



Professionals in Project and Event Management

If you have questions about Planet Do It PRO<sup>®</sup> please contact Michelle McCartney 314-726-7981 [michelle@planet-do-it.com](mailto:michelle@planet-do-it.com)

## INTRODUCING

Planet Do It

# PRO<sup>®</sup>

**P** PROJECT

**R** RECORDS

**O** ONLINE

**Planet Do It PRO<sup>®</sup> is a unique and easy-to-use web-based tool. Your project or event managed by Planet Do It has its own secure PRO<sup>®</sup> data-bank where you may access all standard and working documents for your project or event**

(Includes budget, timeline, data, forms, flyers, contracts, etc. – if applicable)

**Once you have provided your e-mail address and contact information to Planet Do It, your Planet Do It PRO<sup>®</sup> access is**

# EASY AS 1 - 2 - 3!

Go to the Planet Do It web site [www.planet-do-it.com](http://www.planet-do-it.com)

## Step 1

On the right side of the “Welcome” page enter your USERNAME and PASSWORD

<b>Client Login</b>	
UserName:	<input type="text" value="first.last"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	

## Step 2

On the right side of screen click “My Projects”

You Are Logged In As
<b>First Last</b>
<a href="#">My Projects</a>
<a href="#">My Profile</a>
<a href="#">My Password</a>
<a href="#">Site Help</a>
<a href="#">Logout</a>

## Step 3

Click the link to your Project Title to see and access a list of all available documents

Project Title	Description	Status
<a href="#">Your Project Name</a>	Date, location, # of guests	In Progress