HOW TO UPDATE REWARDS

STEP 1

Log in to www.riiwards.com with your email and password.

Click on menu item 'Update Rewards' in menu section 'Manage My Program.'	Manage My Program Image: Check in Customer Update Rewards Image: Campaign Send Email Campaign Send SMS/Text Campaign Post to Facebook Post to Twitter
A screen with the title 'Manage Reward Offers' will appear.	Manage Reward Offers Cick on a tab below to enter Rewards which are automatically emailed to customers. Start Reward Expiration: 60 days • Sign-up Birthday Monthly Check-in Enter a Reward to Bing in New Customers I Customer is emailed reward immediately after they signup to be your VIP. Sign-up Sign-up Sign-up Enter a Reward to Singu To be your VIP. Sign-up Sign-up Sign-up Enter a Reward to Singu To be your VIP. Sign-up Sign-up Enter Sign-up Sign-up Sign-up Enter Sign-up Sign-up Reward Enter Sign-up Sign-up Sign-up Enter Sign-up Sign-up Sign-up Enter Sign-up Sign-up Reward Enter Sign-up Sign-up Sign-up Enter Sign-up Sign-up Sign-up Sign-up Sign-up Sign
STEP 2	
Enter the number of days you want your rewards to expire. E.g.:	Select Reward Expiration: 60 days -



Click on the 'Sign-up' tab and enter your Sign-up Reward. Finish by clicking the 'Save' button.

Sign-up	Birthday	Monthly	Check-in	
Enter a R immediate	eward to Brin	g in New Cus signup to be	stomers! Custo your VIP.	omer is emailed reward
Sign-up Reward	25% off you	ur total bill (m	aximum disco	unt \$25).
			Save >	

Birthday Monthly Check-in Sign-up Delight customers on their Special day with a Reward! Emailed 7 days before Click on the 'Birthday' tab, enter your their birthday or anniversary. Birthday and Anniversary rewards. FREE Entrée with the purchase of a 2nd entrée of equal or Finish by clicking the 'Save' button. Birthday lesser value and two beverages. Valid Birthday week! Reward HALF OFF of second meal of equal or lesser value with Anniversary purchase of two meals and two beverages. Reward Save > STEP 5

	Sign-up	Birthd	lay	Monthly Check-in	
Click on the 'Monthly' tab and enter your rewards for each month if desired.	Bring back customers each month with a special Reward for that month! Emailed to all VIPs signed up. Reward text must not exceed 350 character including spaces.				
Select the day you want the reward to be emailed. Finish by clicking the 'Save' button.	January	1 -	Start purch	the New Year right with 15% off of your entire hase.	
	February	1 •	Happ with a	by Valentine's Day! Enjoy a FREE DESSERT on us a minimum purchase of \$25.	

Suggestion: Try to link the reward to an important event during the month, such as Valentine's Day, Mother's Day, Halloween, etc.

STEP 6		

	Sign-up	Birthday	Monthly	Check-in	
Click on the 'Check-in' tab and enter your	Reward customers on Each Visit to bring them back! Get feedback and referrals.				
rewards.	Check-in	5% off y	your total bill!		
You do not need to offer a reward for every visit: however, an email will	Check-in 2	10% off	f your total bill		
always be sent on every check-in. Finish by clicking the 'Save' button.	Check-in	15% off 3	f your total bill		h.

Suggestion: If you do not offer a reward for a particular visit, you might enter a text like "You are 1 visit away from your next reward."

Congratulations! You are finished with updating your rewards.