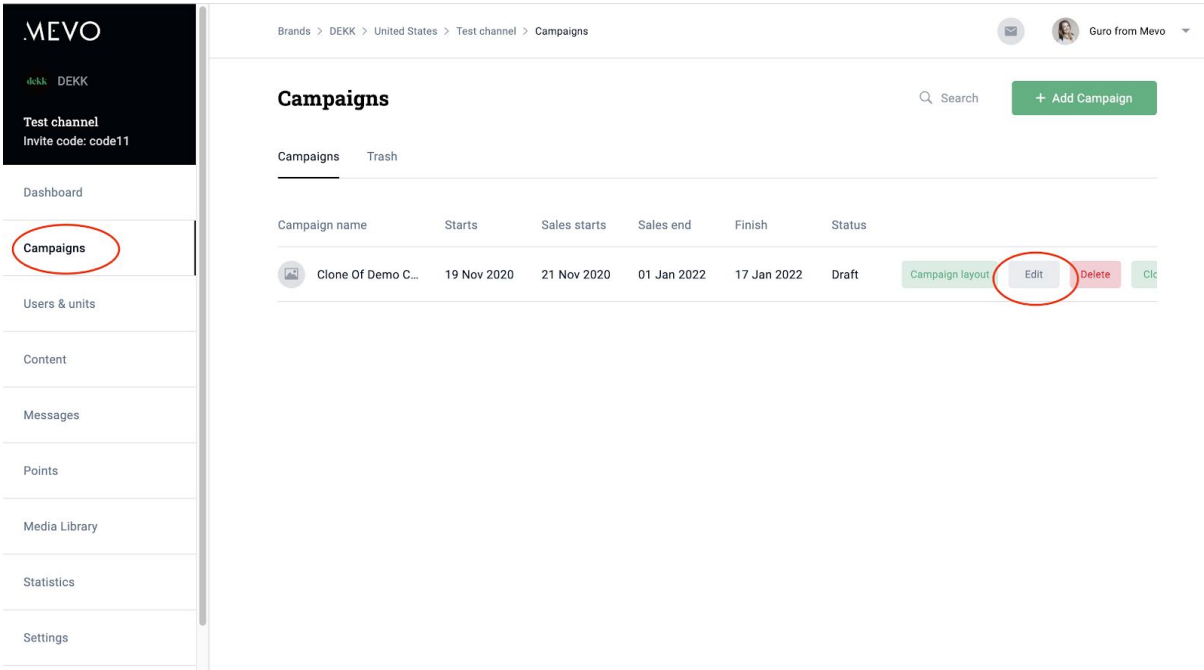# HOW TO CLONE CONTENT TO NEW COUNTRY

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

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

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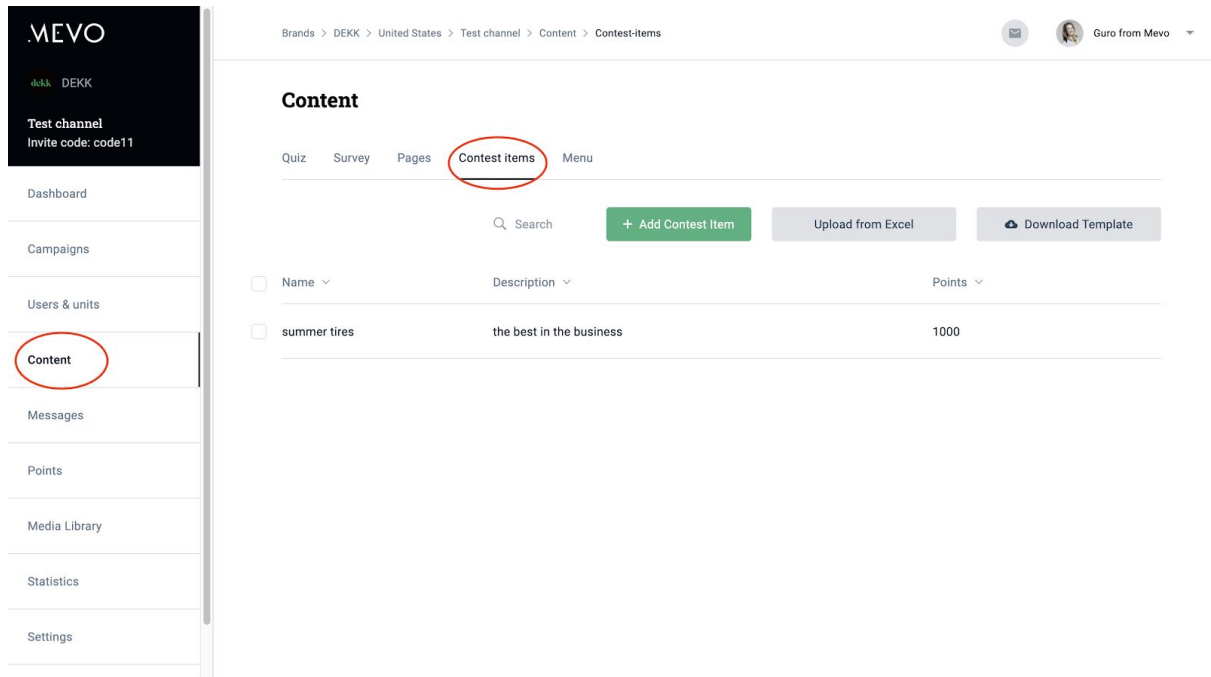

You need to translate the text on:
- The 3 welcome screens
- The home screen
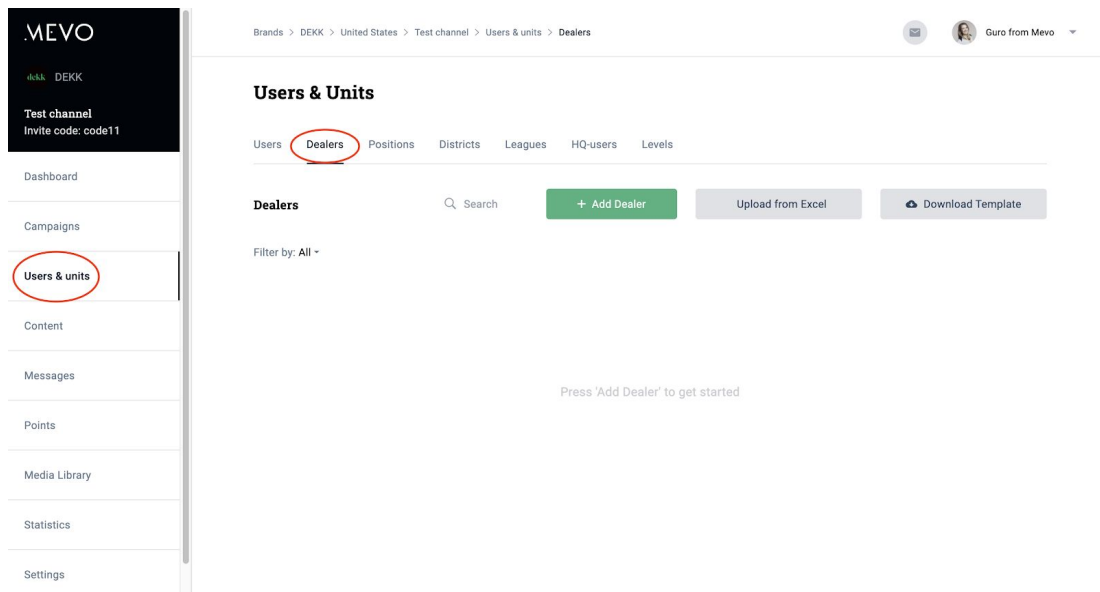- The prizes and rules
- The help

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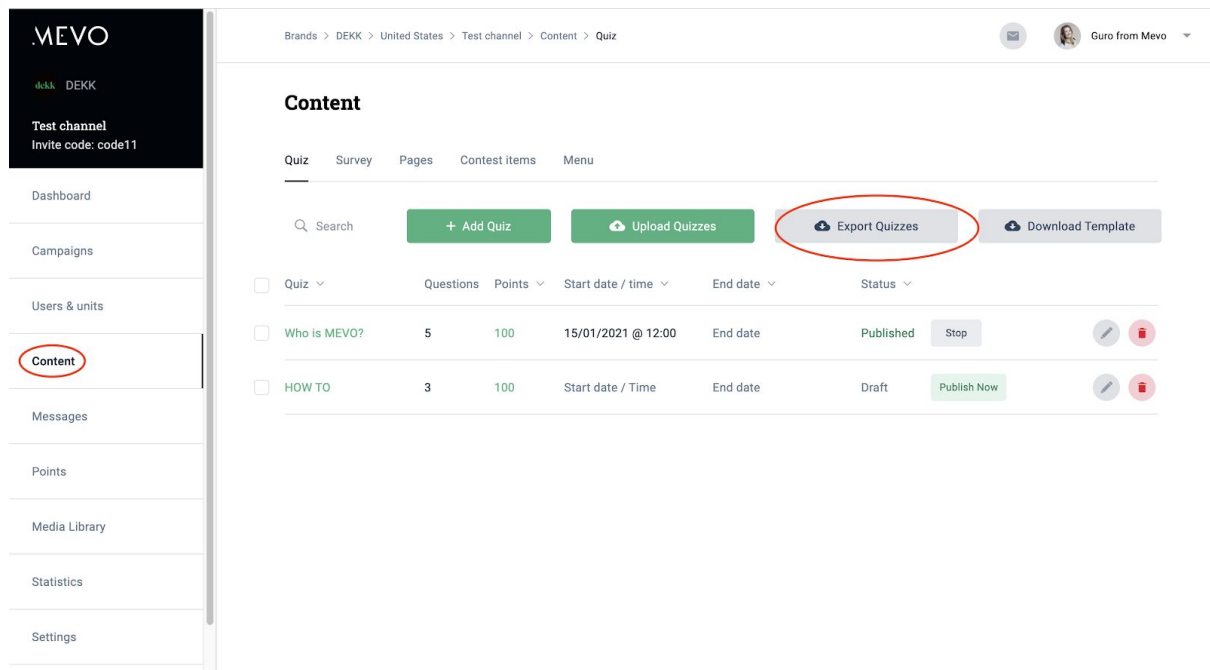The app users will choose their store from this list when they log in to the app for the first time.

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".
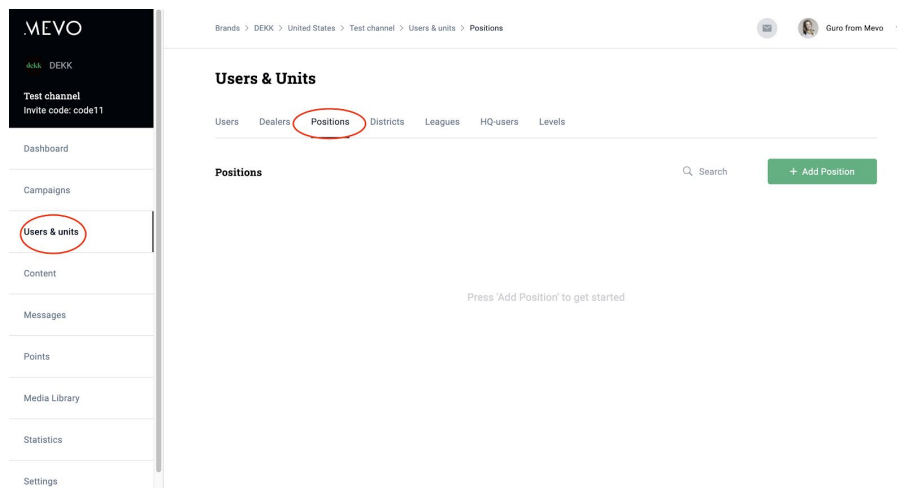
6. Translate quizzes

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

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

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

- 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

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

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.