

**your  surprise**

# Affiliate program start-up guide

Everything you need to know to get started with the YourSurprise Family Program

YOURSURPRISE FAMILY

# INTRODUCTION

Welcome! Great that you signed up for the YourSurprise Family affiliate program. Did you end up here by accident and haven't signed up yet? Don't panic, you can still [register here](#).

In this start-up guide we would like to take you through the first steps of the affiliate program. We explain 'Tapfiliate', the program we use to track the sales you have made. But we also show you where to find the available promotional materials. In short, everything you need to know to start promoting our unique and personalised gift range.

Do you still have questions after reading this start-up guide? Our team of affiliate experts is always there for you. Feel free to contact us at: [affiliate@yoursurprise.com](mailto:affiliate@yoursurprise.com)

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# TAPFILIALTE

Tapfiliate is the tracking system that YourSurprise uses to track and collect the sales you have made. In addition, this system also offers a number of very handy features that you can use to enrich your campaigns with fantastic promotional material, made by our designers.

As soon as you have registered, we will receive a message about this. Great that you want to work with us! Of course we need some time to assess your application, because this is a manual process. Since we are very happy with your application, you can expect YourSurprise to process the application within 24 hours. During the weekend it can take a day longer, because we are getting ready for another working week full of fun collaborations! As soon as your registration has been approved, you will receive a notification in your email. Now the real work can begin!

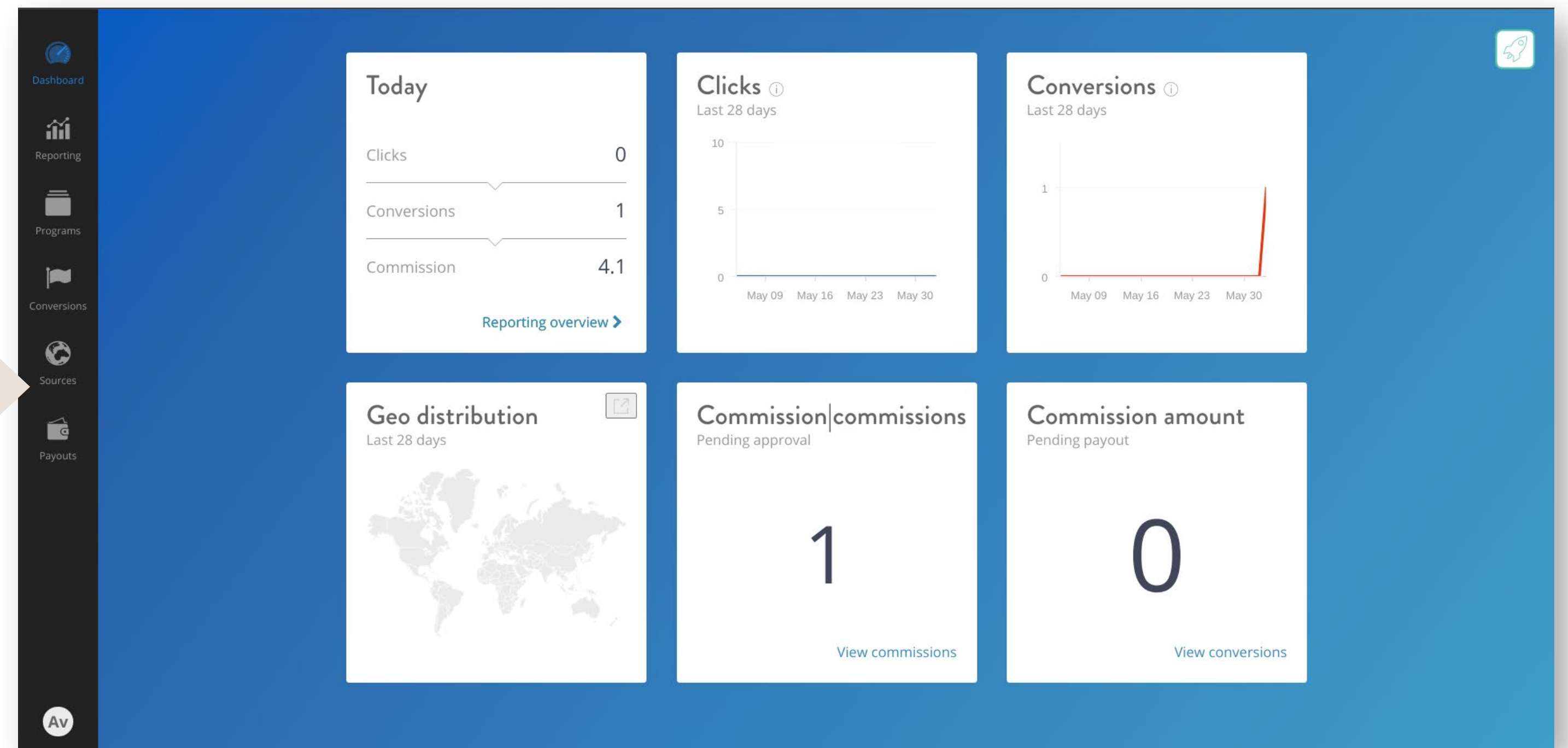
You can now log in to the environment and set up your first promotion. You can log in via: <https://yoursurprise.tapfiliate.com/login>

# YOURSURPRISE FAMILY

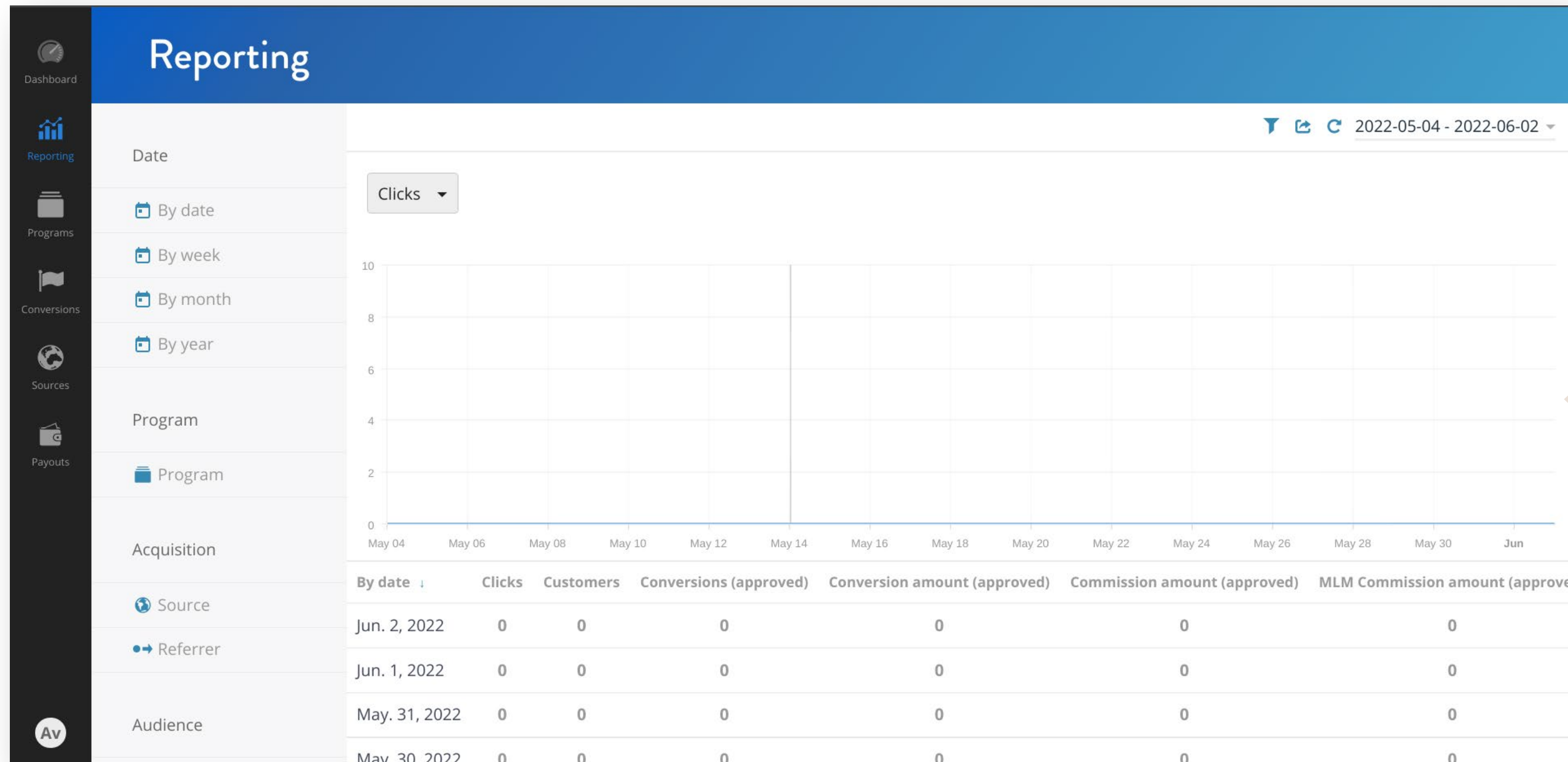
## LET'S START!

You are now logged in to the interface, welcome!

The home screen is a well-arranged dashboard, where you can see an overview of today, the amount of clicks of the last 28 days, the conversions you have achieved in the last 28 days and of course, the commission you have earned.



# YOURSURPRISE FAMILY REPORTS



In addition to the dashboard, the Tapiliate interface offers countless options, such as reports. Within the reports you can retrieve various data, so that you can see exactly how your campaign/affiliate promotions are performing within a certain time period. You can also find out which links perform the best and which ones you can optimize for even better results.

# YOURSURPRISE FAMILY REPORTS

Reporting

2022-05-04 - 2022-06-02

Date

- By date
- By week
- By month
- By year

Program

- Program

Acquisition

- Source
- Referrer

Audience

Reports of various dates and periods

Performance at program level

Source reference, for example default or social media (you can set this yourself)

Results at referrer level, which links perform well and where can you optimize?

Results at referrer level, which links perform well and where can you optimize?

# YOURSURPRISE FAMILY PROGRAMS

Title	Assets	Status	View
Netherlands YSP tapfiliate	11	approved	<a href="#">View</a>
France YSP tapfiliate	10	approved	<a href="#">View</a>
Germany YSP tapfiliate	6	approved	<a href="#">View</a>
United Kingdom YSP tapfiliate	2	approved	<a href="#">View</a>

With the 'Programs' function you can find the programs for which you have been approved. YourSurprise provides amazing promotional material in various themes. You can view these by clicking on the 'View' button next to the relevant program.

Av

# YOURSURPRISE FAMILY ASSETS

## United Kingdom YSP tapiliate: Assets details

Dashboard

Reporting

Programs

Conversions

Sources

Payouts

Av

Your referral link [https://www.yoursurprise.co.uk/?tap\\_a=42011-b72095&tap\\_s=28](https://www.yoursurprise.co.uk/?tap_a=42011-b72095&tap_s=28)

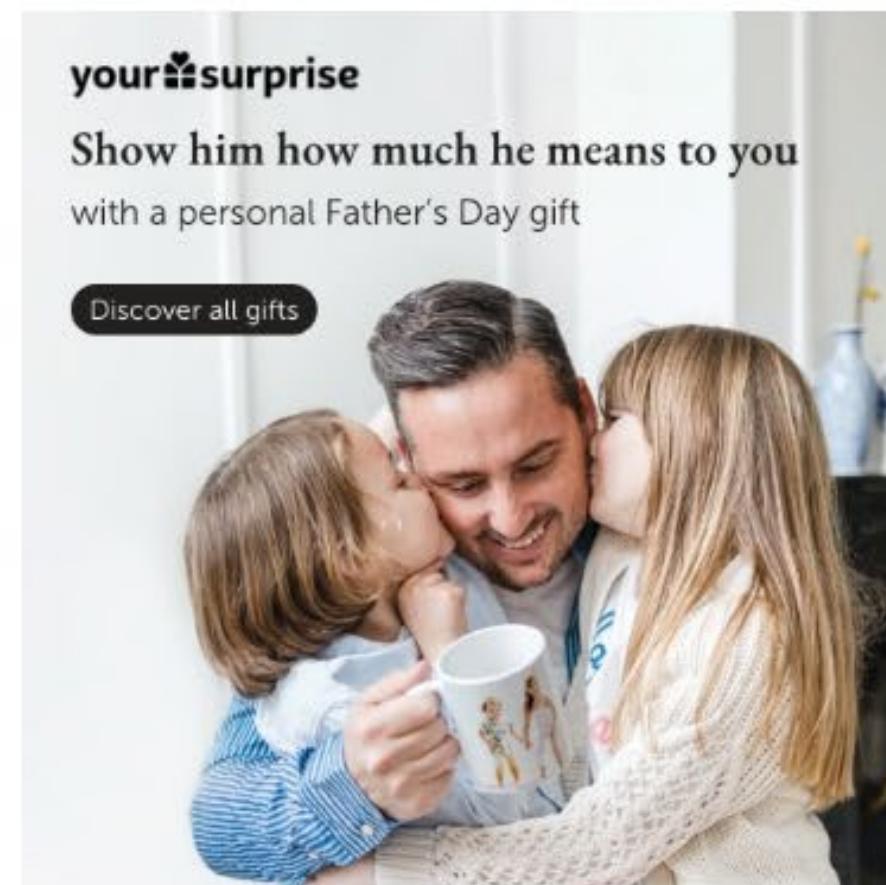
Advanced



### Assets i

Filter by type

Filter by size



Filter by type Filter by size

Twitter Facebook Pinterest

Embed code:

```
<a href="https://www.yoursurprise.co
```

Hover over the material you want to promote for additional information. With the embed code you can easily add the banner to your website.



# CONVERSIONS & COMMISSIONS

Conversions & Commissions

Date	Program	Amount	Commission	Meta data ⓘ	Reviewed
2022/06/02 16:35	Netherlands YSP tapiliate	€27.23	€4.08	-	1 / 1

Date	Commission type	Conversion sub amount	Commission amount	Approved	Comments
2022/06/02 16:35	Standard	€27.23	€4.08	✓	-

In the function 'Conversions & Commissions' you will find an overview of the sales you have realized and the associated commissions. You can also see the status of the transaction here, for example: pending or approved.

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# PAYOUT COMMISSIONS

Have you landed your first sales? Congratulations!

To receive your commission, you can send an invoice (monthly) to:  
[factuur@yoursurprise.com](mailto:factuur@yoursurprise.com)

Make sure that the following points are not missing on your invoice, otherwise we will unfortunately not be able to process them:

- Your company name, address, VAT identification number and, if applicable, chamber of commerce number
- Our company name and address
- Invoice date
- Invoice number
- Service name and quantity
- Clear description of period
- Amount excluding VAT, VAT rate and VAT amount

# YOURSURPRISE FAMILY

## SOURCES

The screenshot displays the 'Sources' management interface. On the left is a dark sidebar with navigation icons for Dashboard, Reporting, Programs, Conversions, Sources (highlighted), and Payouts. The main content area has a blue header with the word 'Sources' and a 'help' button. Below the header is a table with the following data:

Type	Title	Value	Actions
Other	Default	-	
Website	Social	https://nl-nl.facebook.com/	<a href="#">X Delete</a>

Below the table is a green button labeled '+ New source'. A callout box points to this button with the following text:

Optional Feature: Resources are channels you use to promote affiliate campaigns. A resource can be a single channel, such as a specific website. But also a group, such as social media. You can use resources to refine statistics within the function "reports".

At the bottom left of the sidebar is the 'Av' logo.

Good luck!

Let's create business

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