

Preciate Get Ready to Launch!



Follow the steps below and use this checklist to prepare for launching Preciate Recognition

- Claim your company Admin Portal
- Invite users
- Customize your account
- Coordinate with IT
- Send a primer email

Claiming Admin Portal



Now that you have access to a full-featured free Preciate Recognition account, the first thing to do is claim the Admin Portal for your company. To learn more about how to do this, see our Help Center article.

- [How Do I Claim the Role of Company Admin?](#)

Adding & Inviting Users

Create a list of employees to include in your new recognition program and upload them in the Admin Portal of your new Preciate account. You'll have the option to organize these employees by location, department, and teams.



- [How to Upload and Invite User](#)
- [How should I set up my organization's Locations, Departments, and Teams?](#)

Create Badges and Stickers

Creating recognition badges and stickers is an important part of customizing Preciate to seamlessly integrate with your company culture.



- [What's the difference between badges and stickers?](#)
- [How do I create badge sets for my company's Preciate account?](#)
- [Can I create custom recognition badges for my company?](#)
- [Can I create custom stickers for my company?](#)

Company Portraits

Your company Portrait will become the ultimate representation of your company culture and all the good things happening over time.



- [What is a Company Portrait?](#)
- [Company Portrait Controls for Preciate Admins](#)

Set Up Integrations

Preciate has a variety of integrations that allow your people to give and receive recognition wherever they work, including Microsoft Teams and Slack as well as our active directory integration with Azure.



- [MS Teams](#)
- [Slack](#)
- [Azure AD](#)

Coordinate with IT

In order to make your Preciate launch as seamless as possible, reach out to your IT department and have them whitelist [preciate.com](https://www.preciate.com), app.preciate.com, and mandrill.com domains.



- [How to Prepare Your Network for Preciate](#)

Send a Primer Email

The next step is to determine your communication plan. We recommend sending a primer email explaining Preciate and your expectation of usage prior to sending out signup emails. Help your users understand the significance of Preciate to your organization and assure that any emails coming from Preciate are safe and not spam.



Launch!

Now you're ready to go! Sit back and let the good vibes roll! If you get stuck, feel free to reach out to us at support@preciate.com.

