

Community Card Checklist- Week 1

- Set up your portal customized with your branding. Create your Community Card image by adding your logo to the SBS template or designing one unique to your community. The link to customize is below.
- Sign up for a tutorial of the Community Card program with someone from the Yiftee team.
- Customize in-store signage for your participating businesses and send to a local printer. Use the templates provided. Let us know if you want us to customize them for you.
- Familiarize yourself with your portal and check out the marketing tab for free marketing materials and customizable templates.
- Create a list of merchants by filling out the Merchant Spreadsheet. Upload it in the "manage locations" section of your portal by clicking "upload csv."
- Send an email introducing the program to your merchants. Include the Merchant Introduction Doc, How To Redeem Doc and Training Video.
- After the initial email introducing the program, send out Activation Cards to merchants. Make sure to follow up with merchants to get 5-10 to run Activation Cards so they are live this week.
- Optional- Email sales@yiftee.com to set up a merchant webinar so a Yiftee team member can train your merchants and answer their questions.
- Optional- Create a "Buy-One-Get-One" (BOGO) offer for your launch to generate excitement and get gifts in circulation quickly. Identify your budget, complete QuickstartForm and create your banner. Email sales@yiftee.com to set up your BOGO