EcoMatcher

TreeManager User Guide

Send Trees by Email

https://www.ecomatcher.com/

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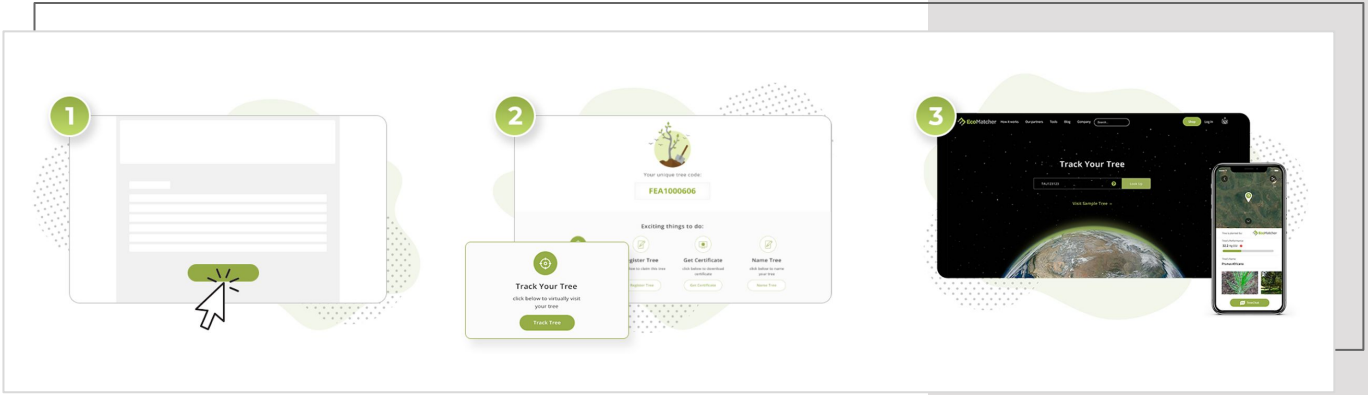
This User Guide explains the step by step process of sending *customized emails* linked to trees (①). Once your customer selects the green “Track Your Tree” button we embed in every email, the customer will be directed to a custom *landing page* offering options (②). One option is to *virtually travel* to the tree (③).

Treegards, the EcoMatcher team



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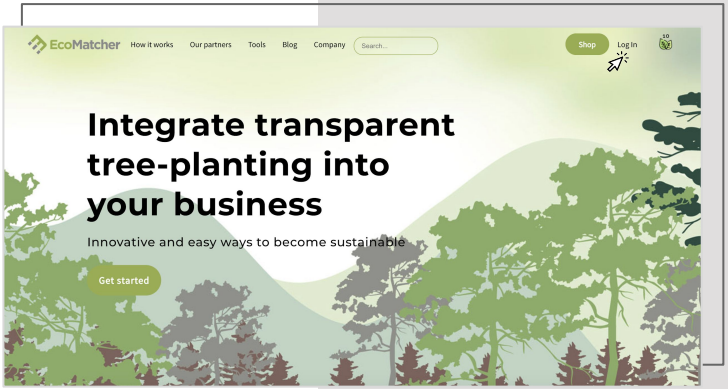
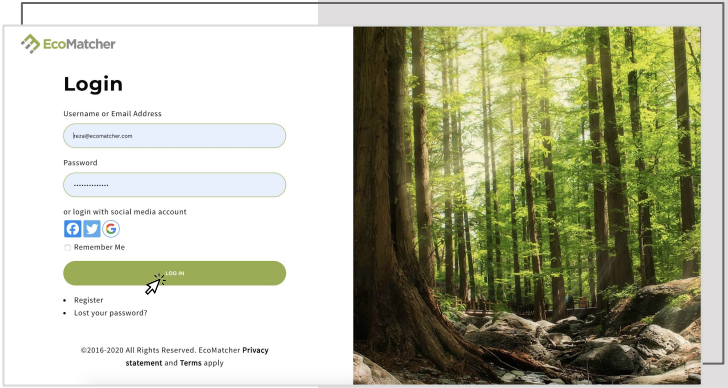
1 Head to www.ecomatcher.com



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



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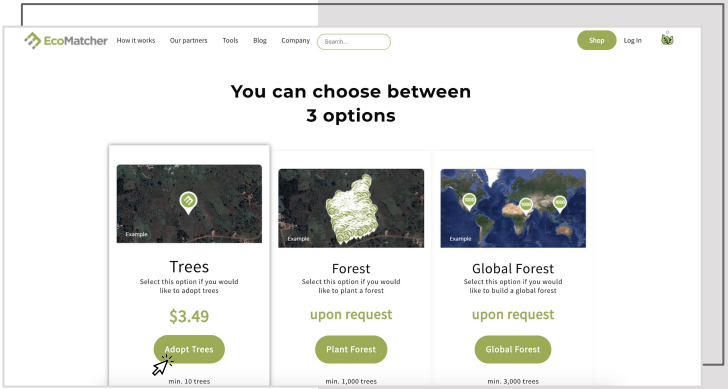
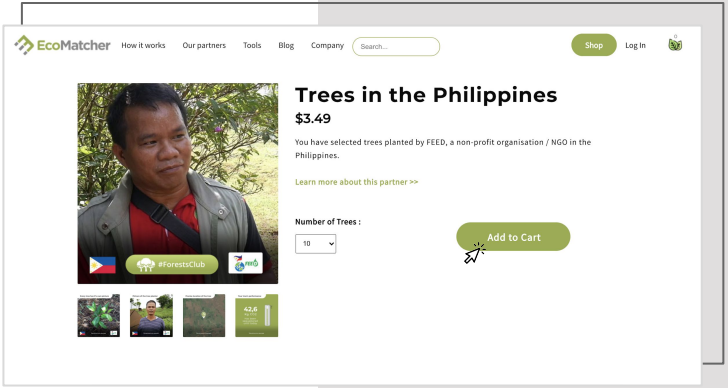
3 Click Shop on the Home page (green button) and select Trees.



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

Select “Add to Cart”.



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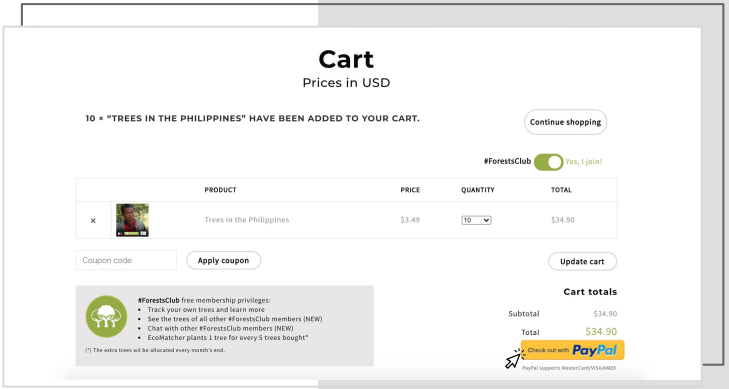
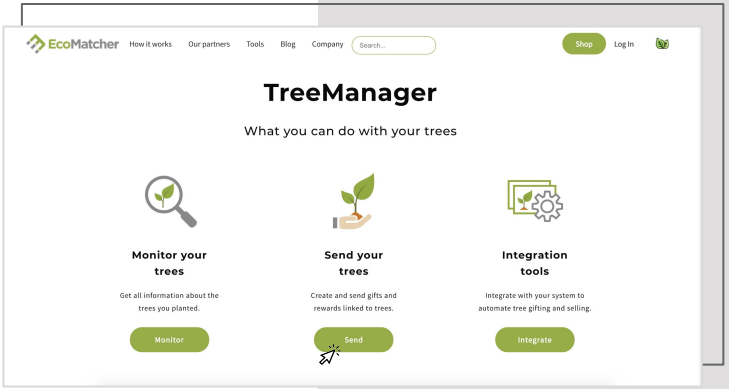
5 Checkout with PayPal by selecting the yellow button.

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”



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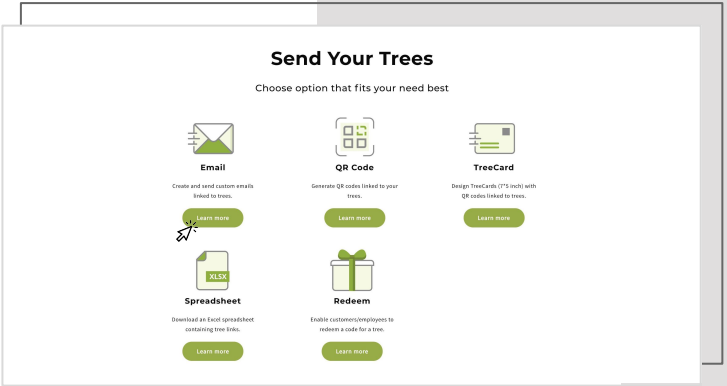
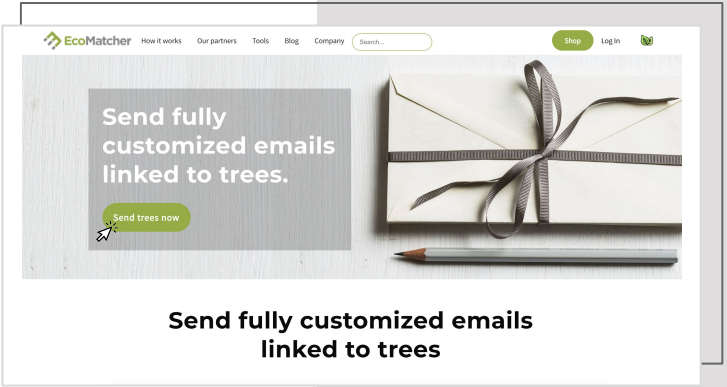
7 Select “Learn more” under the option “Email”.



8 Select “Send trees now” and start customizing!



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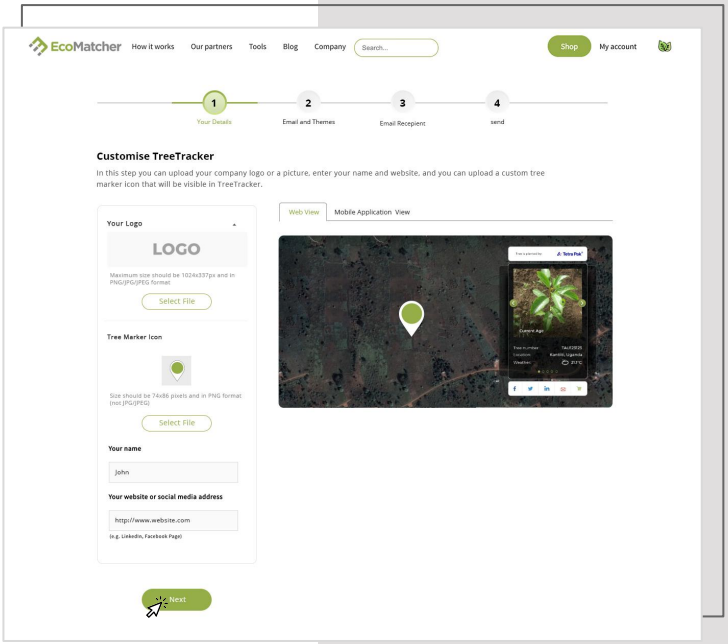
9

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".



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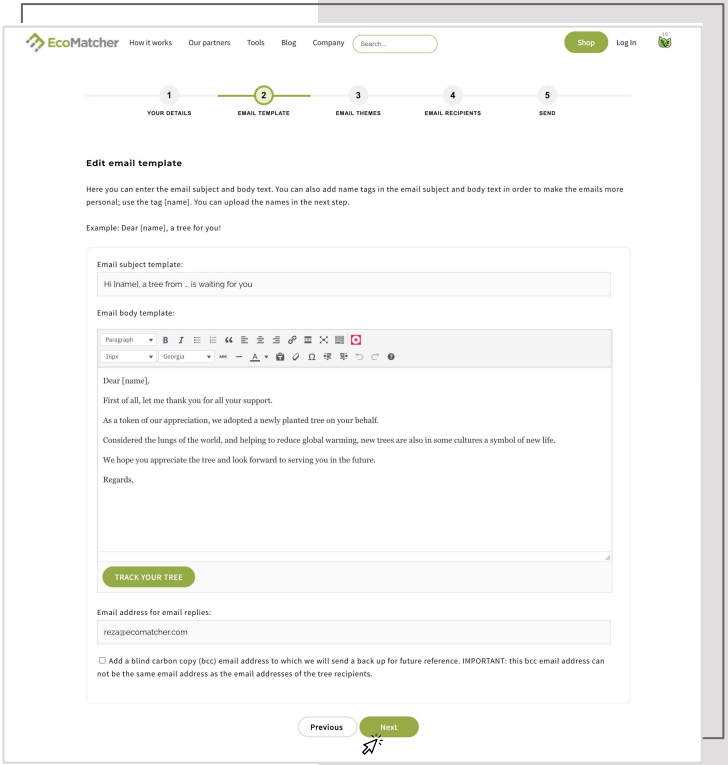
10

In “EMAIL TEMPLATE” you can edit the email that will accompany the trees you sent to each of your recipients.

You can also add [name] tags in the email subject and email body in order to make the emails more personal. You can upload the names in the next steps.

Select “Next”.



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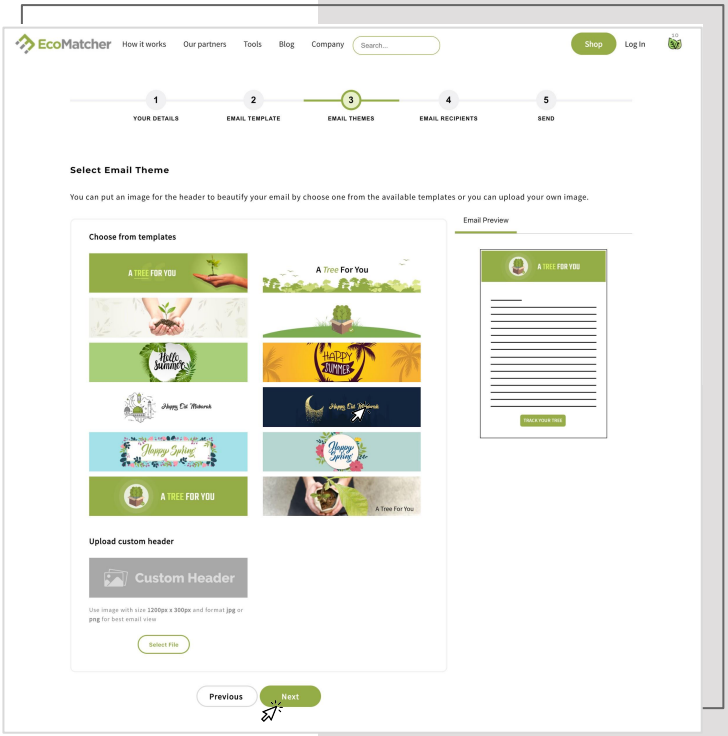
11

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

Select from existing templates or upload your own custom header image (1200 x 300 px).

Select “Next”.



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12

Send a test email

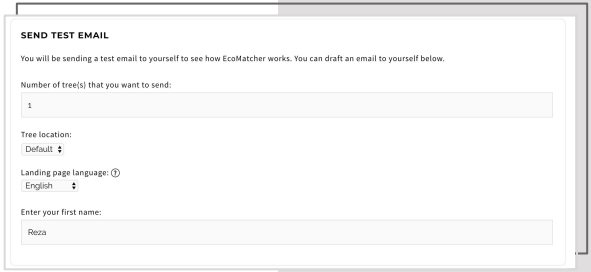
Send a test email to preview what your recipient will receive. Or go direct to the options below.

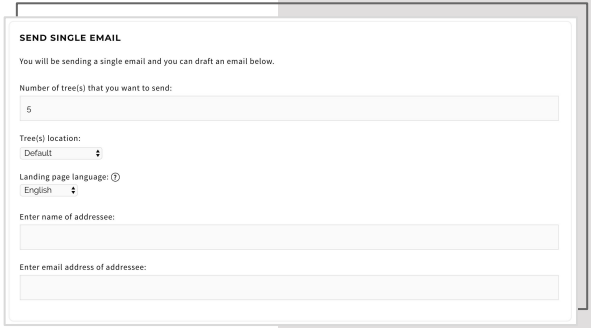
Single Email

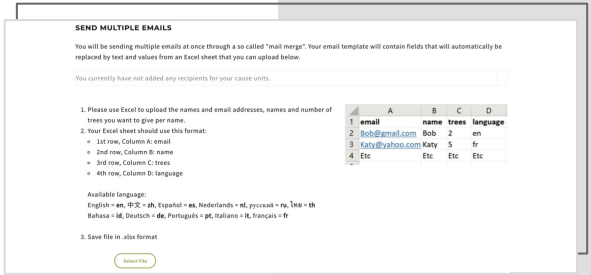
Enter the number of trees, the tree(s) location, the prefered language of the landing page, and details about your email recipient. You can also further personalize your email message here.

Broadcast Email

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







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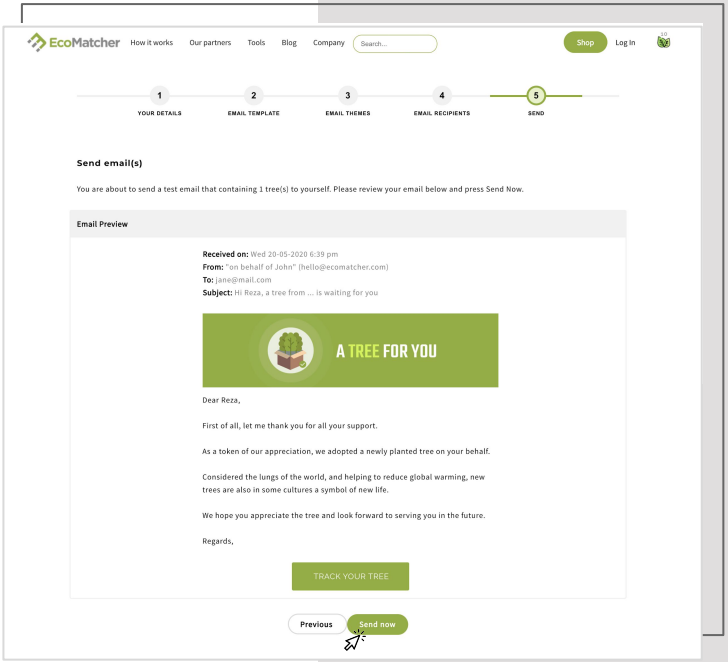
13 Preview the finalized draft of your email message to your recipient(s).

Click “Send now” and EcoMatcher will send all emails linked to your trees.



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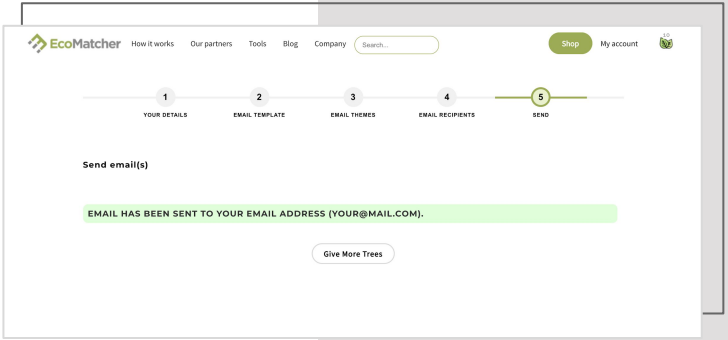
14 You will get a message that all emails have been sent.