Rotary District 3450

ROTARY GLOBAL REWARDS

UPLOAD GUIDE

benefits.rotary3450.org

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1. How to Upload a New Offer

Rotary District 3450

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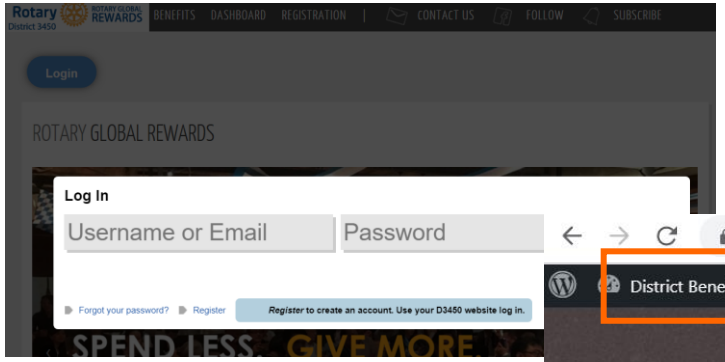
First, have all the offer details and the vendor's photo banner ready.

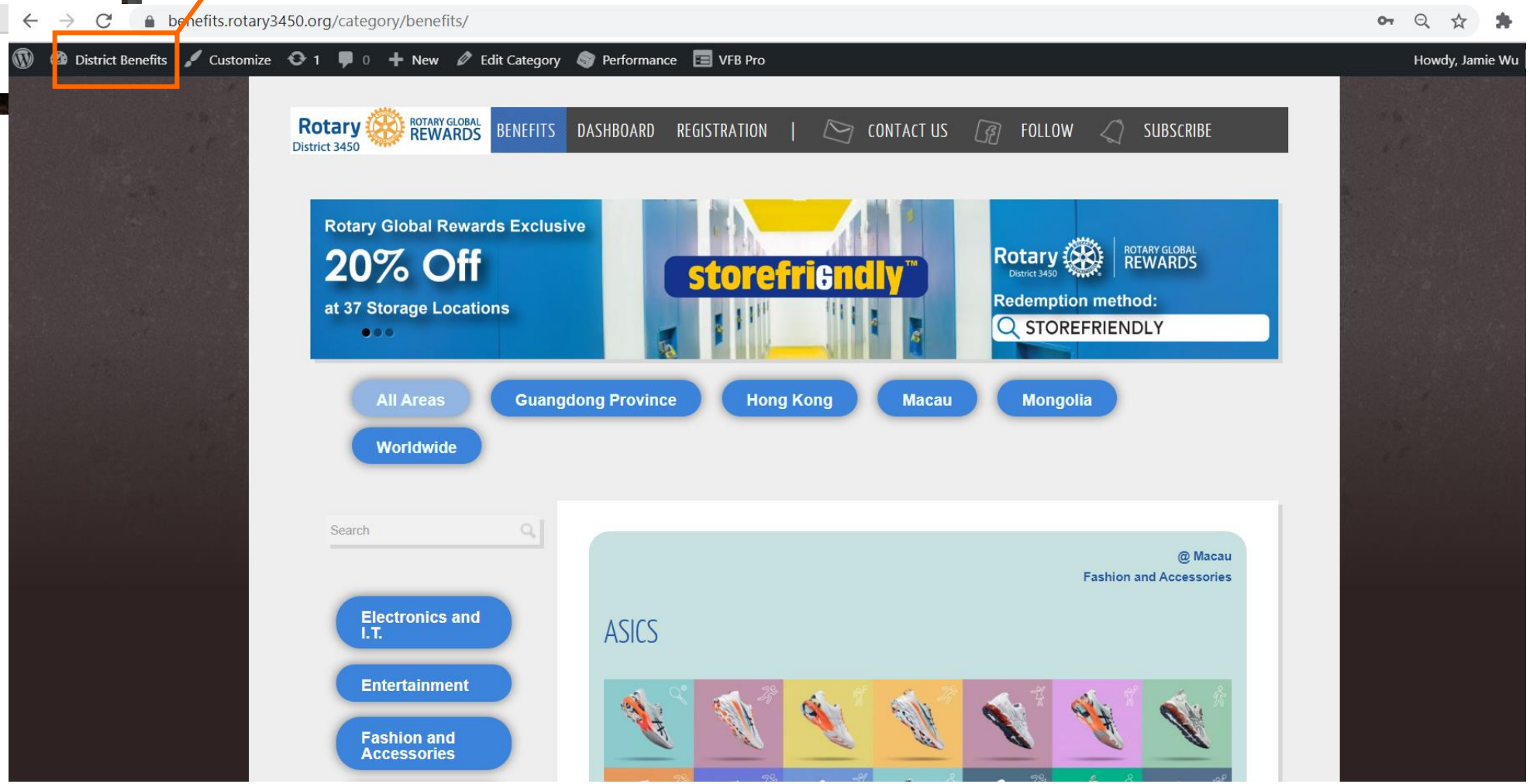
1	**Company Description** *Please provide a short description of 150 words* *Since 1989, Elissa Cohen and her team have crafted pieces of the finest quality jewellery at her Kowloon Atelier. Her collection draws on everything from pop culture to classic art deco style. Elissa Cohen and her team also provide a bespoke service with our craftsman on hand to convert your idea into reality.*
2	**Company Logo** *Please enclose your company logo in high-resolution JPEG or AI format (No need to enclose if already provided previously)* *Provided previously*
3	**Company Website** WWW. Elissacohen.com
4	**Contact Person** Name: Elissa Cohen Email: elissa@elissacohen.com Tel: 852-23120811
5	**Store Address** Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong.
6	**Offer Details** *Please specify if it is a discount or rebate to District 3450's THE ONE project, or both.Please include terms of use, if any.* 20% discount and 10% rebate to rotary
7	**Redemption Method** *(E.g. Quote a unique discount code or instruct Rotary members to show bership card upon payment)* Rotary membership card is fine
8	**Validity Period** *3 years.Minimum commitment of one year is required (ending April 2022). Most of our vendors sign on for three years. You can update the details of your offer at any time. Please edit your answer as necessary.* Apr 2021 - Dec 2024 (Suggested)

1. How to Upload a New Offer

Rotary District 3450 | ROTARY GLOBAL REWARDS



After logging in, click ‘District Benefits’ to enter the back-end (Dashboard)

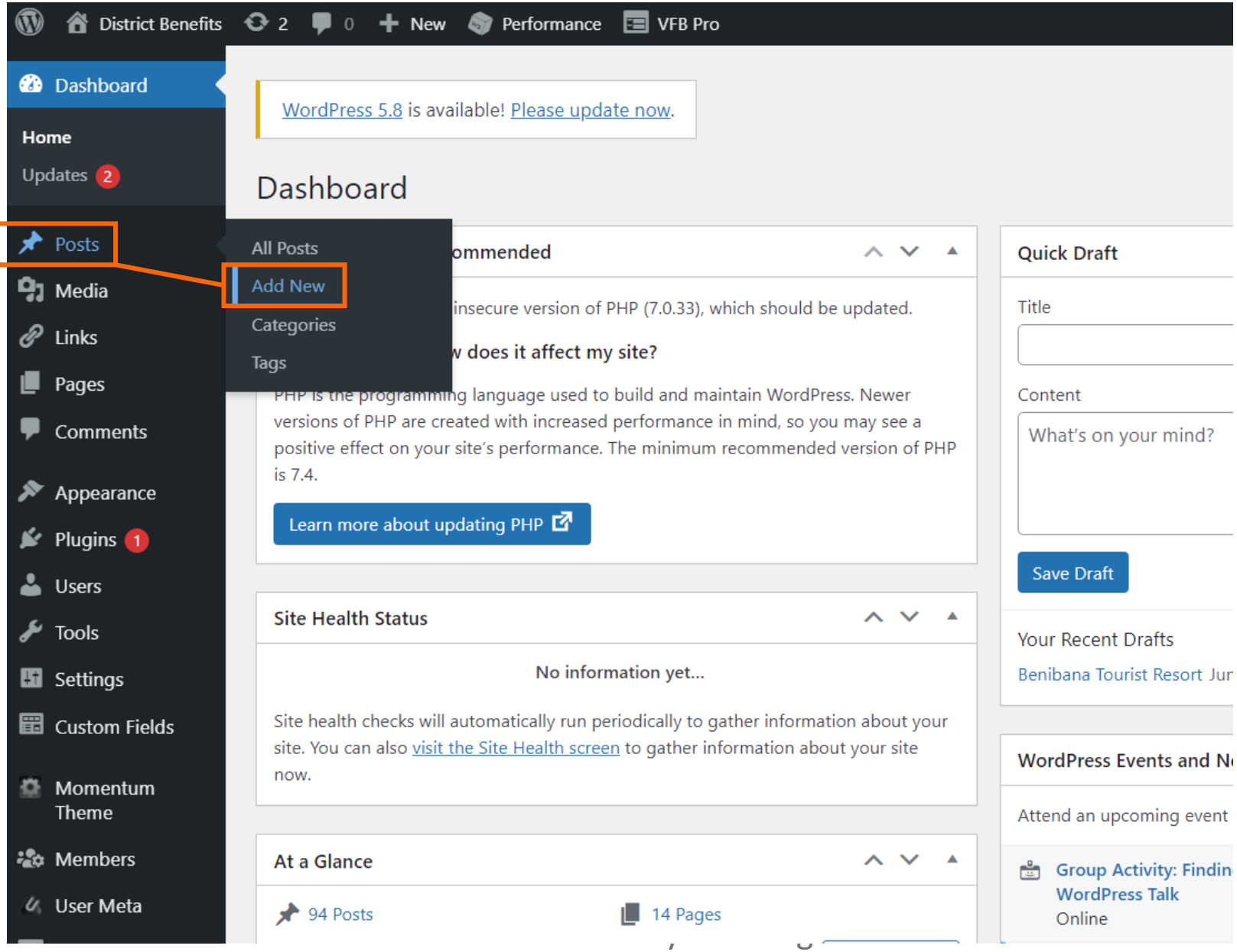


1. How to Upload a New Offer

Go to ‘Posts’ on the side menu, and click ‘Add New’

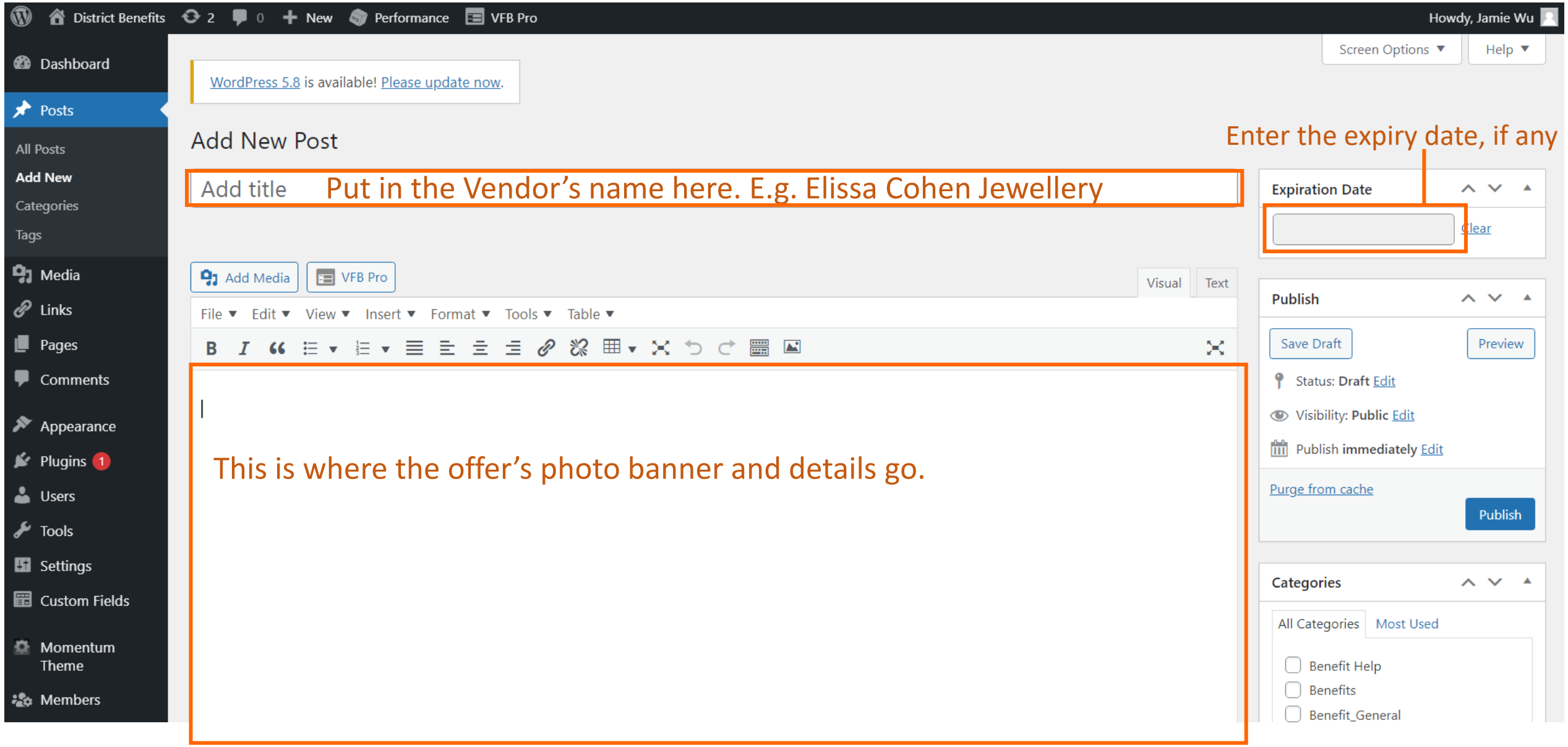
Rotary District 3450

ROTARY GLOBAL REWARDS



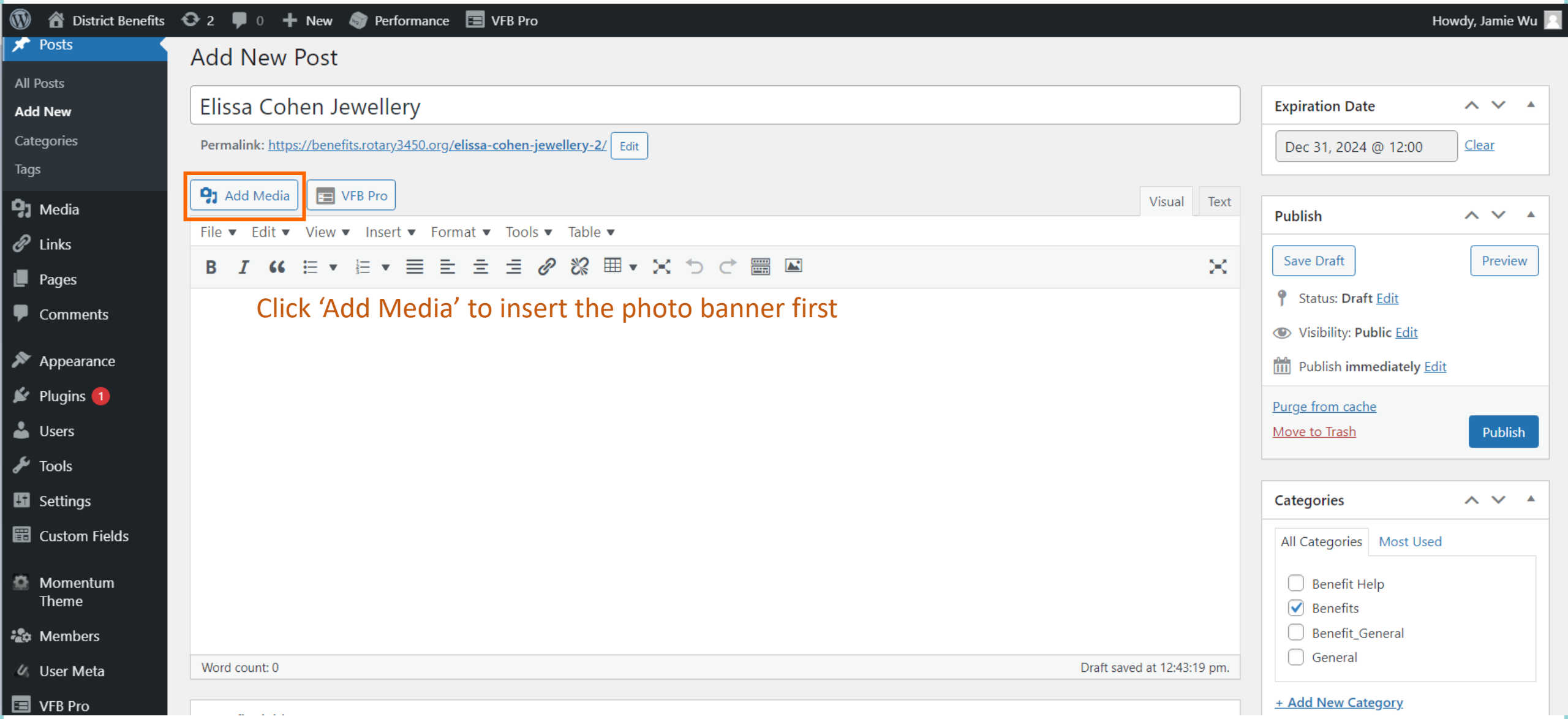
1. How to Upload a New Offer

Rotary District 3450 | ROTARY GLOBAL REWARDS



1. How to Upload a New Offer

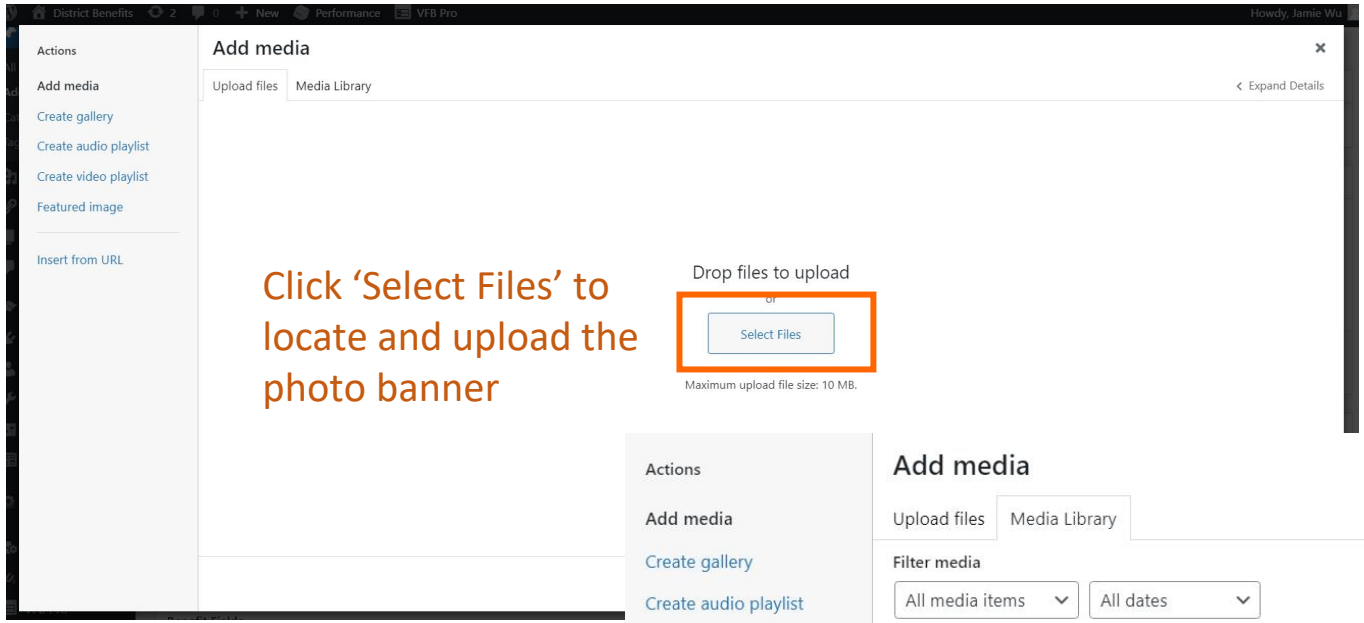
Rotary District 3450 | ROTARY GLOBAL REWARDS



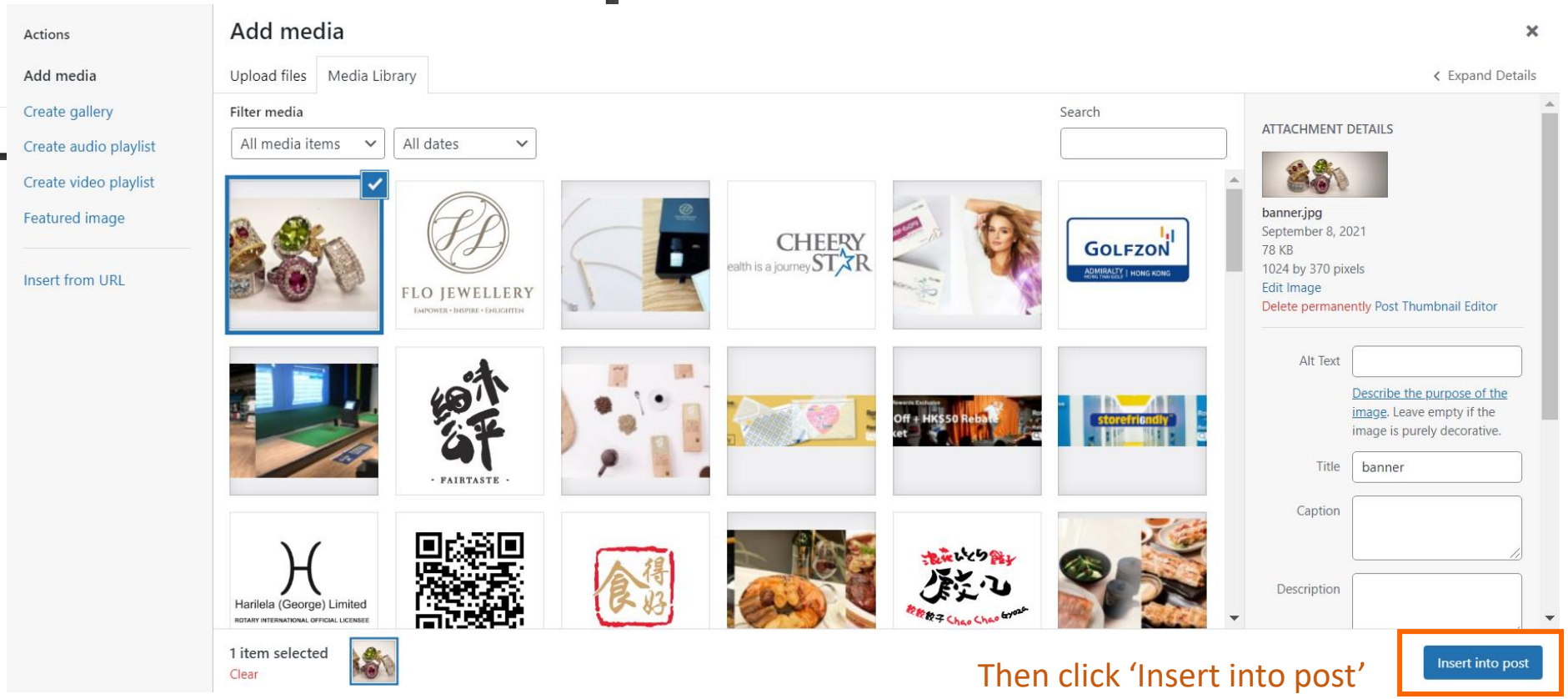
1. How to Upload a New Offer – Inserting the Photo Banner

Rotary District 3450

ROTARY GLOBAL REWARDS



Click ‘Select Files’ to locate and upload the photo banner



Then click ‘Insert into post’

1. How to Upload a New Offer – Inserting the Photo Banner

Rotary District 3450

ROTARY GLOBAL REWARDS

Add New Post

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery-2/ Edit

Add Media | VFB Pro | Visual | Text

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

Expiration Date

Dec 31, 2024 @ 12:00 Clear

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Purge from cache

Move to Trash Publish

Categories

All Categories Most Used

- Benefit Help
- Benefits
- Benefit_General
- General

After adding your photo banner, it should look something like this.

1. How to Upload a New Offer – Inputting Offer Details

Rotary District 3450

ROTARY GLOBAL REWARDS

Add Media | VFB Pro

Visual | Text

File | Edit | View | Insert | Format | Tools | Table

Rotarians and Rotaractors can enjoy

Input the offer details under the photo banner.

Word count: 5 Draft saved at 1:15:13 pm.

Benefit Fields

Visibility: **Public** Edit

Publish **immediately** Edit

Purge from cache

Move to Trash

Publish

Categories

All Categories | Most Used

- Benefit Help
- Benefits
- Benefit_General
- General

+ Add New Category

Tags

Add

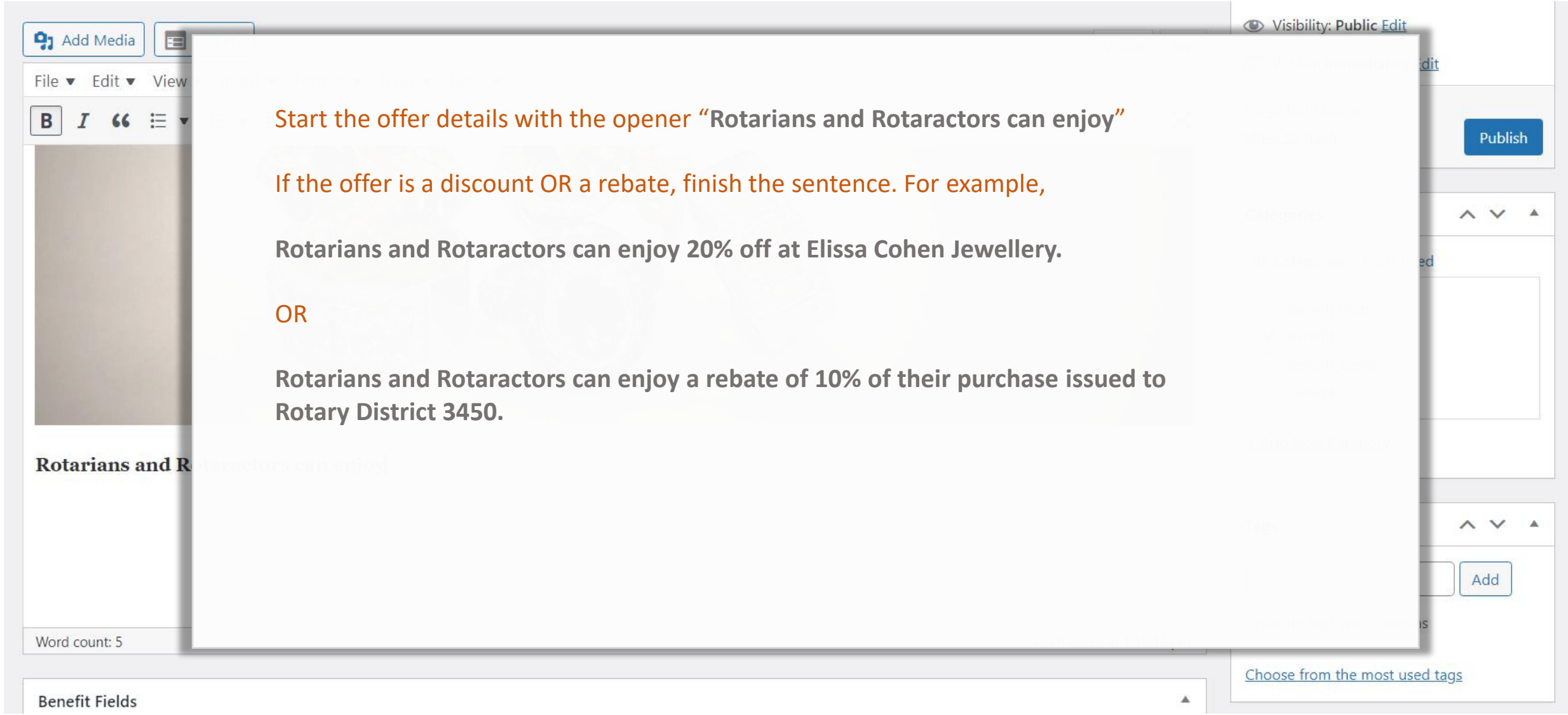
Separate tags with commas

Choose from the most used tags

1. How to Upload a New Offer – Inputting Offer Details

Rotary District 3450

ROTARY GLOBAL REWARDS



Start the offer details with the opener "**Rotarians and Rotaractors can enjoy**"

If the offer is a discount OR a rebate, finish the sentence. For example,

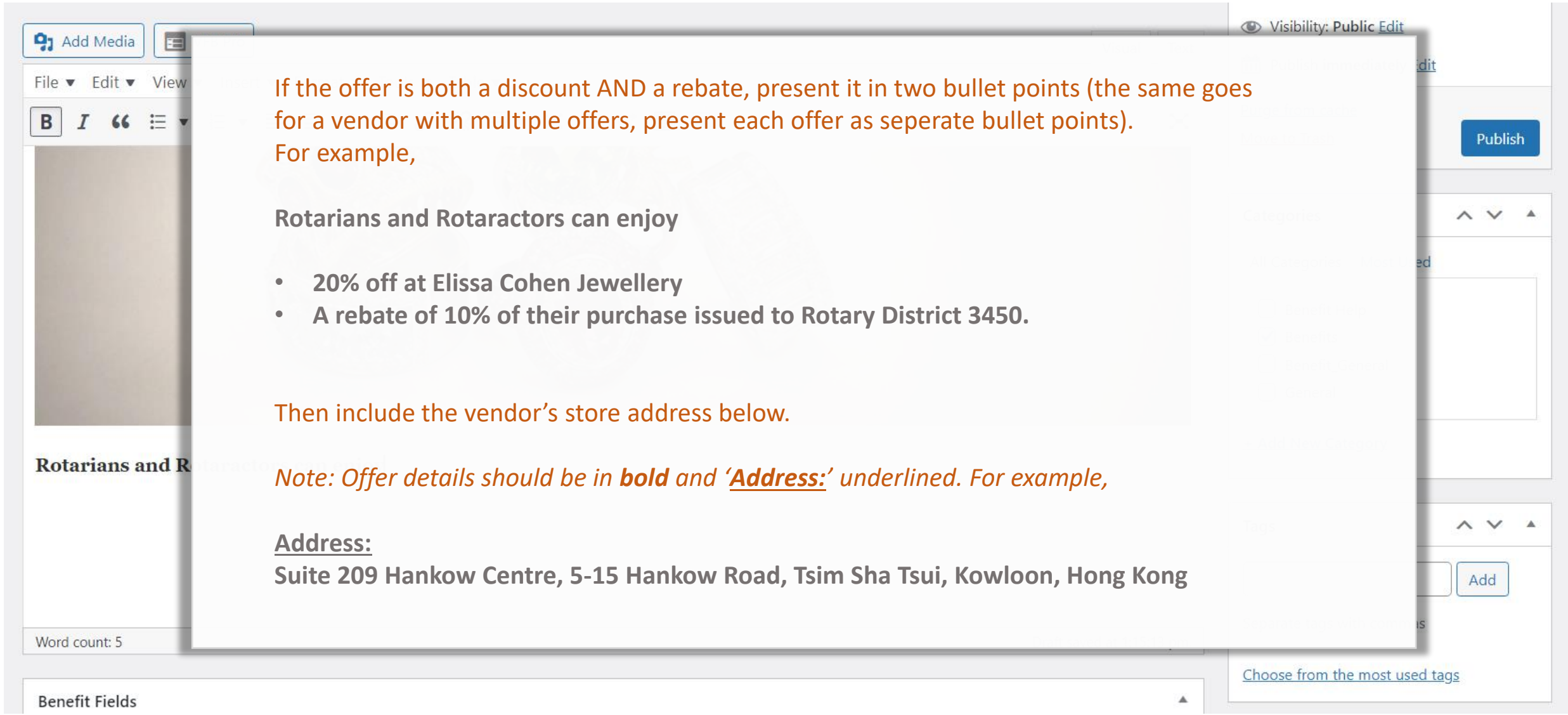
Rotarians and Rotaractors can enjoy 20% off at Elissa Cohen Jewellery.

OR

Rotarians and Rotaractors can enjoy a rebate of 10% of their purchase issued to Rotary District 3450.

1. How to Upload a New Offer – Inputting Offer Details

Rotary District 3450 | ROTARY GLOBAL REWARDS



If the offer is both a discount AND a rebate, present it in two bullet points (the same goes for a vendor with multiple offers, present each offer as seperate bullet points).
For example,

Rotarians and Rotaractors can enjoy

- **20% off at Elissa Cohen Jewellery**
- **A rebate of 10% of their purchase issued to Rotary District 3450.**

Then include the vendor's store address below.

*Note: Offer details should be in **bold** and '**Address:**' underlined. For example,*

Address:
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong

1. How to Upload a New Offer – Inputting Offer Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Add Media | VFB Pro | Visual | Text

File | Edit | View | Insert | Format | Tools | Table

Rotarians and Rotaractors can enjoy

- **20% off at Elissa Cohen Jewellery**
- **A rebate of 10% of their purchase issued to Rotary District 3450**

After adding the offer details and address, it should look something like this.

Address:
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong

Word count: 32 | Draft saved at 1:20:27 pm.

Visibility: **Public** Edit

Publish **immediately** Edit

Purge from cache | Move to Trash | Publish

Categories

All Categories | Most Used

- Benefit Help
- Benefits
- Benefit_General
- General

+ Add New Category

Tags

Add

Separate tags with commas

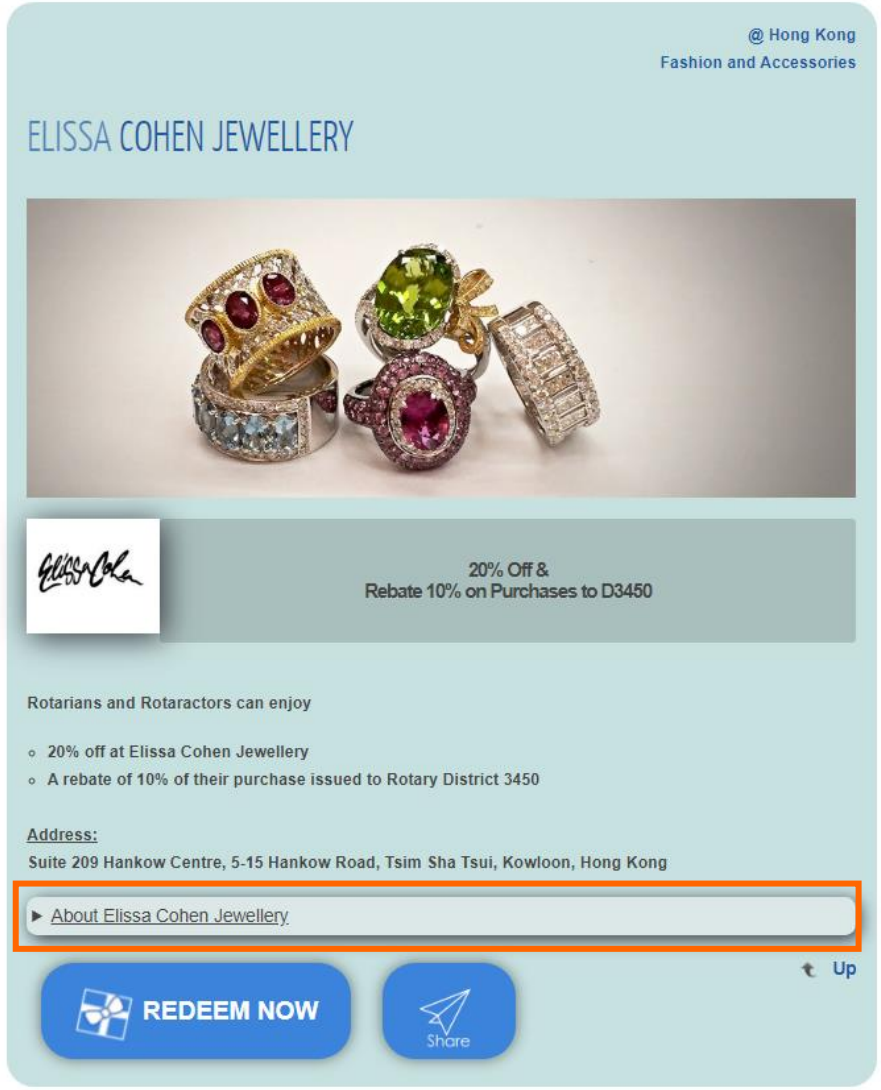
Choose from the most used tags

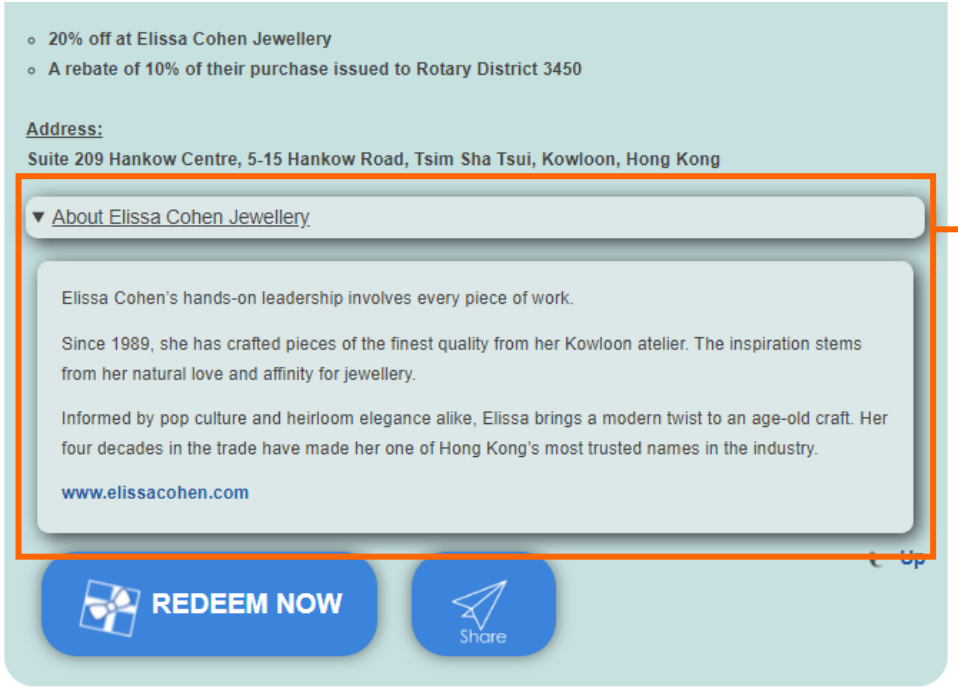
Featured image

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Next, you will enter the vendor's details which will appear in a collapsible box.



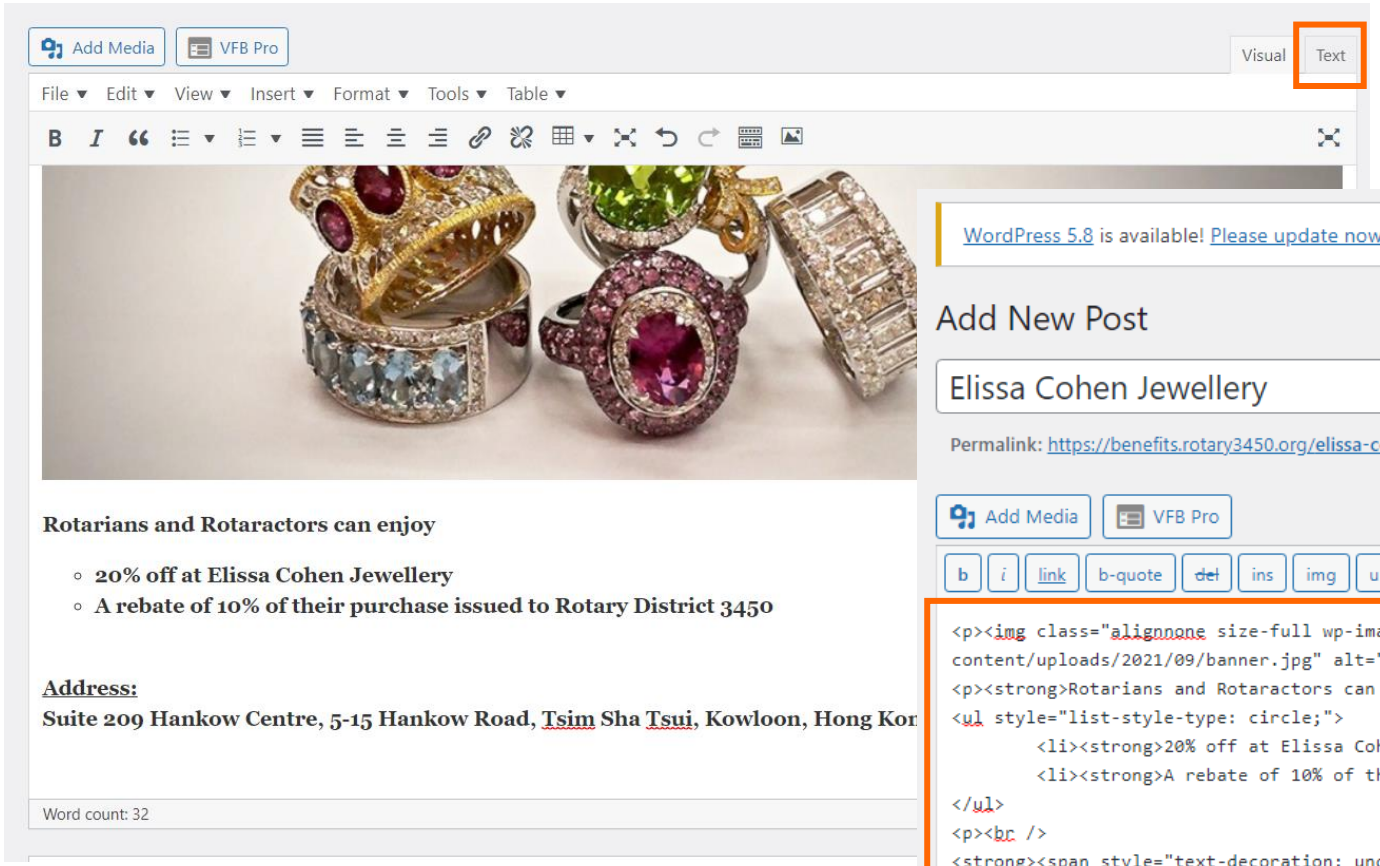


You will learn how to create this collapsible box for the vendor's details in the next slides.

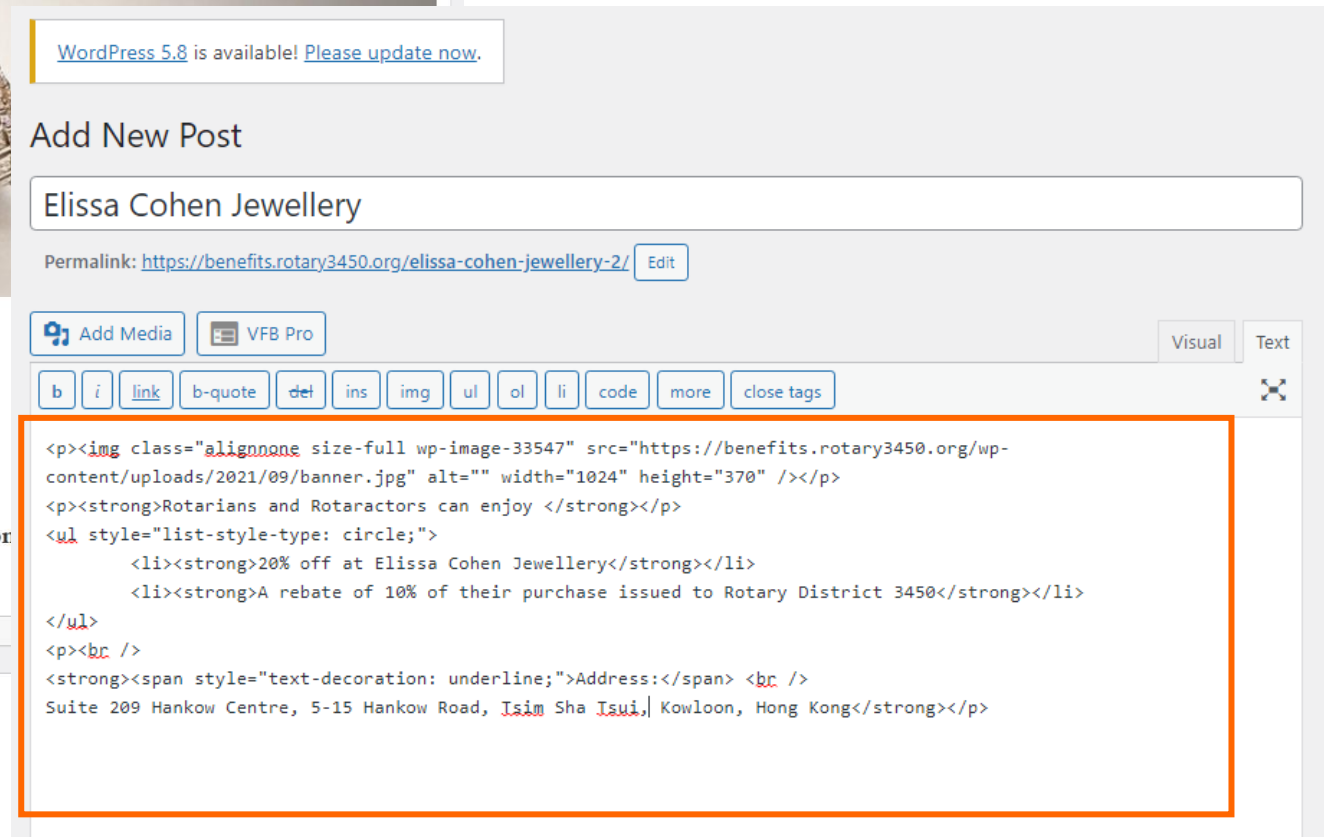
1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450

ROTARY GLOBAL REWARDS



Click 'Text' to see the offer in HTML

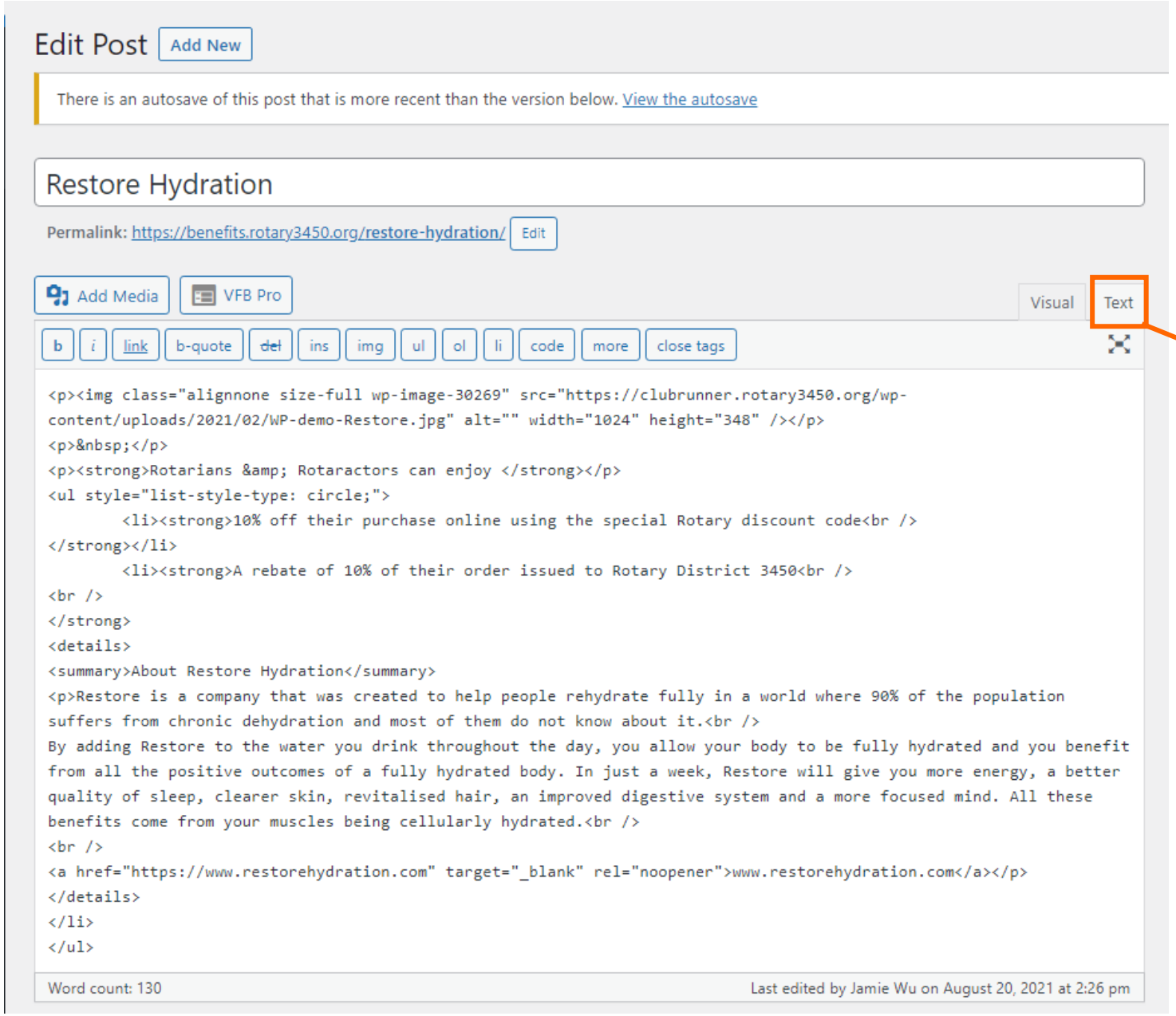


'Text' mode shows what you have input so far as HTML. You can always switch back and forth by clicking 'Visual' or 'Text'.

To set up the vendor's details in the collapsible box, we will be working in HTML.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS



Easiest way: Open the post of another offer to use as reference.

Here we are using the offer from **Restore Hydration** as reference.

Go to 'Text' to view its offer details in HTML.

Now we are going to copy and paste the vendor's details into our offer for Elissa Cohen Jewellery.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450

ROTARY GLOBAL REWARDS

Restore Hydration

Permalink: https://benefits.rotary3450.org/restore-hydration/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-30269" src="https://clubrunner.rotary3450.org/wp-
content/uploads/2021/02/WP-demo-Restore.jpg" alt="" width="1024" height="348" /></p>
<p> </p>
<p><strong>Rotarians &amp; Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
        <li><strong>10% off their purchase online using the special Rotary discount code<br />
</strong></li>
        <li><strong>A rebate of 10% of their order issued to Rotary District 3450<br />
<br />
</strong>
<details>
<summary>About Restore Hydration</summary>
<p>Restore is a company that was created to help people rehydrate fully in a world where 90% of the population
suffers from chronic dehydration and most of them do not know about it.<br />
By adding Restore to the water you drink throughout the day, you allow your body to be fully hydrated and you benefit
from all the positive outcomes of a fully hydrated body. In just a week, Restore will give you more energy, a better
quality of sleep, clearer skin, revitalised hair, an improved digestive system and a more focused mind. All these
benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 130 Last edited by Jamie Wu on August 20, 2021 at 2:26 pm

Copy the HTML starting from the end of the last word of the offer details - here it is after '3450'.

This means you are copying from <br /> onwards until the end.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Restore Hydration

Permalink: https://benefits.rotary3450.org/restore-hydration/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-30269" src="https://clubrunner.rotary3450.org/wp-content/uploads/2021/02/WP-demo-Restore.jpg" alt="" width="1024" height="348" /></p>
<p> </p>
<p><strong>Rotarians &amp; Rotaractors can enjoy </strong></p>
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<br />
</strong>
<details>
<summary>About Restore Hydration</summary>
<p>Restore is a company that was created to help people rehydrate fully in a world where 90% of the population suffers from chronic dehydration and most of them do not know about it.<br />
By adding Restore to the water you drink throughout the day, you allow your body to be fully hydrated and you benefit from all the positive outcomes of a fully hydrated body. In just a week, Restore will give you more energy, a better quality of sleep, clearer skin, revitalised hair, an improved digestive system and a more focused mind. All these benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

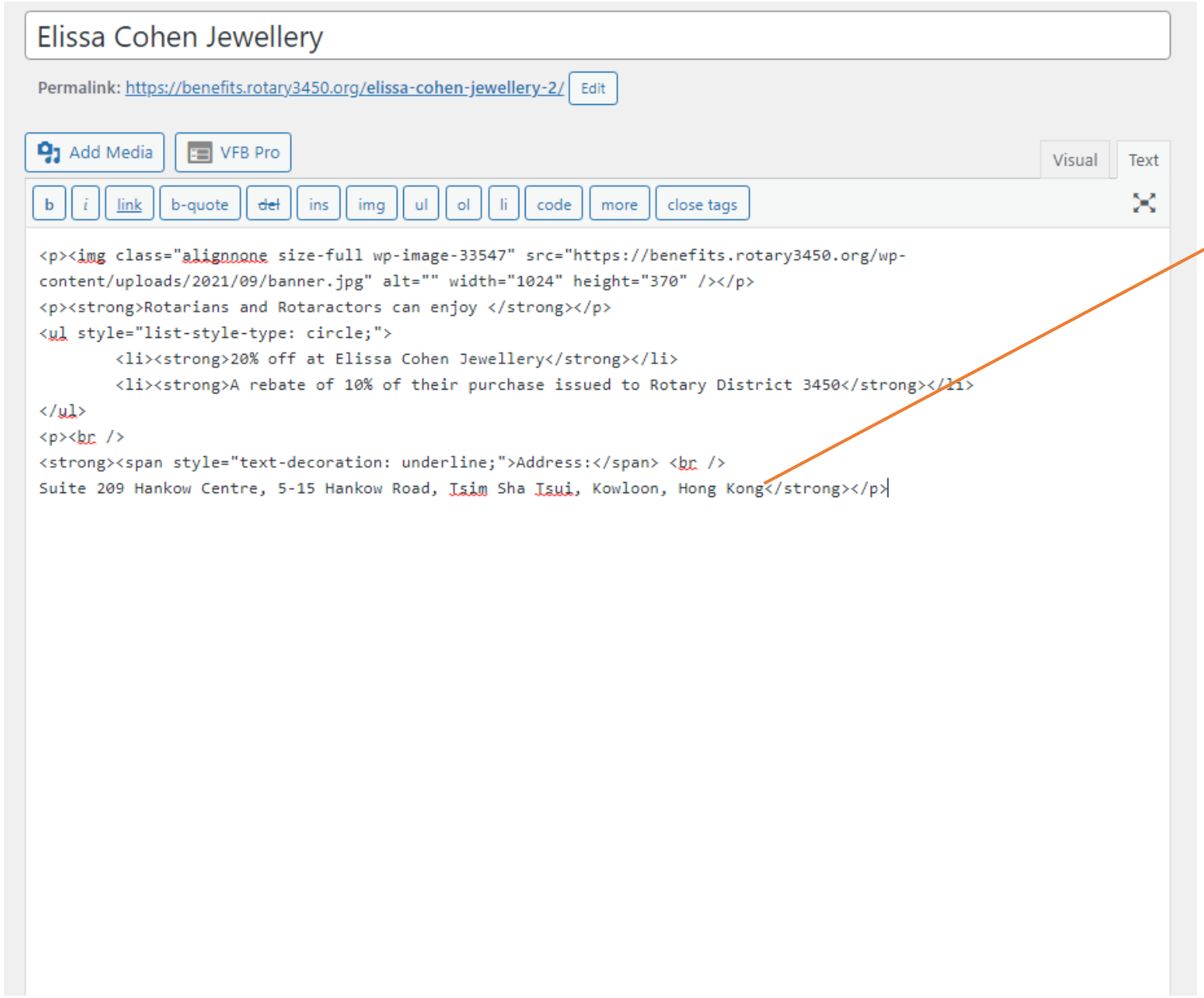
Word count: 130 | Last edited by Jamie Wu on August 20, 2021 at 2:26 pm

This highlighted portion is what you will copy and paste into the new offer for Elissa Cohen Jewellery

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450

ROTARY GLOBAL REWARDS



Now go back to the new offer for Elissa Cohen Jewellery and paste the HTML at the end of the last word of the offer details.

This means you are pasting after the word 'Hong Kong' (which will get rid of '</p>').

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery-2/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-33547" src="https://benefits.rotary3450.org/wp-
content/uploads/2021/09/banner.jpg" alt="" width="1024" height="370" /></p>
<p><strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
        <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
        <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><br />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong<br />
<br />
</strong>
<details>
<summary>About Restore Hydration</summary>
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benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138 Draft saved at 3:04:05 pm.

After pasting the copied text, it will look like this.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery-2/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-33547" src="https://benefits.rotary3450.org/wp-
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benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138 Draft saved at 3:04:05 pm.

Replace all the details of Restore Hydration with the details of Elissa Cohen Jewellery.

Just type in the new details in the sections highlighted.
Make sure you **DO NOT** change any of the HTML coding and do not remove any "" or <>.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery-2/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-33547" src="https://benefits.rotary3450.org/wp-
content/uploads/2021/09/banner.jpg" alt="" width="1024" height="370" /></p>
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<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138 | Draft saved at 3:04:05 pm.

Note:

**
** is the HTML instruction for a line break. This means whatever follows after it will appear in the next paragraph.

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery-2/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-33547" src="https://benefits.rotary3450.org/wp-
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<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Isim Sha Isui, Kowloon, Hong Kong<br />
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<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138 | Draft saved at 3:04:05 pm.

If you only have a short description (one paragraph only) then include it all here, highlighted in orange.

Since there is no need for a second paragraph, you can delete the remaining text (highlighted in grey).

1. How to Upload a New Offer – Entering the Vendor's Details

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-32356" src="https://benefits.rotary3450.org/wp-
content/uploads/2021/06/banner-10.jpg" alt="" width="1024" height="370" /><br />
<br />
<strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
        <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
        <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><br />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong<br />
</strong></p>
<details>
<summary>About Elissa Cohen Jewellery</summary>
<p>Elissa Cohen's hands-on leadership involves every piece of work.<br />
Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her
natural love and affinity for jewellery.<br />
Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four
decades in the trade have made her one of Hong Kong's most trusted names in the industry.<br />
<br />
<a href="http://www.elissacohen.com" target="_blank" rel="noopener">www.elissacohen.com</a></p>
</details>
```

After entering all the vendor's details, it will look like this.

1. How to Upload a New Offer – Entering the Vendor's Website

Rotary District 3450 | ROTARY GLOBAL REWARDS

Elissa Cohen Jewellery

Permalink: https://benefits.rotary3450.org/elissa-cohen-jewellery/ Edit

Add Media | VFB Pro | Visual | Text

b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags

```
<p><img class="alignnone size-full wp-image-32356" src="https://benefits.rotary3450.org/wp-
content/uploads/2021/06/banner-10.jpg" alt="" width="1024" height="370" /><br />
<br />
<strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
        <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
        <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><br />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong<br />
</strong></p>
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Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four
decades in the trade have made her one of Hong Kong's most trusted names in the industry.<br />
<br />
<a href="http://www.elissacohen.com" target="_blank" rel="noopener">www.elissacohen.com</a></p>
</details>
```

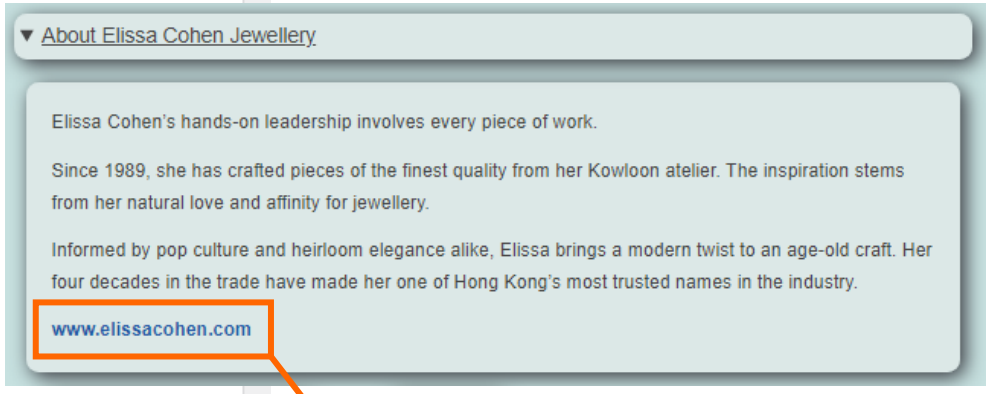
A

B

Note:

URL A: This is the actual URL link

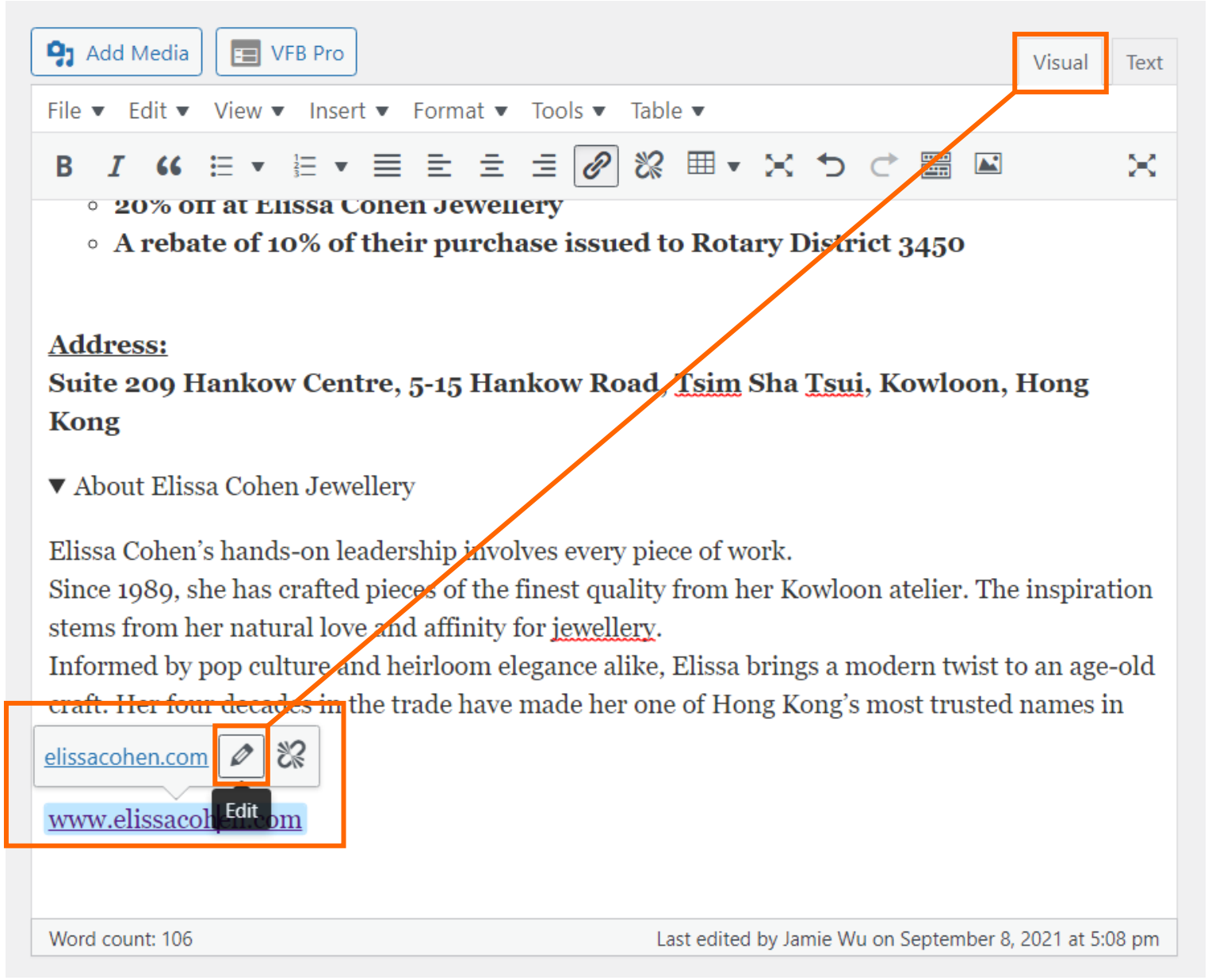
URL B: This is what it will appear as in the vendor's details.



URL B

1. How to Upload a New Offer – Entering the Vendor's Website

Rotary District 3450 | ROTARY GLOBAL REWARDS



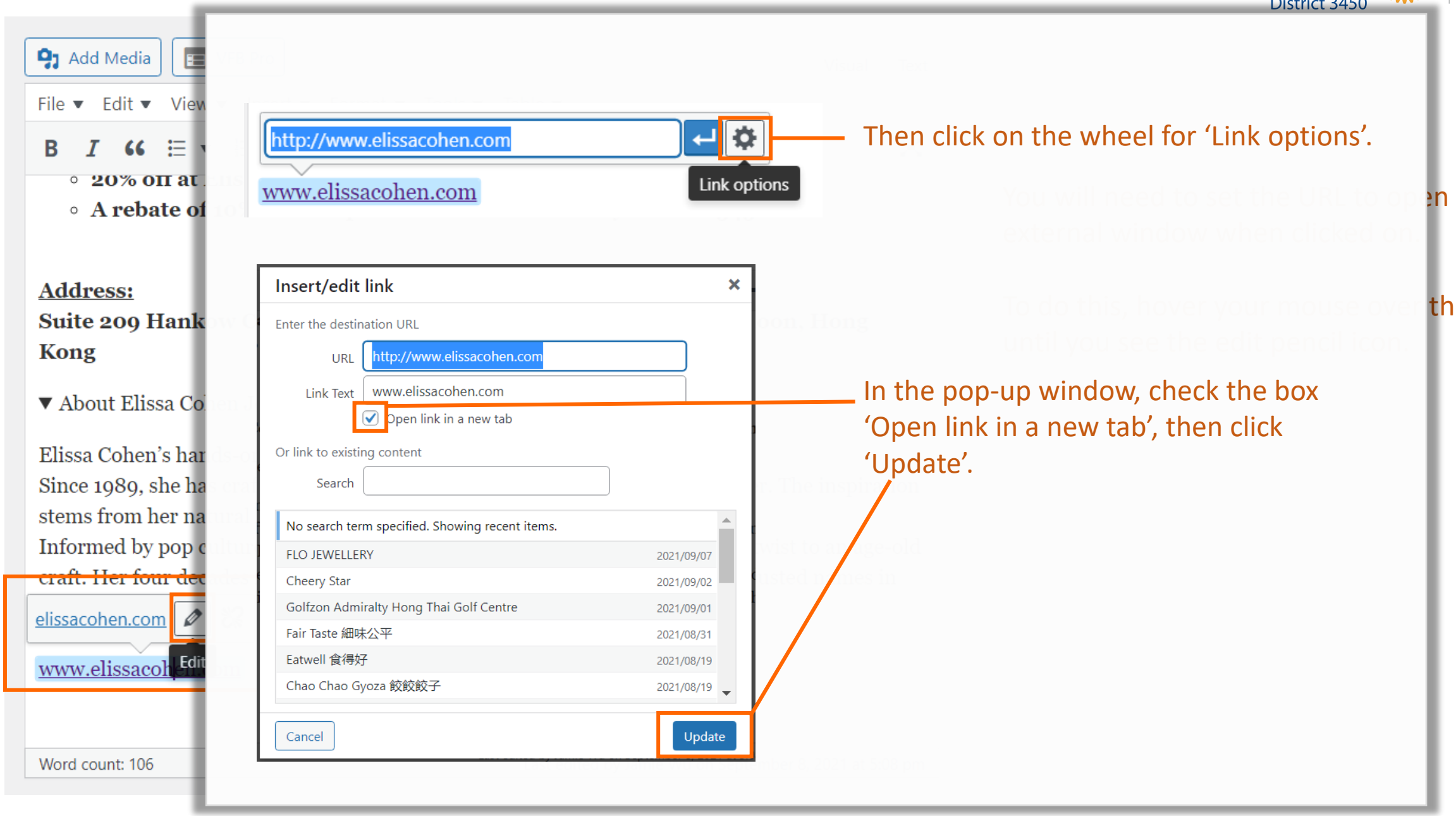
You will need to set the vendor's URL to open in an external window when clicked on.

To do this, go to **Visual** mode and hover your mouse over the URL until you see the edit pencil icon.

1. How to Upload a New Offer – Entering the Vendor's Website

Rotary District 3450

ROTARY GLOBAL REWARDS



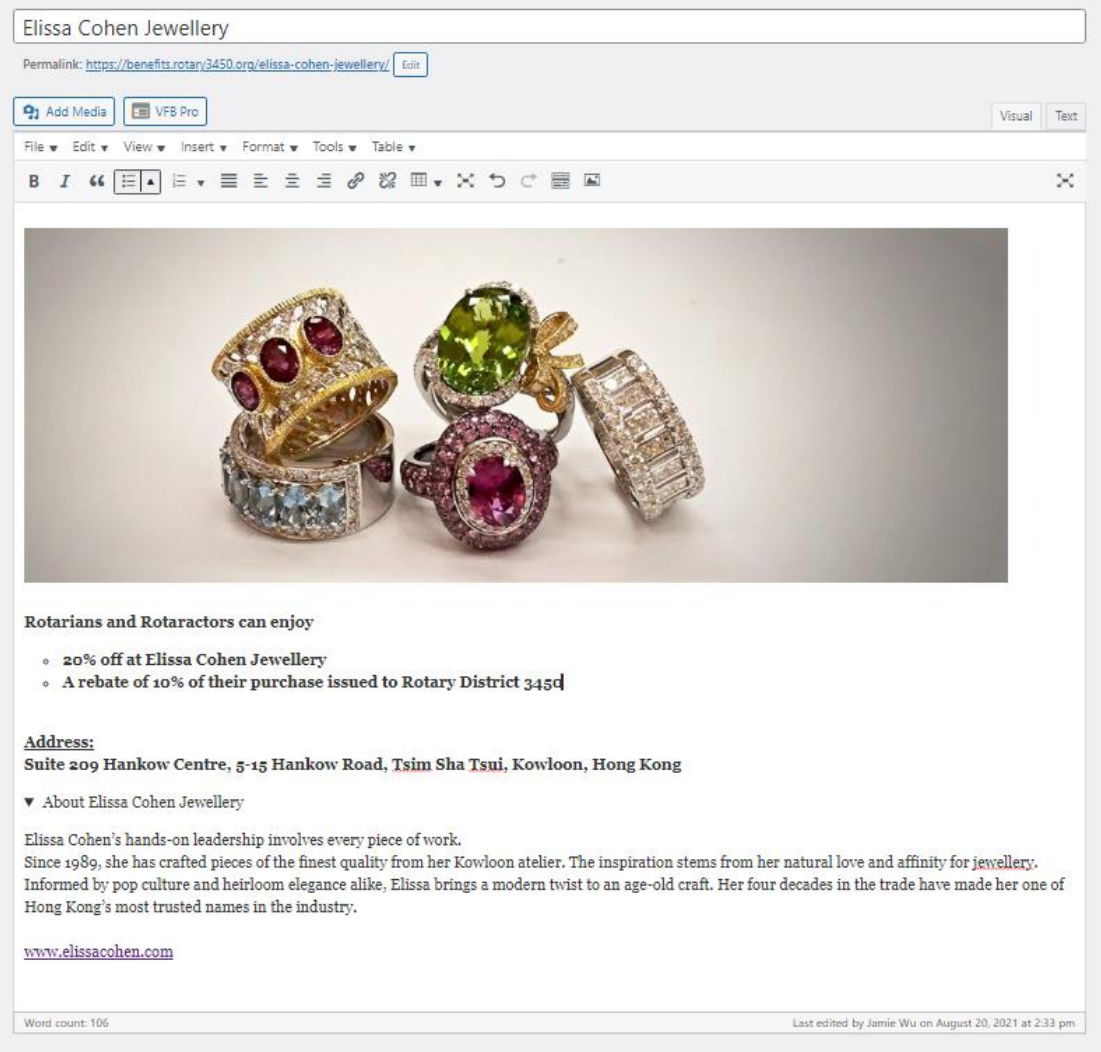
Then click on the wheel for 'Link options'.

In the pop-up window, check the box 'Open link in a new tab', then click 'Update'.

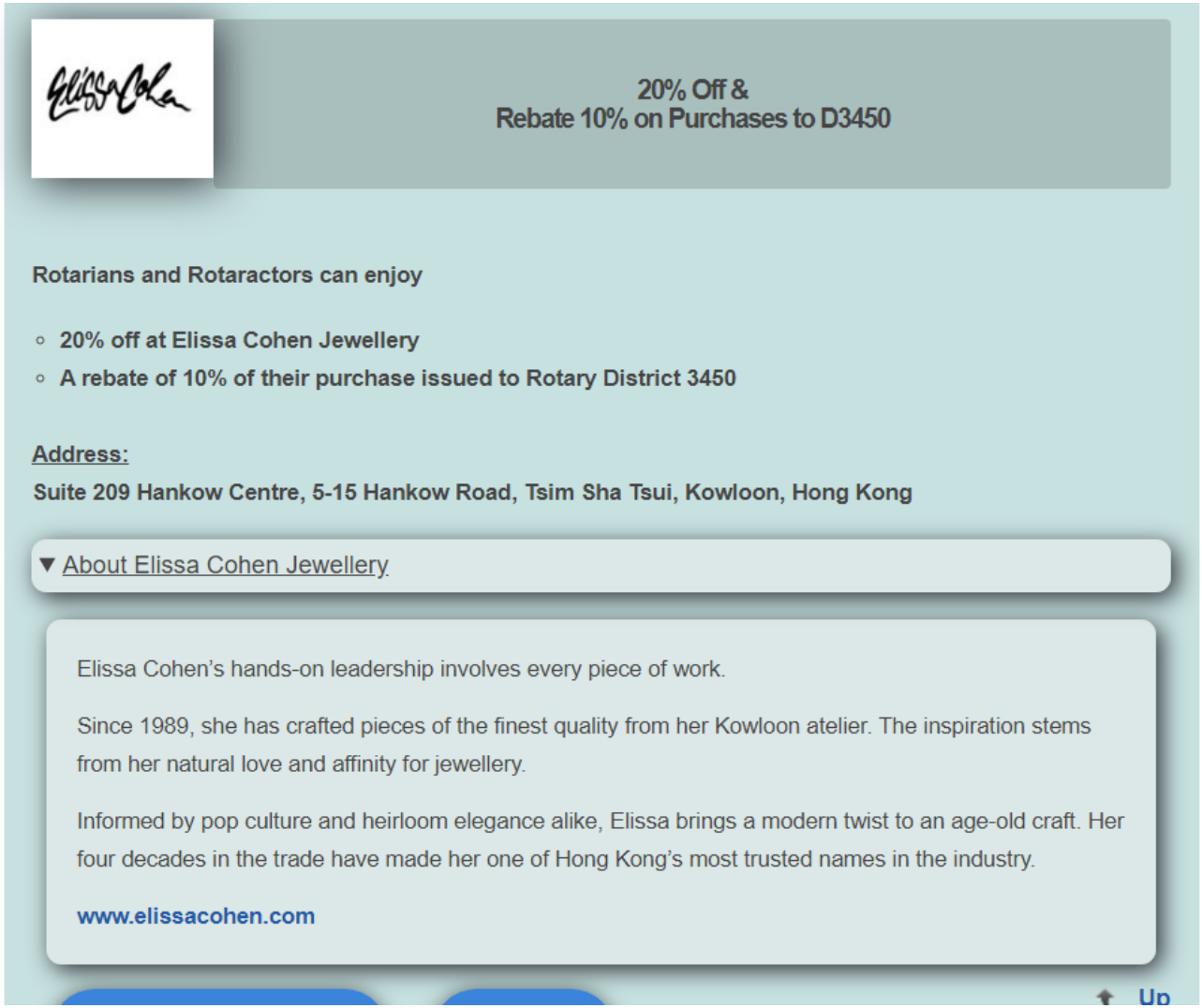
1. How to Upload a New Offer – Offer Editor VS Published

Rotary District 3450 | ROTARY GLOBAL REWARDS

Offer Editor



Published Offer



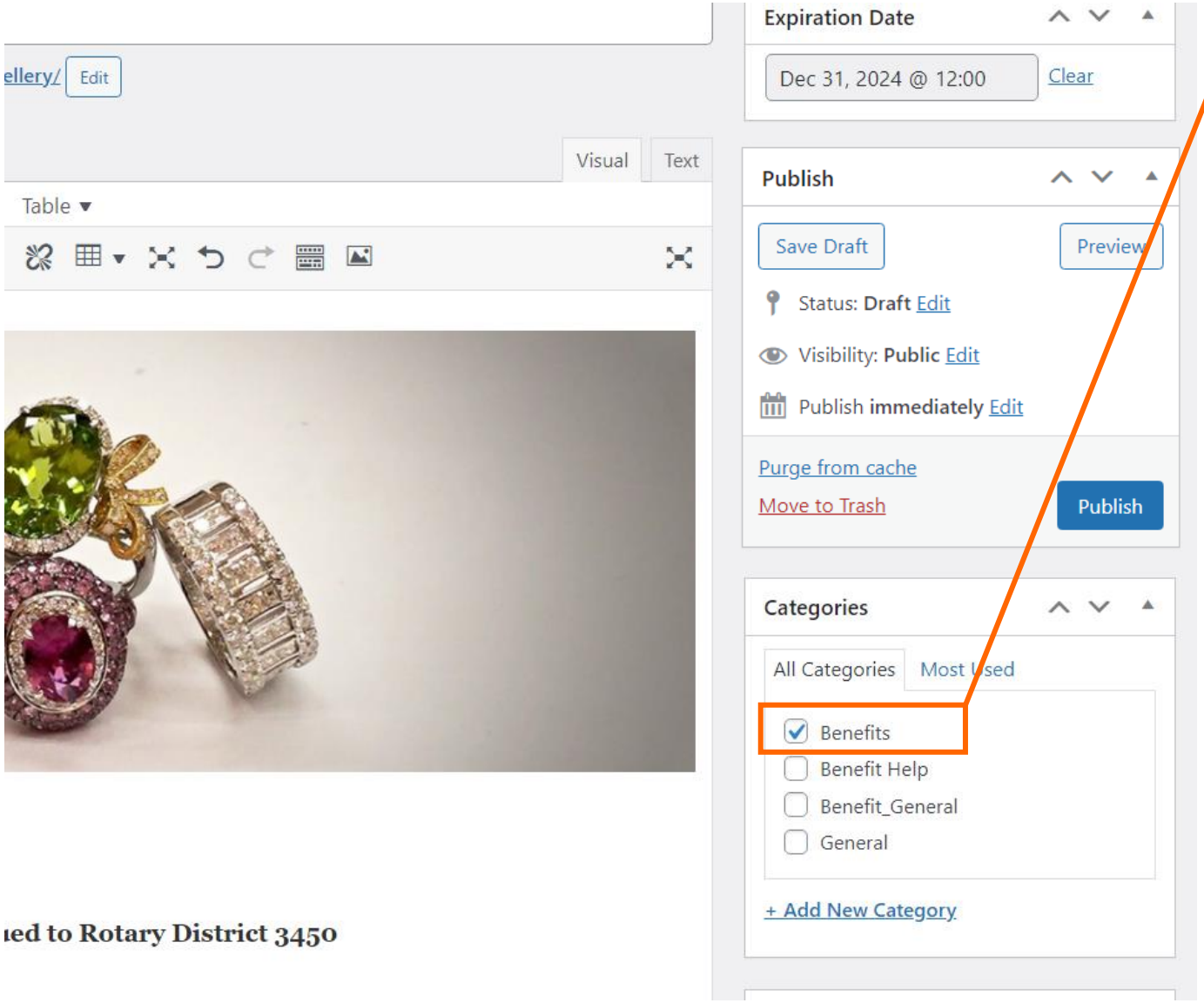
Note:

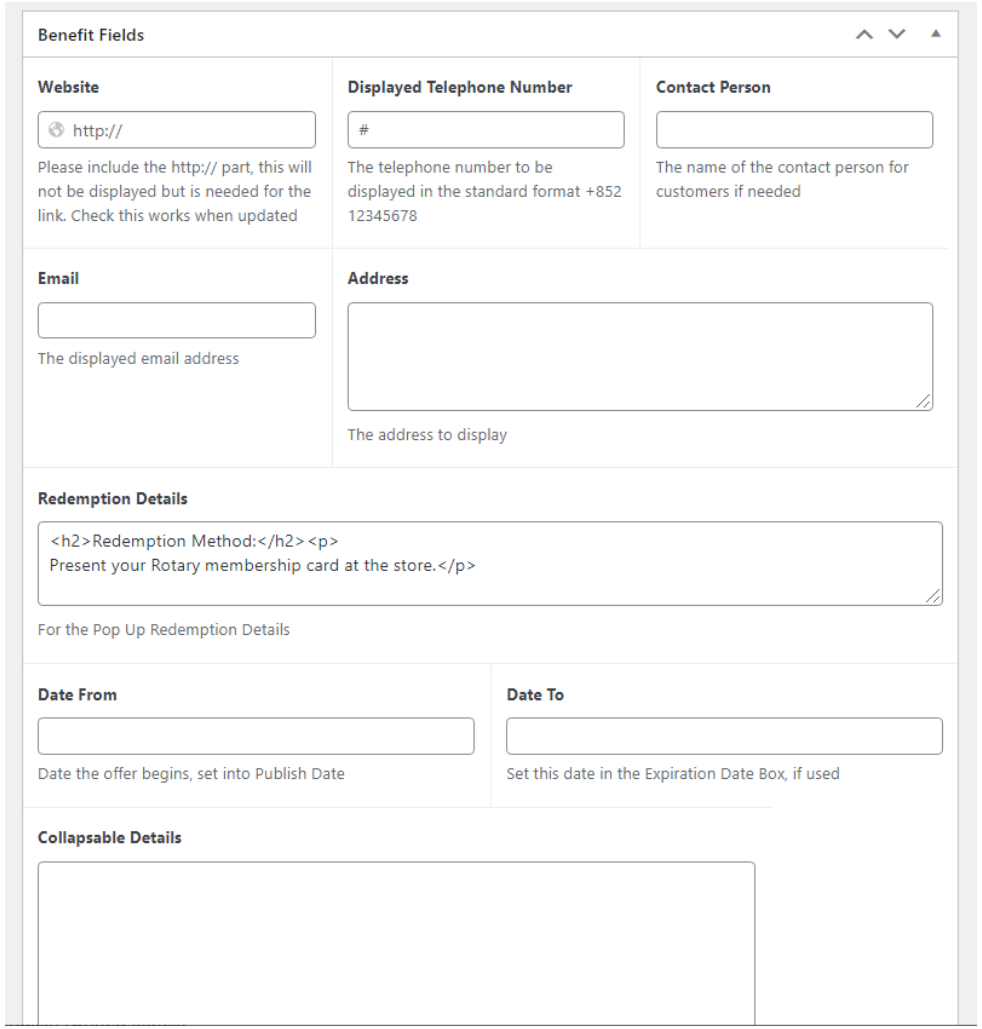
The way you see the info presented in the Editor won't be the same as when it is published. For example, the paragraph breaks in the vendor's details, which were entered by HTML, will only appear when the offer has been published.

1. How to Upload a New Offer – Select ‘Benefits’ Category

Next, select the ‘Benefits’ Category.
If you do not select this, the rest of the **Benefit Fields** will not appear under it.

Rotary District 3450 | ROTARY GLOBAL REWARDS

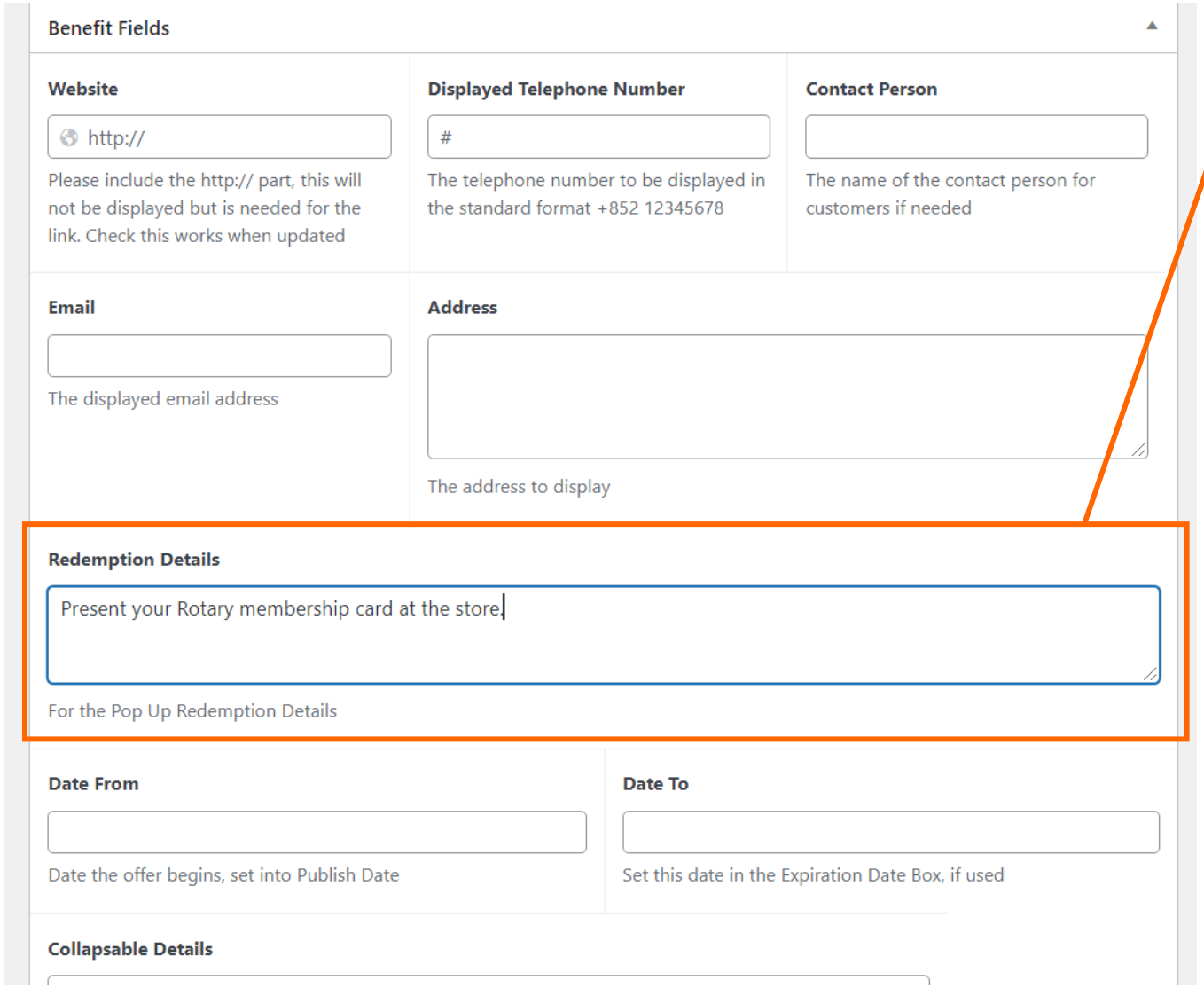




(You won't see these fields unless you check ‘Benefits’.)

1. How to Upload a New Offer – Redemption Details

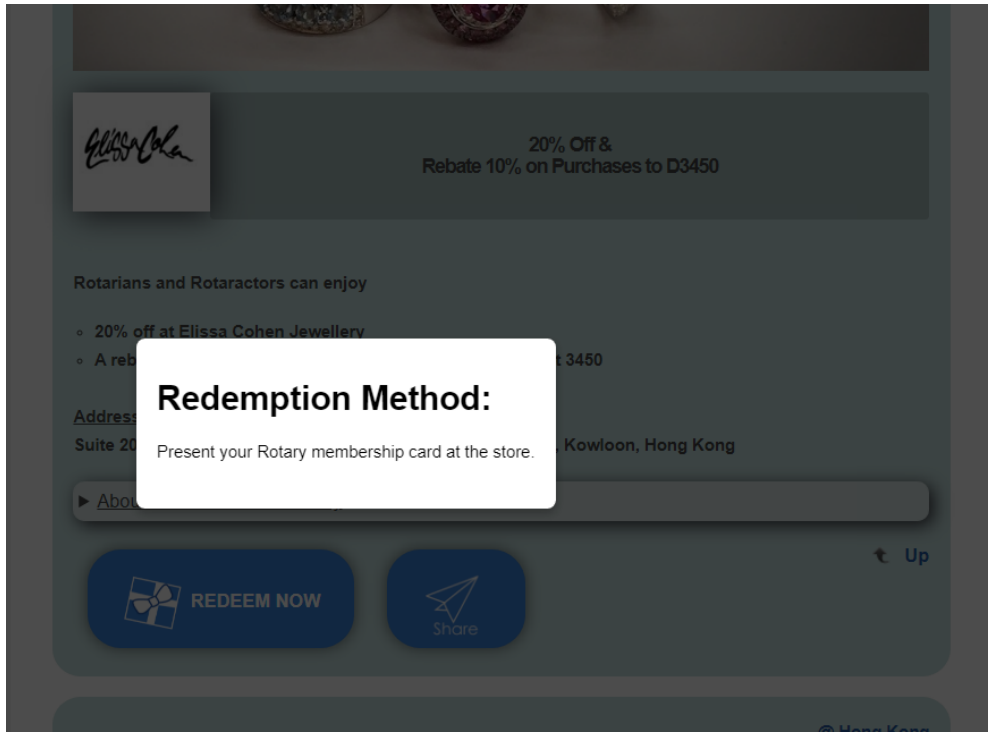
Rotary District 3450 | ROTARY GLOBAL REWARDS



Under Benefit Fields, enter the redemption method under 'Redemption Details'.

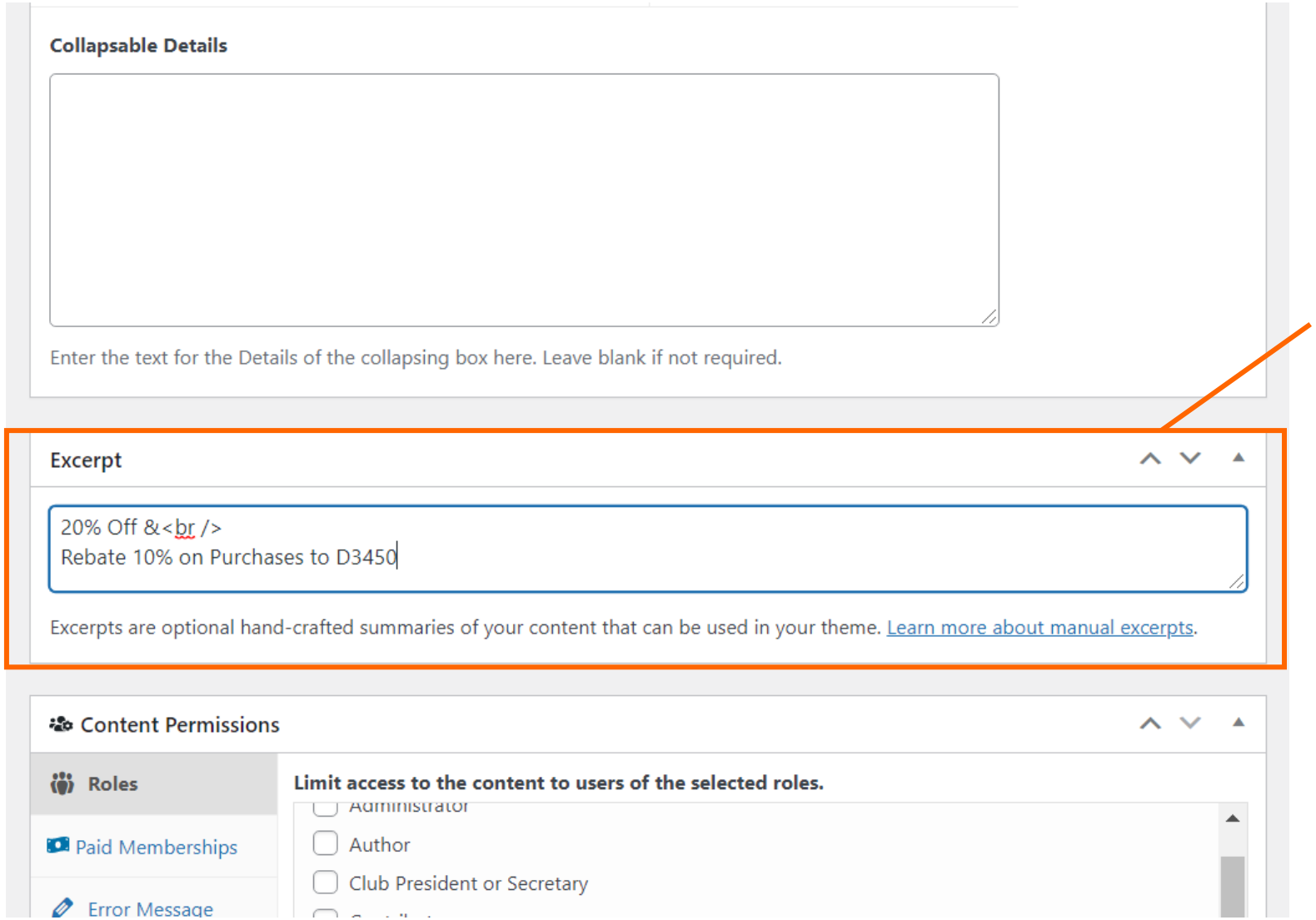
For example,
Present your Rotary membership card at the store.

This instruction will appear in the pop-up box when members click 'Redeem' (reference photo below).



1. How to Upload a New Offer – Excerpt (Offer Title)

Rotary District 3450 | ROTARY GLOBAL REWARDS



Under 'Excerpt', enter the offer title. This tells members what benefit the vendor is offering.

Titles should be **short** and **simple**.

Examples

Vendors offering a discount only: 20% Off

Vendors offering a rebate only: Rebate 10% on Orders to D3450

Vendors offering both a discount AND rebate: 20% Off & Rebate 10% on Purchases to D3450

1. How to Upload a New Offer – Excerpt (Offer Title)

Rotary District 3450 | ROTARY GLOBAL REWARDS

Collapsable Details

Enter the text for the Details of the collapsing box here. Leave blank if not required.

Excerpt

20% Off &
Rebate 10% on Purchases to D3450

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.

Content Permissions

Roles

Paid Memberships

Error Message

Limit access to the content to users of the selected roles.

Administrator

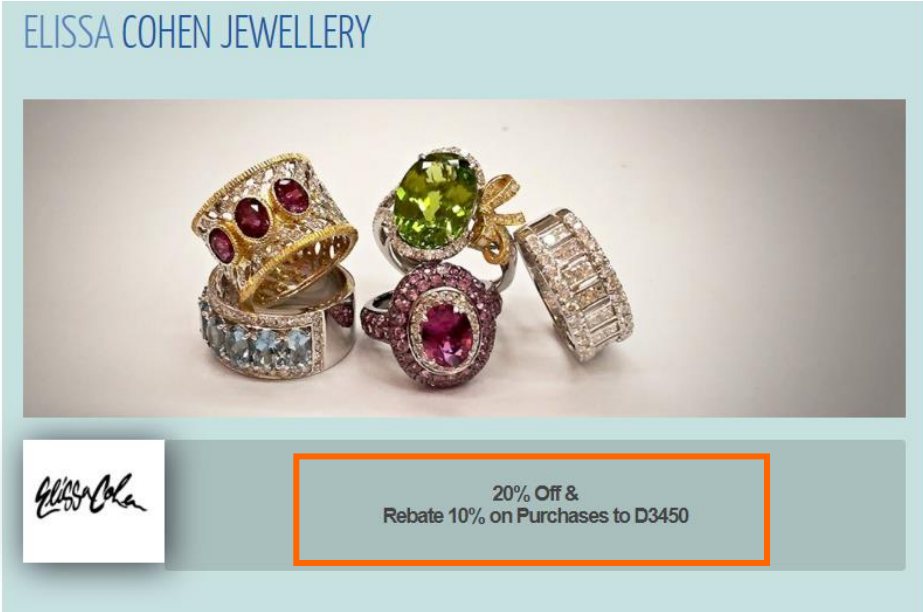
Author

Club President or Secretary

Note:

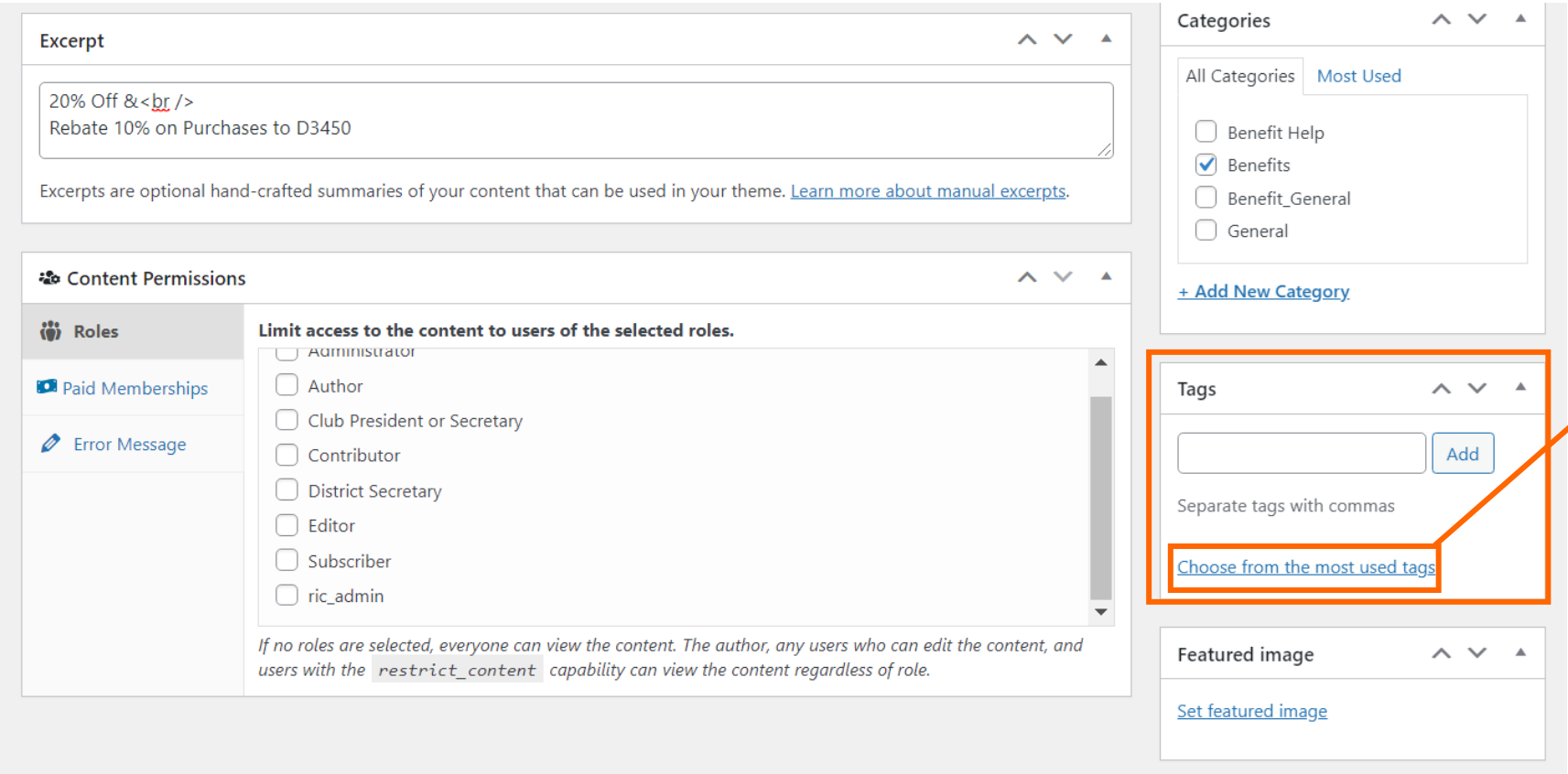
Again, <br /> is used to create the next line. Without it, your title will appear in one line.

So it will look like this, below, when published.

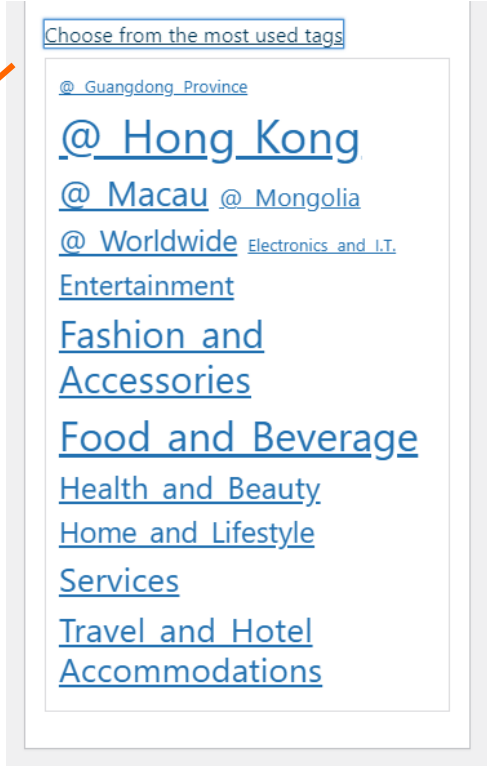


1. How to Upload a New Offer – Tags

Rotary District 3450 | ROTARY GLOBAL REWARDS



Next, give the offer the appropriate tags.
Click ‘Choose from the most used tags’ and select from the list.

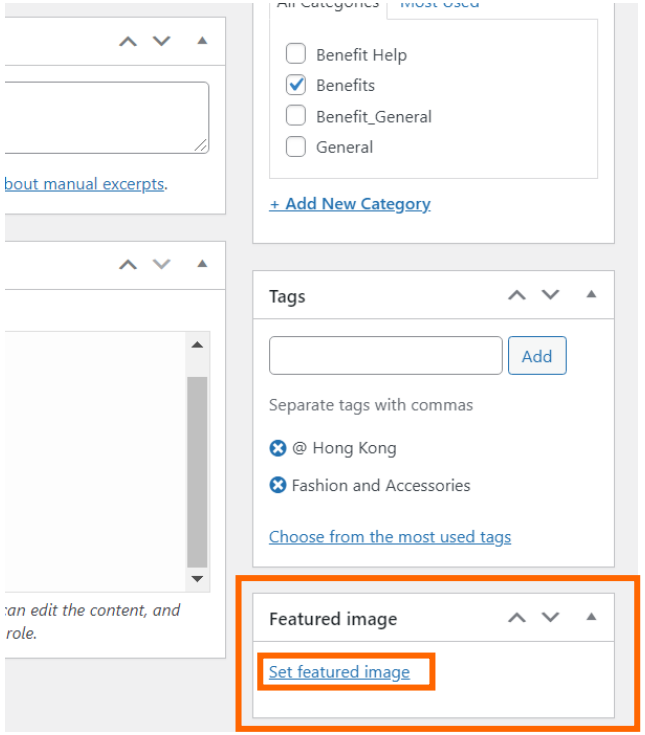


Make sure you include a **location** tag (Hong Kong, Macau, Mongolia, Guangdong Province, or Worldwide) and at least one **category** tag.

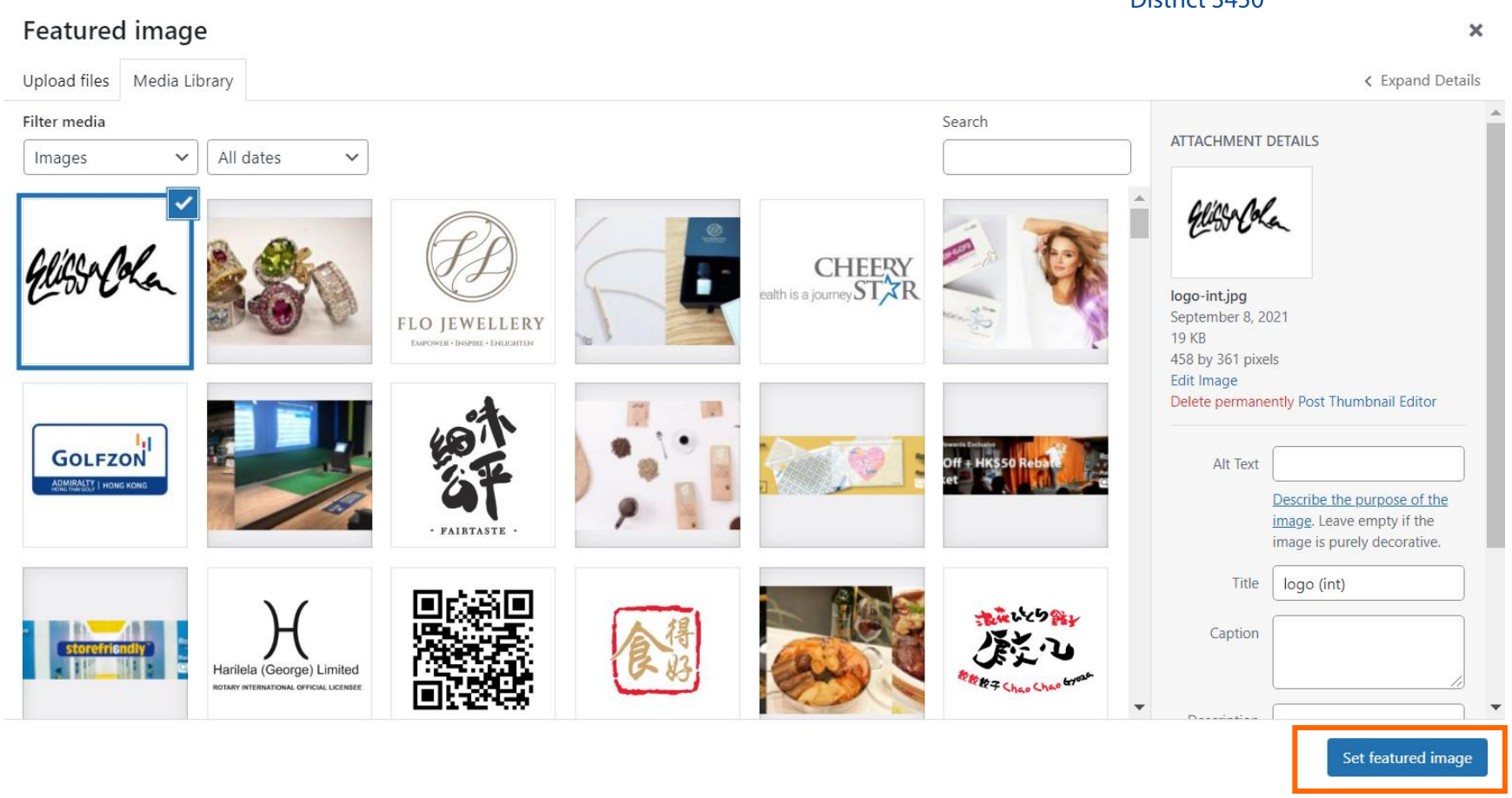
You may select multiple categories that apply to the offer.

1. How to Upload a New Offer – Set Featured Image (Logo)

Rotary District 3450 | ROTARY GLOBAL REWARDS



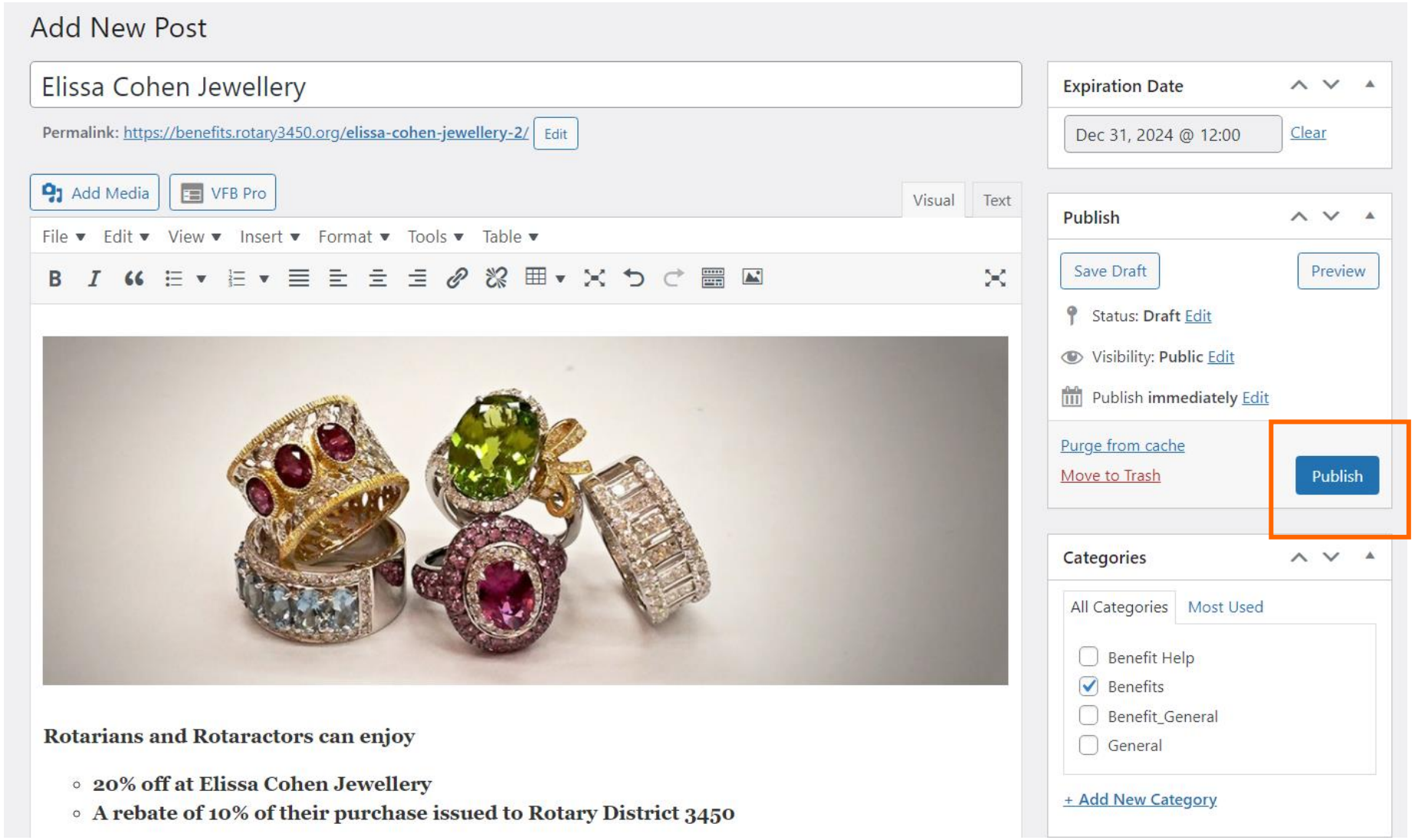
Finally, under ‘Featured image’, click ‘Set featured image’ to locate and upload the vendor’s logo.



Then click ‘Set featured image’.

1. How to Upload a New Offer – Publish

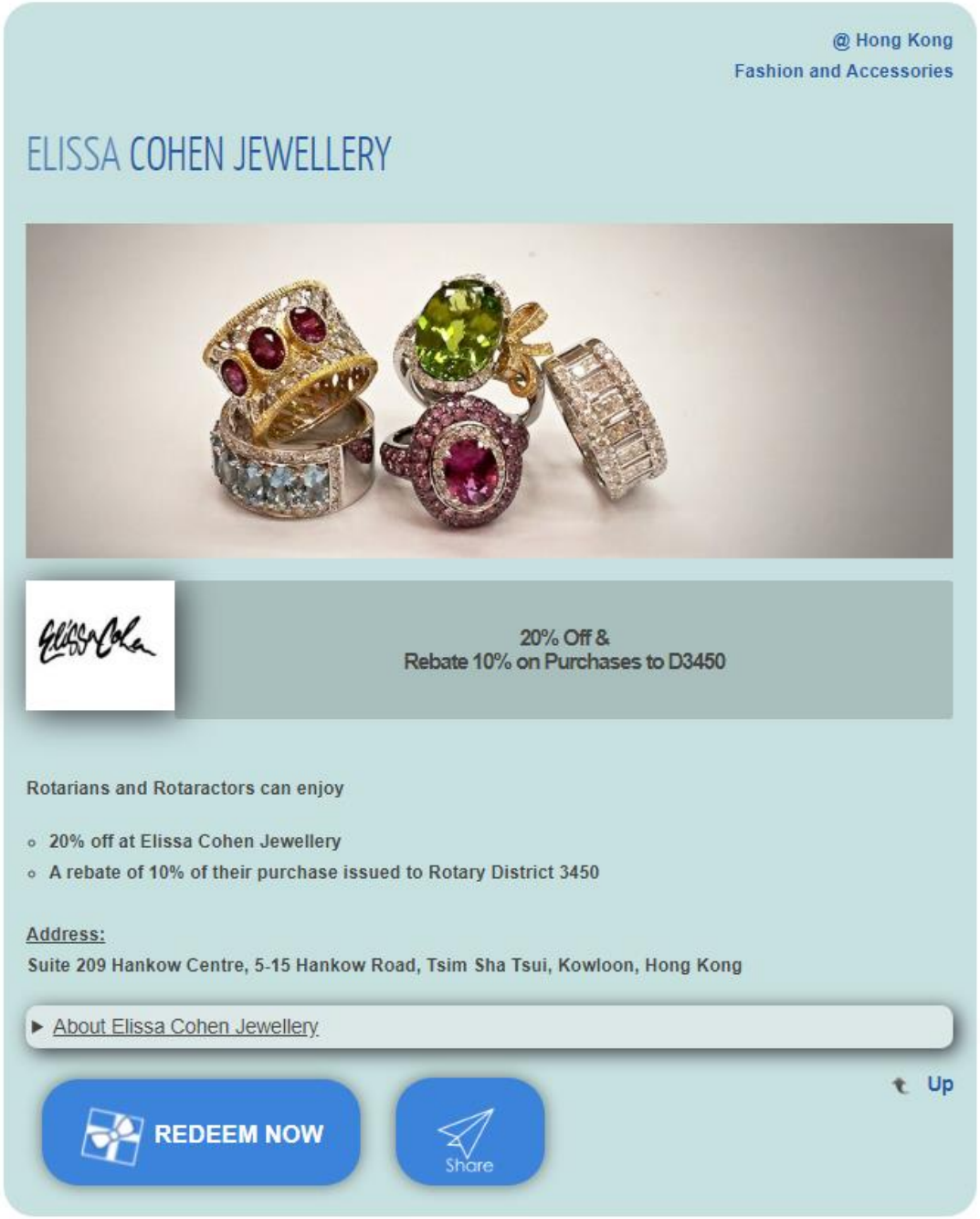
Rotary District 3450 | ROTARY GLOBAL REWARDS



Now click ‘Publish’!

1. How to Upload a New Offer

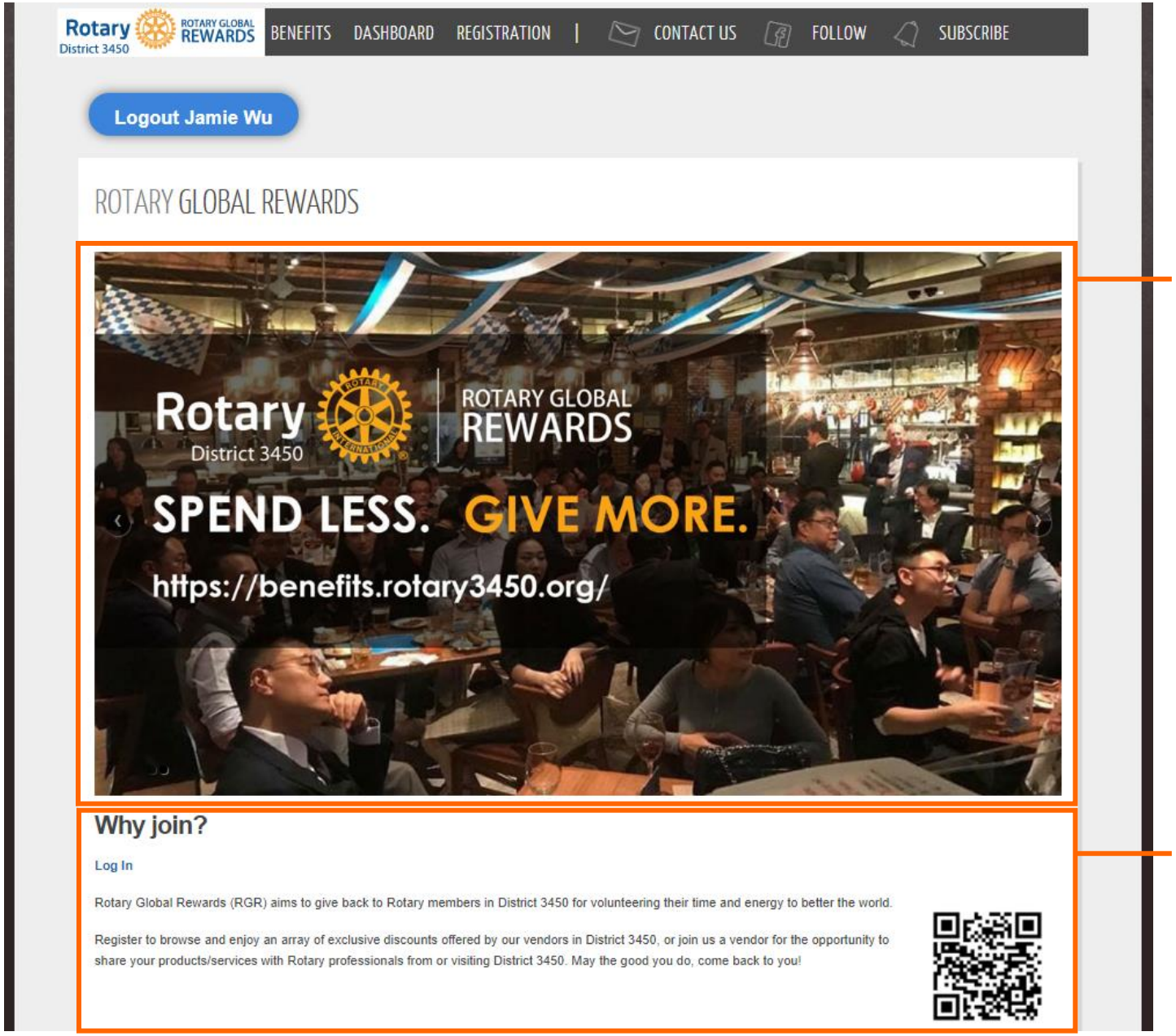
Your published offer will look something like this.



Rotary District 3450

ROTARY GLOBAL REWARDS

2. How to Change the Landing Page

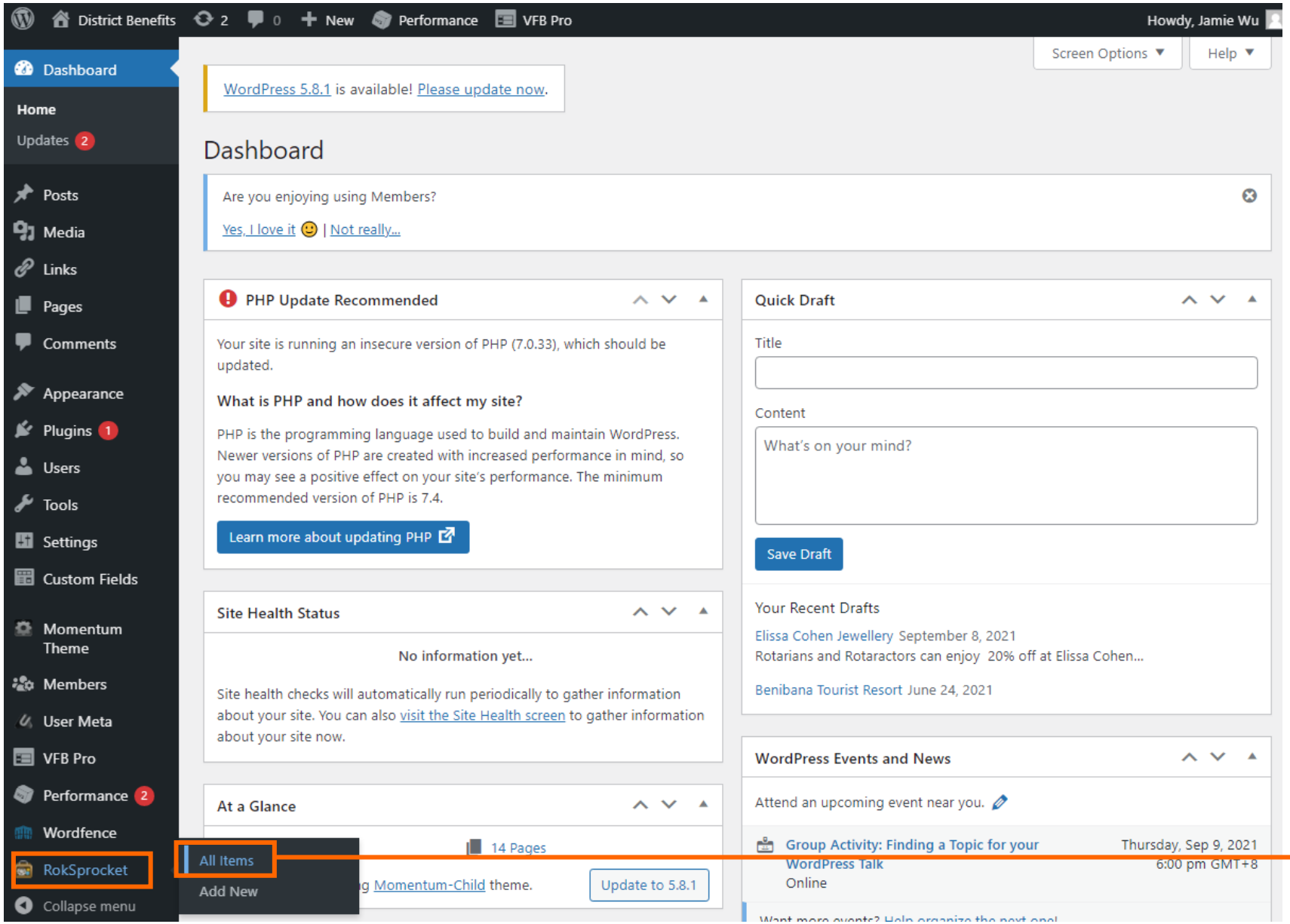


Rotating banners can be changed

The info here can be changed

2. How to Change the Landing Page – Rotating Banners

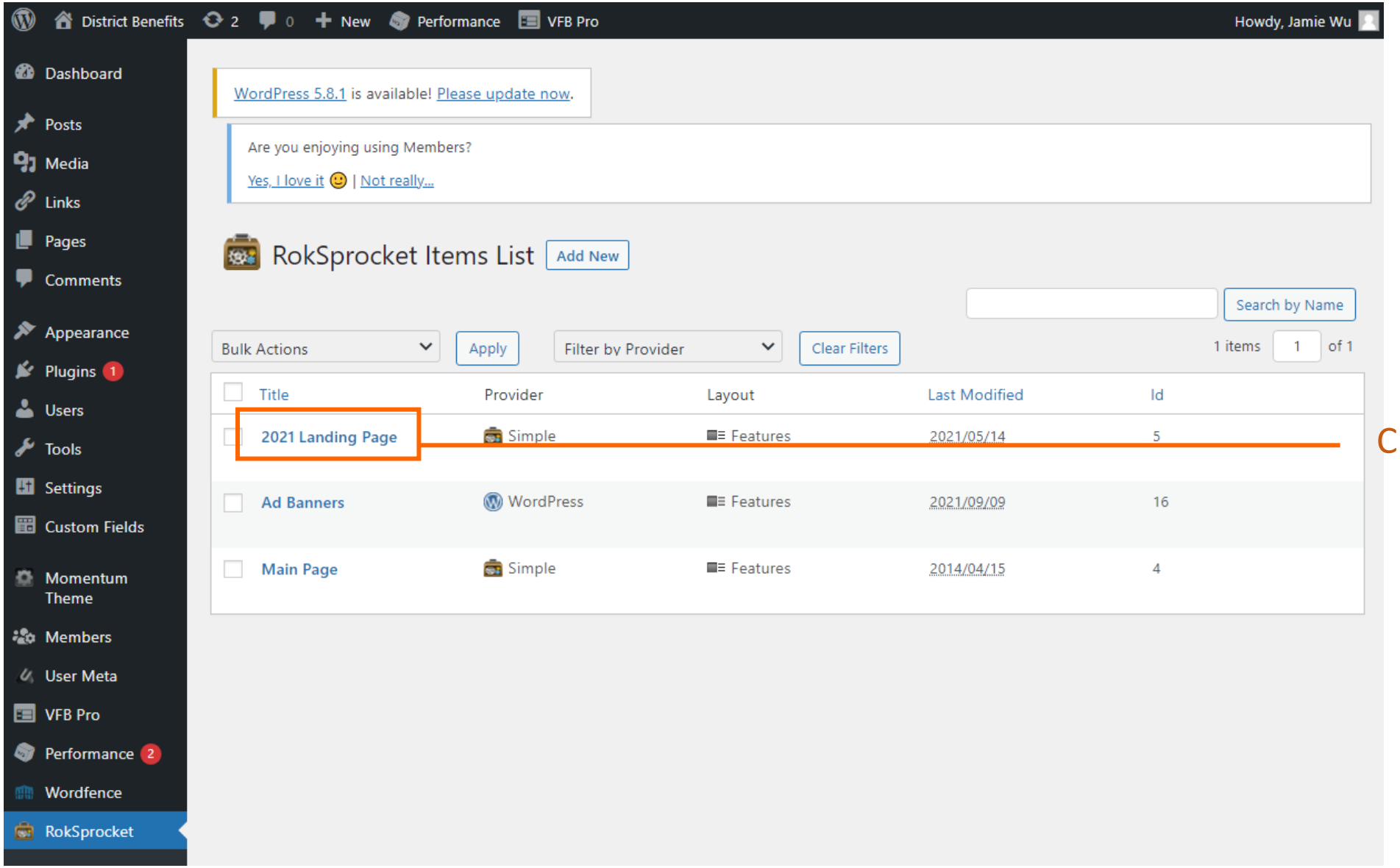
Rotary District 3450 | ROTARY GLOBAL REWARDS



To change the landing page banners, go to 'RokSprocket' in the side menu of the dashboard and click 'All items'.

2. How to Change the Landing Page – Rotating Banners

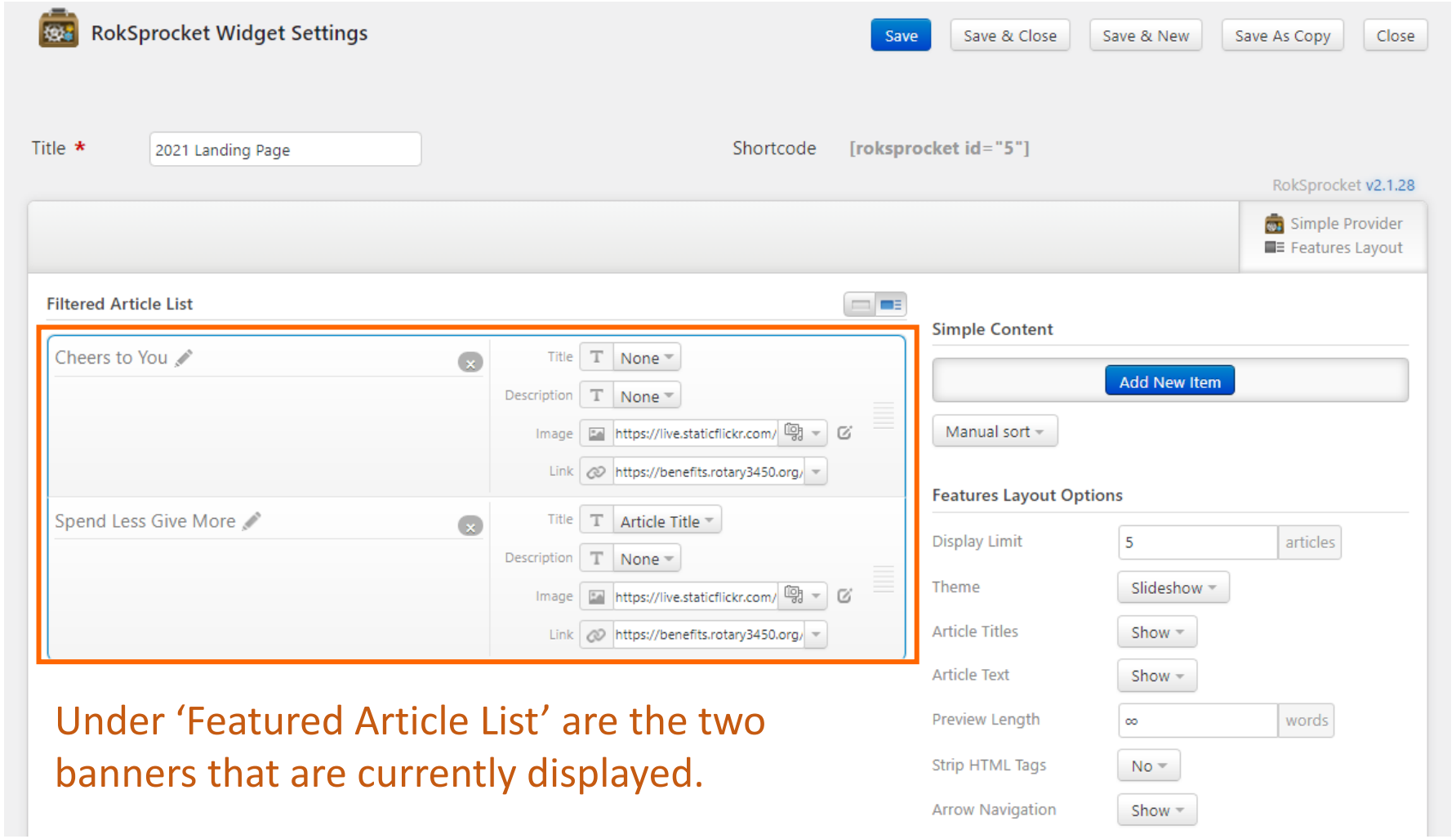
Rotary District 3450 | ROTARY GLOBAL REWARDS



Click ‘2021 Landing Page’

2. How to Change the Landing Page – Rotating Banners

Rotary District 3450 | ROTARY GLOBAL REWARDS



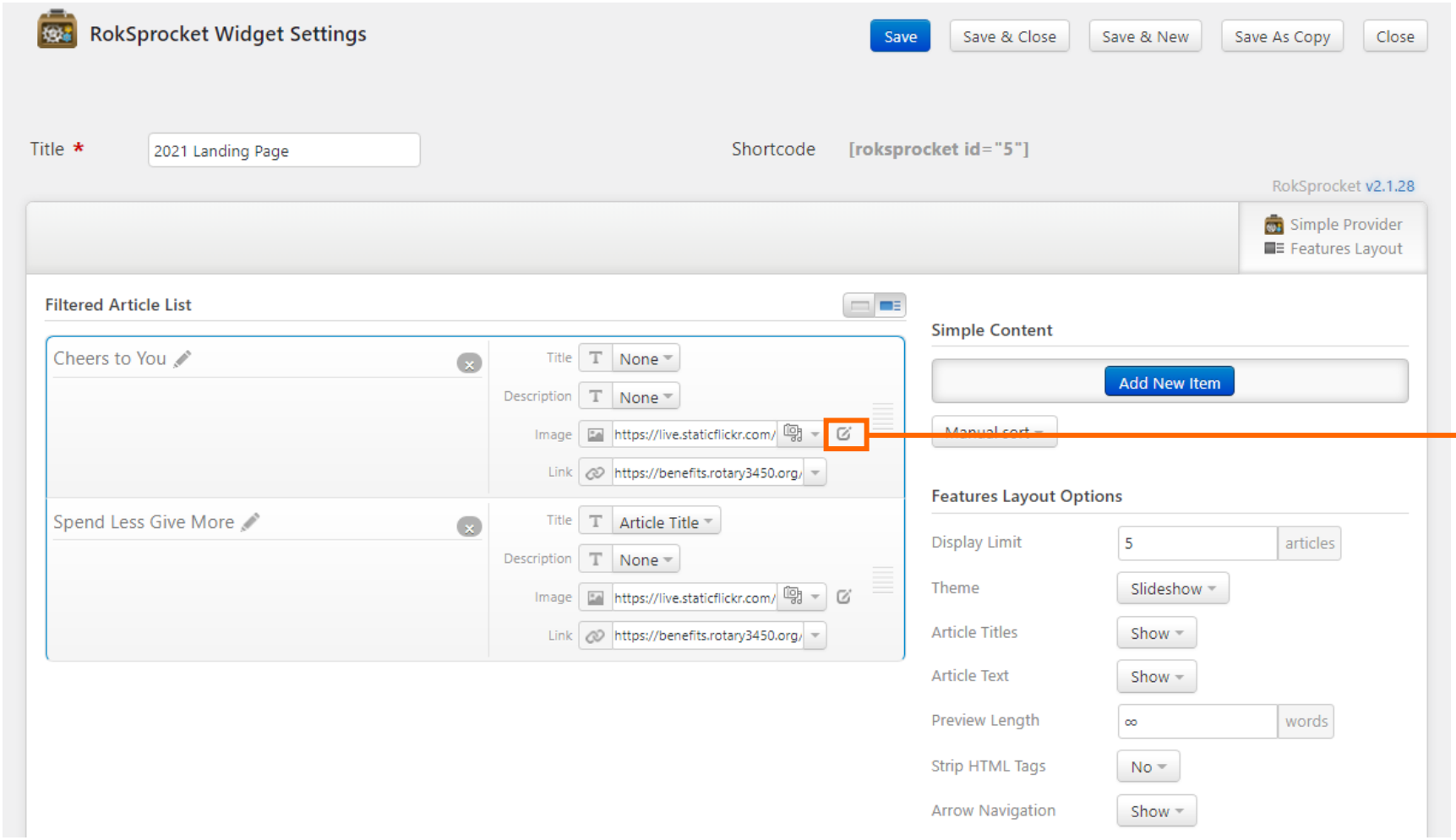
Under ‘Featured Article List’ are the two banners that are currently displayed.

‘Cheers to You’ Landing page banner

‘Spend Less Give More’ Landing page banner

2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

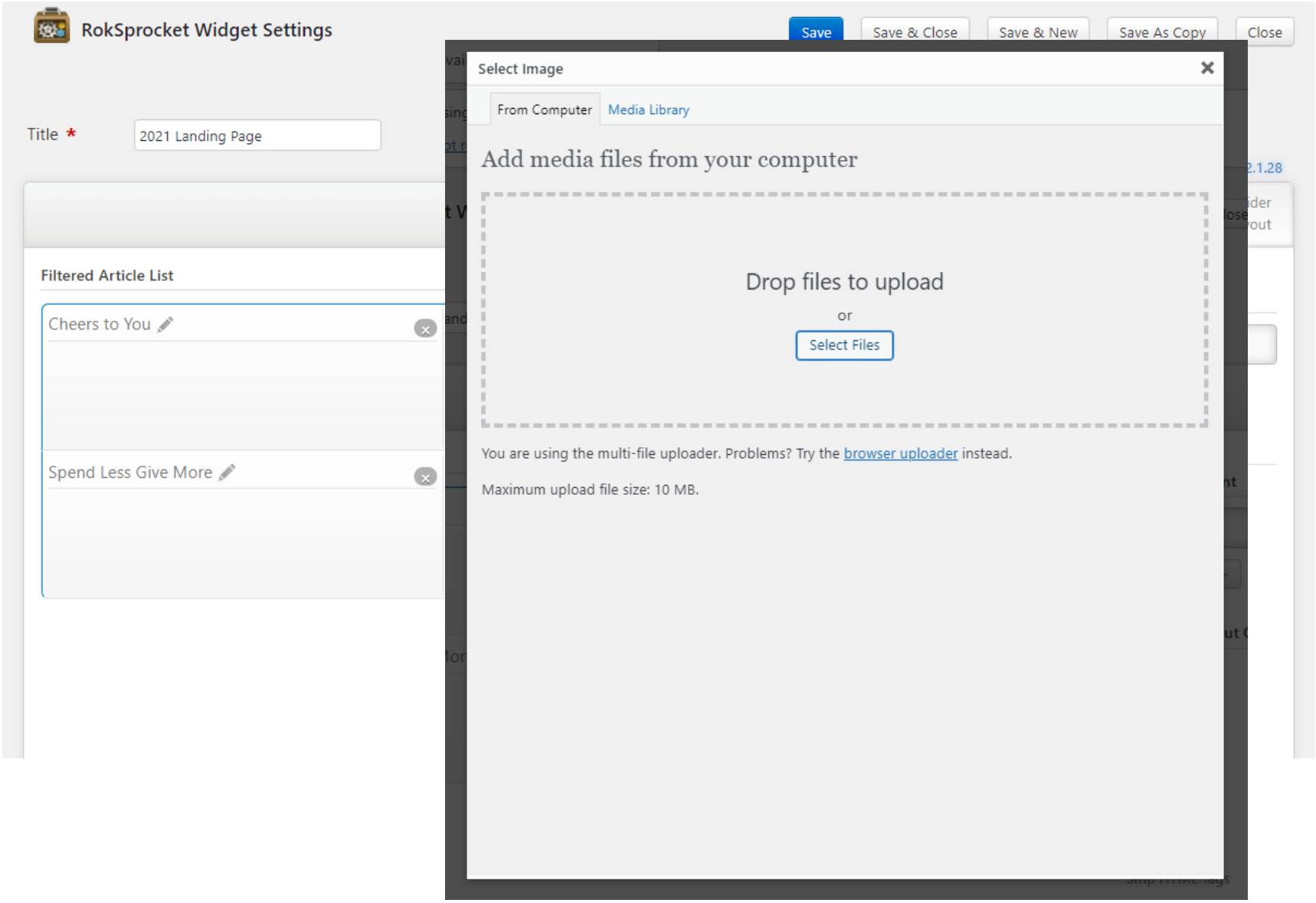
Rotary District 3450 | ROTARY GLOBAL REWARDS



To replace an old banner with a new one, simply replace the old image here by clicking on the edit icon next to 'Image'.

2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

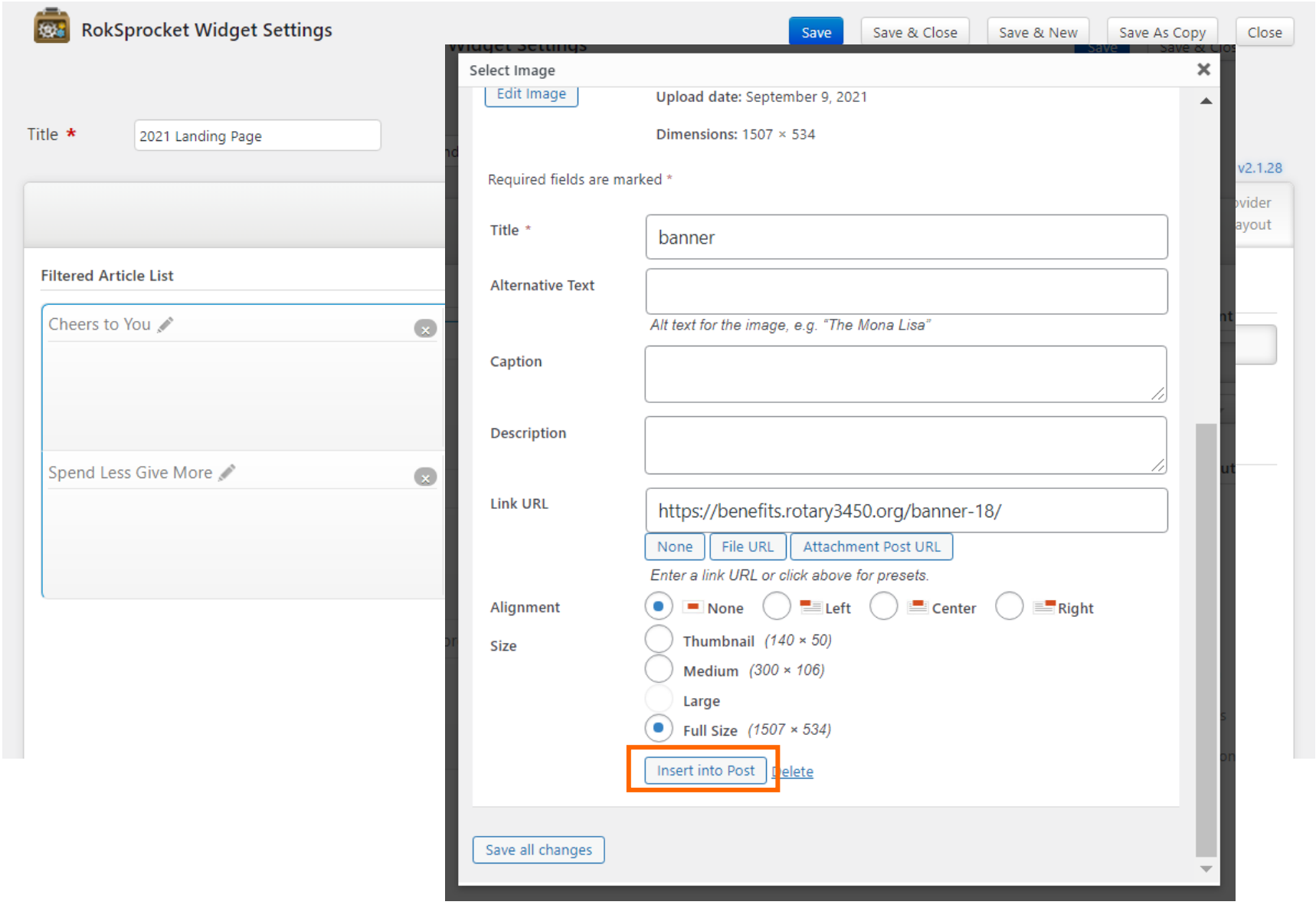
Rotary District 3450 | ROTARY GLOBAL REWARDS



Then locate and upload the image that you want.

2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

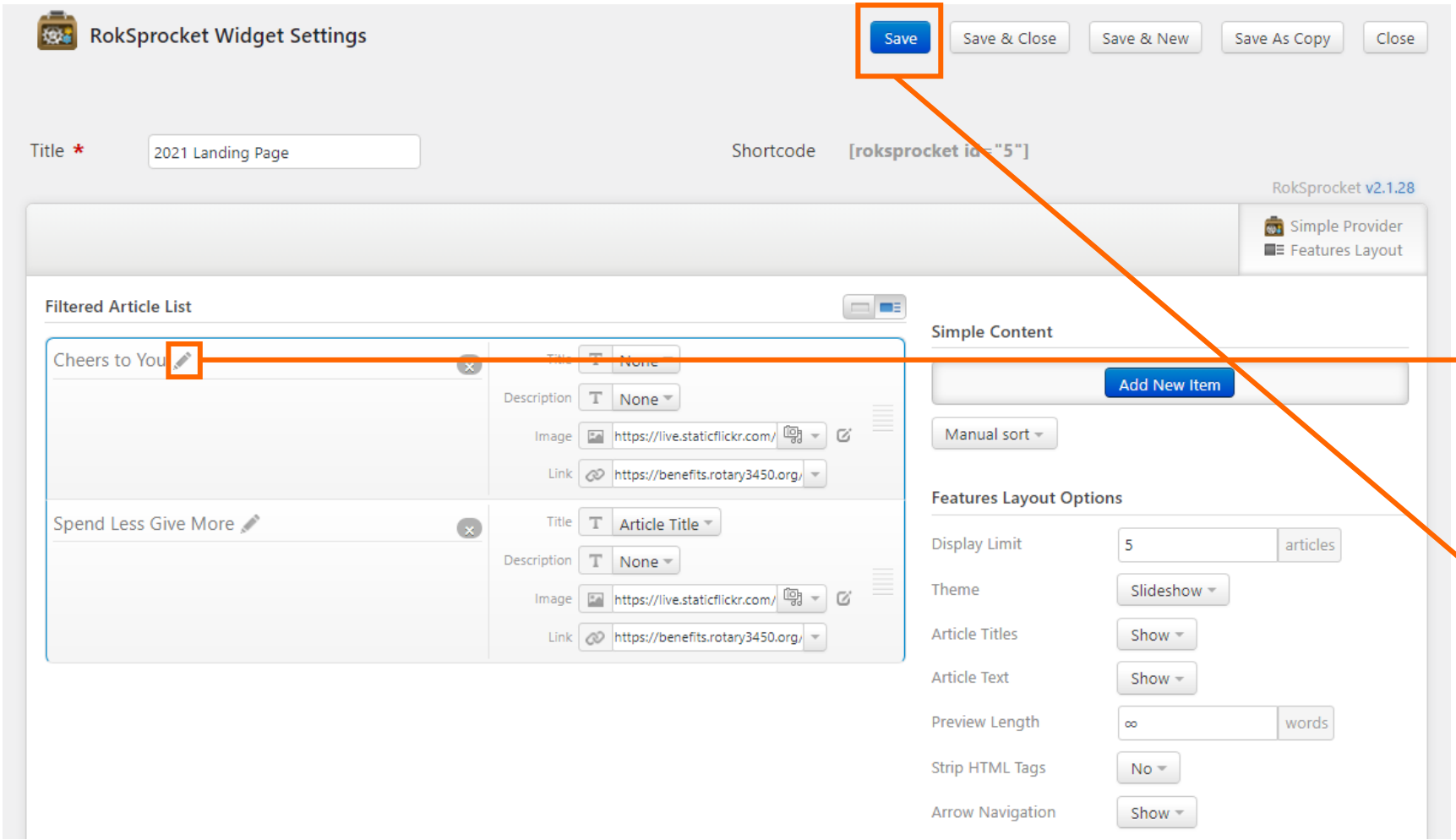
Rotary District 3450 | ROTARY GLOBAL REWARDS



After selecting the new image, click 'Insert into Post'.

2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS

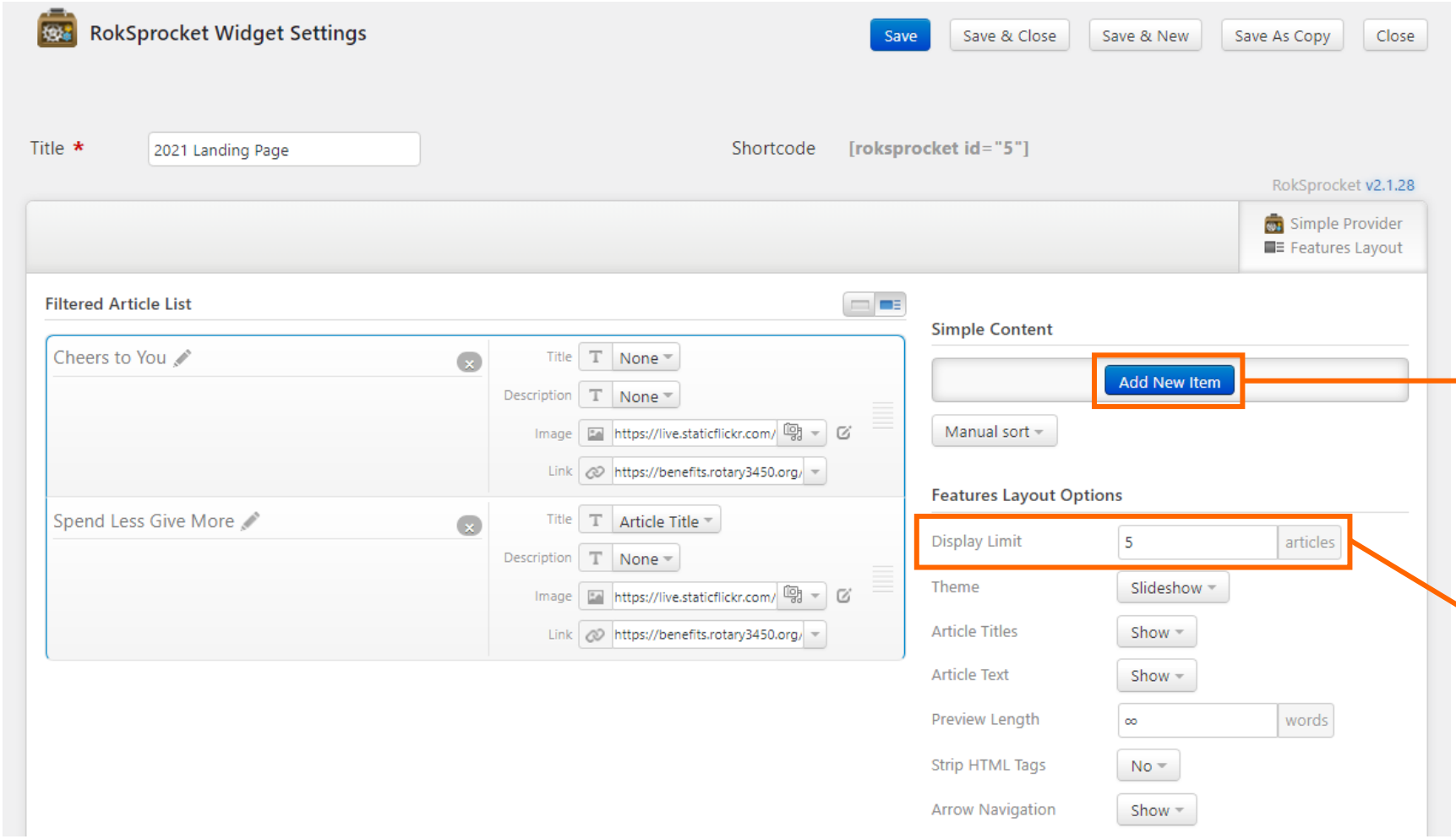


Once you've uploaded the new image, remember to change the title name for this banner by clicking on the edit icon here.

Then click 'Save' and you're done!

2. How to Change the Landing Page – Rotating Banners – Add a New Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



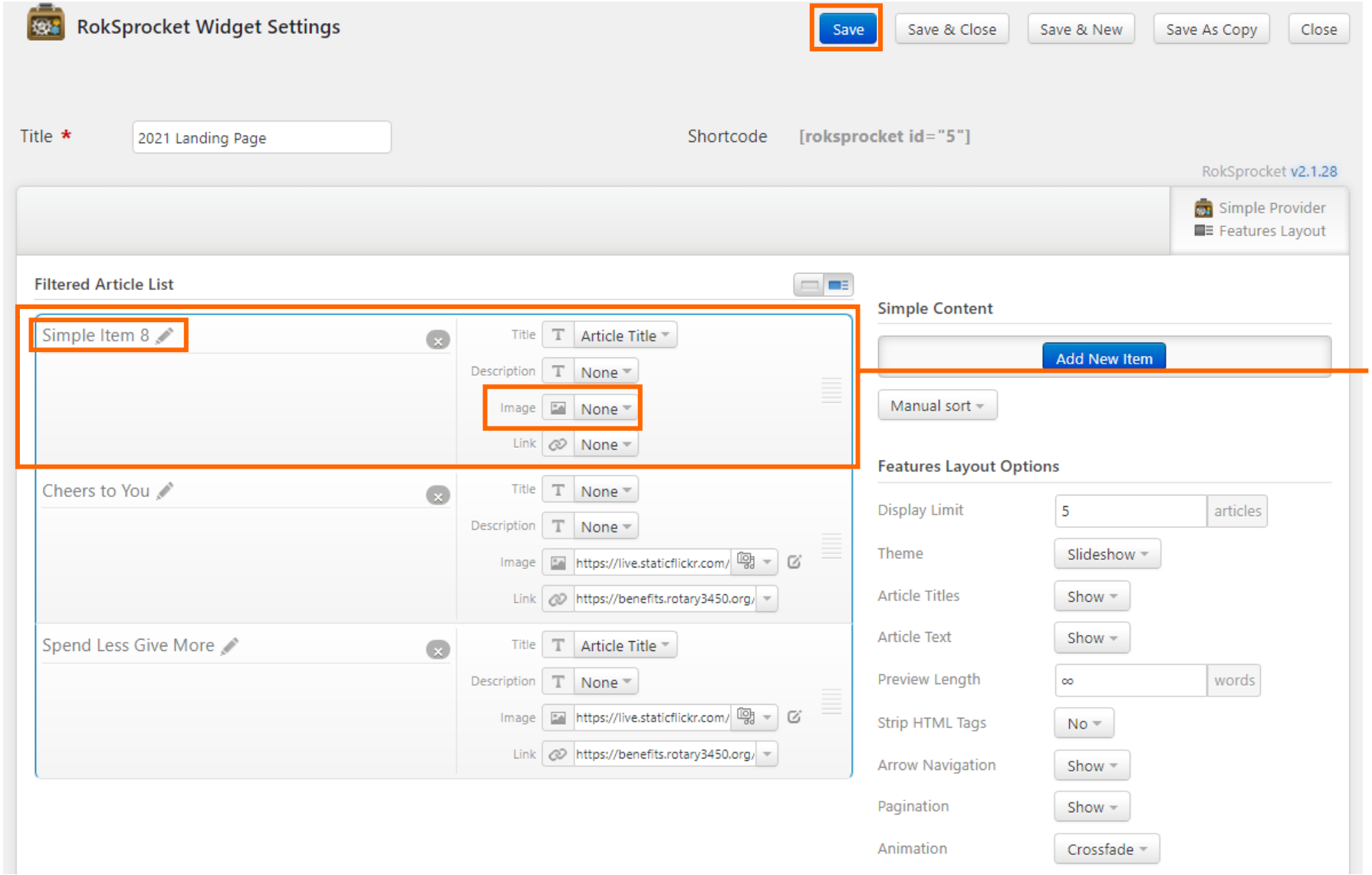
If you want to add a third or fourth banner, simply click 'Add New Item' here.

The current setting allows you to display up to five banners. To add more, just toggle the number here (don't forget to save).

2. How to Change the Landing Page – Rotating Banners – Add a New Banner

Rotary District 3450

ROTARY GLOBAL REWARDS



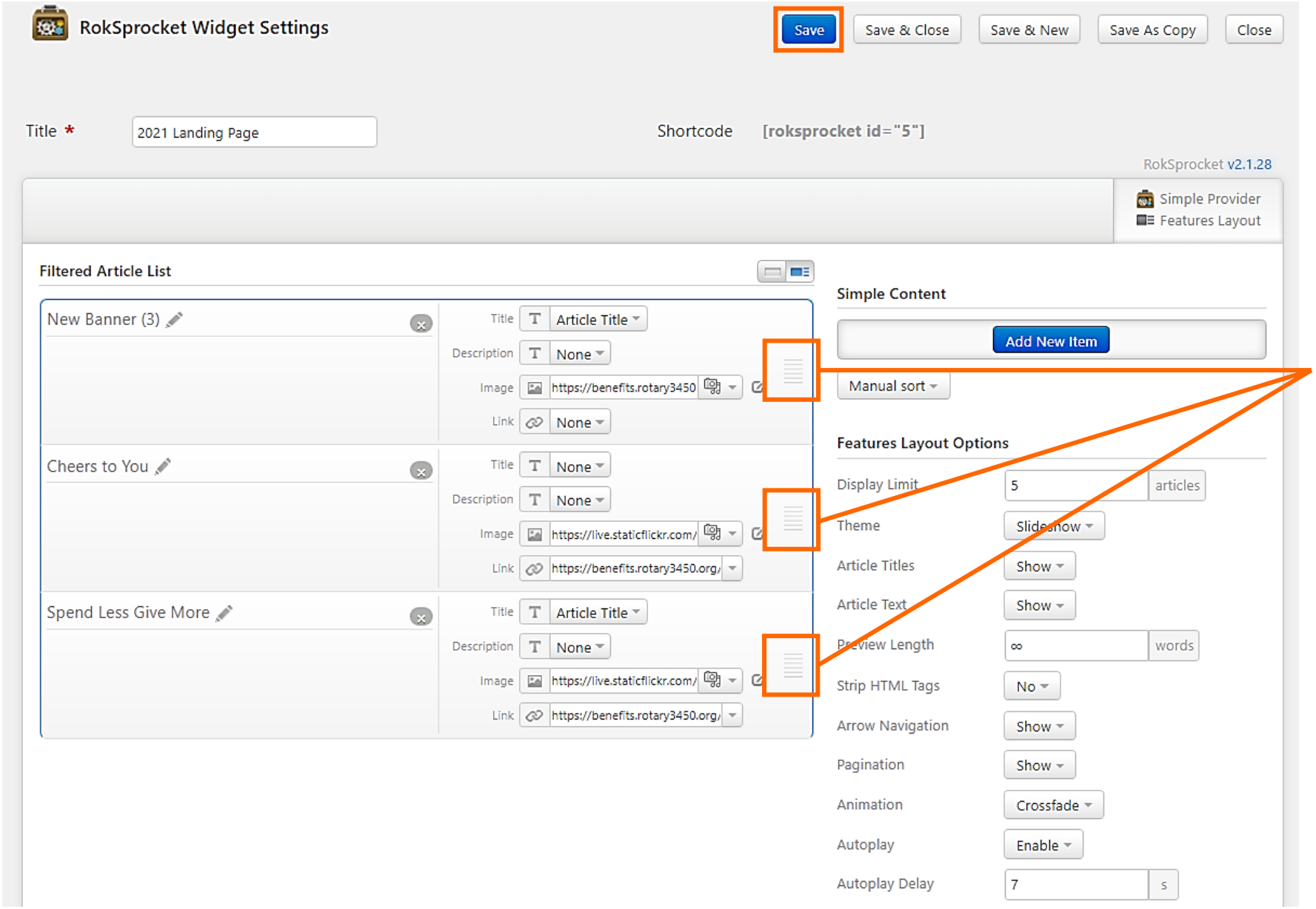
The new banner will appear on the top.

Upload the image and give your new banner a title.

Then save your changes.

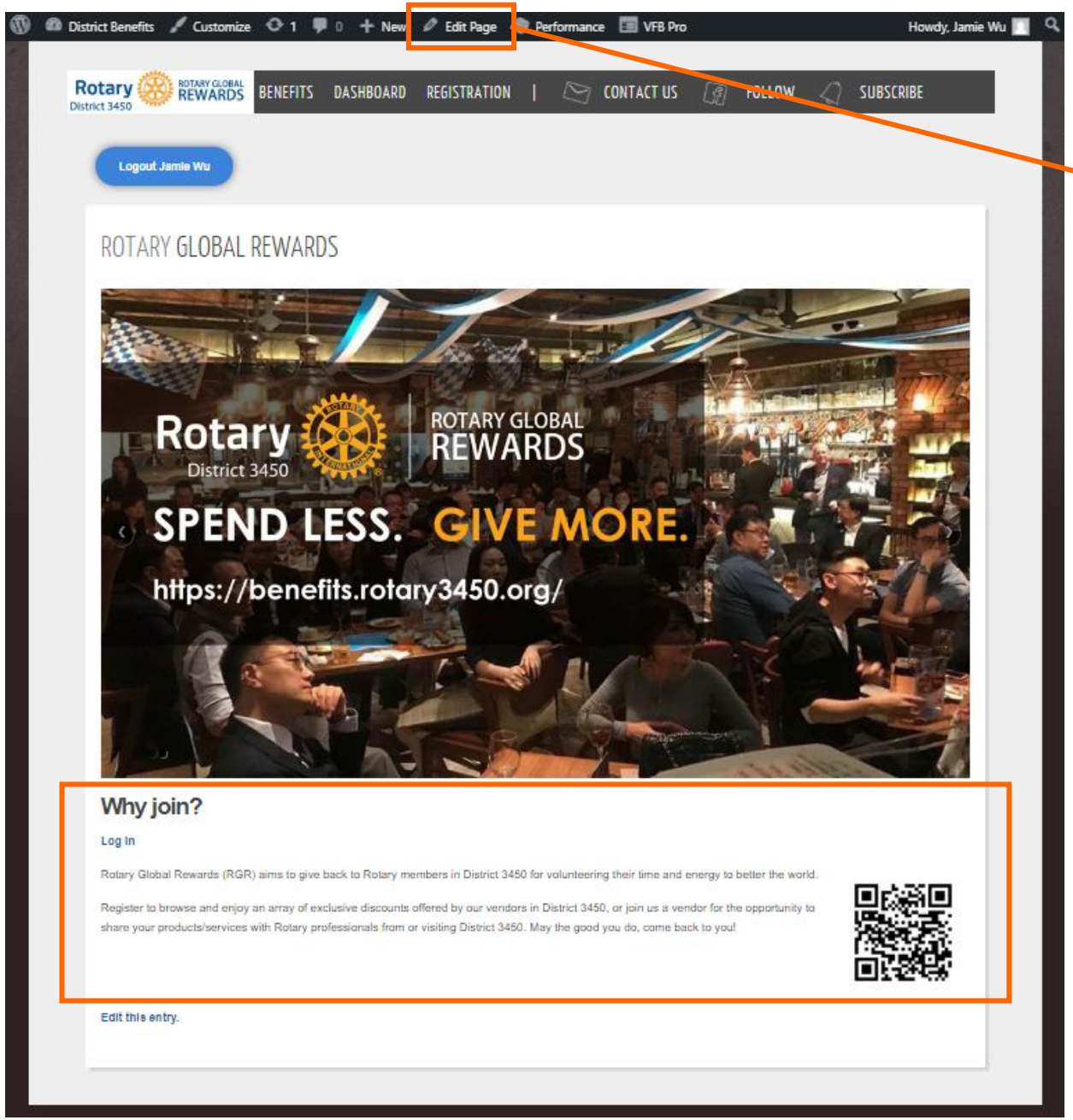
2. How to Change the Landing Page – Rotating Banners – Add a New Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



To change the order that the banners are displayed, mouse over this icon and drag the item to your preferred placement (The banner on top will be the first one to appear).

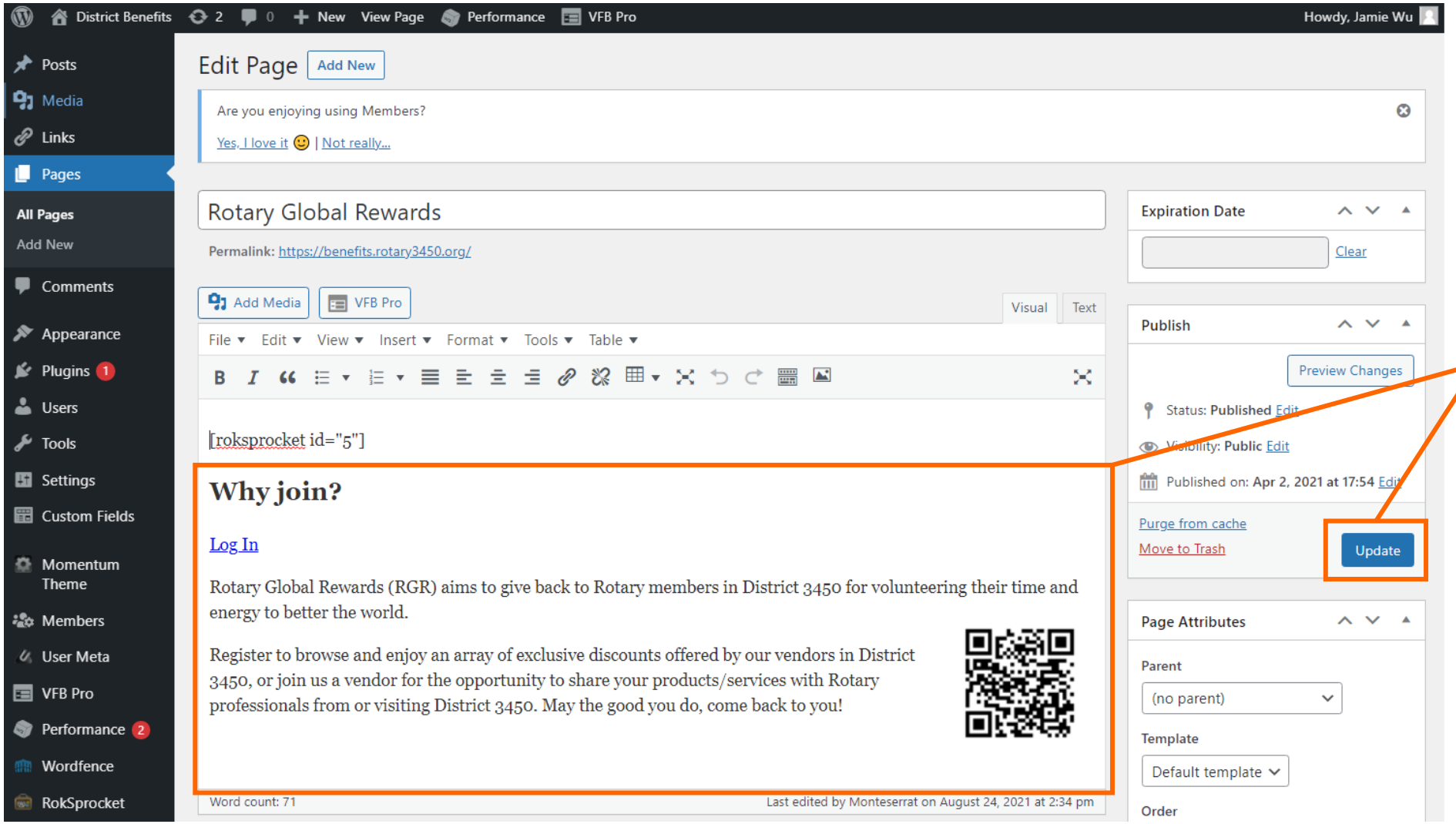
2. How to Change the Landing Page – Text Information



To change the body of text on the landing page, click 'Edit Page' (This will only show after you're logged in).

2. How to Change the Landing Page – Text Information

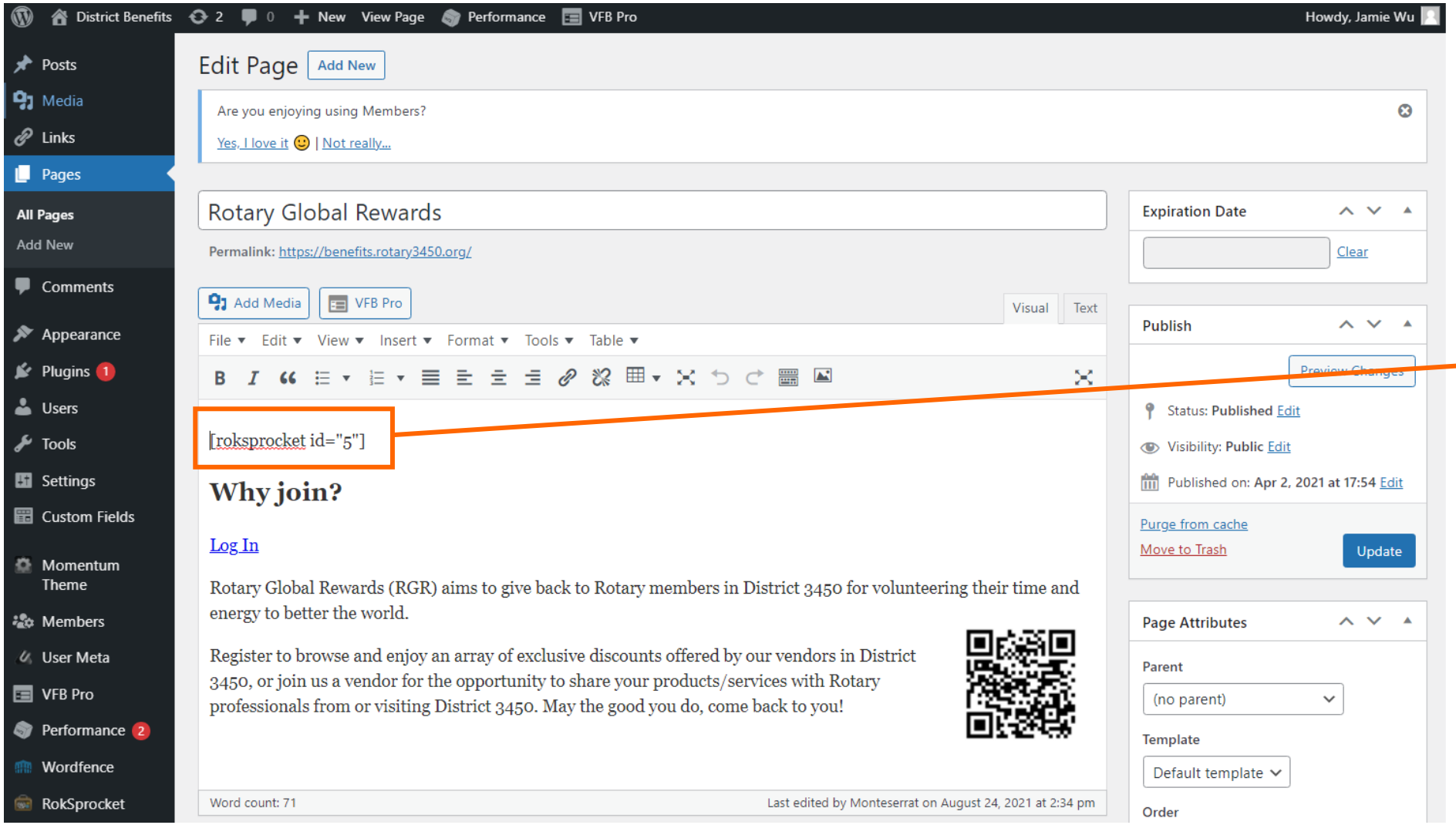
Rotary District 3450 | ROTARY GLOBAL REWARDS



Make your changes in the editor, then click ‘Update’.

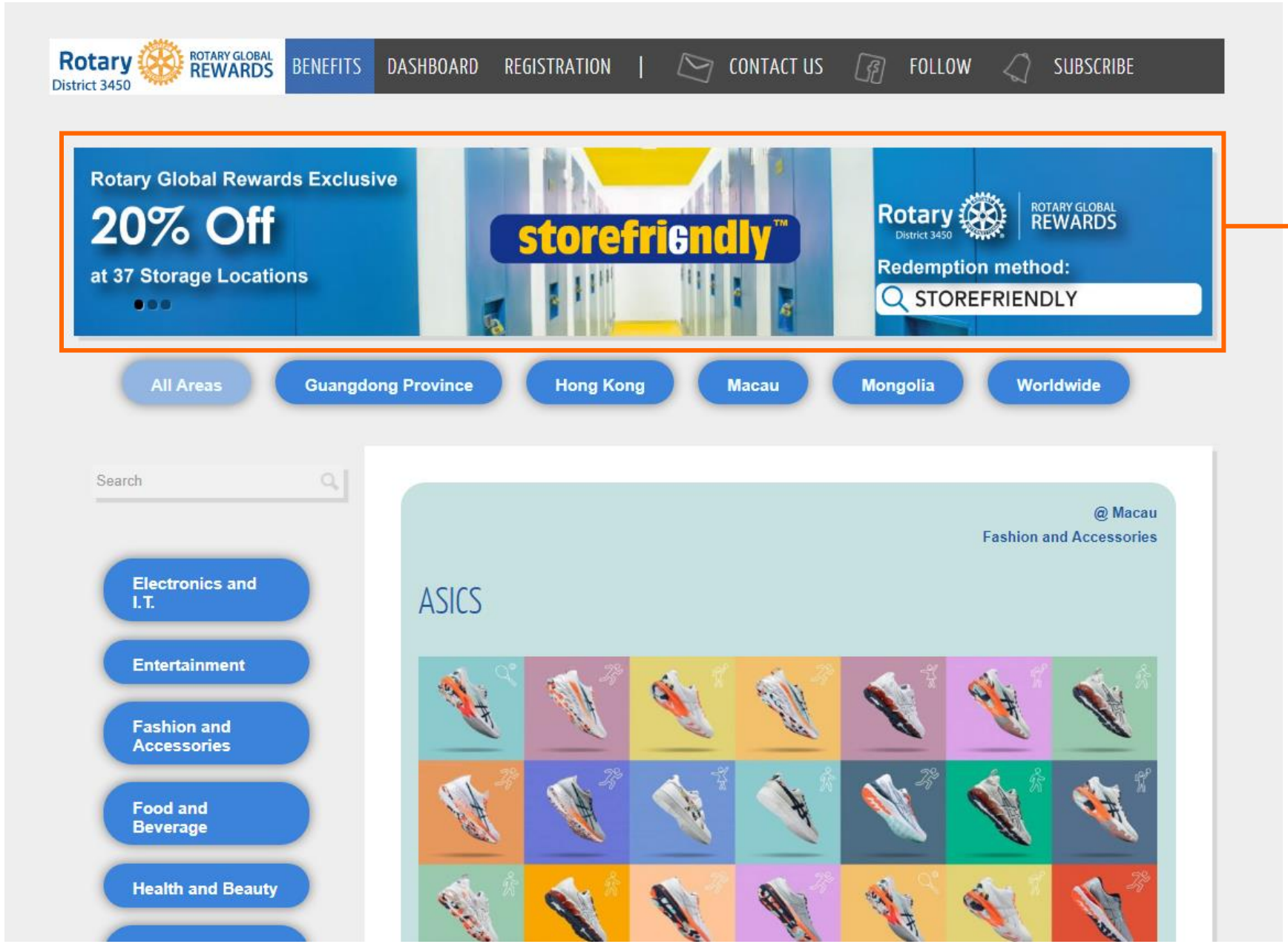
2. How to Change the Landing Page – Text Information

Rotary District 3450 | ROTARY GLOBAL REWARDS



Note:
Leave **[roksprocket id="5"]** here, **DO NOT** remove it. This is the instruction for the rotating banners placement.

3. How to Upload/Remove an Ad Banner



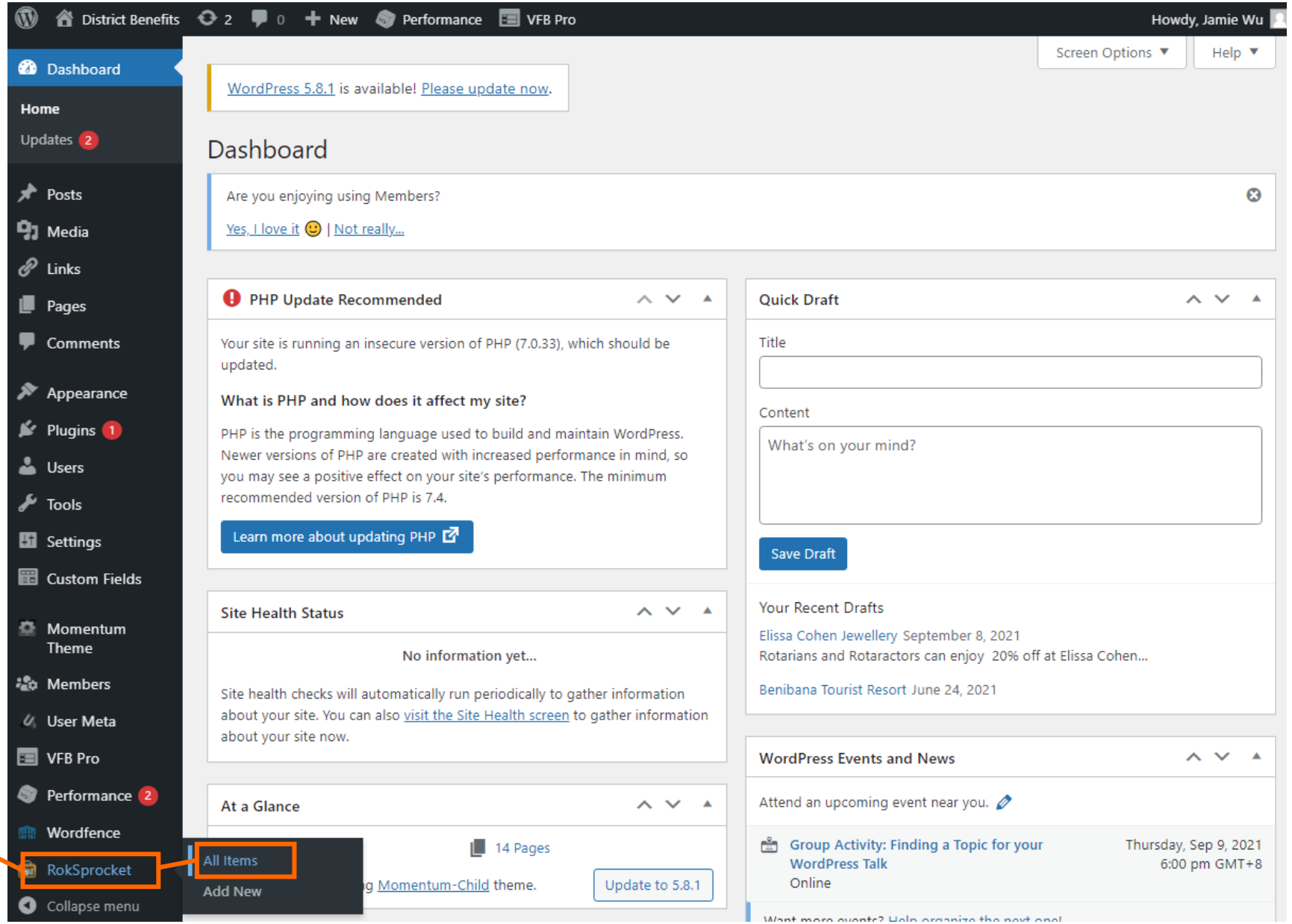
Rotating ad banners can be changed according to your promotion strategy.

3. How to Upload/Remove an Ad Banner

Rotary District 3450

ROTARY GLOBAL REWARDS

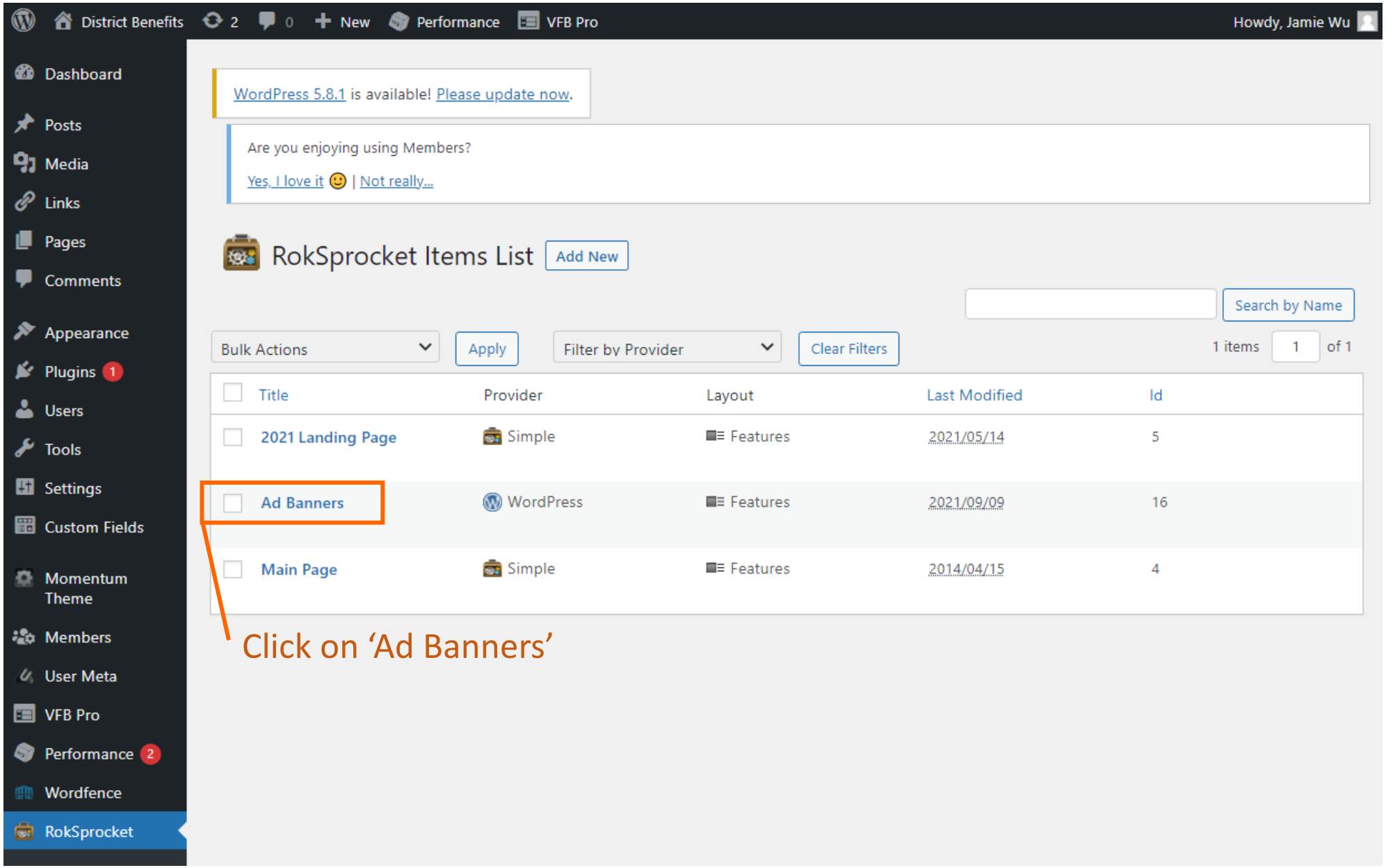
To make changes to the ad banners, go to ‘RokSprocket’ - ‘All items’.



3. How to Upload/Remove an Ad Banner

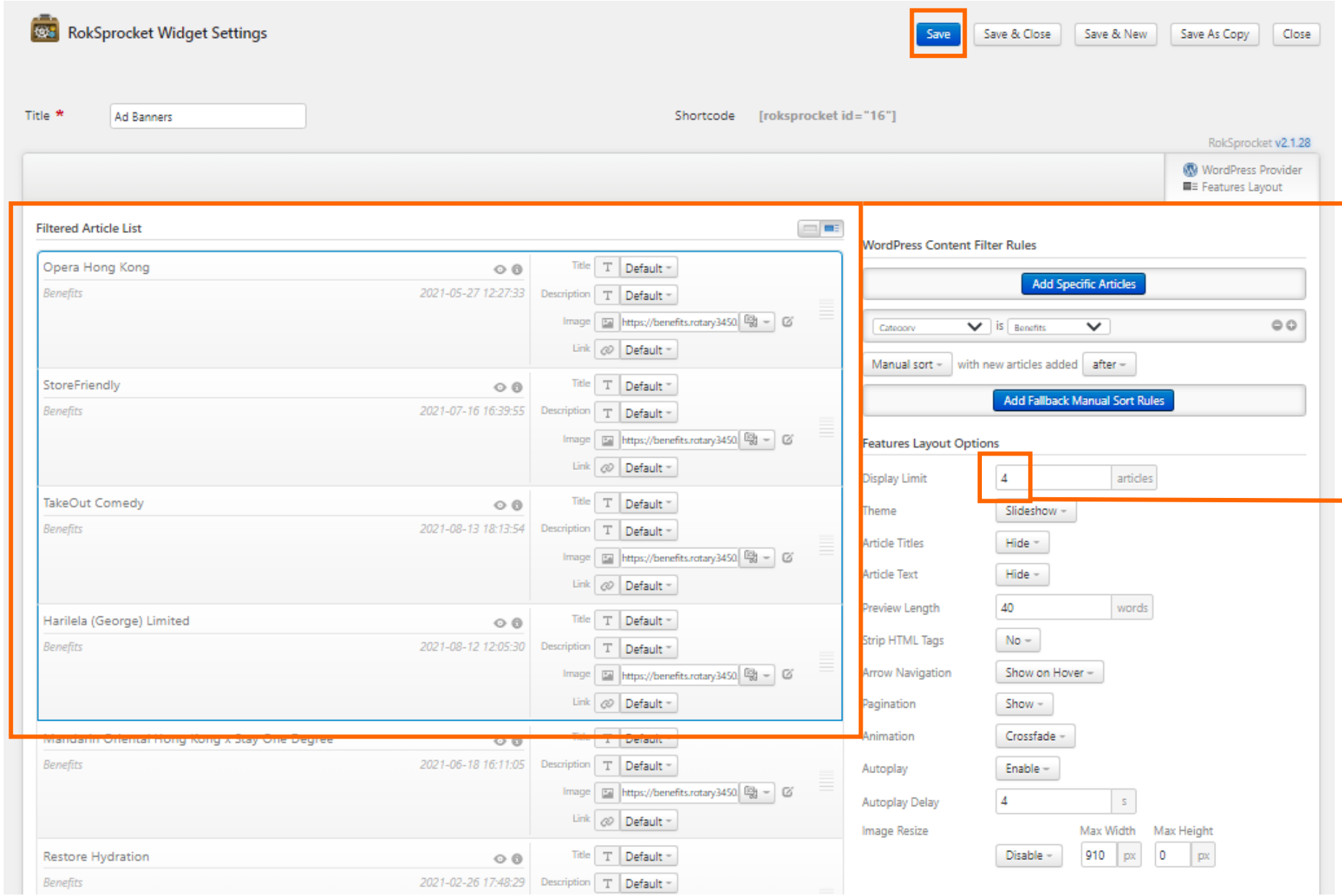
Rotary District 3450

ROTARY GLOBAL REWARDS



3. How to Upload/Remove an Ad Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS

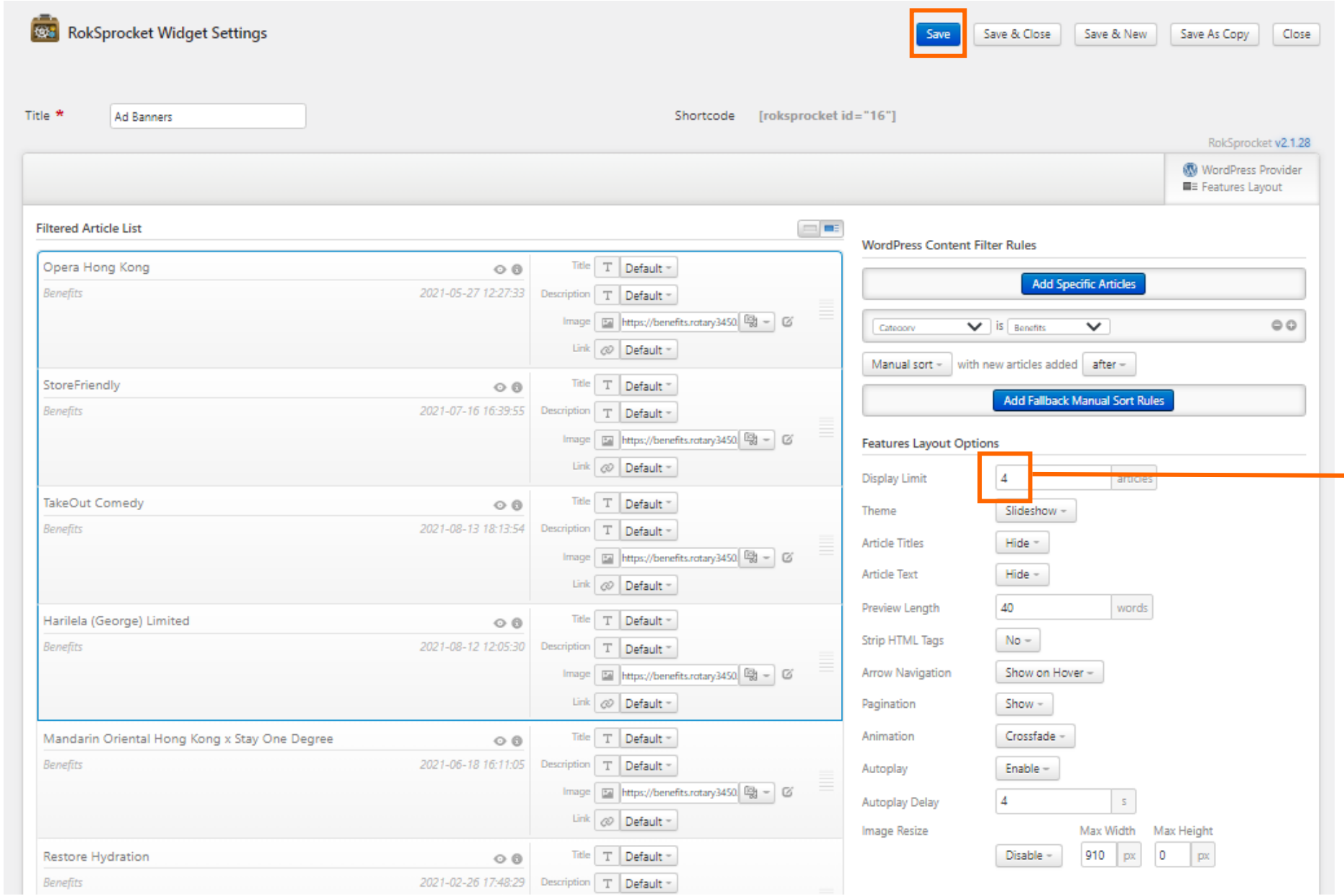


Under ‘Featured Article List’, you will find the ad banners currently displayed contained in the blue border.

The current setting allows you to display up to four ad banners. To add or reduce, just toggle the number here (don’t forget to save).

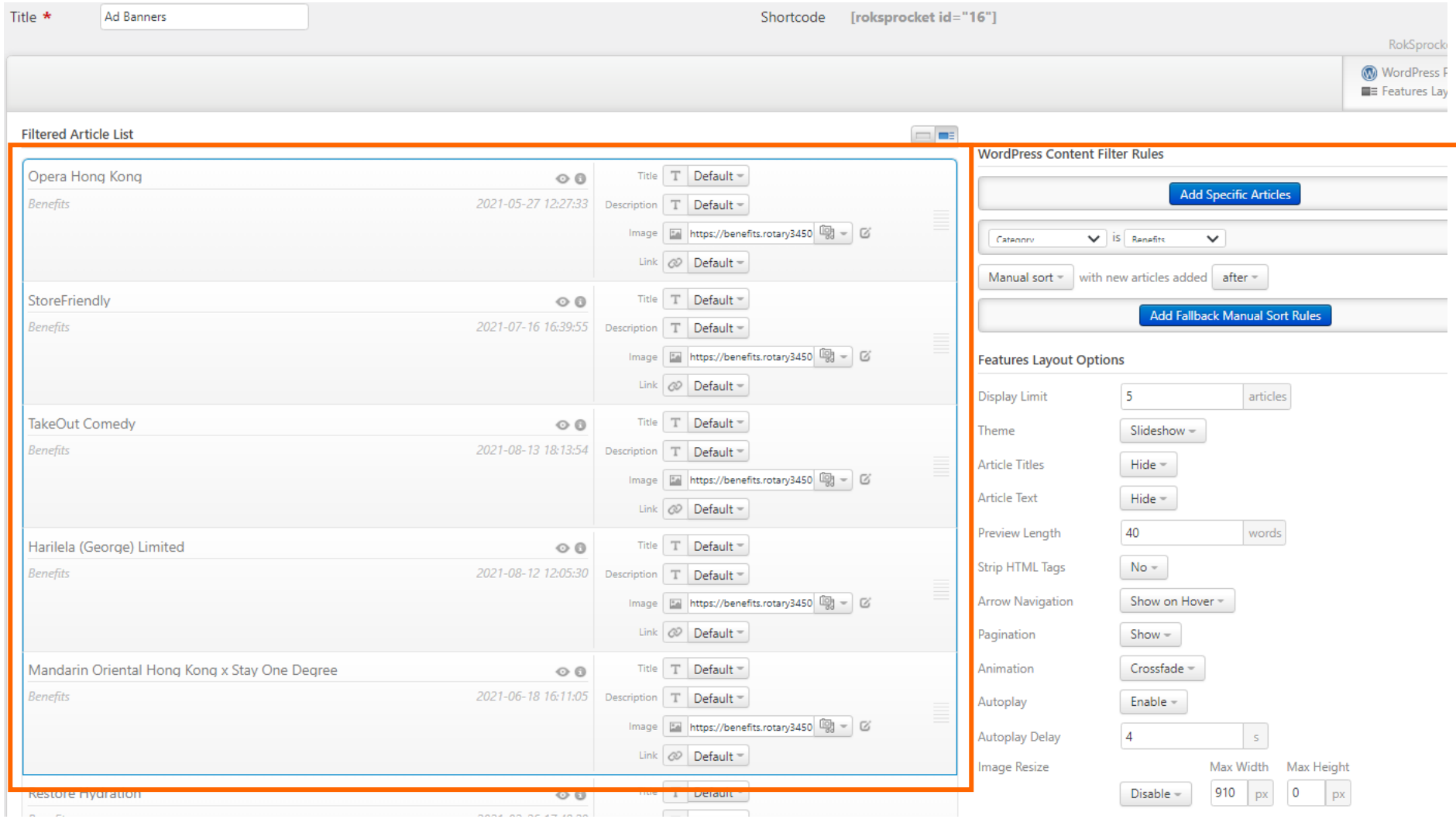
3. How to Upload/Remove an Ad Banner – New Ad Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



To add a new banner (five total), change this number to five first and save.

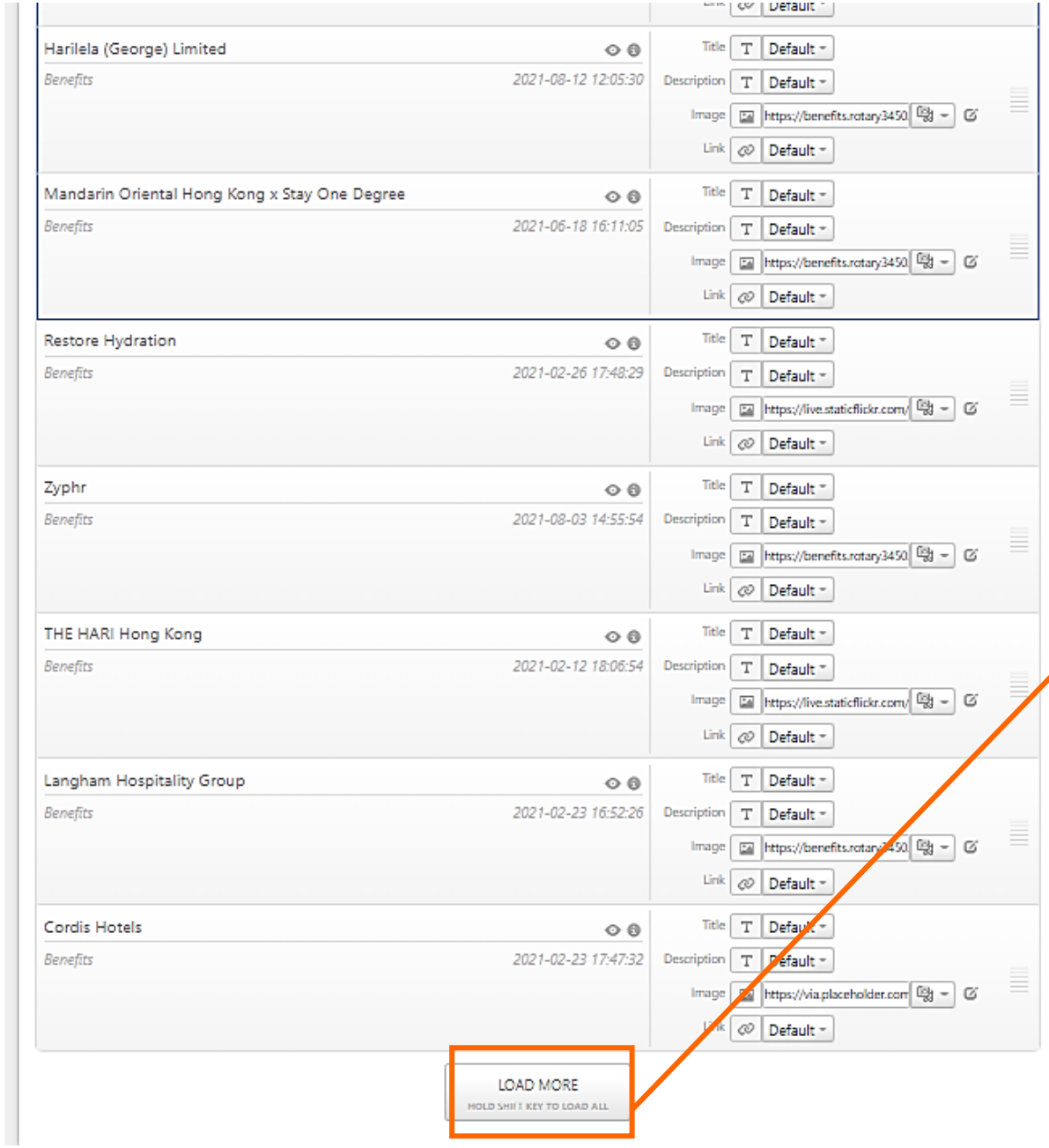
3. How to Upload/Remove an Ad Banner – New Ad Banner



The selection has widened to include five offers now.

It has automatically included the fifth offer listed. If this is not the offer of the new ad banner, you will need to replace it with the right one.

3. How to Upload/Remove an Ad Banner – New Ad Banner

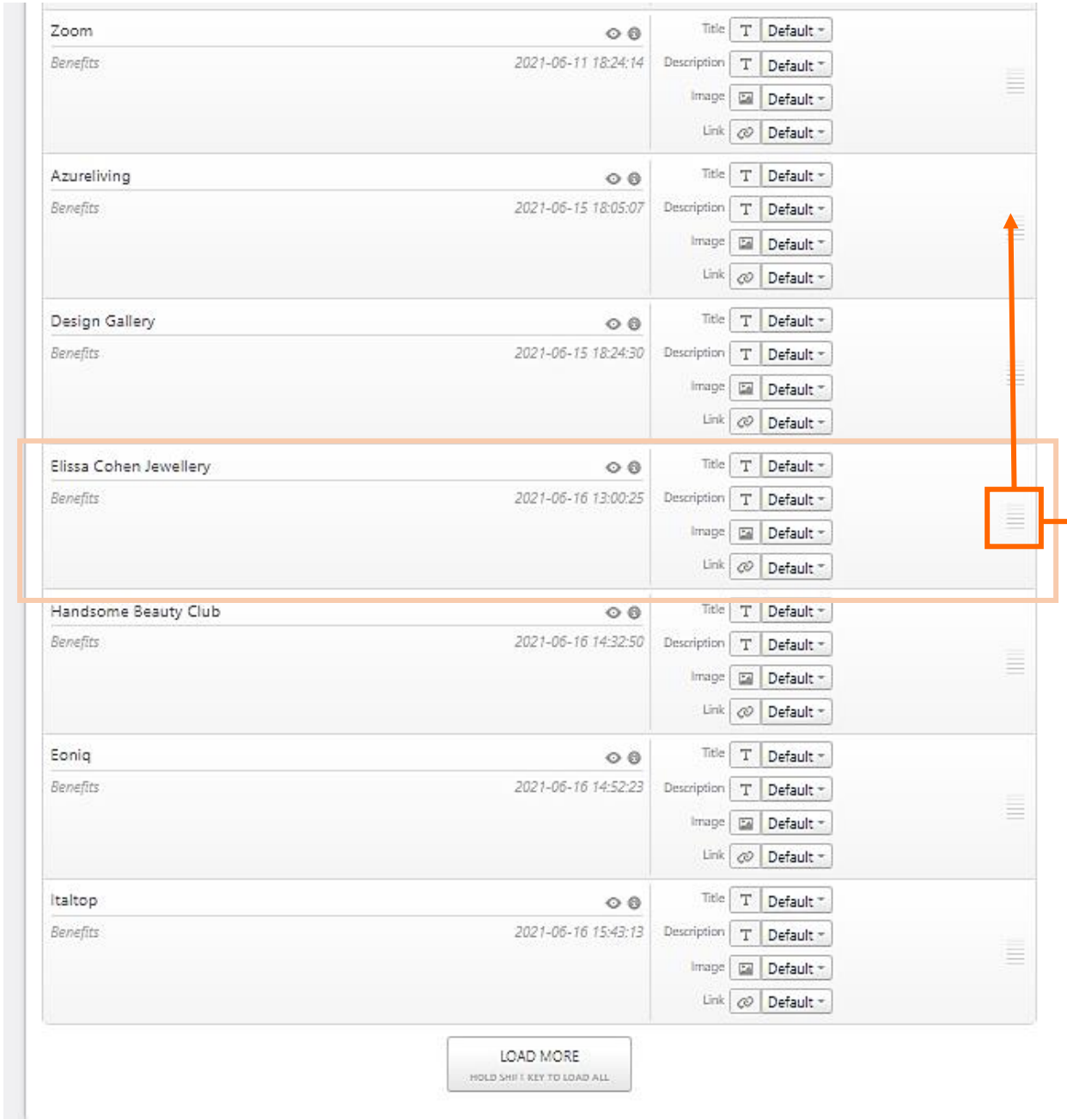


To locate the offer of your ad banner, scroll down and click ‘LOAD MORE’.

3. How to Upload/Remove an Ad Banner – New Ad Banner

Rotary District 3450

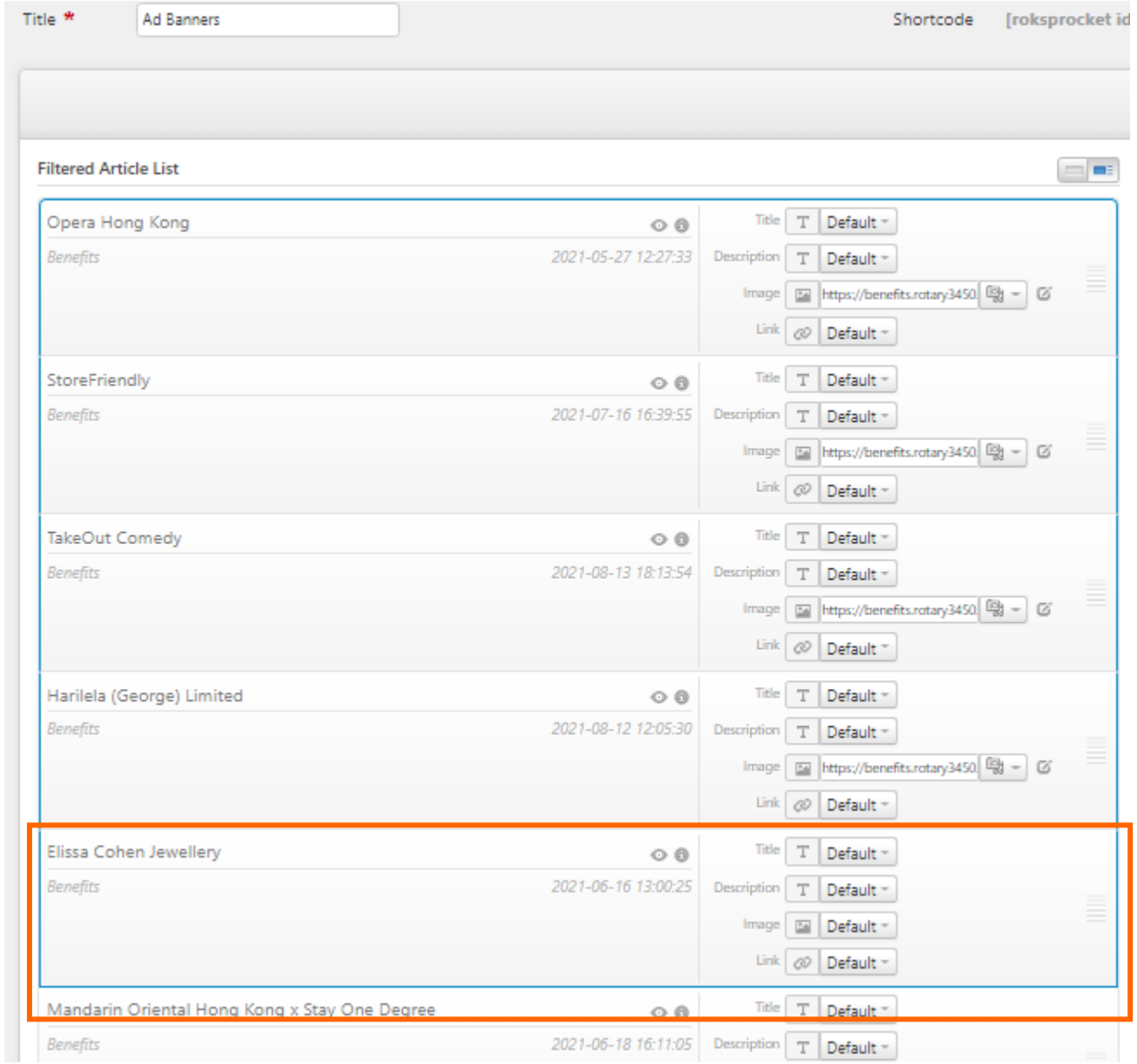
ROTARY GLOBAL REWARDS



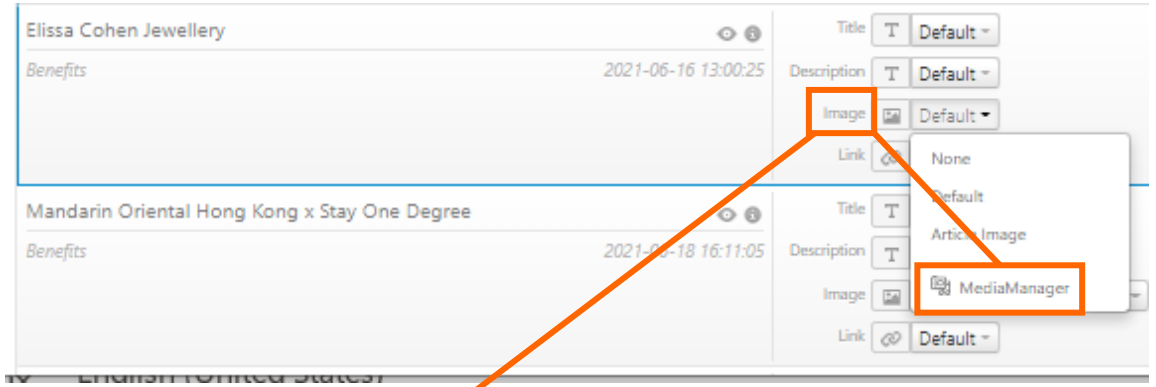
Once you've found your offer, click here to drag the offer up into the blue bordered selection.

3. How to Upload/Remove an Ad Banner – New Ad Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



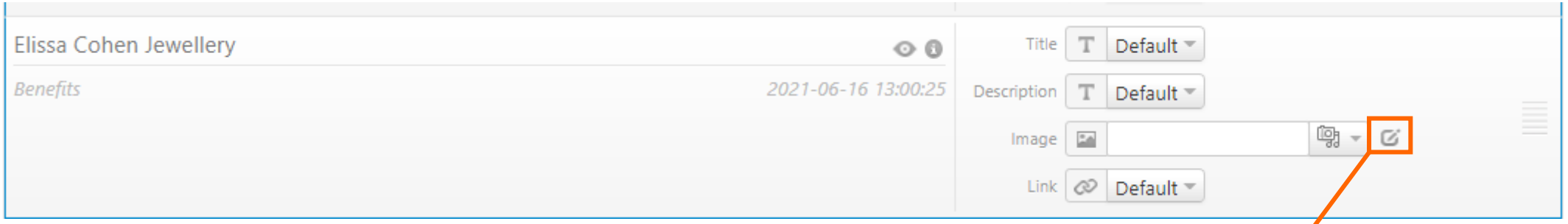
Once you've added the related offer to the selection, you can upload its ad banner.



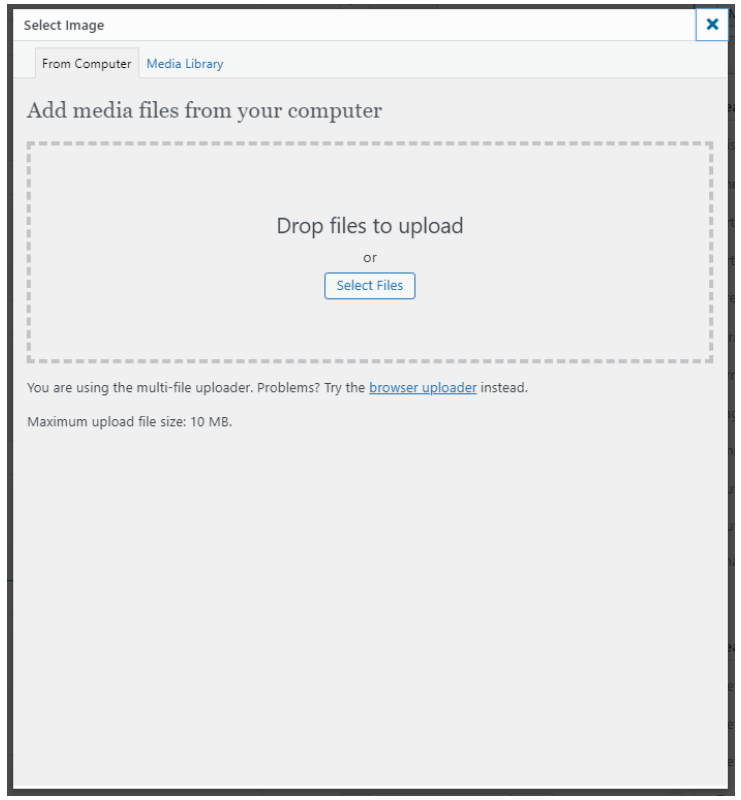
Click on 'Image' and 'Media Manager'.

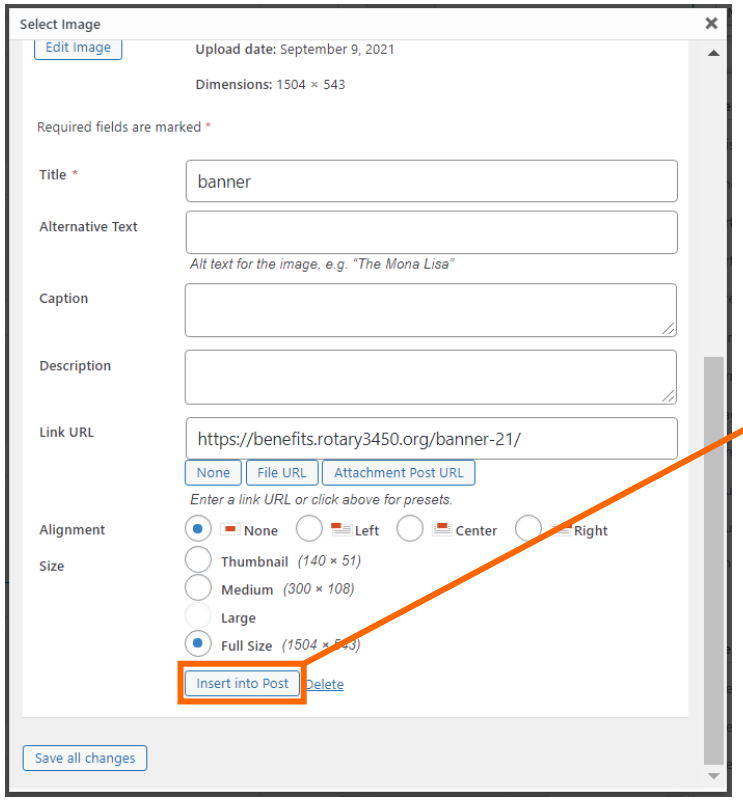
3. How to Upload/Remove an Ad Banner – New Ad Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



Then click on the edit icon to locate your ad banner image for uploading.

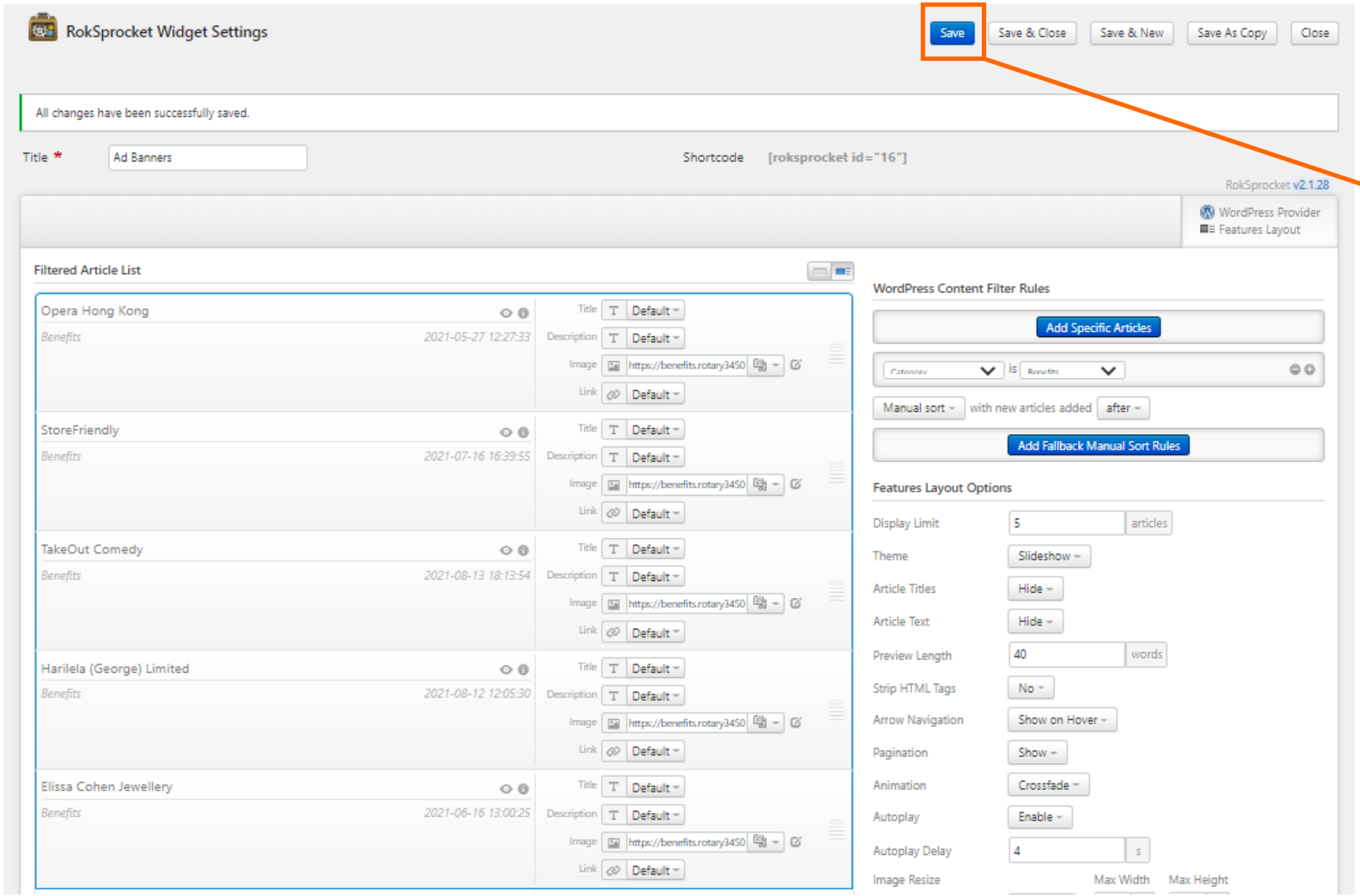




Once you have selected your image, click 'Insert into Post'.

3. How to Upload/Remove an Ad Banner – New Ad Banner

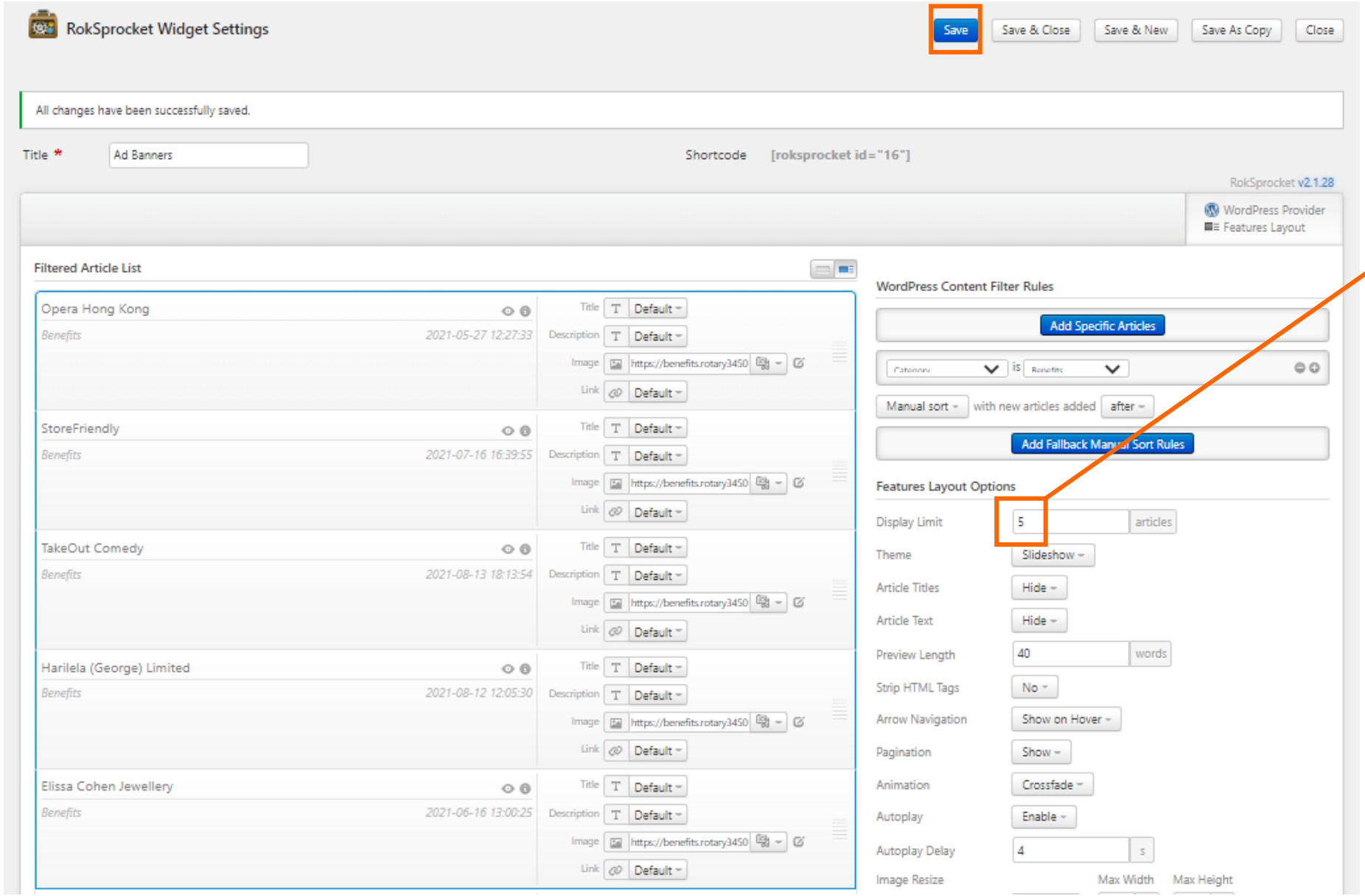
Rotary District 3450 | ROTARY GLOBAL REWARDS



Now click ‘Save’ and you’re done!

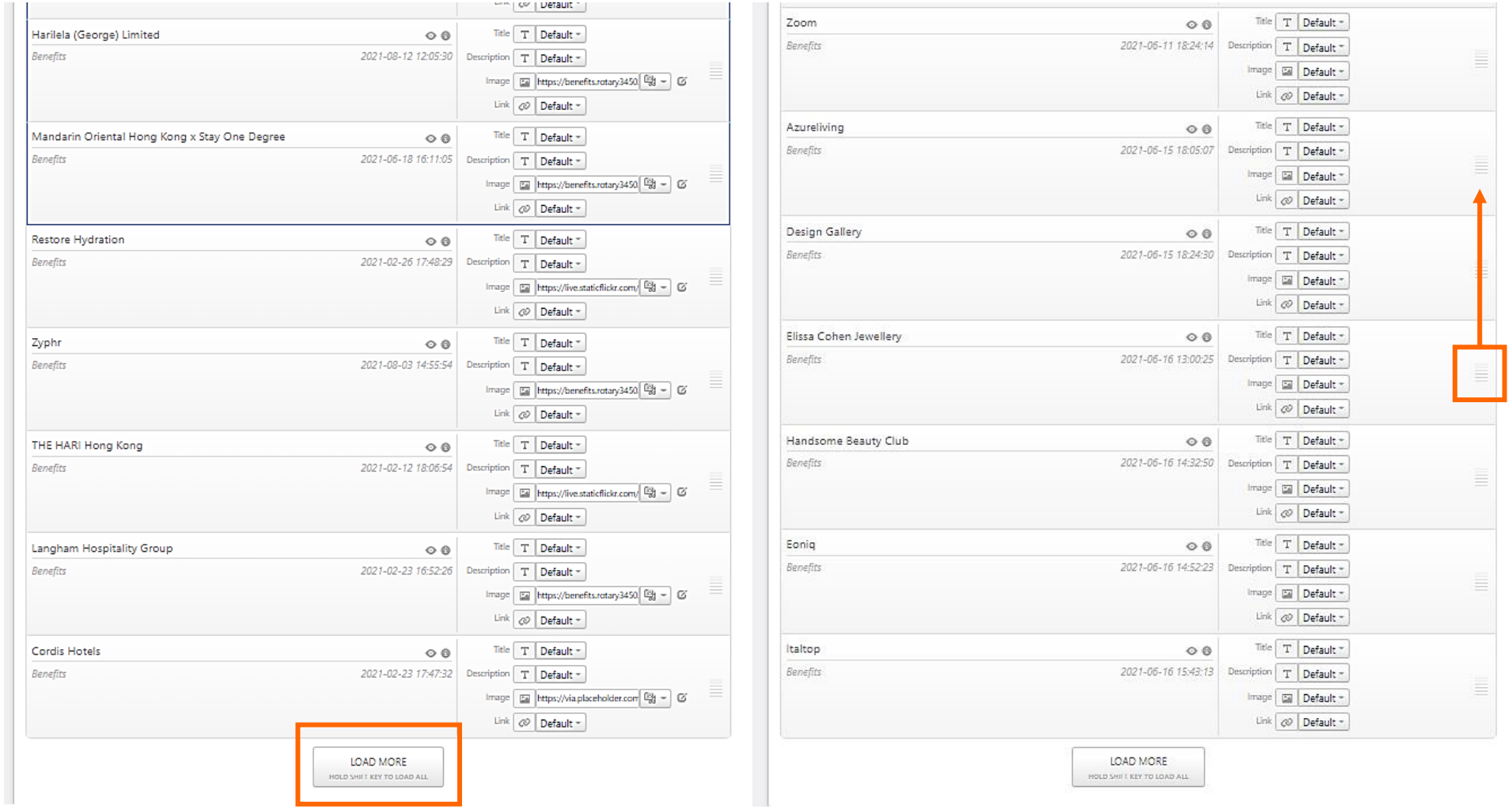
3. How to Upload/Remove an Ad Banner – Removing an Ad Banner

Rotary District 3450 | ROTARY GLOBAL REWARDS



To remove an ad banner, just reduce the display to four and drag the ad banner you want to remove out of the selection and save.

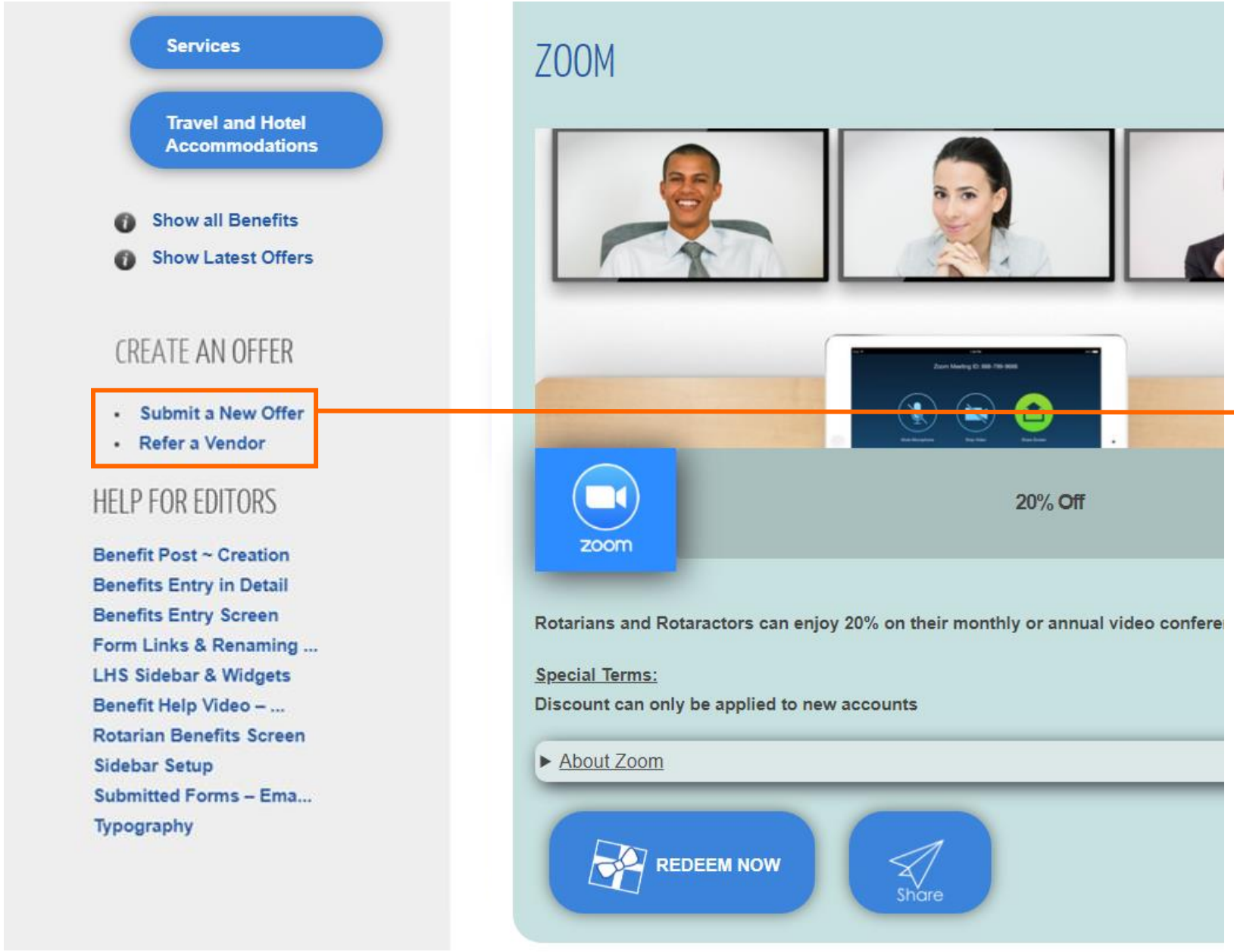
3. How to Upload/Remove an Ad Banner – Replace an Ad Banner



To replace an ad banner, locate your offer from the article list and drag it up into the blue bordered selection. Then upload the ad banner image accordingly and save.

4. How to Revise Submission Forms

Rotary District 3450 | ROTARY GLOBAL REWARDS

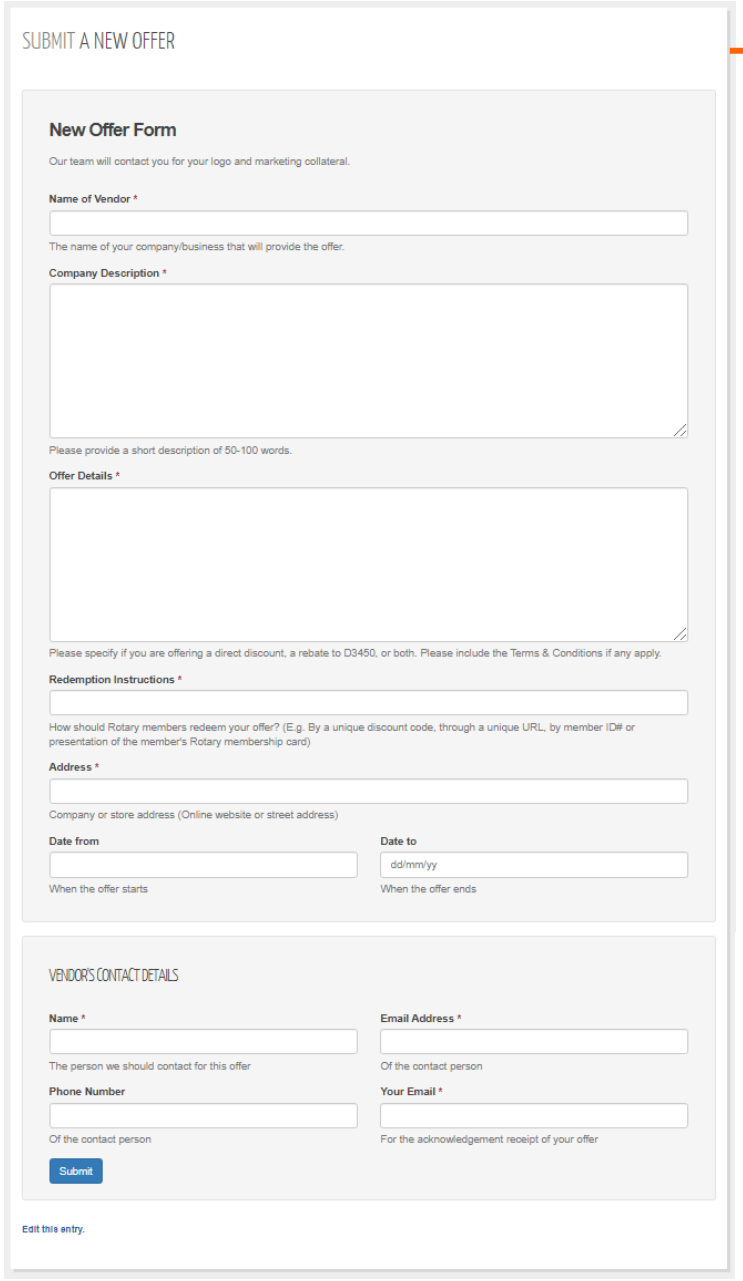


All Rotary members can submit a new offer to RGR or refer a vendor through the website.

This is done through two forms: **Submit a New Offer** and **Refer a Vendor**.

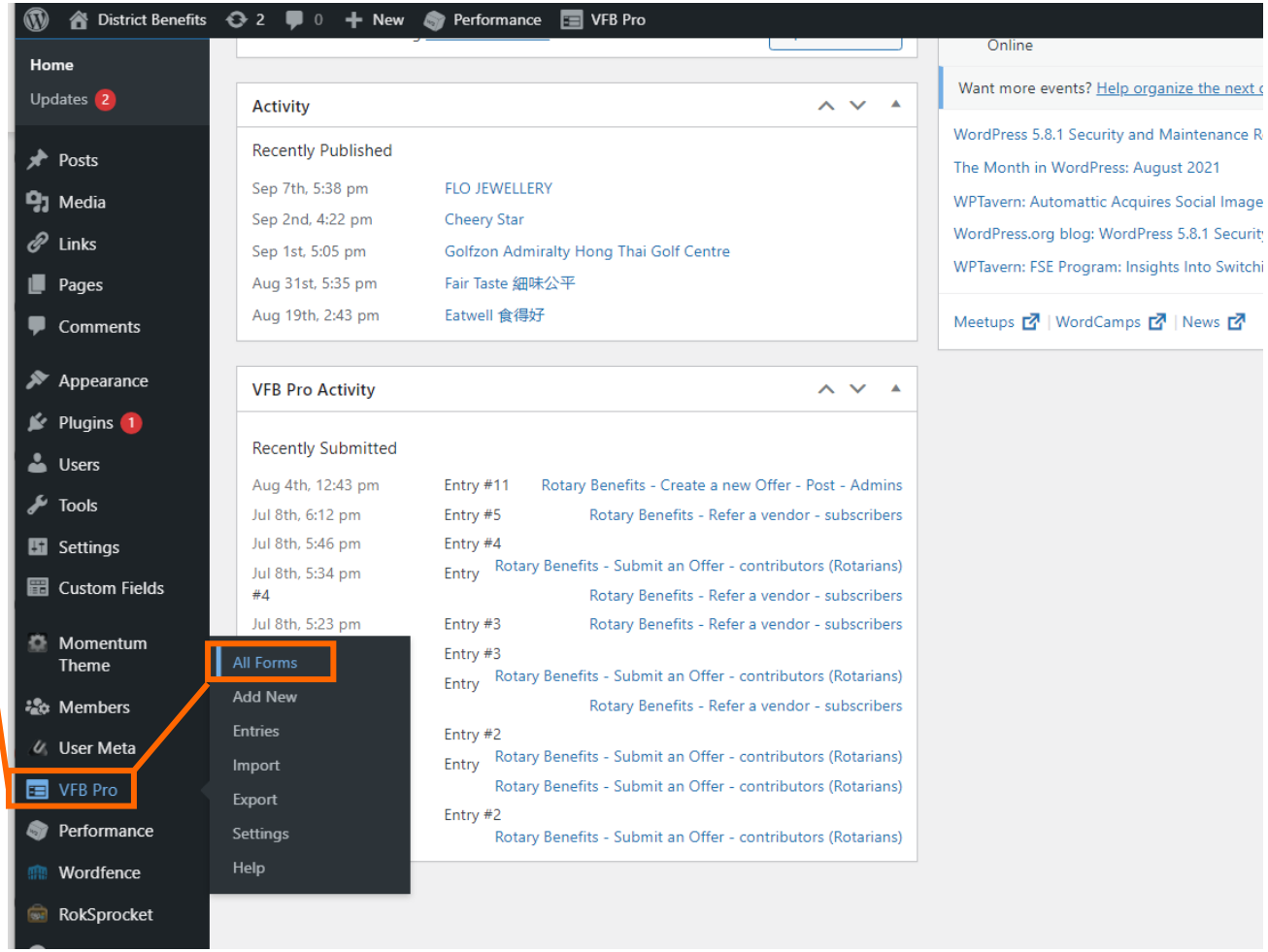
4. How to Revise Submission Forms – Submit a New Offer Form

Rotary District 3450 | ROTARY GLOBAL REWARDS



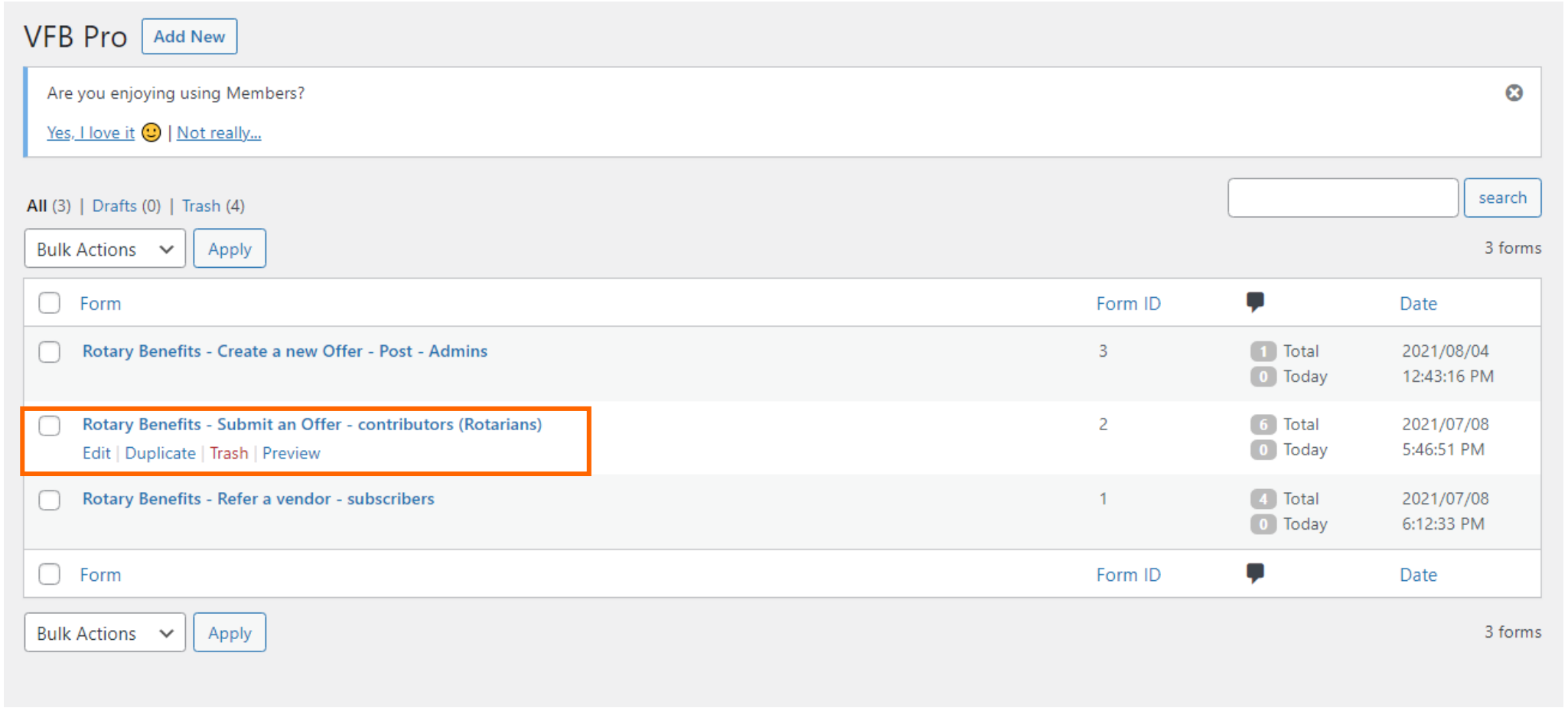
This is the current form for submitting an offer.

To make changes to the entry fields, go to 'VFB Pro' – 'All forms' in the side menu of the dashboard.



4. How to Revise Submission Forms – Submit a New Offer Form

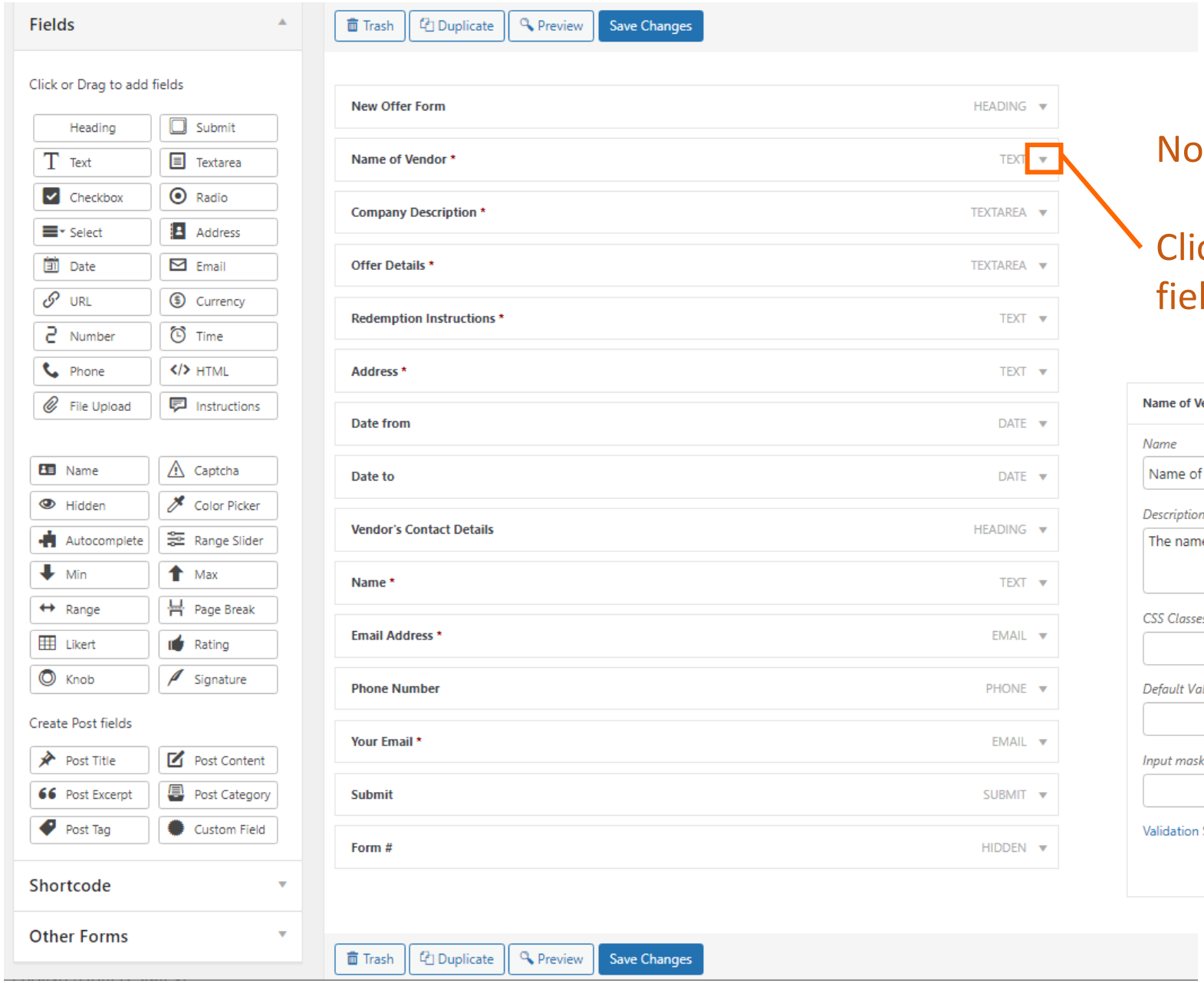
Rotary District 3450 | ROTARY GLOBAL REWARDS



Click on the form '**Rotary Benefits – Submit an Offer – contributors (Rotarians)**' to access the editor.

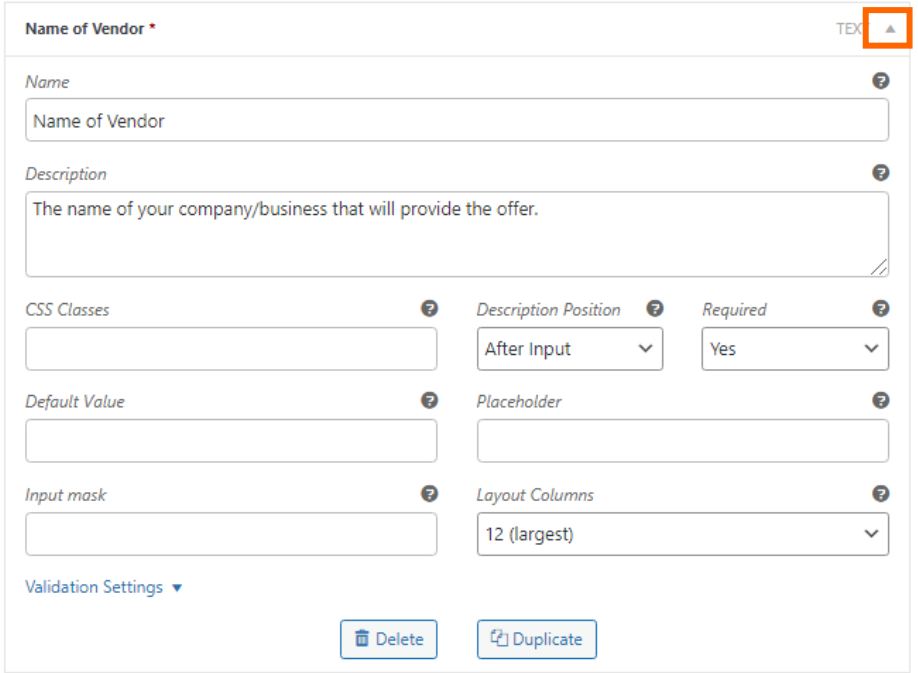
4. How to Revise Submission Forms – Submit a New Offer Form

Rotary District 3450 | ROTARY GLOBAL REWARDS



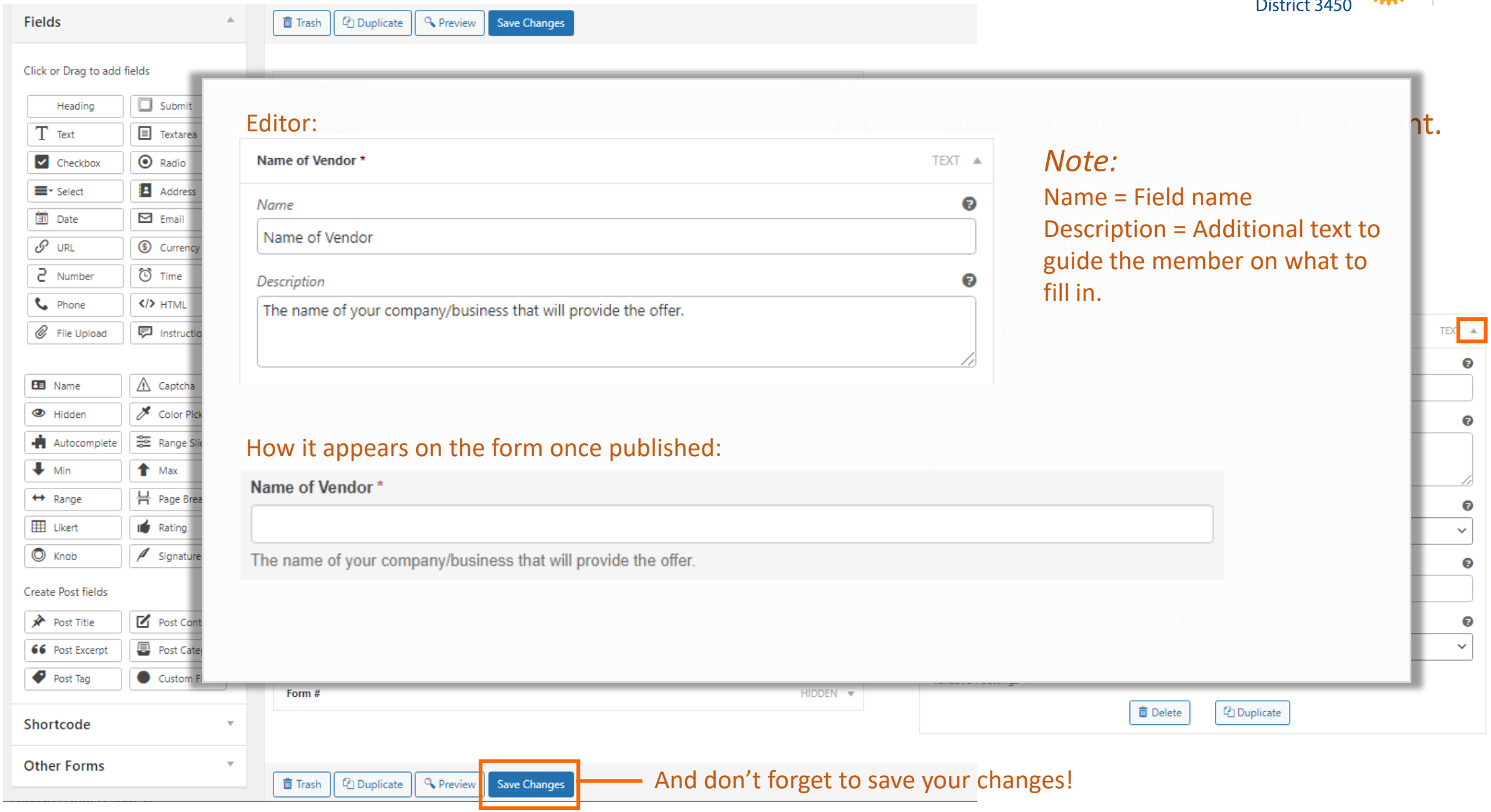
Now you can edit any field you want.

Click on the triangle to expand the field components for editing.



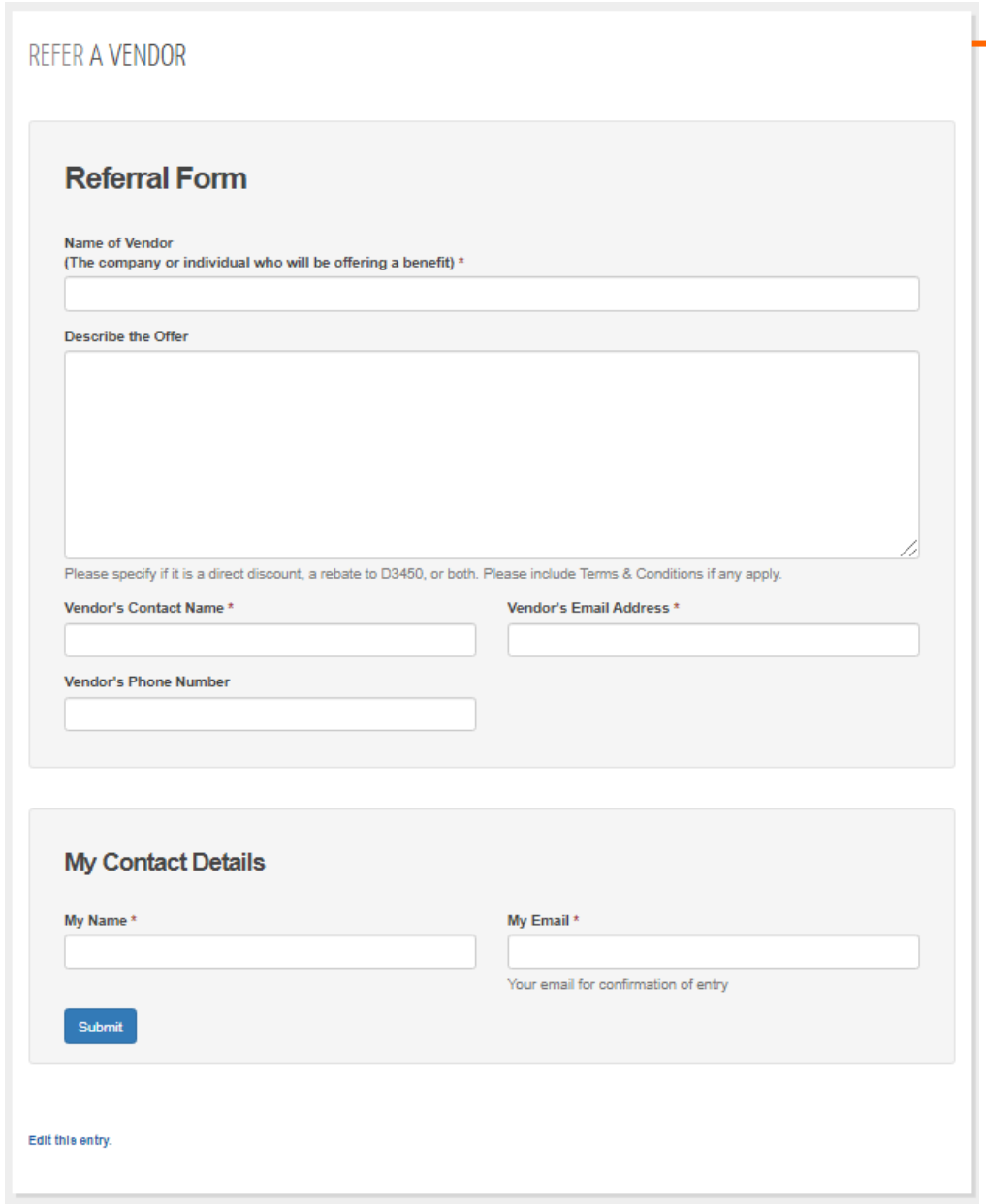
4. How to Revise Submission Forms – Submit a New Offer Form

Rotary District 3450 | ROTARY GLOBAL REWARDS



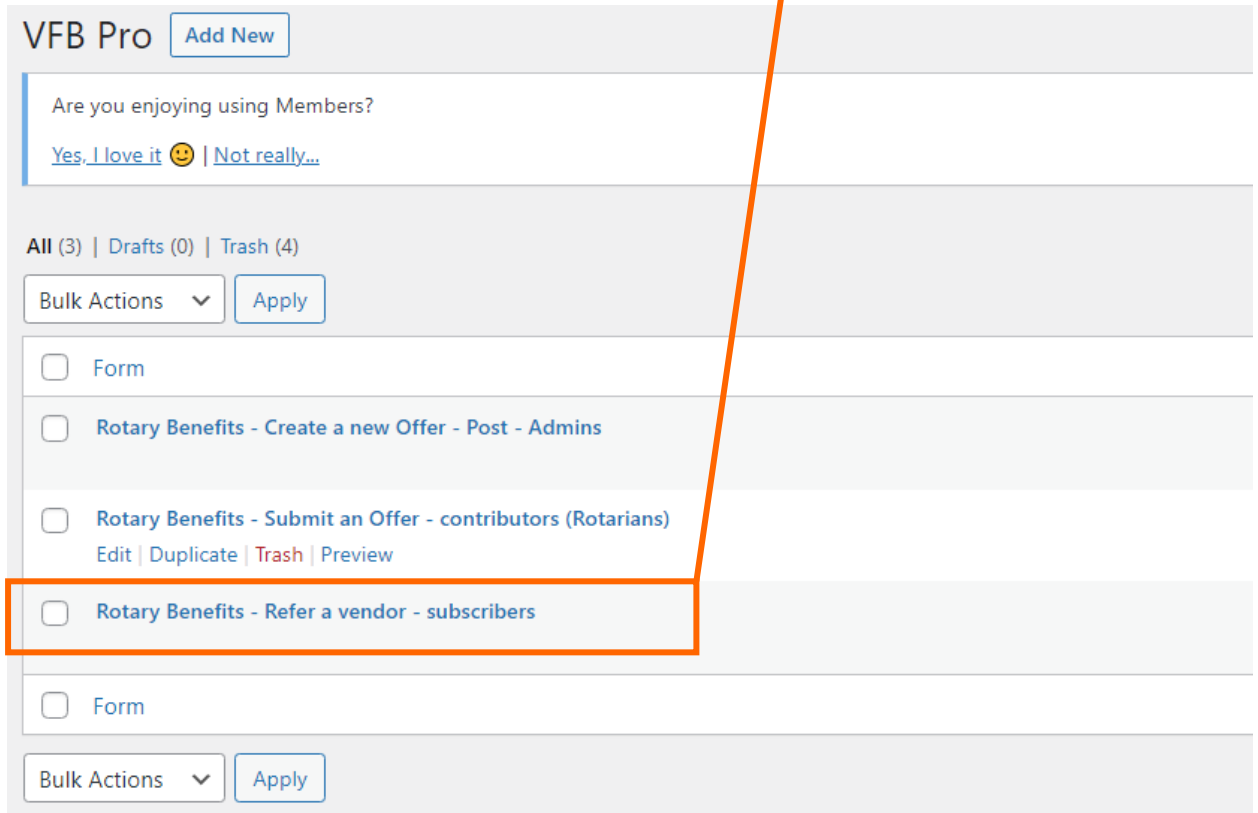
4. How to Revise Submission Forms – Refer a Vendor Form

Rotary District 3450 | ROTARY GLOBAL REWARDS



This is the current form for Refer a Vendor.

Follow the same steps for editing. You can find the vendor referral form under 'VFB Pro' – 'All forms' – '**Rotary Benefits – Refer a vendor – subscribers**'.



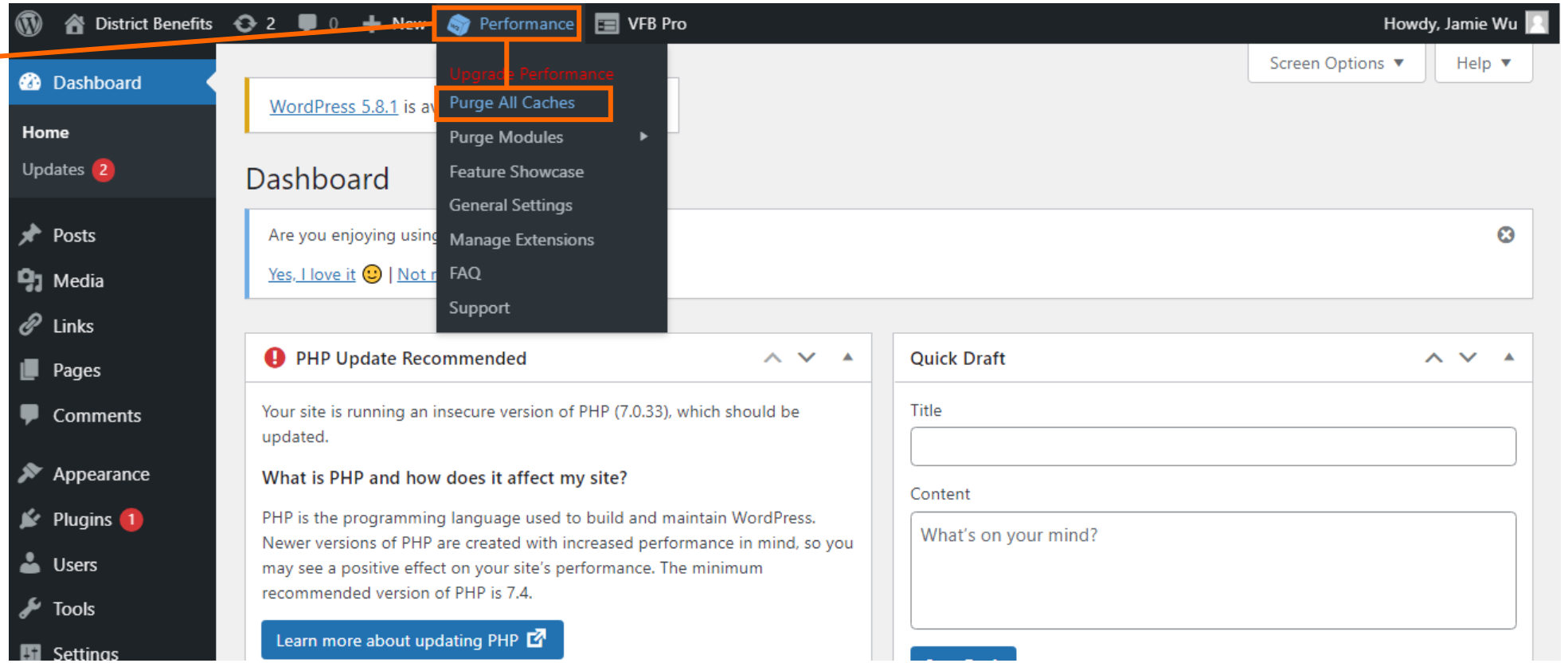
5. Other Tips – Clearing Cache

Rotary District 3450 | ROTARY GLOBAL REWARDS

The website is supposed to automatically clear caches every time changes are made to the site.

However, there may be times when you will need to clear cache manually if you notice that your edits to the site are not being applied or the website is running too slow.

To clear cache, go to ‘Performance’ and click ‘Purge All Caches’.



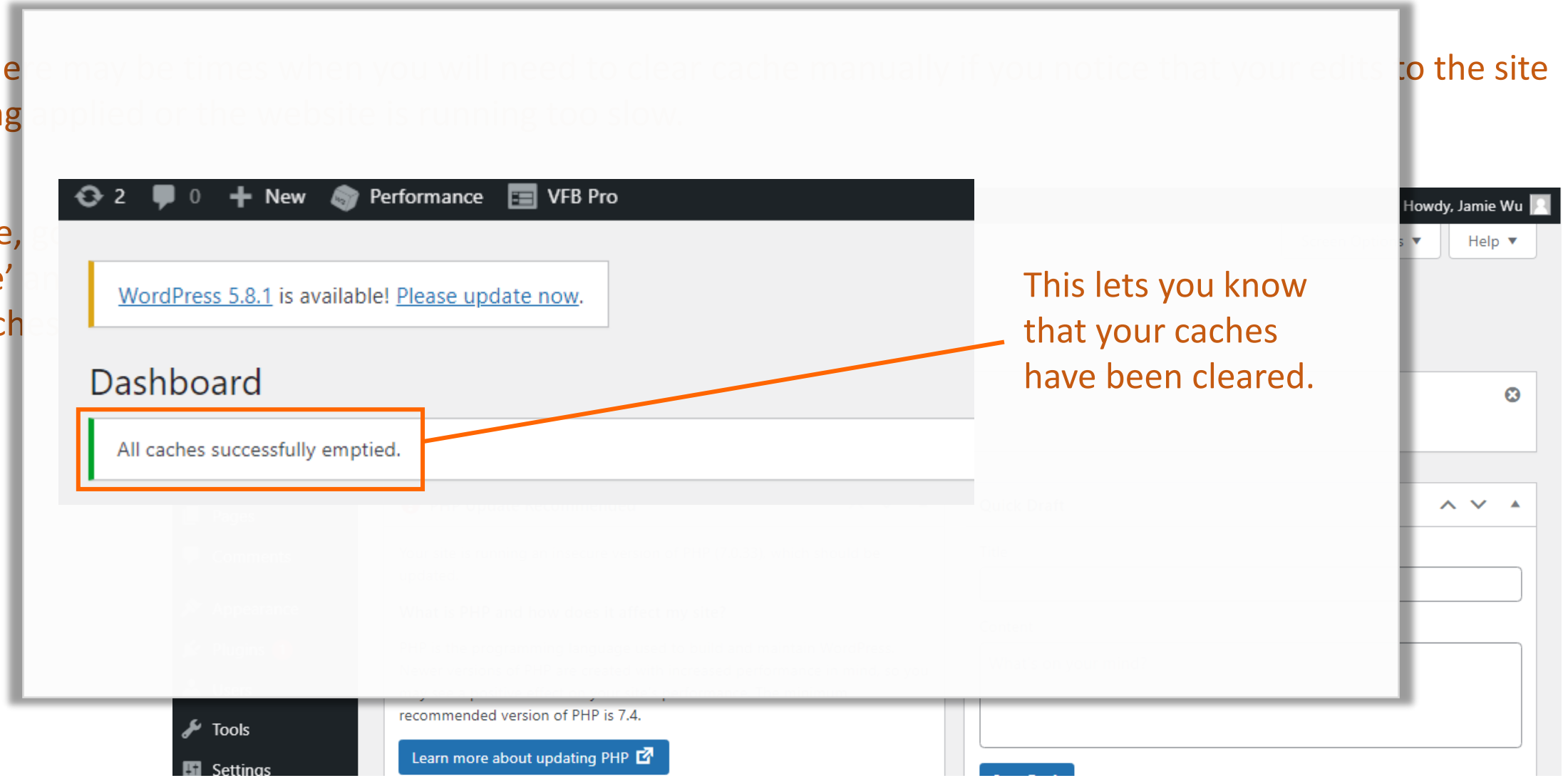
5. Other Tips – Clearing Cache

Rotary District 3450 | ROTARY GLOBAL REWARDS

The website is supposed to automatically clear caches every time changes are made to the site.

However, the ... to the site
are not being ...

To clear cache, ...
'Performance' ...
'Purge All Cach...



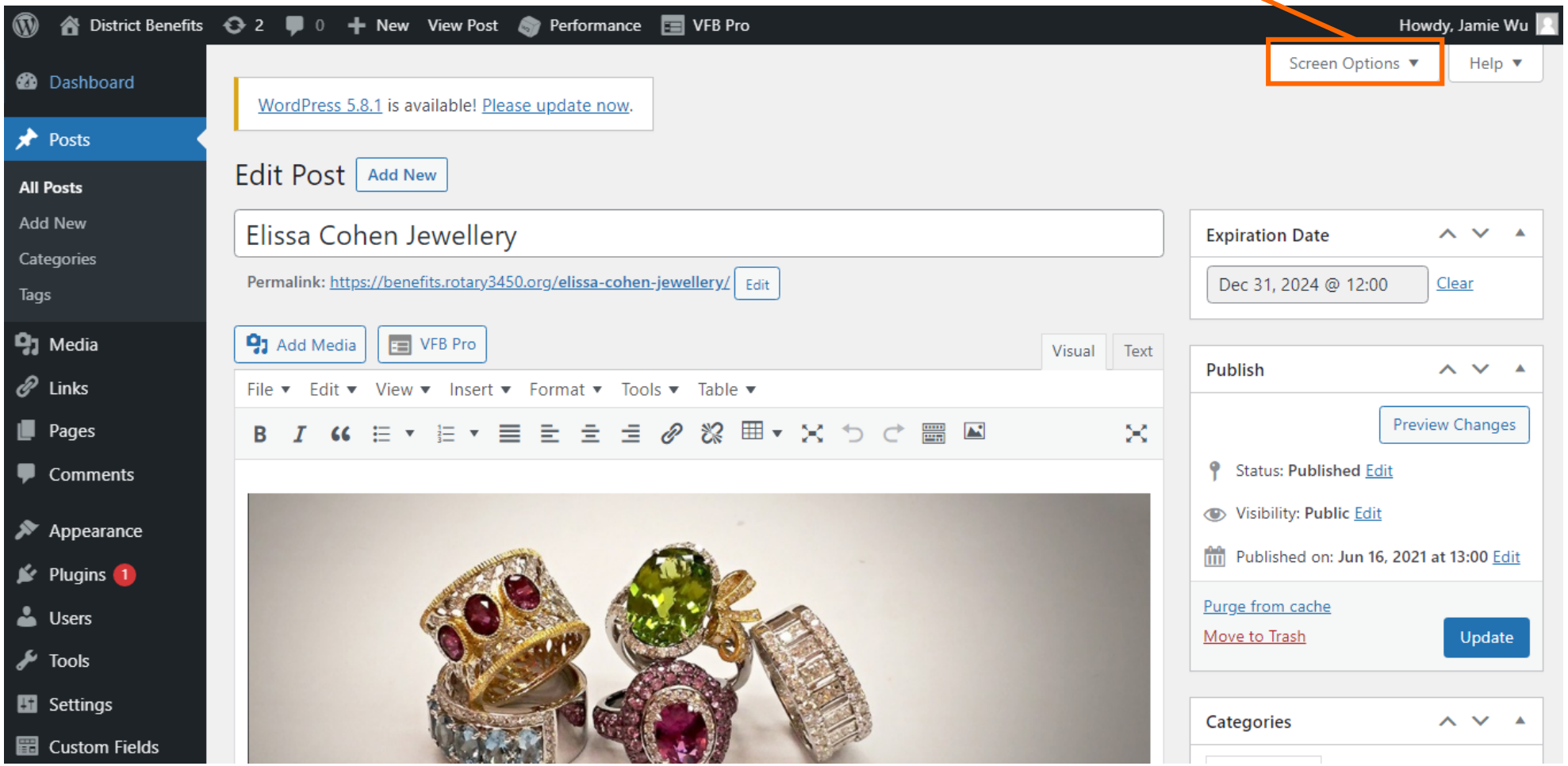
This lets you know that your caches have been cleared.

5. Other Tips – Screen Elements

Rotary District 3450 | ROTARY GLOBAL REWARDS

When uploading a new offer, if the fields are not appearing (e.g. Can't see the benefit fields) make sure that your screen elements are all checked.

To check your screen elements, go to the editor, and click 'Screen Options'.

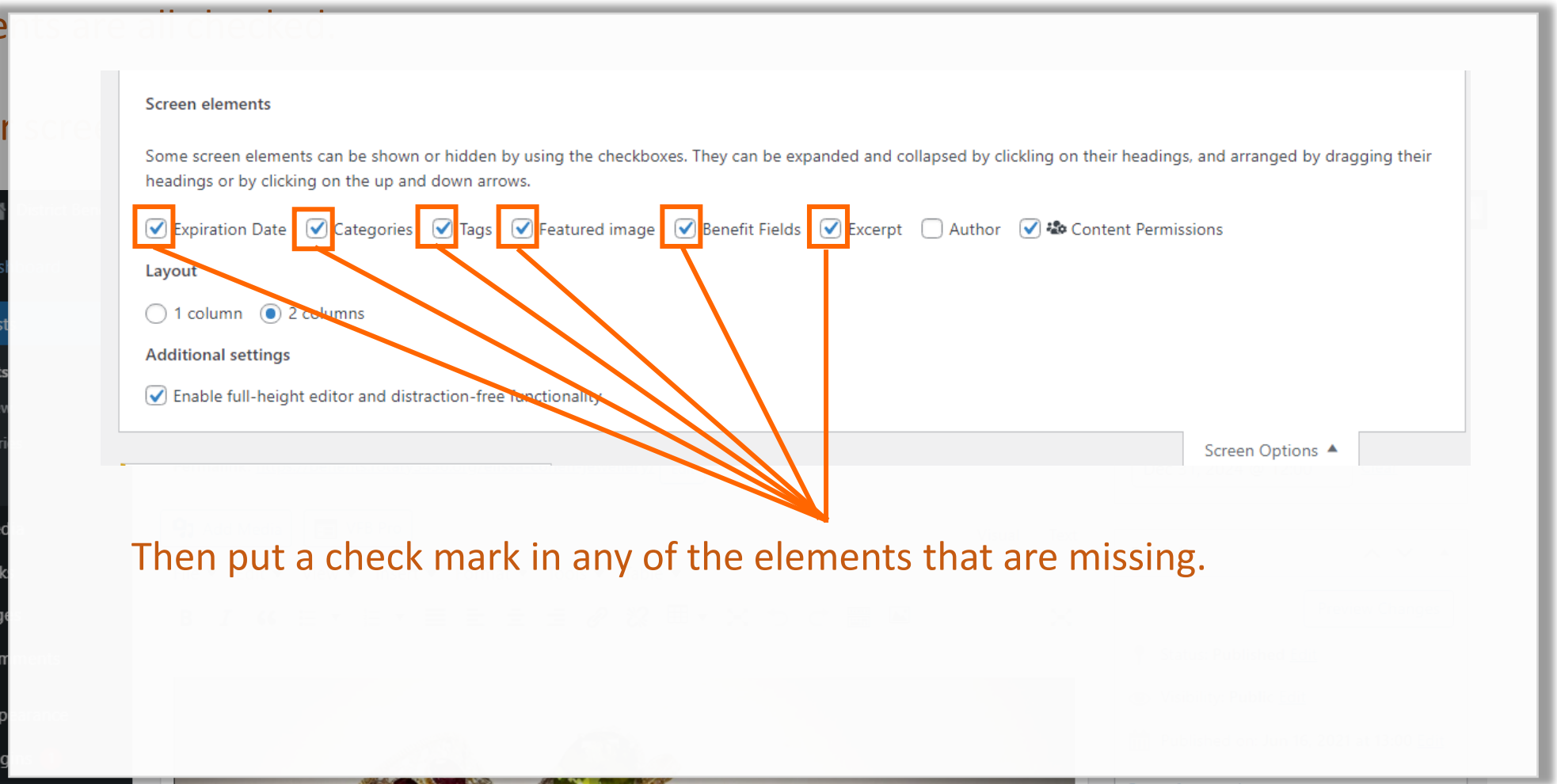


5. Other Tips – Screen Elements

Rotary District 3450 | ROTARY GLOBAL REWARDS

When uploading a new offer, if the fields are not appearing (e.g. Can't see the benefit fields) make sure that your screen elements are all checked.

To check your screen elements:



Then put a check mark in any of the elements that are missing.

5. Other Tips

Rotary District 3450

ROTARY GLOBAL REWARDS

If you need extra help, you can always contact **PP David Shelton Smith**!

david.sheltonsmith@gmail.com

5. Sending Confirmation Emails

Rotary District 3450 | ROTARY GLOBAL REWARDS

Once an offer has been uploaded to the RGR website, you will need to notify the vendor that their offer has been uploaded and is now active.

The confirmation should be sent officially from RGR's Gmail account **RotaryGlobalRewardsHK@gmail.com**.

For your convenience, two templates have been provided for your use.

The only difference between them is the reporting instructions provided.

REDEMPTION REPORT

Report Procedure

By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period.
Your report should be sent once annually to **RotaryGlobalRewardsHK@gmail.com**.

Template A

REBATE INFORMATION

Report Procedure

By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period.

Rebates should be sent once annually at year-end to our bank account below.
Please ensure you notify us (RotaryGlobalRewardsHK@gmail.com) before or immediately after your remittance.

Account Details

Bank Name: The Hongkong & Shanghai Banking Corporation Ltd.
Swift Code: HSBCHKHHHKH
Account Name: Rotary District 3450 Charitable Fund Ltd.
Account No.: 652 – 238858 – 838

Template B

5. Sending Confirmation Emails – Template A with Reporting Procedures

Offer Confirmation with Redemption Report Instructions

Dear [Vendor's Name]

Thank you so much for your offer from [Vendor's Company]. Your offer has been uploaded to our site and is now active.

Please find the the details of your offer below, and kindly note the instructions for the year-end report.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,
[Your name]

COMPANY DESCRIPTION
COMPANY WEBSITE
CONTACT PERSON
Name:
Email:
Tel:
STORE ADDRESS
OFFER DETAILS
REDEMPTION METHOD
VALIDITY PERIOD

REDEMPTION REPORT
Report Procedure By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period. Your report should be sent once annually to **RotaryGlobalRewardsHK@gmail.com**.

Use this template for vendors that are offering a discount only.

Copy and paste the content into a new email and fill in the vendor's details and your name accordingly.

Remember to **copy the referral contact** when you send off this confirmation to the vendor.

5. Sending Confirmation Emails – Template B with Rebate Procedures

Offer Confirmation with Rebate Instructions

Dear [Vendor Name],

Thank you so much for your offer from [Vendor's Company]. Your offer has been uploaded to our platform and is now active.

Please find the details of your offer below and kindly note the instructions for rebates enclosed.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,
[Name]

Rotary District 3450 | ROTARY GLOBAL REWARDS

COMPANY DESCRIPTION
COMPANY WEBSITE
CONTACT PERSON
Name:
Email:
Tel:
STORE ADDRESS
OFFER DETAILS
REDEMPTION METHOD
VALIDITY PERIOD

REBATE INFORMATION
Report Procedure By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period. Rebates should be sent once annually at year-end to our bank account below. **Please ensure you notify us (RotaryGlobalRewardsHK@gmail.com) before or immediately after your remittance.**
Account Details Bank Name: The Hongkong & Shanghai Banking Corporation Ltd. Swift Code: HSBCHKHHHKH Account Name: Rotary District 3450 Charitable Fund Ltd. Account No.: 652 – 238858 – 838

Use this template for vendors that are offering a rebate only OR both a discount and a rebate.

Fill in the offer details accordingly and don't forget to **copy the referral contact** when sending.

5. Sending Confirmation Emails – Finished Examples

Rotary Global Rewards: Offer Processed! Inbox ×

Rotary Global Rewards <rotaryglobalrewardshk@gmail.com>
to cheerystar1, Vicky, bcc: catherine

Dear Ms. Carman Fan,

Thank you so much for your offer from Cheery Star Int Ltd! Your offer has been uploaded to our platform and is now active.

Please find the details of your offer below and kindly note the instructions for the year-end report.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,
Jamie Wu

Rotary District 3450 | ROTARY GLOBAL REWARDS

COMPANY DESCRIPTION
Cheery Star Int Ltd is the marketing agent in Hong Kong for Plantbio Research, a company based in Malaysia since 1992. We specialize in Nutraceutical, Human Nutrition and Herbal research & formulations. We produce a full range of high quality premier products for both adults and children functional food care.
COMPANY WEBSITE
https://www.luqua.global/
CONTACT PERSON
Name: Carman Fan
Email: cheerystar1@gmail.com
Tel: (852) 9867 8388
STORE ADDRESS
1402, Keen Hung Commercial Building, 80 Queen's Road East,Wan Chai, Hong Kong
OFFER DETAILS
Rotaractors and Rotarians can enjoy 10% off their purchase online using the special Rotary discount code at www.luqua.global.
REDEMPTION METHOD
Members to use the discount code 'RGRD3450' when checking out online.
VALIDITY PERIOD
Now - July 31 2024

REDEMPTION REPORT
Report Procedure By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period. Your report should be sent once annually to RotaryGlobalRewardsHK@gmail.com.

Rotary Global Rewards District 3450

Rotary District 3450 | ROTARY GLOBAL REWARDS

Rotary Global Rewards, Rotary International District 3450
c/o Hanlala (George) Limited
T: 2374 2811 F: 3714 8322 E: RotaryGlobalRewardsHK.com

Rotary Global Rewards: Offer Active! Inbox ×

Rotary Global Rewards <rotaryglobalrewardshk@gmail.com>
to salonclassicfive, Vicky, bcc: jamie

Dear Wayne,

Thank you so much for your offer from Classic Five hair salon! Your offer has been uploaded to our platform and is now active.

We are pleased to confirm the details of your offer below. Please kindly note the instructions for rebates enclosed.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you and warmest regards,
Jamie Wu
Rotary Global Rewards

Rotary District 3450 | ROTARY GLOBAL REWARDS

COMPANY DESCRIPTION
Classic Five is an establishment that offers professional hair styling services for men and women. We offer hair services including professional hair styling and hair texturing. We also offer hair coloring, highlights, head and scalp treatments and formal styling.
COMPANY WEBSITE
N/A
CONTACT PERSON
Name: Wayne Yu
Email: salonclassicfive@gmail.com
Tel: (852) 6344 2010
STORE ADDRESS
G/F of 99F, Wellington Street, Central, Hong Kong
OFFER DETAILS
Members can rebate 15% of their bill to Rotary District 3450.
REDEMPTION METHOD
Members to present their Rotary membership card upon payment.
VALIDITY PERIOD
July 2021 - July 2023

REBATE INFORMATION
Report Procedure By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period. Rebates should be sent once annually at year-end to our bank account below. **Please ensure you notify us (RotaryGlobalRewardsHK@gmail.com) before or immediately after your remittance.**
Account Details Bank Name: The Hongkong & Shanghai Banking Corporation Ltd. Swift Code: HSBCHKHHHKH Account Name: Rotary District 3450 Charitable Fund Ltd. Account No.: 652 – 238858 – 838

Rotary District 3450

ROTARY GLOBAL REWARDS

THANK YOU!

benefits.rotary3450.org