4-Step Quick Start Checklist for Sprockets

Massage Envy

Complete these steps to start attracting quality candidates faster — then save this record for your team. This simple checklist ensures you're set up for success from day one, so you can spend less time on hiring tasks and more time focusing on your clients.

Visit **www.hire.sprockets.ai/massage-envy/login** to login and setup your portal.

1 Login

- Access the system through **ME Apps**.
- You'll be redirected to the Massage Envy login screen.
- Enter your intranet username and password (same credentials you already use for your ME portal).
- Accept your invite to activate your account (if prompted).

Login — Sprockets

Click to play interactive demo

2 Add Your Users

- Navigate to **Company Settings → Users**.
- Invite additional managers or owners by email.
- Assign roles (**Owner** or **Hiring Manager**).
- Edit user details or reset passwords.
- Deactivate users if needed.

Manage Users

Click to play interactive demo

3 Review & Activate Jobs

- From the dashboard, go to **Company Settings → Jobs**.
- Preset templates for common Massage Envy roles are already created.
- Review postings and update details if needed.
- **Activate** jobs to start receiving applicants.

Reviewing Job Information

Click to play interactive demo

4 Review Candidates

- Go to the **Applicants** tab.
- Click on a candidate to **review their resume** and application details.
- **Update their hiring stage** as they move through the process (Apply → Interview → Offer → Onboarded → Rejected/Terminated).
- **Contact candidates** directly if you'd like to follow up or schedule interviews.

Reviewing Applicants (Free Version)

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✓ **Smarter hiring for your Massage Envy Franchised Location**