



QUICK-START GUIDE

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(For SMALL BUSINESS admin)

WELCOME! This guide will help you get your SMALL BUSINESS'S Small Biz Blast program up and going!

Once you receive your activation email, you can log in to your business's Small Biz Blast system. While you will "land on" your Home page, you actually have 4 critical pages that you now have access to:

1. Home
2. Add New Deals
3. View Deal List
4. Metrics

In this Quick Start Guide we will take a look at each of the above pages, but in the order that you will use them to get your program up and going (rather than in the order they are listed in the menu).

We will also reference two other pages you'll be using and one banner you have been provided:

- A. Community Deals Page
- B. Weekly Email (the real workhorse of the program)
- C. "Participating Member" banner



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Step 1: Place the “Participating Member” banner on your website



Your community may or may not require you to place this banner on your website. Regardless, when you place this banner on your website you not only build awareness of the small business community of which you are a part, but you also bring further awareness to the program your community is subsidizing on your behalf. As you promote the Small Biz Blast program, you play a key part in supporting your fellow small businesses as well. Be sure to link the banner to your community's Small Biz Blast community deals page. And look for every opportunity to have people sign up for the weekly Small Biz Blast email.

Step 2: Make the Public Aware of any Physical Distancing or Any Other Adjustments Your Business is Making or Precautions Your Business is Taking Due to COVID-19/Corona Virus

On your Home page you will see where you can type in this info in the lower right-hand corner of the page:

Physical Distancing Adjustment or
Precautions Your Business is Making: ?

We are currently offering call ahead
ordering WITH CURBSIDE DELIVERY.
Check our website for further information.

Any verbiage you post in this box will appear on any/all of your Deal Details pages in a prominent location just above the Deal Detail.



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Step 3: Post Your First Deal(s)!

When you click on the “Add New Deals” link, you’re taken to the following page:

ADD NEW BUSINESS DEALS

Deal Title(40 characters):

Deal Details(150 characters):

Limitations/Exclusions:(150 characters):

Deal Image:

No file chosen

Note: if you choose not to upload a deal specific image , your business logo will display in its place.

Administrative Notice:
Happyville businesses, please remember that a single great deal is better than 2 mediocre deals.

This deal will remain in 'pending' status until the next website update/weekly email and will be active for one week from that day. New deals are posted/emailed each (day of the week chosen by Happyville admin) morning

Keep in mind as you post a new deal, that the Deal Title is all that will show up on the Community Deals page (make it pop!). Once someone clicks “Deal Details” they will be taken to a page (Deal Details page) that gives them the additional details as well as any other exclusions or limitations.

On the “Deal Details” page they will also see any website links, social media links and any other deals your business currently has posted.

As you add a new deal, be sure to upload an image of the product your deal is promoting. If you choose not to add an image/photo of the product, your business logo will be displayed in its place.

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Step 4: View or Reactivate Any Current or Past Deals

Clicking on the “View Deal List” allows you to see both the “active” and “inactive” deals you’ve posted. If a deal is listed as “active” it means it is currently displayed on the Community Deals page and was included in the last weekly Small Biz Blast email.

Deal Details	Date Posted	Status	Action		
Buy 1 Ream, Get a Box	2020-05-21 01:37:35	Active	View	Edit	Cancel
All MUGS \$21.95	2020-05-22 04:43:35	Active	View	Edit	Cancel

If you would like to have a current or past deal run in the next Small Biz Blast weekly email and be displayed on the updated Community Deals website (on the next day of the week that it updates), just click “View”. This brings up the deal you had previously submitted/posted and allows you to “reactivate” the deal. (see the “View” page for a deal just below). The reactivated deal will now show up in “pending” status as well as the “active” or “inactive” status it originally sat in. The deal will now be displayed in the next website update and weekly email.

Deal Title:

All MUGS \$21.95


Deal Details:

The kicker is, that if you buy one mug, you can buy another at exactly the same price!

Deal Limitations/Exclusions:

We hereby limit this offer to ALL PEOPLE - No exclusions yet

Deal Image:



Reactive deal

Note:Clicking 'reactive deal' will place this deal in pending status, until the next weekly post day. it will be active for one week



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Step 5: Check Your “Metrics” To See How You’re Doing

On the “Metrics” page you can select any date range to see which of your previously posted deals are getting the most clicks/views for the period of time selected. This gives you a way to see what is working and what isn’t working.

Total # of Deals Clicked/Viewed : 42

Buy 1 Ream, Get a Box	19
All MUGS \$21.95	23

Showing Result
2020-04-01 to 2020-05-24

And Finally....

Remember, from your home page, you can make all sorts of adjustments.

You can change your username and password, public email, phone number, company logo, your website info along with any social media links as well as your notification of any physical distancing adjustments your business is making due to COVID-19/Corona Virus.

And ***don’t forget*** that anytime you drop in to your Home page, always be sure to review the “**Administrative Notice**” in the upper right corner of the page posted by your sponsoring community. This is where they will post important information that you as a participating business are responsible for.