



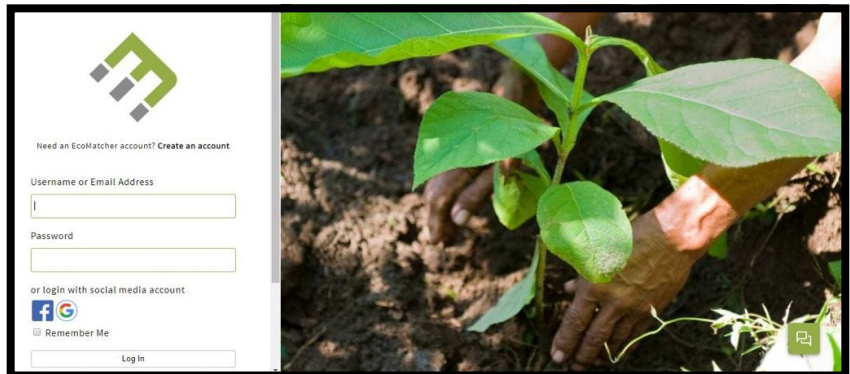
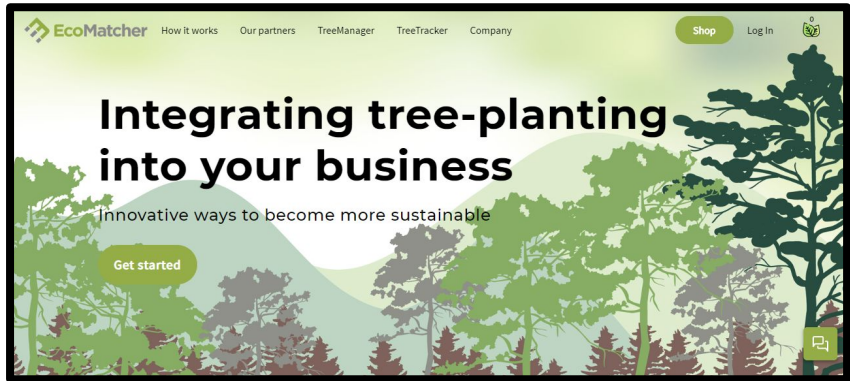
# TreeManager User Guide

## Part 1: Sending Trees With EcoMatcher

## STEP 1

Head to  
[www.ecomatcher.com](http://www.ecomatcher.com)

Log in to an existing account or create a new account.



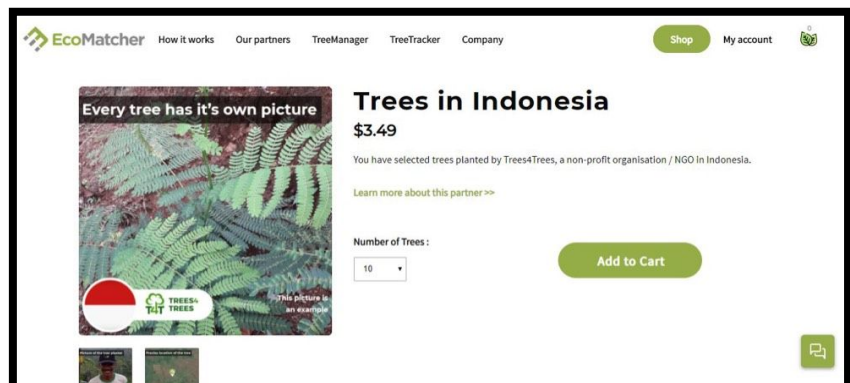
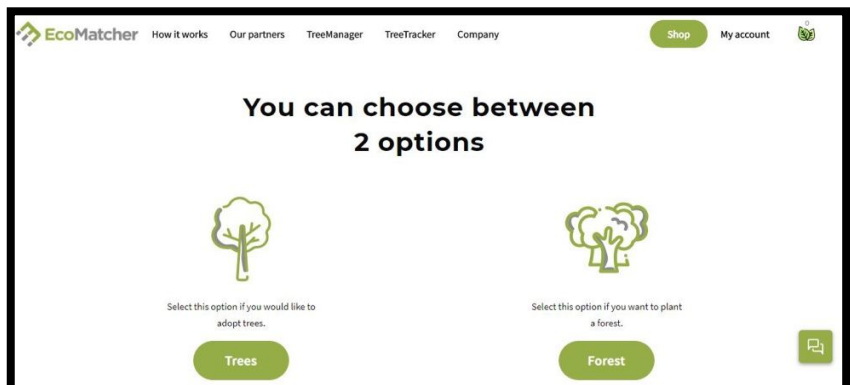
## STEP 2

Then:

1) Click on 'Shop' and purchase some trees.

2) Pick the location you wish to plant your trees at.

3) Add to cart and check out with PayPal.



## STEP 3

After checking out and making payment, go to **TreeManager** to access the options available for you to utilize your trees.

First, click 'learn more' under the category 'Send your trees'.

On the 'Send Your Trees' page, you can decide how exactly you want your trees to be sent.

For this guide, we will be sending trees directly via email. Click 'learn more' under the option 'Email'.

### TreeManager

What you can do with your trees

- Monitor your trees**  
Get all information about the trees you planted.  
[Learn more](#)
- Send your trees**  
Create and send gifts/rewards linked to trees.  
[Learn more](#)
- Integrate your system**  
Integrate your platform with EcoMatcher's by API.  
[Learn more](#)

### Send Your Trees

Choose option that fits your need best

- Email**  
Create and send custom emails linked to trees.  
[Learn more](#)
- QR Code**  
Generate QR codes linked to your trees.  
[Learn more](#)
- Spreadsheet**  
Download an Excel spreadsheet containing tree links.  
[Learn more](#)
- TreeCard**  
Design TreeCards (7.5 inch) with QR codes linked to trees.  
[Learn more](#)

EcoMatcher How it works Our partners TreeManager TreeTracker Company

Shop My account

### Send fully customized emails linked to trees.

[Send trees now](#)

## STEP 4


Select 'Send Trees Now' and customize your tree's TreeTracker page by filling in your details.


1) Upload your company's logo, which will appear below each tree when viewed.

2) Fill in your name, website and social media details.

### Customise TreeTracker

You can upload a logo or picture and provide some further details below.

Your Logo:  


Tree Marker Icon:  
click here to download the tree marker icon template  


Your name:

Your website address:

Your Facebook page (optional):

Your Twitter account (optional):

Your customers language (optional):

**Preview:**  
TAU123123  
Planted by: Menage Invest  
Location: Kaffi, Uganda  
22.1°C  
SUSTAINABLE GOALS  
EcoMatcher

## STEP 5

Next, you can edit your email template, which will accompany the trees sent to each of your recipient.

Both the email subject and body can be edited, and [name] will be synced to your email recipients at a later step. You can add your email address, in order to receive replies as well.

The screenshot shows the 'Edit email template' page. At the top, there is a navigation bar with tabs: 'YOUR DETAILS', 'EMAIL TEMPLATE' (active), 'EMAIL THEMES', 'EMAIL RECIPIENTS', and 'SEND'. Below the navigation bar, the page title is 'Edit email template'. A 'Please note:' section contains a bullet point: 'The tag [name] will be replaced automatically by the names of those who would get a tree(s). You can upload (their names and email addresses in the next step.' The main content area is enclosed in a light green border and contains three sections: 1. 'Email subject template:' with a text input field containing 'Hi [name], a tree from . is waiting for you'. 2. 'Email body template:' with a text area containing a sample email body: 'Dear [name], First of all, let me thank you for all your support. As a token of our appreciation, we adopted a newly planted tree on your behalf. Considered the lungs of the world, and helping to reduce global warming, new trees are also in some cultures a symbol of new life. We hope you appreciate the tree and look forward to serving you in the future. Regards,'. Below the text area is a green button labeled 'TRACK YOUR TREE'. 3. 'Email address for email replies:' with a text input field containing 'chlime@ecomatcher.com'. Below this is a checkbox labeled 'Add a copy email with links as text for safety.' At the bottom of the page, there are two buttons: 'Previous' and 'Next'.

## STEP 6

Select the header image for the emails that will be sent to your tree recipients.

Select from 5 preset designs or upload your own custom header image (1200 x 300 px).

The screenshot shows the 'Select Theme' page. At the top, there is a navigation bar with tabs: 'YOUR DETAILS', 'EMAIL TEMPLATE', 'EMAIL THEMES' (active), 'EMAIL RECIPIENTS', and 'SEND'. Below the navigation bar, the page title is 'Select Theme'. The main content area is enclosed in a light green border and contains: 1. A heading 'Select Theme' and a sub-heading 'Choose a header image for your email.' 2. A grid of five header image options: a close-up of a green leaf, a sunlit forest floor, a tree trunk with sunlight filtering through, a tree trunk with sunlight filtering through (labeled 'A Tree For You'), and a person holding a small tree sapling (labeled 'A Tree For You'). 3. A 'Custom Header' option with a placeholder image and the text 'Custom Header'. 4. An 'Upload custom header:' section with instructions: 'Use image with size 1200px x 300px and format jpg or png for best email view. Make sure your custom header are selected and shown in the email preview.' Below the instructions is a 'Select File' button. 5. An 'Email Preview' section on the right showing a vertical preview of the email with a header image, several lines of text, and a green 'TRACK YOUR TREE' button at the bottom. At the bottom of the page, there are two buttons: 'Previous' and 'Next'.

## STEP 7

Send a test email to preview what your recipient will receive. Or select between sending trees to a single or many recipients.

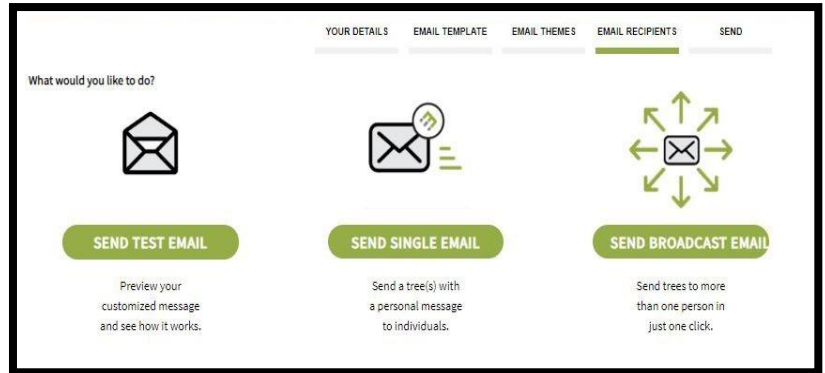
## SINGLE EMAIL

Enter the number of trees, and details about your email recipient.

You can also further personalize your email message here.

## BROADCAST EMAIL

Follow the Excel template provided to input the details of your recipients. Upload the file in xlsx format.



The screenshot shows the 'SEND SINGLE EMAIL' form. It includes the following fields and content:

- SEND SINGLE EMAIL** (Section Header)
- Text: 'You will be sending a single email and you can draft an email below.'
- Text: 'Number of tree(s) that you want to send per person:' followed by an input field containing '1'.
- Text: 'Enter name of addressee:' followed by an empty input field.
- Text: 'Enter email address of addressee:' followed by an empty input field.
- Text: 'Personalize email subject:' followed by an input field containing 'Hi [name], a tree from ... is waiting for you'. Below this is a small note: 'The default subject can be changed in the "Edit Template" settings screen.'
- Text: 'Personalize email message:' followed by a text area containing a pre-drafted message:

Dear [name],  
First of all, let me thank you for all your support.  
As a token of our appreciation, we adopted a newly planted tree on your behalf.  
Considered the lungs of the world, and helping to reduce global warming, new trees are also in some cultures a symbol of new life.  
We hope you appreciate the tree and look forward to serving you in the future.  
Regards,
- TRACK YOUR TREE(S)** (Button)

The screenshot shows the 'SEND MULTIPLE EMAILS' form. It includes the following content:

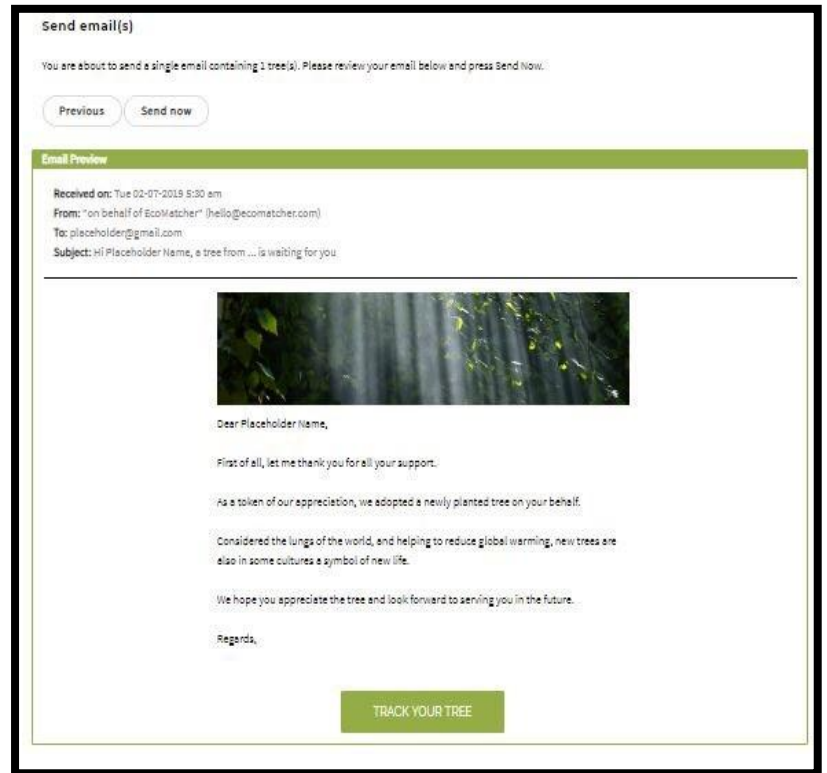
- SEND MULTIPLE EMAILS** (Section Header)
- Text: 'You will be sending multiple emails at once through a so called "mail merge". Your email template will contain fields that will automatically be replaced by text and values from an Excel sheet that you can upload below.'
- Text: 'You currently have not added any recipients for your cause units.' followed by an empty input field.
- Instructions:
  - Please use Excel to upload the names and email addresses, names and number of trees you want to give per name.
  - Your Excel sheet should use this format:
    - 1st row, Column A: email
    - 1st row, Column B: name
    - 1st row, Column C: trees
  - Save file in .xlsx format.
- Excel Template Preview:

	A	B	C
1	email	name	trees
2	Bob@gmail.com	Bob	2
3	Katy@yahoo.com	Katy	5
4	Etc	Etc	Etc
- Select File** (Button)
- Previous** and **Next** (Buttons)

## STEP 8

Preview the finalized draft of your email message to your recipient(s).

Click “Send Now” when you are ready to send the trees.



## STEP 9

You will receive an notice that your email(s) has been sent.

