



TreeManager User Guide

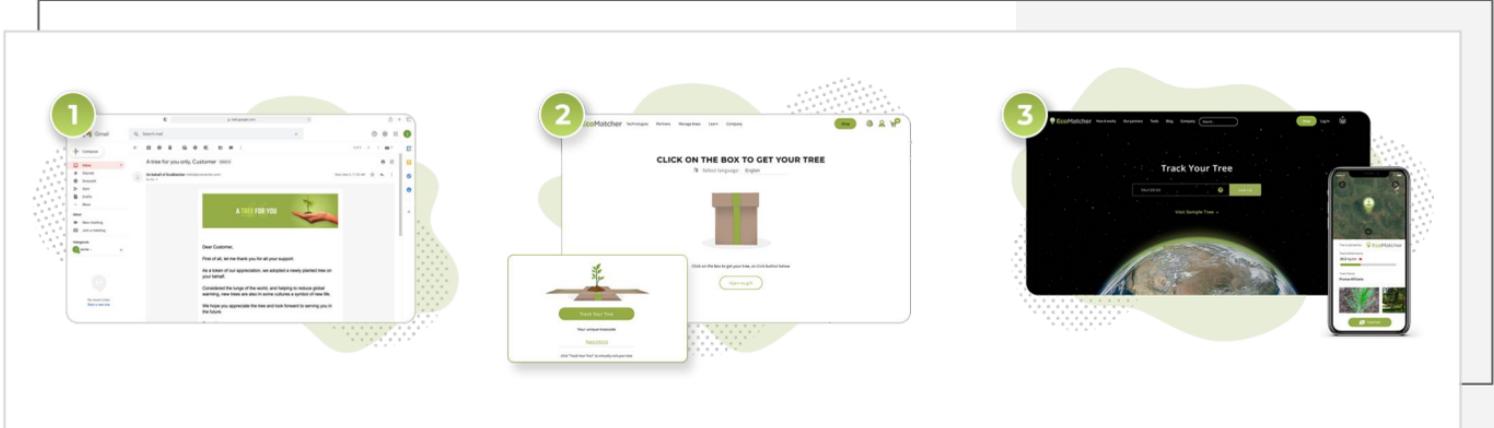
Send Trees by Email

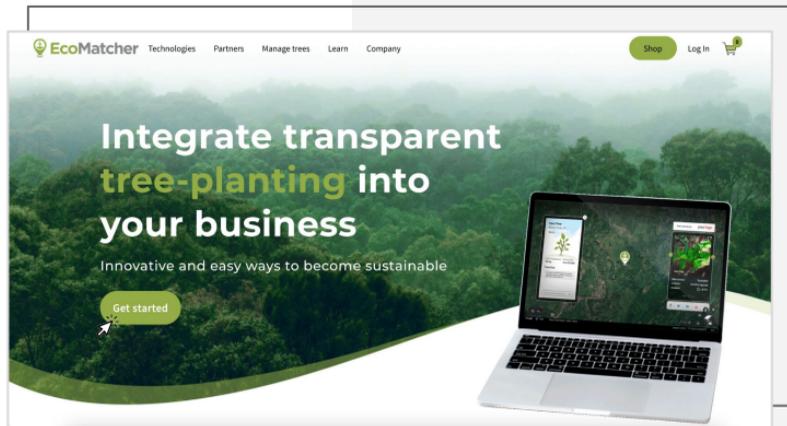
<https://www.ecomatcher.com/>



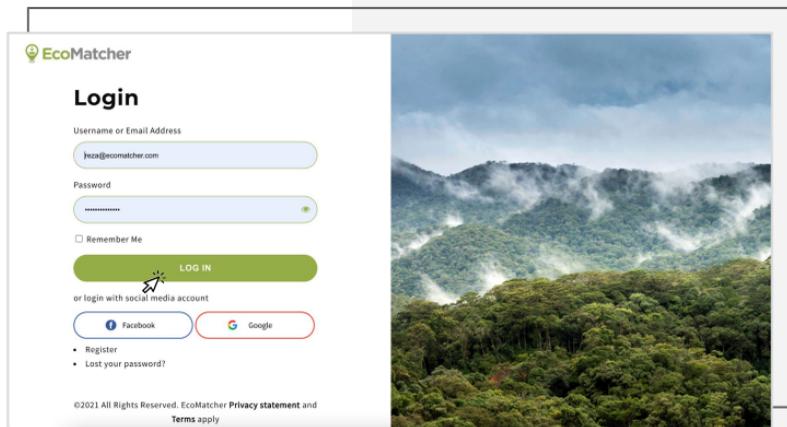
This User Guide explains the step by step process of sending *customized emails* linked to trees (①). Once your customer selects the green “Track Your Tree” button we embed in every email, the customer will be directed to a custom *landing page* offering options (②). One option is to *virtually travel*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

Treeregards, the EcoMatcher team



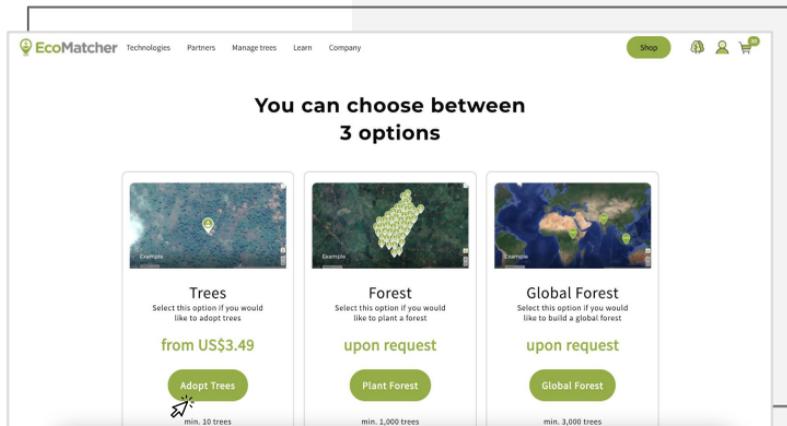
1Head to www.ecomatcher.com**2**

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



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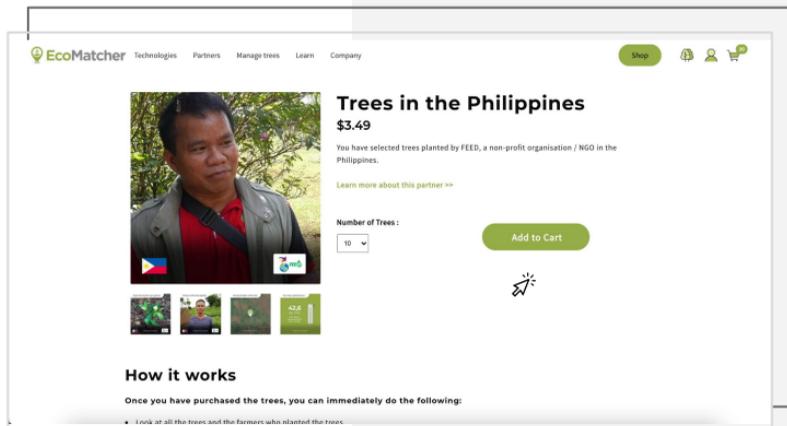
Click Shop on the Home page (green button) and select Trees.



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

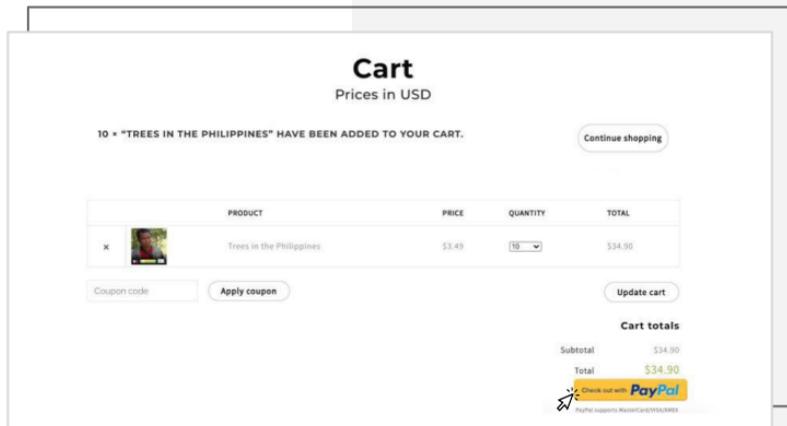
Select "Add to Cart".



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Checkout with PayPal by selecting the yellow button.

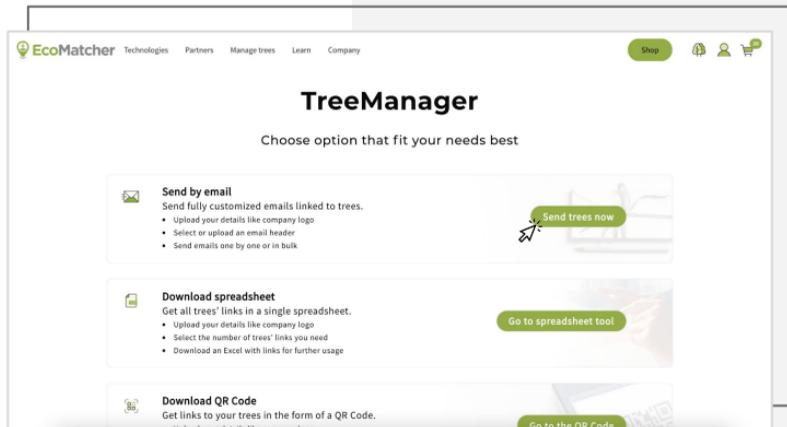
PayPal also offers credit card payments.



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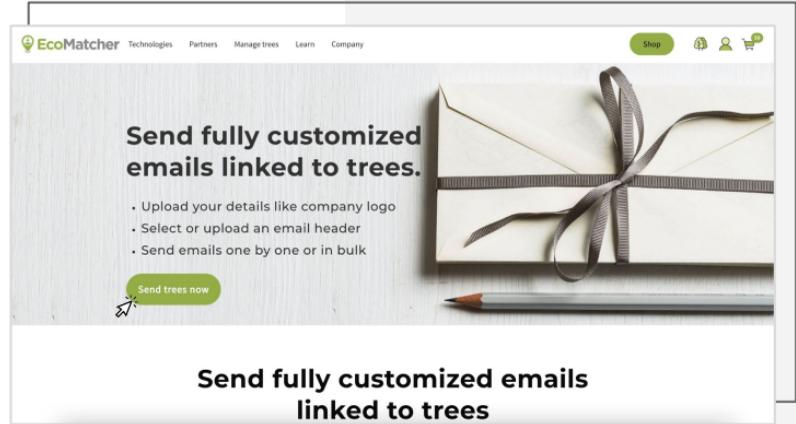
After payment, you automatically enter the TreeManager, offering options to utilize your trees.

Select “Send” under the option “Send your trees”



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Select “Send trees now” and start customizing!



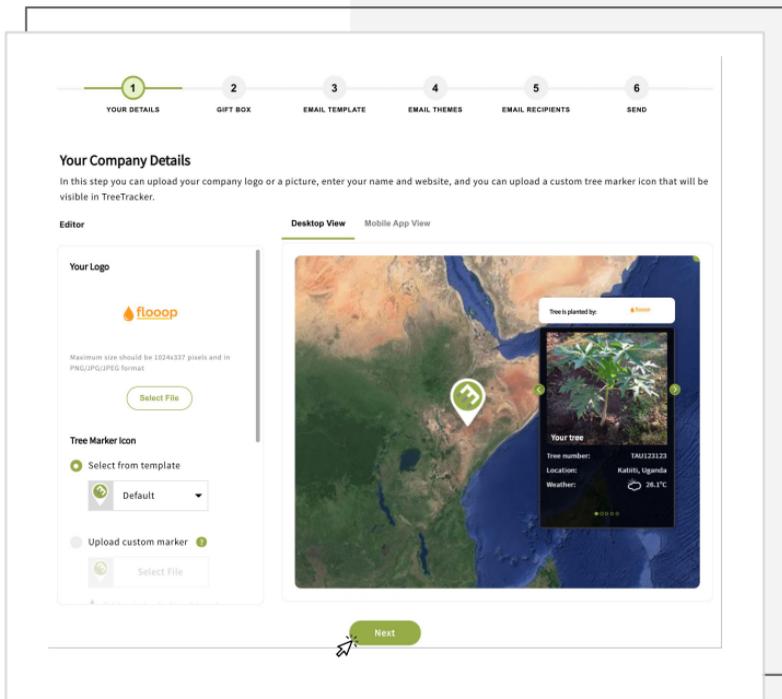
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Upload your company's logo, which will appear below each tree when viewed.

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

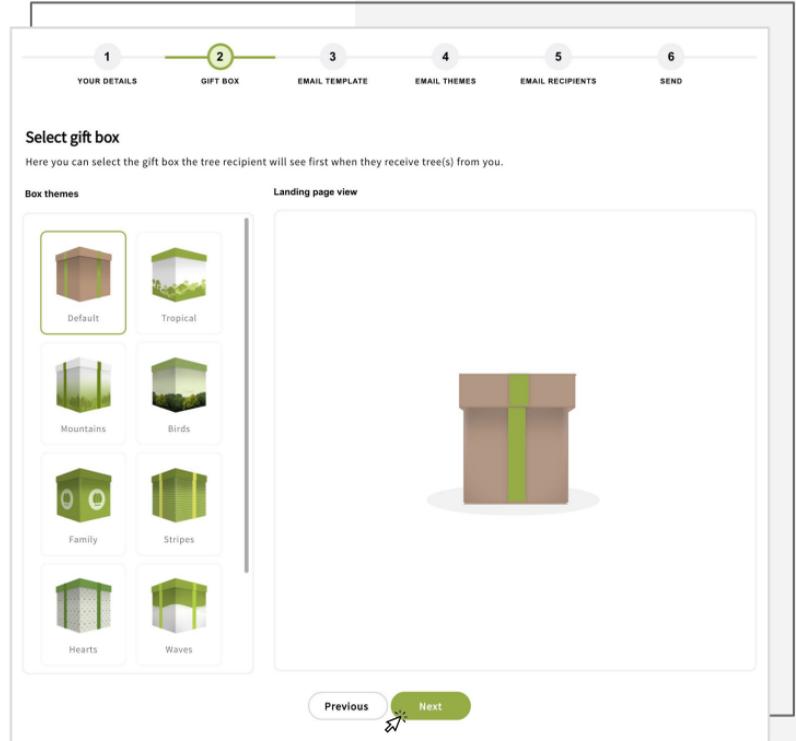
Last but not least, fill in your name, website and social media details.

Select "Next".



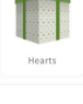
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Here you can select the gift box the tree recipient will see first when they receive tree(s) from you.



The screenshot shows a multi-step process for selecting a gift box. At the top, a progress bar has six steps: 1. YOUR DETAILS, 2. GIFT BOX (highlighted), 3. EMAIL TEMPLATE, 4. EMAIL THEMES, 5. EMAIL RECIPIENTS, and 6. SEND. Below the progress bar, the heading "Select gift box" is followed by the instruction: "Here you can select the gift box the tree recipient will see first when they receive tree(s) from you." The interface is divided into two main sections: "Box themes" and "Landing page view".

Box themes

 Default	 Tropical
 Mountains	 Birds
 Family	 Stripes
 Hearts	 Waves

Landing page view

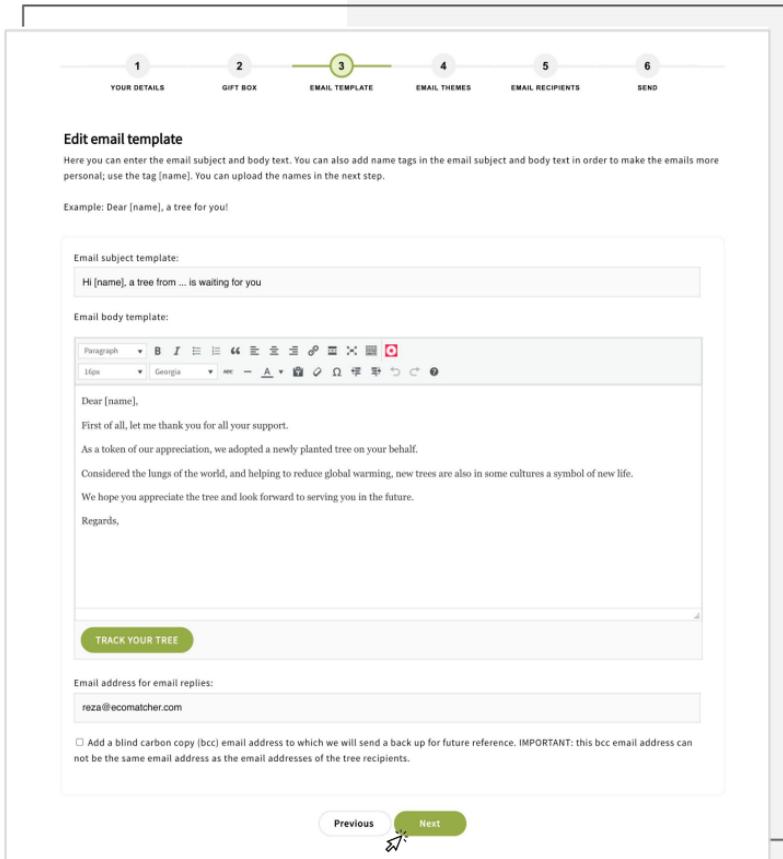
The "Landing page view" section shows a large, central image of a brown gift box with a green ribbon, set against a white background. Below this view, there are two buttons: "Previous" and "Next". The "Next" button is highlighted in green and has a mouse cursor pointing at it.

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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”.



The screenshot shows a multi-step process with six numbered steps: 1. YOUR DETAILS, 2. GIFT BOX, 3. EMAIL TEMPLATE (highlighted), 4. EMAIL THEMES, 5. EMAIL RECIPIENTS, and 6. SEND.

Edit email template

Here you can enter the email subject and body text. You can also add name tags in the email subject and body text in order to make the emails more personal; use the tag [name]. You can upload the names in the next step.

Example: Dear [name], a tree for you!

Email subject template:
Hi [name], a tree from ... is waiting for you

Email body template:

Paragraph | B | I | | | | | | | | | |

Hi [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](#)

Email address for email replies:
reza@ecomatcher.com

Add a blind carbon copy (bcc) email address to which we will send a back up for future reference. IMPORTANT: This bcc email address can not be the same email address as the email addresses of the tree recipients.

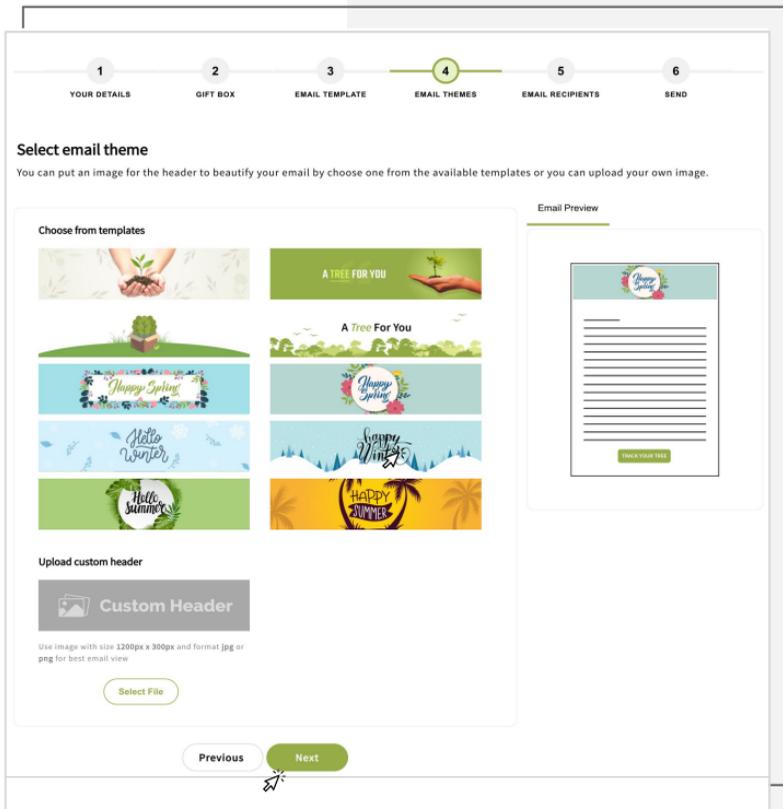
[Previous](#) [Next](#)

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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”.



The screenshot displays a multi-step process for setting up an email. At the top, a progress bar shows six steps: 1. YOUR DETAILS, 2. GIFT BOX, 3. EMAIL TEMPLATE, 4. EMAIL THEMES (highlighted), 5. EMAIL RECIPIENTS, and 6. SEND.

The main heading is "Select email theme". Below it, a sub-heading reads: "You can put an image for the header to beautify your email by choose one from the available templates or you can upload your own image."

The interface is divided into two main sections:

- Choose from templates:** A grid of eight header image options. The first row includes "A TREE FOR YOU" (green background with a hand holding a seedling) and another "A Tree For You" (green background with a tree and a hand). The second row features "Happy Spring" (blue background with flowers) and another "Happy Spring" (light blue background with a circular logo). The third row shows "Hello Winter" (light blue background with snowflakes) and another "Happy Winter" (light blue background with snow). The fourth row includes "Hello Summer" (green background with a wreath) and "HAPPY SUMMER" (yellow background with palm trees).
- Upload custom header:** A section with a "Custom Header" button (with an image icon) and a text prompt: "Use image with size 1200px x 300px and format jpg or png for best email view". Below this is a "Select File" button.

On the right side, there is an "Email Preview" window showing a sample email layout with a header image, several lines of placeholder text, and a "CHECK YOUR TREE" button at the bottom.

At the bottom of the interface, there are two buttons: "Previous" and "Next". A mouse cursor is pointing at the "Next" button.

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 preferred 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.

SEND TEST EMAIL

You will be sending a test email to yourself to see how EcoMatcher works. You can draft an email to yourself below.

Number of tree(s) that you want to send:

Tree location:

Default ▾

Landing page language: ①

English ▾

Enter your first name:

SEND SINGLE EMAIL

You will be sending a single email and you can draft an email below.

Number of tree(s) that you want to send:

Tree(s) location:

Default ▾

Landing page language: ①

English ▾

Enter name of addressee:

Enter email address of addressee:

SEND MULTIPLE EMAILS

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.

You currently have not added any recipients for your cause units.

1. Please use Excel to upload the names and email addresses, names and number of trees you want to give per name.
2. Your Excel sheet should use this format:
 - + 1st row, Column A: email
 - + 2nd row, Column B: name
 - + 3rd row, Column C: trees
 - + 4th row, Column D: language

	A	B	C	D
1	email	name	trees	language
2	Bob@gmail.com	Bob	2	en
3	Katy@yahoo.com	Katy	5	fr
4	Etc	Etc	Etc	Etc

Available language:

English = en, 中文 = zh, Español = es, Nederlands = nl, العربية = ar, Italiano = it, Français = fr, Bahasa = id, Deutsch = de, Português = pt, Italiano = it, Français = fr

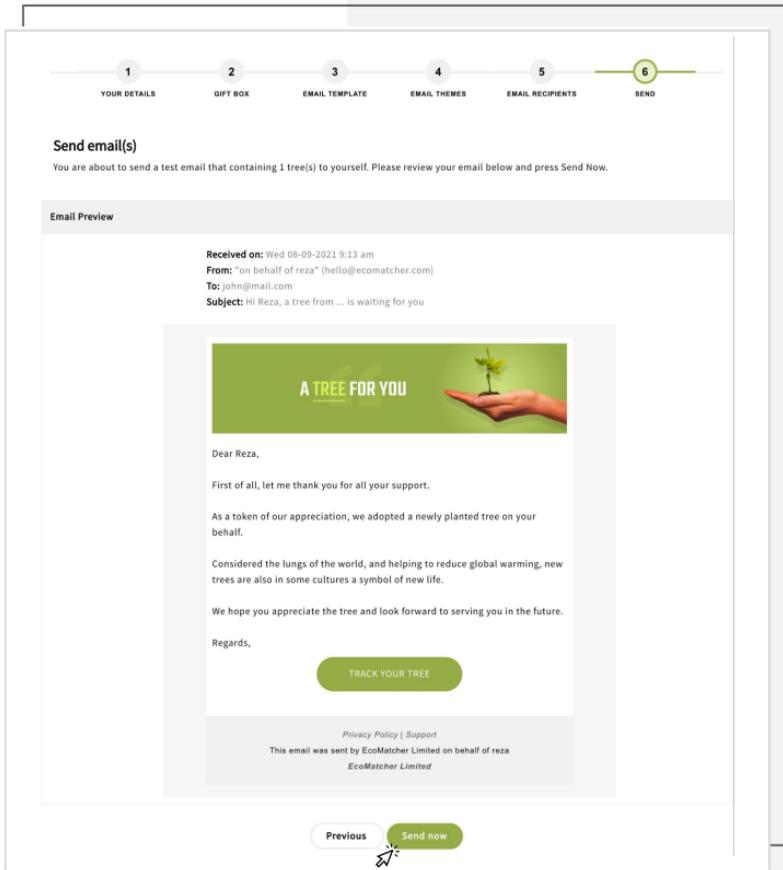
3. Save file in .xlsx format

Select File

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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.



The screenshot displays the 'Send email(s)' step in a six-step process. The steps are: 1. YOUR DETAILS, 2. GIFT BOX, 3. EMAIL TEMPLATE, 4. EMAIL THEMES, 5. EMAIL RECIPIENTS, and 6. SEND (highlighted). Below the steps, the text reads: 'Send email(s) You are about to send a test email that containing 1 tree(s) to yourself. Please review your email below and press Send Now.'

The email preview section is titled 'Email Preview' and contains the following details:

- Received on:** Wed 08-09-2021 9:13 am
- From:** "on behalf of reza" (hello@ecomatcher.com)
- To:** john@mail.com
- Subject:** Hi Reza, a tree from ... is waiting for you

The email body features a green header with the text 'A TREE FOR YOU' and an image of a hand holding a small green seedling. The main text of the email reads:

Dear Reza,

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 is a green button labeled 'TRACK YOUR TREE'.

At the bottom of the email preview, there is a footer with the text: 'Privacy Policy | Support This email was sent by EcoMatcher Limited on behalf of reza EcoMatcher Limited'.

At the bottom of the interface, there are two buttons: 'Previous' and 'Send now' (highlighted with a mouse cursor).

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

