

HOW TO GET STARTED

Now that you have created your account, here are the next steps for you to launch your Riiwards program and get a quick boost in your sales and profits.

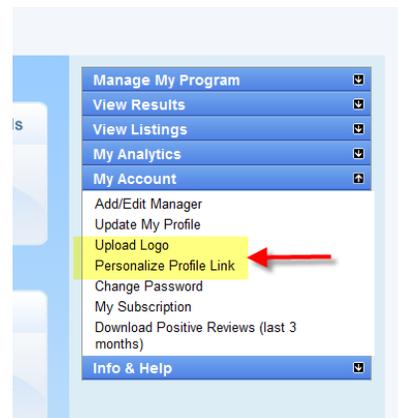
Or email support@riiwards.com to schedule a web meeting to get you started.

STEP 1: Personalize Your Account

Login to your account and use the following menu links to upload logo and personalize the link to your signup page.

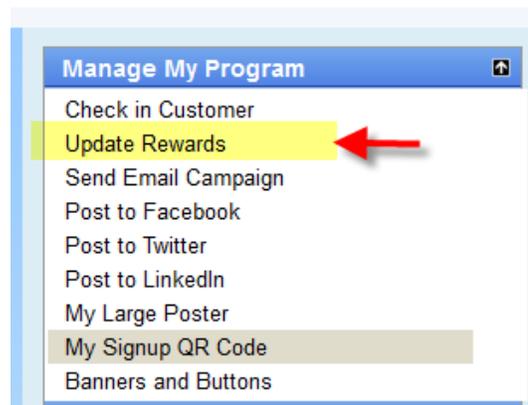
When a new account is created, the link to signup page has a number e.g.
www.riiwards.com/12345_98765

This link should be changed to something more intuitive like
www.riiwards.com/yourbusinessname



STEP 2: Update Your Rewards

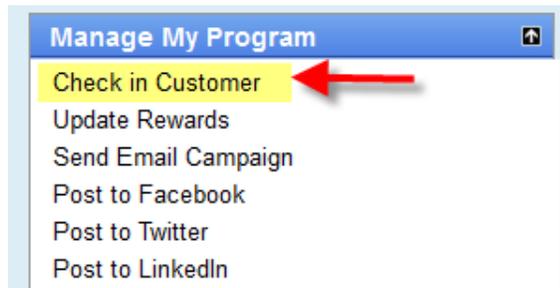
Login to your account and use the following menu links to create or update your rewards. Note that some default rewards may have been added automatically when your account was created. You need to update these before announcing or promoting your program. Email support@riiwards.com if you need help with creating/updating your rewards.



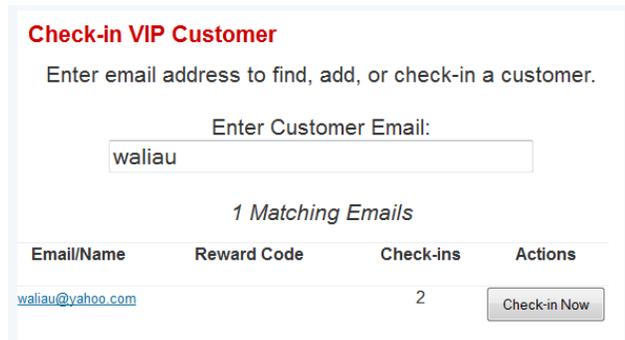
STEP 3: Start Checking In Customers

You can start checking in customers manually.

Login to your account and click on menu “Manage My Program -> Check in Customer”.



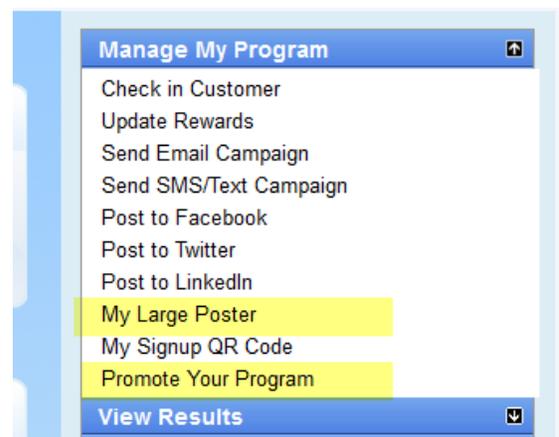
A screen to enter email of the customer will be displayed. Enter at least 6 characters of the email. For your convenience, matching emails will be displayed. Click on ‘Check-in Now’ button. The customer check-in will be recorded and email sent to the customer.



STEP 4: Promote Your Program

Click on the menu item highlighted below, copy any banner and put it on your website where it is clearly visible. Link the banner to your signup page on Riiwards. The link to your signup page on Riiwards is listed on the page which displays banners. Visitors who click on the banner will be directed to your signup page.

You need to let your customers know that they have Riiwards program and what your rewards are. You can print out a **standard** poster for free any time using the menu item ‘My Large Poster’ highlighted below. Download the poster as a .PDF file and display it next to the tablet.



As an example please see <http://www.youtube.com/watch?v=Yo8MMAZ4jWk>

We offer the service to customize the poster for the low price of \$49 (\$250 value). We will send you the .PDF file for custom poster which you can print for whatever size you want and display in your store.

STEP 5: Setup Your Tablet (optional)

If you have a busy store and don't have time to check in customers manually, you can setup our tablet which allows your customers to check-in themselves.

1. Buy Your Own Tablet. You can use any Android 7" tablet connected to internet.



To install the Riiwards App on the tablet please see:

http://www.riiwards.com/dir/how_to/HowToInstallSoftwareAndroid.pdf

For important tablet settings please see:

http://www.riiwards.com/dir/how_to/how_to_setup_new_tablet_samsung_galaxy_tab2_wifi.pdf

To register your tablet to your merchant account please see:

http://www.riiwards.com/dir/how_to/how_to_register_device.pdf

2. Or order a Tablet From Riiwards

Email support@riiwards.com to order your tablet. Let them know which email address you used to create your Riiwards account. The tablet will be shipped to you fully configured. All you need to do is to connect it to power and click on Riiwards icon to get Riiwards check-in application working.

The tablet provided by Riiwards is already registered to your merchant account.

STEP 6: Add a Printer (optional)

Using a printer with the tablet is optional. A printer is most commonly used by stores where staff is not available to look at the reward displayed on the tablet when a customer checks in.

To see how it works see

<http://www.youtube.com/watch?v=Yo8MMAZ4jWk>



Advantages of using the printer are:

- Staff is not required to attend to the tablet to see what reward to give to whom
- Customer doesn't have to bring printout or wait for staff to come to the tablet

Paper audit trail is available for every reward redeemed. Email support@riiwards.com to learn more about the printer. You can buy your own printer.

[Click here to learn how to use Riiwards to grow your sales and profits.](#)