TreeManager User Guide
Part 2: Creating Customized TreeCards

STEP 1
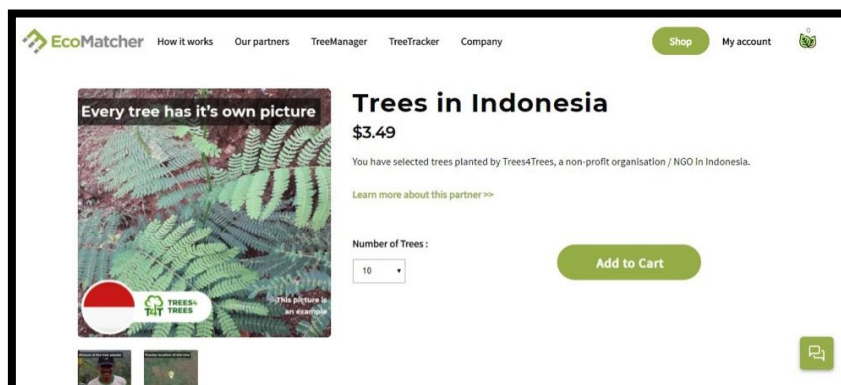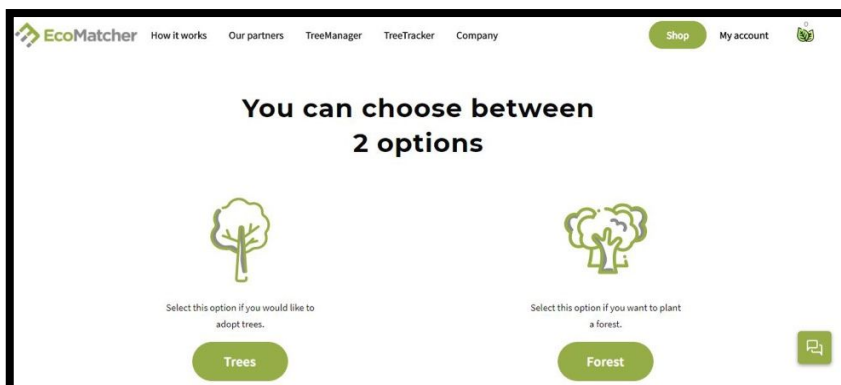
Head to
www.ecomatcher.com

Log in to an existing
account or create a new
account.
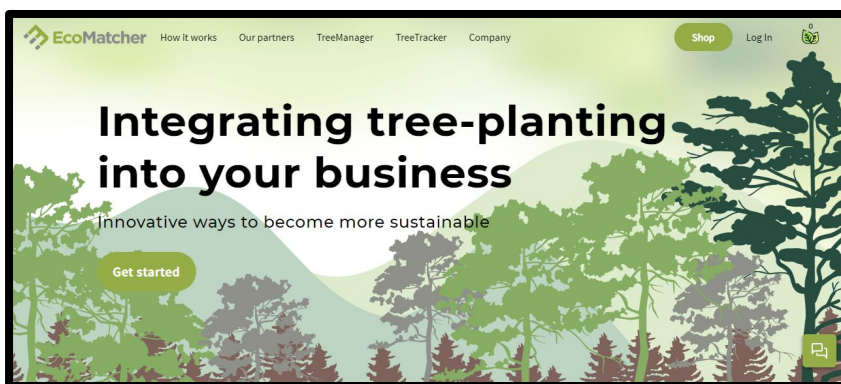
STEP 2

Then:

1) Click on '**Shop**' and
purchase some trees.

2) Pick the location you
wish to plant your trees
at.

3) Add to cart and
check out with PayPal.

STEP 3

After checking out and making payment, go to **TreeManager** to access the options available for you to utilize your trees.

First, click 'learn more' under the category 'Send your trees'.

On the 'Send Your Trees' page, you can decide how exactly you want your trees to be sent.
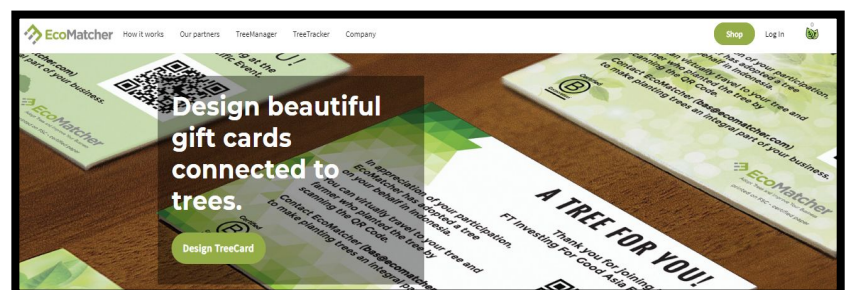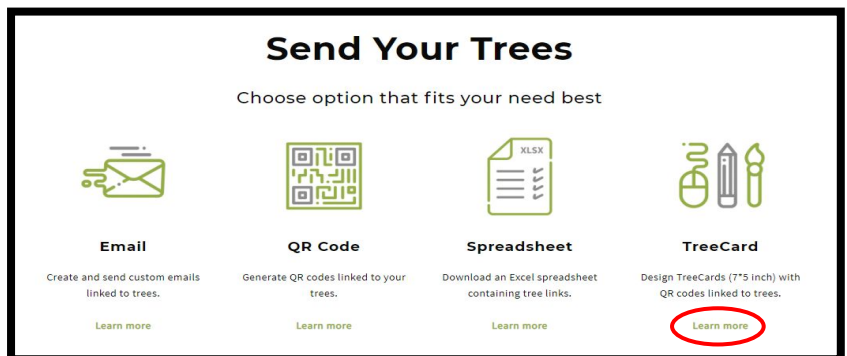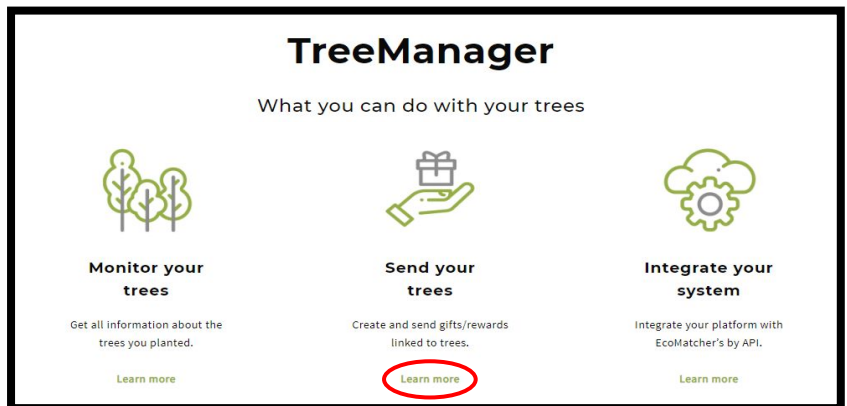
For this guide, we will be designing our very own TreeCards. Click 'learn more' under the option 'TreeCard'.

STEP 4

Select '**Design TreeCard**' and customize your tree's TreeTracker page by filling in your details.

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

2) Fill in your name, website and social media details.

STEP 5

On the 'Design' page, you can select a background for your TreeCard from 4 template designs.

You can also create a custom design using the following steps:

First download the template by clicking on '**this file**'.

After editing the template, upload your design using the **'Select File'** button under '**Upload Custom Design**'.

Note:
- Upload the design in JPG format
- Keep the size as per the template
- The QR code location cannot be changed.

YOUR DETAILS   DESIGN   CONFIRMATION

Design TreeCard

Select a background or create your own design for your TreeCard.

A Tree For You!

A Tree For You!

A Tree For You!

Trees For You!

CUSTOM BACKGROUND

Please use **this file** as a base to design your TreeCard. The QR code will be automatically placed in the black-bordered square.

Upload custom design

Select File

Note:
- Please upload your TreeCard design as JPG
- Do not change the paper size
- The black-bordered square can be removed in your design but the QR code still will be printed in the black-bordered square area
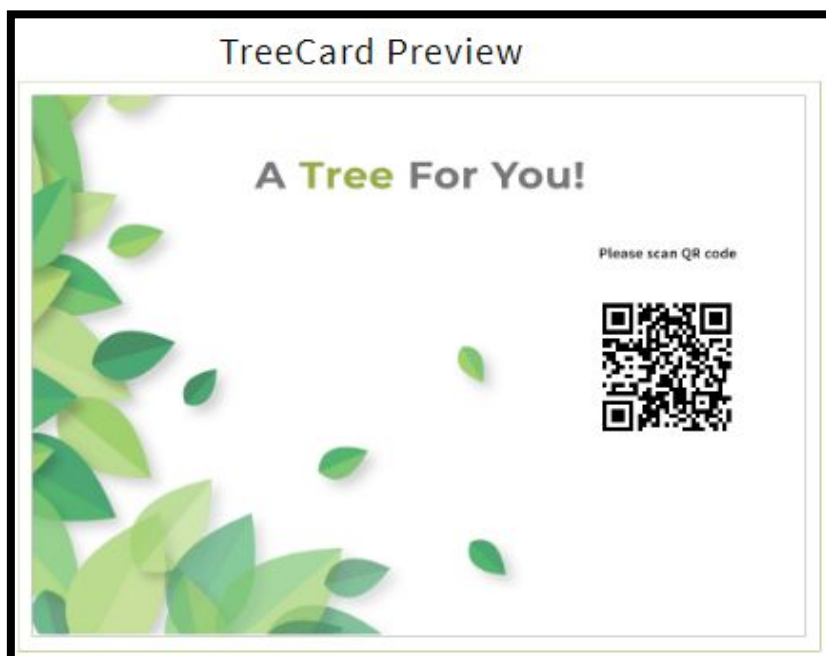
Previous   Next

STEP 6

On the right hand side of the 'Design' page, you can also see a preview of your TreeCard design.

Click '**Next**' at the bottom of the 'Design' page to go to the 'Confirmation' page.

TreeCard Preview

A Tree For You!

Please scan QR code

STEP 7

On the 'Confirmation' page, you can select:

a) No. of trees per TreeCard
b) Number of TreeCards to generate

You can also once again see a TreeCard preview.

Once you have made your decision, click '**Submit**'.

YOUR DETAILS   DESIGN   CONFIRMATION

Every TreeCard will get a unique QR code that automatically will be added by EcoMatcher.

Once you have uploaded the TreeCard design and details, a PDF file will be automatically generated with all the TreeCards. At this stage, that PDF file will be send first to EcoMatcher team for verification; we just want to make sure everything is OK. We will contact you within one working day with the results.

By then you can decide to print the TreeCards yourself, or we can do that for you.

Number of trees per TreeCards:

Number of TreeCards that you want to generate:

TreeCard Preview:

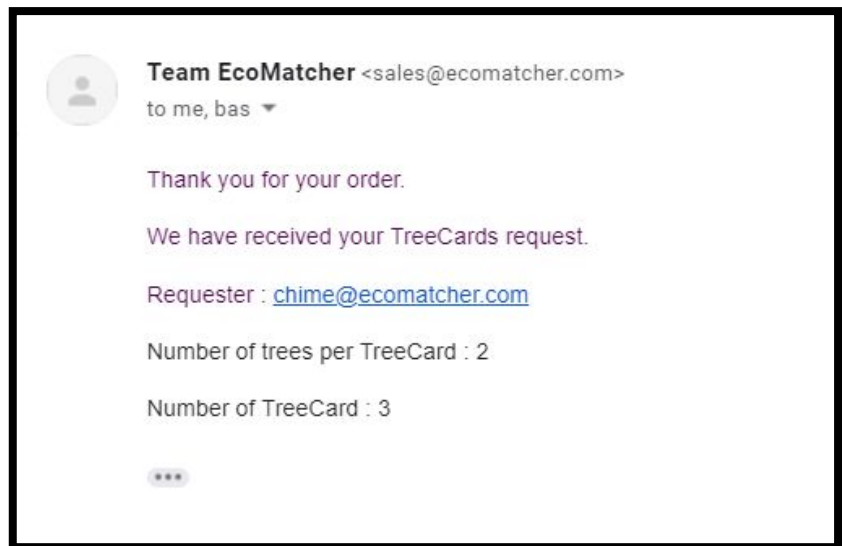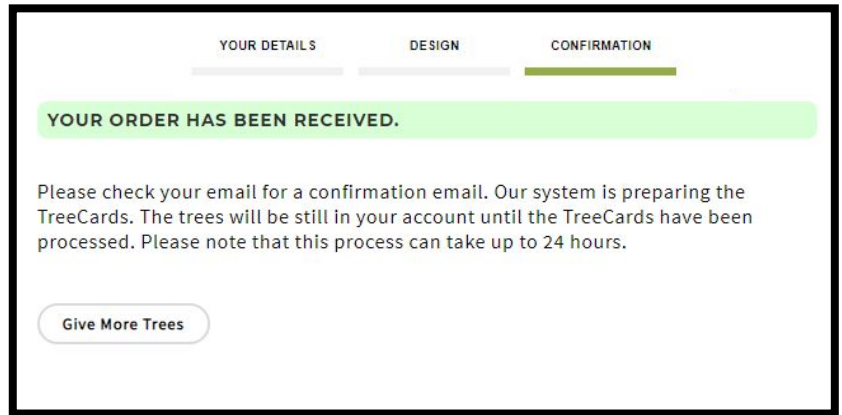A Tree For You!

Please scan QR code

Submit

STEP 8

After clicking '**Submit'**, check for an email to acknowledge that your order has been received and is being processed.

The email will state your email address and details about your order such as the number of trees per TreeCard and total number of TreeCards.

For purposes of this guide:
No. of trees per TreeCard = 2
No. of TreeCards = 3

| YOUR DETAILS | DESIGN | CONFIRMATION |

YOUR ORDER HAS BEEN RECEIVED.

Please check your email for a confirmation email. Our system is preparing the TreeCards. The trees will be still in your account until the TreeCards have been processed. Please note that this process can take up to 24 hours.

(Give More Trees)

Team EcoMatcher <sales@ecomatcher.com>
to me, bas ▼

Thank you for your order.

We have received your TreeCards request.

Requester : chime@ecomatcher.com

Number of trees per TreeCard : 2

Number of TreeCard : 3

...

STEP 9

After processing and verification, your TreeCard(s) will be sent to you via email, within 1 working day.

They can be used through both PDF format, as well as through a Web Link.

no-reply <hello@ecomatcher.com>   3:21 PM (2 minutes ago) ☆ ↩ ⋮
to me ▼

You have downloaded trees through a spreadsheet from EcoMatcher. As a backup, below all links that generated from your request

- https://www.ecomatcher.com/gifts/?gid=gG1P0EE
- https://www.ecomatcher.com/gifts/?gid=gW8OXKV
- https://www.ecomatcher.com/gifts/?gid=gRNK6S1

Team EcoMatcher <sales@ecomatcher.com>   📎 3:21 PM (5 minutes ago) ☆ ↩ ⋮
to me ▼
...

You have ordered tree card through EcoMatcher website. As a backup, here attached tree card that you ordered

Congratulations

PDF EcoMatcher_treeca...