

Delivering Promotions

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

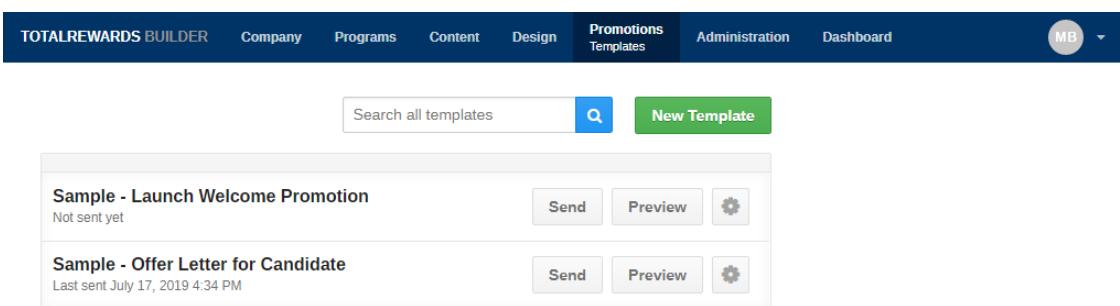


Once you have made the appropriate changes to the Promotions Template and you are ready to send them out to all of the employees, you should first **preview** how the email will look.



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	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

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12:00am
01:00am
02:00am
03:00am
04:00am

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

northwesternmutual.totalrewards.io says

You are going to send to 'Pat Employee' employee/s right now

OK

Cancel

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							12:00am
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

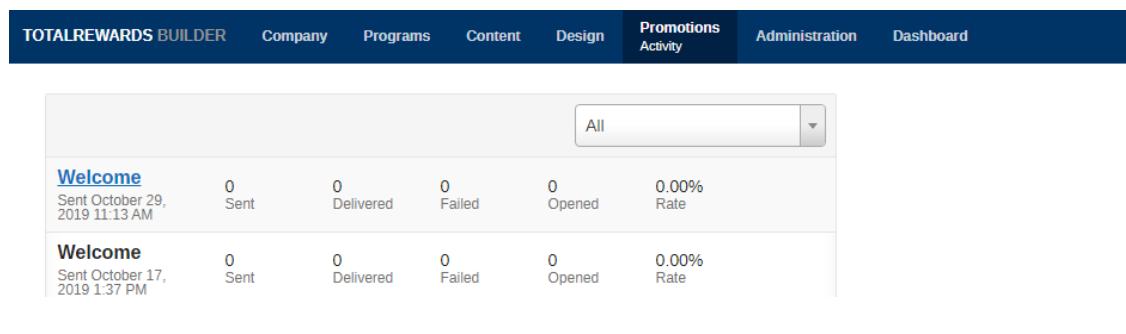
Send now

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



All					
Welcome Sent October 29, 2019 11:13 AM	0 Sent	0 Delivered	0 Failed	0 Opened	0.00% Rate
Welcome Sent October 17, 2019 1:37 PM	0 Sent	0 Delivered	0 Failed	0 Opened	0.00% Rate