



Welcome to TrueFem | On-boarding Checklist

Welcome to TrueFem! We are so excited to join you on this educational journey toward full health and wellness. We are here to support you and be your coach and advocate as you learn and implement a new habit of monitoring your health.

It is important that you complete all these instructions prior to your first education session so you are prepared to start charting! **Please be sure to schedule time for the required pre-session, on-demand video content (24 minutes total) that should be completed prior to your first live session.**

Wohoo! Let's get started!

1. Create an account on **www.truefem.org** by clicking the upper right hand icon on the website.



2. Read and e-sign the Hold Harmless Agreement under the “Agreement and Terms” tab.

3. Download the Chart Neo app your phone and make an account.



4. Using a web browser, follow the link to assign your chart to your TrueFem instructor.
 - For Sarah's clients, [use this link.](#)
 - For Ulrika's clients, [use this link.](#)
5. Login to your Chart Neo account on your web browser. Once logged in, select the “view charts” icon. From here, select the “intake form” and complete your health history information. Be sure to hit “save” before exiting your history form!

Portal Main Menu



6. **Complete the required online introductory education BEFORE your first session.** This is required so you can maximize your time with your educator in the first session. We have found that making the pre-education on-demand helps women feel less overwhelmed in session 1.
7. Login to your TrueFem account. Select “Video Education” in the menu. Complete the following videos before your first session. Each video has an accompanying downloadable notes PDF for you as a resource!
 - **Module 1:** Anatomy & Physiology (4 minutes)
 - **Module 2:** The Ovulation Cycle (10 minutes)
 - **Module 3:** Your Brain & Your Cycle (10 minutes)

Please come prepared to your first session by completing this checklist. TrueFem can't wait to walk this journey with you and learn more about you in session one!