

GENERAL E-CARD INSTRUCTIONS

Welcome to the e-card system. This document provides general instructions on how to create and send an e-card.

First of all, there are 3 basic groups of e-cards: **Marketing, E-book, Inspirational & Occasional.**

Each of these groups has some unique feature(s) that need to be understood when creating and sending an e-card.

We will go through the **Marketing group** first. These cards are used when you want to get a person to go to your business site. **All of the built in links are for the business site only.** There are two types of e-cards in the Marketing group: NPO Marketing E-cards and MPM Marketing E-cards.

The following are the steps to create one of the Marketing group e-cards:

1. Select the type first - NPO or MPM Marketing E-cards.
2. If NPO was selected, you then select the particular category – such as Agriculture, Human Rights, etc.
3. If MPM was selected, you then select Direct Marketing, Quotes, or one of the Inspirational categories.
4. Once the category has been selected, you then select the specific card that you want to send.
5. The e-card input form opens up showing the card you selected plus the form that needs to be filled out.
6. The first thing item in the form is the “If this is your first e-card, click here”. This takes you to the help menu as does the Help button at the bottom of the form.
7. Just below this button is the space to enter you MPM ID#. This is your Mall number – i.e. 6348. This is a required field – without this, there would be no link in the e-card system to your mall.
8. The next section asks for information about you and information about the recipient. Your e-mail address is always required, all other fields are optional. If you want a read receipt to be sent to you when the e-card has been read, then you need to select that box. If you want to know the specific person that opened the card (if you are sending out multiple e-cards), then you need to fill in their name and e-mail address.
9. The Optional Audio/Music section is next. Select one or the other but not both. If you want one of the Audio messages to play when the card is opened, then you need to select which one. There are 7 audio files available, of which the first 6 are for the Marketing e-cards and the last one is for the NPO e-cards:
 - a. MLM #1
 - b. MLM #2
 - c. College Age Adults
 - d. For Women
 - e. Business Opportunity #1
 - f. Business Opportunity #2
 - g. Non-Profit Organization

10. The next section is for the e-card message that will be displayed at the bottom of the e-card when it is read (or “picked up”).
 - a. Salutation is the message greeting – such as Hello, etc.
 - b. You can select an optional pre-written message if you wish. The first six selections match the Audios for the marketing e-cards. Selections vii and viii are for the NPO e-cards. The rest of the selections are for the e-book e-cards (to be discussed later):
 - i. MLM #1
 - ii. MLM #2
 - iii. College Age
 - iv. Women
 - v. Biz Op #1
 - vi. Biz Op #2
 - vii. NPO #1
 - viii. NPO #2
 - ix. 101 Ways You Can Change The World!
 - x. 101 Ways Your Business Can Change The World!
 - xi. 101 Ways Women Can Change The World!
 - xii. 101 Ways Youth Can Change The World!
 - xiii. 101 Ways You Can Change The World For Animals!
 - xiv. 101 Ways To Support Our Troops!
 - xv. 101 Ways Your Church Can Change The World!
 - xvi. 101 Ways Your School Can Change The World!
 - xvii. 101 Ways To Help Planet Earth!
 - xviii. 101 Ways To Show Appreciation To Your Volunteers!
 - c. If you don't select one of the pre-written messages, you can enter your own message in the Optional Personal Message section.
 - d. The last part of the message is the message closing – such as regards, best wishes, etc.
11. Now to the 4 buttons at the bottom of the form.
 - a. Reset clears all of the fields to their default state
 - b. Preview MPM E-Card opens the card in another window as the recipient will see it and hear it. Click on the Return to E-card Form button on the bottom to return to the input form. In the preview window, nothing can be modified, only viewed.
 - c. Help takes you to the help screen where the input fields are explained.
 - d. Create E-card. For the Marketing e-cards, they are **NOT SENT** from the e-card system. This is due to Spam issues. The create button takes you to a window that has the complete link to your e-card. All you need to do is copy and paste that link into your own e-mail to the person you wish to send the card to.

The following are the steps to create one of the **E-book group E-cards**. These cards are used when you want to send a person to your media site and give them a free e-book. **All of the built in links are for the media site only.**

1. Select E-Book E-cards.
2. Then select the specific card that you want to send.
3. The e-card input form opens up showing the card you selected plus the form that needs to be filled out.

4. The first thing item in the form is the “If this is your first e-card, click here”. This takes you to the help menu as does the Help button at the bottom of the form.
5. Just below this button is the space to enter you MPM ID#. This is your Mall number – i.e. 6348. This is a required field – without this, there would be no link in the e-card system to your mall.
6. The next section asks for information about you and information about the recipient. Your e-mail address is always required, all other fields are optional. If you want a read receipt to be sent to you when the e-card has been read, then you need to select that box. If you want to know the specific person that opened the card (if you are sending out multiple e-cards), then you need to fill in their name and e-mail address.
7. The Optional Audio/Music section is next. Select one or the other but not both. There is no Audio message for the E-book e-cards, so music is really the only option and you don’t want to select any of the Audio options:
 - a. MLM #1
 - b. MLM #2
 - c. College Age Adults
 - d. For Women
 - e. Business Opportunity #1
 - f. Business Opportunity #2
 - g. Non-Profit Organization
8. The next section is for the e-card message that will be displayed at the bottom of the e-card when it is read (or “picked up”).
 - a. Salutation is the message greeting – such as Hello, etc.
 - b. You can select an optional pre-written message if you wish. The last 10 selections are for the e-book e-cards and are to be matched with the card being sent:
 - i. MLM #1
 - ii. MLM #2
 - iii. College Age
 - iv. Women
 - v. Biz Op #1
 - vi. Biz Op #2
 - vii. NPO #1
 - viii. NPO #2
 - ix. 101 Ways You Can Change The World!
 - x. 101 Ways Your Business Can Change The World!
 - xi. 101 Ways Women Can Change The World!
 - xii. 101 Ways Youth Can Change The World!
 - xiii. 101 Ways You Can Change The World For Animals!
 - xiv. 101 Ways To Support Our Troops!
 - xv. 101 Ways Your Church Can Change The World!
 - xvi. 101 Ways Your School Can Change The World!
 - xvii. 101 Ways To Help Planet Earth!
 - xviii. 101 Ways To Show Appreciation To Your Volunteers!
 - c. If you don’t select one of the pre-written messages, you can enter your own message in the Optional Personal Message section.
 - d. The last part of the message is the message closing – such as regards, best wishes, etc.
9. Now to the 4 buttons at the bottom of the form.

- a. Reset clears all of the fields to their default state
- b. Preview MPM E-Card opens the card in another window as the recipient will see it and hear it. Click on the Return to E-card Form button on the bottom to return to the input form. In the preview window, nothing can be modified, only viewed.
- c. Help takes you to the help screen where the input fields are explained.
- d. Create E-card. For the Marketing e-cards, they are **NOT SENT** from the e-card system. This is due to Spam issues. The create button takes you to a window that has the complete link to your e-card. All you need to do is copy and paste that link into your own e-mail to the person you wish to send the card to.

The following are the steps to create one of the **Inspirational & Occasional group E-cards**. These cards are used when you want to send a person you know a holiday or birthday wish or some inspirational message or a welcome message. There are two types of e-cards in this group: Greeting E-cards, and Team E-cards (sent to a new team member to welcome them). **They do not link to any of your sites.**

1. Select the type first - Greeting or Team.
2. If you selected Greeting, you then select the one of the categories from Occasional or Inspirational.
3. Once you have selected the category, then select the specific card that you want to send.
4. If you select Team, then you select the specific card that you want to send.
5. The e-card input form opens up showing the card you selected plus the form that needs to be filled out.
6. The first thing item in the form is the "If this is your first e-card, click here". This takes you to the help menu as does the Help button at the bottom of the form.
7. Unlike the other types of e-cards, your MPM ID is not entered.
8. The next section asks for information about you and information about the recipient. Your name and e-mail address are required, receipt and copy are optional. Your recipient's name and e-mail address are also required. You can send to only one recipient at a time.
9. The Optional Music section is next. Select one of the music pieces if you wish.
10. The next section is for the e-card message that will be displayed at the bottom of the e-card when it is read (or "picked up").
 - a. Salutation is the message greeting – such as Hello, etc.
 - b. There are no pre-written messages for these cards, so you must enter your own if you wish.
 - c. The last part of the message is the message closing – such as regards, best wishes, etc.
11. Now to the 4 buttons at the bottom of the form.
 - a. Reset clears all of the fields to their default state
 - b. Preview MPM E-Card opens the card in another window as the recipient will see it and hear it. Click on the Return to E-card Form button on the bottom to return to the input form, or you can send the e-card from the preview window. In the preview window, nothing can be modified, only viewed.
 - c. Help takes you to the help screen where the input fields are explained.

- d. Send E-card. These are the only e-cards that are sent from the e-card system. Since these are sent to a person you know or a new team member, there are no Spam issues.