

POST FOR RENT PLATFORM GUIDE FOR ADVERTISERS

Advertiser Guide

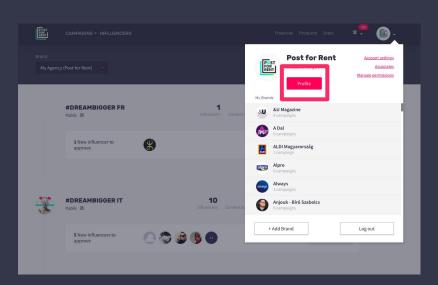
This document will show you how to use the new platform for:

- Completing your profile
- Setting up payment
- Getting around the dashboard
- Finding influencers
- Setting up different types of campaigns
- Managing campaigns
- Managing finances
- Exporting reports
- Using market statistics

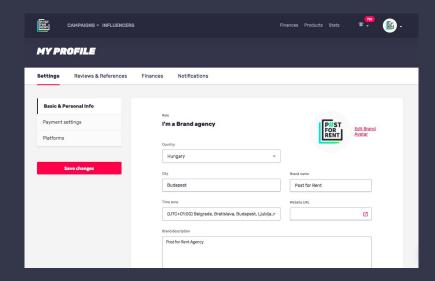
MY PROFILE

BASIC INFO

1, Click on the top right corner dropdown and select "Profile" to add all your data.

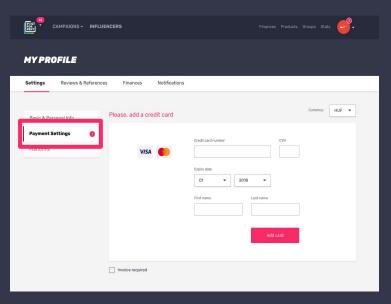


2, Fill out all necessary info, connect your social media channels and click on "Save Changes" when you finished.

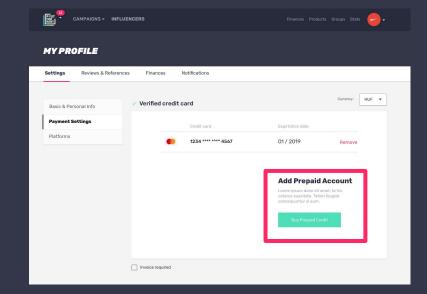


PAYMENT SETTINGS

1, Add your credit card by clicking on "Payment Settings" and spend by direct charges each transaction.

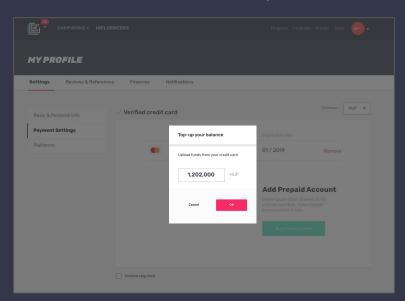


2, Or you can top up your account with credit and spend that without deposits.

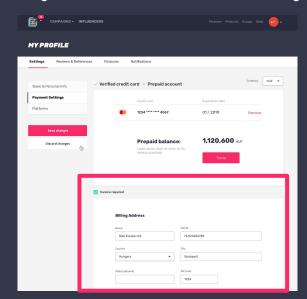


SETTING UP PAYMENT

3, Type in the amount you need for your campaign, click "OK" and the funds will be available on your account.



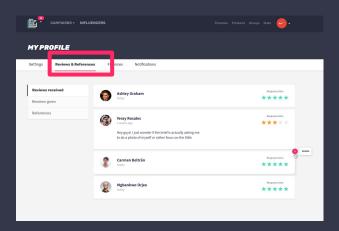
4, Add your billing address to receive invoices in email automatically and send to your finance team directly.

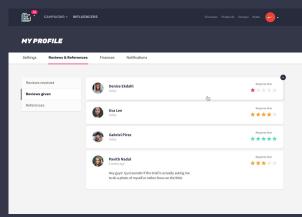


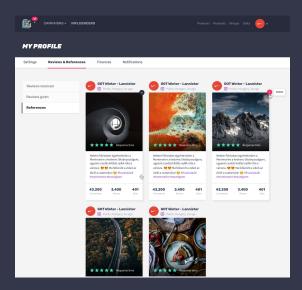
REVIEWS AND REFERENCES

Under "My Profile" you can find the reviews that you gave or received by the time working with influencers.

References will show up on your closed campaigns.





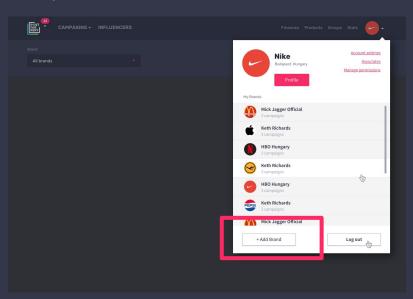


CREATE A NEW BRAND

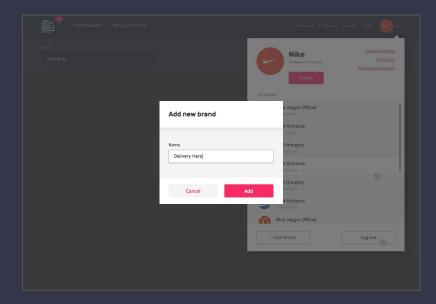
If you work as an agency you need to manage different brands. Now you don't have create new accounts for these, you can just add new brands under your main profile.

CREATING NEW BRANDS

1, Click on the top right corner dropdown and select "+Add Brand"

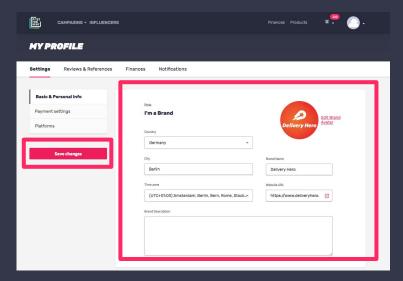


2, Add the new brand's name in the pop up screen and press "Add".



CREATING NEW BRANDS

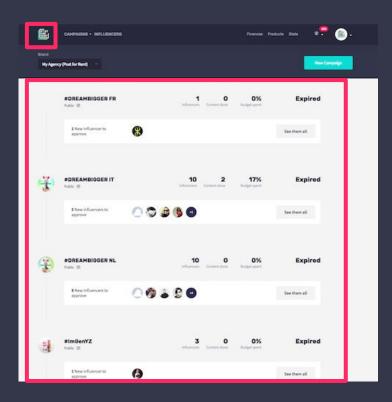
3, Fill out all necessary data on your new brand's profile and click "Save Changes".



DASHBOARD

DASHBOARD

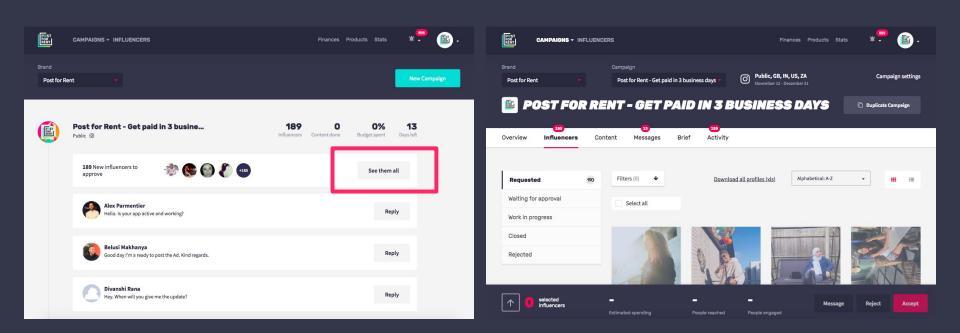
Click on the top left corner Post For Rent logo to see your dashboard.



Our dashboard will let you observe all your running campaigns to merge them into one todo page and allow you to navigate easily between your brands.

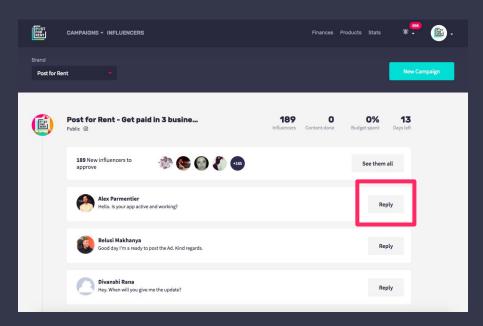
CAMPAIGNS

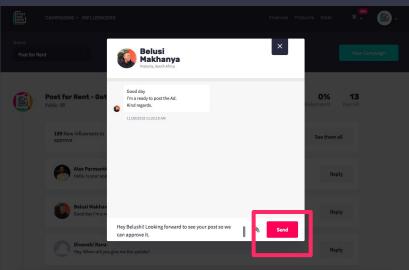
You can check your influencers applied to your public ad...



CAMPAIGNS

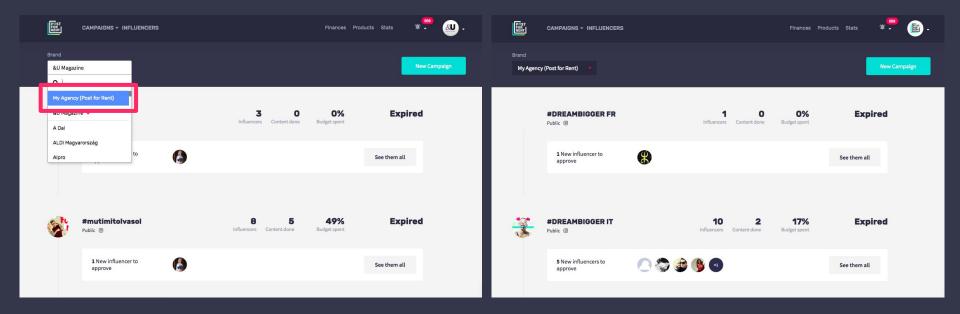
...or you can message them instantly.





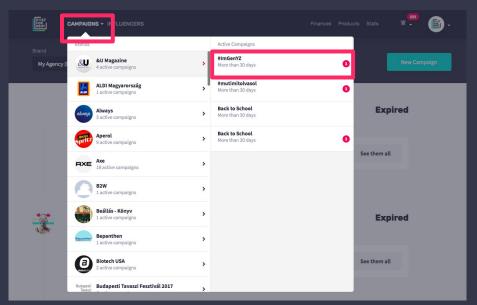
CAMPAIGNS - MASTER

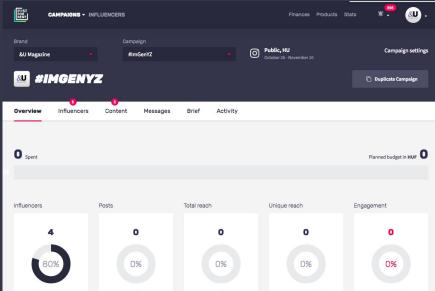
ACCOUNT
Switch back easily to your master account and see all your todos related to all your brands and campaigns.



CAMPAIGNS

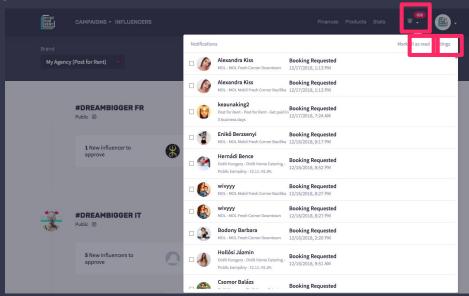
If you want to focus on a specific campaign switch between your brands' other campaigns easily.





NOTIFICATIONS

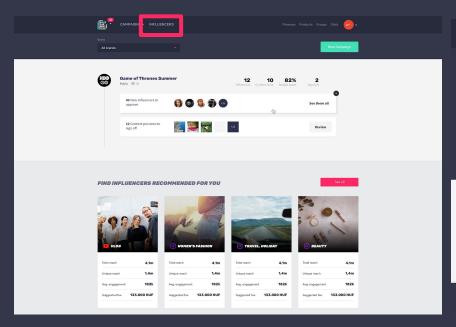
Go to the top right corner and hover on the dropdown to see all your notifications.

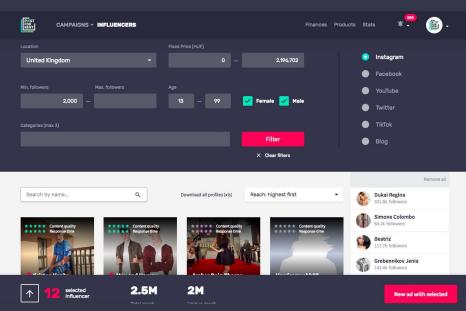


You can mark them all as read, or you can go to manage your notifications settings from here.

FIND INFLUENCERS

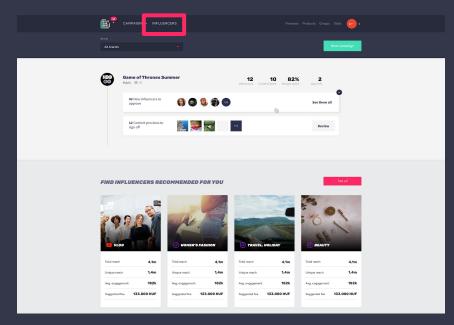
Click on "INFLUENCERS" on the top, search all registered influencers and check their profiles.

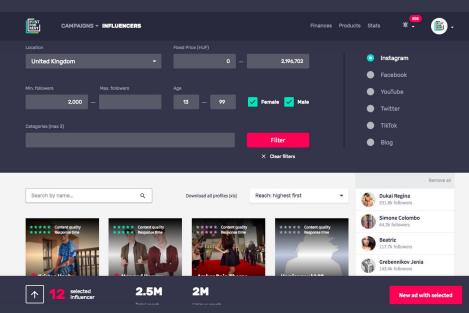




INFLUENCER PROFILE

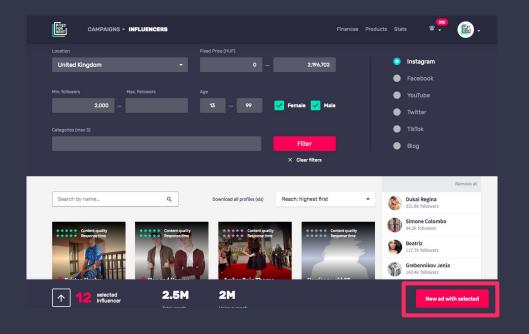
Click on "INFLUENCERS" in the top, and search all registered influencers and check their profiles.





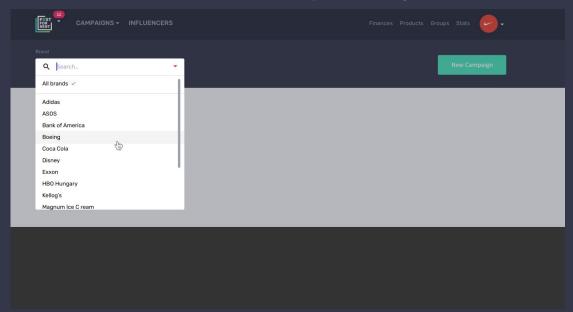
FIND INFLUENCERS

You can start a new direct ad with the influencers you've selected.



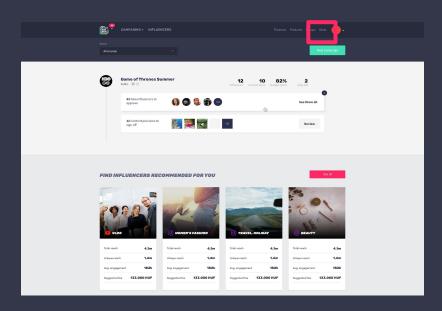
SWITCH BETWEEN BRANDS

Go to the "Brands" dropdown menu in the header, and choose the brand profile you want to work with.

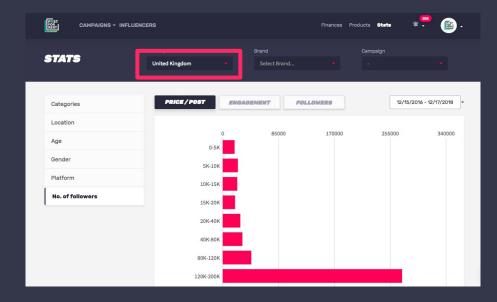


STATS

1, In the header click on "Stats" to see beyond your campaigns' performance.



2, Select specific campaigns or choose other countries to see more statistics and trends.

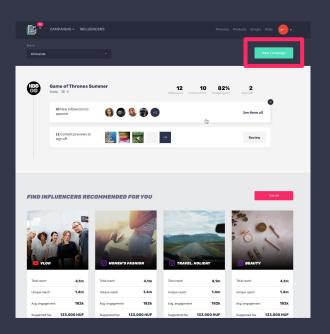


CAMPAIGN SETUP

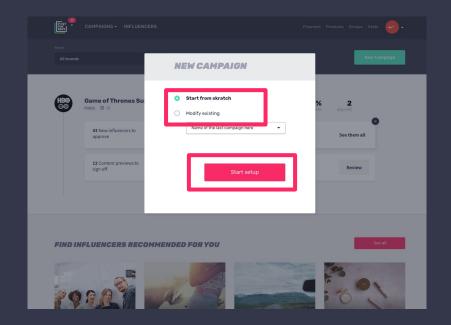
REACH CAMPAIGN

No time for picking Influencers or accepting / rejecting their requests? Set your Reach campaign and our system will spend your budget for the best Influencers in line with your defined requirements.

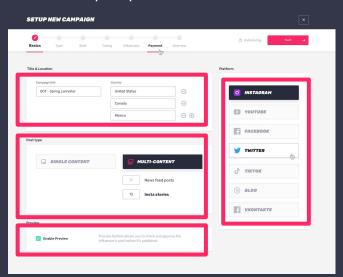
1, Click on "New Campaign" at the overview screen.



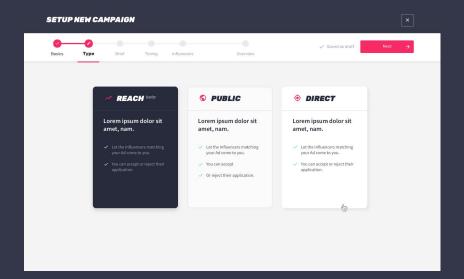
2, Modify one of your previous ads or start a new from scratch - and click "Start setup".



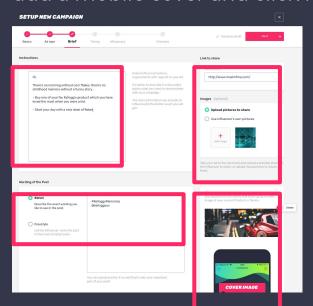
3, Add name, set countries, choose channel and the amount of content you want from influencers. Check in "Enable preview" so influencers will apply with content proposal.



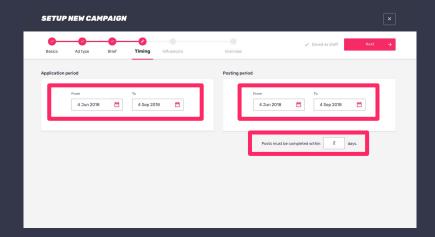
4, Choose reach ad type to get a fully automated campaign managed by the system.



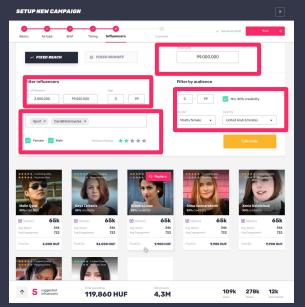
5, Fill out the briefing screen with all the details. Add wording of the post, a link to share, upload photos to guide influencers, add a mobile cover and click next.



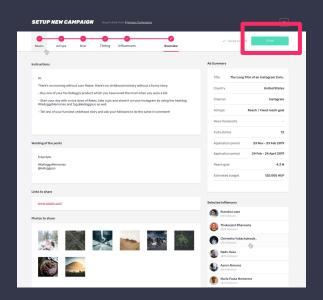
6, Set application period and posting period so influencers will know the timeframe of the campaign and click next.



7, Add your budget or desired reach, filtered by influencer details. The system calculates your campaign's potential with suggested influencers.



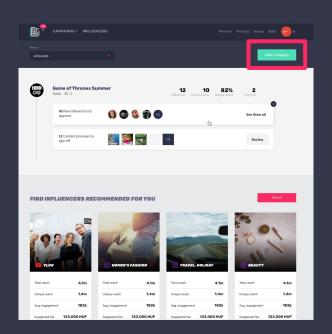
8, The last screen gives a quick overview to check everything is good to go. Click "Finish" and wait for influencers' response.



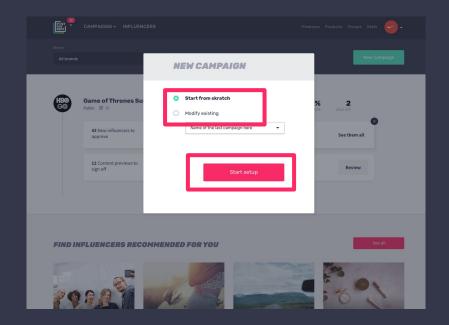
PUBLIC CAMPAIGN

Best way to start exploring the platform without commitment. Just start the campaign and see which influencers would apply to work with you. Until you approve their application, you don't have anything settled.

1, Click on "New Campaign" at the overview screen.

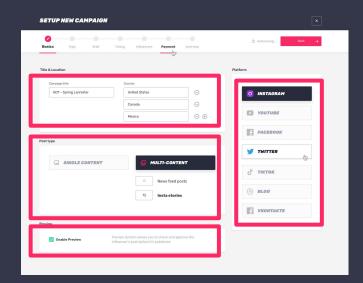


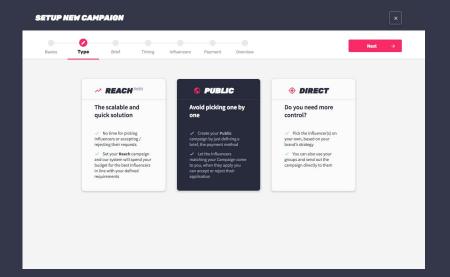
2, Modify one of your previous ads or start a new from scratch - and click "Start setup".



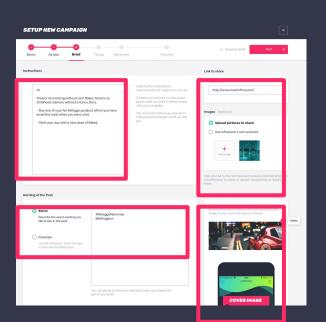
3, Add name, set countries, choose channel and the amount of content you want from influencers. Check in "Enable preview" so influencers will apply with content proposal.

4, Choose public ad type and let Influencers matching your Campaign come to you. When they apply you can accept or reject their application.

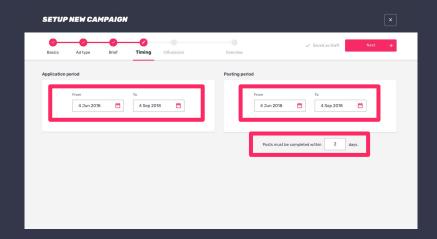




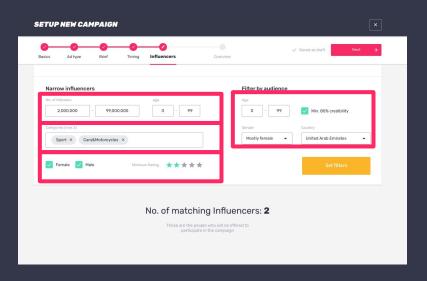
5, Fill out the briefing screen with all the details. Add wording of the post, a link to share, upload photos to guide influencers, add a mobile cover and click next.



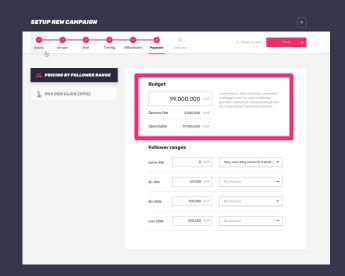
6, Set application period and posting period so influencers would know the timeframe of the campaign and click next.



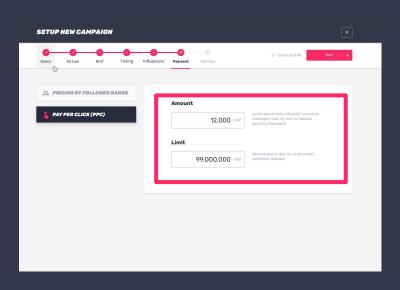
7, Add your preferences to filter and match influencers who can apply to your campaign.



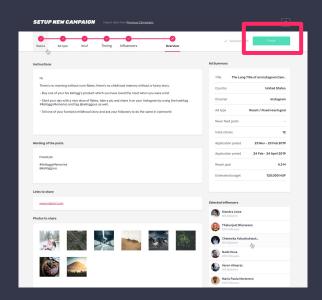
8, Add your budget you want to spend on your campaign, set prices for follower ranges to fulfill your brief and/or you can give product as extra payment.



9, You can also pay influencers per clicks they deliver to your landing page.



10, The last screen gives a quick overview to check everything is good to go. Click "Finish" and wait for influencers' response.

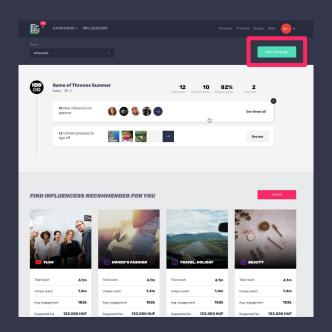


DIRECT CAMPAIGN

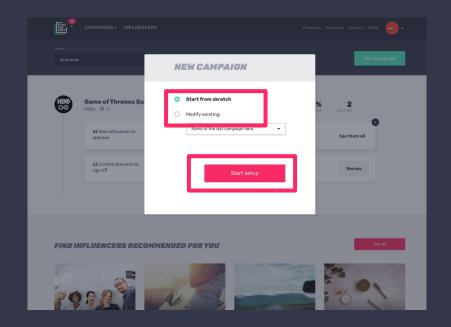
You can reach out to influencers directly through this ad type. Important to keep in mind, if they approve your request, your cooperation is sealed with them.

CREATE A DIRECT AD

1, Click on "New Campaign" at the overview screen.



2, Modify one of your previous ads or create a new from scratch - and click "Start setup".

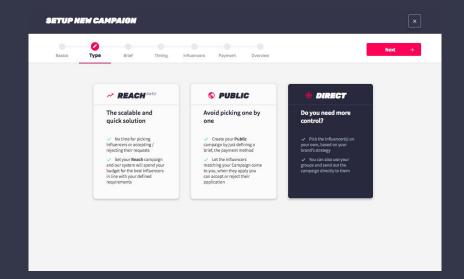


3, Add name, set countries, choose channel and the amount of content you want from influencers. Check in "Enable preview" so influencers will apply with their content proposals.

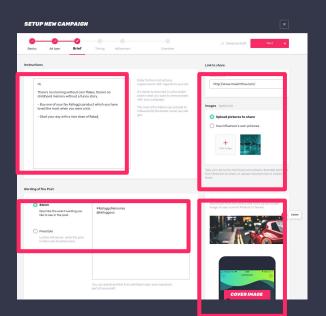
SETUP NEW CAMPAIGN

Total Blist Blis

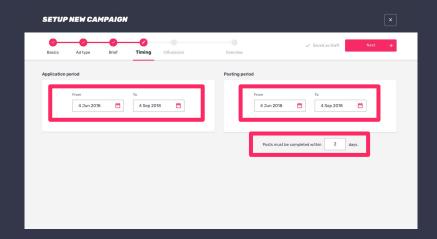
4, Choose direct ad type and pick Influencer(s) on your own, based on your brand's strategy.



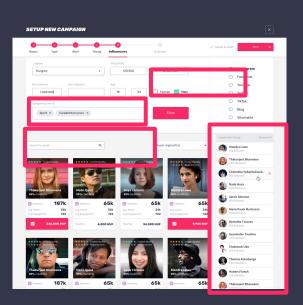
5, Fill out the briefing screen with all the details. Add wording of the post, a link to share, upload photos to guide influencers, add a mobile cover and click next.



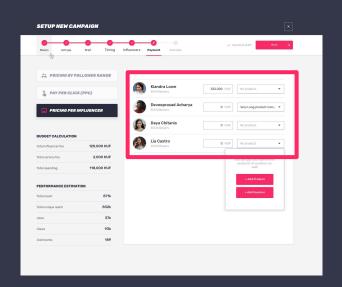
6, Set application period and posting period so influencers would know the timeframe of the campaign and click next.



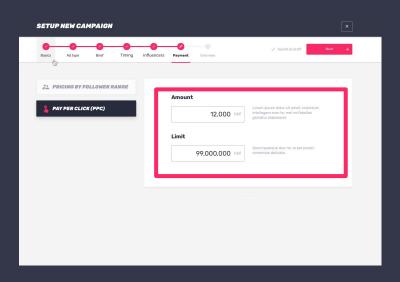
7, Add your preferences to filter and match influencers and add them to your campaign.



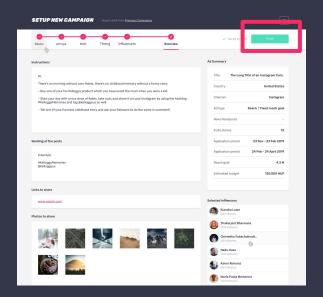
8, Set prices for each influencer or you can price their follower range and/or you can give product as extra payment.



8, You can also pay influencers per clicks they deliver to your landing page.



9, The last screen gives a quick overview to check everything is good to go. Click "Finish" and wait for influencers' response.

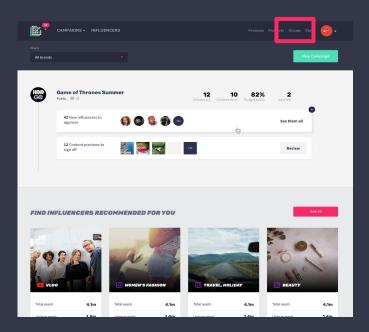


PRODUCT & VOUCHER

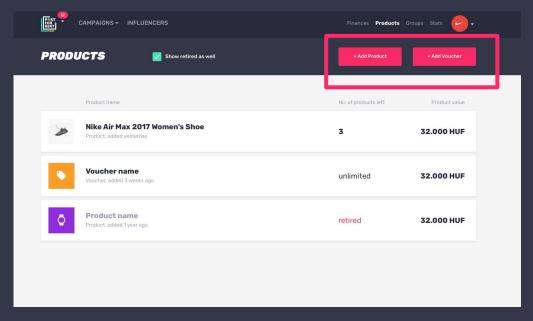
Paying influencers with product or service is also supported in our platform so you can keep on with those barter agreements, but easier and automated.

PRODUCT & VOUCHER SETUP

1, Click "Products" in the header.



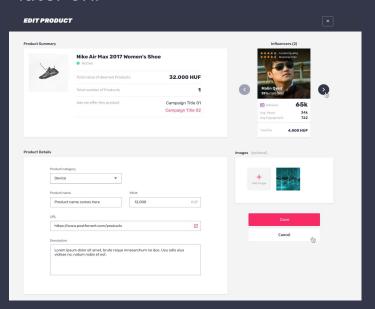
2, Create your product or voucher in the system, so you can use it as payment in your future campaigns. You can edit your products here.



PRODUCT & VOUCHER SETUP

PRODUCT

Add all necessary data for your product, use them in campaigns and track them later on.



VOUCHER

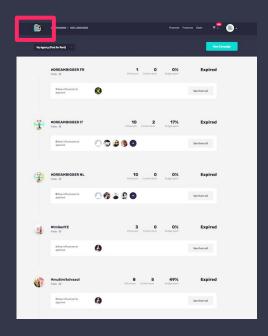
You can add a discount coupon, e-ticket QR code and save them, so you can use them anytime.

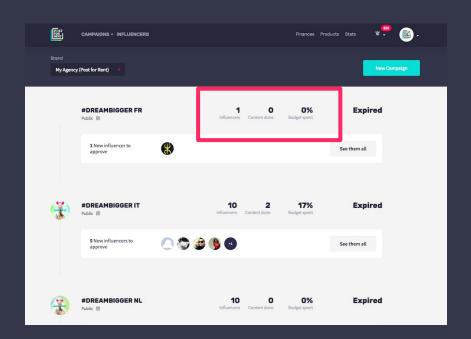
	Voucher name Active		* * * * * ConsemQuary
+ Add image	Total value of deemed Products	32.000 HUF	
	Total number of Vouchers	1	Tamaki Ryushi
	Ads we offer this voucher	Campaign Title 01 Campaign Title 02	© followers 65k Avg. Reach 34k Avg. Engagement 722
			Food fee 4,000 HUF
MANDA	ATORY VOUCHER &	GIFT VOUCHER	ADD IMAGE
Provides an alterna goods worth the sa been approved.	attory voucher stive payment for sponsored post(s), which as me amount. Gift Voucher will send automatic	ntities the influencer to exchange it for cally for influencers when their post has	ADD IMAGE Ad coun fails there audism. Happer numpuum duo ei, Uplaad
Provides an alterna goods worth the sa	utive payment for sponsored post(s), which or ume amount. Gift Voucher will send automatic	ntitles the influencer to exchange it for sally for influencers when their post has Value	Ad cum falli choro audiam. lisque numquam duo el.
Provides an alterna goods worth the sa been approved. Voucher category	utive payment for sponsored post(s), which or ume amount. Gift Voucher will send automatic	notities the influencer to exchange it for formally for influencers when their post has Value 12,000 HUF	Ad cus fall chose audium, separate surgest sur
Provides an alterna goods worth the sa been approved. Voucher category	utive payment for sponsored post(s), which or ume amount. Gift Voucher will send automatic	ntitles the influencer to exchange it for sally for influencers when their post has Value	Ad cum falli choro audiam. lisque numquam duo el.

MANAGE CAMPAIGNS

DASHBOARD - TODOS

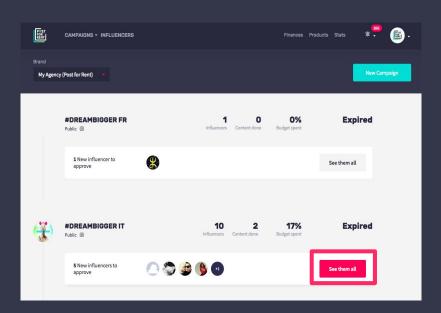
See all your brands and campaign todos on one screen, with all the necessary infos in order, so you'll know what you need to do.





DASHBOARD - TODOS

Click on "See them all" to manage the selected campaign.

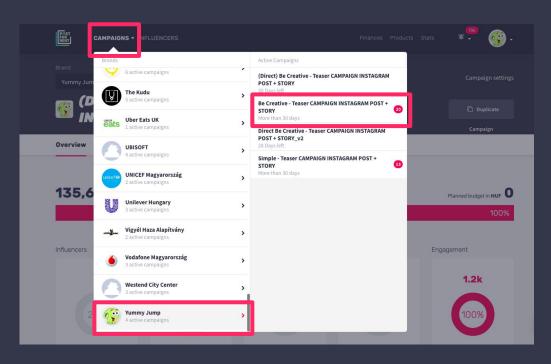


You'll see the selected campaign's screen to manage requests and todos.



HEADER CAMPAIGN MENU

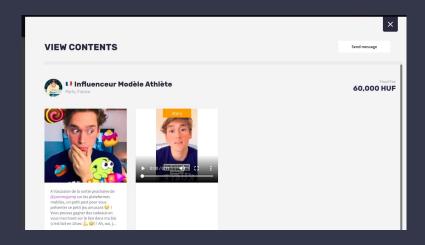
Hover your cursor on the "CAMPAIGN" menu to have a quick glance of all your brands and and campaigns and select the one you want to manage.



HOW TO MANAGE CAMPAIGNS?

See the overview of your campaign's performance, how much you've spent and what is left to deal with.

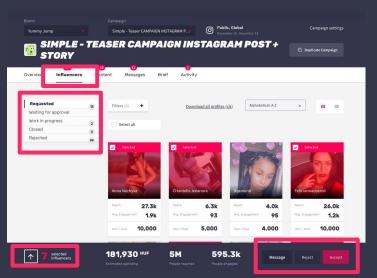
Click on the contents at the bottom to review all content submitted by influencers.



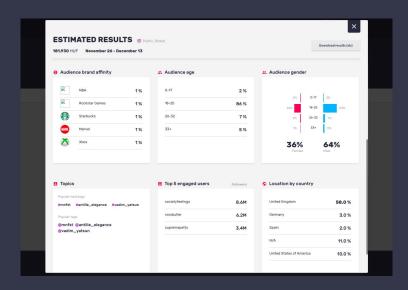
HOW TO MANAGE

CAMPAIGNS?

Click "Influencers" in the header and browse easily between different statuses. You can select multiple influencers for bulk actions, like message them or cancel your request on them.



You can see the selected influencers' audience combined, which will help you to approve or reject faster.



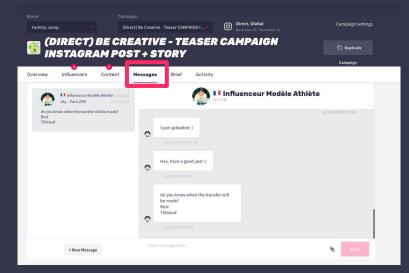
HOW TO MANAGE CAMPAIGNS?

Click on "Content" to see the submitted images and videos in status order so you'll know what you need to do with them.

Vummy Jump

(Direct) BE CREATIVE - TEASER CAMPAIGN | Direct, Global December 10 December 1

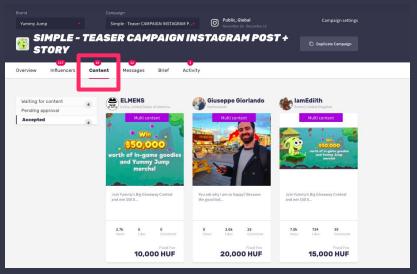
Go to "Messages" to see all relevant chat messaging and attachment with influencers regarding your campaign.



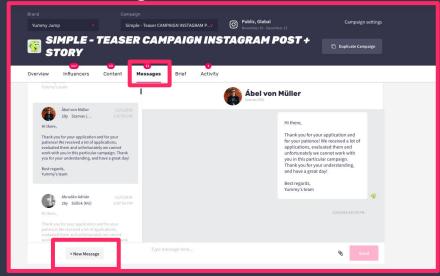
HOW TO MANAGE

CAMPAIGNS?

Click on "Content" to see the submitted images and videos in status order so you'll know what you need to do with them.

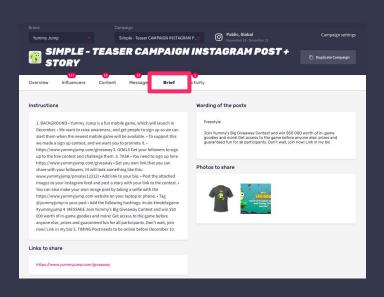


"Messages" has all relevant chat with influencers regarding your campaign. You can send specific messages with +New Message.

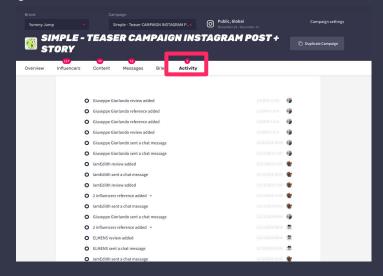


HOW TO MANAGE CAMPAIGNS?

You can check the brief again to see if the contents are ok to approve.



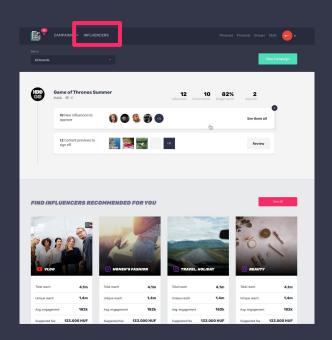
Activity shows the history of the campaign. Each action is stored here, anytime you get confused who did what, just come here to check it.



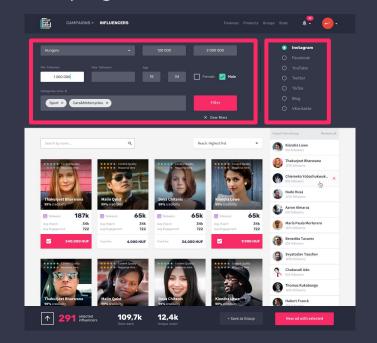
FIND INFLUENCERS

HOW TO FIND INFLUENCERS?

1, Click "INFLUENCERS" in the header.

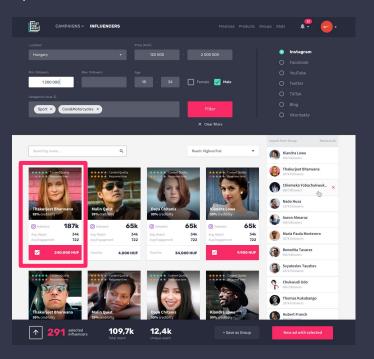


2, Set the filter and the channel to find influencers matching your campaign needs.

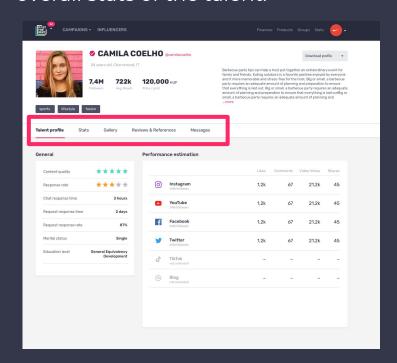


HOW TO FIND INFLUENCERS?

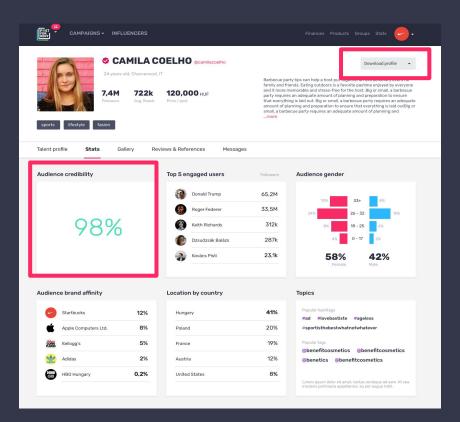
3, Check a specific influencers' profile and learn more about them.



4, Influencer profile will show you overall stats of the talent:



INFLUENCER PROFILE



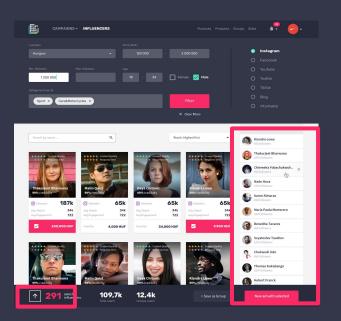
You can see the influencers':

- Audience credibility
- Followers' gender
- What sort of topics they are interested in
- TOP 5 engaged users
- Location by country
- Brand affinity
- Popular tags used
- Reviews by other brands
- Messages you've had with them

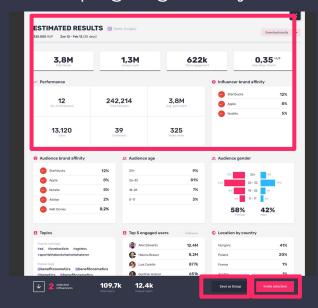
Export the user data to use it in presentations.

CREATE GROUPS

3, Add the selected influencers into your basket.



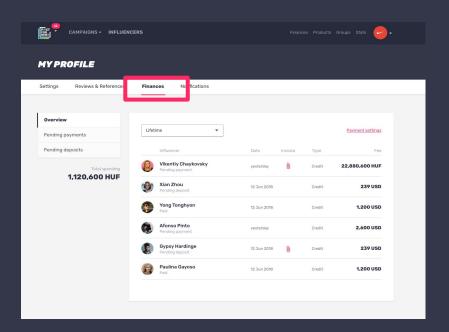
4, Check the potential that your group have and what audience you'll reach with them. Save the group for the future, export it or start a campaign right away with them.



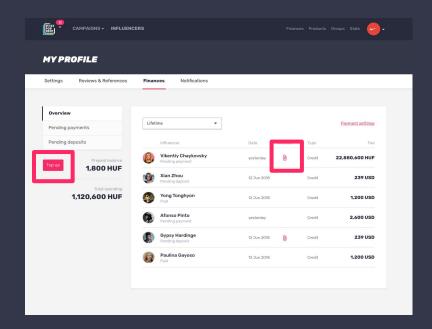
FINANCES

HOW TO MONITOR PAYMENTS?

1, Go to "My Profile" and choose "Finances".



2, You can see your spendings here, download invoices, export your history or top up your account credit.



REPORTING

Learn more of your campaign statistics. Check global trends, what are the costs of working with influencers from different countries and industries.

Get a full landscape of the market with our unique data.

HOW TO GET REPORTS?

First, you need to have the campaign in closed status before you export your summary report. Go to your active campaigns.

Brand

Aperol

Aperol Spritz - Bónusz

Direct

Aperol Spritz - Bónusz

Aperol Spritz - Bónusz

Aperol Spritz - Nyári kampány (2018. j...

Brasched Spritz - Spritz - Nyári kampány (2018. j...

Brasched Spritz - Spritz - Nyári kampány (2018. j...

Brasched Spritz - Spritz - Nyári kampány (2018. j...

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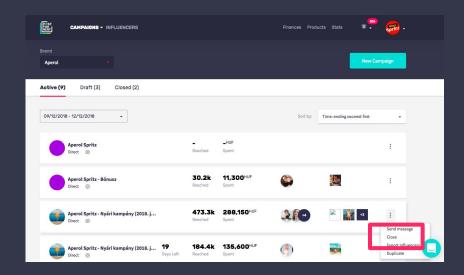
Brasched Spritz - Spritz - Nyári kampány (2018. j...

Brasched Spritz - Spritz - Nyári kampány (2018. j...

Brasched Spritz - Spritz - Nyári kampány (2018. j...

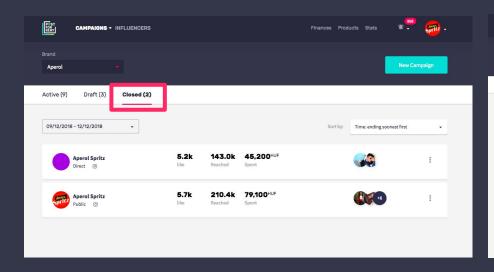
Brasched Spritz - Spritz - Nyári kampány (2018. j...

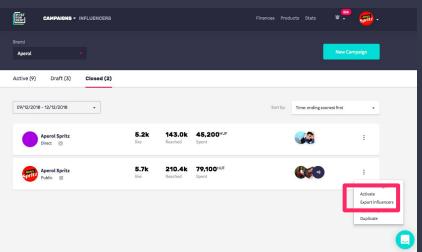
Click on the selected campaign's dropdown menu at the right side, and select close.



HOW TO GET REPORTS?

Now you can export your summary report by switching to closed campaigns and clicking on the dropdown menu at the right side, and select Export Report.

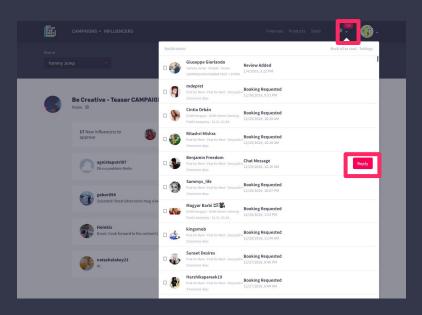




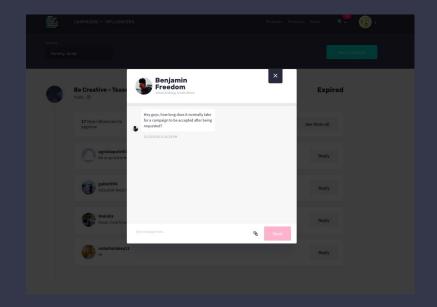
NOTIFICATIONS

MANAGE NOTIFICATIONS

You can always check your notifications in the top right corner by hovering the bell.

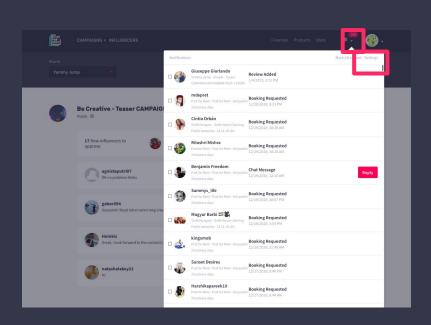


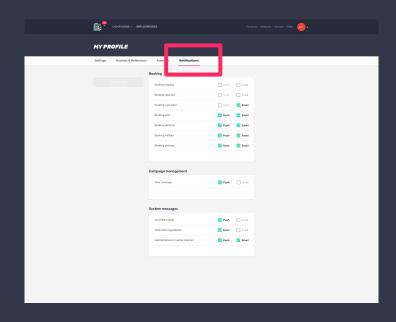
Respond instantly for your messages by clicking reply and type in the pop-up.



MANAGE NOTIFICATIONS

Click on setting on the dropdown to navigate into your profile where you can set what types of notifications you want to receive at different actions.





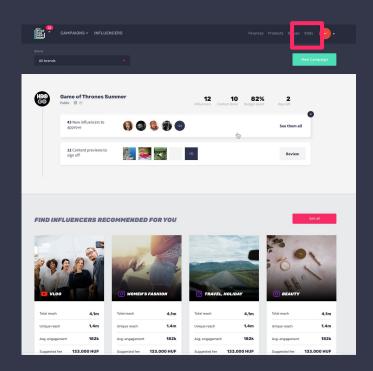
STATISTICS

Learn more of your campaign statistics. Check global trends, what are the costs of working with influencers from different countries and industries.

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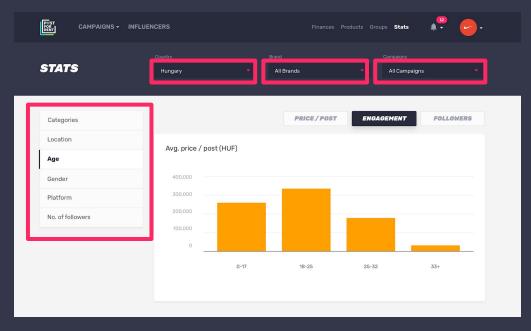
HOW TO GET STATS?

Click on "Stats" in the header and learn more of your campaign statistics.



HOW TO GET STATS?

You can get instant data in general or check your previous campaigns' specifics like which platform brings the most engagement or which demography is the most cost efficient etc.



HOW TO GET STATS?

Learn more on global trends and local market specifics.

