



Communication is the language of leaders

## **In4mant Representative Guide**

Organisation Registration, Pages 1 - 5

Register as a Representative, Pages 6 & 7.

Guide lines for In4mant Representatives, Pages 8 & 9.

We invite you to download our mobile APP, install it and register. It is available on both the iPhone and Google play store  
In Churches search for "Test church".

You will be able to see posts and content as if you had posted them yourself.

Please note, the demo "Test church" does not allow you to post information. So what you see is what the users will see.

Just remember posting can be done from the web and mobile phone, once the admin permissions have been setup.

The web has the same and more features.

Please read through this registration guide for a better understanding.

In4Mant

#### USER DETAILS

Are you?

- ☐ Sales Representative  
☐ Organization

First Name

Last Name

Personal - Email

Cell Number

Organisation Type

- ☐ Churches  
☐ Sports Clubs  
☐ Unions  
☐ Agencies

#### COMPANY DESIGNATION

Company Designation

- ☐ Admin  
☐ Manager  
☐ Owner/Director

You will be amazed how easy  
we have made it to setup  
your WEB and Mobile APP

Your Details

Please select which category your  
organisation falls into, else your members  
will struggle to find you.

What position do you hold.  
This can be changed later on.

#### COMPANY DETAILS

Organisation Name

VAT Number

Landline Number

Website

Company Registration ID

Email

---Select Country---

v

v

v

Slogan

Small Logo

Choose file...

Browse

Upload image with 140 pix x 220 pix

Wide Logo

Choose file...

Browse

Upload image with 603 pix x 231 pix

#### SET USER PASSWORD

User Email

Password

Confirm Password

Next Step ➔

If your organisation has more than  
one branch, add the town or suburb  
at the end of the name.

Organization details.  
These will appear on your invoice

Your logo appears on the mobile app,  
which is visible to all your members.  
Please optimise your presence by  
getting them correctly sized.

**ORGANIZATION SETUP**

Select communication type to activate on the phone

Community

☐ Calendar

☐ Notice Board

☐ Gallery

☐ Breaking News

☐ Event

☐ Message

☐ Daily Scripture

☐ Sermon

☐ Prayer Request

**ADD STAFF AND MEMBERS**

Please reflect the correct number of staff and members.  
The total SUM will influence your Tier Level, for both subscription cost and advertising revenue.

Once entered you cannot change these values.

There is a minimum set number of 20 Staff and 200 members.

Add Staff

0

Add members

0

Done

You decide what communication features you will be using. Simply tick the box.

You can start off with a few features and later come back and activate other features.

All you need to do is come back to this section, Business Setup, and tick or un-tick, at any time.

FYI, on the mobile phone, each feature has an advertising block at the bottom of the page. This advertising space is yours to sell and earn passive income for your organisation. Each advertising block becomes available, as your member registration grows. We have made 8 advertising blocks available, which means you make money by using In4mant.

➔The **Calendar** has three posting options. You decide if the Calendar entry is for either Staff, Public or Both. Your members can only see the public calendar.

➔The **Notice Board**, is your solution to managing trending topics, separately. Gone are the days of searching through lines and lines of unrelated conversation. The six active Tabs can be replaced, suspended and reactivated as needed.

➔**Gallery** is used to save those photo moments. Create enough first layer folders so that the folders added inside are relevant to the first folder description. You can even add the year to the name of the folder.

➔**Breaking news** is used to broadcast a message that everyone would love to hear about. It is a push notification to everyone.

➔**Events** is used to inform everyone about meetings that are not taking place on premises. We even direct you to the venue. This is the only feature that can be managed by a person that is not staff, as we allow non-staff members access via a password.

➔The **Message** feature allows you to message individual Staff, Groups of staff or everyone.

As you may be messaging one or thousands of people, we give you a selection of ways you would like the recipients to respond. Be it a conversation, single response back, select a response or no response at all.

Daily Scripture, Sermon and Prayer Request are options only for **Churches**.

➔**Daily Scriptures** are used to share the word or leave a motivational thought.

➔**Sermon** is used for those who missed the service and wish to watch it at home.

➔**Prayer Request**, because we don't always pray for ourselves but for others too.

We only allow Churches to message individual members of their congregation. However a member cannot initiate a conversation.

**Please be accurate.**

If you exaggerate your staff and membership amounts, it will take your organisation longer to achieve the registration % necessary to open the advertising blocks.

If you reflect lower amounts, you will be able to sell advertising blocks sooner, but the invoice amount to your clients will be lower based on the lower audience.

**Confirm**

Once you have confirmed the number of Staff and Members, you will not be able to change these amounts. Please be accurate.

Cancel

OK

**A “TAB” is a bookmark used as a heading. So each heading manages the conversation and posts about the topic.**

**SETUP NOTICE BOARD TAB**


Notice Board Categories


You can create separate Tabs for particular Topics e.g Tab 1 = Parking Area, Tab 2 = Lost & Found

All TABS must be unique in description.

Any TAB can be deactivated and another created. The Deactivated TAB can be reactivated at a later stage when necessary.

Kindly add data by clicking on ADD button.

Add 

Next Step 

The Notice Board is used to keep your members up to date with trending topics.

You can create as many TABS as you like, but Only 6 Tabs can be active at any time. If you want to swop a Tab, you will first need to deactivate one before you can activate another. Each name must be unique, so use the year as a suffix. Click Add to add a new Name for a TAB.

When using the Notice Board, everyone can see it.

Some examples: Lost & Found, Canteen, Choir, Casual help, Latest results, Rules

**SETUP NOTICE BOARD TAB**


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Kindly add data by clicking on ADD button.

Add 

Sr. No	Notice board Tab	Tab Status
1	Rules	Active
2	Lost & Found	Active
3	Coffee Shop	Active

Next Step 

The first 6 Tabs will all be activated, by default. You can manage your Tabs from the desktop.

By clicking on the RED Active button, you will de-activate that TAB. You then activate another TAB in your list.

ADD notice Board Tab x

Tab Name

Max 30 Characters allowed.

Done Add Another

You will see this screen pop up when you select the ADD button.

Before you start adding Tabs, make a list of regular and trending topics, then add them leaving the trending for last as those topics will change over time. We automatically activate the first 6 Tabs you capture.

### SETUP STAFF GROUPS

Every staff member must be in a group, or else you won't be able to message them and they won't have access to the staff calendar.

A staff member can only be in one group.

All people in a group, share the same privileges as selected in the "Restrict Features" page.

You can add as many groups as you like, but this will mean that when messaging groups, you may have to select a few to include all the desired people.

You can freely add or delete groups.

Add 

Sr. No	Action
1	Admin
2	Manager
3	Owner



Done

## Setting up Groups

You will need to setup your communication hierarchy. This will make control far easier as you will be able to assign Administrative permission to specific groups of staff.

Different groups may be given access to sensitive web pages. You can also enable groups the right to post information via the web and from their mobile phones. For other staff, you do not have to give them any rights, except Assign them to a group. So Canteen staff can see the internal Calendar and can receive messages, but can't post anything and will have no access to sensitive web pages.

### Words of Advice.

Before you advertise In4Mant to your members(public), First get your staff to register. This will allow you to familiarise yourself with our various features and give you time to setup your internal communication structure.

Any person who is **not** in a **group**, has the status of the **PUBLIC**. The public are excluded from seeing the internal calendar, and you cannot privately message a member of the public.

In4mant has improved the way you get to communicate to your Staff and members, but be mindful of what information you post.









In4mant has been setup so that the public cannot message you. You however can allow them to respond to your messages.

You can add new groups and manage which staff are in which group. Remember that not every GROUP gets assigned administrative rights, so if you move a person to a different group, their rights will change.

### ACCESS HIERARCHY

Setup communication Groups

Add 

Sr. No	Action
1	Admin
2	Manager
3	Owner
4	Team Leader  
5	Casual Help  
6	Canteen Staff  
7	Sound & Lighting  



Done

The 3 generic groups cannot be deleted. This safe guards your core structure.

Create groups that include personnel who share information and work together.

Certain individuals may be included in all communication, so create a group using their name.

When sending messages, you can select more than one group, and still exclude an individual from one group.

If you want to delete a group, please Remove everyone from that group first.

Every staff member must be in a group.

### Congratulations

You have registered your organisation.

All you need to do now is register the Owner, Manager and an Admin person.

The setup will take about 10min. We have included a step-by-step explanation, as a PDF.

Once that is done, just check and save the passwords in the ADMIN > Settings > Mobile Passwords. We have created passwords, but you can change them at any time. When you change the passwords, the individuals will still remain in their group. For security reasons change all the passwords once everyone is correctly assigned.

Please download the Setup PDF on the dashboard.

### Add Communication Groups

Name

Max 30 characters allowed

Done

Add Another



#### SALES REPRESENTATIVE

#### BANKING DETAILS

#### SET USER PASSWORD

## Registering as an In4mant Representative

If you are wanting to register as an In4mant representative you will need to follow this section.

Before we start, you need to understand that this opportunity does not mean that you are employed by In4mant in any manner. In4mant Pty Ltd will simply pay you a commission for every organisation that you sign up, if the organisation is real and it grows its membership numbers.

In an effort to avoid fake registrations, your payment will be managed by the system, which will monitor the number of mobile registrations and the activity of the site itself.

Once the organisation has reached a certain % of growth (both Staff and Members), you will be paid commission.

Should you register and not sign up any organisation, In4mant Pty Ltd will not pay you anything. Commission is strictly paid on successful registrations with active participating organisations along with their membership growth. All organisations will need to be vetted, which may include them being called by our customer care and support center. If you don't agree with this, don't register.

Should you wish to be a Representative, you will need to fill in all the necessary information, as shown on the left.

As life is ever changing, we understand that certain personal details may change, which you are at liberty to change.

Unfortunately your Name, ID number, UIF number and user code will never change, so please be careful when recording this info.

Your commission will be paid directly into your bank account which will be reflected in the "VIEW YOUR RESULTS" section. Remember, commission is only paid once the organisation you registered, with your credentials, reaches a certain threshold of mobile registrations.

Once you have registered yourself, please record your login details(Email and password). If you forget them, you will have no access To your account, and we can not help you there.

Take your time to read through the registration explanation. It is easy to understand. Once you feel comfortable, you can Google search local Sports Clubs, Churches, Agencies and Trade Unions, as some will want to be signed up.

Unfortunately, not all organisations are the same. Some have massive followings and others not. For this reason we have incentivised you to sign up the biggest first. The bigger the organisation, the bigger the commission. But remember, if the organisation only has 3000 members and you say it has 5000, it will take much longer for the cumulative registrations to reach the commission qualifying %. That means you will have to wait longer for your commission. If you make the membership numbers too big, you may never be paid out.

So our advice is to round up what they tell you to the closest hundred.

Before you go out there and start trying to sign up organisations, we have included a summary page. Please make sure you have requested all of these points before visiting the organisation. Many of these items on the sheet, are "forced entry", which means you can't go forward without including them. So when you call any organisation, and introduce In4mant, make sure you ask them to have this ready for you, else you will be wasting petrol.

Once you have registered an organisation, you will need to confirm that:

1. The WIDE LOGO fits the recommended dimensions, as this will be seen on the mobile.
2. The Manager and Owners details have been correctly captured, as they will receive confirmation emails, for registration purposes.
3. The number of staff and members has been accurately captured, else you might be 90 years old when we pay your commission.
4. You have added 6 relevant notice board headings.
5. You have discussed with the manager or owner of the organisation, and have added the correct Groups, in accordance with their hierarchy - so as to optimise communication. Read the previous page on Groups, if you are not sure.

If the name of a group is split in two, please remember to remove the space when you confirm/save the passwords.

## Representative, let's be accurate.

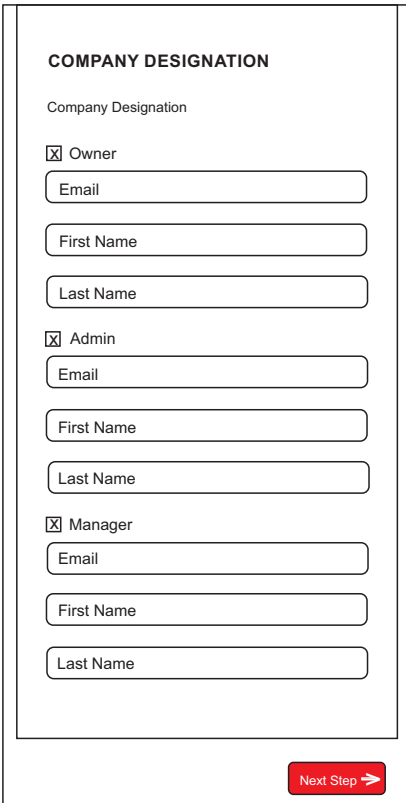
The animation below, is the main difference when registering an organisation, as the representative.

The representative needs to capture three staff members - as seen below.

If the details of one or two of the individuals is missing, you can activate their account, but you will then need to go to "Manage Members" and add them that way. **Before an account will activate, there needs to be a minimum of 1 owner and 1 manager.**

**You also need to have added, 2 notice board tabs, 2 groups and you must click and SAVE the passwords.**

The owner or manager can decide on the restrict features. As they will need to add and populate their Groups.



**COMPANY DESIGNATION**

Company Designation

☒ Owner

Email

First Name

Last Name

☒ Admin

Email

First Name

Last Name

☒ Manager

Email

First Name

Last Name

Next Step ➔

Please make sure that the details of each individual are correct, else they will not receive the confirmation email. If they don't get the email, they won't be able to setup their profile, and your registration won't go live.

Once they receive the email, there will be a 2 links, to either change their password or login. They will be able to edit their profile and personalise their login password. Their profile is found in the top right corner.

Once you have registered the organisation, allow the admin person Who assisted you, to login, using the email link that we sent to them.

It is vitally important that each one of these people can log in.  
**You must confirm this.**

You have successfully registered an organisation.

If their admin/manager/owner is with you, ask them to open their mail and click on the link.

Let them setup their password and profile which is found on the top right corner.

You can now explain the Restrict features table and let them record the passwords to share later.

The payment block should be open on the dashboard.

They can select a seven day trial or a subscription.

## It is all about the results .

Once you have registered yourself as a representative, you will be able to register an organisation.

Make a note of your login details(email and password) and your unique Rep code, as this is who we will pay. We are not responsible for mistakes in banking details.

When you log in again, you will be taken to your account.

You will see three buttons: REGISTER AN ORGANISATION, VIEW YOUR RESULTS and EDIT YOUR DETAILS. (See next page).

To register a new business you must select “register an organisation”.

Registering an organisation will not take you longer than 15 min, if you have all the necessary info that we requested in the summary sheet.

If you didn't complete the registration the 1st time round, we give you a short cut to enter their account. Select the enter button to complete the setup.

You can at any time monitor the performance of the organisation you registered, by selecting “view your results” on the dashboard.

Quick explanation of summary:

You can sort a selection from high to low or visa versa, by selecting any of the headings.

The column headings are self explanatory.

The “short” figure indicates how many registrations are needed before you receive your commission. You should encourage the organisation to advertise In4mant to their members. This will get you paid quicker and open the first advertising block for them to earn revenue.

Once the number of registrations reaches this figure, the qualify column will change from “Not Yet” to YES. We will then pay you on month end, your commission.

Commission is only paid once for each organisation registered. So hurry with setting up appointments before someone else does.

It really is that simple.

REGISTERED BUSINESSES

Search										Show 10 entries
SR. No	Company	Company ID	Type	Admin	Member	Short	Qualify	Commission	Active	
	Company Name 1	Abname1	Sports Club	25	5800	1850	Not Yet	R350	15/1/2022	<input type="button" value="enter"/>
	Company Name 2	Abname2	Church	75	12600	2560	Not Yet	R850	24/2/2022	<input type="button" value="enter"/>

Previous 1 Next



# The Representatives Dashboard

## Dashboard

Register an Organisation

View your results

Edit your details

In4Mant

### USER DETAILS

Are you?

- ☒ Sales Representative  
☐ Organisation

lec3-37f64db

Your first name

Your last name

Your Email

Your cell number

Organisation Type

- ☐ Churches  
☐ Sports Clubs  
☐ Unions  
☐ Agencies

ETC

REGISTERED BUSINESSES

This screen was explained earlier.

Search										Show 10	entries
SR. No	Company	Company ID	Type	Admin	Member	Short	Qualify	Commission	Active		
	Company Name 1	Abname1	Sports Club	25	5800	1850	Not Yet	R350	15/1/2022	enter	
	Company Name 2	Abname2	Church	75	12600	2560	Not Yet	R850	24/2/2022	enter	
										Previous	Next

We auto-fill every registration for you. Just confirm that it is you, before you continue.

Once you get familiar, it should only take you 10 min to register an organisation.

Before you leave the premises, always make sure the responsible people can login and see their dashboard. When they login and you have done you work correctly, the payment block should be open.

The monthly subscription is currently very affordable, so encourage them to select the annual subscription option, as prices will **increase**.

You must get them to download the setup PDF, on their dashboard, as the information included is important.

Remind them that the 8 advertising blocks will make them more money than the cost of our monthly subscription.

Edit Rep Details

User Details

Representative code

UIF Number

ID. Number

Name

Email

Cell Number

Tel Number

Address

Banking Details

Branch Name

Bank Name

The greyed blocks are protected, so you cant change those details.

# Summary Page

Before you start signing up different organisations, make sure you understand:

What are Notice Board tabs?

Why do they need to add Groups?

Why does each Group have a different password.

How does the restrict features manage and protect their organisation.

What the organisation will need to have ready for you, when you visit.

1. Name and E-mail address of the Owner/Boss and a Manager.
2. Two Logos, 140w x 220h and 603w x 231h in pixels
3. Preferably 3 - 6 Tabs for the Notice Board.
4. The name of some Groups - but you can suggest.
5. Their VAT number.
6. Make an appointment with the person you will be training.

The success of your registration is dependant on how well you explain each feature.

We suggest that once you have registered their organisation, you:

Get the Owner and Manager to login using the email we sent them. Make sure they can login.

In Manage Members, add one or two more staff that will be using the Web.

In Manage Members, show them how to move a registered user into a Group.

Show them in Business Detail, where they can activate or deactivate Communication Features like Notice Board, Calendar etc.

Show them in Business Details how to activate or de-activate Notice Board Tabs and where to add more groups.

For the Owner and Manager, show them that some groups have administrative permission which they activate in restrict features. A password, will place a registered user into a group, and that group may or may not give them administrative permission as ticked in restrict features.

Show them using Manage Hierarchy, how to view and sort their staff into the correct Groups.