Yo!Coach

Affiliate User Manual

(Version 4.2)

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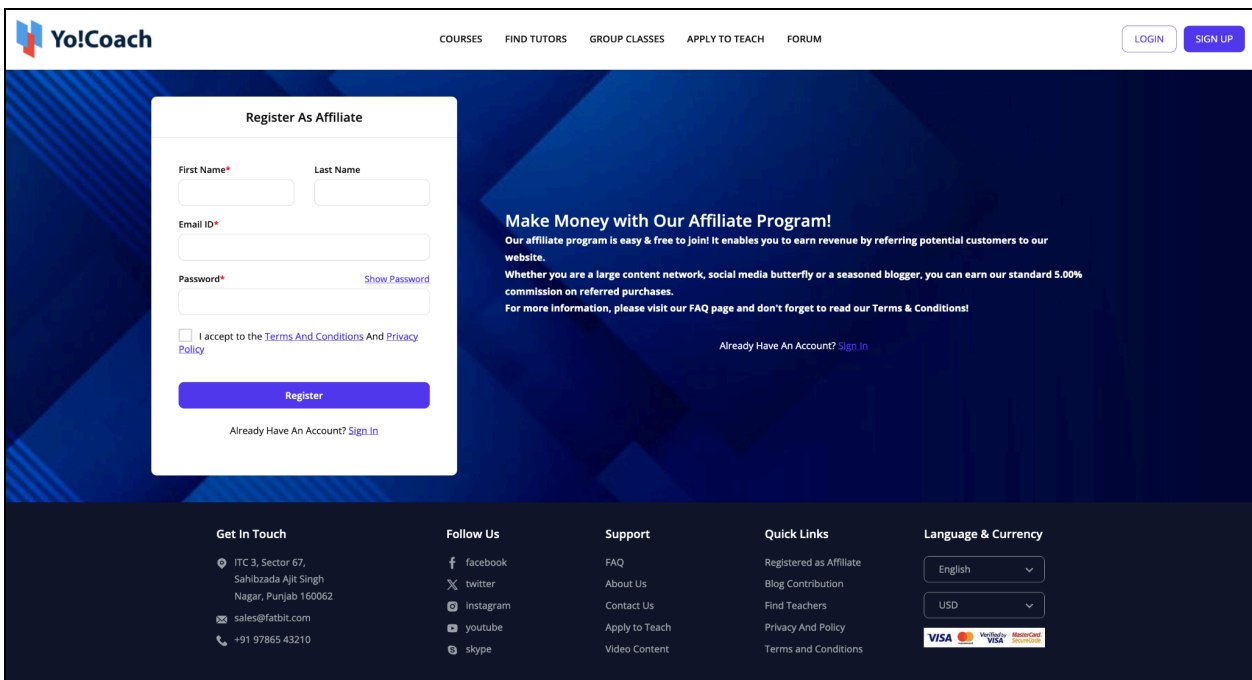**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.

1.   Affiliate

An affiliate promotes the platform to outside users and earns a commission for each registration and sale. For easy tracking of registration, an affiliate user is given a unique link.

Commissions are given when someone clicks the respective unique link and successfully registers on the platform and every completed order.

An affiliate is restricted to functioning solely as an affiliate on the platform, without the capability to make purchases on the platform. If you want to become a learner or teacher on the platform, you need to register from a different email address
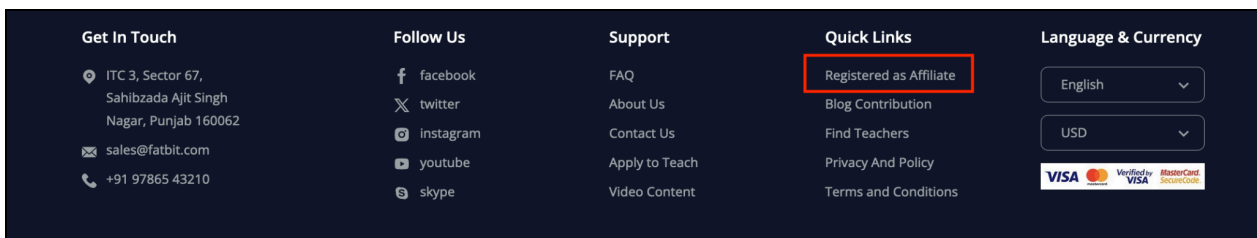

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2.   Registration

On the homepage, scroll down to the footer section of the page.

You will come across multiple pages that can help you navigate through the website and use its various features.

Amidst these links, there is a "Become an Affiliate" link. Click this link to register as an affiliate on the platform.

This will direct you to the **Make Money with Our Affiliate Program!** page.
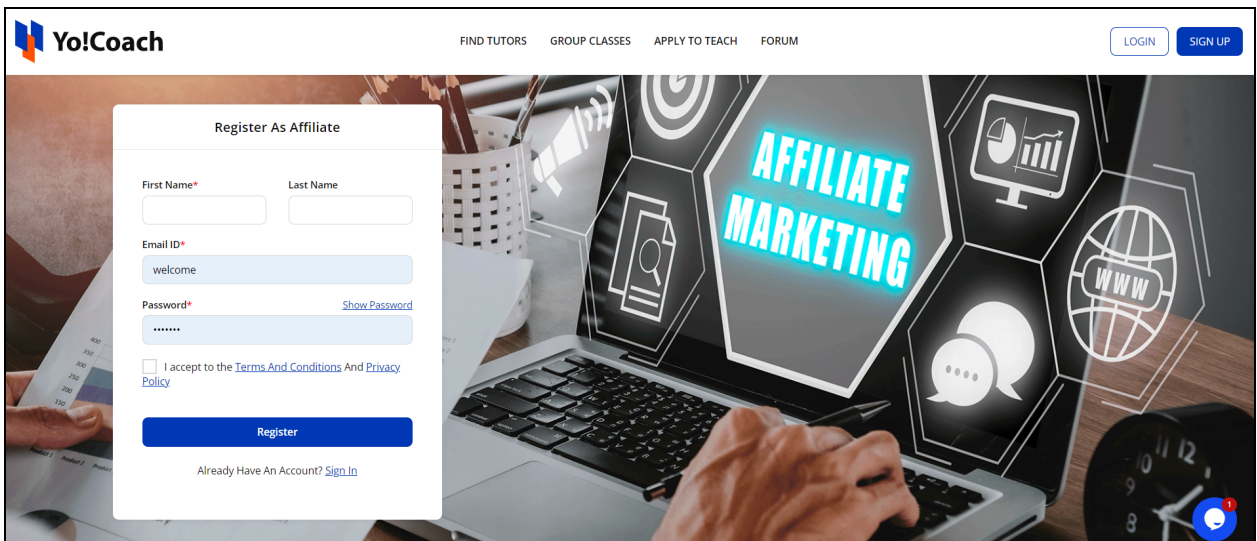
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Register As Affiliate

First Name*

Last Name

Email ID*

Password*   Show Password

☐ I accept to the Terms And Conditions And Privacy Policy

Register

Already Have An Account? Sign In

First Name*: Enter your first name.

Last Name: Enter your last name

Email*: Enter your email address.

This email address will be saved as the main credential of the account and can be used later to retrieve a forgotten password as well.

Password*: Enter a password that you can easily remember

I Agree To The Terms & Conditions: Select the checkbox to agree with the Terms & Conditions of the platform.

❗ You cannot proceed to the next step of the registration process without selecting this checkbox. To read the terms and conditions, click the **Terms & Conditions** phrase, which is hyperlinked to the Terms & Conditions page.

Once all the information is added, click **Register.**

3. Login

Visit the homepage of the platform.
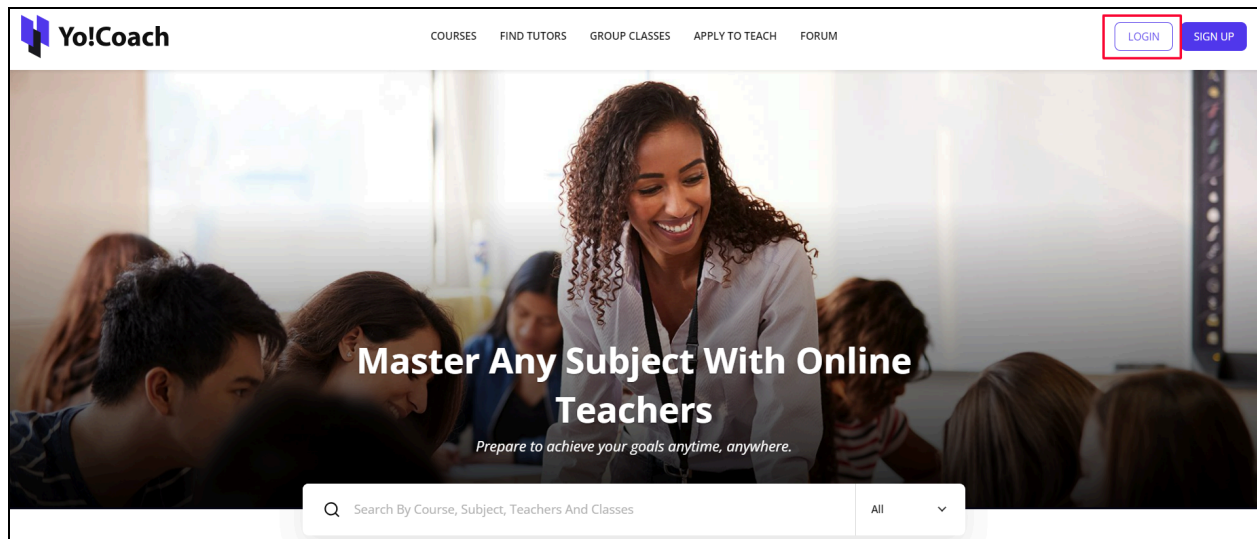
From the **login** button on the top right corner, a log-in pop-up form will appear.

If you click Login after registering on the website, you will be directed to the guest login page as well.

Depending on the features activated by the admin i.e., user email verification after registration is mandatory or not, besides this, you can simply click "**Login**" and use your login credentials to log into the platform.
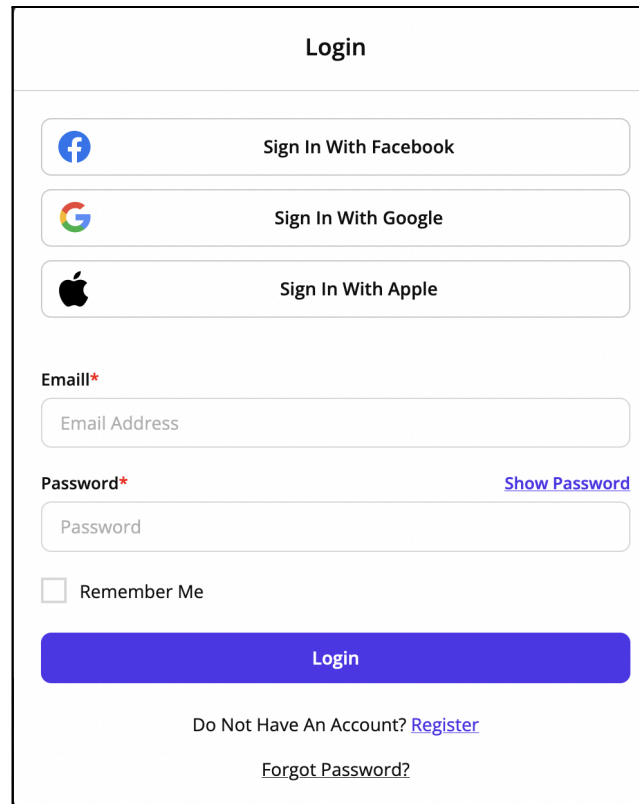
Enter the **username** (or email address) and password to log in to your account. Keep in mind that the username and password are case-sensitive.

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So, type in the exact details you had when setting up your account.

Check mark Remember me so that if you close the window without signing out, the next time you go back, you will be signed back in automatically.

Login

Sign In With Facebook

Sign In With Google

Sign In With Apple

Emaill*

Email Address

Password*   Show Password

Password

☐ Remember Me

Login

Do Not Have An Account? Register

Forgot Password?

Once done, click **Login.**
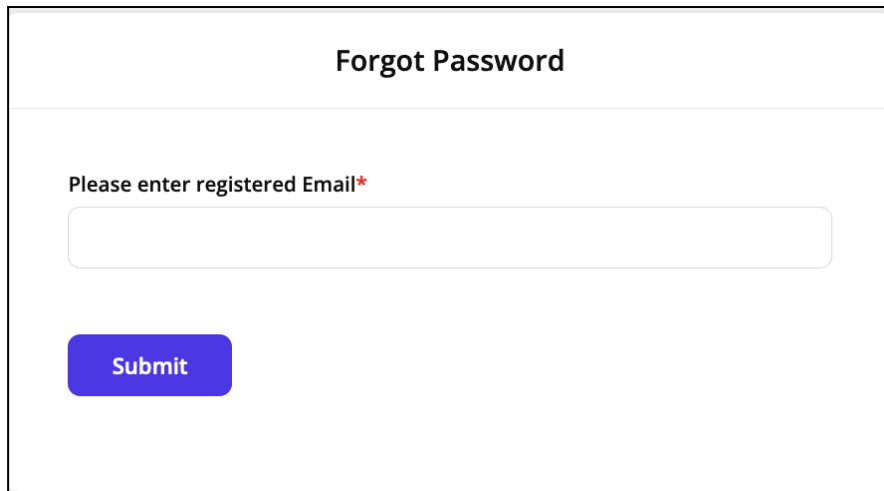
Please note that the Social media login is not available for Affiliate users.

If you have forgotten your password, click **Forgot Password?** (Refer to Forgot Password to know more) to recover your password and log in to your account.

4.   Forgot Password

If you forgot or lost your password, you can change or reset it by clicking the Forgot Password link in the login form.

Enter the email address associated with the account in the provided field.
Once done, click **Submit.**
In case you clicked the **Forgot Password** link by mistake, you can go back to the login page by clicking the Back to Login link below the Submit button.
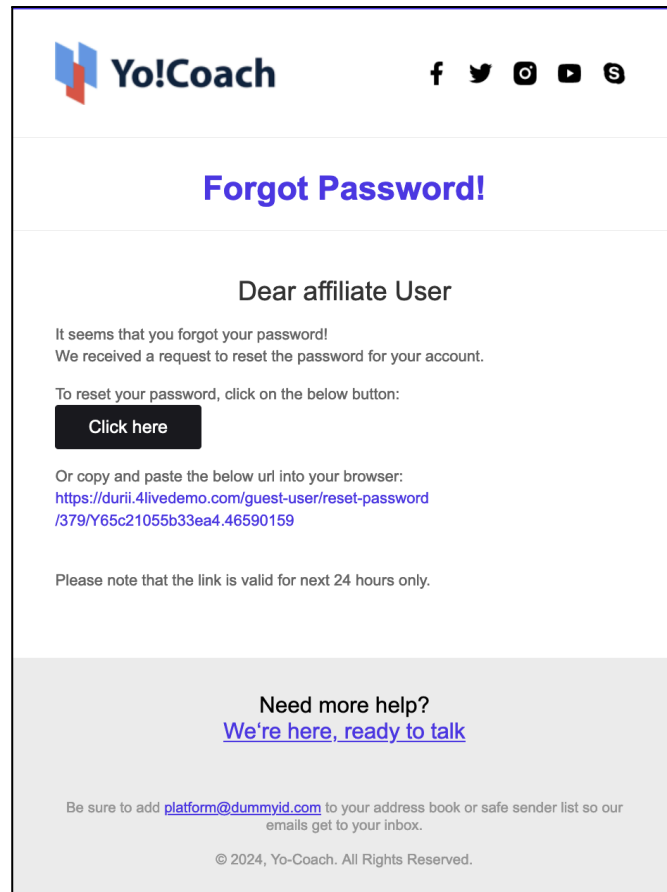
When you click **Submit**, the system will forward a password reset link to your mentioned (registered) email address and a message will appear in the top right corner of the page confirming the same.
From here, go to your inbox and open the email received to reset your password.
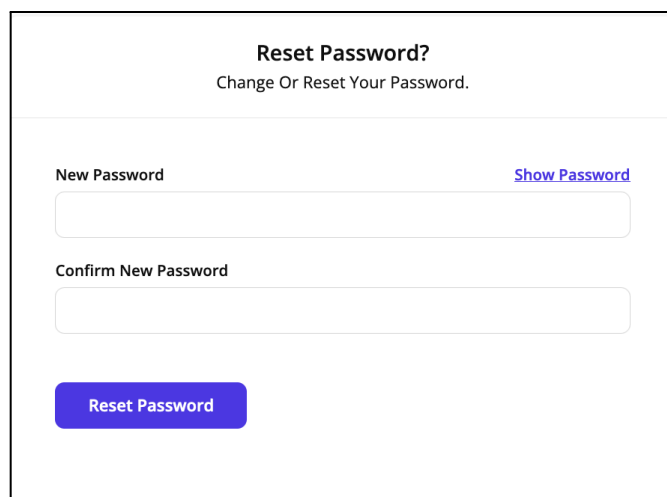
Click the **Click Here** button in the email.

A new window will open with the **Reset Password form**.

Edit the following:

● **New password:** Enter your new password. Ensure that the password is a strong one and has at least 8 characters in it.

The password is case-sensitive, which means that A and a will both be considered two different characters.

If you enter a short password and/or a password that does not have a mix of alphanumeric characters (mix of numbers and alphabets), it will show an error message.

● **Confirm new password:** Re-enter the new password you entered in the last field.

If you do not enter the same password as entered in the last field, it will show an error and you will not be able to move forward.

Once done, click **Reset Password.**

With this, your password will be updated and you will be redirected to the login page.

You can then log into your account from here.

If you have any other issues and/or need additional help, you can contact the admin by clicking on **We're here, ready to talk.**

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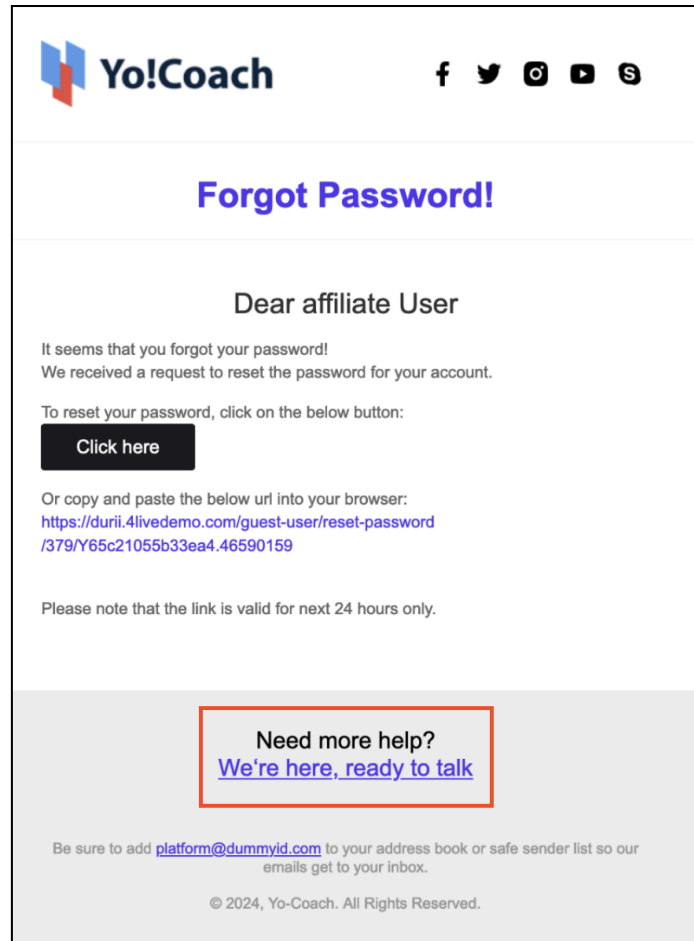
A **Contact Us** form will appear, where you can fill in all your details and type your concerns in the message section.

Click submit once you fill in your details and concerns. An email will be sent to the Admin.

4.1. Problem logging in

If you are experiencing problems while trying to log into your account and can see the below error message, this means that the admin has deactivated your account.

Moreover, if the admin has removed your account from the platform, you will not be able to log in at all.

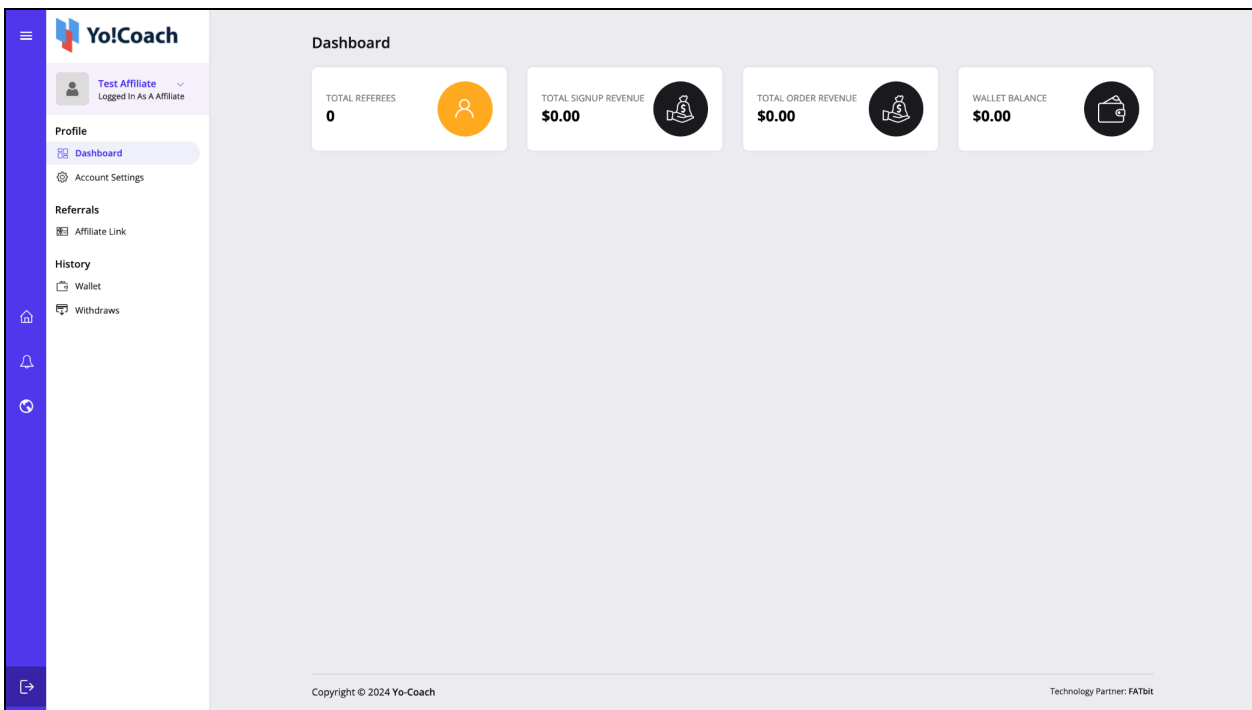Kindly contact the admin in such cases.

<u>DISCLAIMER:</u> The color theme and labels might differ in the screenshots as compared to on the platform.
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5. Profile

Once you log into your account successfully, the first thing you see is the homepage of the website.

From here, click your name at the top right corner of the page. A dropdown menu will appear.

Select **Dashboard** from the list.

This will direct you to the affiliate dashboard.

Multiple different sections on the dashboard share a brief about the analytics and metrics solutions to help manage referral users, track your transaction history, and view total credits and revenue earned.

In addition, multiple sections can help you navigate through the platform easily.

Each section has been explained below in detail:

5.1. Shortcut Button

The left panel of the **Dashboard** displays the following sections:

a. Hamburger Menu ☰

Click the hamburger menu icon to expand or contract the dashboard side navigation panel.

b. Home ⌂

Click the home icon button and you will be instantly redirected to the **Dashboard** page from any other teacher profile page.

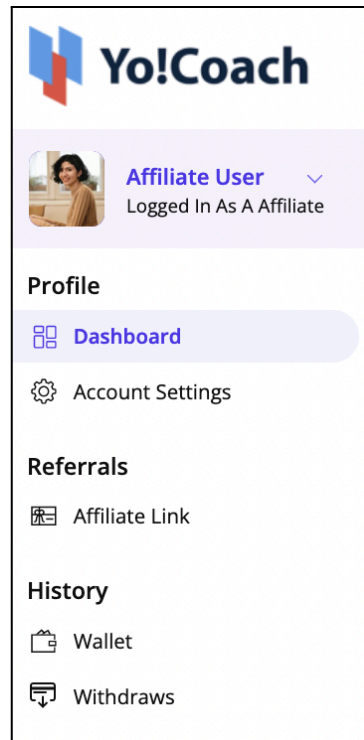## 5.2. Navigation Menu

On the left side is a **Navigation Menu**.

These are referred to as modules that allow you to manage your account and perform various tasks accordingly.

Each of these modules under the navigation menu will be explained further in the next section.

5.3. Dashboard

The Dashboard section shows a brief stats of the total earnings on the platform, the dashboard has four sections:
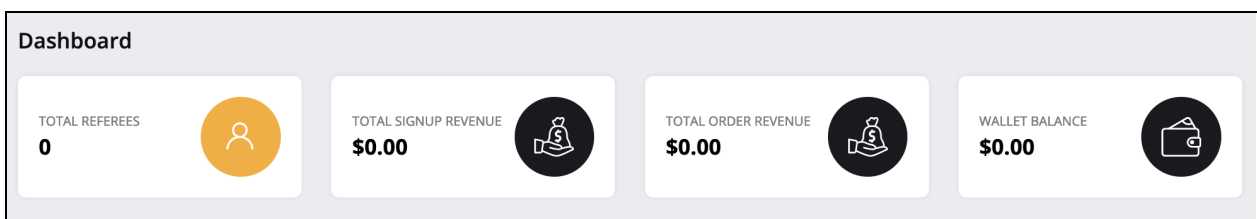
- ● **Total Referees:**
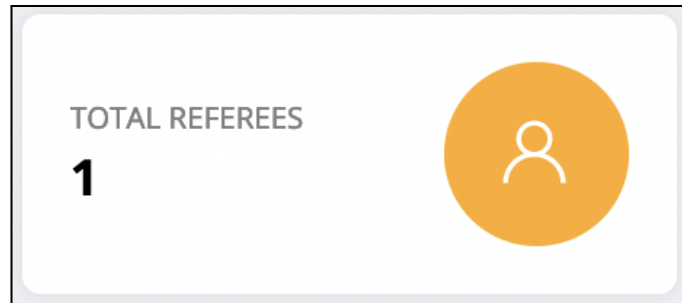
It will show the number of referees who have signed up using the affiliate link.

When you click anywhere on the box you will be redirected to the "**affiliate link page**" where you will be able to see the detailed view list of the users registered using the Affiliate link.

● **Total sign-up revenue:**

This section will display the total amount earned from sign-up on the dashboard using the Affiliate link.

By clicking anywhere on the box you will be redirected to the "**Wallet**" page, where you will be able to see your wallet balance and list of all the amount earned through sign-up.
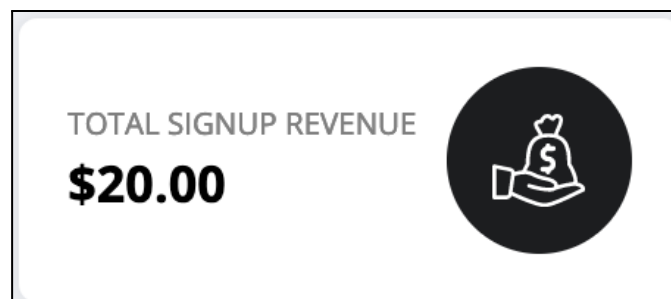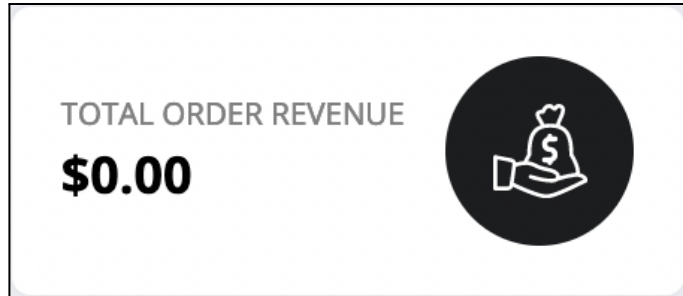

● **Total Order Revenue:**

This section will display the total commission earned from orders completed by referees.

By clicking anywhere on the box you will be redirected to the "**Wallet**" page, where you will be able to see your wallet balance and list of all the amount earned through sign-up or order completion.

- **Wallet Balance:**

You will be able to see your wallet balance directly from this column.
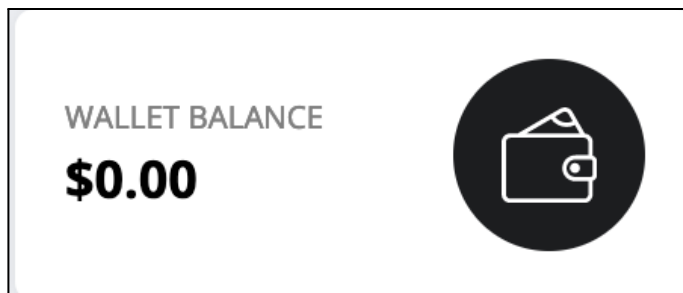
5.4. Account Settings

In the account settings, the user will be able to add and edit the account information.

- **Personal Info:**

General:

This section displays the profile information of the Affiliate. From this section, you can manage the profile information.

Name* - In this section, you have to write your first name and last name.

Gender* - In this section, you can select your Gender.
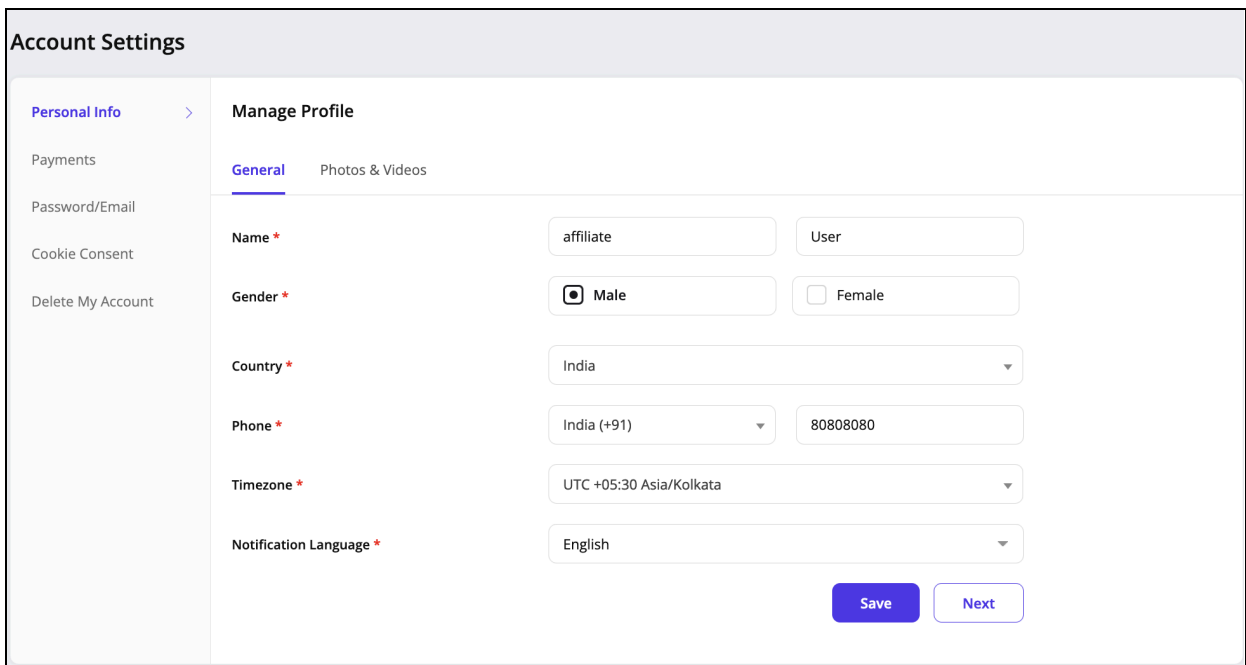
Country* - In this section, you can select your country

Phone* - In this section first you need to select your country code and then you have to type in your phone number.

Timezone* - Please select your time zone from the drop-down menu.

Notification Language* - From the drop-down menu you can select your desired Notification language.
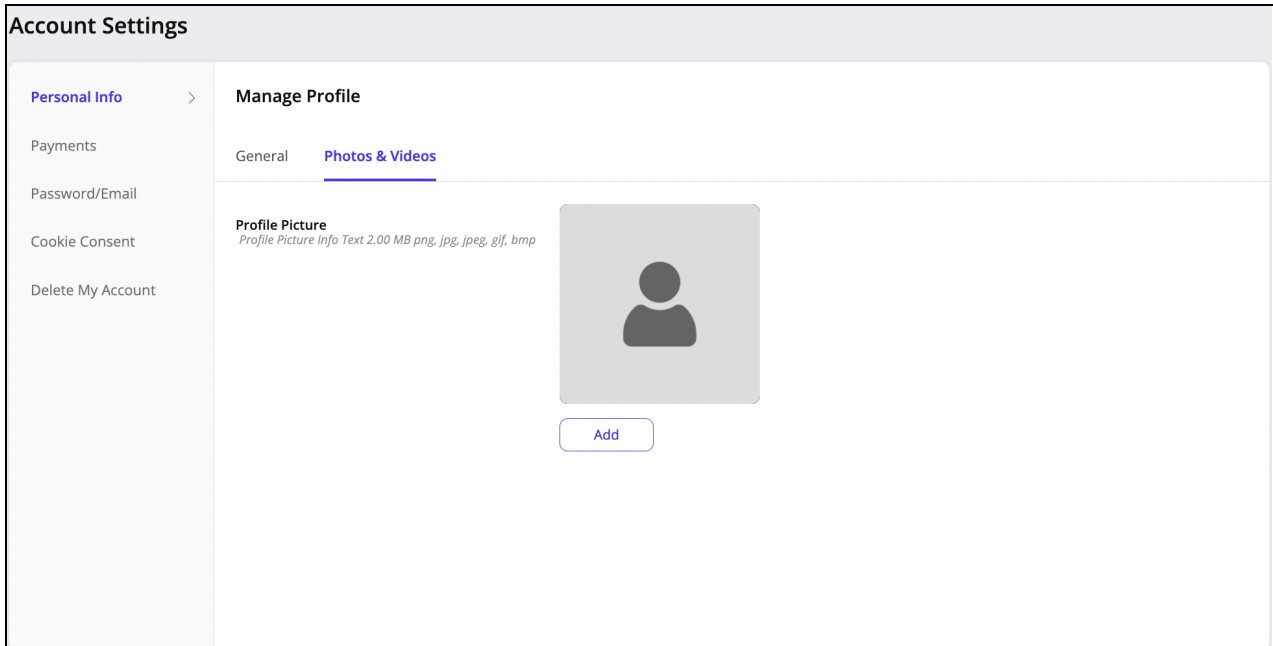

Photos & Videos:

In this section, you shall be uploading your profile picture. (note: the profile picture size should not increase 2 MB, and allowed extensions are only png, jpg, jpeg, gif, bmp)

Account Settings

Personal Info >

Payments

Password/Email

Cookie Consent

Delete My Account

Manage Profile

General   **Photos & Videos**

Profile Picture
Profile Picture Info Text 2.00 MB png, jpg, jpeg, gif, bmp

Add

Add: By clicking on the **Add button**, you will be able to upload a new profile picture from your computer. Once you select the picture to upload, a pop-up will appear allowing you to adjust the picture. You can either rotate left or rotate right or you can hover over the image to adjust it in the square.
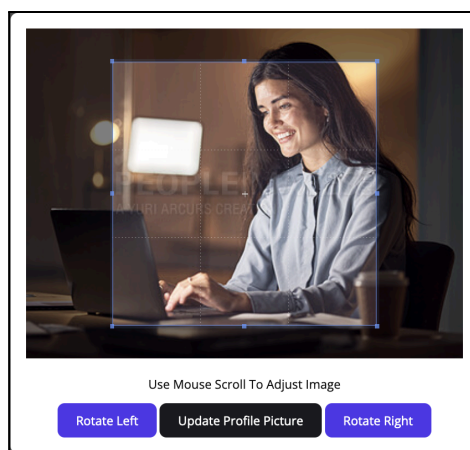
Use Mouse Scroll To Adjust Image

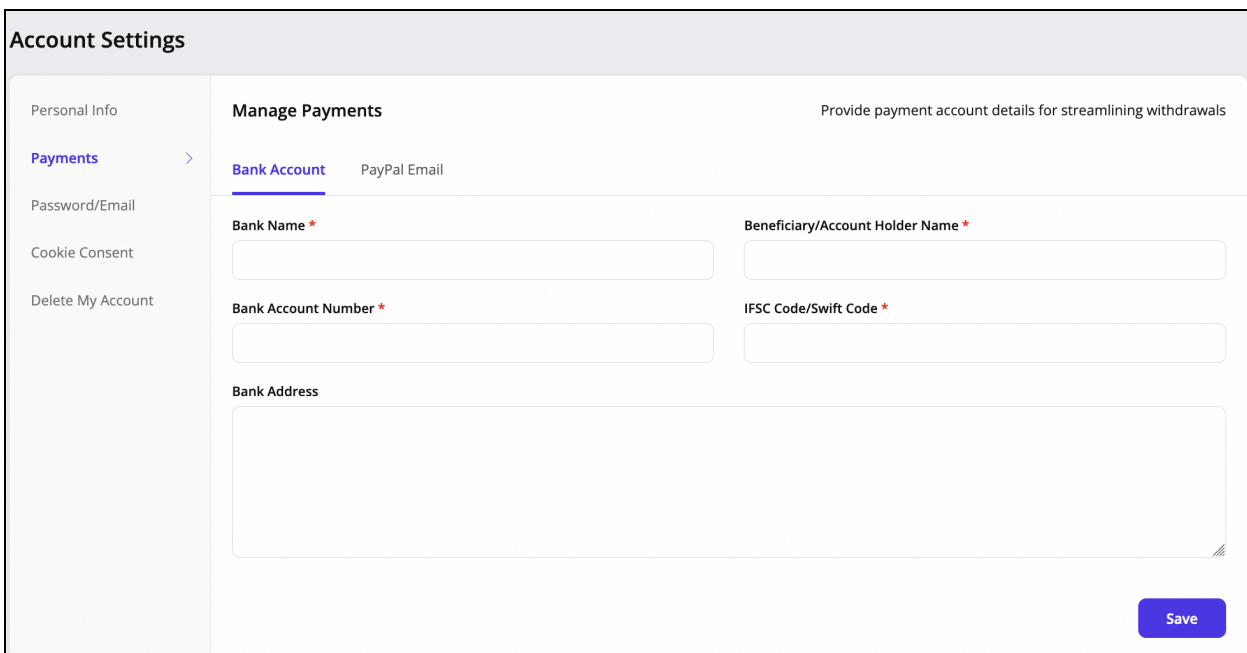Rotate Left   Update Profile Picture   Rotate Right

Once you are finished adjusting the image you can simply click on the "**update Profile Picture"** button to upload the picture.

If in case you have to change the picture you can either click on the "edit" button which will let you upload a new profile picture in place of the present one or the "Remove" button which will let you remove the existing profile picture.
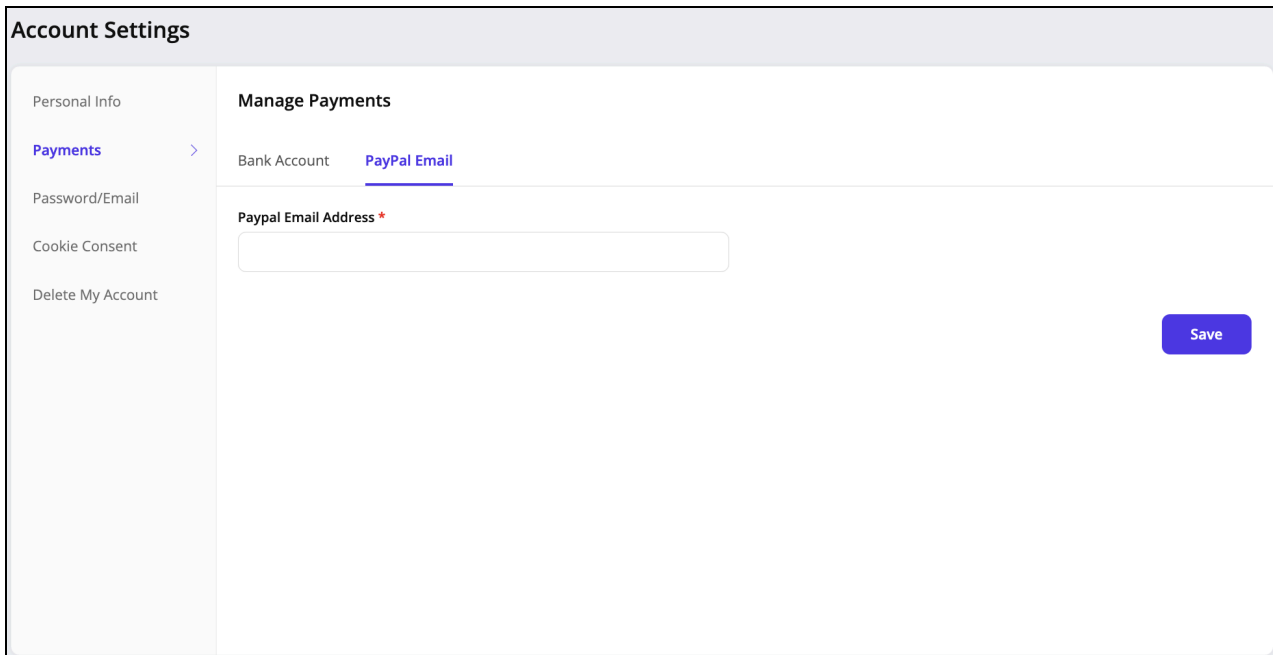
- **Payments:**

Manage Payments: You need to provide payment account details to streamline the withdrawals.

Bank Account: You can add Bank account details and when you withdraw the wallet balance the amount will be credited to the Bank Account.

Paypal Email: Enter the Paypal email address if you want to proceed Paypal Payout.
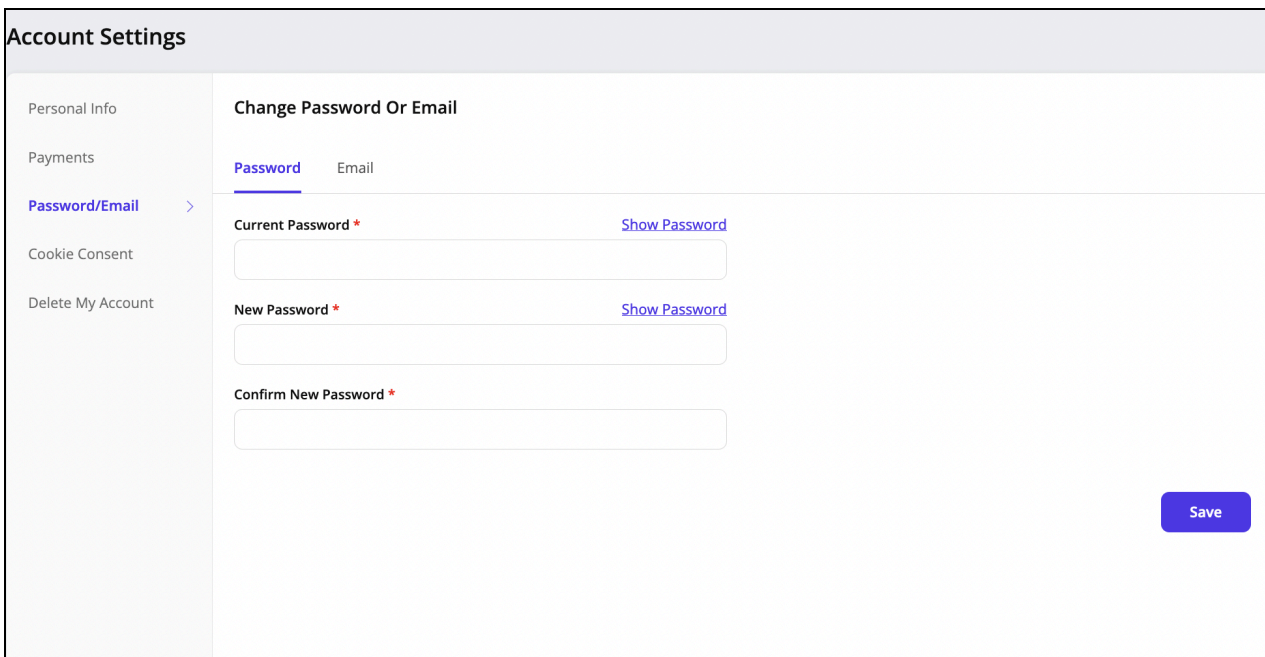
● Password/Email:

You can reset your Password and email associated with the account.

Password: You can reset the password by entering in "**current password**",
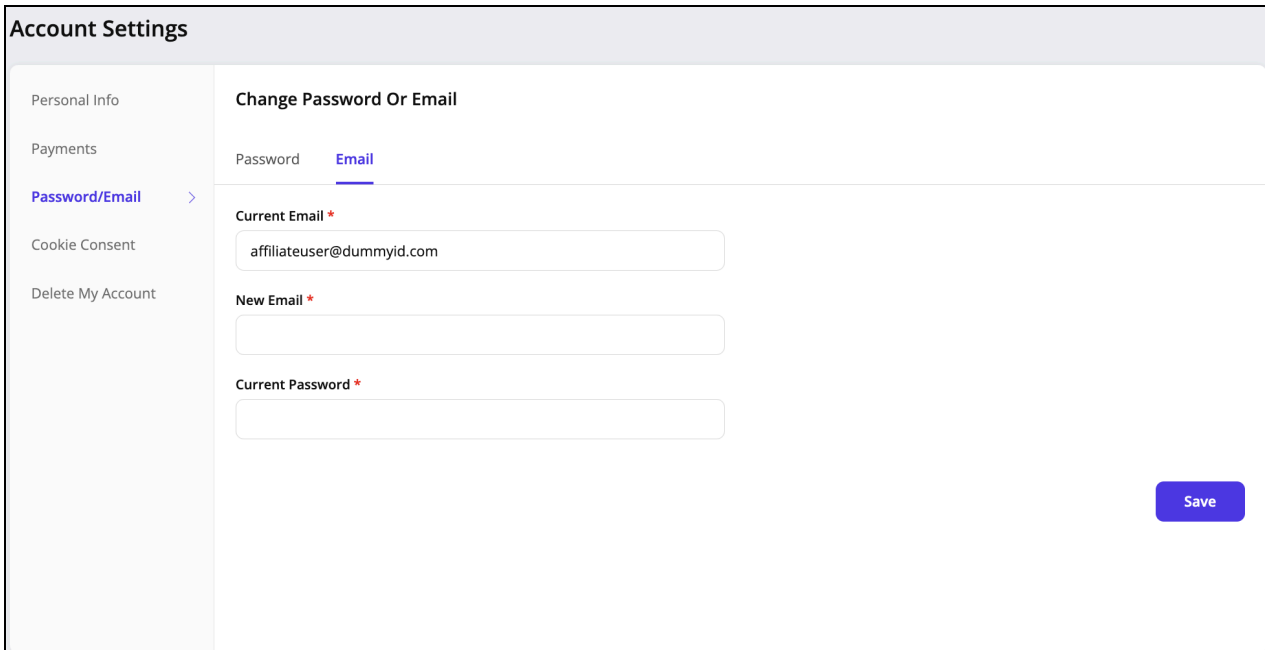
"**new password**" and "**confirm new password**".

Email: You can change your email associated with the account by simply adding the new email and confirming the password.

●   **Cookie Consent:**

Yo!Coach offers you the option to manage your cookie preferences. You can grant or deny permission for various types of cookies, including, Necessary cookies, Preferences analysis and Statistics cookies.
When you click this submodule, it directs you to a page where you can see these cookies and the option to either grant or deny permission to them:

Account Settings

Personal Info

Payments

Password/Email

Cookie Consent >

Delete My Account

Manage Cookie Consent Settings

Necessary   Preferencess   Statistics

Necessary   ☑ Necessary

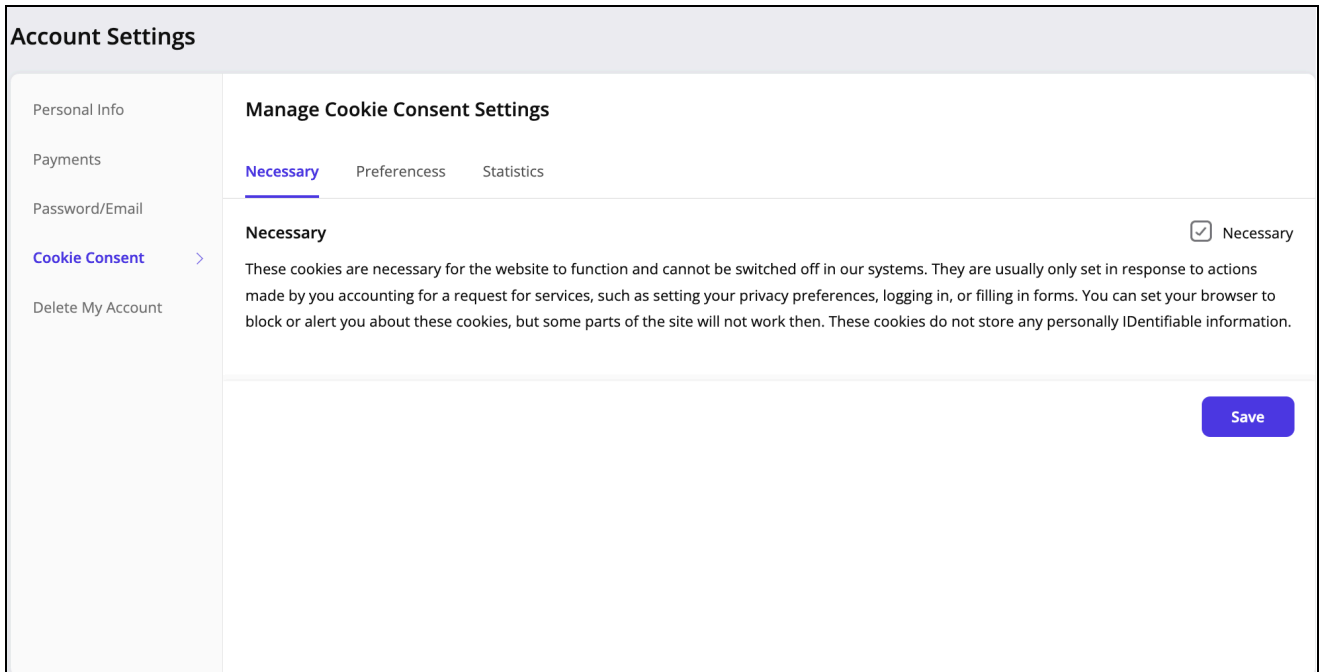These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you accounting for a request for services, such as setting your privacy preferences, logging in, or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not work then. These cookies do not store any personally IDentifiable information.

Save

I.   Necessary:

This cookie preference has been activated by default. With this activated, it allows the platform to allow the various plugins and additional functions that assist in the use of the website. Deactivating it will not allow you to use the platform smoothly.

In short, this is the most important cookie feature that is mandatory for the proper functioning of the platform.

Due to this, you cannot access the Select ☑ switch to deactivate this feature.

II.   Preferences

Preference cookies are essential for system performance and user experience enhancement. The information fetched is aggregated and anonymized before use. Switching these cookies off may affect the working of some or all of the personalization features.

Click the ☑ switch in the right corner above the cookie description to turn it ON ☑ or OFF ☐.

> ⚠️ It is advised to permit so as to enhance the performance of the platform because if you deactivate it, the third-party applications configured with the website will not be able to track your activities.

These activities help enhance the overall performance of the website and can help the admin track things properly to help the business grow.

III. Statistics

These cookies are also known as performance cookies. Its work is to collect information regarding how the website is being used, including the pages you visited, the links you clicked, and the things you marked as your favorite.

None of this information can be used to identify the user. It is all aggregated and, therefore, anonymized.

Click the ☑ switch in the right corner above the cookie description to turn it ON ☑ or OFF ☐.

> ⚠️ If you don't accept this cookie, you will not be able to experience a personalized experience where you see and are directed to things that are related to your choices.

● **Delete My Account:**

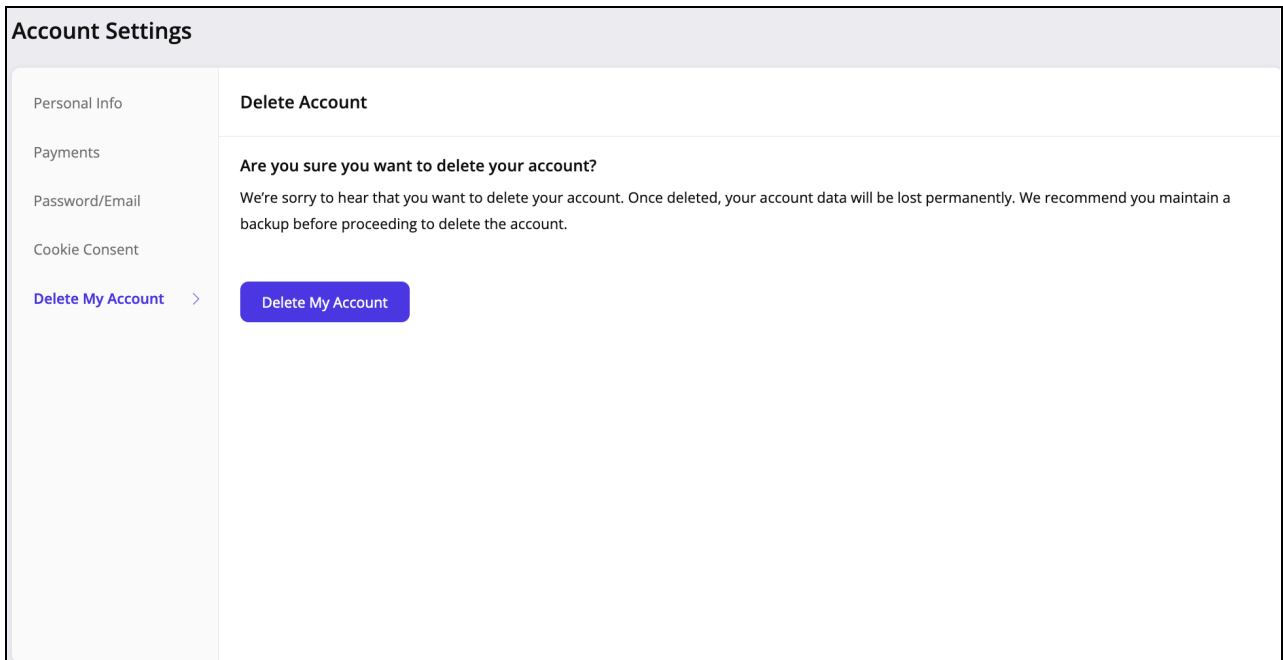If you wish to discontinue using Yo! Coach as an Affiliate, you can Delete

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your account by simply going to the Delete My Account section in the account section.

Once you click on "**Delete My Account"** a pop-up will appear stating -

Click on **"OK"** if you wish to continue deleting your account or you can always revert back to not deleting your account by clicking on **"Cancel"**

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
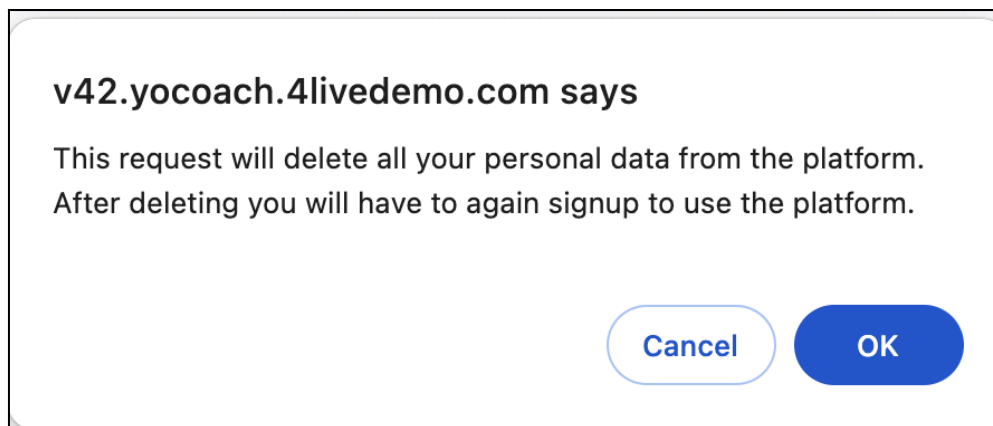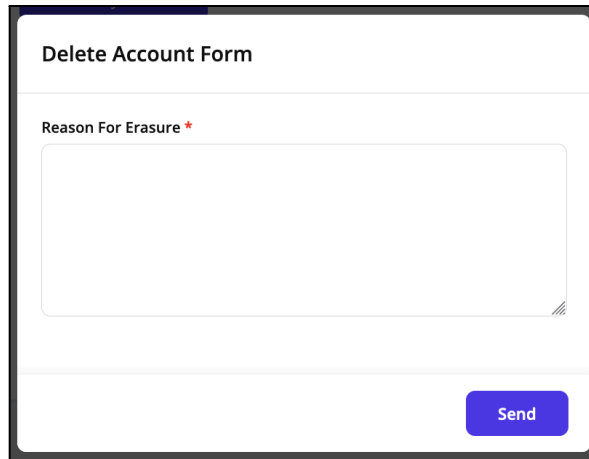An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.
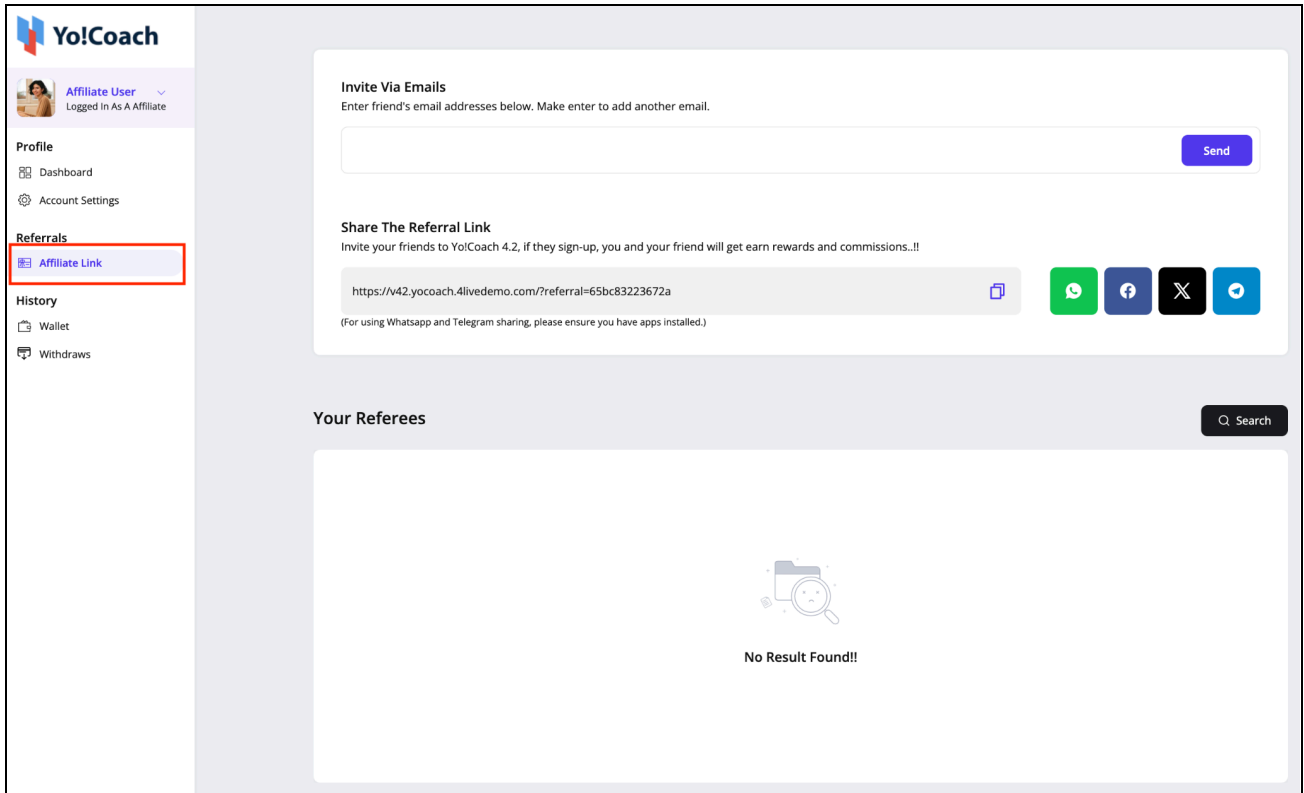
Once you click on "OK", another pop-up will appear for the "Delete account form" wherein you will have to enter the reason for deleting the account.

After entering the reason, you have to click on send.

An approval request will be sent to Admin, once Admin approves the request after that only.

6. Referral

6.1. Affiliate link

This section has your unique referral link that you can copy easily and share accordingly.

Simply click - "**Click to Copy**" to copy the link and it will be copied to your clipboard.

Share the link with anyone easily by pasting the same accordingly on whatever platform you are on.

A. Invite via Email:

Invite Via Emails
Enter friend's email addresses below. Make enter to add another email.

Send

Enter the email address(es) of your friend(s).

Use a comma to separate the email addresses

For instance: xyz@abc.com; tbc@xyz@com

Do not add a space or a comma at the end of the email address string.

B. Share The Referral Link:

Share The Referral Link
Invite your friends to Yo!Coach 4.2, if they sign-up, you and your friend will get earn rewards and commissions..!!

https://v42.yocoach.4livedemo.com/?referral=65bc83223672a

(For using Whatsapp and Telegram sharing, please ensure you have apps installed.)

This section has your unique Affiliate link that you can copy easily and share accordingly.

Simply click - "**Click to Copy**" to copy the link and it will be copied to your clipboard.

Share the link with anyone easily by pasting the same accordingly on whatever platform you are on.

This is the only place from where you can copy your unique referral link.

C. Post on Whatsapp:

Click this option to directly share the referral link on your Whatsapp.

WhatsApp will open and you will get the option to select multiple contacts

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with whom you want to share the link, once you select the contacts, the link will be pasted in the message writing section you can edit the message if you want to add any additional information and you have to click on ⊳ to send the link.

D. Post on Facebook

Click this option to directly post the referral link on your Facebook wall.

Facebook's login page will open in a new browser window. Log into your account on Facebook and the auto-created post will appear ready to be posted.

Edit the post as per your requirements. And once done, share it as a status on your Facebook Wall.

E. Post on Twitter

Click this option to directly post the Affiliate link on your Twitter wall.

Twitter's login page will open in a new browser window when you do this. Log into your Twitter account and the auto-created post will appear ready to be posted.

Edit the post as per your requirements. And once done, share it as a Tweet on your Twitter Wall.

F. Share on Telegram:

Click this option to directly share the Affiliate link on your Telegram

Telegram login page will open in a new browser window. Log into your account on Telegram and the auto-created post will appear ready to be shared.

G. Check your Referees:

Your Referees				Search
Sr. No	Userr	Registered As	Joining Date	
1	User Dummy	Learner	Feb 09, 2024 05:33	

You can check a list of your referees here.

You will be able to see the user name and type of user they have registered as.

You can also check the date on which the user has registered on the platform.

Your Referees				Search
Namee		**Start From**	**End To**	
Search	Clear			
Sr. No	Userr	Registered As	Joining Date	
1	User Dummy	Learner	Feb 09, 2024 05:33	

With the **"Search"** option you will be able to see a specific list of users.

You can apply a filter according to the name of the user

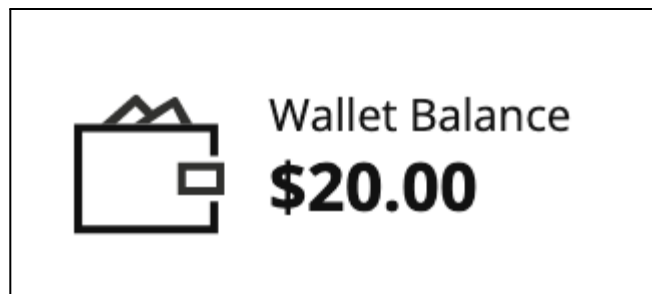And you can apply filters according to the date range.

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7. History

7.1. Wallet:

This section displays your wallet balance and a list of all the earned rewards on user registration and the user's order completion
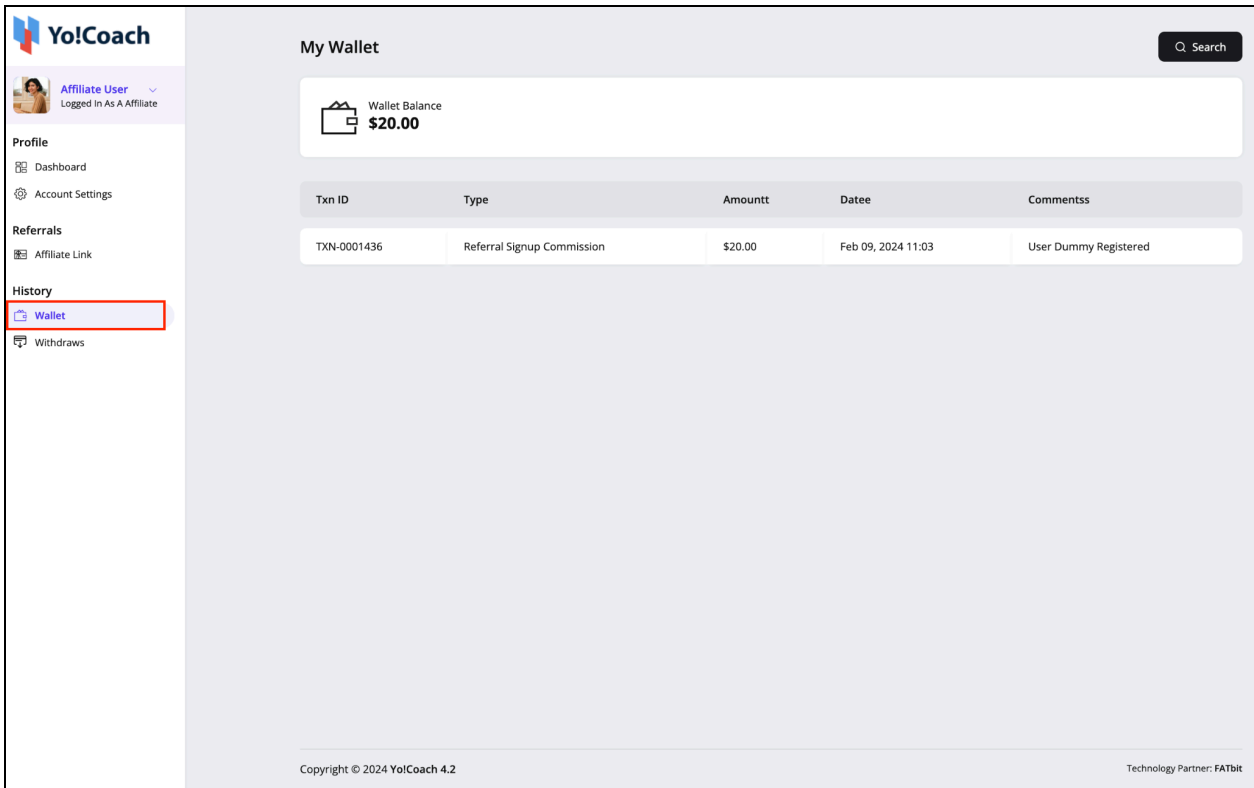
This section displays the full wallet balance

This section also displays the list of earned rewards:

Txn ID	Type	Amountt	Datee	Commentss
TXN-0001436	Referral Signup Commission	$20.00	Feb 09, 2024 11:03	User Dummy Registered
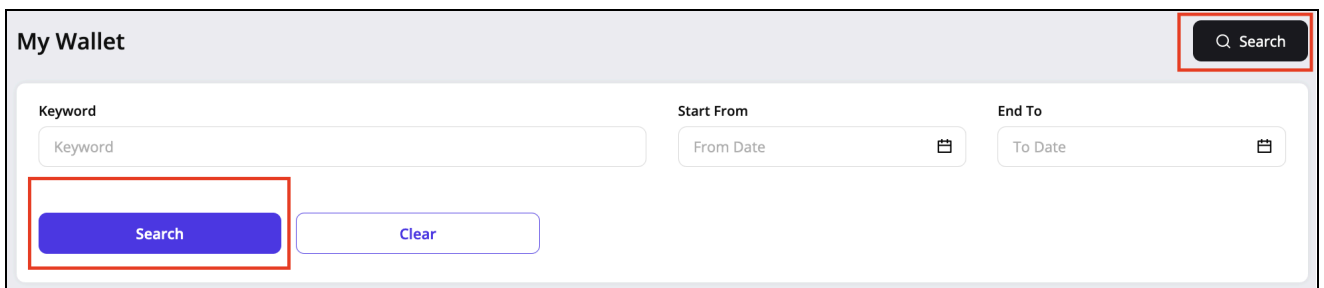
In this section you will be able to see the **"Type"** of rewards earned, it can be either through the referee's registration or it can be through the referee's order completion.

In the **"Amount"** field, you can see the amount earned on each event.

The "Date" section displays the date on which the amount is earned.

"Comments" are auto-generated to specify the event.

Search:

When you click on the **"Search"** button, it will display the search section that will help you filter out the search based on the **"keyword"** and based on the date filter. You can select the **"Start From"** date and **"End To"** date from the drop-down calendar.

7.2. Withdraws:

This section displays the list of all the amount withdrawals you have done from your affiliate account.
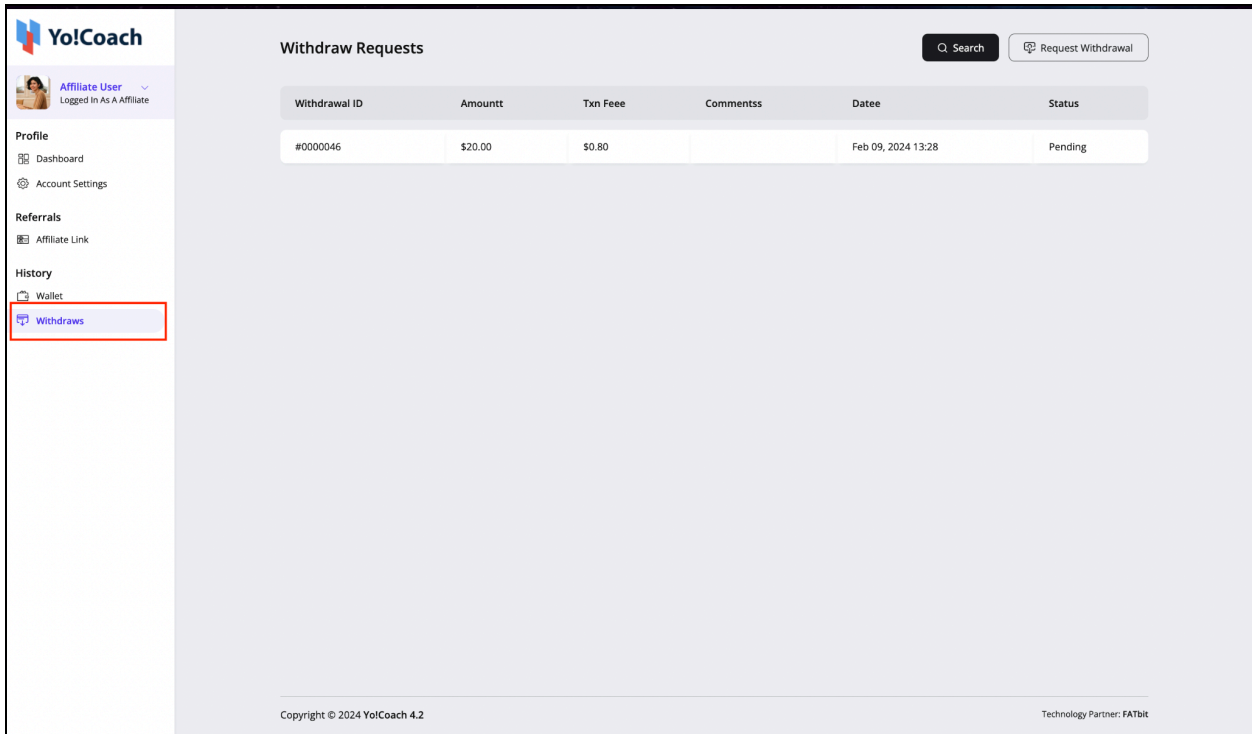
By clicking on the request for Withdrawal button you can request for withdrawal of the amount from your account.

After clicking on the Request for Withdrawal, a pop-up will appear to complete the withdrawal request.

You can choose which payout method you want to choose for withdrawal.

If you choose "**Paypal Payout"**,

Amount to be Added [USD]: Enter the amount you want to withdraw.
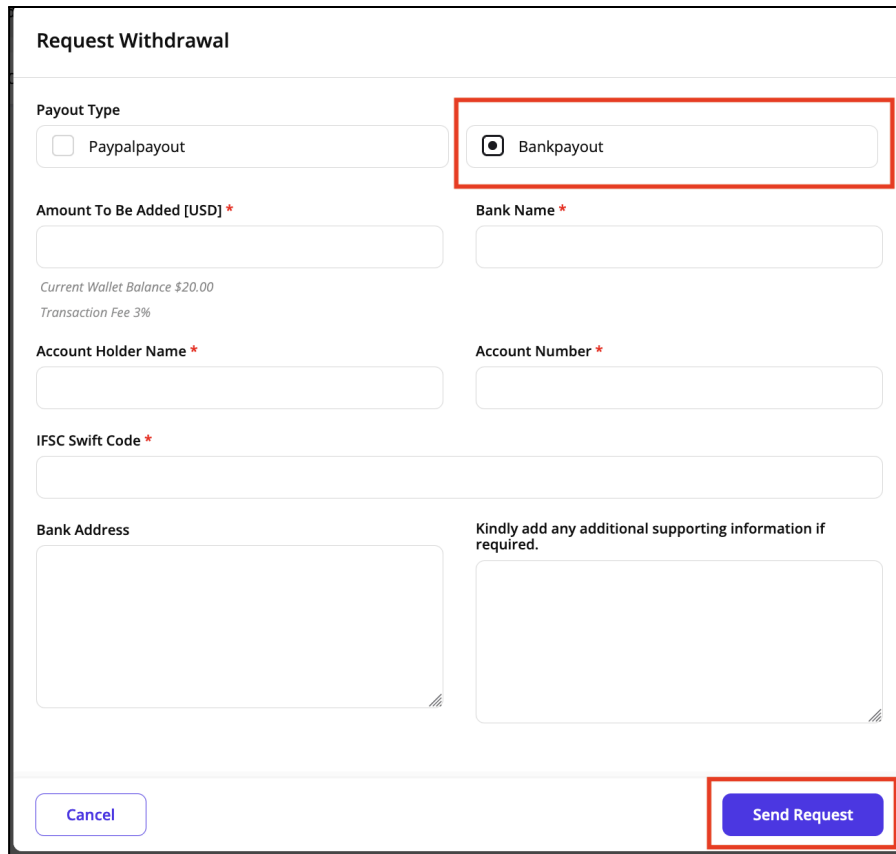
Paypal Email: You need to enter PayPal Email

You can also add any other comment you want to add, it is optional but not mandatory.

Request Withdrawal

Payout Type

☐ Paypalpayout

◉ Bankpayout

Amount To Be Added [USD] *

Bank Name *

Current Wallet Balance $20.00

Transaction Fee 3%

Account Holder Name *

Account Number *

IFSC Swift Code *

Bank Address

Kindly add any additional supporting information if required.

Cancel   **Send Request**

If you choose "Bank Payout",

Amount to be Added: You need to enter the amount you want to withdraw.

Bank Name: You need to enter the associated Bank name.

Account Holder Name: Enter your name or the bank account holder's name.

Account Number: You need to enter the account number associated with the bank account.

IFSC swift code: You need to enter the IFSC swift code associated with the account.

Bank Address: You need to add the Bank Address

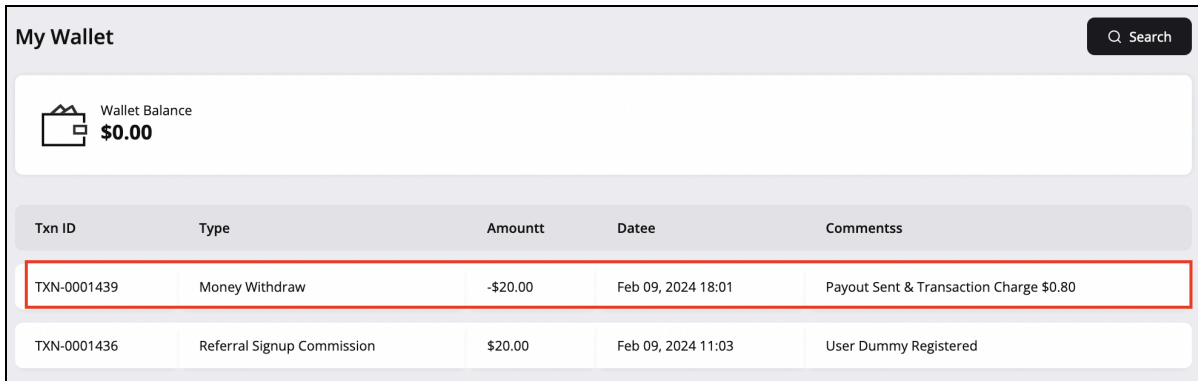You can also add any other comment you want to add, it is optional and

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if the admin has added more than one language for the platform.
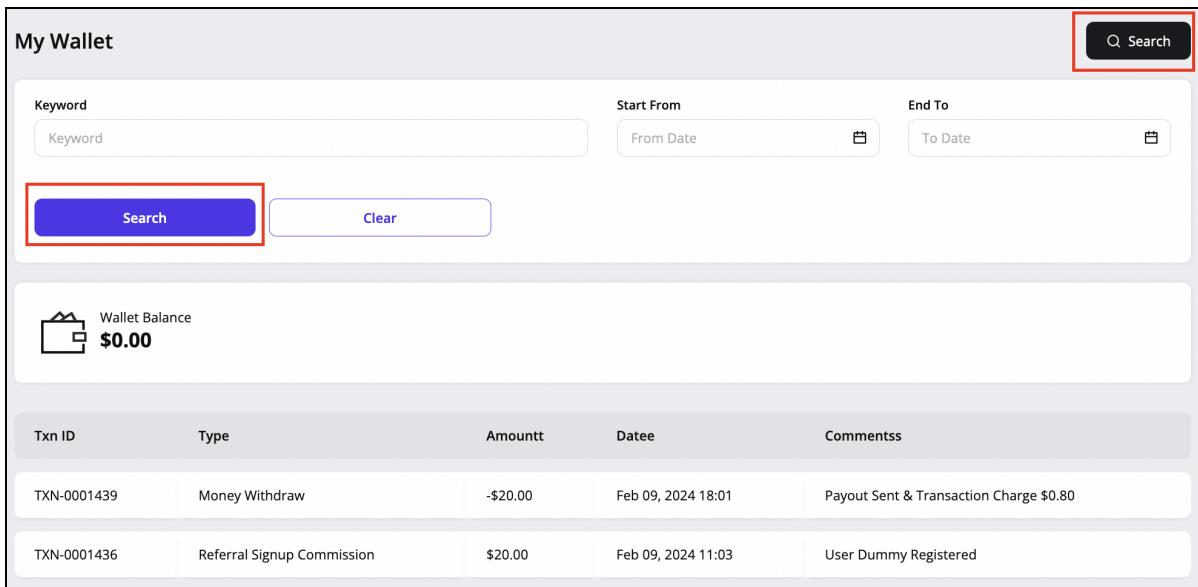
not mandatory.

When you click on "Send Request", a request will be sent to the admin to approve the withdrawal, the amount will be debited from your wallet once the admin approves the request.

The **"Search"** option allows you to search from all the withdrawn lists, it will display the search section that will help you filter out the search based on the **"keyword"** and based on the date filter. You can select the **"Start From"** date and **"End To"** date from the drop-down calendar.

A list will be displayed, displaying a list of all the transactions based on the filters applied.

X-X-X