



TreeManager User Guide

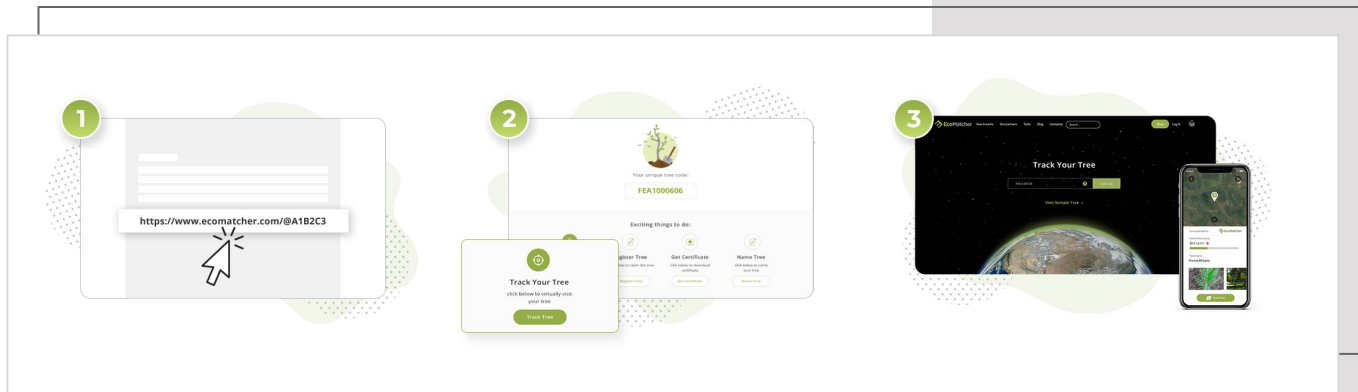
Download Spreadsheet

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



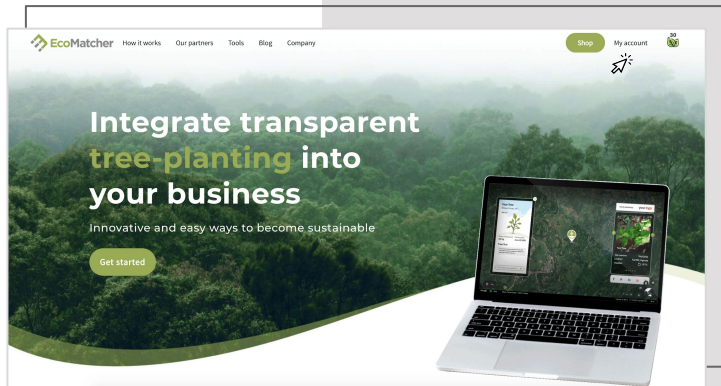
This User Guide explains the step by step process of downloading tree URLs that you can embed in your own emails. Once your customer selects a tree URL (①), the customer will be directed to a custom *landing page* offering options (②). One option is to *virtually travel* to the tree (③).

Treegards, the EcoMatcher team



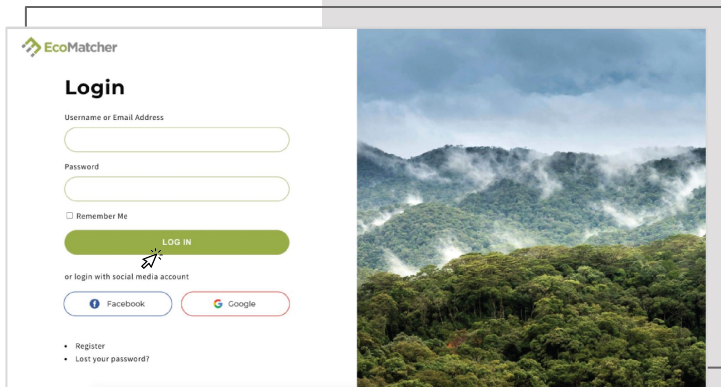
1

Head to www.ecomatcher.com



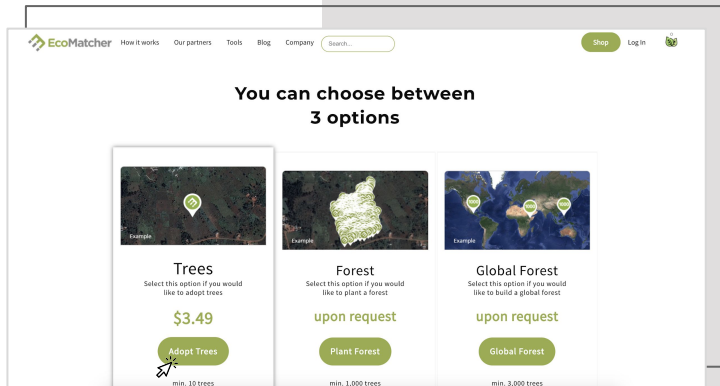
2

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



3

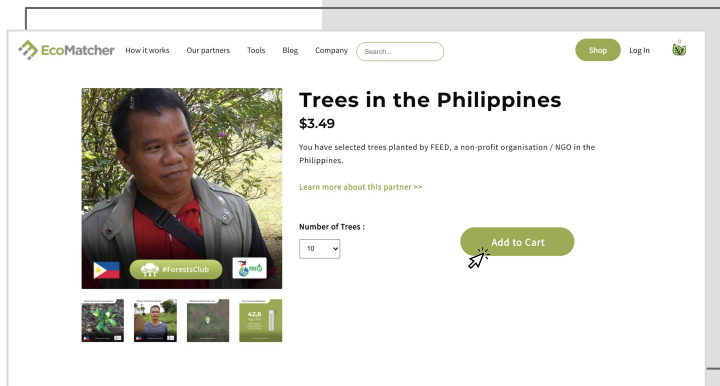
Click Shop on the Home page (green button) and select Trees.



4

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

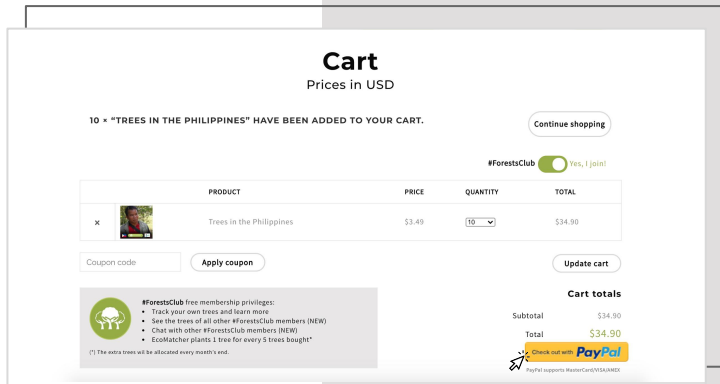
Select “Add to Cart”.



5

Checkout with PayPal by selecting the yellow button.

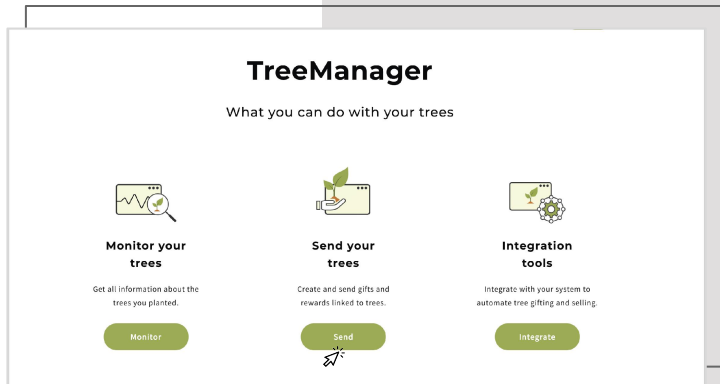
PayPal also offers credit card payments.



6

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

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

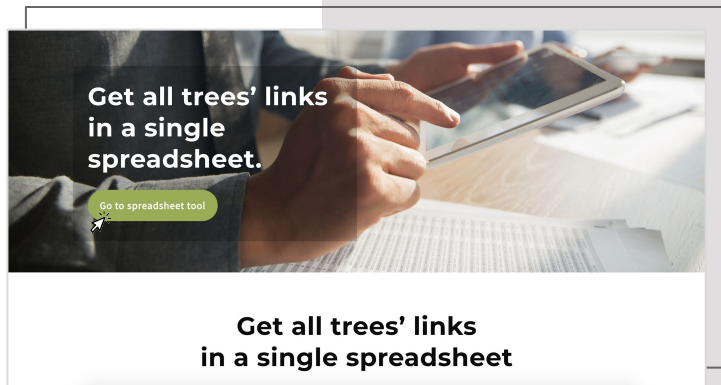
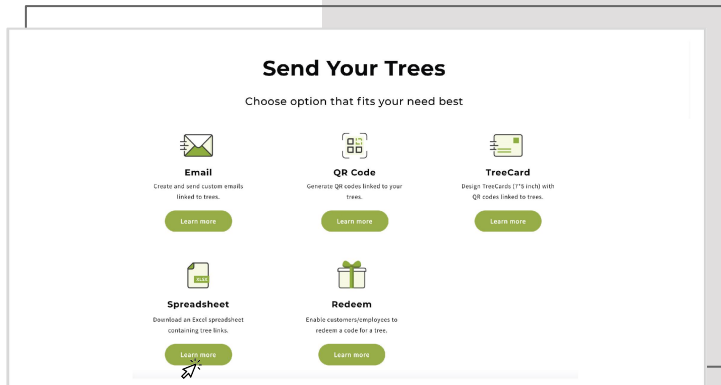


7

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

8

Select “Go to spreadsheet tool” and start customizing!



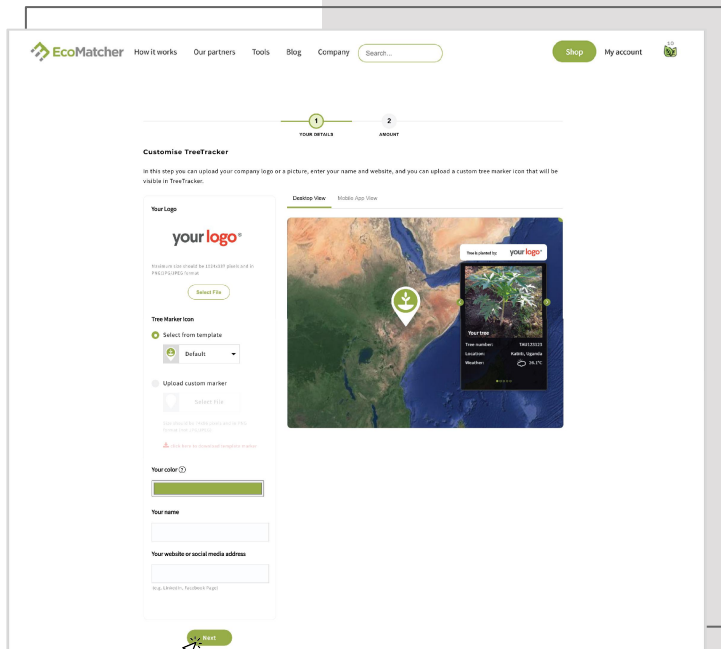
9

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' page on the EcoMatcher website. The page has 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, there are two progress indicators: '1 YOUR DETAILS' (active) and '2 AMOUNT'. The main heading is 'Customise TreeTracker'. Below this, a paragraph states: '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 main sections: 'Your Logo' and 'Tree Marker Icon'. The 'Your Logo' section has a 'Select from template' option with a 'Default' dropdown and an 'Upload custom marker' option with a 'Select file' button. The 'Tree Marker Icon' section has a 'Select from template' option with a 'Default' dropdown and an 'Upload custom marker' option with a 'Select file' button. Below these sections, there are input fields for 'Your color' (with a color picker), 'Your name', and 'Your website or social media address'. At the bottom right, there is a green 'Next' button with a mouse cursor pointing to it.

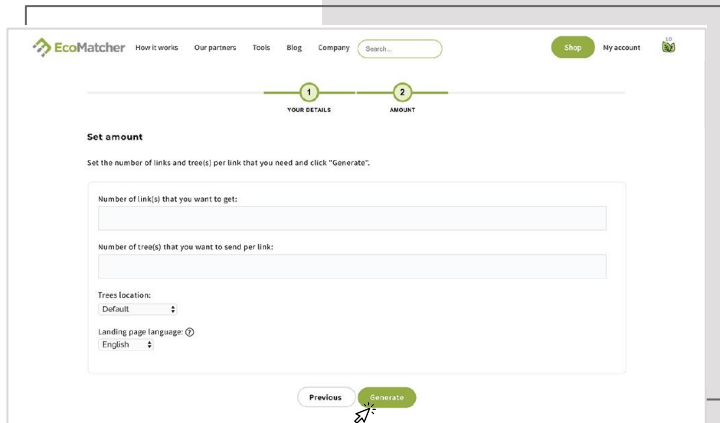
10

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.

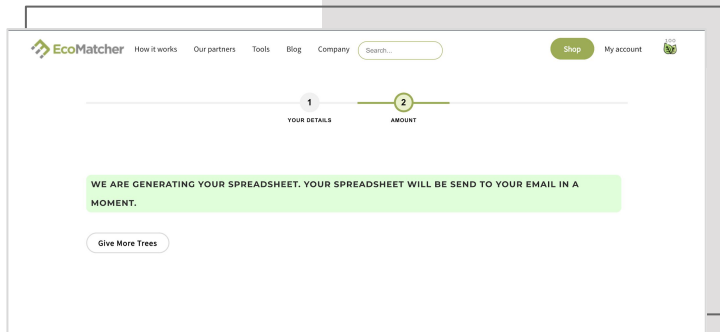
Select “Generate”

11

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



The screenshot shows the 'Set amount' step of the EcoMatcher process. At the top, there is a progress bar with two steps: '1 YOUR DETAILS' and '2 AMOUNT', with step 2 being the active one. The header includes the EcoMatcher logo, navigation links (How it works, Our partners, Tools, Blog, Company), a search bar, and links for 'Shop', 'My account', and a user profile icon. 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:' (with a dropdown menu set to 'Default'), and 'Landing page language:' (with a dropdown menu set to 'English' and an information icon). At the bottom of the form are two buttons: 'Previous' and 'Generate'. A mouse cursor is shown clicking the 'Generate' button.



The screenshot shows the confirmation message after clicking 'Generate'. The progress bar at the top remains the same, with step 2 'AMOUNT' active. The header is identical to the previous screenshot. A green banner message states: 'WE ARE GENERATING YOUR SPREADSHEET. YOUR SPREADSHEET WILL BE SEND TO YOUR EMAIL IN A MOMENT.' Below this message is a button labeled 'Give More Trees'.