

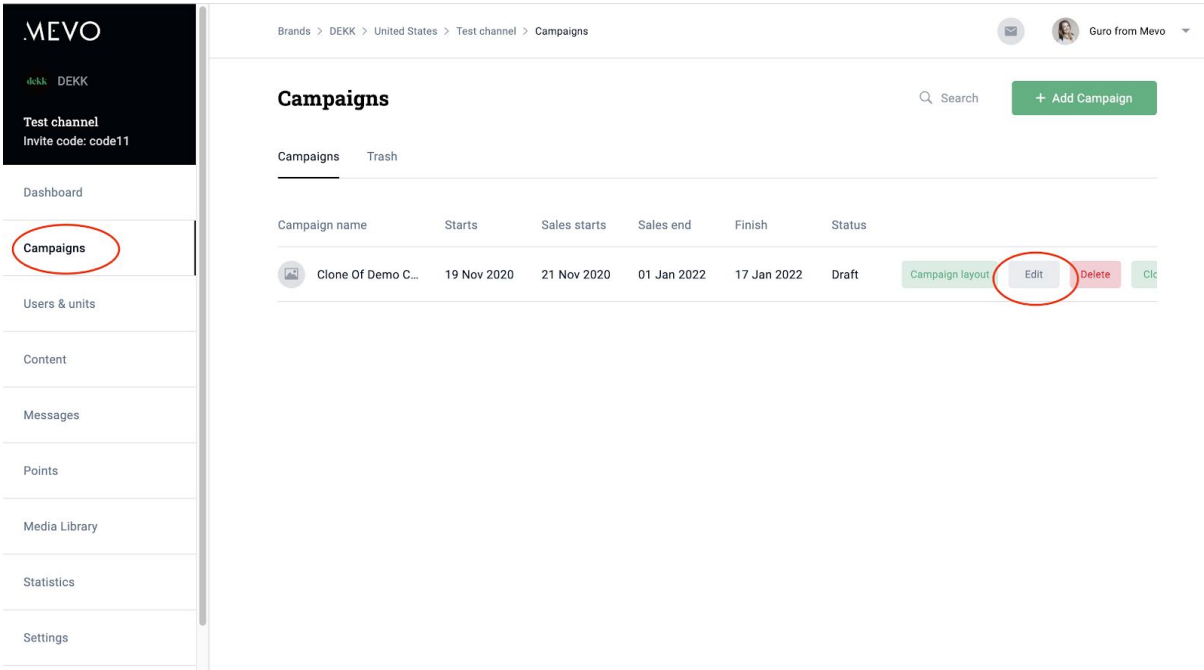
HOW TO CLONE CONTENT TO NEW COUNTRY

Instructions on how to clone in this short video: https://youtu.be/_BcDTEBZGWo

STEPS TO SET UP FOR A NEW MARKET

When you have cloned content to the channel you want to use (watch the video above to see how you clone), follow these steps to make your content ready for launch:

1. Set dates



The screenshot shows the MEVO interface. On the left is a sidebar with the MEVO logo and a list of navigation items: Dashboard, Campaigns (circled in red), Users & units, Content, Messages, Points, Media Library, Statistics, and Settings. The main content area is titled 'Campaigns' and shows a table of campaigns. The table has columns for Campaign name, Starts, Sales starts, Sales end, Finish, and Status. A row is visible for a campaign named 'Clone Of Demo C...'. The 'Status' column for this campaign is 'Draft'. Below the status, there are buttons for 'Campaign layout', 'Edit' (circled in red), 'Delete', and 'Cl'. The top right of the interface shows a search bar and a '+ Add Campaign' button.

Press Edit and choose the correct dates for your campaign.

There are 4 dates:

Starts: When you want users to be able to enter the app

Sales start: When you want users to be able to start registering sales

Sales end: End of sales contest

Finish: When you want the results to no longer appear in the app (set maybe 1 month after end of campaign)

2. Translate campaign layout

Brands > DEKK > United States > Test channel > Campaigns

Guro from Mevo

Campaigns

Search + Add Campaign

Campaigns Trash

Campaign name	Starts	Sales starts	Sales end	Finish	Status			
Clone Of Demo C...	19 Nov 2020	21 Nov 2020	01 Jan 2022	17 Jan 2022	Draft	Campaign layout	Edit	Delete

Press campaign layout and go through all the tabs you will find there - translating all the text you see:

MEVO

DEKK

Test channel
Invite code: code11

Dashboard

Campaigns

Users & units

Content

Messages

Points

Media Library

Statistics

Settings

Mobile App Editor - Clone Of Demo Content

General Log In / Sign Up Welcome Home Prize & Rules Academy Help (Result) Help (Manage store)

Featured section

Background Image Upload Image Supported: .jpg, .png. Max size 1MB.

Top Header Contest

Headline REGISTER SALES

Body Text Compete to win fantastic prizes! 🏆

Link Register sales

Second section

Background Image Upload Image Supported: .jpg, .png.

DEKK

CONTEST

REGISTER SALES

Compete to win fantastic prizes! 🏆

DEKK ACADEMY

Solve quizzes and collect points 🎯

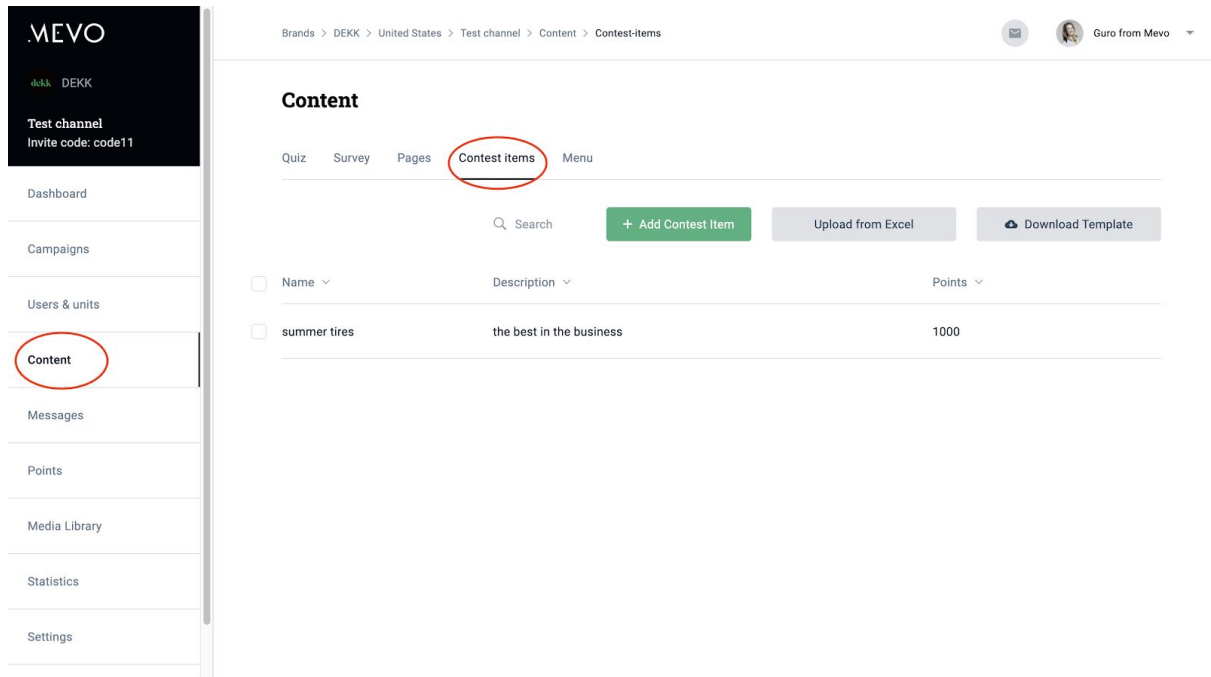
MESSAGES

Your personal inbox 📧

You need to translate the text on:

- The 3 welcome screens
- The home screen
- The prizes and rules
- The help

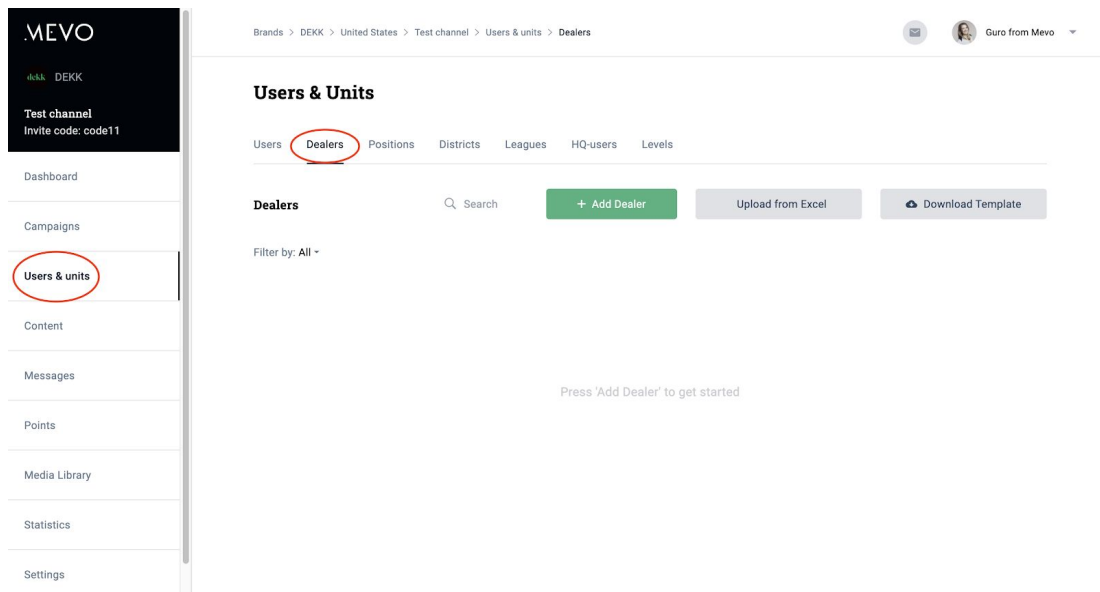
3. Adjust contest items



If you clone content from a sales contest: Make sure the items here are the ones the salespeople in your country will get points for selling and that the text is in the correct language.

4. Upload list of stores

Tutorial video right here: <https://youtu.be/0PfCkOJPAe8>

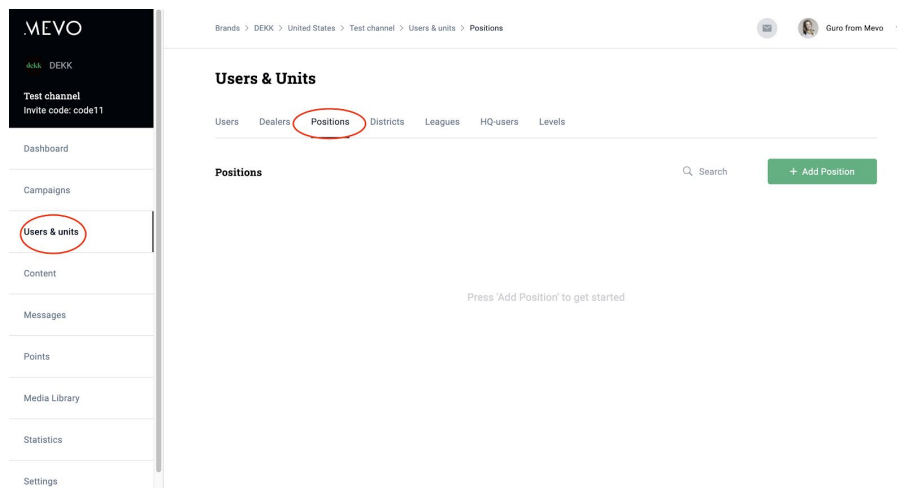


Download the template and fill in the list of stores participating in the contest. Include districts (to be able to filter stores on districts, for you admin use only, will not show in app) and locations.

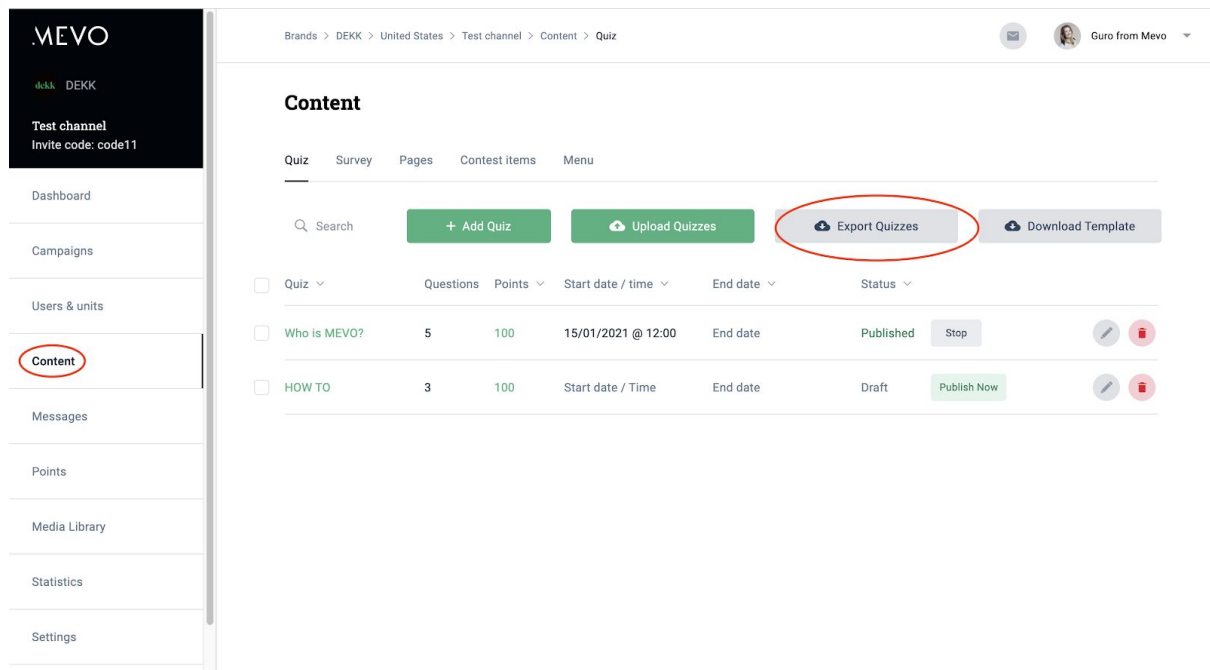
The app users will choose their store from this list when they log in to the app for the first time.

5. Add positions

This is also for the users to choose when they log in. So something like “part-time” and “full time” or “salesperson” and “shop manager”.



6. Translate quizzes



Click through all quizzes and translate the intro screens and the questions + answer alternatives.

Alternatively: Click “Export quizzes” to get them in an Excel file that you can do your translation in. Then upload back to the admin panel by clicking “Upload quizzes”. The quizzes will **be uploaded with no backgrounds**. To find the original background images, click upload in each quiz and fetch the image from the Media Library.

7. Add points and dates

The screenshot shows the MEVO admin interface. On the left is a sidebar with the 'Content' menu item circled in red. The main area displays a table of quizzes. The 'Points' and 'Start date / time' columns for the 'Who is MEVO?' and 'HOW TO' quizzes are circled in red.

Quiz	Questions	Points	Start date / time	End date	Status
<input type="checkbox"/> Who is MEVO?	5	100	15/01/2021 @ 12:00	End date	Published
<input type="checkbox"/> HOW TO	3	100	Start date / Time	End date	Draft

Include points for each quiz and enter a release date (the date the quiz is published in the app) and end date (the date it is no longer available to answer, should be the end date of the campaign).

Make sure that the status of the quiz is *scheduled* or *published* (not just *draft*).

9. Translate + edit product info/pages

The screenshot shows the MEVO admin interface for the 'Pages' section. The 'Pages' menu item in the sidebar is circled in red. The main area displays a table of product pages. The edit icon for the 'DEKK Breeze' page is circled in red.

Name	Category	Updated
<input type="checkbox"/> DEKK Bike kit	Accessories	2021-01-04 12:54
<input type="checkbox"/> DEKK Breeze	Tires	2021-01-04 12:54
<input type="checkbox"/> DEKK Chill	Tires	2021-01-04 12:54
<input type="checkbox"/> DEKK Garage kit	Accessories	2021-01-04 12:54
<input type="checkbox"/> Jackie	Humans of Dekk	2021-01-04 12:54
<input type="checkbox"/> Melissa	Humans of Dekk	2021-01-04 12:54
<input type="checkbox"/> Spring check-up	Service	2021-01-04 12:54

Make sure these are the correct products for your market and translate the info (edit by hovering over and choosing the pen tool).

10. Change message settings

The screenshot shows the MEVO interface for the 'Messages' settings page. The left sidebar has 'Messages' highlighted with a red circle. The main content area shows the 'Messages' settings for the 'Test channel' (code11). The 'Settings' tab is highlighted with a red circle. The settings include:

- Reply from:** Moderator: Amber Manageson, DEKK
- Auto-reply from:** Manager: Amber Manageson, DEKK
- Message:** Thank you for letting us know! We'll be in touch shortly. (57/500 characters)
- Send to:** Send email notification to Moderators (checked). Moderators: Select Moderator

Buttons for '+ New Message', 'Cancel', and 'Save' are visible.

- Choose who you want to send messages from (someone on your team who will be shown as the sender of messages to the app users).
- Translate auto reply (the message that is sent out to users who write to you from their app).
- Choose moderator who will get email notification every time a new messages is received (doesn't happen very often).

11. Translate automatic messages

The screenshot shows the MEVO interface for the 'Automatics' settings page. The left sidebar has 'Messages' highlighted with a red circle. The main content area shows the 'Automatics' settings for the 'MEVO STARTER' (code: starte). The 'Automatic' tab is highlighted with a red circle. The settings include:

- Automatics:** A list of automatic messages with checkboxes and titles.

<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	Level 3 %firstname% %lastname%	Triggered when level up
<input type="checkbox"/>	Level 2 %firstname% %lastname%	Triggered when level up
<input type="checkbox"/>	Level 1 %firstname% %lastname%	Triggered when level up
<input type="checkbox"/>	Campaign ends	Triggered when campaign finished
<input type="checkbox"/>	Campaign sales end	Triggered when sale finished
<input type="checkbox"/>	New Campaign Sales Started	Triggered when sale started
<input type="checkbox"/>	New campaign Started	Triggered when new campaign started

Buttons for '+ New Message', '+ Add Auto Message', 'Cancel', and 'Save' are visible.

These are the automatic messages that are sent out when something triggers them. Like when a new quiz is released. To edit, hover over the line you want to edit and choose the pen tool.

The most important one to translate is the *new quiz is released*.

12. Include a welcome message

The screenshot shows the 'New Messages' interface in the MEVO system. On the left, a sidebar menu has 'Messages' highlighted with a red circle. The main content area is titled 'New Messages' and contains the following fields and options:

- Send to:** A dropdown menu with 'All' selected and circled in red. Other options include League, District, Dealer, User, and Level.
- From:** Sondre from Mevo
- Subject:** Enter Subject
- Message:** Enter your message (with a 0/500 character count)

Below the message field, there are filter buttons: 'firstname', 'lastname', 'email', 'position', 'store', 'points', 'grank', 'gsrank', 'lrank', and 'lsrank'. At the bottom, there are 'Cancel' and 'Send' buttons.

Write a short message that will be waiting in the inbox for the app users. Something that says welcome and good luck, read more about the contest in the Prizes & rules section of the main menu etc...

Choose *all* recipients and fill in.

You can choose to schedule the message for a certain time and date, or just push send and it will be sent out immediately.