

# Delivering Promotions

Last Modified on 12/04/2019 11:52 am EST

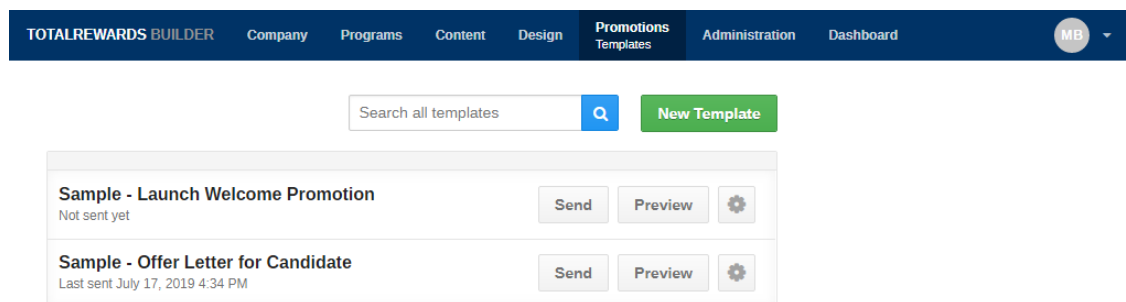


Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.



Go to **Promotions**

Click **Templates**



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

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.

## Send Message

There are a few different delivery options available. Click your desired option below to send the message.

### All

This option will send the email to all **1 employees** in the system.

### Signed In

This option will send the email to all **1 employees** who have already logged into their online statement.

### Not Signed In

This option will send the email to all **0 employees** who have not yet logged into their online statement.

### Group

This option will send the email to all employees of a specific employee group.

### Employee

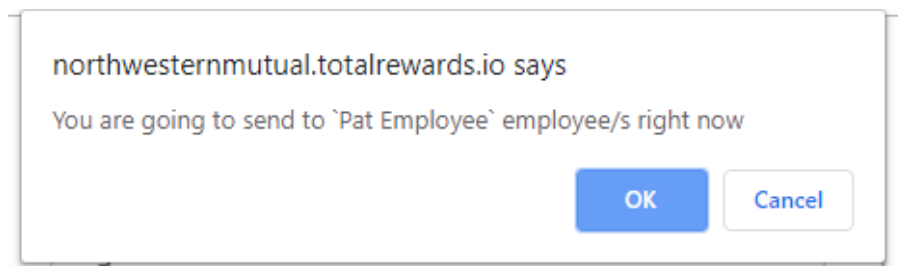
This option will send the email to a specific employee.

### Send When

Select a date and time to send the email. This supports local time zone.

|     |     |               |     |     |     |     |         |   |   |
|-----|-----|---------------|-----|-----|-----|-----|---------|---|---|
| ◀   | 🏠   | December 2019 |     |     |     |     |         | ▶ | ▲ |
| Sun | Mon | Tue           | Wed | Thu | Fri | Sat | 12:00am |   |   |
| 1   | 2   | 3             | 4   | 5   | 6   | 7   | 01:00am |   |   |
| 8   | 9   | 10            | 11  | 12  | 13  | 14  | 02:00am |   |   |
| 15  | 16  | 17            | 18  | 19  | 20  | 21  | 03:00am |   |   |
| 22  | 23  | 24            | 25  | 26  | 27  | 28  | 04:00am |   |   |

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



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

northwesternmutual.totalrewards.io says

You are going to send to `Pat Employee` employee/s on 2019/11/29  
13:59

OK

Cancel

logged into their online statement.

### Not Signed In

This option will send the email to all **1 employees** who have not yet  
logged into their online statement.

### Group

This option will send the email to all employees of a specific employee  
group.

Full Time

### Employee

This option will send the email to a specific employee.

Pat Employee

### Send When

Select a date and time to send the email. This supports local time zone.

|     |     |               |     |     |     |     |         |   |
|-----|-----|---------------|-----|-----|-----|-----|---------|---|
| ◀   | 🏠   | November 2019 |     |     |     |     | ▶       | ▲ |
| Sun | Mon | Tue           | Wed | Thu | Fri | Sat | 12:00am |   |
| 27  | 28  | 29            | 30  | 31  | 1   | 2   | 01:00am |   |
| 3   | 4   | 5             | 6   | 7   | 8   | 9   | 02:00am |   |
| 10  | 11  | 12            | 13  | 14  | 15  | 16  | 03:00am |   |
| 17  | 18  | 19            | 20  | 21  | 22  | 23  | 04:00am |   |
| 24  | 25  | 26            | 27  | 28  | 29  | 30  | 05:00am |   |
|     |     |               |     |     |     |     | ▼       |   |

Send now

Scheduled send

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.

**Activity** section will automatically show that the promotion successfully sent

|                      |         |          |         |        |                        |                |           |
|----------------------|---------|----------|---------|--------|------------------------|----------------|-----------|
| TOTALREWARDS BUILDER | Company | Programs | Content | Design | Promotions<br>Activity | Administration | Dashboard |
|----------------------|---------|----------|---------|--------|------------------------|----------------|-----------|

|  |           |                |             |             |               |
|--|-----------|----------------|-------------|-------------|---------------|
| <div>All</div>   |           |                |             |             |               |
| <a href="#">Welcome</a><br>Sent October 29,<br>2019 11:13 AM | 0<br>Sent | 0<br>Delivered | 0<br>Failed | 0<br>Opened | 0.00%<br>Rate |
| <b>Welcome</b><br>Sent October 17,<br>2019 1:37 PM           | 0<br>Sent | 0<br>Delivered | 0<br>Failed | 0<br>Opened | 0.00%<br>Rate |