

Ambassador Referral System (Easy-to-Understand Documentation)

This document explains the complete flow and logic of the **Ambassador Referral System**, including how ambassadors invite customers, invite other ambassadors, earn commissions, and qualify for bonuses.

1. Ambassador Enrollment (Admin → Ambassador)

A. Admin Invites Ambassador

- Admin enters email in the Invite Form.
- System generates a **unique registration link**.
- Invitation email is sent to the person.

B. Ambassador Registration

- User clicks the invite link.
- Fills out registration form.
- After signing up:
 - Role = **Ambassador**
 - Ambassador Dashboard unlocked
 - System auto-generates:
 - **Personal Referral Link** (for customers)
 - **10% First Purchase Coupon** (for customers)
 - **Ambassador-Invite Link** (to invite new ambassadors)

2. Ambassador Dashboard Overview

After login, the ambassador sees:

A. Personal Referral Link

Used to invite **customers**. Example:

`https://yourwebsite.com/?ref=AMB123`

B. 10% Customer Coupon Code

- A unique coupon auto-assigned.

- When used by a customer → customer gets discount + ambassador gets commission.

C. Ambassador-Invite Link

Used to invite **new ambassadors**. Example:

```
https://yourwebsite.com/ambassador-register/?invite=AMB123
```

D. Dashboard Sections

- Referred Customers
- Referred Ambassadors
- Commission Earnings
- \$500 Bonus Progress
- Payout History
- Links & Tools

3. Customer Referral Flow (Ambassador → Customers)

Ambassador shares: - **Referral Link** - or **10% Coupon Code**

Customer becomes linked to the ambassador if:

1. They click the referral link, **OR**
2. They use the ambassador's 10% coupon on their **first order**.

Attachment Rules:

- First visit tracked: 30 days validity.
- If customer buys within 1 month → ambassador gets permanent attachment.
- Attachment lasts **6–12 months** (based on admin settings).

After Attachment:

Ambassador earns commission for **all future purchases**, regardless of: - Entry source (direct, search, social)
- Whether referral link or coupon is used again

4. Ambassador Referral Flow (Ambassador → New Ambassadors)

This is the link used for **team-building**, not for customers.

When ambassador shares their Ambassador-Invite Link:

1. New user signs up.
2. They become a **Referred Ambassador**.
3. Parent ambassador gets credit.

This is essential for the **\$500 bonus** system.

5. \$500 Bonus System (Team-Building Rewards)

An ambassador earns **\$500 bonus** when:

Conditions:

1. They personally refer **10 NEW ambassadors**.
2. Each of those ambassadors must complete **5 orders** of \$50+ each.
3. Cancelled/refunded orders do not count.
4. After 10 ambassadors qualify → \$500 awarded.
5. For next \$500 bonus, a **new set** of 10 ambassadors is required.

Unlimited Bonuses

There is no limit — ambassadors can earn: - \$500 - \$1000 - \$1500 - \$10,000+

As long as new sets of 10 ambassadors complete the requirement.

6. Commission Rules (For Customer Orders)

Once a customer is attached: - Ambassador earns lifetime commission for 6–12 months. - Commission applies even if customer does not use: - Referral link again - Discount code again

Commission Applies To:

- Every product purchase
- Upsells
- Subscriptions (if enabled)

- Repeat purchases

Refunds reduce commission in future payouts.

7. Ambassador Payouts

Monthly System:

- Payout date: **15th of each month**
- Minimum payout: **\$100**
- Payment methods:
 - Cash
 - Store Credit (+10% bonus)

Example:

If ambassador is owed \$200 and chooses store credit: - They receive \$220 store credit.

8. Fraud Protection (Ambassadors)

The system blocks: - Self-referrals - Fake orders - Fake customer accounts - Repeated IP misuse - Coupon abuse - Order + refund commission farming

Penalties: - Account suspension - Commission removal - Bonuses voided

9. Complete Flow Summary

Admin → Ambassador

Admin invites → Ambassador registers → Dashboard unlocked

Ambassador → Customers

Referral link/coupon → Customer attaches → Orders → Commission earned

Ambassador → New Ambassadors

Invite link → New ambassadors join → Their orders count → Earn \$500 bonus

End of Document