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easy steps to using  
the Spa CMS Tool



## Spa CMS Tool Guide 2009

# Guide to using the Spa CMS Prospect Tool

## Step One

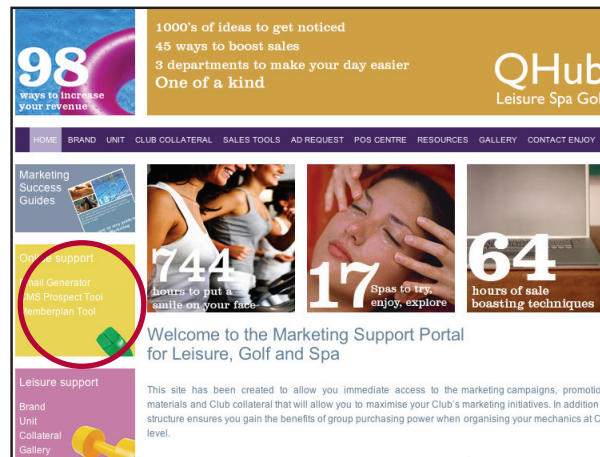
Log on to the QHUB [www.yourdraftportal.co.uk](http://www.yourdraftportal.co.uk)

Username: Qleisure

Password: QHL1999

## Step Two

On the home page you will see the yellow box headed Online Spa CMS Support, click on the Spa CMS Prospect Tool, this will take you through to the Spa management system.



## Step Three

Simply enter the details of every Spa user into the data collection sections. Once you have entered their name, email and category, click on submit – job done! At the end of each period, every Spa user added to the prospect management system will receive an email. View the email by clicking on the link.