

ZB SCHOOL MANAGEMENT SYSTEM

PARTNER AND SALES GUIDE

Welcome to the ZB School partner network. This guide explains the partner role, the school sales journey and the handover into onboarding. Commercial terms are always governed by the signed partner agreement.

YOUR ROLE AS A PARTNER

- Find schools that could benefit from a more organized management system.
- Listen to school leaders and understand their current challenges.
- Demonstrate relevant workflows clearly and honestly.
- Explain the agreed proposal and help the school make an informed decision.
- Keep the ZB School team updated and support a clean handover after a sale.

A strong partner relationship starts with trust: do not promise features, prices or contract terms that are not approved in the current product information and signed agreement.

THE SCHOOL SALES JOURNEY

1. PREPARE

Learn about the school, identify the decision-makers and arrange a conversation. Ask what they want to improve: learner records, attendance, marks, fees, family communication or reporting.

2. DISCOVER

Ask open questions. Understand how the school works today, what causes delays and who will use the system. Confirm the school priorities before choosing what to demonstrate.

3. DEMONSTRATE

Show a short, relevant product tour. Connect each screen to a need the school mentioned. Be clear about what is available today and what needs configuration or future development.

4. PROPOSE AND CLOSE

Agree the scope, pricing and next steps using the approved proposal. Let the school review the written offer. Record questions and follow up respectfully. Never invent discounts or terms.

AGREEMENT, HANDOVER AND ONBOARDING

5. REVIEW THE PARTNER AGREEMENT

Before representing ZB School, read and sign the current agreement. Check the approved territory or lead process, commission and payment terms, responsibilities, use of customer data, confidentiality, intellectual property and termination terms. Ask the ZB School team to clarify anything you do not understand. The signed agreement controls.

6. HAND OVER A CLOSED SALE

Share the school authorized contact, agreed scope, key requirements, expected timeline and any open questions with the onboarding team. Transfer school information securely and only with permission. Do not collect learner personal information during prospecting.

7. SUPPORT THE FIRST SETUP

Introduce the school administrator to the onboarding contact. Help arrange training and check that the agreed next steps are clear. Report issues promptly and stay available for follow-up.

APPLYING TO JOIN

Use the partner application page to provide your contact details and sales background. Attach a CV or evidence of relevant past sales work in PDF, DOC or DOCX format. A super admin reviews the application. Submitting an application does not guarantee acceptance or create a contract.

Questions? Contact the ZB School team through the channel provided with your application.