



InstaMember USER'S GUIDE

Setting Up Tools Options

Setting Up Tools Options

This guide will help you in setting up the tools option. The tools option is an InstaMember feature that enables you to generate special registration links for special purposes. The registration links are useful for instances like special signup for JV partners, bypass manual registration process, bypass payment and whatever purpose the link may serve.

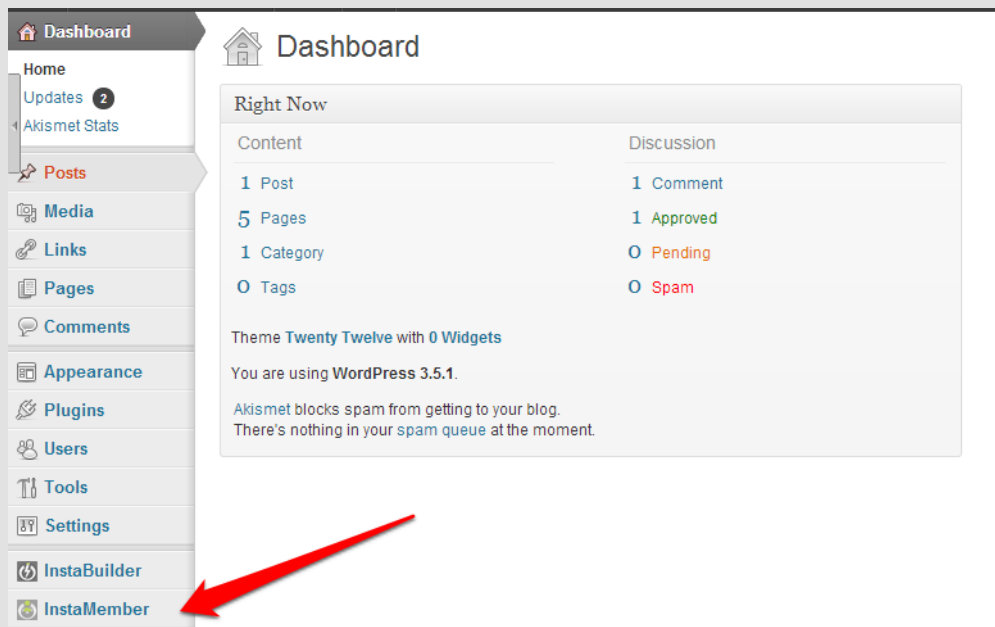
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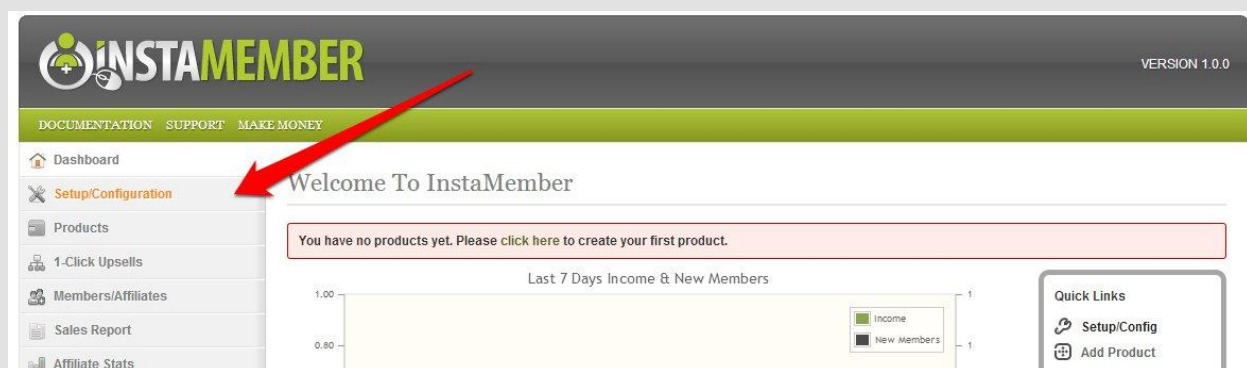
Setting Up Tools Options

This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site.


1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click '**Setup/Configuration**' to start setting up your InstaMember powered site.



3. Once clicked, you should see the setup/configuration page similar to this image


VERSION 1.0.0

DOCUMENTATION SUPPORT MAKE MONEY

- Dashboard
- Setup/Configuration**
- Products
- 1-Click Upsells
- Members/Affiliates
- Sales Report
- Affiliate Stats
- Manage Licenses
- Support Desk
- Broadcast Emails
- Membership URLs

Config Menu: **General** Payments Email Integration Form Editor Block Email/IP

Basic Configuration

Business Name

Please enter your business name.

Business Address


Please enter your business address.

Membership Configuration

Currency

Membership Handler Page

4. Click the **'Tools'** button.


VERSION 1.10

DOCUMENTATION SUPPORT MAKE MONEY

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Config Menu: General Payments Email Integration Form Editor Block Email/IP **Tools**

Generate a Registration Link

Product

Usage Limit times

Number of times the generated registration link can be used.

Expire In

Generate Link

- **Product** – this is a dropdown containing all the products you have on your site.
- **Usage Limit** – this is an InstaMember feature that sets the number of times a generated registration link can be used.
- **Expire In** – this is another feature of InstaMember where you can make the generated link not to expire or to make it expire on a specific date using the the built in calendar available when you choose a specific date. By default, it is set to never expire.

Generate a Registration Link

Product Level 1 Membership


Usage Limit 9999 times
Number of times the generated registration link can be used.

Expire In **Exact Date**

April 2013						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Generate Link

5. Once done with the settings, click the generate link button for the system to create a link based on your preferences.

 VERSION 1.10

DOCUMENTATION SUPPORT MAKE MONEY

Dashboard

Setup/Configuration

Products

1-Click Upsells

Members/Affiliates

Sales Report

Affiliate Stats

Manage Licenses

Support Desk

Broadcast Emails

Membership URLs

Config Menu: General Payments Email Integration Form Editor Block Email/IP Tools

Generate a Registration Link

Product Level 1 Membership

Usage Limit 9999 times
Number of times the generated registration link can be used.

Expire In **Never Expire**

Generate Link

6. After clicking the generate link button you should see something similar to the image below.

Generate a Registration Link

Registration link has been generated.

Product Level 1 Membership

Usage Limit times

Number of times the generated registration link can be used.

Expire In Never Expire

Generate Link

Generated Registration Link(s)

Registration URL	Product	Used	Limit	Expired	Delete
http://thesuzannaproject.com/demo/?insta_mode=freg&i	Level 1 Membership	0	9999	04/30/2013	Delete

BROUGHT TO YOU BY: SUZANNA THERESIA

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>