



# GETTING STARTED ON **CLUBHOUSE**

A GUIDE PROVIDED TO YOU BY  
FREELANCEONFIRE.COM

## ICONS & NAVIGATION



### AVATAR WITH PARTY POPPER

Instructions go here



### MAGNIFYING GLASS/SEARCH

Instructions go here



### BELL/NOTIFICATIONS

This is how you figure out your notifications. Tapping the bell will show you who has followed you, new rooms scheduled by clubs you are a member of, and new rooms scheduled by people you follow.



### CALENDAR

Clicking the calendar icon will bring up three different options. The first option is "Upcoming For You". This option shows you rooms that Clubhouse thinks you will be interested in listening to, either because of the people you follow or your interests. "All Upcoming" shows every scheduled room that will be upcoming. Lastly, "My Events" will show all the scheduled rooms you have created or are a co-host in.



### ENVELOPE

The most valuable icon on Clubhouse right now, The Envelope. This is where you can view how many invitations you have to invite more people to the (still Beta) app. Typically, if you host rooms you will see your invites filled every Tuesday.



### PLUS SIGN

The plus sign is how you invite mutual followers (people whom you follow and they also follow you) to join the room you are in. You must both follow each other in order to invite someone to join the room you are in.



### GREEN ASTERISK/MODERATOR

Many times when you enter a room you will see people on stage with a green asterisk under their name. The people with this asterisk are the moderators of the room. They can bring people up on stage, move them to the audience, and mute other's microphones.



### GREEN DOT

You can find this icon in the hallway in the lower right corner of your screen. Click this and you can see which of your mutual followers are online and what room they are either speaking in or listening to.



### PEACE SIGN

This is how you leave a room and go back to the hallway.



### RAISE HAND

This icon in the lower right corner will indicate to the moderator of the room that you would like to speak on stage



### SCHEDULE A ROOM

Instructions go here



### SETTINGS

Instructions go here

+ Start a room

### START A ROOM

Click here to start your own room

## CAN'T WAIT TO SEE YOU IN CLUBHOUSE

## TIPS & ETIQUETTE

### HALLWAY

The Hallway is a place where you can see a list of curated rooms that Clubhouse thinks you might be interesting to you. These rooms are chosen for you based on your interests or the interests of the people you follow.

### WHO TO FOLLOW

When you first join Clubhouse, you will see a list of suggested people to follow. This is based on your interests. Follow people are interesting to you. Also, make sure to pop into a lot of different rooms. When you find a room that you like, follow the speakers on stage and Clubhouse will notify you when these people host future rooms.



### HOSTING A ROOM

Are you ready to host a room? In the hallway, you will see a green “+ Start a room” button. Click the button to start your room. Once your room has started, Clubhouse will notify your followers that your room has began. You can wait for others to join you, click the plus sign (+) to browse available connections. You can “ping” them to join you in your room.

+ Start a room

### SCHEDULING A ROOM

If you have a topic that you want to talk about or discuss, you can schedule it. Do this by A) clicking the calendar icon located at the top of the menu of the Hallway screen. Then, B) click on the “Schedule a Room” icon. Add your room title, time and date and description and save your scheduled room. Adding your room to the calendar allows others to find your upcoming room. You can also share your room notification to Twitter and/or save a copy of your scheduled room to you calendar. Your followers can do the same.

- A) 
- B) 

### MODERATORS



When you enter a room, you will see people on stage with a green asterisk beside their name. This individuals are the moderators of the room. They can bring people up on stage, move them to the audience, and run the conversation of the room.

### EMOJIS

Use emojis in your bio and in your titles when you run short on character count. They also help show your personality.

### BIOS

Craft your bio to inform others about your interests, your expertise and the value you offer. The top three lines of your bio are very important and can be seen when someone taps on your photo icon. This is how someone is going to get a small taste of what you do and who you work with.

### LINK YOUR INSTAGRAM AND TWITTER

There is currently no way to direct message others through Clubhouse. So, it's important to link your Instagram or Twitter accounts to your bio. This will let continue the conversation with someone you connected with on Clubhouse .

## CAN'T WAIT TO SEE YOU IN CLUBHOUSE

Join our Free Facebook Group: [fb.com/groups/freelanceonfire](https://fb.com/groups/freelanceonfire)



**HI, I'M MAT!  
I'D LIKE TO INTRODUCE MYSELF  
TO YOU.**

My name is Mat Casner. When I started as a freelance graphic and web designer in the mid-90's, I was eager to own my own business, but sadly I didn't know a fraction of what I know now. In fact, back then, it was kinda rough. I didn't know what I didn't know. As I began freelancing, I started wondering why I was struggling to make a profit and had nagging doubts and questions about pricing, and finding clients. I also had legal questions and was concerned about making it longterm.

*Can you relate?*

In my early years, I worked hard (lots of nights and weekend), designing and building websites, but I was always under pricing my services and spending more time on a project than I should. (*not the most profitable way to run a company*)

Over the years, I learned to do a much better job pricing my projects and to find a workflow that would allow me to get great results for my clients while by spending less time on each project, thus increasing profitability

I continued to improve my business skills and services over the years, yet I still had gaps in my business processes and strategy. I had hit a ceiling.

Thankfully, after years of hard lessons, thousands of dollars and some wisdom from others around me, I finally figured it out. I developed systems and process that allowed me to focus on the work that was most profitable for me. And, as I achieved greater results for my clients, the demand for my

services went up, and I was able to attract the perfect clients for me. And suddenly raising my rates was no longer an issue.

Once I had my business running efficiently, I shifted my efforts toward solving my clients problems and providing them with a fabulous experience that keeps them coming back for more. The secret to success is not producing satisfied clients... but creating fanatic clients.

Growing my business has allowed me to go from charging \$500 per website, to my rates today which start at over \$5,000. And, I'm not designing sites that are more complicated than the \$500 sites. Often times, they are less complicated. But the systems I've put in place, combined with the results and value I'm able to give my clients keeps paying me happily.

I created Freelance On Fire to help graphic/web designers and other creative professionals like you implement the components of the blueprint, helping you accelerate and grow your freelance business in months, not years.

**You can do it too! I'm here to show you how.**

If you want to quit doubting and guessing about what you should do, then check out my free **Facebook Group for Freelance Designers** ([facebook.com/groups/freelanceonfire](https://facebook.com/groups/freelanceonfire)).

Are you ready to get started?

Awesome!... Let's get into it!



Mat