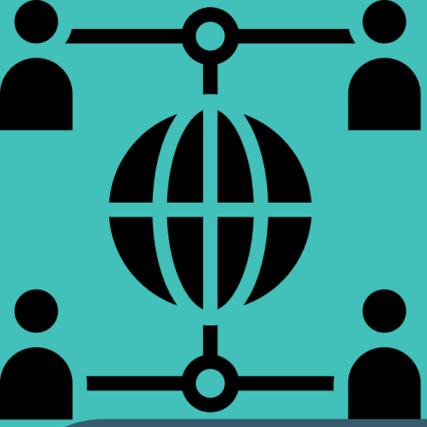
7 Steps to Start

7

Enhance your business.

As you're operating your Virtual Learning Support Services Center(s), ask yourself how you can make your business better and more profitable. There are likely to be challenges along the way, whether it's scheduling, difficult parents, or the students themselves. Find solutions that limit future challenges.

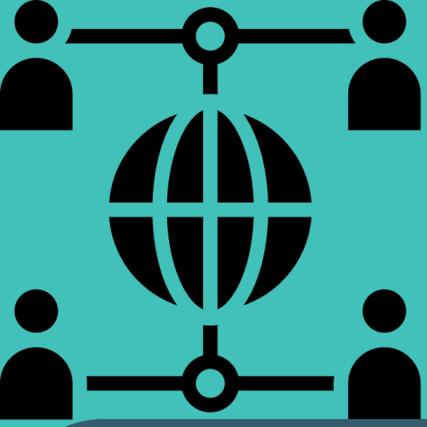
- Set aside a few minutes each week and brainstorm ways you can take your business to the next level. You'll be surprised by how many great ideas you can come up with if you reflect on your business on a regular basis.



Conclusion

A Virtual Learning Support Services Center can be a great way to supplement your income. With enough clients, you might even be able to turn your Virtual Learning Support Services Center into a full-time income!

There are many people that are desperately seeking Virtual Learning Support Services Centers. Helping others successfully get through school can make you incredibly valuable.



Conclusion



Few people have the opportunity to influence someone's life as much as a teacher or Virtual Learning Support Services provider! Get your business started aggressively market your services, and receive compensation. It's a great way to boost your income while also helping young people all around the globe.