

## YOUR STEP-BY-STEP GUIDE TO

## Online Gifting with Cultivate

the all-in-one solution for managing your corporate gift programs.

## 1 Sign up for the Online Gifting Platform

Create a FREE Essentials account in seconds - no contract no hassle.

cultivatepcg.com



Get Started

### Create a new account

Start sending gifts in seconds

First Name  
Last Name  
Email  
Phone Number  
Work Email  
Password

- Fill out the form
- Create a username & password
- Agree to the Terms & Conditions
- Verify your email address

## 2 Customize Your Gift Recipient Experience

Add branding, messaging, and artwork to your email templates & gifting website.




Customizations

Click the **Customizations** button in the main menu to navigate.

#### Gifting Website Logo

Add your logo to your Gifting Websites and Artwork. For more information, visit our [Help Center](#).



Remove Logo

☒ Add logo to My Artwork  
By checking this box, your logo will be added on top of artwork sent to gift recipients.

Upload your logo

#### Artwork Settings

Edit Default and saved artwork

Create New

My Artwork

Adobe Holiday Gifting 2024  
Adobe you could not find the artwork, please contact the Adobe LT

Default Artwork

Work Anniversary  
Happy work anniversary, (first name)! Here's to many more successful years ahead!

Client Anniversary  
Thank you for your continued trust and collaboration. We greatly appreciate your business!

Referral Thank You  
We truly appreciate your referral and the trust you've placed in us!

Sales Pipeline  
We're grateful for the chance to connect and explore ways to enhance our partnership!

Edit Artwork

#### Email Templates

Create email templates to use anytime you send a gift

Create A New Email Templates

Employee & Client Recognition  
Created 12/12/2024 22:56:24

Create Email Templates

## 3 Browse Gift Collections

Access \$30-\$500 gift collections. New gifts are added all the time.



My Collections

Click the **My Collections** button in the main menu to navigate.

#### My Collections

View all collections

Page 1 of 1

View all collections

Our most popular collections?

We're glad you asked.

Browse the \$150 Collection

Browse the \$200 Collection

## 4 Send Your Gifts!

Sending gifts is almost as fun as receiving them. All you need is your recipients' email.



Send a Gift

Create a Contact

Download Template

Upload Contacts

- ✓ Select your desired **gift collection**
- ✓ Write a personalized message
- ✓ Choose to send gifts **immediately** or **schedule them** for later.
- ✓ **Track and manage gifts** using our dashboard with real-time reporting to track gift status, redemption rates, and activity trends.

Yes, it's that easy. Get started here!

## BONUS: Onboard Your Team

As the account creator, **you're the Super Admin**. This allows you to create teams, add users, set permissions, gifting budgets, and monitor all activity.

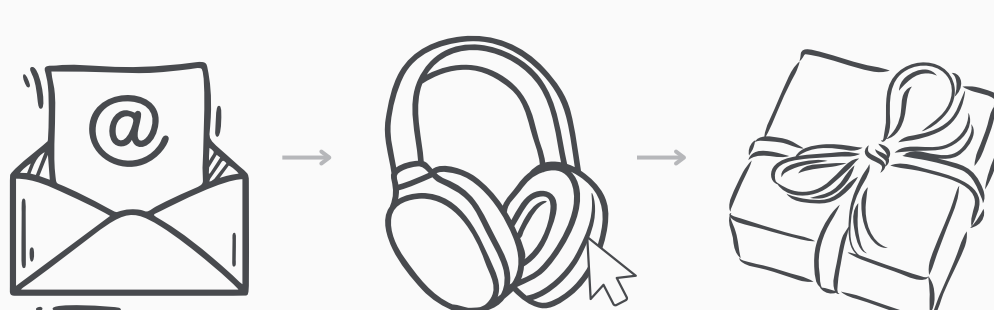
Teams and users

Create New Team

Add Team Members

### RECIPIENT EXPERIENCE

## This is the Fun Part!



Recipients **receive an email** to browse the collection you picked.

They **select a gift** of their choice.

They add a shipping address, and **we handle everything else!**

Now that's **guaranteed satisfaction...** for you and for them!

## Explore More Features & Benefits

Say goodbye to disorganized spreadsheets and uncertainty.

Easily manage your efforts with Cultivate.



- Send or schedule **unlimited gifts** within the US
- **Pay-as-you-go** when gifts are redeemed
- Use the platform for **year-round corporate gifting**
- **Diverse gift collections** offer something for everyone

Create Your Account

Additional onboarding questions? Visit our [Help Center](#).