

Getting the most out of mytlc

Make sure your profile stands out

Your logo



We recommend uploading a square image (minimum 100x100 pixels) as your business logo. For optimal quality you should upload a 900x900px square version of your logo with any text or graphics clearly displayed in the centre of the frame. We recommend uploading images with either a branded background colour or white, do not upload images that have a transparent background as your logo

may not be visible within the app or website should the page background be the same colour as your logo.

File size

You can upload a logo of up to 5MB in size. We recommend compressing your image to prevent issues loading your logo on a customer's device or computer.

Your business description

This is your chance to sell your business and your products and services. The maximum word count is 500 characters so tell your customers in a clear, simple way what you do and offer, use bullet points where you can –you've got seconds to make an impression! Include a call to action like come and see us, check out our website, give us a call and or favourite us so you always see our offers.

TOP TIPS

You can do this in Microsoft Paint or any other photo editing software like Canva – look for the image resize function.

Click on your image and select properties to find out the file size.

Make your offers stand out

As with your profile keep your offers simple and easy to understand. Use a strong image that supports your offer and be clear in the title what it is with a short description and call to action.

What is an offer?

This might range from limited time offers that are just for the day or they could be 2 for 1s (BOGOFs) or straight discounts. These can be uploaded in minutes so you get the chance to reach potential customers with relevant targeted offers in real time.

You can also encourage potential customers to take advantage of activities like taster sessions, free consultations, late night openings or new stock features.

How do I redeem an offer?

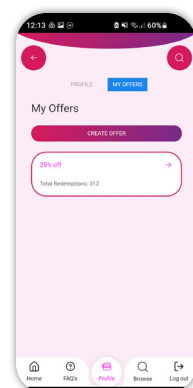
Via the App only

1. When the customer presents the offer, scan the QR using either the device's camera or a QR code scanning app.
2. Once scanned the camera/app will request for you to visit the mytlc website.
3. Select to visit the page, once it has loaded it will submit the redemption to the system and the business transaction can finalise without needing the mytlc app further.

How do I Track Redemptions?

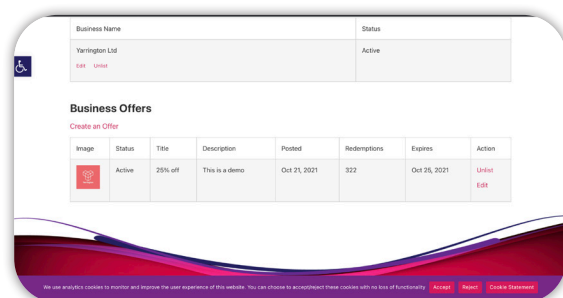
Via the App

1. Load the mytlc app and visit "Profile", select "MY OFFERS"
2. Here you will see a list of your own offers, opposite the offer name is a count of how many times the offer has been redeemed.



Via the Website

1. Log in to your business account on the mytlc website and click "My Dashboard" under "mytlc Business" at the top right of the window.
2. You will then be shown your dashboard page which contains all business accounts and offers. Under "Business Offers" you will see a field called "Redemptions" which displays a total count of redemptions for that particular offer.



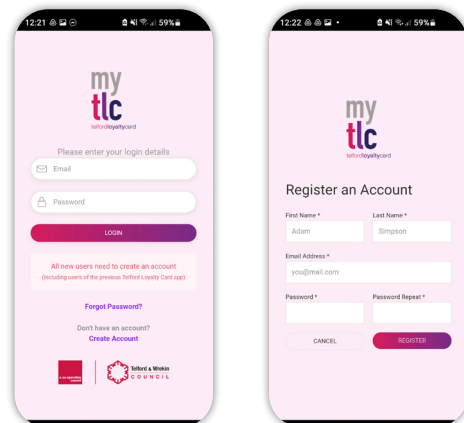
mytlc app setting up a business account

How do I register a mytlc Account?

Via the App

Customer

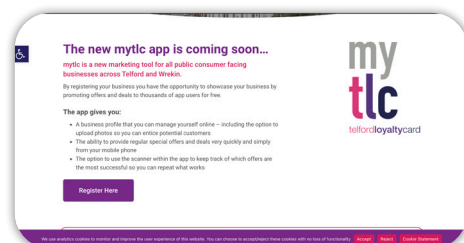
1. Launch the mytlc app on your iOS or Android device which should then display a login page.
2. Select "Create Account" under "Dont have an account?" message on the login page.
3. A new window named "Register an Account" will appear. Fill out the form with your name, a valid email address and a strong password.
4. Once you have completed the form, select "REGISTER" in the pink/purple button.
5. You will then see a confirmation of your account registration and will be taken back to the login screen where you can login using the email address and password you have just registered with.



Via the Website

Customer

1. Visit the mytlc homepage and select the purple "Register Here" button further down the page.
2. Fill out the Registration form with your name, a valid email address and a strong password.
3. Once you have agreed to the Terms, click "Submit" at the bottom of the form.
4. You will then be redirected to the login page where you can login using the email address and password you have just registered with.



Business Owner

1. Ensure you have completed steps 1-4 of the Customer registration and you are logged in to the mytlc website.
2. On the dashboard page you should see a button to "Upgrade to business account". Select this button to upgrade.

