



MyStore User Guide



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Logging In

>Welcome to
MyStore!

your@email.com

Password *

Login

[Reset Password](#)

MyStore is the online management tool for your Local Thanks account. Here you can send e-mails, texts and in-app messages, view customer demographic information and statistics, as well as manage your loyalty program and create new Local Thanks promotions.

Go to merchant.localthanks.com.

You should have already received an email with important information to help you prepare for your promotion, including login credentials for accessing your MyStore Account.

>Welcome to
MyStore!

merchant@mail.com

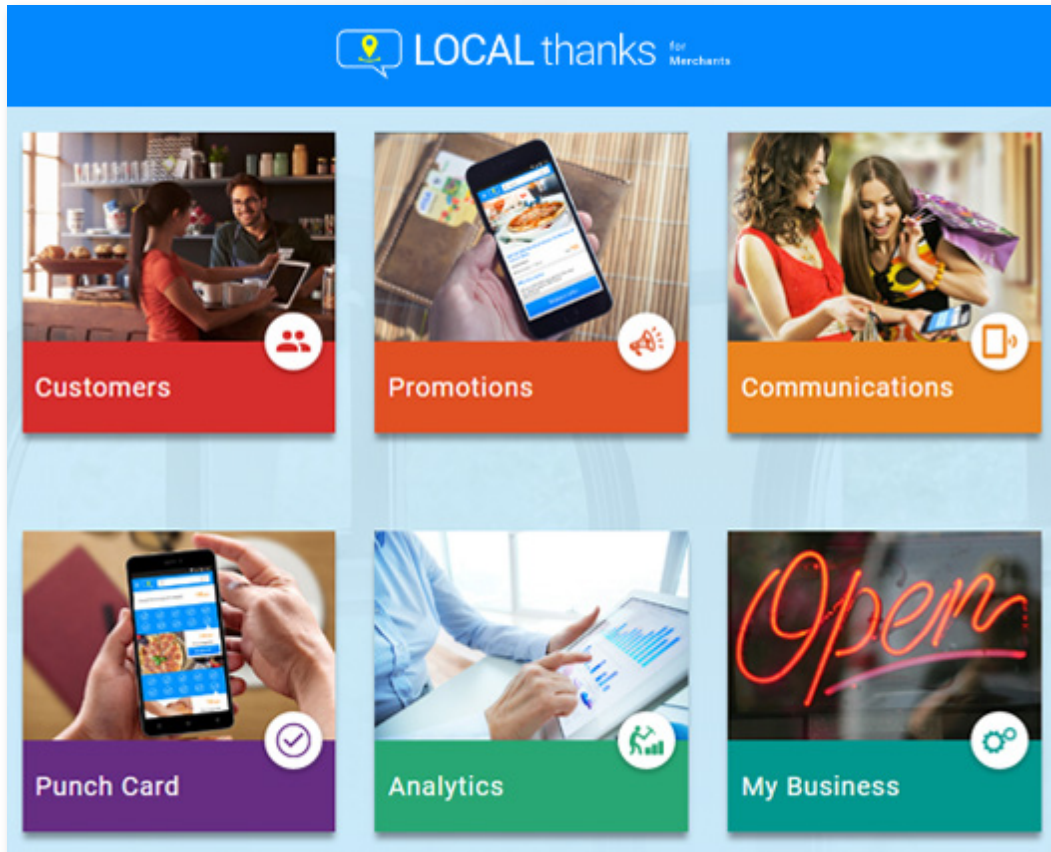
.....|

Login

[Reset Password](#)

Enter the login credentials provided in that email, and click "Login."

Back Office



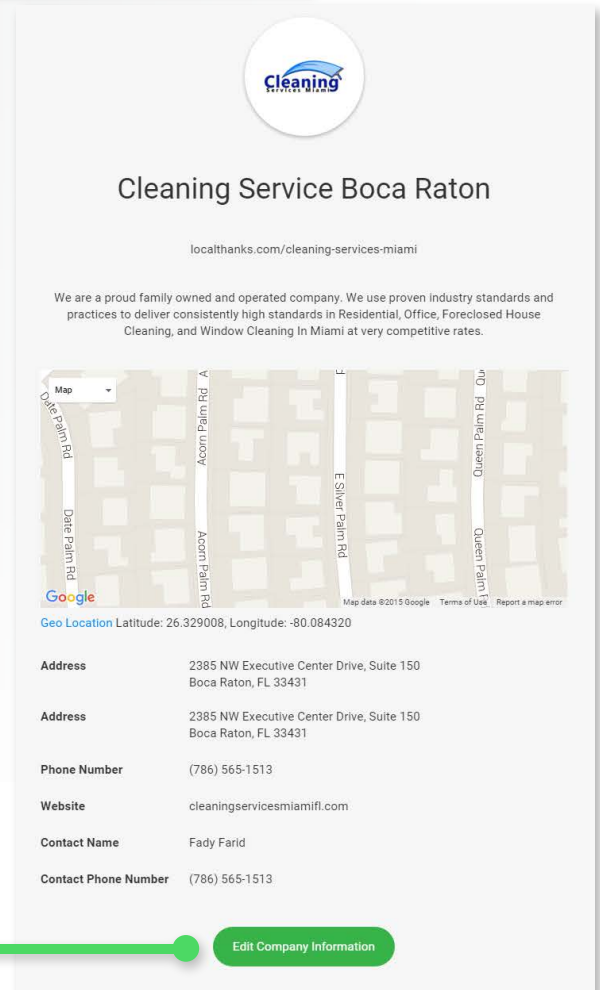
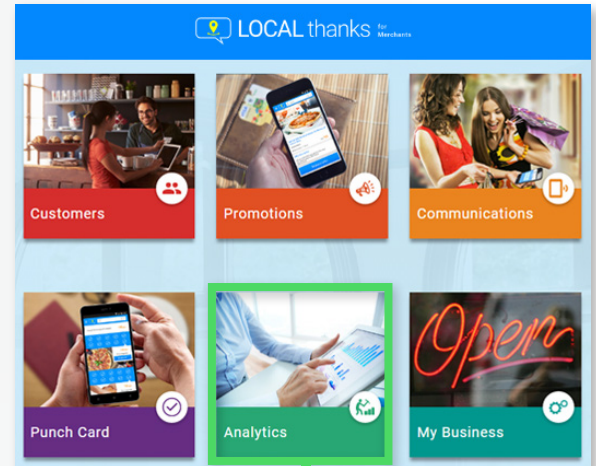
Once you have logged into MyStore, you will be brought to the Back Office.

Back Office is the homepage for MyStore.

Here you'll see all of the tools available to help you keep track of your promo's and make the most out of your Local Thanks experience.

My Business

Click "My Business" to view your business description and hours.



Click Here to edit your company information



My Business (Continued)

In “Edit Company Information” you can easily add your company’s description, address, website phone number and Logo

To update your Logo click “choose file”, select the file you would like to use, and click update

Select “Edit Catagories & Keywords” to enter the one category that best represents your business

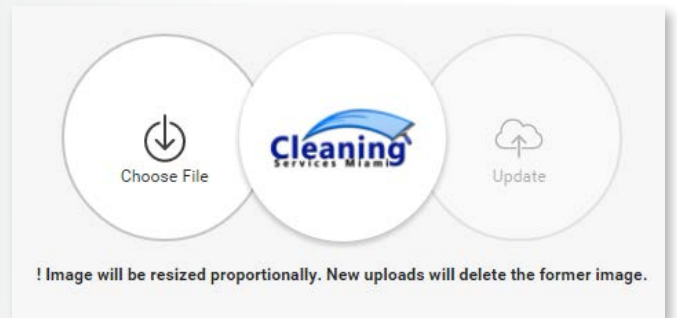
Choose a sub-category that is as specific as possible, but representative of your main business

You may also add up to 10 keywords to help target local consumer audiences

Select “Edit Store Hours” to Add the hours that your business is open

Select “Edit Account Details” to update your login e-mail and password

Click Here to upgrade your plan

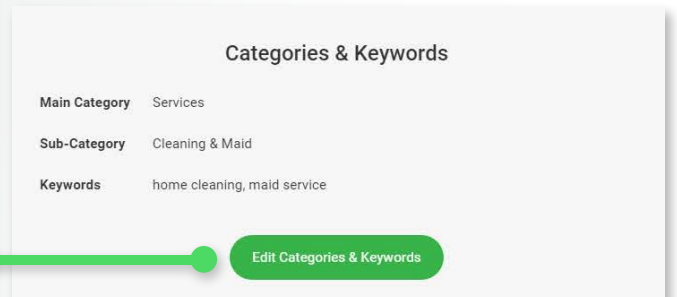


Choose File

Cleaning Services Miami

Update

! Image will be resized proportionally. New uploads will delete the former image.



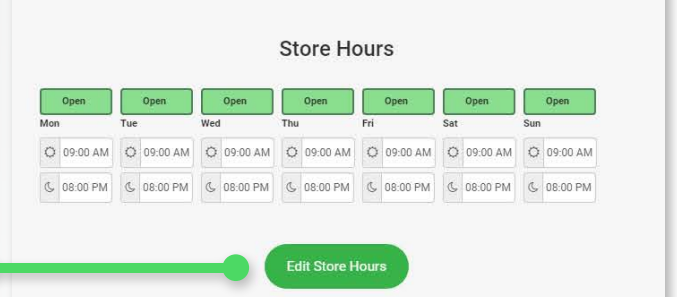
Categories & Keywords

Main Category Services

Sub-Category Cleaning & Maid

Keywords home cleaning, maid service

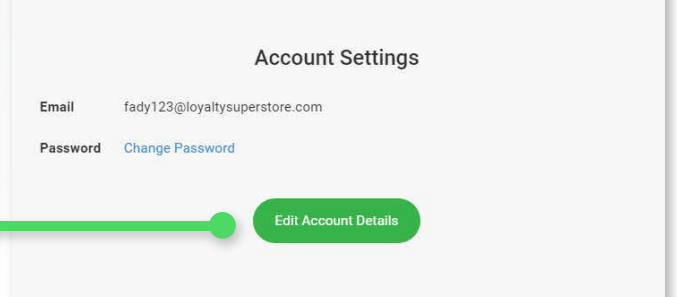
Edit Categories & Keywords



Store Hours

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open	Open	Open	Open	Open	Open	Open
09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM
08:00 PM	08:00 PM	08:00 PM	08:00 PM	08:00 PM	08:00 PM	08:00 PM

Edit Store Hours

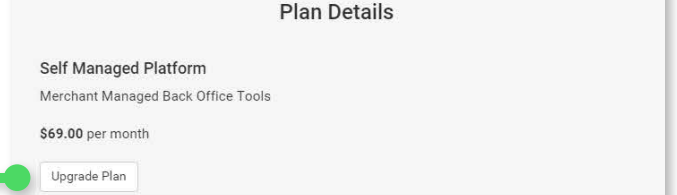


Account Settings

Email fady123@loyaltysuperstore.com

Password [Change Password](#)

Edit Account Details



Plan Details

Self Managed Platform

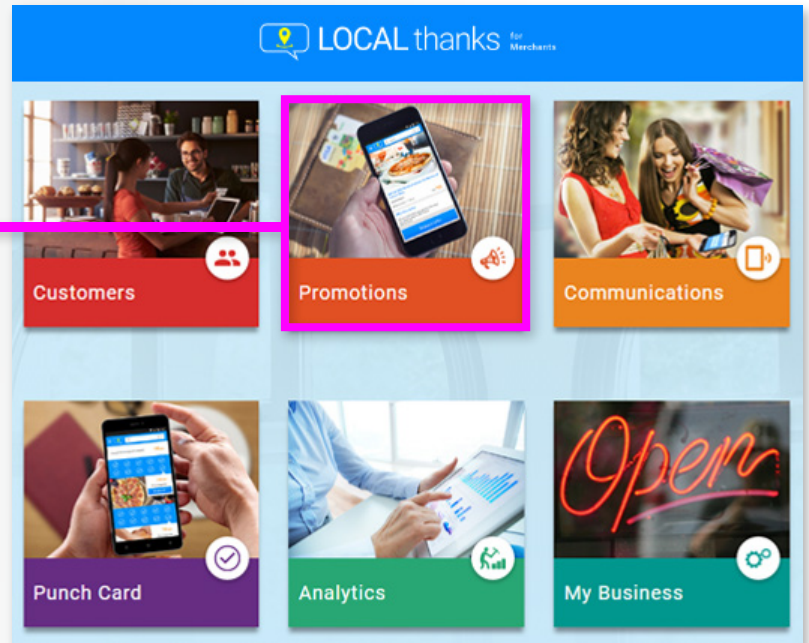
Merchant Managed Back Office Tools

\$69.00 per month

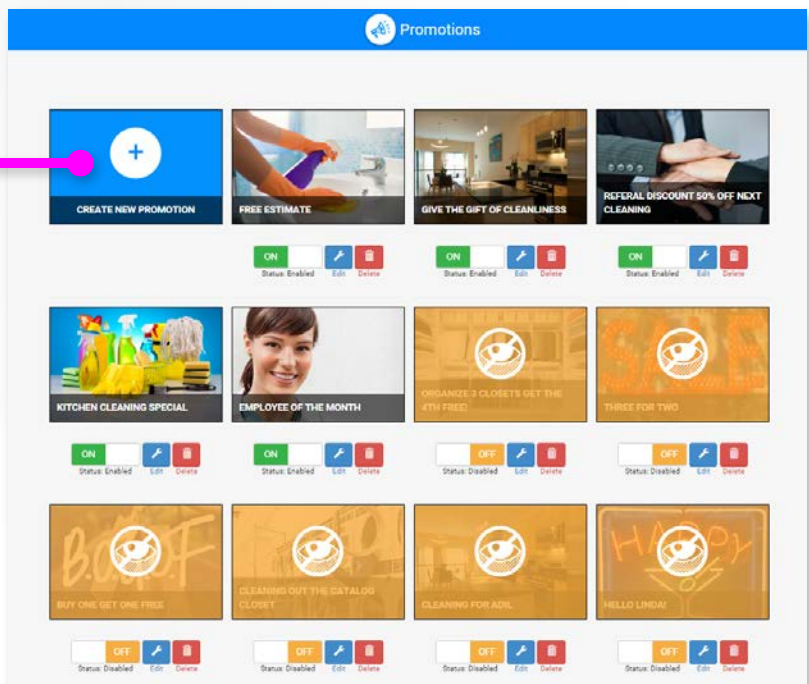
Upgrade Plan

Create A Promotion

Click on "Promotions".



Click "Create New Promotion".





Create A Promotion (Continued)

Select the "Promotion Type".

The screenshot shows the 'LOCAL thanks for Merchants' interface. The 'Menu' icon is in the top left. The 'Promotion Type' dropdown is open, showing options: Product, Service, Coupon, Announcement, End of Day / Day of Week, Clearance, Special, and Cross Promotion. The 'Product' option is highlighted. Below the dropdown, the form fields are: Title, Description, Disclaimers (optional), Valid Dates (optional) with start and end date pickers, Redeemable? (No), Count as Digital Punch? (No), and Gallery (My Gallery, Library, Add Image).

Enter the "Title" of the promotion.

The screenshot shows the 'LOCAL thanks for Merchants' interface. The 'Menu' icon is in the top left. The 'Promotion Type' dropdown is set to 'Product'. The 'Title' field is highlighted with a pink line. Below the title field, the form fields are: Description, Disclaimers (optional), Valid Dates (optional) with start and end date pickers, Redeemable? (No), Count as Digital Punch? (No), and Gallery (My Gallery, Library, Add Image).



Create A Promotion (Continued)

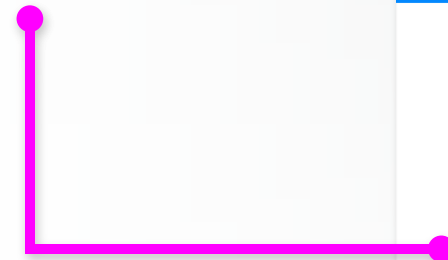
Enter the “Description” for the promotion.



The screenshot shows the 'Create A Promotion' form in the LOCAL thanks interface. The form has a blue header with a 'Menu' icon and the 'LOCAL thanks for Merchants' logo. The form fields are as follows:

- Promotion Type:** A dropdown menu with 'Product' selected.
- Title:** A text input field with the placeholder 'Enter a Headline'.
- Description:** A text input field containing the text 'This is the description of this promotion'. This field is highlighted with a pink line from the instruction above.
- Disclaimers:** A text input field with the label 'optional' below it.
- Valid Dates:** A text input field with the label 'optional' below it, containing 'start:' and 'end:' labels with calendar icons.
- Redeemable?:** A checkbox with an orange 'No' button.
- Count as Digital Punch?:** A checkbox with an orange 'No' button.
- Gallery:** A section with buttons for 'My Gallery', 'Library', and 'Add Image'.

These are the “Disclaimers” of the promotion.

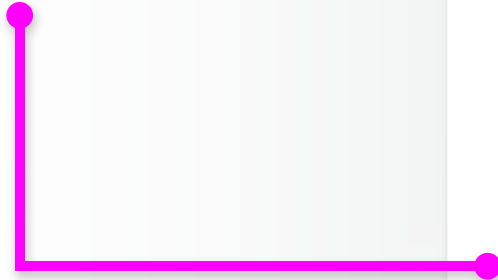


The screenshot shows the 'Create A Promotion' form in the LOCAL thanks interface, identical to the one above, but with the 'Disclaimers' field highlighted by a pink line from the instruction above. The 'Disclaimers' field now contains the text 'Example: This promotion can only be used once'.



Create A Promotion (Continued)

Enter the "Valid Dates" for the promotion.



Menu LOCAL thanks for Merchants

Promotion Type: Product

Title: Enter a Headline

Description: This is the description of this promotion

Disclaimers (optional): Example: This promotion can only be used once

Valid Dates (optional): start: 1/1/2016 end: 1/1/2017

Redeemable?: No

Count as Digital Punch?: No

Gallery: My Gallery Library Add Image

Click on "Redeemable" to turn promotion into a redeemable coupon.

Then choose the total quantity of coupons and redemptions per user.



Menu LOCAL thanks for Merchants

Promotion Type: Product

Title: Enter a Headline

Description: This is the description of this promotion

Disclaimers (optional): Example: This promotion can only be used once

Valid Dates (optional): start: 1/1/2016 end: 1/1/2017

Redeemable?: Yes

Total Quantity: Unlimited Limited: 1

Redemptions Per User: Unlimited Limited: 1

Count as Digital Punch?: No

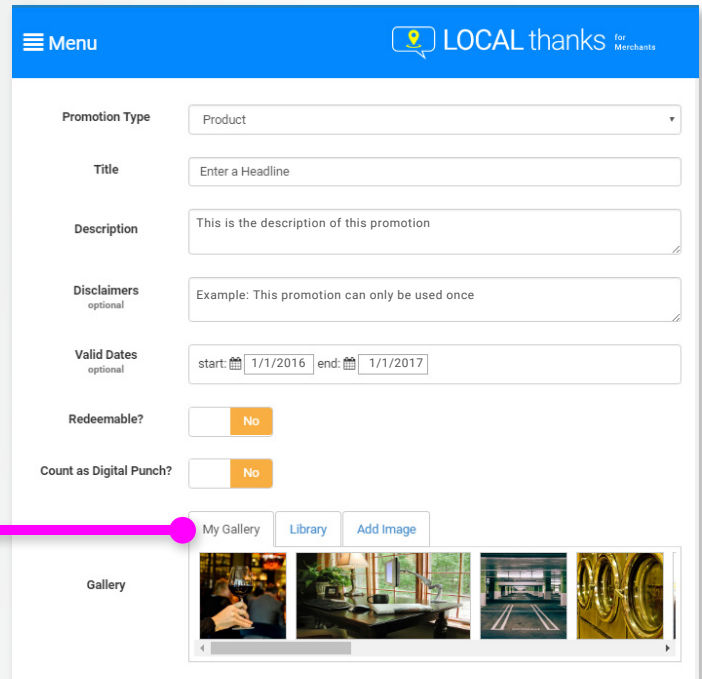
Gallery: My Gallery Library Add Image

Choose File No file chosen

Upload It

Create A Promotion (Continued)

Choose a promotion image from “My Gallery”. These are images that you have already added.



Menu LOCAL thanks for Merchants

Promotion Type: Product

Title: Enter a Headline

Description: This is the description of this promotion

Disclaimers (optional): Example: This promotion can only be used once

Valid Dates (optional): start: 1/1/2016 end: 1/1/2017

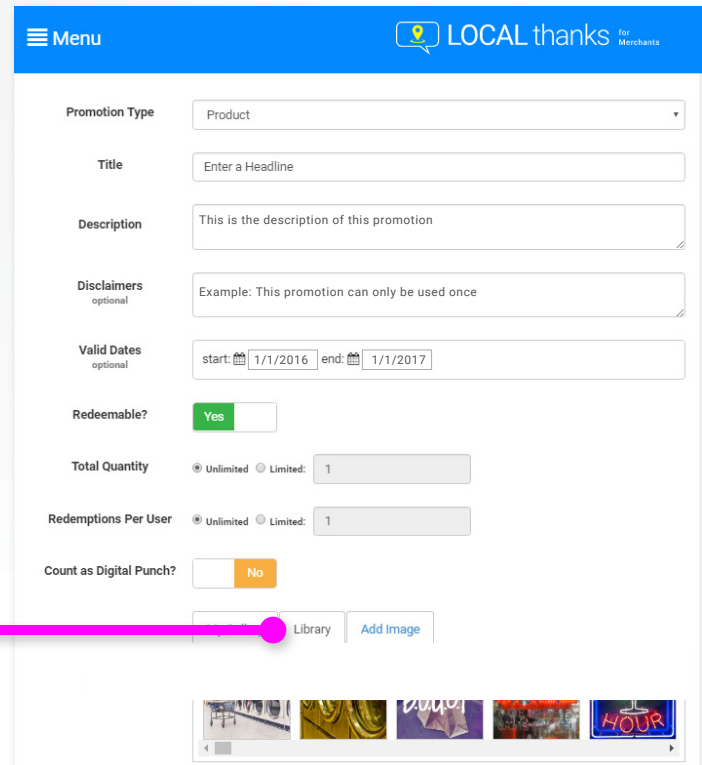
Redeemable? No

Count as Digital Punch? No

My Gallery Library Add Image

Gallery

Choose a promotion image from “Library”. These are images that we provide for you



Menu LOCAL thanks for Merchants

Promotion Type: Product

Title: Enter a Headline

Description: This is the description of this promotion

Disclaimers (optional): Example: This promotion can only be used once

Valid Dates (optional): start: 1/1/2016 end: 1/1/2017

Redeemable? Yes

Total Quantity: Unlimited Limited: 1

Redemptions Per User: Unlimited Limited: 1

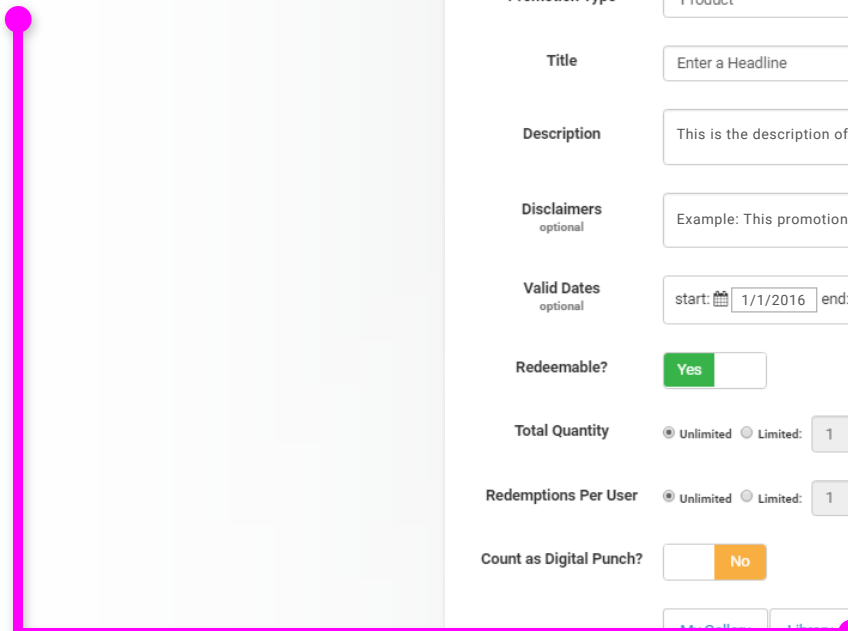
Count as Digital Punch? No

Library Add Image



Create A Promotion (Continued)

Choose “Add Image” to upload your own image for this promotion.



Menu LOCAL thanks for Merchants

Promotion Type Product

Title Enter a Headline

Description This is the description of this promotion

Disclaimers optional Example: This promotion can only be used once

Valid Dates optional start: 1/1/2016 end: 1/1/2017

Redeemable? Yes

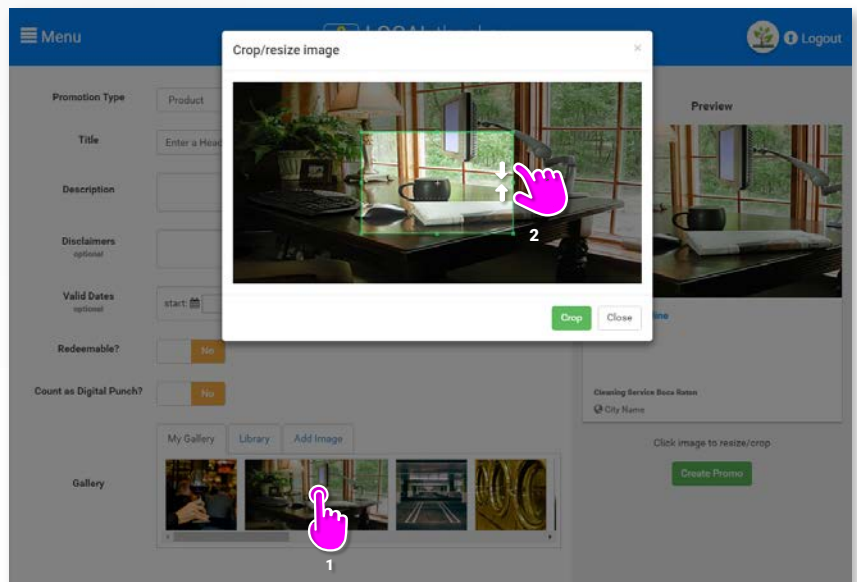
Total Quantity Unlimited Limited: 1

Redemptions Per User Unlimited Limited: 1

Count as Digital Punch? No

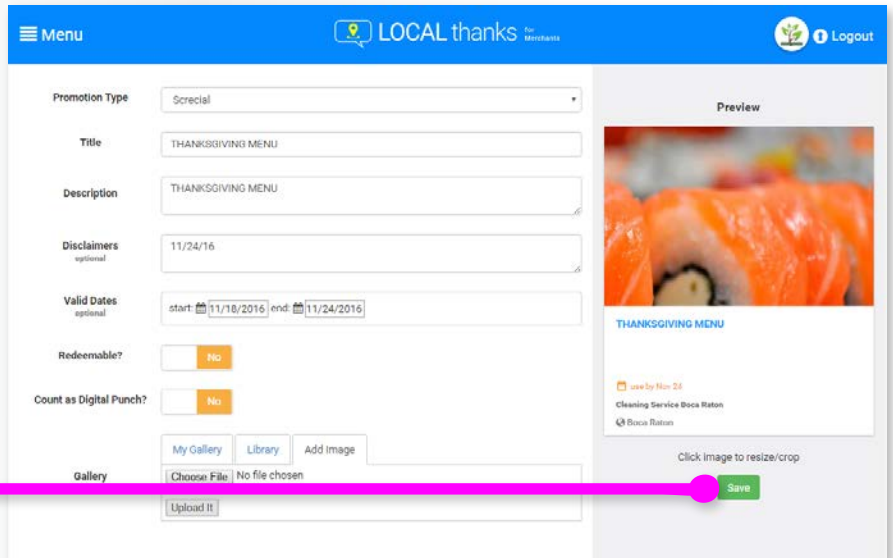
Gallery My Gallery Library **Add Image** Choose File No file chosen Upload It

1. Click on the preview picture to open up the crop tool.
2. Click to select the area you want to use for your picture



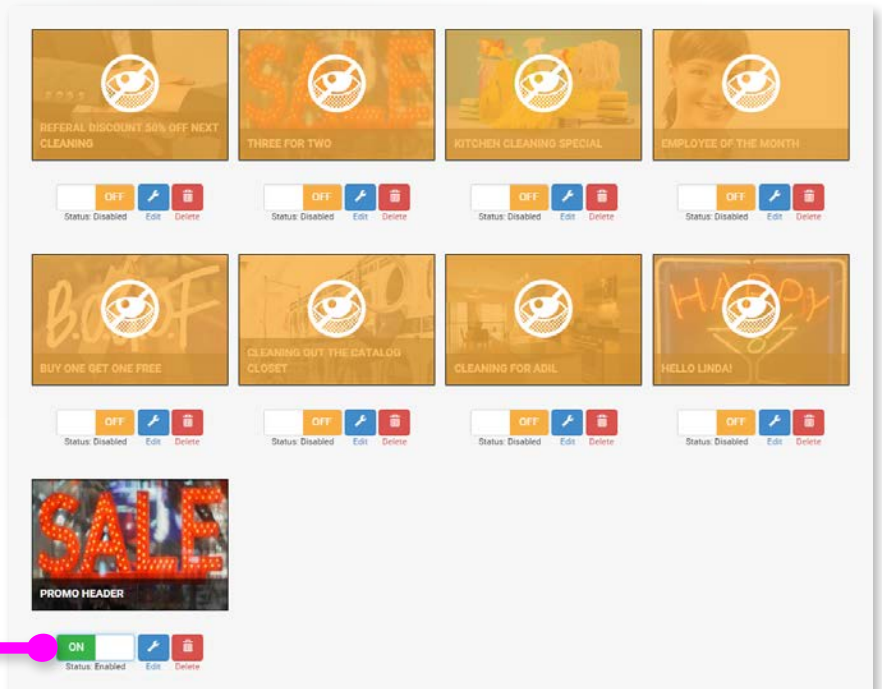
Create A Promotion (Continued)

Click “Save” when you are ready to save.



The screenshot shows the 'Menu' section of the LOCAL thanks interface. It includes fields for Promotion Type (Special), Title (THANKSGIVING MENU), Description (THANKSGIVING MENU), Disclaimers (11/24/16), Valid Dates (start 11/16/2016, end 11/24/2016), Redeemable? (No), and Count as Digital Punch? (No). There is a 'Gallery' section with 'My Gallery', 'Library', and 'Add Image' buttons. A 'Preview' section on the right shows a thumbnail of a sushi roll and a 'THANKSGIVING MENU' card. A green 'Save' button is located at the bottom right of the preview section. A pink line originates from the 'Save' button and points to the instruction text on the left.

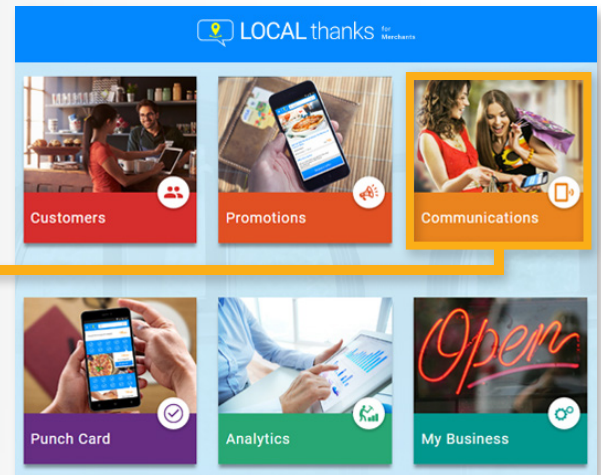
Click “On” to make the promotion live



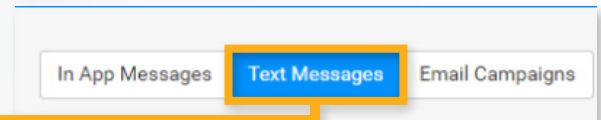
The screenshot shows a grid of promotional cards. Each card has a title, a status indicator (OFF or ON), and buttons for Edit and Delete. The cards include: 'REFERRAL DISCOUNT 50% OFF NEXT CLEANING', 'THREE FOR TWO', 'KITCHEN CLEANING SPECIAL', 'EMPLOYEE OF THE MONTH', 'BUY ONE GET ONE FREE', 'CLEANING OUT THE CATALOG CLOSET', 'CLEANING FOR ADIL', 'HELLO LINDA!', and 'PROMO HEADER'. A pink line originates from the 'ON' button of the 'PROMO HEADER' card and points to the instruction text on the left.

Text Messaging

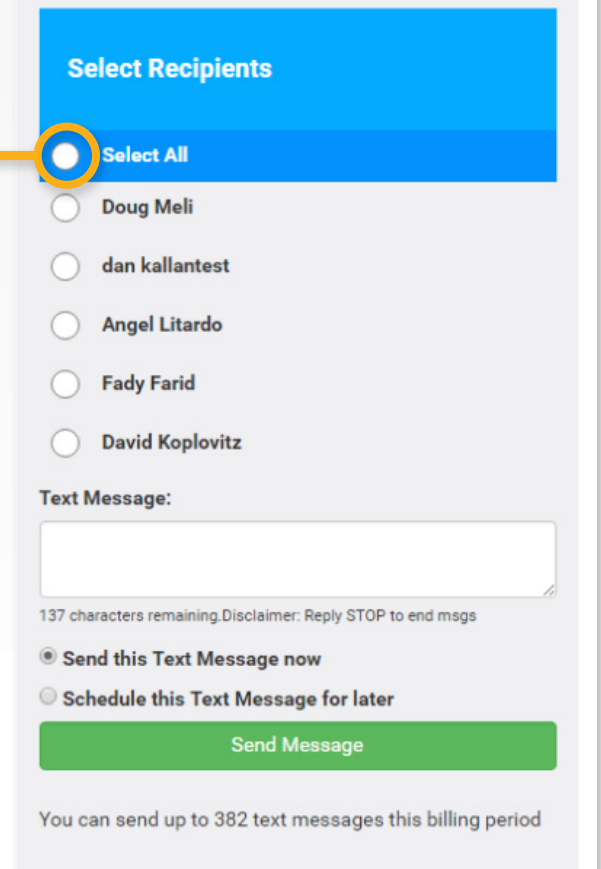
Click on "Communications"



Select "Text Messages"



Click the circle next to each name or click "select all"





Text Messaging (Continued)

In App Messages

Text Messages

Email Campaigns

Select Recipients

Select All

☐ Doug Meli

☐ dan kallantest

☐ Angel Litardo

☐ Fady Farid

☐ David Koplovitz

Text Message:

137 characters remaining.Disclaimer: Reply STOP to end msgs

☐ Send this Text Message now

☒ Schedule this Text Message for later

Select Date and Time

2016-12-15 07:00 PM

Current Time Zone: EST. [Change Time Zone](#)

Schedule Message

Showing 1 to 8 of 8 entries

Previous

1

Next

Text Message History

Search:

ID	Message	Recipients	Date
17	Bob loves you	dan kallantest, Fady Farid, Doug Meli, Angel Litardo	Jul-07-2016 03:02 PM
16	test 123	Angel Litardo, dan kallantest	Apr-11-2016 01:49 PM
12	test	Angel Litardo, dan kallantest, Fady Farid	Mar-02-2016 05:06 AM
11	test 2	dan kallantest, Fady Farid, Angel Litardo	Feb-22-2016 04:48 AM
10	test	dan kallantest, Fady Farid, Angel Litardo	Feb-22-2016 04:47 AM
9	test text	Fady Farid	Feb-19-2016 06:25 AM
8	test	Angel Litardo	Feb-19-2016 06:22 AM
7	test	dan kallantest	Feb-19-2016 06:19 AM

Type the "Text Message" that you want to send to your recipients and press "Send Message"

You can also schedule this text message to be sent later, and select the date and time you want the message to be sent.

☐ Send this Text Message now

☒ Schedule this Text Message for later

Select Date and Time

2016-12-07 06:00 PM

Current Time Zone: EST. [Change Time Zone](#)

In-App Messaging

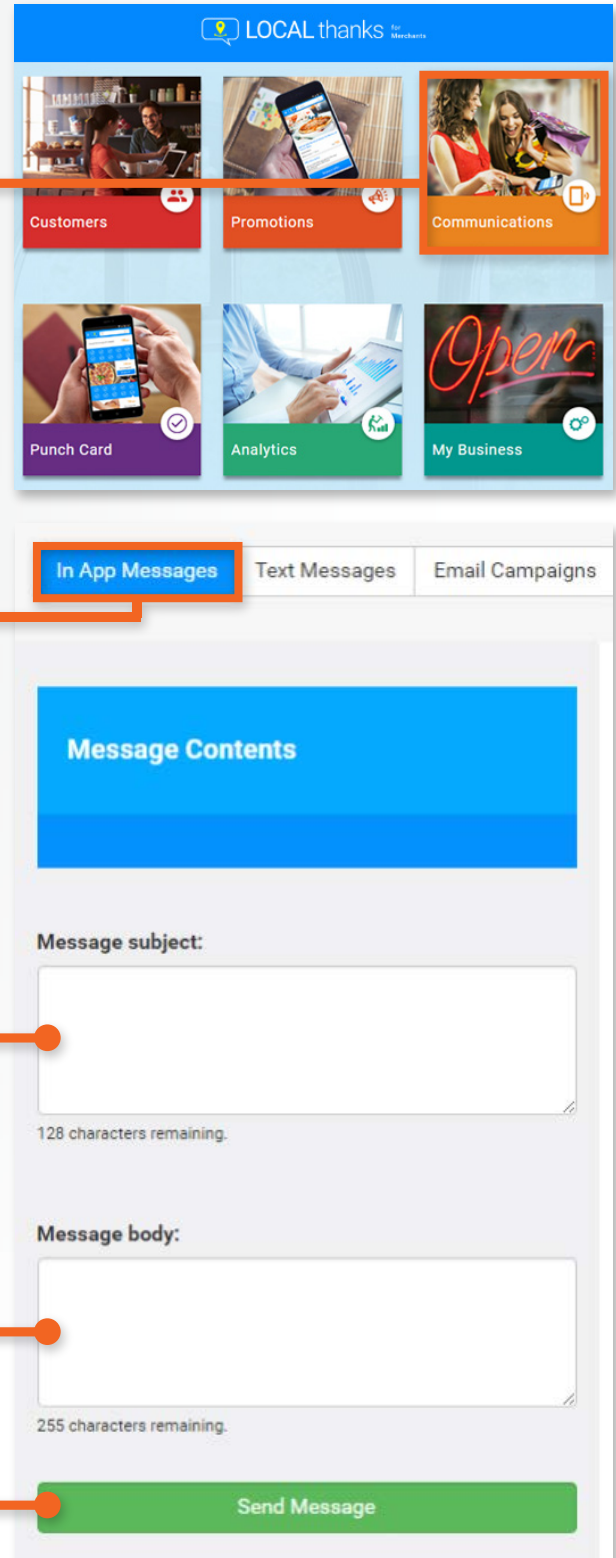
Click on "Communications"

Select "In App Messages"

Enter the "subject" of the message

Enter what you want the message to say

Click the "Send Message" button



The screenshot shows the LOCAL thanks interface for Merchants. The top navigation bar is blue with the LOCAL thanks logo. Below it, there are six tiles: Customers, Promotions, Communications, Punch Card, Analytics, and My Business. The Communications tile is highlighted with an orange border. Below the tiles, there are three tabs: In App Messages, Text Messages, and Email Campaigns. The In App Messages tab is selected and highlighted with an orange border. Below the tabs, there is a section titled "Message Contents". It contains two text input fields: "Message subject:" and "Message body:". The "Message subject:" field has a placeholder "128 characters remaining." and the "Message body:" field has a placeholder "255 characters remaining.". At the bottom, there is a green button labeled "Send Message".

LOCAL thanks for Merchants

Customers Promotions Communications

Punch Card Analytics My Business

In App Messages Text Messages Email Campaigns

Message Contents

Message subject:

128 characters remaining.

Message body:

255 characters remaining.

Send Message



In-App Messaging (Continued)

In-App Messaging

Message Contents

Message subject:

128 characters remaining.

Message body:

255 characters remaining.

[Send Message](#)

Show 10 entries

Notification History

Search:

ID	Message	Date
13	Hello Adil Hello From Boca Raton!	Dec-10-2015 11:42 AM
12	Hello on behalf of Dan and Jeff! Malls and Catalogs - fun stuff!	Dec-07-2015 10:57 AM
11	Harvey cleans out the closet Linda needs shoes cleaned out	Dec-01-2015 03:42 PM
9	Hello from Tim! Harvey says hello!	Nov-11-2015 09:30 AM
8	Hello from Robert! Today Harvey will clean for \$15	Oct-27-2015 02:24 PM
7	Harvey Cleans Today Only! Harvey will come to your house and clean today.	Oct-21-2015 02:52 PM
6	Hello from Worldpay In the conference room	Sep-29-2015 01:30 PM

Showing 1 to 7 of 7 entries

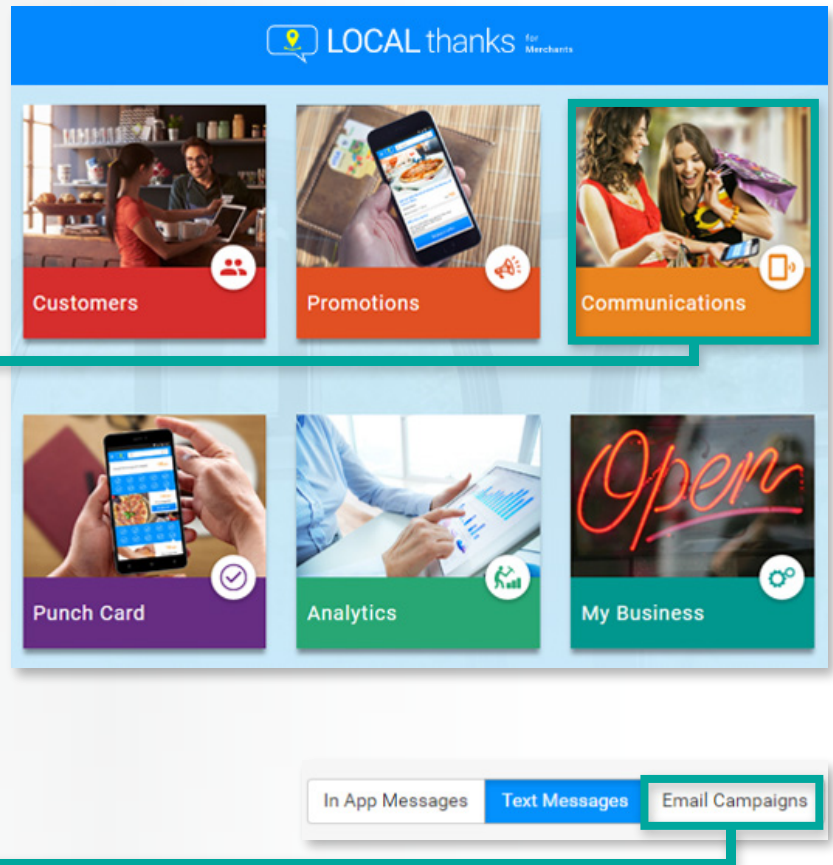
[Previous](#) 1 [Next](#)

These messages will go to your members mobile phones if they have the mobile app or to their online account if they do not have the mobile app

*These messages will be sent to ALL of your members

Email Campaigns

Click on "Communications"

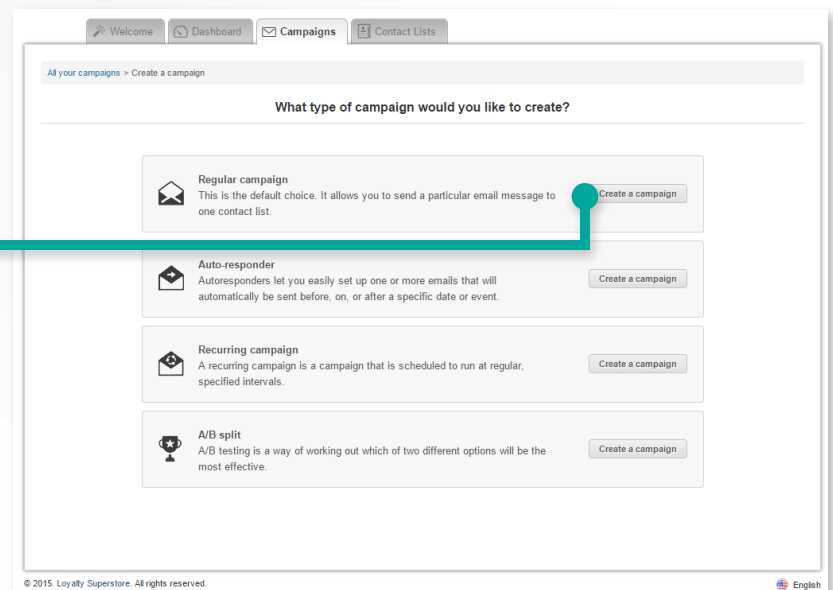


Select "Email Campaigns"

Regular Campaign

A regular campaign allows you to send a particular email message to one contact list

Select "Regular Campaign"





Email Campaigns (Continued)

Type the name you want to give this campaign

*This is for your records only

© 2015. Loyalty Superstore. All rights reserved. English

Type the "subject line" for your email

Type who the email is coming from,
It could be you or your business

Enter the email address that you
want the email to come from.
Your customers will be more likely
to open emails from people they know

If you want your email to come from
another email address, enter it here

If you would like to turn off tracking,
check the first box

To use our additional tracking tool,
check the second box

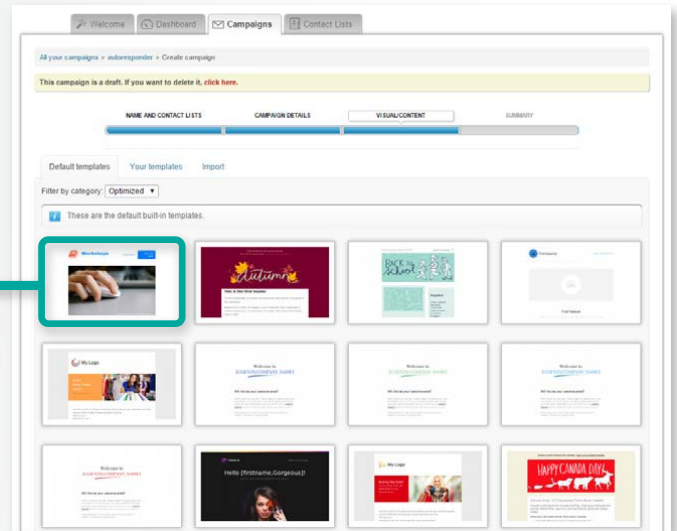
To insert the social media toolbar,
check the third box

Back

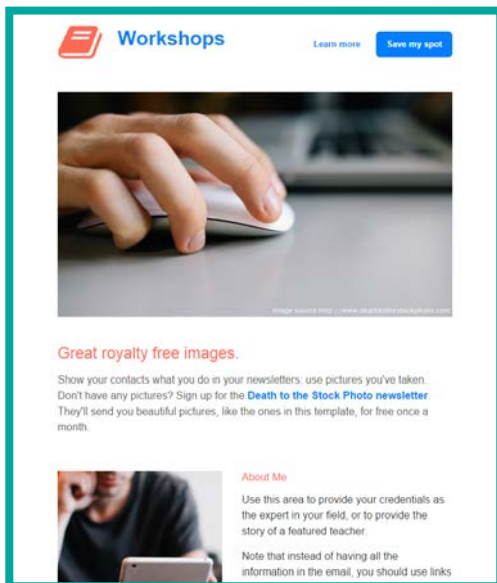
Email Campaigns (Continued)

Select which template you want to use.

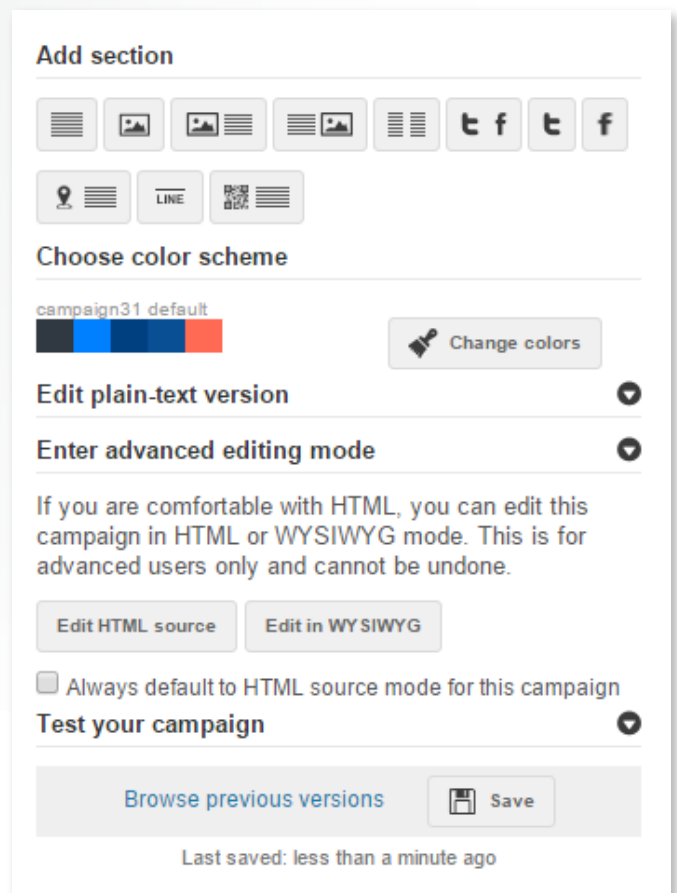
*There are many pages of choices



Click the “Sections” on the email that you want to edit and then enter your text.



*All text and images can be changed





Email Campaigns (Continued)

Name of the campaign

Who it is from

Subject of the campaign

Lists who the email will be going to

Choose whether you want to send this campaign now or schedule it for later

Auto-responder Campaign

Autoresponders let you easily set up one or more emails that will automatically be sent before, on, or after a specific date or event

Select "Auto-responder"



Email Campaigns (Continued)

Type the "subject line" for your email

Type who the email is coming from,
It could be you or your business

Enter the email address that you want the
email to come from. Your customers will
be more likely to open emails from
people they know

If you want your email to come from
another email address, enter it here

If you would like to turn off tracking,
check the first box

To use our additional tracking tool
check the second box

To insert the social media toolbar
check the third box

Select which template you want to use.

*There are many pages of choices

Welcome Dashboard Campaigns Contact Lists

All your campaigns > autoresponder > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS CAMPAIGN DETAILS VISUAL/CONTENT SUMMARY

Campaign information

Subject
autoresponder
This is the subject line of your campaign.

From name
Fady Farid
This is the sender name that appears in email clients.

From email
fady123@loyaltysuperstore.com
This is the sender email address that appears in email clients.

Reply-to email address

This is where replies to this campaign will be sent. Fill this in if your reply-to email is different from the sender email.

Advanced options

☒ Would you like to > TURN OFF < specific tracking for this campaign?
Check the box to disable:
☐ HTML clicks
☐ Plain text clicks
☐ Opens

☒ Use an additional tracking tool [?]
The tracking tool monitors the traffic of this campaign.
Custom tracking system

☒ Insert the Social Media toolbar [?]
This inserts a toolbar on top of your email so you can allow people to forward the campaign to a friend or share it on Facebook or Twitter.
f t

Back Next step or Cancel

Welcome Dashboard Campaigns Contact Lists

All your campaigns > autoresponder > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS CAMPAIGN DETAILS VISUAL/CONTENT SUMMARY

Default templates Your templates Import

Filter by category: Optimized

These are the default built-in templates.

12 templates

1. Hand on mouse

2. Autumn

3. BCC

4. Campaign

5. My Logo

6. Welcome to SUBSCRIPTION NAME

7. Welcome to SUBSCRIPTION NAME

8. Welcome to SUBSCRIPTION NAME

9. Welcome to SUBSCRIPTION NAME

10. Welcome to SUBSCRIPTION NAME

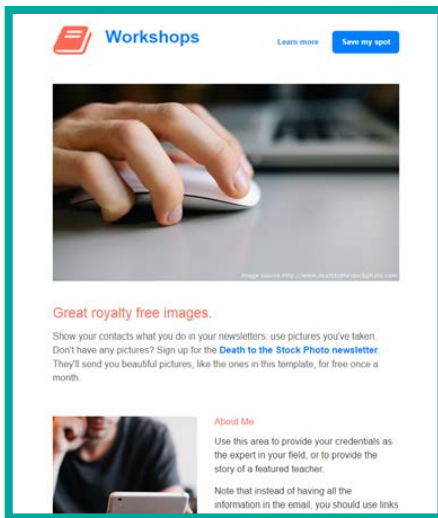
11. Hello {firstname, Greetings!}

12. HAPPY CANADA DAY



Email Campaigns (Continued)

Click the “Sections” on the email that you want to edit and then enter your text.

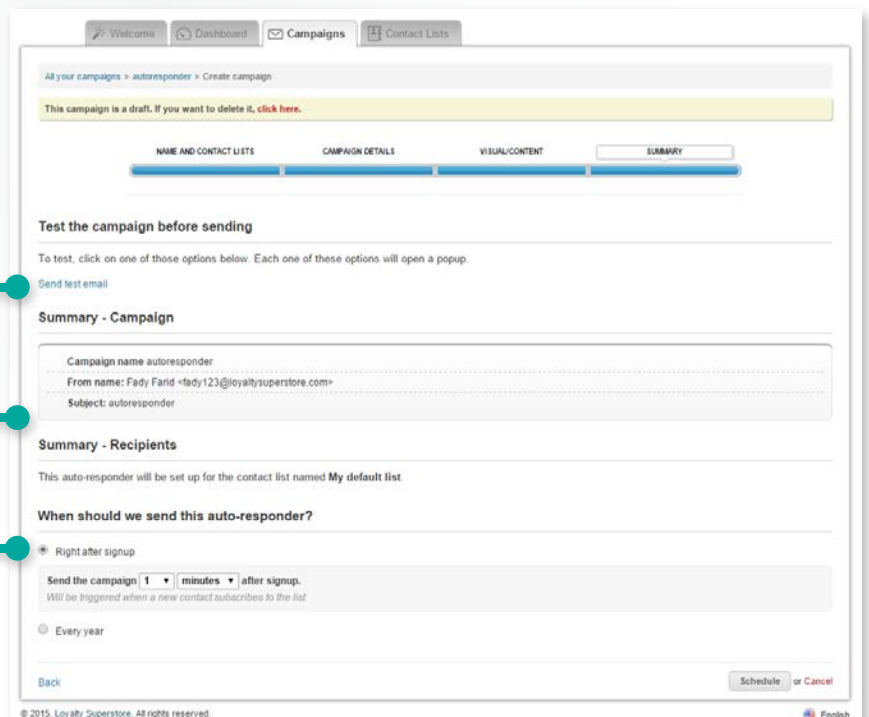
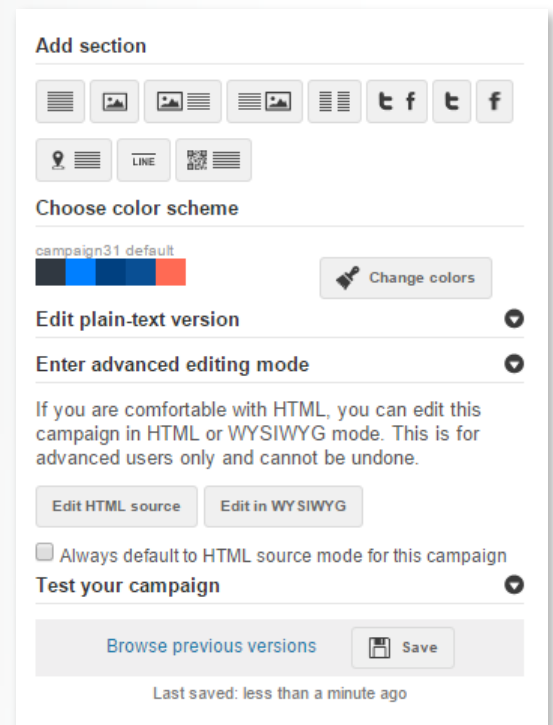


*All text and images can be changed

Send a test email to test what it will look like

Review who this campaign will be sent to

Select when you want people to receive the email





Email Campaigns (Continued)

Recurring Campaign

A recurring campaign is a campaign that is scheduled to run at regular, specified intervals

Select "Recurring campaign"

What type of campaign would you like to create?

- Regular campaign**
This is the default choice. It allows you to send a particular email message to one contact list. [Create a campaign](#)
- Auto-responder**
Autoresponders let you easily set up one or more emails that will automatically be sent before, on, or after a specific date or event. [Create a campaign](#)
- Recurring campaign**
A recurring campaign is a campaign that is scheduled to run at regular, specified intervals. [Create a campaign](#)
- A/B split**
A/B testing is a way of working out which of two different options will be the most effective. [Create a campaign](#)

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Type the "subject line" for your email

Type who the email is coming from, It could be you or your business

Enter the email address that you want the email to come from. Your customers will be more likely to open emails from people they know

If you want your email to come from another email address, enter it here

If you would like to turn off tracking check the first box

To use our additional tracking tool check the second box

To insert the social media toolbar check the third box

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS | CAMPAIGN DETAILS | VISUAL/CONTENT | SUMMARY

Campaign information

Subject
autoresponder
This is the subject line of your campaign.

From name
Fady Farid
This is the sender name that appears in email clients.

From email
fady123@loyaltysuperstore.com
This is the sender email address that appears in email clients.

Reply-to email address

This is where replies to this campaign will be sent. Fill this in if your reply-to email is different from the sender email.

Advanced options

☒ Would you like to > TURN OFF < specific tracking for this campaign?
Check the box to disable:
☐ HTML clicks
☐ Plain text clicks
[Options](#)

☒ Use an additional tracking tool [?]
The tracking tool monitors the traffic of this campaign.
[Custom tracking system](#)

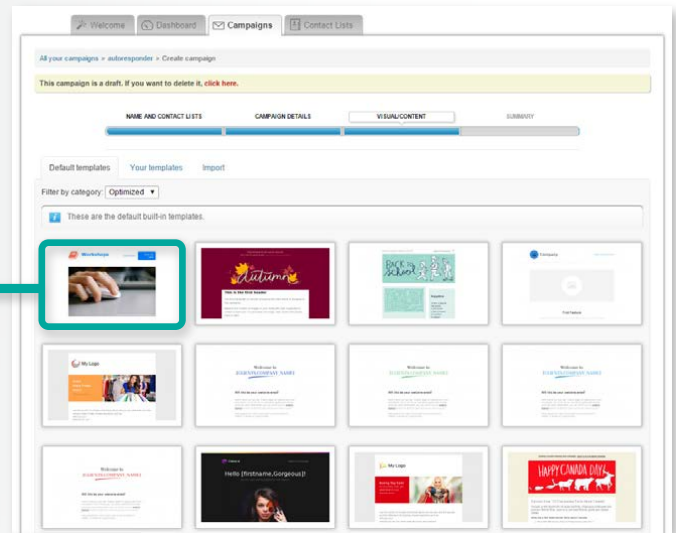
☒ Insert the Social Media toolbar [?]
This inserts a toolbar on top of your email so you can allow people to forward the campaign to a friend or share it on Facebook or Twitter.
[f](#) [t](#) [s](#)

[Back](#) [Next step](#) or [Cancel](#)

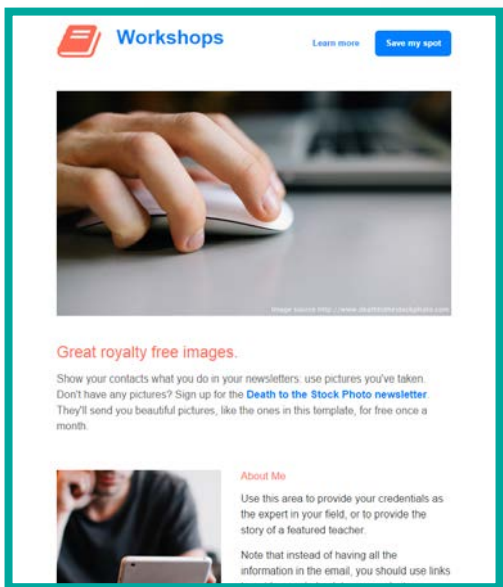
Email Campaigns (Continued)

Select which template you want to use.

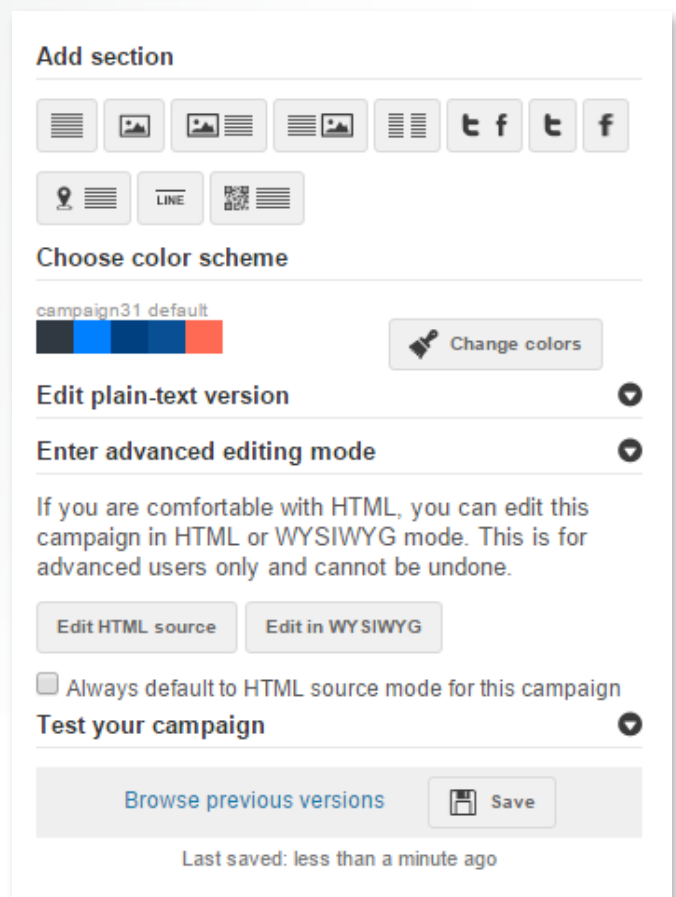
*There are many pages of choices



Click the “Sections” on the email that you want to edit and then enter your text.



*All text and images can be changed





Email Campaigns (Continued)

Click here to send test email

This is your campaign information

Select the frequency and when you want to send this campaign

A/B Split Campaign

A/B testing is a way of working out which of two different options will be the most effective

Select "A/B split"

Welcome Dashboard Campaigns Contact Lists

All your campaigns > recurring campaign > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS CAMPAIGN DETAILS VISUAL/CONTENT SUMMARY

Test the campaign before sending

To test, click on one of those options below. Each one of these options will open a popup.

[Send test email](#)

Summary - Campaign

Campaign name recurring campaign

From name: Fady Farid <fady123@loyaltysuperstore.com>

Subject: recurring campaign

Summary - Recipients

This campaign will be sent to the contact list named **My default list** which contains **10** recipients.

Schedule or send

Send this campaign every week

on Sunday

starting on December 30, 2015 at 02:00 p.m.

The delivery of this campaign will stop never

[Back](#) [Send](#) or [Cancel](#)

Welcome Dashboard Campaigns Contact Lists

All your campaigns > Create a campaign

What type of campaign would you like to create?

Regular campaign
This is the default choice. It allows you to send a particular email message to one contact list. [Create a campaign](#)

Auto-responder
Autoresponders let you easily set up one or more emails that will automatically be sent before, on, or after a specific date or event. [Create a campaign](#)

Recurring campaign
A recurring campaign is a campaign that is scheduled to run at regular, specified intervals. [Create a campaign](#)

A/B split
A/B testing is a way of working out which of two different options will be the most effective. [Create a campaign](#)

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Email Campaigns (Continued)

Enter the subject line for both campaigns

Enter who the campaigns are coming from

Enter the email address that they are coming from

Enter in the Reply-to email address if you want one, It can be the same as "From Email Address"

Select the tracking options or social media toolbar If you want them

Select the percentage of your email list that you want to test by dragging the slider

Select how you determine the winner of the test

Select the duration of the test

Welcome Dashboard Campaigns Contact Lists

All your campaigns > ab split > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS CAMPAIGN DETAILS A/B SPLIT SETTINGS VISUAL/CONTENT SUMMARY

Campaign information

Subject
This is the subject line of your campaign.

A B

From name
This is the sender name that appears in email clients.

A Fady Farid B Fady Farid

From email
This is the sender email address that appears in email clients.

A fady123@loyaltysuperstore.com B fady123@loyaltysuperstore.com

Reply-to email address
This is where replies to this campaign will be sent. Fill this in if your reply-to email is different from the sender email.

Advanced options

☐ Would you like to > TURN OFF < specific tracking for this campaign?
Check the box to disable:
☐ HTML clicks
☐ Plain text clicks
☐ Opens

☐ Use an additional tracking tool [?]
The tracking tool monitors the traffic of this campaign.
 Custom tracking system

☐ Insert the Social Media toolbar [?]
This inserts a toolbar on top of your email so you can allow people to forward the campaign to a friend or share it on Facebook or Twitter.

Welcome Dashboard Campaigns Contact Lists

All your campaigns > ab split > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS CAMPAIGN DETAILS A/B SPLIT SETTINGS VISUAL/CONTENT SUMMARY

What percentage of the list would you like to test?

Drag the slider to adjust ratios.

A 25 % (2) B 25 % (2) Winning version 50 % (6)

What is the winning condition?

☒ Highest click-rate
The version with the most clicks wins

☐ Highest open-rate
The version with the highest open-rate wins

How long should the test run?

How long would you like the test to run before we automatically decide the winner for you? We recommend setting this value to 6 hours.

Select a winner after: 6 hours

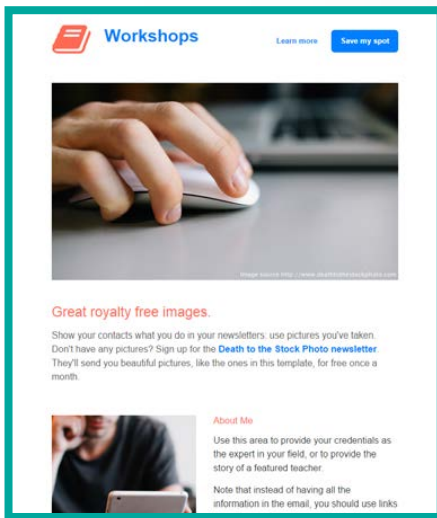
Back Next step or Cancel

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Email Campaigns (Continued)

Click the “Sections” on the email that you want to edit and then enter your text.



*All text and images can be changed

Add section

Icons for adding sections: text, image, image with text, list, list with image, social media (Twitter, Facebook, LinkedIn, YouTube), location, line, and QR code.

Choose color scheme

campaign31 default

[Change colors](#)

Edit plain-text version

Enter advanced editing mode

If you are comfortable with HTML, you can edit this campaign in HTML or WYSIWYG mode. This is for advanced users only and cannot be undone.

[Edit HTML source](#) [Edit in WYSIWYG](#)

☐ Always default to HTML source mode for this campaign

Test your campaign

[Browse previous versions](#) [Save](#)

Last saved: less than a minute ago

Navigation: Welcome | Dashboard | **Campaigns** | Contact Lists

All your campaigns > ab split > Create campaign

This campaign is a draft. If you want to delete it, [click here](#).

NAME AND CONTACT LISTS | CAMPAIGN DETAILS | A/B SPLIT SETTINGS | VISUAL/CONTENT | **SUMMARY**

Test the campaign before sending

To test, click on one of those options below. Each one of these options will open a popup.

[Send test email](#)

Summary - Campaign

Campaign name ab split

From (version A) Fady Farid <fady123@loyaltysuperstore.com>

From (version B) Fady Farid <fady123@loyaltysuperstore.com>

Subject line (version A) test a

Subject line (version B) test b

Summary - Recipients

This A/B split campaign will be sent to **My default list** contacts.

Version A and B will each be sent to **25 %** subscribers from the list (for a total of 50 %).

After 6 hours, the version with the highest click rate will be declared the winning version, and will be sent to the 5 remaining recipients.

Schedule or send

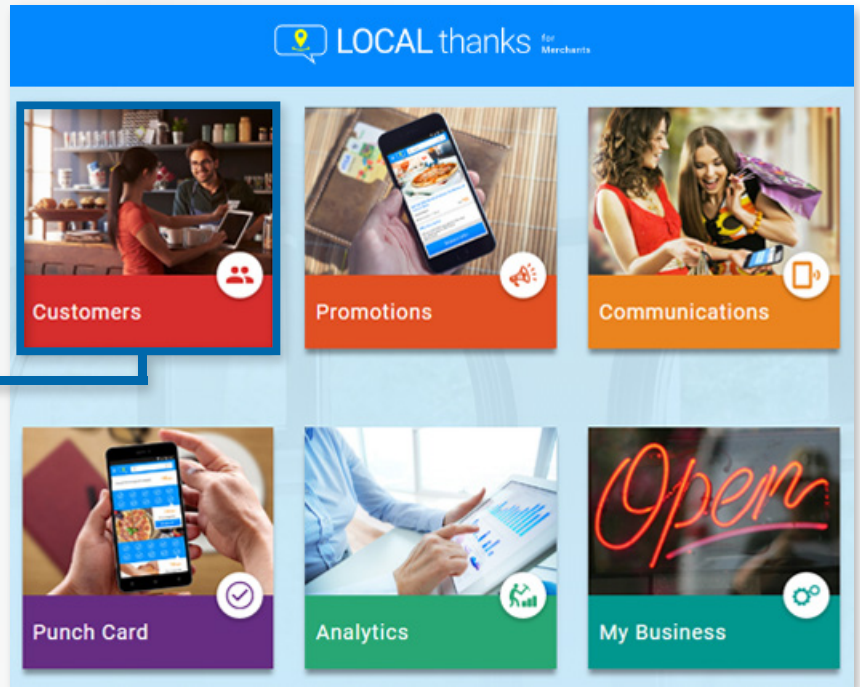
☒ Send the campaign immediately

☐ Schedule this campaign for later

Choose when you want to send this email

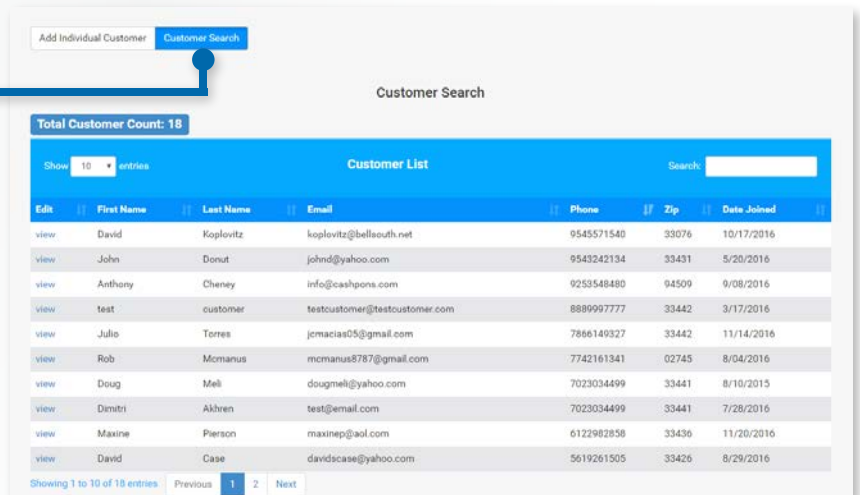
Customers

Click on "Customers"



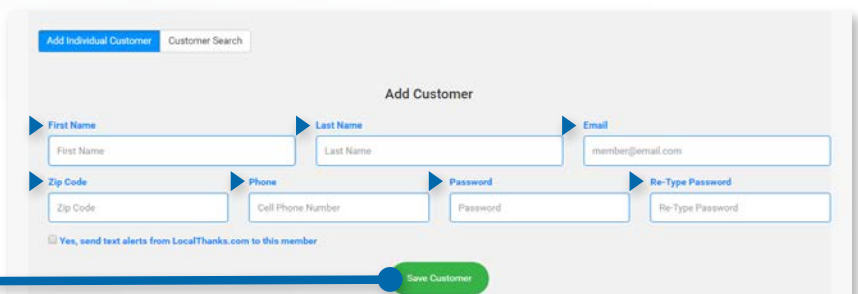
This is your database of customers.

Here you can also search for specific customer info.



Input new member's information into the fields

Select "Save Customer"



Add Customer

First Name Last Name Email

First Name Last Name member@email.com

Zip Code Phone Password Re-Type Password

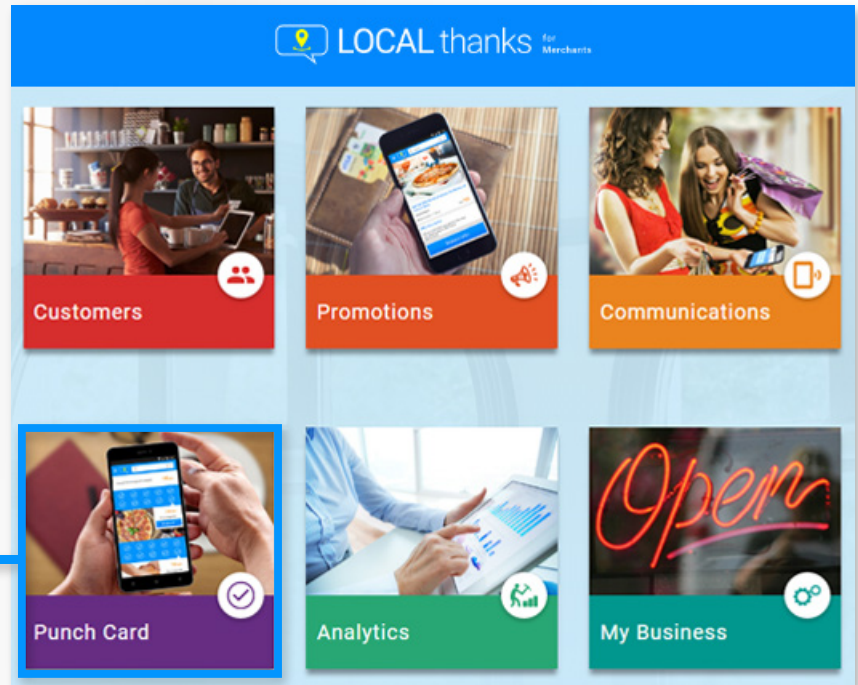
Zip Code Cell Phone Number Password Re-Type Password

☐ Yes, send text alerts from LocalThanks.com to this member

Save Customer

Punch Card

Click on "Punch Card"



Click "Active" to turn it off or on.

Enter the "Title" for the card here.

Enter the description for the card here.

Click here to turn the image on or off.

The "Gallery" is where you can choose an image and upload your images for this feature.

Enter the amount of "Punches" for this feature.

Enter a code for the feature here.

Enter a disclaimer for the feature here.

Welcome to your Digital Punch Card Setup

Important note:
Once a punch card is set up, there can be no changes until all customers have completed redemption and there are no outstanding punches remaining for customers.


Punch Card ☐ **ACTIVE**

Title
(Maximum 50 characters)

Description
(Maximum 70 characters)

Image ☐ **ON**
If you wish to have an image for your customers on your punch card, you can turn that on here and select an image below, or upload an image of your own for use.

Gallery

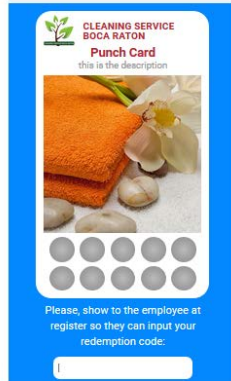


Total Number of Digital Punches
You can set up your Digital Punch card for customers to gain anywhere from 1-20 punches on the card, before being rewarded.

Punch Card Pin Code

Disclaimers
optional

Preview

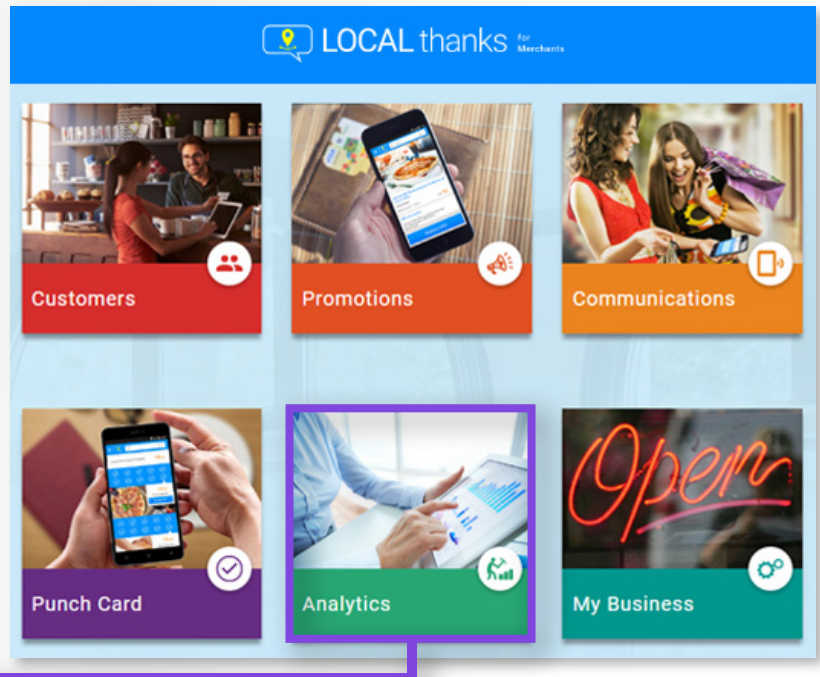


Please, show to the employee at register so they can input your redemption code:

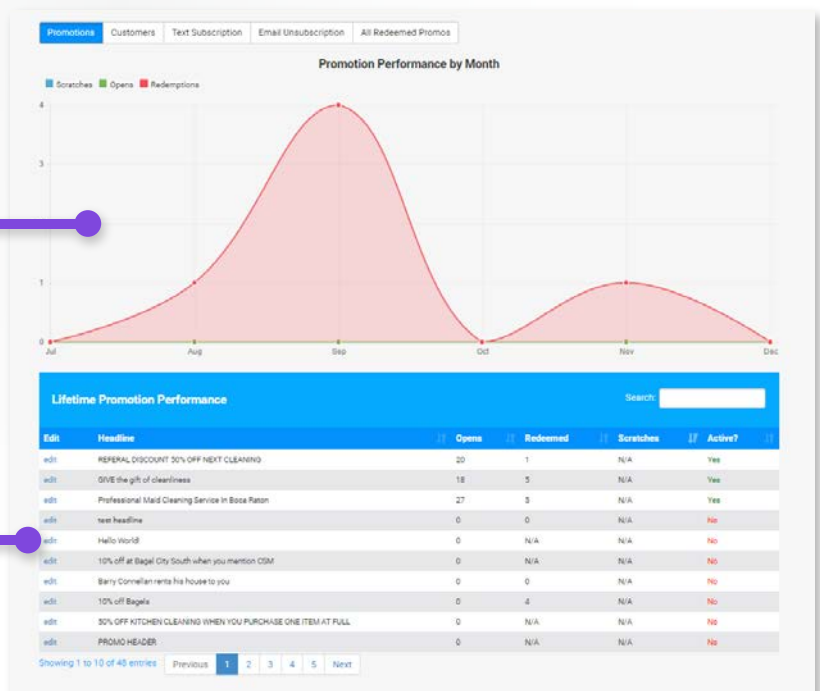
Disclaimers:
test

Analytics

Click “Analytics” to open member information and analytics.



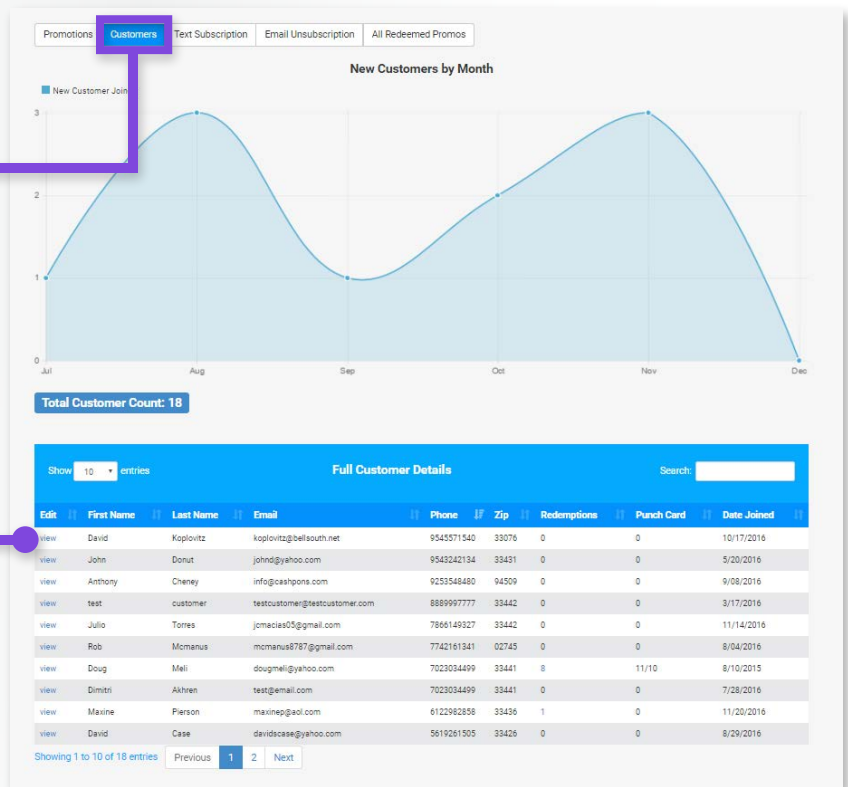
This graph shows the amount of “scratches” for your Scredials and “Opens” for your promotions in each respective month.



You can edit each of these promotions by clicking the “edit” button here.

Analytics (Continued)

This graph shows when new members signed up.

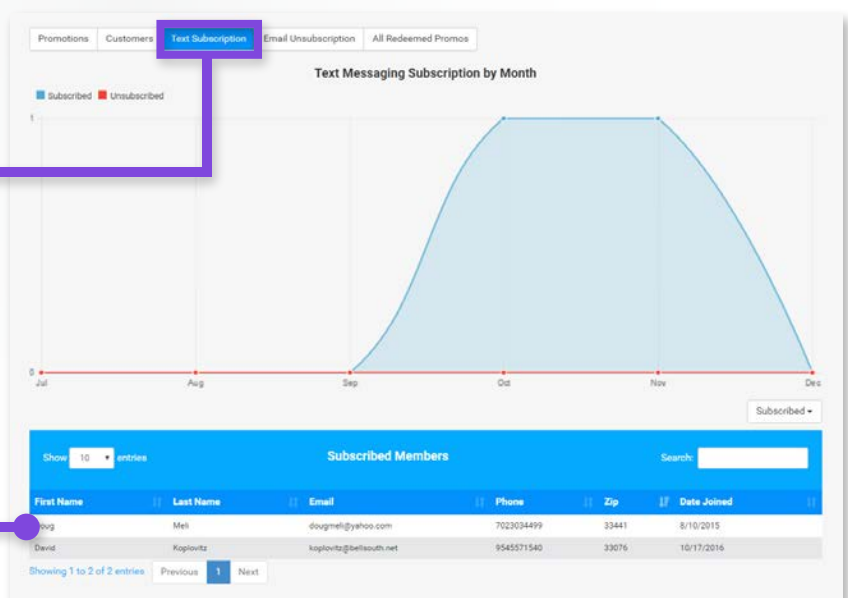


This list shows the database of your members.

You can update members info by clicking on "Edit"

You can also search for members.

This graph shows the amount and when members subscribed and unsubscribed to receive text messages.

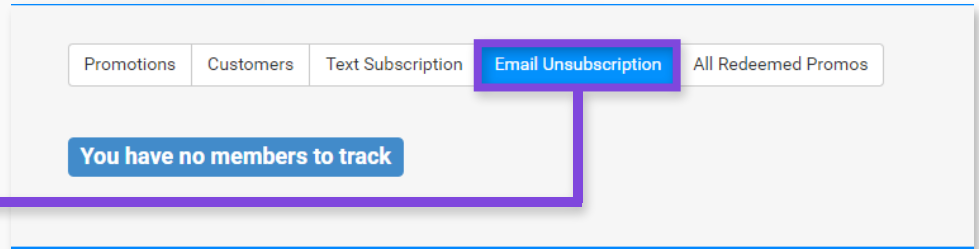


This list shows the names of members that subscribed to receive text messages.

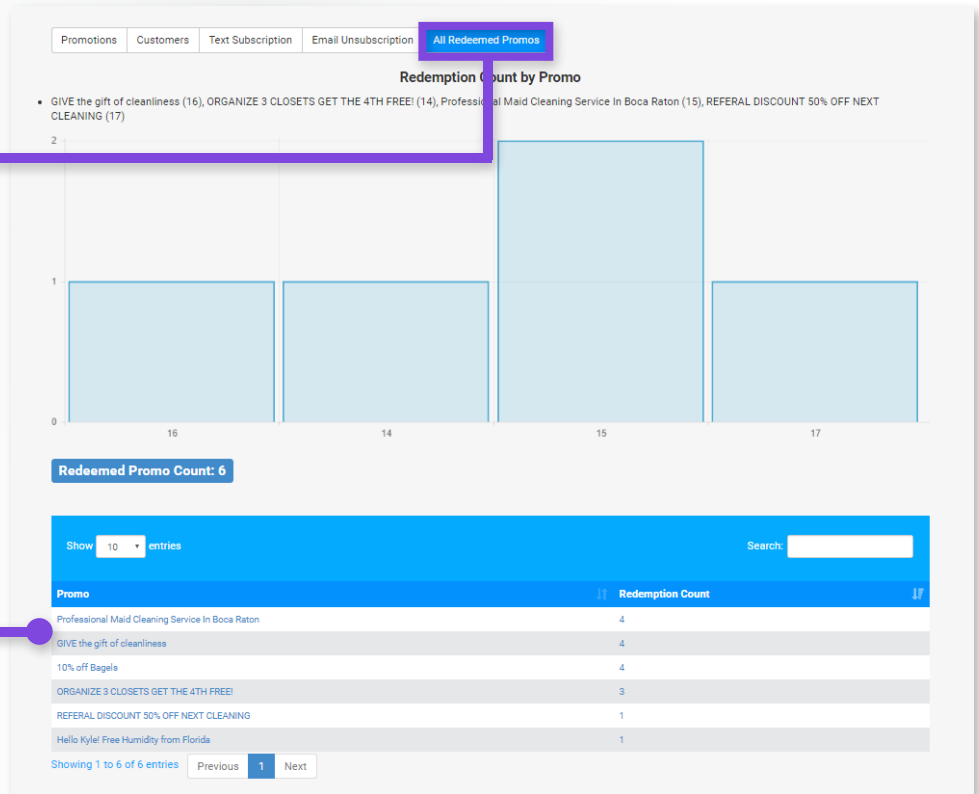


Analytics (Continued)

This graph shows the members that unsubscribed from receiving emails.



This graph shows which promotions have been redeemed and the amount of times.



This list shows redeemed promotions and the amount of times redeemed.