LifeLearn WebDVM4 Social Account Setup

Thank you for signing up with WebDVM4 Social. We would like to make the setup of your account as easy as possible for you. The following are the step-by-step instructions to help with the setup.

- 1. After your request has been sent to LifeLearn we will create your account. Once we have done that you will receive your Welcome email and your Account Confirmation email.
- 2. When confirming your account you will be asked to login using the username and password that you entered in the account request form. You can contact LifeLearn if you have forgotten this information.

WebDVMA Social Account LifeLearn Lit Logged in as: kjerrard	iging together email and social marketing rary Bilifelearn.com (Local)
	Account Email Confirmation
	Confirmation Complete Thank you. Your email address has been confirmed. Please click the continue button to proceed. Continue
	© 2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms

3. Now that you are logged in you will be taken through a few steps to get your account setup.

4. Adding your Banner and Contact information

a. This page will allow you to upload the banner that will be at the top of your outgoing Newsletters (jpg format, max 600px in width) and the contact information of your clinic.

	Your Profile: Banner and Contact Information
Welcome Welcome to WebDVIM4 Social. Your account setup is almost complete. The information you provide will help determine how you will use your	Start by specifying a barner image (dealy 600 pixels wide) that will appear in various places, including the top of your messages. When email is sent from your account, it will come from the business name and email address you specify below. The email will also include your postal address at the bottom.
account.	Please Complete Your Business Address and Personal Information To complete your profile, provide the required fields in red below. These fields are used in the header and footer of your emails to identify your organization as the valid sender of your messages.
	Your Banner
	Your Business Information Weste Address OrganizationCompany Address Line 2 City StateRegion ZapPostal Code Country
	Your Personal Information Thumbhail Usey Server Tride Email Addrese Phone Phone
	Additional Settings Notification Email

- 5. Once you have Saved your Profile you will see the Agreement screen that you can agree to and continue with the setup process.
- 6. Next you will be asked to connect to your Facebook account. You will need to have your Facebook business page created before you can continue with this step. If you don't have a Facebook page or would like to connect to it at a later time you can click the Skip button.

Account: Kathy Jerrard (Logo	
Welcome Welcome to WebDVII4 Social. Your account setup is almost complete. The information you provide will help determine how you will use your account.	Connect to Facebook Is easy to make a connection to a Facebook Page that you administer or your personal Facebook profile. Just click the appropriate button below which will take you briefly to Facebook. If you are not already signed in to Facebook, you will be asked to enter the username and password for the Facebook account you would like to connect or for the account that is the owner of the Facebook Page. Facebook will then ask you to allow the WebDVIM4 Social application access to your information. You will also be asked to provide WebDVIM4 Social with permission to access your status and newsfeed and to do so without needing you to login to Facebook again. Connect to Facebook Page Connect to Facebook Page Connect to Facebook Group
	Or, connect to your Personal Profile

 If you choose to Connect to Facebook Page you will be asked to login to your account and allow Butterfly Publisher to access the information. You will want to click the Go to App button and then Allow on the next screen.

	A D.H. O. D. LUL			Butterfly Publisher would also like permission to:	
	Let Butterfly Publisher Access Facel	Go to App Cancel		Manage your pages X Manage your pages View View	
	80 people use this app ABOUT THIS APP You are booms into Butterfly Publisher as LifeLearn	THIS APP WILL RECEIVE: • Your basic infs. [7]		Post on your behalf X This gop may post on your behalf, including status updates, photos and more. X	
	Who can see posts this app makes for you on your Facebook timeline: [7]	Your email address (support@lifelearn.com) Your status updates Status updates shared with you		Access posts in your News Feed ×	
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				Totsights Totsights access Drights data for your pages and applications.	
eok © 2012 · English (US)		About - Create an Ad - Create a Page - Developers - Careers	Privacy - Cookies - Terms - Help	Here is currently runniser asking or unsex permissions - From Butterfly Publisher Wire require these permissions to tightly connect Butterfly Publisher with Pacabook and to allow the posting and retrieval of messages.	
				Allow Skip	

8. Once you have allowed Butterfly Publisher to access your page information you will select the page for WebDVM Social to use, and then it will confirm your connection to your Facebook Page.

WebDVM Bringing to Social Account: Kathy Jerrard (Looper	gether email and social marketing	Account: Kathy Jerrard Loose	email and social marketing
Thu, Iter 22nd 2012 19 158 AU	Select a Page Inter & Int fur of pages that you advertise Please select the page to use for the connection. Life.Com • Extension	There, two 2and 2012 11 to 0.000 III Comparison Comparison Networks as calm mode site, two pice Comparison The source of contrast, the same source of contrast, the	Interced to Facebook Andream The Andream Andream LifeLeam P Star er til controue
	© 2012 Socialize Your Shirt, LLC: All Rights Reserved Yerma		© 2012 Socialize Your Skirtt, LLC. All Rights Reserved. Terms

- 9. Now that you have connected to Facebook (or chose to skip) you have the option to connect to your Twitter account. Again you have the option to skip or continue with the connection.
- 10. When you choose to continue with the connection you will be asked to sign into your Twitter account and then you will see your confirmation screen.

Authorize Butterfly Publishe	er 🔺		Messages Newsletters Contacts Reports Connected to Twitter
This application will be able to:	Butterfly Publisher By Socialize Your Staff, LLC www.butterflypublisher.com Where Social Media Meets Marketing	The, Ise-22nd 2012 1131 AU	Comparable Via Mare Competition as a concerning to Life.Came on Trottler:
This application will not be able to: • See your Twitter password.			© 2012 Sociatze Your Stuff, LLC. All Rights Reserved. Terms
You can revoke access to any application at any time from the By authorizing an application you continue to operate under	ne Applications tab of your Settings page. Twitter's Terms of Service. In particular, some		

- 11. Now you will have the option to connect to the Blog area of your website. If you are not using your blog you can Skip this step (contact LifeLearn if you would like to know how to turn on and use the blog on your website). If you would like to connect to your website blog you can do that by choosing the WordPress option, or if you use any of the other blogs you can choose those as well.
- 12. When you choose to connect to WordPress you will need to enter your Admin username and password along with your website address (where it asks for your Blog Address). You can choose to have your posts Publish Immediately or for the system to Save as Draft (you will need to login to your website to publish the posts).

Account, Kathy Jerrard (Logo	<u>ut</u>)
Welcome Welcome to WebDVIM Social. Your account setup is almost complete. The nformation you provide will head determine how you will use your account.	Connect to Wordpress Access Information Please enter the username and password that is used to access your WordPress account in the boxes below: Username: Password:
	Next, enter the Web address where the front page of your WordPress blog can be found: Blog Address: NOTE: To enable this feature you may need to go to the Writing Settings of your WordPress account and enable the Remo Publishing option called XML-RPC. Publish Immediately Publish Immediately Enter a Name for this Network: Wordpress Advanced Options Save Skip

13. Now that you have connected to Facebook, Twitter and your website blog, you can setup how you would like your Newsletters to be sent. Unless you have a Constant Contact or MailChimp account you will choose the WebDVM4 Social option to send your mail.

	How Will You Send Email?
Welcome to WebDVM4 Social. Your account setup is almost complete. The information you provide will help determine how you will use your account.	When you send newsletters (and other types of email) you can have WebDVM4 Social send the message to an email list you maintain with one of the email service providers shown below. Please click below to choose how you will send email: Image: Click below to choose how you wil

14. The next screens will guide you through setting up an email group. You can create groups based on dog or cat owners or even have one that includes everyone. This allows you to send specific emails to groups of your clients.

Welcome	Connect to Email
Welcome to WebDVM4 Social. Your account setup is almost complete. The information you provide will help	An Email Network is a collection of Contact records containing email addresses. These email addresses are supplied by people who have opted-in (or subscribed) to receive email from you, information sent to an Email Network will be automatically emailed all of the members of that network.
determine how you will use your account.	Enter a Name for this Network:
	Email
	Advanced Options
	Save
	© 2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms
WebDVM2 Bringing	© 2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms together email and social marketing
WebDYWY Bringing Social Account: Kathy Jerrard (Leeo Thu, Nov 22nd 2012 11:07 AM	© 2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms together email and social marketing together email and social marketing Messages Newsletters Contacts Reports Settings Connected to Email
WebDYWY Bringing Social Account: Kathy Jerrard (Less Thu, Nov 22nd 2012 11:07 AM	2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms together email and social marketing
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Thu, Nov 22nd 2012 11:07 AM Networks and Sources Manage Networks Manage Sources Contacts Account	2012 Socialize Your Stuff, LLC. All Rights Reserved. Terms together email and social marketing

15. Now that you have created your group you can choose to import your email list. We recommend exporting from your Practice Management Software in a CSV file.

Account: Kathy Jerrard (Logour	Messages Newsletters Contacts Reports Settings
Thu, Nov 22nd 2012 11:08 AM The area of th	Upload and Import Your Email List Use the options below to import a list of small addresses into an amail network. You can update the contacts of an existing email list or you can create a new list and add contacts to a
/ou can include (if available) other nformation such as first and last name.	Done Done
Networks and Sources	Import Your Contacts 1. Select an Email Network
Contacts	Choose the email network into which your contacts will be imported, or create a new one.
View Contacts	Import to Network: Email - Create New
	2. Choose Import Method
Import Contacts	Choose the method you will use for this import. You may choose between copying/pasting email addresses and importing a file from your computer.
Account	The import methods support several data formats. Click here for more information on how your data should be formatted.
Reports	O Copy/Paste Email Addresses
	C File Import
	3. Submit Your Import
	One submit reach import Once submitted, the import process will be started. You will be notified when the process is completed. To check on the status or results of an import process, click to view the import history below.
	Submit Import History
	IMPORTANT NOTE: Only upload the email addresses for people who have given you permission to send email to them. If the email addresses in the list you are about to import are not part of an opt-in list owned only by you, you should not import these addresses. Using email addresses improperty is a violation of our terms of service.

- 16. Once you have uploaded your contacts you will be taken to the Messages page of WebDVM4 Social where you can start posting information to your social media sites that you have just set up.
- 17. If you have skipped any of the setup steps you can get back to them by clicking the Green Plus icon in the upper right area of your screen and you will be taken to the Manage Your Network Connections page.

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Account: Kathy Jerrard (2000	2	Messages Newsletters Contacts Reports Settings
Thu, Nov 22nd 2012 3:43 PM NetWorks A network is a social media site, blog or marketing platform where you can publish and read content. It is also a collection of Contacts (fans and followers who are connected to you). To add a network to your WebUWM4	Connect to Your blog is when an post new con- newsletter. Connect to U Connect to U Connect to U Mide these tip	Your Bidge you can angue more deeply with customers and properts. WebPVM4 Social and the type brigging and it can retrieve your blog articles for use in your social able on twosperses Connect to a blog on MuSpet able on Tumber Previous Next Dese
Social account, click one of the network loons and then follow the instructions and steps provided.	Manage Your Networks	rk Connections
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