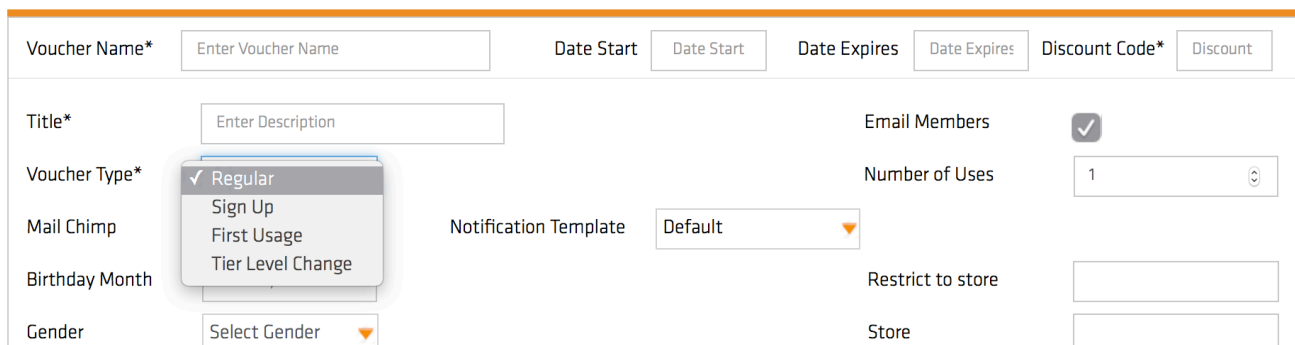


Company Administrator - Sign Up, First Usage and Tier Level Vouchers

Sign Up, First Usage or Tier Level Vouchers are automatic vouchers that you can setup from the voucher creation page. These are vouchers that the customers will receive straight away when they sign up or first time they make a purchase or move up a tier level.

Voucher Creation

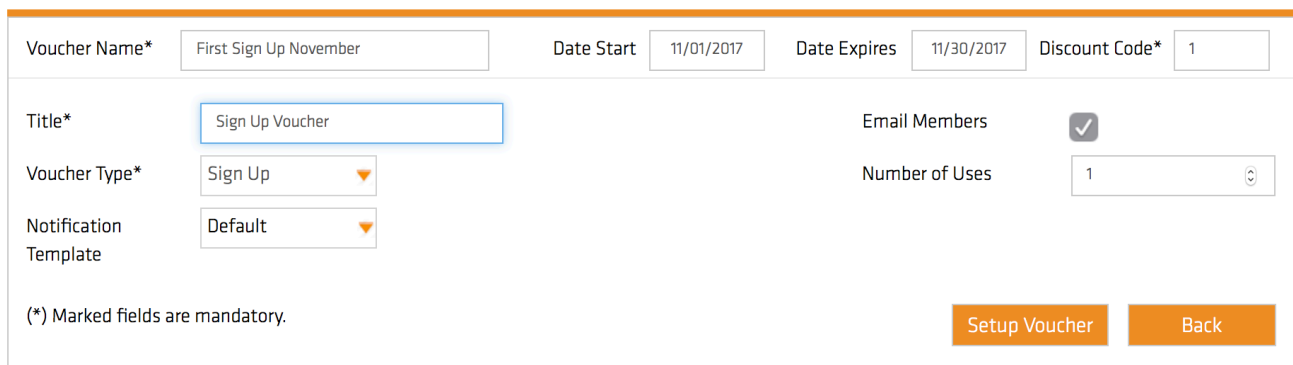


The screenshot shows the 'Voucher Creation' form with the following fields and values:

- Voucher Name***: Enter Voucher Name
- Date Start**: Date Start
- Date Expires**: Date Expires
- Discount Code***: Discount
- Title***: Enter Description
- Voucher Type***: Regular (selected), Sign Up, First Usage, Tier Level Change
- Mail Chimp**: (checkbox)
- Notification Template**: Default
- Number of Uses**: 1
- Restrict to store**: (checkbox)
- Gender**: Select Gender
- Store**: (checkbox)

Under voucher creation page > in Voucher Type* > Choose between sending a regular voucher, sign up, first usage and tier level change.

Voucher Creation



The screenshot shows the 'Voucher Creation' form with the following fields and values:

- Voucher Name***: First Sign Up November
- Date Start**: 11/01/2017
- Date Expires**: 11/30/2017
- Discount Code***: 1
- Title***: Sign Up Voucher
- Voucher Type***: Sign Up
- Notification Template**: Default
- Number of Uses**: 1
- Email Members**: (checkbox checked)

(*) Marked fields are mandatory.

Buttons: Setup Voucher, Back

Setting up Sign Up, First Usage and Tier Level Change vouchers all have the same parameters to setup.

The example above is setting up a sign up voucher.

1. Fill in the Voucher name(Unique voucher name) and the Voucher Title Name(what the customer sees)
2. Select the discount code. Need to create a discount, refer to page 5 of Training Manual.
3. Select the start date and expiry date.

(*Note set the expiry date for a lot later date, 6 months - 1 year expiry. Next update for the LoyaltyMate website will have 'Select X amount of days for expiry from the time of sign up).

4. Select the number of times the voucher can be used.
5. Select the notification template and if you have mailchimp setup select the template for the email.

Select setup voucher and the voucher is ready for whenever a customer signs up.