



TreeManager User Guide

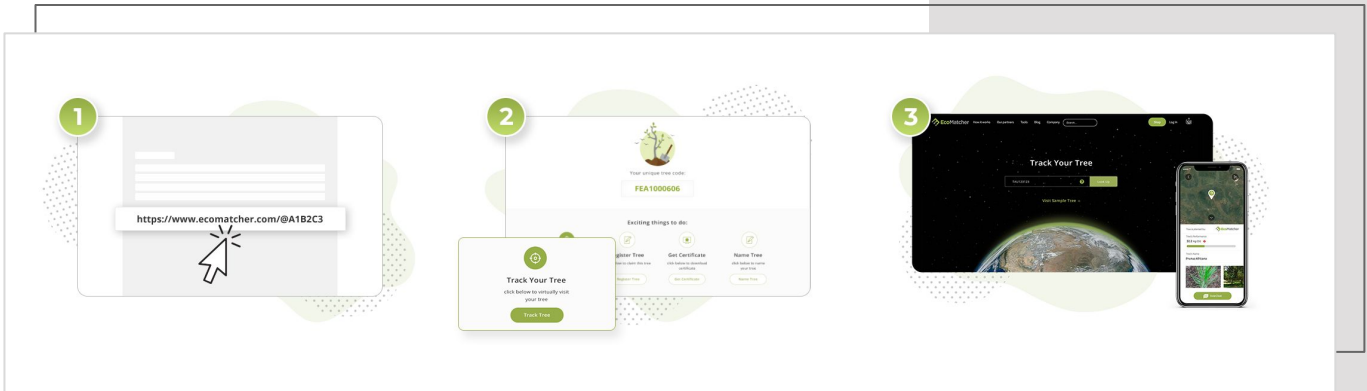
Download Spreadsheet

<https://www.ecomatcher.com/>



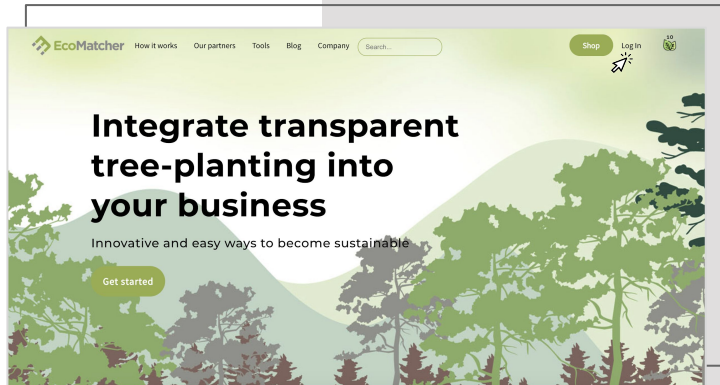
This User Guide explains the step by step process of downloading tree URLs that you can embed in your own emails. Once your customer selects a tree URL (①), the customer will be directed to a custom *landing page* offering options (②). One option is to *virtually travel* to the tree (③).

Treegards, the EcoMatcher team



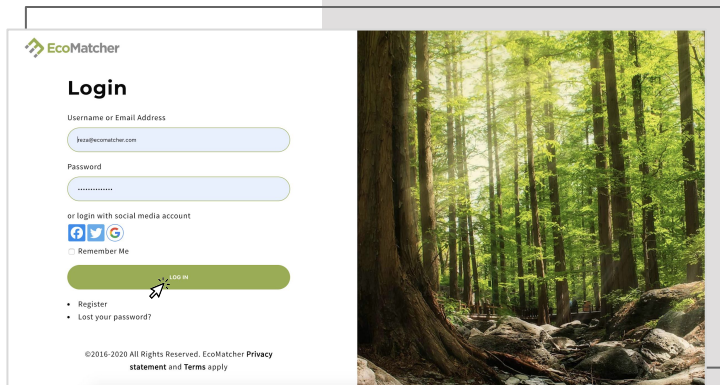
1

Head to www.ecomatcher.com

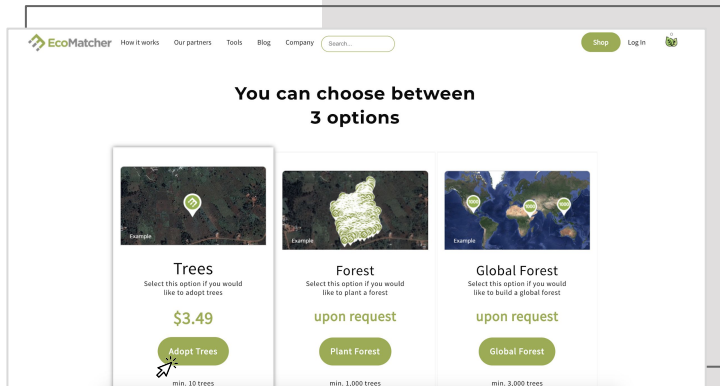


2

Log in to an existing EcoMatcher account or create a new account using “Register”.

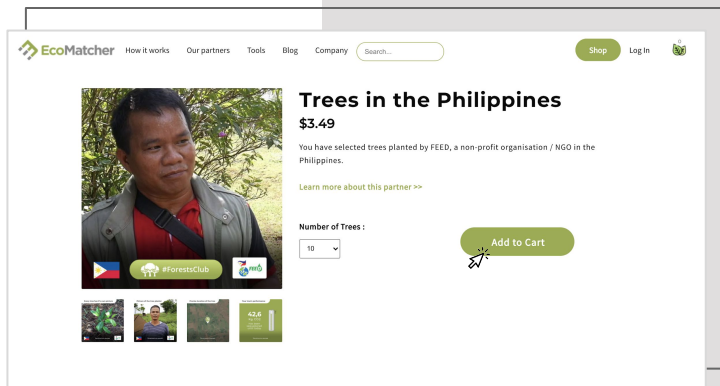


3 Click Shop on the Home page (green button) and select Trees.



4 Pick the location you wish to plant your trees and select the number of trees.

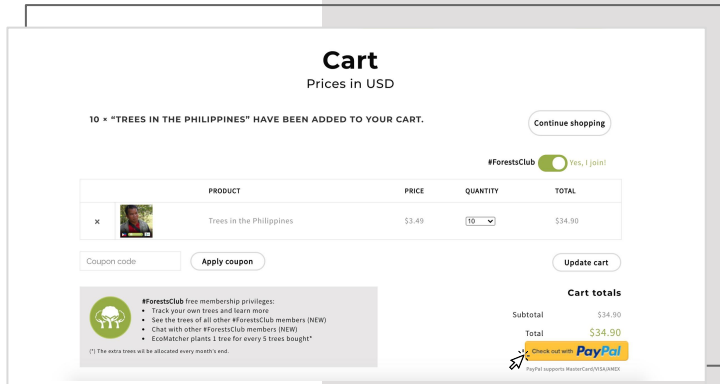
Select "Add to Cart".



5

Checkout with PayPal by selecting the yellow button.

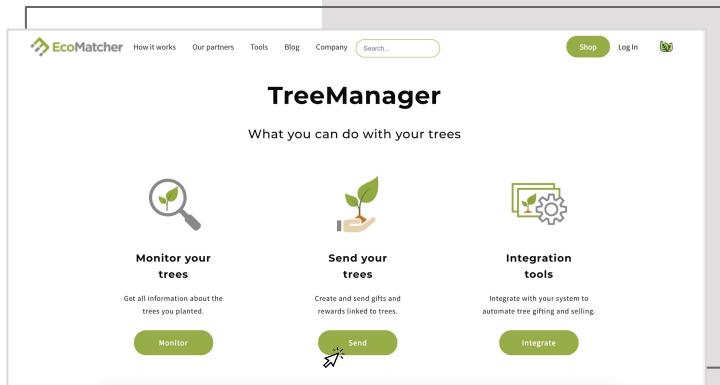
PayPal also offers credit card payments.



6

After payment, you automatically enter the TreeManager, offering options to utilize your trees.

Select "Send" under the option "Send your trees"

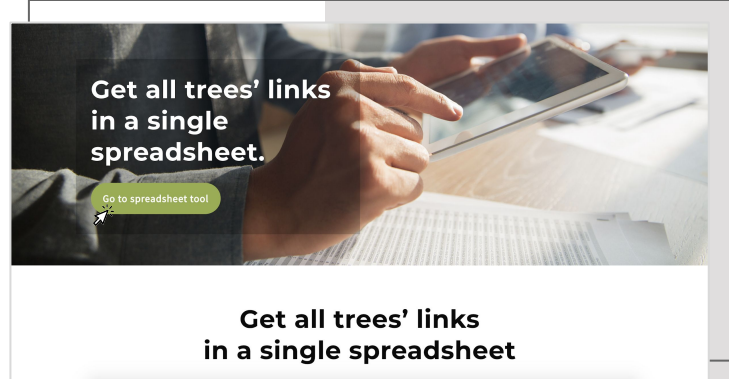
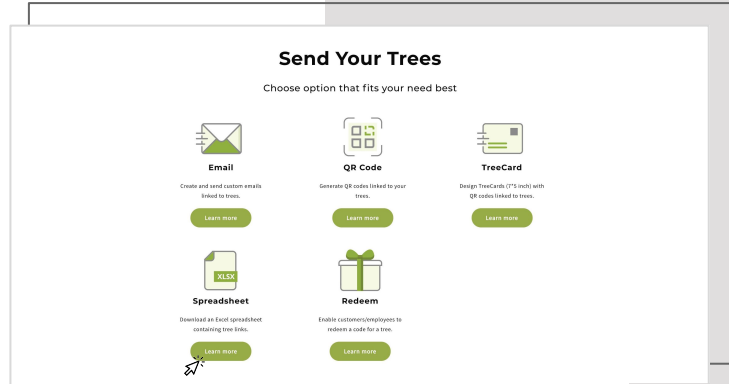


7

Select “Learn more” under the option “Spreadsheet”.

8

Select “Go to spreadsheet tool” and start customizing!



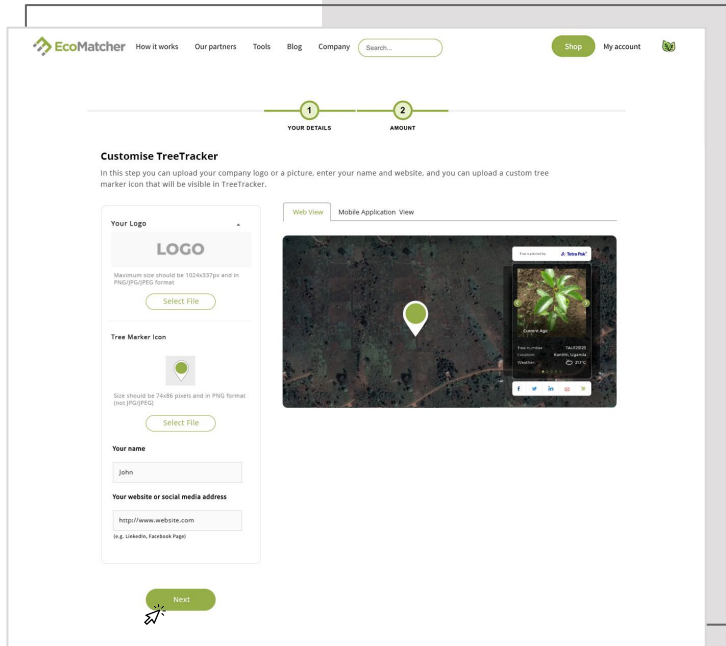
9

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

In case you like to customize the tree pin, you can do so.

Last but not least, fill in your name, website and social media details.

Select "Next".

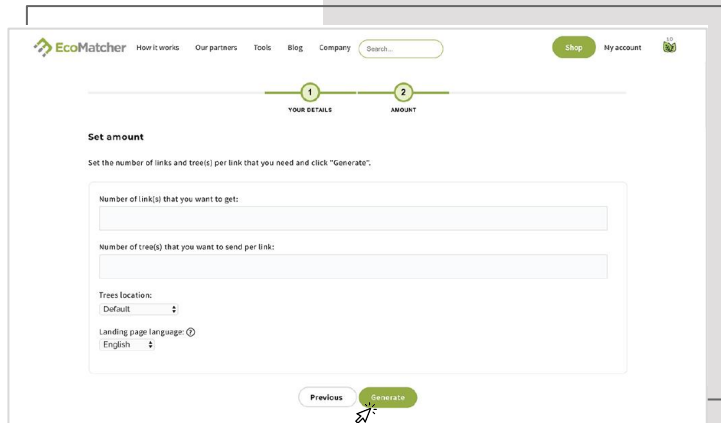


The screenshot shows the 'Customise TreeTracker' form on the EcoMatcher website. At the top, there is a navigation bar with the EcoMatcher logo, links for 'How it works', 'Our partners', 'Tools', 'Blog', and 'Company', a search bar, and buttons for 'Shop' and 'My account'. Below the navigation bar, a progress indicator shows two steps: '1 YOUR DETAILS' and '2 AMOUNT', with step 2 being the current active step. The main heading is 'Customise TreeTracker', followed by a sub-heading: 'In this step you can upload your company logo or a picture, enter your name and website, and you can upload a custom tree marker icon that will be visible in TreeTracker.' The form is divided into two columns. The left column contains three sections: 'Your Logo' with a 'LOGO' header and a 'Select File' button; 'Tree Marker icon' with a tree pin icon and a 'Select File' button; and 'Your name' with a text input field containing 'John'. The right column contains a 'Web View' and 'Mobile Application View' section, with a preview image showing a tree pin on a map and a mobile app interface. At the bottom of the form, there is a 'Next' button with a right-pointing arrow.

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Select the number of trees links, the number of trees you would like per tree link, the tree(s) location and the preferred language of the landing page.

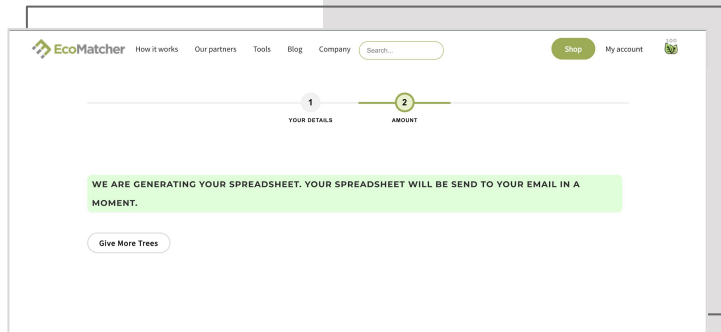
Select “Generate”



The screenshot shows the 'Set amount' page on the EcoMatcher website. At the top, there is a navigation bar with the EcoMatcher logo, links for 'How it works', 'Our partners', 'Tools', 'Blog', and 'Company', a search bar, and buttons for 'Shop', 'My account', and a user profile icon. Below the navigation bar is a progress indicator with two steps: '1 YOUR DETAILS' and '2 AMOUNT', with step 2 being the active step. The main heading is 'Set amount', followed by the instruction: 'Set the number of links and tree(s) per link that you need and click "Generate":'. The form contains four input fields: 'Number of link(s) that you want to get:', 'Number of tree(s) that you want to send per link:', 'Trees location: Default', and 'Landing page language: English'. At the bottom of the form are two buttons: 'Previous' and 'Generate'. A mouse cursor is pointing at the 'Generate' button.

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You will receive a notice that the links have been sent to your email address.



The screenshot shows the EcoMatcher website after the 'Generate' button was clicked. The progress indicator now shows step 1 'YOUR DETAILS' as completed and step 2 'AMOUNT' as the active step. A green banner message reads: 'WE ARE GENERATING YOUR SPREADSHEET. YOUR SPREADSHEET WILL BE SEND TO YOUR EMAIL IN A MOMENT.' Below the banner is a button labeled 'Give More Trees'.