

Hub Check

A Checklist for Rewards Hub Success

Daily & Weekly

Leads

- Follow up on new member leads
- Convert or delete leads

Reviews

- Publish reviews and schedule posts for social media

Points

- View reports to ensure members are consistently receiving points
- Use QR codes for in-person and virtual visits

Orders

- Review orders and fulfill in-house prizes

Monthly

Contests

- Select winner for last month's contest
- Schedule one or more contests for the month

Surveys

- Schedule one or more surveys for the month

Social Media

- Review your Social Calendar and approve content

Communication

- Ensure daily messages are being sent

Promotions

- Create promotions for upcoming events and offers

Calendar

- View your Calendar in the Hub and fill in the gaps

Hub Action Plan

- Read and implement ideas

Quarterly

Referrals

- Schedule seasonal campaigns with limited time offers

Rewards Menu

- Add and delete reward items as needed
- Let members know about new ways to earn points

Users

- Ensure that staff profiles are up to date

What's New

- Visit "What's New" in your Hub for the latest on new and enhanced features

We're Here to Help!

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