Friends2Follow

# Self Service Portal

How to set up a system for your customers to create their own ads

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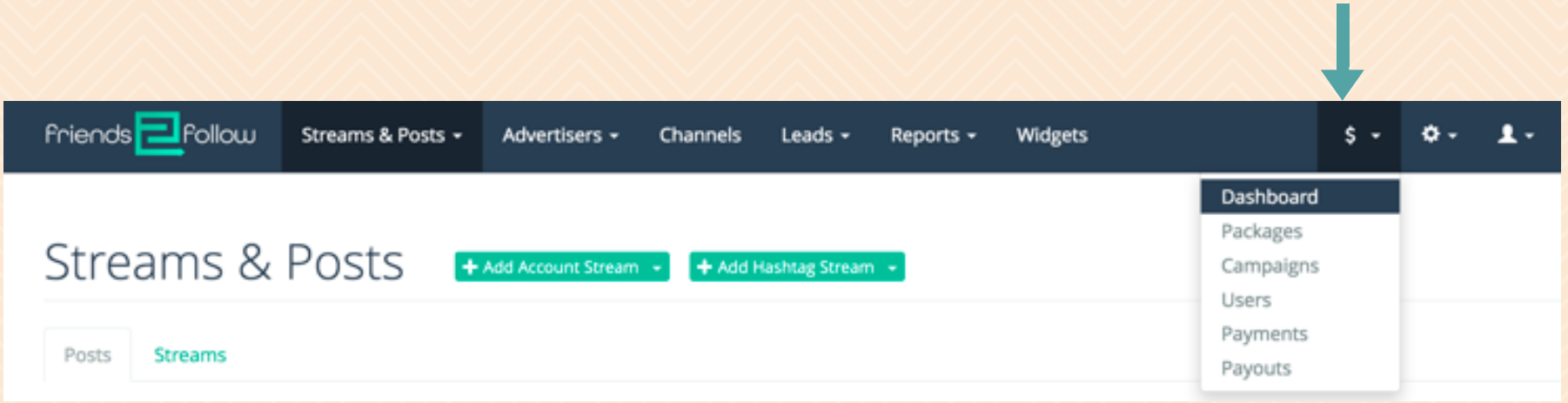
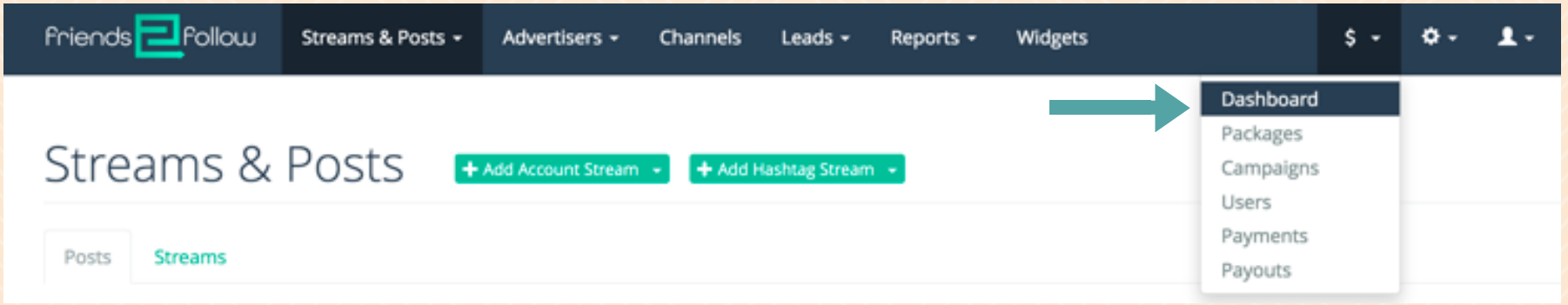
# Step-by-Step

## 1. LOG INTO YOUR ADMIN PANEL AND CLICK ON THE "$" SIGN AT THE TOP RIGHT.

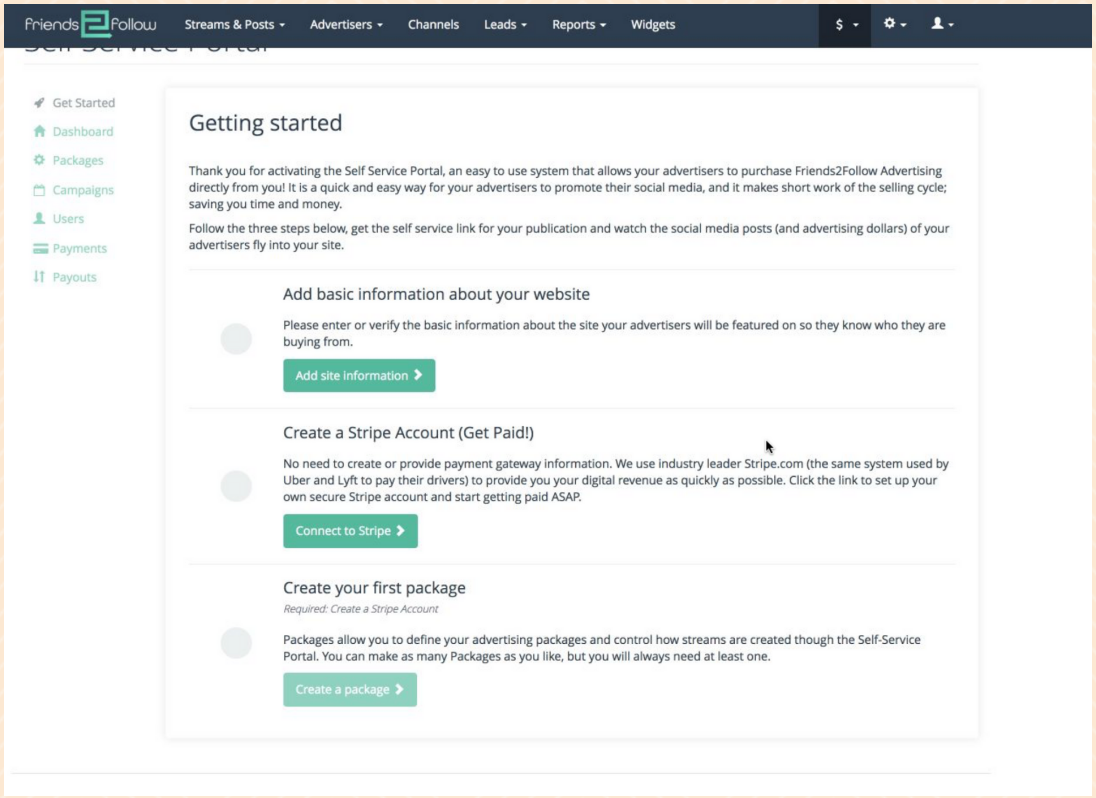



## 2. SELECT DASHBOARD



# Step-by-Step

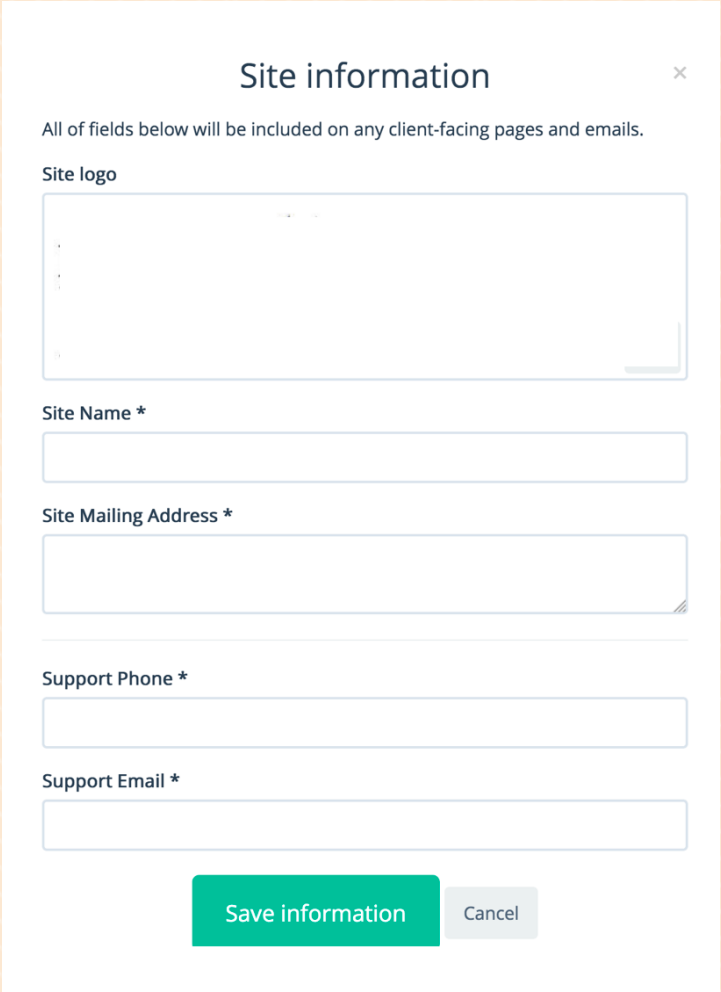
## 3. COMPLETE THE THREE STEPS FOR GETTING STARTED. THIS INCLUDES CREATING A STRIPE ACCOUNT.



# Step-by-Step

### 3A. ADD YOUR LOGO AND FILL OUT YOUR SITE INFORMATION.

### THIS IS THE INFORMATION YOUR CUSTOMERS WILL SEE ON ANY PAGES OR EMAILS.

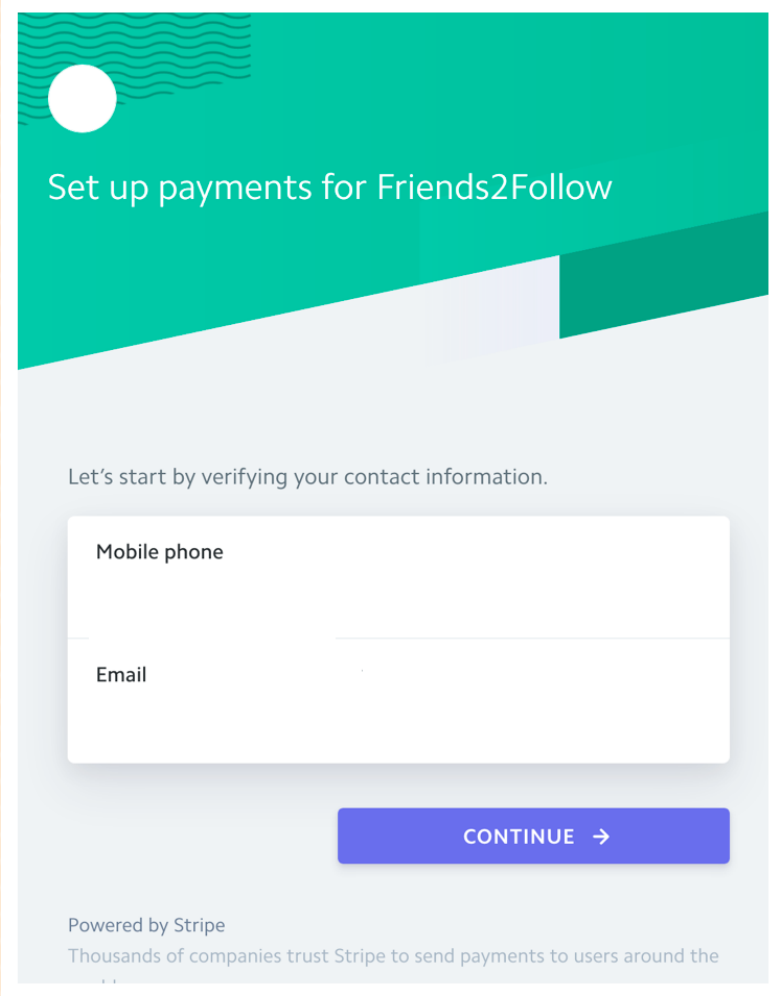


# Step-by-Step

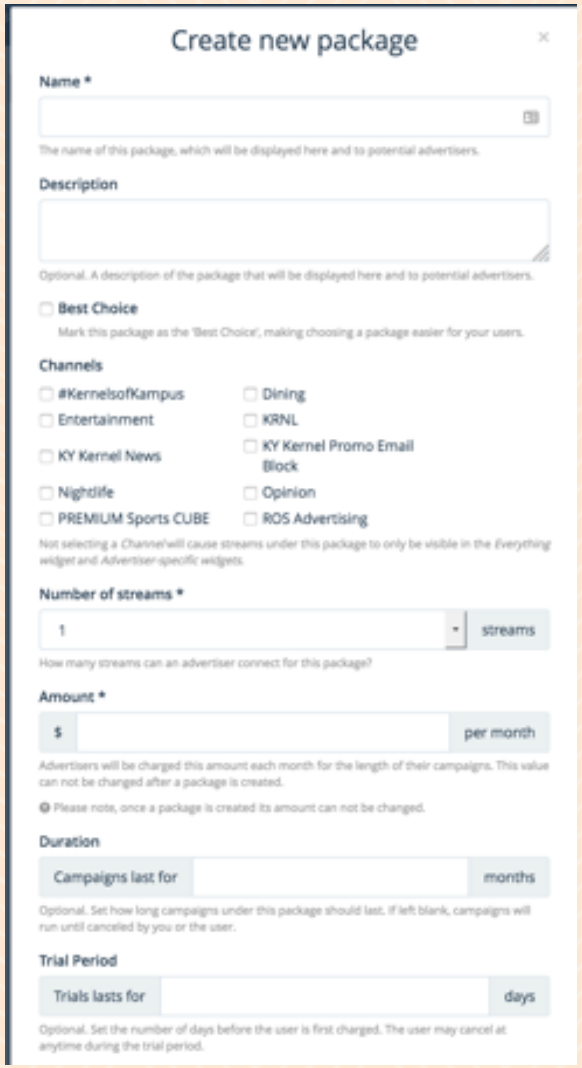
**3B. SET UP YOUR STRIPE ACCOUNT TO RECEIVE YOUR PAYMENTS ON A REGULAR BASIS.**

**STRIPE WILL WALK YOU THROUGH EACH STEP FOR CREATING THE ACCOUNT AND LINKING IT TO YOUR SELECTED BANK ACCOUNT.**

**STRIPE WILL CHARGE THE CUSTOMER'S FORM OF PAYMENT ONCE A MONTH AND DEPOSIT THE FUNDS (MINUS THE PROCESSING FEE) INTO YOUR SELECTED BANK ACCOUNT.**



# Step-by-Step




3C. YOU CAN CREATE UP TO THREE PACKAGES.

FOR INSTANCE, YOU CAN ALLOW MORE THAN ONE STREAM FOR THE ADVERTISERS, OR MORE POSTS PER DAY FOR A HIGHER PRICE. OR YOU COULD INCLUDE THE POSTS IN MULTIPLE WIDGETS.

ANOTHER PREMIUM OPTION WOULD BE TO STREAM THE POSTS INTO A CONTENT BLOCK AND A SOCIAL MEDIA POWERED BANNER AD THAT YOU SELL LIKE ANY OTHER BANNER AD (CPMS, SOV, CPC) VIA YOUR AD SERVER

# Step-by-Step

## 3C. CREATE YOUR PACKAGE OR PACKAGES

PICK ONE OR MULTIPLE CHANNELS IN WHICH THE POST(S) WILL STREAM.

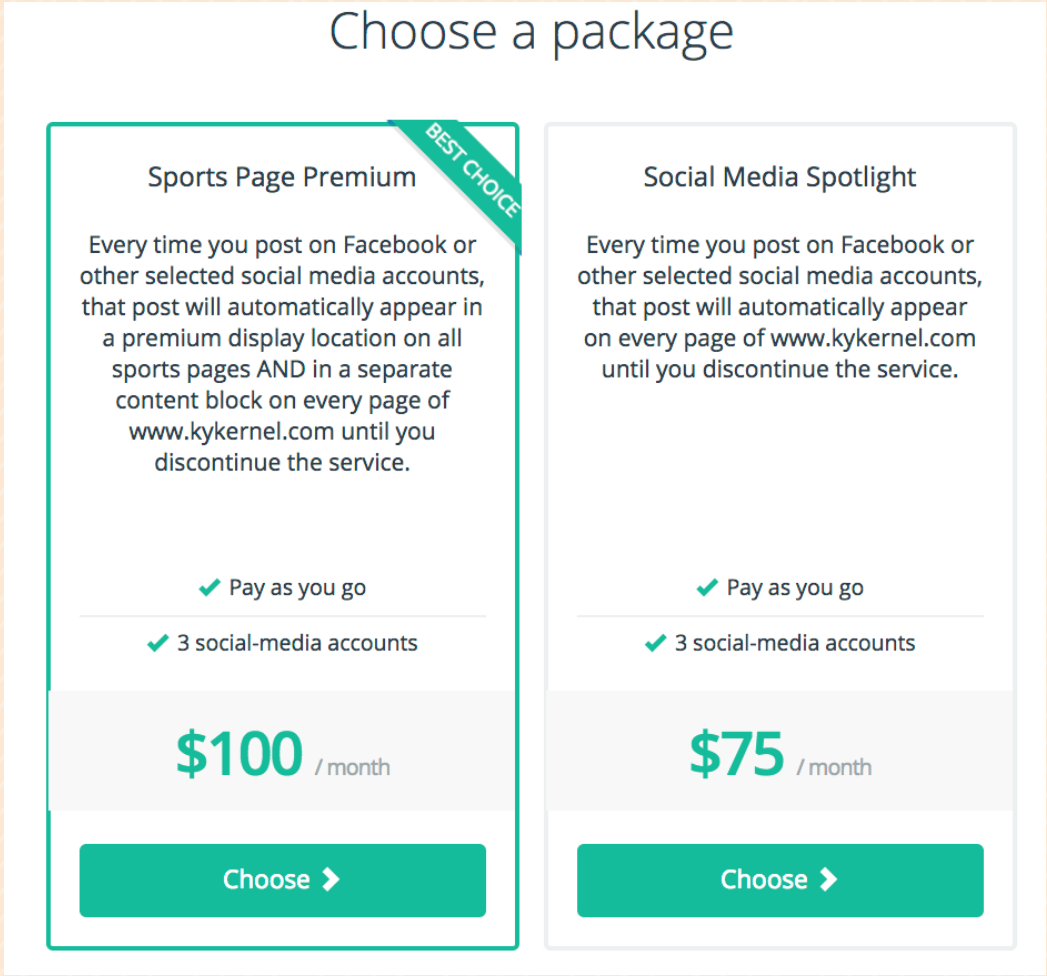
SELECT 1-3 STREAMS (SOCIAL MEDIA ACCOUNTS) THAT WILL BE ALLOWED PER ADVERTISER.

ENTER THE MONTHLY FEE THAT THE ADVERTISER WILL BE CHARGED. NOTE THE NET AMOUNT (MINUS PROCESSING FEES) WILL APPEAR JUST BELOW THAT AMOUNT.

WE RECOMMEND YOU LEAVE THIS FIELD BLANK SO THEIR SOCIAL MEDIA POSTS WILL CONTINUE TO PUBLISH UNTIL THE ADVERTISER STOPS IT.

# Step-by-Step

## AN EXAMPLE OF WHAT YOUR ADVERTISERS WILL SEE

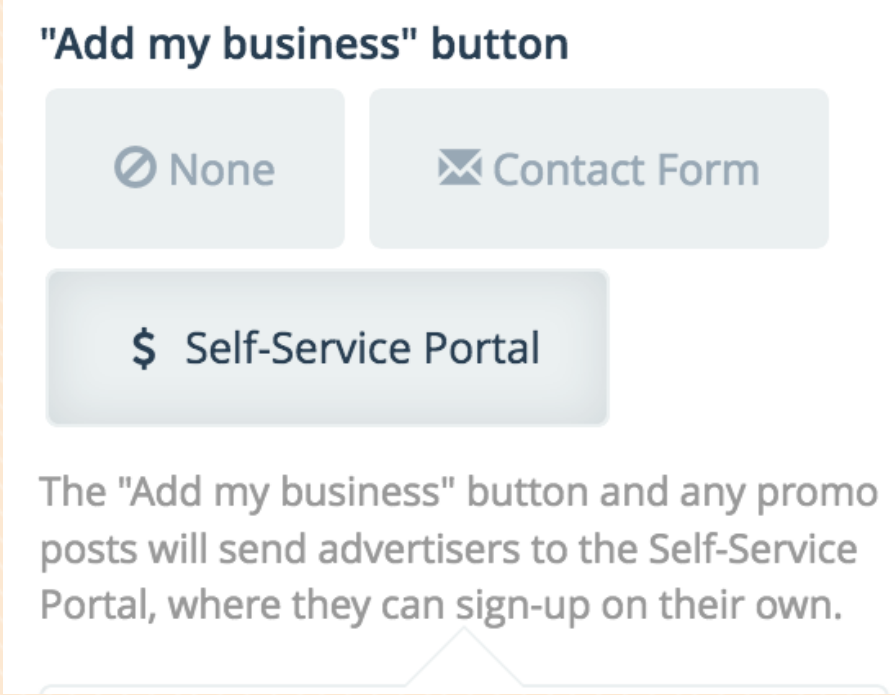


# Step-by-Step

5. IF YOU WANT THE "ADD MY BUSINESS" BUTTON ON AN EXISTING WIDGET TO DIRECT ADVERTISERS TO THIS SELF SERVICE PORTAL, YOU WILL NEED TO GENERATE NEW CODE FROM YOUR FRIENDS2FOLLOW ADMIN SITE.

REPLACE THE CODE FOR YOUR CURRENT CONTENT BLOCK WITH THE NEW CODE.

IF YOU ARE CREATING A WIDGET FOR THE FIRST TIME, ALL YOU NEED TO DO IS SELECT "SELF SERVICE PORTAL" AT THE BOTTOM OF THE WIDGET BUIER.



# Questions?

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**Dr. Carmen Keith - 360 Living**

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Restless Legs Syndrome - Overview and Facts http://ow.ly/pm8F30jLIYX (**Timeline Photos**)

MAY 6

**SERVPRO of Cape Girardeau & Scott Counties**

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Check out a recap of last Friday's golf tournament! 👀 📺 https://youtu.be/pnAYWxjf4iY (**JACoC 26th Annual Golf Classic**)

**All the Trimmings Lawn Care**

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A beautiful yard is just a call away. (**View photo**)

MAY 6

**Sandy's Place Restaurant - Cape Girardeau Regional Airport**

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(**View photo**)

MAY 6