

# Delivering Promotions

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Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.

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## Send Promotions

Go to **Promotions**

Click **Templates**

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Hit **Send** button to send Go Live or Follow Up to include a live link of the statement

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To **Send** click drop-down menu and choose the group or name of specific employee

Click the drop-down menu and choose from one of the options.

For **Welcome** select **All**

For **Follow-Up** select **Not Signed In**

**Note:** You have the option to send the promotion email to one specific employee or **Group** if that is configured.

You can hit **Send now** button to send out right away and the confirmation message is displayed

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## Schedule Promotion

To schedule a promotion to go out at a later time select the **Time** and **Date** on the Calendar. A message will be displayed to confirm the selection

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Click the **OK** button on the pop-up window

**Note:** Scheduled time and date are based on the timezone of the administrative user scheduling the promotion.

## Review Scheduled Promotions and Delivery

Go To **Promotions**

Select **Activity**

Review any activity **delivered** or **scheduled**

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