

3.

event

2. Scroll down to see the full contents

display when users scan in

Select the edit button to edit the details

4. Select the **deal** button to update the offer to

5. Press the event button to add/update an

profile

then press Save

ready to publish

2. Click Preview to view your changes and

3. For Events, set the date/time of the event

4. Note: Scroll down to see all fields

and set the Event Status to confirmed when

2. This page contains the content that you own

3. Scroll down to see your profiles, events,

4. Click edit to update your account info

5. Click profile to view/edit your profiles

6. Click events to view/edit your events

and can modify

programs and emails

- 1. Go to <u>www.smallgyfts.com</u>
- 2. Select the Log in button
- 3. Enter your user name and your password
- 4. Press the Sign In button

Scroll down and enter your email to request your password if you forgot it.

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Nember Sign In	My Events	*** *** ***	http://www.cantonlibertyfest.com/
Username cantonleisure	🛗 Saturday - Canton Lions Club Pancake		Email
Password •••••	Breakfast 6/20/2015 - 6/20/2015 2015 Canton Liberty Fest!	Canton	jonathan.lafever@canton-mi.org Phone
	View Visitor Report	८ 🖬 😡 f У 🏆	734-394-5460
Sign in	🛗 Saturday - Amphitheater Stage		Keywords
orgot your password?	6/20/2015 - 6/20/2015 2015 Canton Liberty Fest! > View Visitor Report	24th Annual Canton Liberty Festl Canton's long-standing summer tradition returns to Heritage Park offering plenty of family fun during this three-day festival!	Enter search terms for your business
E-mail Enter your email		Festival Highlights:	Preview 🖺 Save
🕑 Explore 🕼 Sign up 🚽 Login	Explore Account	Explore Account	🕑 Explore 🔅 Manage 💵 Accou



Welcome Message



Setting up a Deal

- 1. Click the **deal** button
- 2. Scroll down to setup your deals
- 3. The Welcome Message is the first message that will display on users' phones
- 4. Click Broswe/Choose File button to upload a an existing Coupon image.
- 5. Create a custom coupon by using the dropdown to adjust the coupon style
- 6. Update the message then press Save

SmallGyfts 📃				
یکر edit	0 deal	event	e-mail	
Welcome to the 2015 Canton Liberty Fest!. Enter your email or login to connect with us. When you get to the Festival, scan to start saving!				
🖺 Sa	ve	🖵 Vie	ew Deal	
Frequent Visitor Message Browse No file selected. Coupon Picture				
Explore	¢¢ Ma	nage	Account	



Display Deal / Send an Email

- 1. Click View Deal to see your deal
- 2. Scroll down to setup the other deals (Frequent Visitor, Loyal Customer, Punch Card) 3. **Optional:** Create an email to send when
- users scan in
- 4. To send an email to the person scanning in, turn on Send an E-mail.

C Manage

5. Press Test Email to preview the email.

Send an Email with each Scan

Browse... No file selected.

edit

Compose Email

bcc E-mail address

Send the test e-mail to

E-mail Subject

Explore



My Profiles

Canton LIVE! Stage
2015 Canton Liberty Fest!
Updated: 11/23/2018 10:42:05 AM
 View Visitor Report
Canton Liberty Fest FAQ
2015 Canton Liberty Fest!
Updated: 6/17/2015 11:31:21 AM

View Visitor Report

Amphitheater Stage

Email Blast

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Account

2015 Canton Libe	erty Fest!	
Undated: 6/11/00	1E 4.1E.EO AM	
Explore	🗱 Manage	Account

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Email to Send

Browse... No file selected.



Reports

- 1. Scroll down to see the targeted users
- 2. Select the report button to get an Excel (csv) file mailed to you
- 3. Select a user to see their info and history
- 4. As desired, add a private note about the
- 4. Test the message to check it before sending user.

*

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Barry McDonald

the email 5. Press the Send button to email the selected target users

1. From the admin page, click the View Visitor

2. Click the mail icon and update the form to

create an email to send

Use Find to select target users

Report link to see people that have visited



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help small businesses increase

their sales and

reward their loyal

BR suggest



2015 Canton Liberty Fest! Report

Recent Visitors S

Steve Overstreet Checked in 1 times | Last checked in 1090 days ago on 3/14/2016

songflower16

Checked in 1 times | Last checked in 1154 days ago on 1/10/2016

bnolan101

Checked in 1 times | Last checked in 1358 days ago on 6/20/2015

inesikawhiteside

Explore Courter Accourter Accourter	Explore	🕸 Manage	Account
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customers. Give your customers exclusive deals so they save more when they buy more &

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Thanks for visiting the 2015 Canton Liberty Fest!