



# TreeManager User Guide

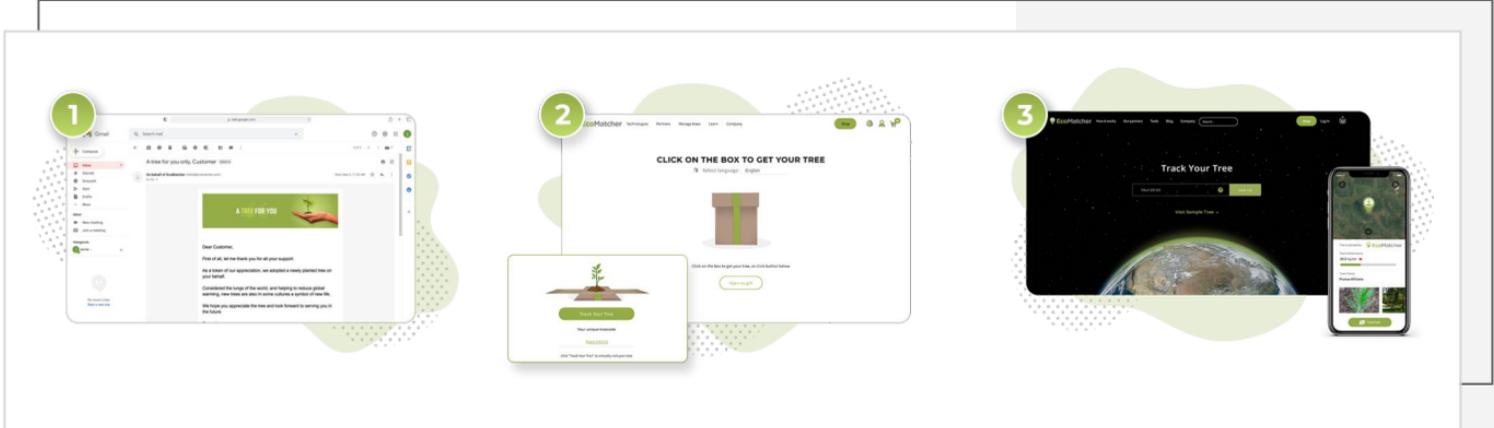
Send Trees by Email

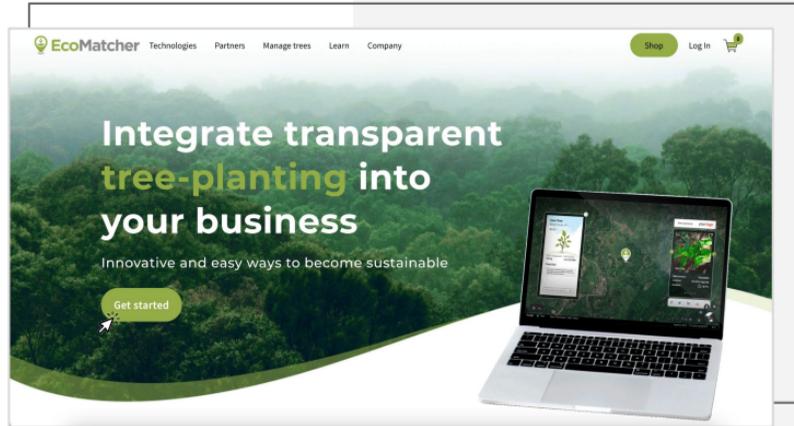
<https://www.ecomatcher.com/>



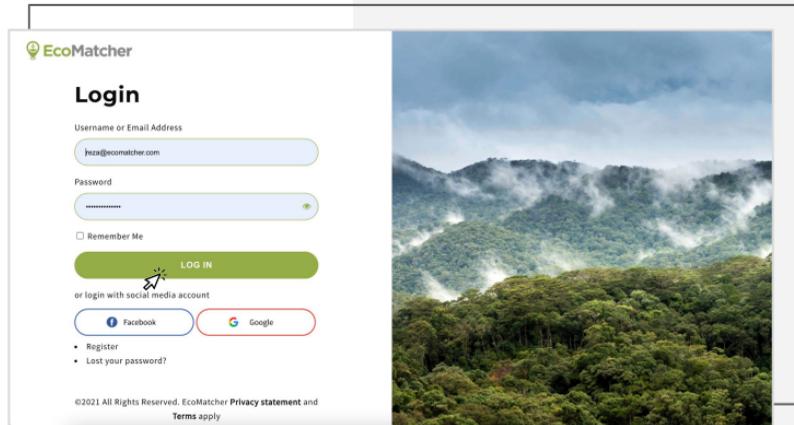
This User Guide explains the step by step process of sending *customized emails* linked to trees (①). Once your customer selects the green “Track Your Tree” button we embed in every email, the customer will be directed to a custom *landing page* offering options (②). One option is to *virtually travel*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

Treeregards, the EcoMatcher team



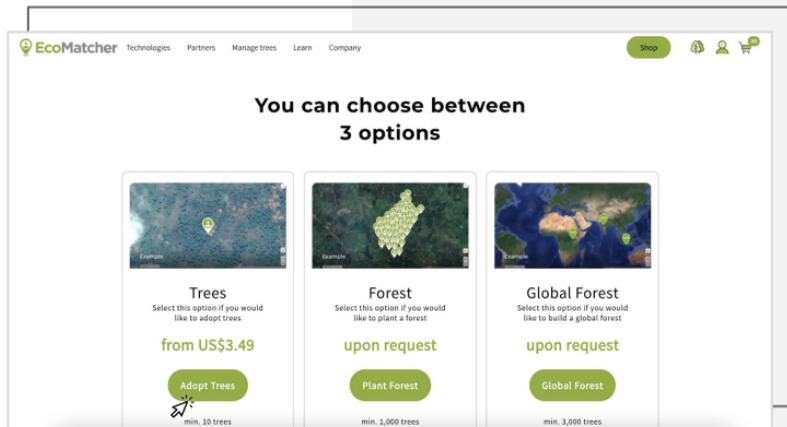
**1**Head to [www.ecomatcher.com](http://www.ecomatcher.com)**2**

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



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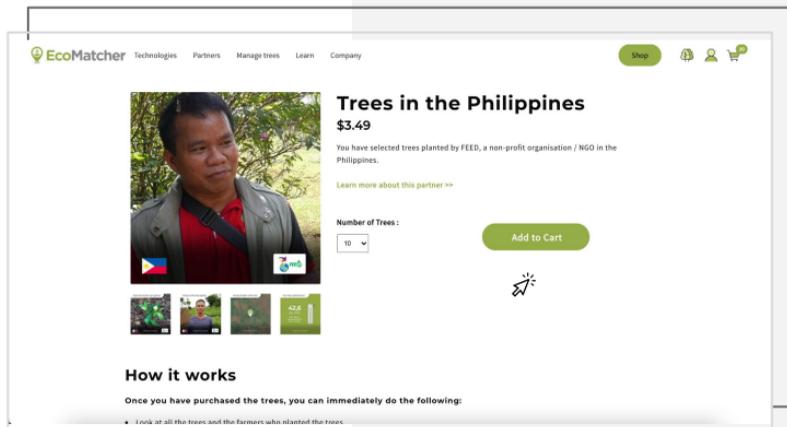
Click Shop on the Home page (green button) and select Trees.



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

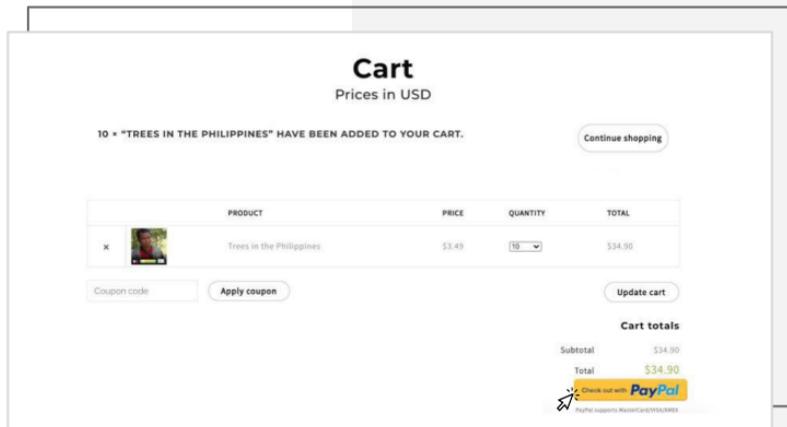
Select "Add to Cart".



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Checkout with PayPal by selecting the yellow button.

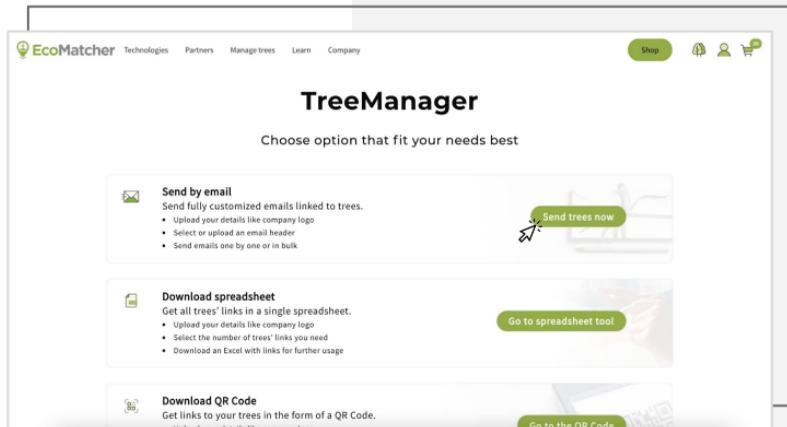
PayPal also offers credit card payments.



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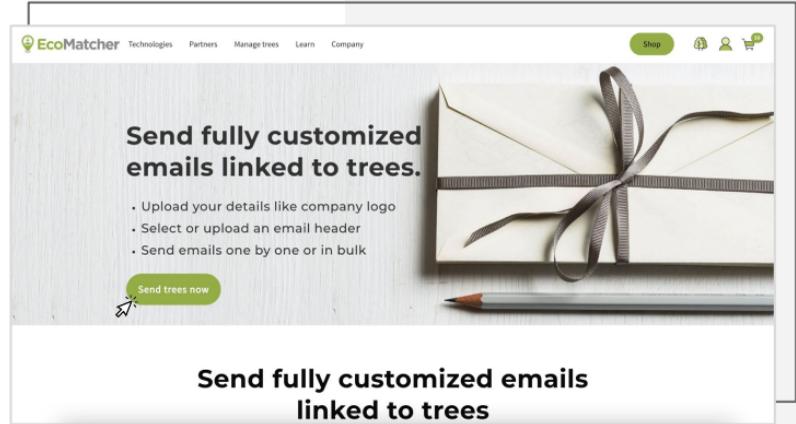
After payment, you automatically enter the TreeManager, offering options to utilize your trees.

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



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Select “Send trees now” and start customizing!



The screenshot shows the EcoMatcher website interface. At the top, there is a navigation bar with the EcoMatcher logo and links for Technologies, Partners, Manage trees, Learn, and Company. On the right side of the navigation bar, there are icons for Shop, a user profile, and a shopping cart. The main content area features a large banner with a background image of a white envelope tied with a grey ribbon and a pencil. The banner text reads: "Send fully customized emails linked to trees." Below this, there is a list of bullet points: "• Upload your details like company logo", "• Select or upload an email header", and "• Send emails one by one or in bulk". A green button labeled "Send trees now" is positioned below the list, with a mouse cursor hovering over it. Below the banner, there is a white box containing the text: "Send fully customized emails linked to trees".

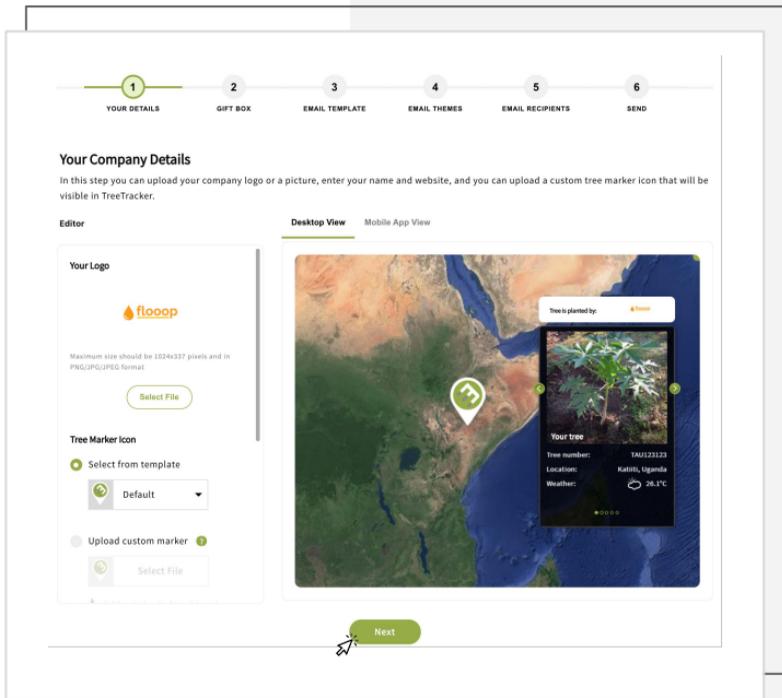
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Upload your company's logo, which will appear below each tree when viewed.

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

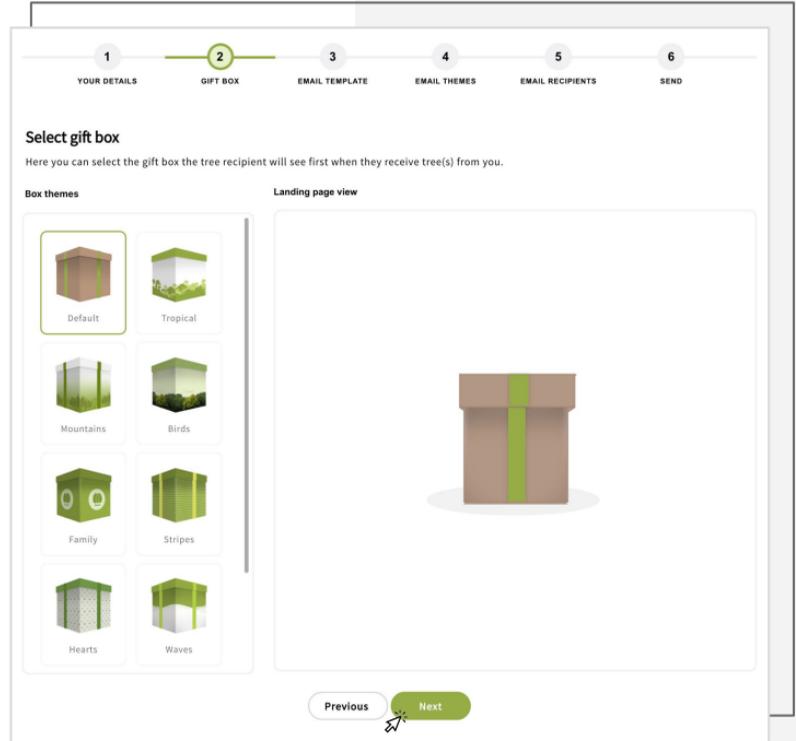
Last but not least, fill in your name, website and social media details.

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 indicates 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 displays 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". A mouse cursor is pointing at the "Next" button, which is highlighted in green.

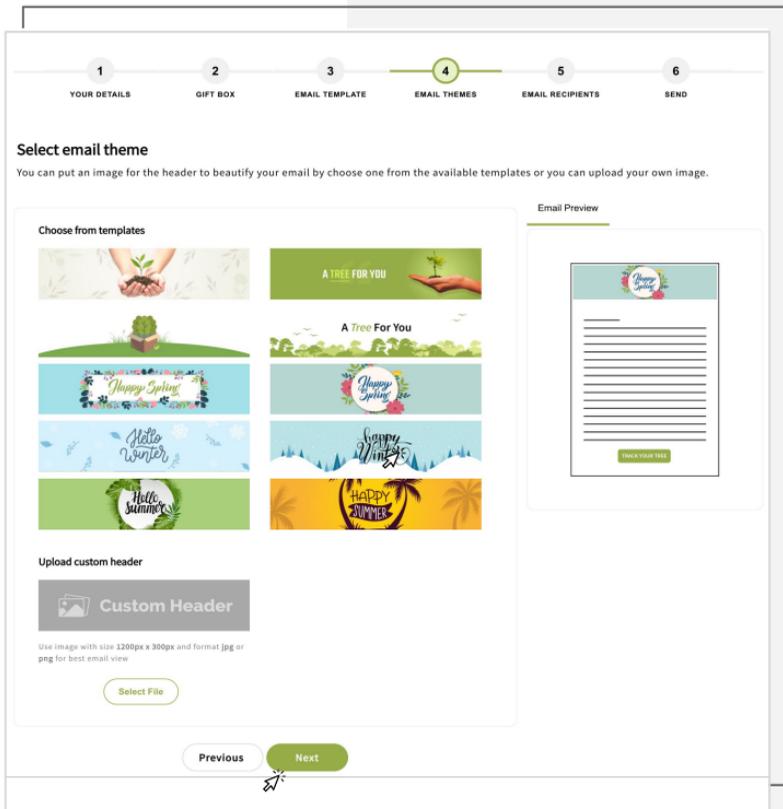


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Select the header image for the emails that will be sent to your tree recipients.

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 campaign. 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 section is titled "Select email theme" and includes the instruction: "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."

Under "Choose from templates", there are two columns of header image options. The first column includes: a green header with hands holding a seedling, a green header with a tree on a hill, a blue header with "Happy Spring" and flowers, a blue header with "Hello Winter" and snowflakes, and a green header with "Hello Summer" and a wreath. The second column includes: a green header with "A TREE FOR YOU" and a hand holding a seedling, a blue header with "A Tree For You" and a landscape, a blue header with "Happy Spring" and flowers, a blue header with "Happy Winter" and snowflakes, and a yellow header with "HAPPY SUMMER" and palm trees.

Below the templates is the "Upload custom header" section, which features a "Custom Header" button with a file icon, a text prompt "Use image with size 1200px x 300px and format jpg or png for best email view", and 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 OUT TREE" button at the bottom.

At the bottom of the interface, there are "Previous" and "Next" navigation buttons. 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

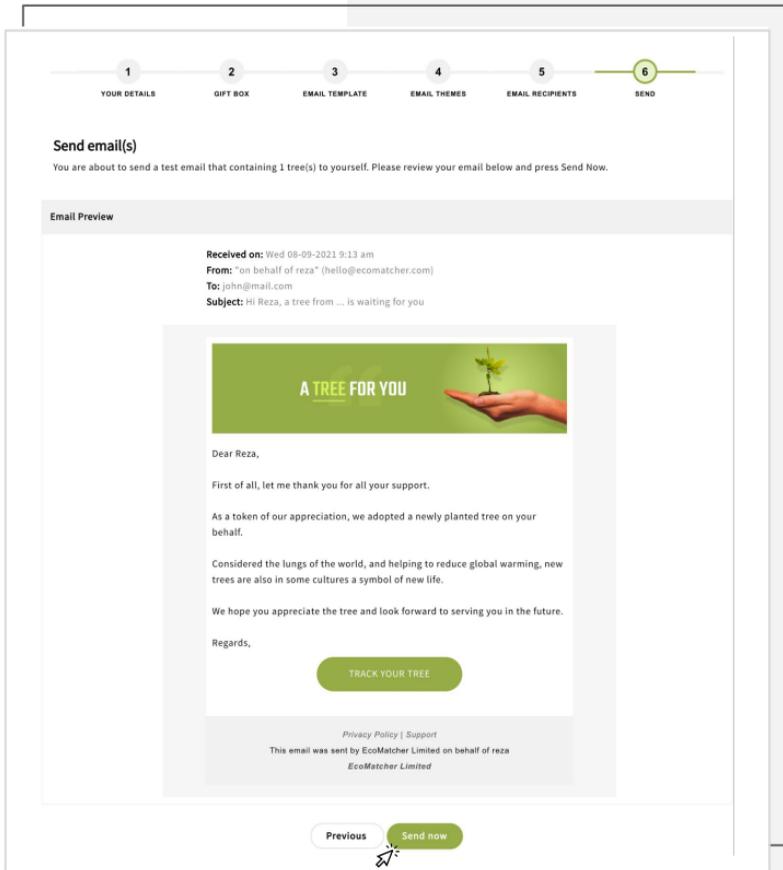
3. Save file in .xlsx format

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 shows 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 plant. The main text 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 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.

