



VANA's New Member Info Packet

25 Things to DO at VANA

Welcome to the Virtual Assistant Networking Association (VANA). The largest global meeting place online for successful and aspiring Virtual Assistants.

With so many new members everyday asking us what virtual assistance is all about, we have put together this package of informational links to help answer some of your questions about becoming a VA. Enjoy!

1. In the beginning...do your due diligence and surf around the [VANA Home Page](#) to learn everything about Virtual Assistance.

A Virtual Assistant (substitute VA or Virtual Associate) works independently, at an arm's length, via the Internet, utilizing the latest technologies, to provide immediate professional support, services and skills to busy entrepreneurs and business managers.

Partnering with a VA reduces stress, protects cash flow, eliminates administrative hassles, and enables business people to find the success they originally set out to achieve.

2. [What's a VA?](#) Read all the many definitions of virtual assistance.
3. Read all about A Virtual Assistant's [Ethics](#).
4. Sign up to our forum to start enjoying the wonderful networking! What are you waiting for, it's FREE to Join! [Sign up!](#)
5. Now that you are a member, sign in and read the thousands of posts at the forum and get the latest and greatest information at the [VANA Forum](#).
6. Before you post at the forum, read our [Forum Rules](#).
7. Lost and need a little help trying to figure out the forum? Here's a great [Help Section](#).
8. The most efficient and effective way to be on the road to success with your new Virtual Assistant business is to have all the tools you need at your fingertips. Check out the [Virtual Business Startup System](#).
9. How can we offer so much information and still stay FREE? Visit our [VANA Insiders](#) who volunteer their time to keep us running smoothly.

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10. Virtual Assistant Networking (VANA) has several [VA Virtuosos](#) with outstanding abilities in many fields.
11. Stay on top of VA industry news by signing up to our [weekly newsletter](#) full of informative tips and strategies to keep your virtual business afloat.
12. [Educate yourself](#) with our free VA Seminars or network with other Virtual Assistants at one of our regular chat times.
13. Making surfing the net easier with every business link you will ever need at your fingertips by downloading the [Virtual Assistant Toolbar](#) built just for VAs by VAs.
14. Do you have a Virtual Assistant website and want more traffic to it? Submit it to the [world's largest VA Directory](#) right here at VANA.
15. Looking for more resources on virtual assistance? Check out our VA Article Directory with over 200+ articles about [Virtual Assistants](#).
16. How can you help spread the word about Virtual Assistance? First, share this informational packet with a friend and secondly [link your website to VANA](#) by adding our member button to your website. Thank you!
17. Want to make some extra cash with your website and help spread the word about virtual assistance at the same time? [Become a VANA Affiliate](#).
18. Are you looking for some different ways to market yourself? Check out all the [advertising opportunities](#) at VANA today.
19. Do you have a product or service that would be valuable to a Virtual Assistant that your wish to promote to our members? If so, become a [Premier or Promotional Partner](#).
20. [Receive discounts](#) as a VANA member on products and services surrounding your Virtual Assistant business.
21. Looking for products to help your virtual business succeed? Check out all the goodies at the [Virtual Assistant Shop](#).
22. Looking for a [new client](#) or want to [hire a Virtual Assistant](#)?
23. So you found a job you want to apply for but you don't know where to start? Learn how to respond to [Requests For Proposals \(RFPs\) here](#).
24. Need a [FREE one-page website](#) to get your VA business started until you have an official site?
25. Still hunkering for some more information, education and entertainment surrounding the virtual assistant industry? Then check out our new [VA Talk Show Podcast!](#)

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