

# Magespace

## Affiliate Plus Guide



# What is Affiliate Plus Extension ?

*Affiliate Plus is the perfect Magento affiliate extension to create your own Magento affiliate program, which has been proved to be a crucial marketing tool for every online store nowadays. Starting with the Standard edition, it's responsive and fully consists of all the basic, essential features for your store's affiliate program success*

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## For Affiliates

Easily manage affiliate accounts

Able to post banners, script / code on websites, forum, blogs as well as .share on social networks such as Facebook, Twitter and Google+, etc. Able to manage payments, commissions and referrers . Manage commission .Commission is calculated based upon commission rate .Commission was auto added to an affiliate account once a transaction is completed .

Able to request payment when the commission has reached the threshold of payment

For Admins Manage banners .Can assign links to banners. Can use flash or images for banners. Have a new layout for the banner listing page: more professional and friendly.

Manage accounts . Sign-up page for affiliates is separated from customer registration page. Affiliates must be approved by admin after registration. Can view/ edit accounts" information (name, email, balance, payment release level, etc.).

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Able to view other information of accounts such as transactions and payments.

Manage transactions & payments View all transactions and their status.

Update status of payment once it is made. PayPal payment methods including API Using and Manual.

Support multi-store Able to manage accounts, commissions, transactions in each store

separately or all stores all together.Banners may be saved for each store and different from others in stores.

They can also be saved for all stores to utilize.

# HOW TO USE AFFILIATE PLUS MAGENTO 1 EXTENSION

Welcome Page



ACCOUNT CART (2)

Search entire store here...

REWARD

- My Affiliate Account**
- Affiliate Home
- [Login](#)
- [Signup](#)

## WELCOME TO OUR AFFILIATE NETWORK!

Affiliate programs are common throughout the Internet and offer website owners an additional way to spread the word about their websites. Among others, our program is free to join, easy to sign up and requires no technical knowledge! As our affiliates, you will generate traffic and sales for our website and receive attractive commissions in return.  
HOW DOES IT WORK?

When you join our affiliate program, you will be supplied with a range of banners and text links to place wherever you like. When a user clicks on one of your links, they will be brought to our website and their activities will be tracked by our affiliate program. Once this user completes a purchase, you earn commission!

REAL-TIME STATISTICS AND REPORTS!

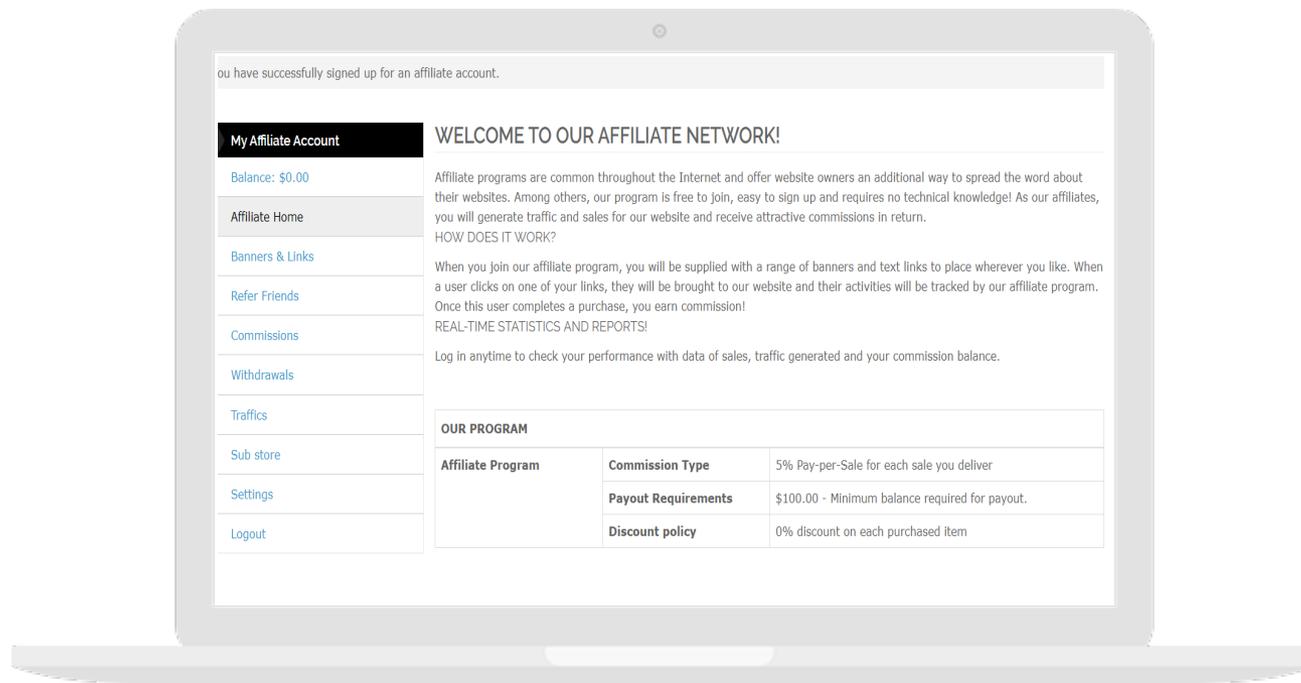
Log in anytime to check your performance with data of sales, traffic generated and your commission balance.

OUR PROGRAM		
Affiliate Program	Commission Type	5% Pay-per-Sale for each sale you deliver
	Payout Requirements	\$100.00 - Minimum balance required for payout.
	Discount policy	0% discount on each purchased item

Login

Signup

Contact Us



When a visitor clicks on this link, he can view the Affiliate Home page of the Affiliate system. This is a CMS page so you can customize its content to suit your needs (See the instruction in the next part).

When visitors click on the Sign-up tab, they will be redirected to the Affiliate Registration page. After providing all required information, visitors should click on the Save button to complete their registration. There are different forms following some scenarios.

Form 1: When visitors have not registered any accounts in your store, they will be required to fill in all information as below.

Form 2: When visitors have had a customer account already but have not registered as an Affiliate yet, they will need to fill in additional information required to join your Affiliate program.

# Sign up for an Affiliate Account

## My Affiliate Account

- [Affiliate Home](#)
- [Login](#)
- [Signup](#)

## Affiliate Registration

First Name\*

Last Name\*

Email Address\*

Password\*

Confirm Password\*

Paypal Email\*

Receive notification emails

Referring Website

Referred By (Email Address)

Verification\*  Refresh

\* Required Fields



 You have successfully signed up for an affiliate account.

 <b>My Affiliate Account</b>
<a href="#">Balance: \$0.00</a>
<a href="#">Affiliate Home</a>
<a href="#">Banners &amp; Links</a>
<a href="#">Refer Friends</a>
<a href="#">Commissions</a>
<a href="#">Withdrawals</a>
<a href="#">Traffics</a>
<a href="#">Settings</a>
<a href="#">Logout</a>

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[Contact Us](#) 



# How to Use Banners & Links

The Banners & Links tab provides affiliates with all banners and custom links which they can add to their websites, blogs or forums. This page contains 1 sections as follows: The Affiliate Link section

## Banners & Links

**My Affiliate Account**

- Balance: \$0.00
- [Affiliate Home](#)
- Banners & Links**
- [Refer Friends](#)
- [Commissions](#)
- [Withdrawals](#)
- [Traffics](#)
- [Settings](#)
- [Logout](#)

**Affiliate Link**

Create your own personal link

Please fill in one of the links from our store such as: product URL, category URL or other pages' URL into the text box below:

[Get Link](#)

Receive a unique affiliate link:  
<http://magespacedemo.pluginsplanet.com?acc=c4ca4238a0b923820dcc509a6f75849b>

**Banners**

Filter: All

There are no banners available for this program.

Each banner has a source code for affiliates to put on websites. In addition, affiliates are able to share banner links on social networks like Google+, Twitter, Facebook by clicking the corresponding icons.

Go to My Affiliate Account → Refer Friends tab, then affiliates can see the interface as below:

**Refer Friends and Earn Money**

Share your affiliate link and earn more commission from your friends.

**Here's how it works:**

- Customize your personal url friendlier
- Share your customized link with your friends
- Earn money from your friend purchases
- See traffics come from social networks and emails

Traffic sources	
Email:	0
Facebook:	0
Twitter:	0
Google+:	0

**Sharing is so easy**

You can share your affiliate url to your friends quickly by using our online marketing tool, such as: Email, Facebook, Twitter, G+. Find them below:

**Personal URL**

Your personal affiliate URL

Custom Url

<http://magespacedemo.pluginsplanet.com?acc=c4ca4238a0b923820dcc509a6f75849b>

Email

Facebook

Twitter

Google+

As it's called, affiliates can refer their friends by sharing an affiliate link through email or social channels (Facebook, Twitter, Google+).

Before sharing a link, affiliates can customize the link to make it friendlier. In order to do this, they tick on the Custom URL checkbox, enter their preferred links" suffix before clicking on Save button.

Finally, when affiliates click on the Tweet button, the status will be posted on their Twitter right away.

To share affiliate links on Google+, affiliates first click on the Google+ tab: Next, they click on the G+ Share button. A popup form to edit status to post Google+ will be displayed as below:

Finally, after affiliates click on Share, the affiliate link will be posted on Google+.

Also in this Refer Friends page, affiliates can view information of traffic from different sources:

Category page and Product Detail page Affiliates can also share an affiliate link with their friends through email or social channels (Facebook, Twitter, Google+) right on Category pages and Product Detail pages. First of all, please take a look at these two page types and pay special attention to those icons in the red box:

As you can see, there are 4 symbols right below a product's name that stand for email and social channels including Facebook, Twitter and Google+. If affiliates want to share links via a channel they like, they can click on its symbol. After that, the System will show corresponding form for them to share the affiliate link as below: Email form: Facebook form: Manage Commissions

When an invited Customer makes a purchase via the referral link of an affiliate account, he will receive a discount (you can configure this discount in backend). Simultaneously when the order status is complete, the affiliate will gain commission, the level of which is configured by you in backend. Affiliates can follow their commission balances by clicking on the Commissions tab.

Here affiliates can view their current commission balance and other information such as purchased date, purchased product, total amount, commission, additional commission and status. They can also search commission by date, product name and status.

Depending on your settings in backend, affiliates can use their commission balance in 2 different ways: Request withdrawal to receive money Use commission as store credit to pay for future purchases at your store

Affiliates can request payment if their account balances are more than the minimum amount configured in backend. In the left navigation My Affiliate Account, click on tab Withdrawals. The Withdrawals History page will be shown as below.

Affiliates enter the amount that they want to receive and click on the Request Withdrawal button.

Step 2: Choose a preferred payment method Affiliates will be redirected to Request Withdrawal page. On this page, the module provides some payment methods for affiliates to withdraw including PayPal, Offline payment, Bank Transfer Payment and Moneybookers. PayPal: This is the default payment method of Affiliate System. If affiliates choose this method, they are required to provide their PayPal email.Offline Payment: affiliates can use the offline payment method to request payment. In this case, they need to provide their existing address in the system or enter a new address.

Bank Transfer Payment: affiliates can use the bank transfer payment method to request his payment. Their bank account information is required for this payment method. They can use their bank account saved in the system or enter a new bank account. Moneybookers: affiliates can request withdrawals via Moneybookers (Skills) payment gateway. The email account registered with Moneybookers is required to continue processing payment.

Validate affiliates' payment info (Validations are required or not depending on your settings in backend) After affiliates click on the Send Request button, the system will automatically email them an authentication code and show the Verification Form popup as below: After entering the code in their email in the Authentication Code field, affiliates should click on the Verify button to continue. After that, they will be redirected to the Review your request and send page.

Step 4: Review and confirm withdrawal request On this page, affiliates can review some information of the request such as date, amount, and method. If they want to edit any information, simply click on the Back to Edit button. Otherwise, they can click Send Request to send the withdrawal request to admin for approval. After that, the system will automatically subtract money from their commission balance.

After sending the withdrawal request, the affiliate will instantly be navigated to the Withdrawal History page. This is a grid view of withdrawal history that shows some information such as requested date, amount, fee, status and action. View a withdrawal's details: Affiliates click on View in the Action column and Withdrawal detail is shown as below:

Cancel a withdrawal:

If affiliates have a pending withdrawal, they cannot request a new one.To cancel the pending withdrawal, click Cancel on the Action column and Yes on the confirming notification. After that, the requested amount will be added back to affiliates' commission balance.

Search withdrawal history:

Affiliates can search for withdrawals easily by using the filter at the top of each

column, such as withdrawals which have status "Completed": Set Recurring Payment This useful feature allows affiliates to receive money periodically by week, month,year or in his custom time. In the Settings tab, affiliates need to choose a method for recurring payment and enter required information such as their email address, then click the Save button.

How to View Traffics

By clicking on the Traffics tab on the left menu, affiliates can view the summary of commissions and traffics that they generated (the number of clicks on website banners): This Traffic Summary page lists commissions, number of clicks and number of unique clicks. Affiliates can sort commissions by Clicks, Unique clicks, Store View, Landing Page or Traffic Source.

### 3. HOW TO CONFIGURE

In back-end, you can set discount for referred customers, commission for affiliates as well as manage all information of affiliate accounts, banners, transactions and withdrawals. Now let's go into details.

How to Manage Affiliate accounts

Log in to Back-end → Affiliate plus → Manage Accounts.

On this page, you can review the list of affiliate accounts as well as create a new account. Affiliate accounts can be managed by each store view.

Add Account:

To create a new account, you can click on the Add Account button, which will redirect you to the Add Account page. Then you should fill in all required data in 2 tabs, including Name, Email Address and Paypal Email Address. After that, remember to click on the Save Account or Save And Continue Edit button to save your work.

Edit Account:

Click on any account listed in grid to edit. An affiliate account's information and performance will be shown in 4 tabs: General Information, Payment Information, History Transaction and History Withdrawal.

General Information tab:

Payment Information tab:

History transaction tab:

History Withdrawal tab:

You can edit information in the General Information tab. Then remember to click on the Save Account or Save And Continue Edit button to save your work.

How to Manage Banners

To manage banners and links, go to Affiliate plus → Manage Banners. You can enable/ disable banners for different store views by choosing a specific store on the left panel.

Add Banner: click on the Add New Banner button and fill in the form with necessary information.

Title: set the banner's name

Banner Type: choose 1 among 3 types of the banner (image, flash or text link)

Source File: select an image and upload to use as banner. This field is only available for image and flash banners.

Width: set the width for the banner (only available for image and flash banners).

Height: set the height for the banner (only available for image and flash banners).

Link: set a landing page URL for the banner.

Status: enable or disable the banner

Edit banner: click on any banner on the management grid, you can edit its information similarly as when adding new banners. You also can review the number of clicks and impressions of the banner.

How to Manage Transactions

Go to Affiliate Plus → Manage Transactions.

You can obtain information of orders through an affiliate such as order value, discount, commission and recipient as well as the states of orders.

You can easily filter transactions by store view.

Simply click on any transaction to view its details.

How to Manage Withdrawals

Go to Affiliate Plus → Manage Withdrawals. This page lists all withdrawals requested by affiliates. You can view and filter by store view, affiliate account, amount, tax, fee, method, recurring, requested date and status. Add Withdrawal:

Click on the Add Withdrawal button at the top left of the page. Then you will be navigated to the Select Account page shown as below:

This page shows all affiliate accounts in the system. You can search and choose an account that you want to add withdrawal by clicking on it. The system will show you the Add Withdrawal page. You should pay attention to some following fields: Withdrawal Amount: the amount of money that you want to pay for an affiliate.

It should be equal or greater than the minimum requested amount in Settings. Payment Method: choose one of the following methods to process the payment: PayPal, Offline payment, Bank Transfer payment or Moneybookers. Fee: the money that you or the affiliate has to pay (you can configure the one who pays fee)

After choosing a payment method, the system will automatically fill up Payment Method Information with information that the affiliate registered in frontend. After entering all the data, you can choose one of the two ways to transfer the money that are Auto-pay through the payment gateway and Pay manual.

Auto-pay through the payment gateway: If you choose PayPal payment or Moneybookers payment method, the system gives you this option to transfer the withdrawal faster. It automatically pays through the gateway.

Simply click on the Pay Now button then you will be navigated to the Review your payment and pay page to confirm the data.