

**LET YOUR  
LIGHT SHINE  
HELP OTHERS  
TO SHINE**

**TOGETHER  
WE SPARKLE**

[www.wesparkle.co](http://www.wesparkle.co)  
[hello@wesparkle.co](mailto:hello@wesparkle.co)

Follow us on social  
@weSparkleco

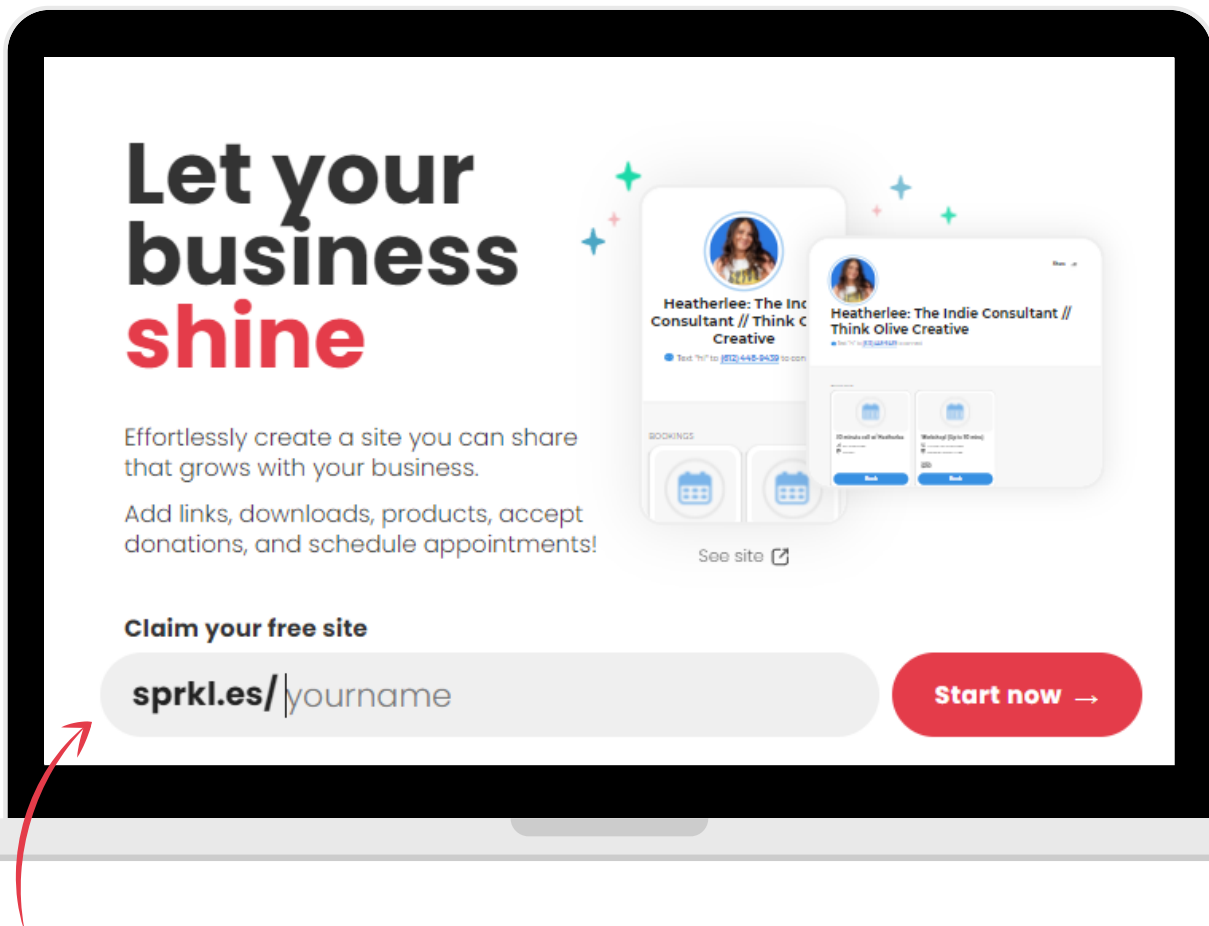
Text "hi" to 651.349.4918

**CLAIM YOUR  
FREE SITE!**

BROUGHT TO YOU BY  
**WE SPARKLE CO.**

# CLAIM YOUR FREE SPARKLE SITE

1. Visit [www.wesparkle.co](http://www.wesparkle.co) to claim your Site.
2. Choose a name for your **Sparkle Site**.
3. After you enter your name, choose **Start now** →



Enter your chosen **Sparkle Site** name. This could be your name, your business name ... there are lots of great possibilities (and don't forget, you can change your mind later!). Then hit **Start now** →



# SIGN UP WITH YOUR EMAIL, GOOGLE, OR FACEBOOK ACCOUNT

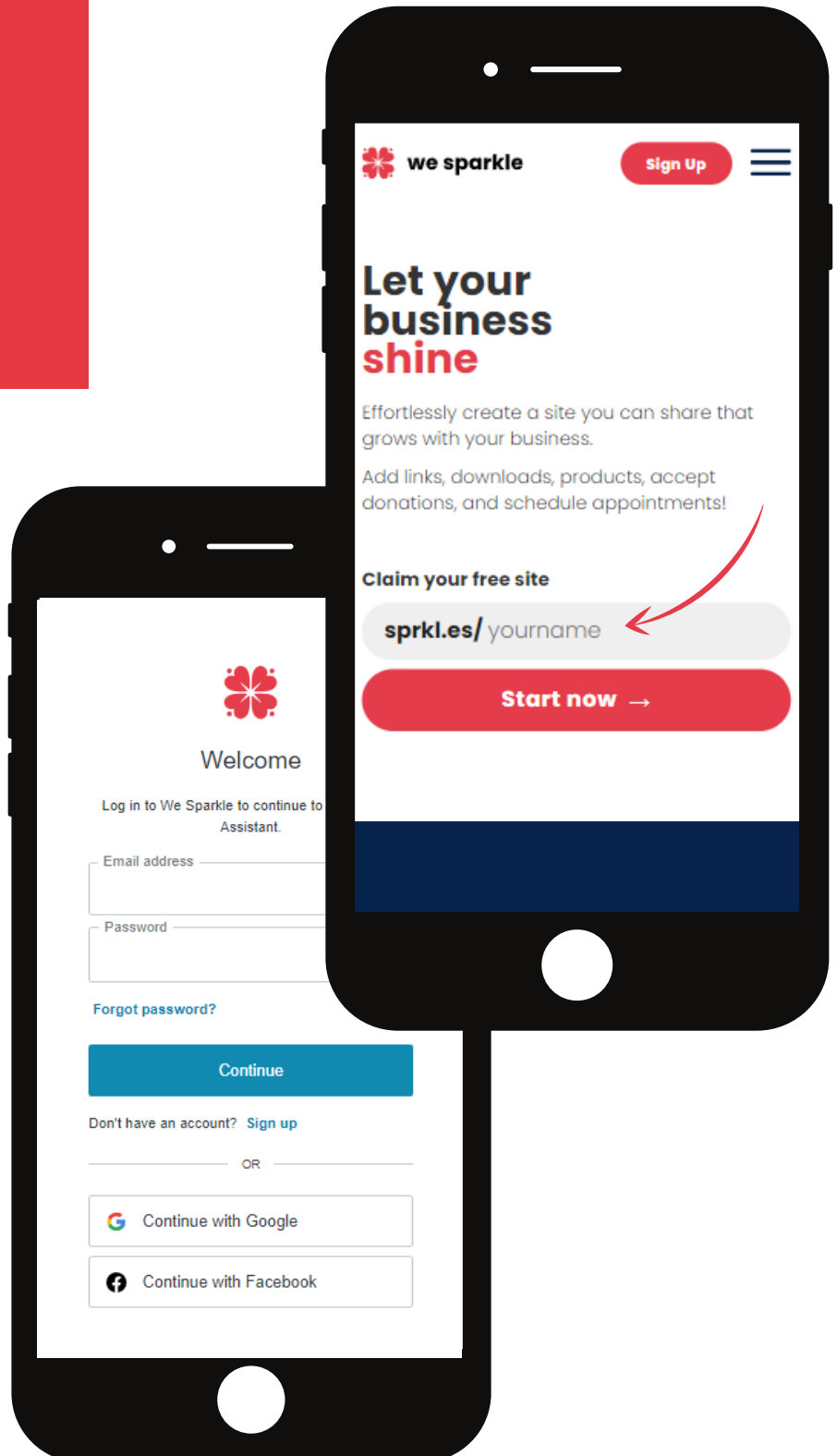
Confirm your desired Sparkle Site  
name, then select **Continue** →

Enter your email address  
and choose a password

OR

Use single sign on with  
an existing Google or  
Facebook account.

☆☆ Remember which one  
you choose! If you have  
a Gmail address and sign  
up with Google single  
sign on, these logins are  
not interchangeable.



# VERIFY & CUSTOMIZE YOUR ACCOUNT

Verify your email address, then hit  
**Confirm** →

## Verify Your Email Address

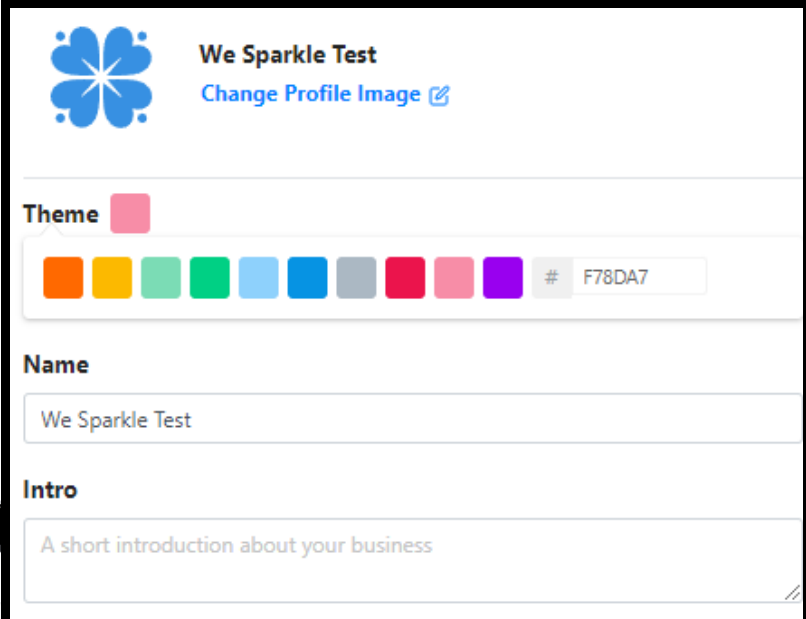
As an extra security measure, please verify this is the correct email address for your We Sparkle account.


**admin@ladyermaschildrenfoundation.org**


**Confirm**


Confirming your email address helps protect your personal information.

Start customizing your **Sparkle Site**. Add your image or logo and a brief description of you or your business. You can even change the theme to reflect your brand colors or preferences.



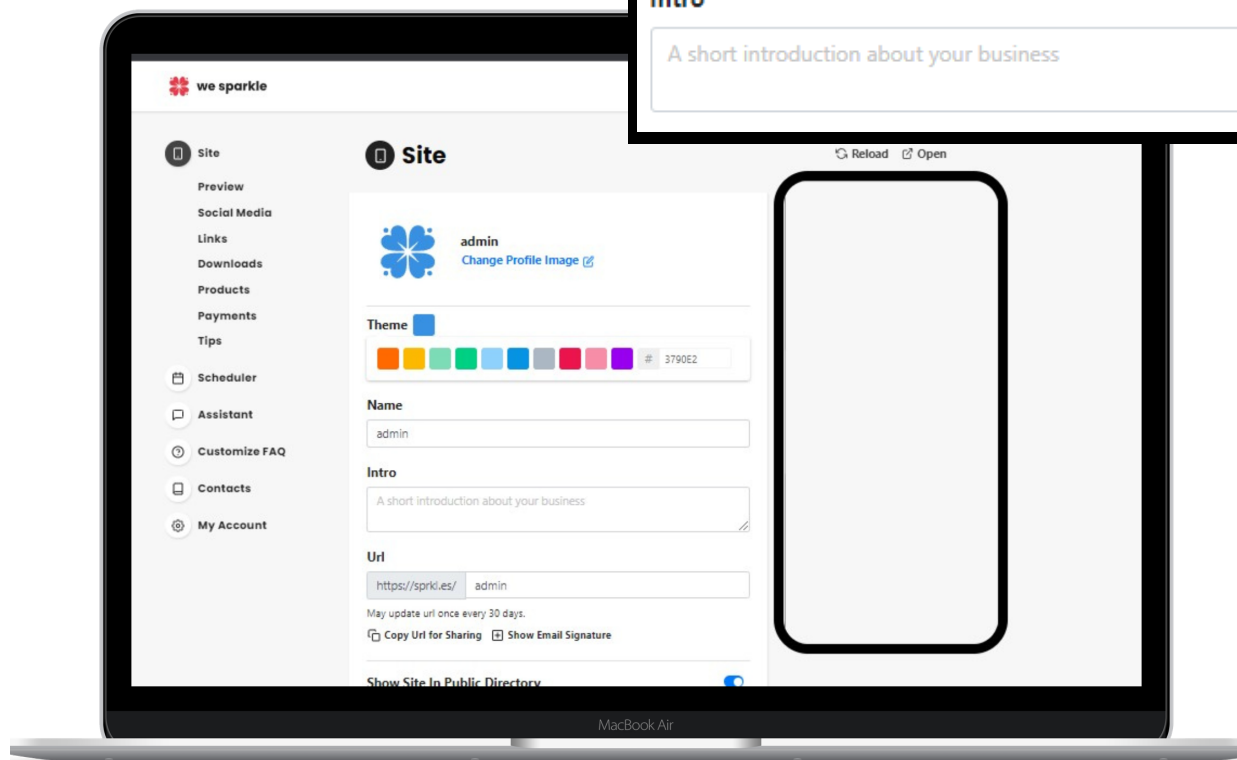
 **We Sparkle Test**  
[Change Profile Image](#)

**Theme** 

 # F78DA7

**Name**

**Intro**



# CUSTOMIZE YOUR URL & ADD YOUR SOCIAL PLATFORMS

Your url was created based on your sign in information. You can change it it now, and **every 30 days** going forward if you choose.

## Url

https://sprkl.es/ nemlabilmo


May update url once every 30 days.


 Copy Url for Sharing  Show Email Signature


## Show Site In Public Directory

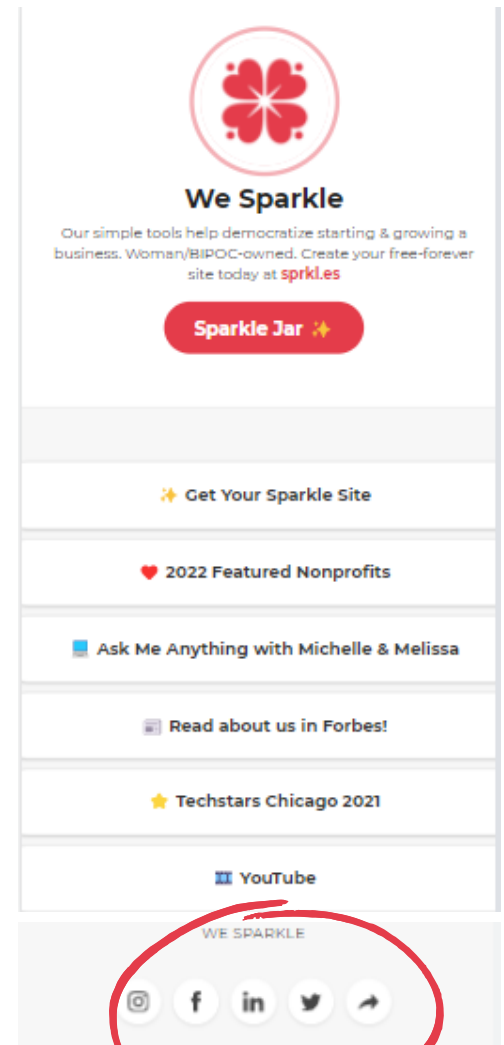
## Social Media Icons

Add social media icons to your site

 facebook.com/ username

 instagram.com/ username

 twitter.com/ username



When you add your social links, they show up on your Sparkle Site as icons, rather than in your link list!




 Find under → Site

Your Sparkle Site is the a great place to share a wide variety of content. It's quick and easy to update!

☆☆ Perfect for your Instagram profile, other social media profiles, and email signature.

Share your website, relevant press, events and other important links.


## ADD CUSTOM LINKS & DOWNLOADS

 **Custom Links** Add +

Title – May include emoticons 🙌 ✨


Url

Cancel Save

 **Custom Links** Add +

No links yet.  
Click to add your first! 🙌 ✨

Add Link +

 **Downloads** Add +

No downloads yet.  
Click to add your first! 🙌 ✨

Add Download +


Create a **title** for your link and add the url.

☆☆ Emojis add a little SPARKLE to your page! Add them to your link title.



Create a download and get a link to share easily in Canva!

Downloads can be be freebies, product guides; anything you know would be helpful for your customers or might help you connect with them.

 **Downloads** Add +

Title – May include emoticons 🙌 ✨

Url

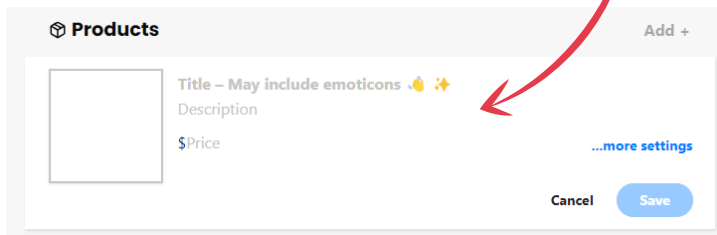
Cancel Save

More about Downloads [here](#).




# SHOWCASE YOUR PRODUCTS

Add a product image, title, description, and price.



**Products** Add +



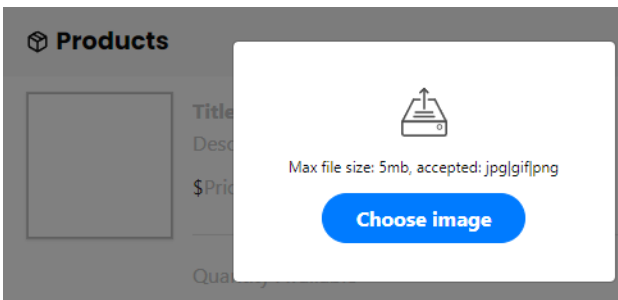
Title – May include emoticons 🌟 ✨

Description


\$Price

[...more settings](#)

Cancel Save



**Products**



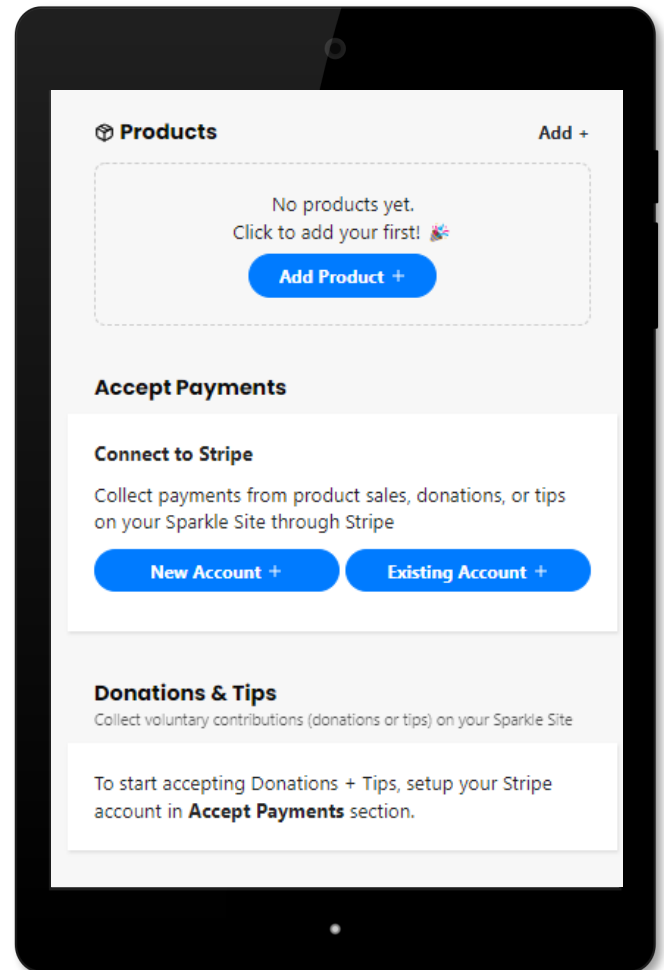
Max file size: 5mb, accepted: jpg|gif|png

[Choose image](#)

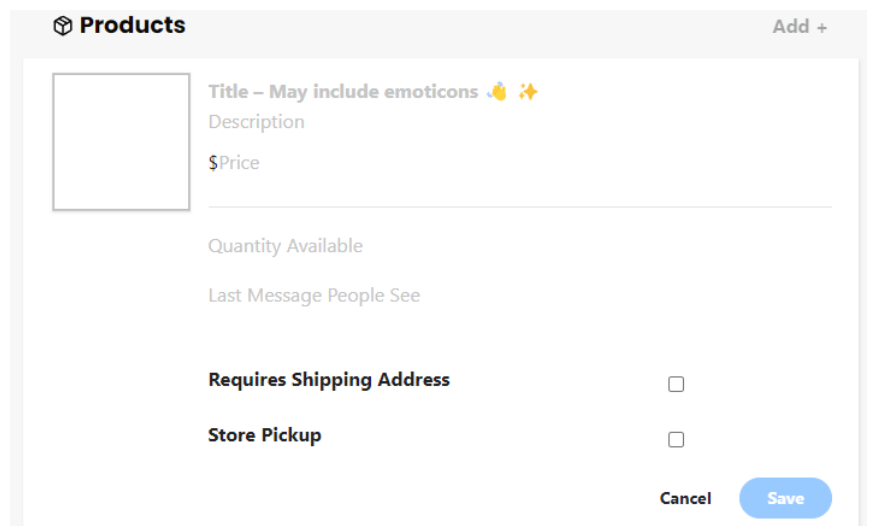
Click **more settings** to add quantity available, a message to your customer, and to specify shipping or pickup information.

🌟 Use your Sparkle Scheduler to make arranging pickup times easy!


 Find under → Site



Click on the box under Products to add an image.



**Products** Add +



Title – May include emoticons 🌟 ✨

Description

\$Price

Quantity Available

Last Message People See

**Requires Shipping Address** ☐

**Store Pickup** ☐

Cancel [Save](#)



★ You can connect multiple Stripe accounts to a single Sparkle account.

# GET PAID! CONNECT WITH STRIPE

## Existing Account +

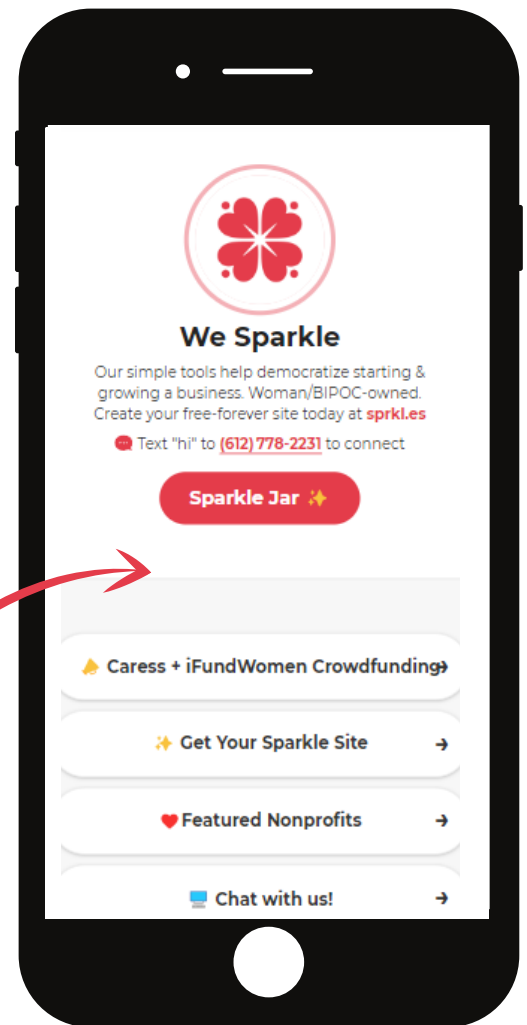




# COLLECT TIPS OR DONATIONS

In addition to being able to receive payment for products and services, you can also accept tips, or collect donations for causes that are important to you.

✧ Consider having multiple payment accounts for different purposes.



Name your support button (this is how it will appear on your Sparkle Site), describe what these funds will go towards, and customize a thank you message.

### Donations & Tips

Collect voluntary contributions (donations or tips) on your Sparkle Site

**Support Button Name**

**Description** (Optional)

**Thank You Message** (Optional)

Cancel Save

Sparkle Jar ✨

### We Sparkle

Donate to one of our featured nonprofits

\$10

**\$25**

\$50

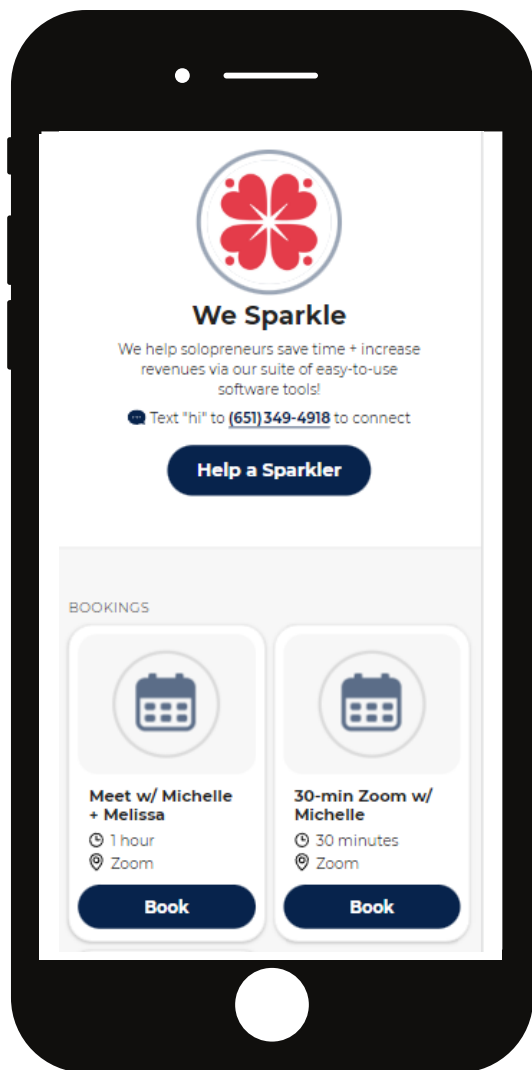
\$100

\$250

\$ Custom

**Support \$25**





☆☆ You will also be able to set appointment-specific availability (that differs from your default) for even greater customization).

Integrate your Sparkle Scheduler with your Zoom account for seamless online meetings. Select → **Install Zoom** to connect your accounts.


# SPARKLE SCHEDULER SETTINGS

No more back-and-forth email conversations about availability! Make it simple for people to schedule time with you. PLUS! Protect your time by specifying set times you are available for booking. You can adjust these settings at any time.

You can set your default availability, which will automatically be reflected in every appointment type you create.

## Availability

Define which weekly recurring times you are available during **America/Chicago** timezone

Monday	2:00pm — 4:30pm	
Wednesday	11:00am — 4:30pm	
Thursday	11:00am — 4:30pm	
Friday	11:00am — 2:00pm	

Monday	▼	9:00 AM	▼	5:00 PM	▼	
--------	---	---------	---	---------	---	---

Save Changes

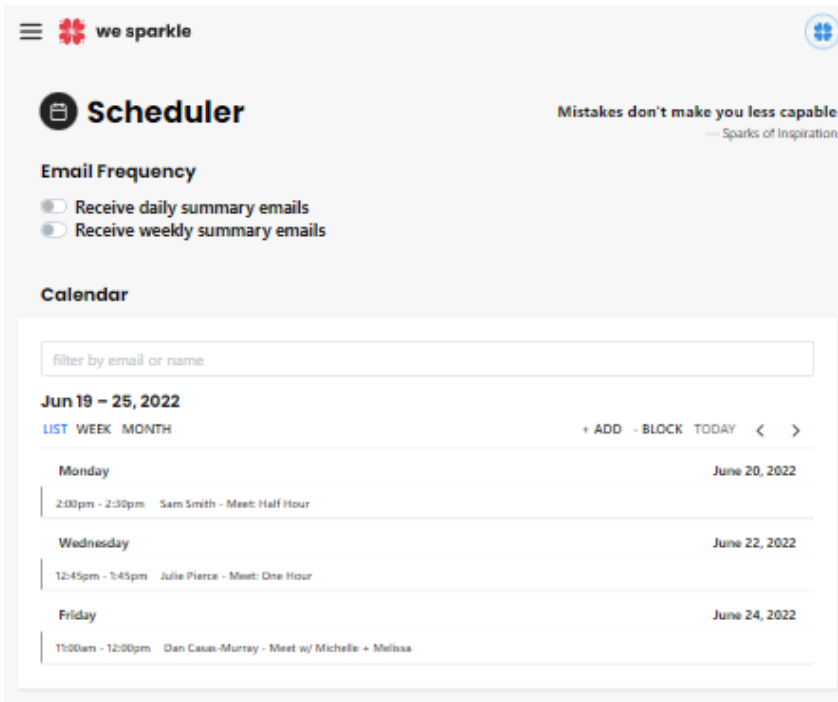
## Zoom

Allow clients to book zoom appointments with you.

Install Zoom

Check out [our tutorial here](#) for detailed instructions on connecting your Sparkle Scheduler to your Zoom account.

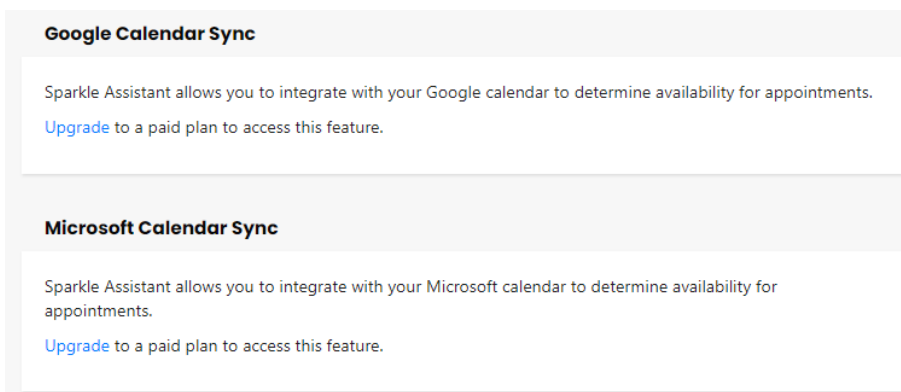
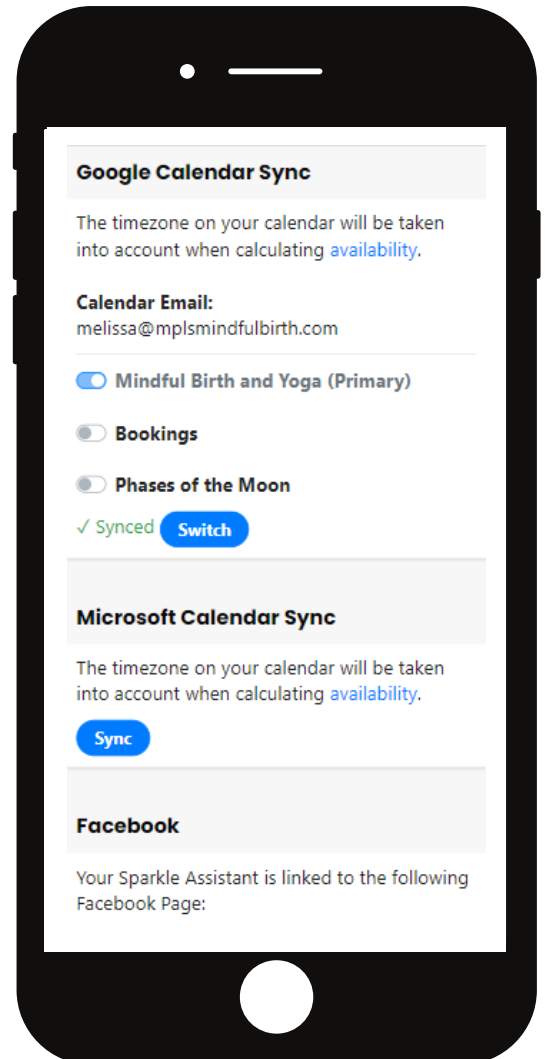




# CONNECT YOUR SCHEDULER

Sync your Google or Outlook calendar so that people can't book appointments on top of what you already have scheduled.

☆☆ Incorporate multiple existing calendars by sharing with your primary one in Google or Outlook. No more accidental double booking!



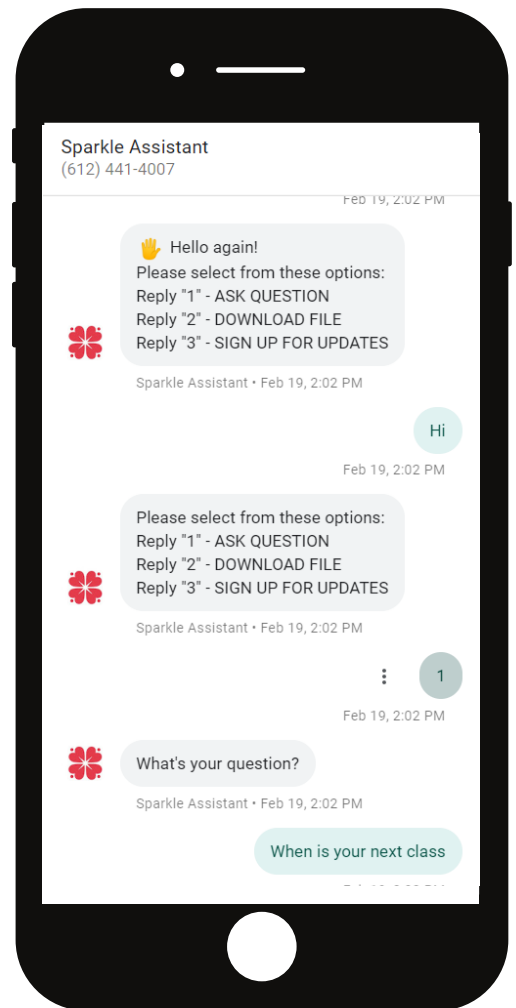
# OFFER MULTIPLE WAYS TO BOOK

 Find under → Scheduler

## SMS Scheduling

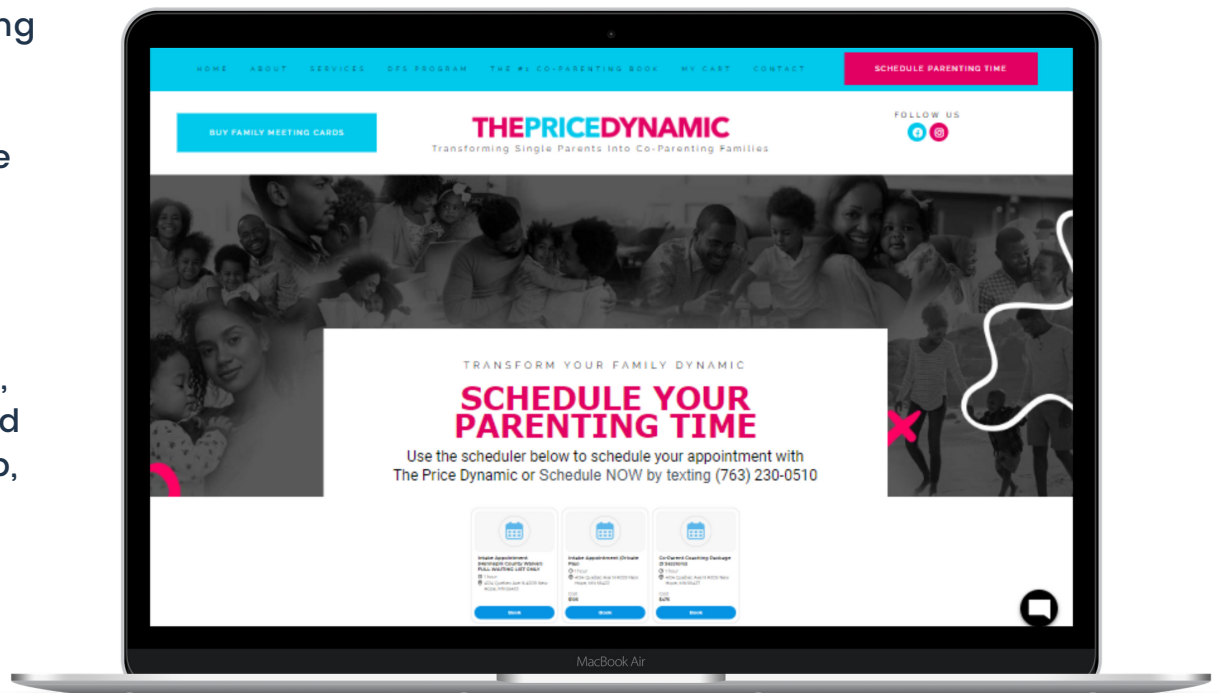
Tell your contacts to text "hi" to 1 (612) 778-4754 to schedule time with you!

With your Sparkle Scheduler, you get a dedicated business phone number. Your customers can book appointments with you via your Sparkle Scheduler or via text (SMS) messaging.

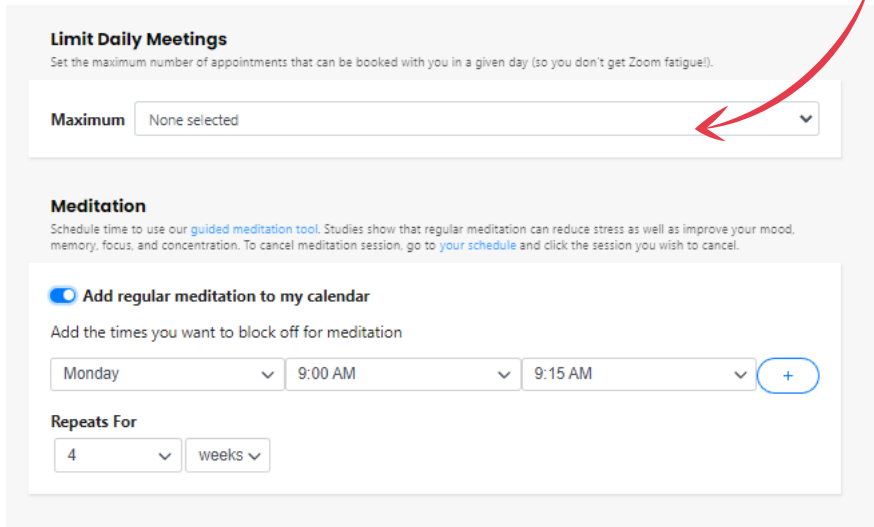


Have an existing website?  
Embed or link  
to your Sparkle  
Scheduler!

Request the  
embed code  
from our team,  
and if you need  
help setting up,  
we're here for  
that too!



Make your schedule work **FOR YOU**. Your Sparkle Scheduler allows you to limit the number of meetings that people can schedule with you on a given day.



**Limit Daily Meetings**  
Set the maximum number of appointments that can be booked with you in a given day (so you don't get Zoom fatigue!).

Maximum

**Meditation**  
Schedule time to use our [guided meditation tool](#). Studies show that regular meditation can reduce stress as well as improve your mood, memory, focus, and concentration. To cancel meditation session, go to [your schedule](#) and click the session you wish to cancel.

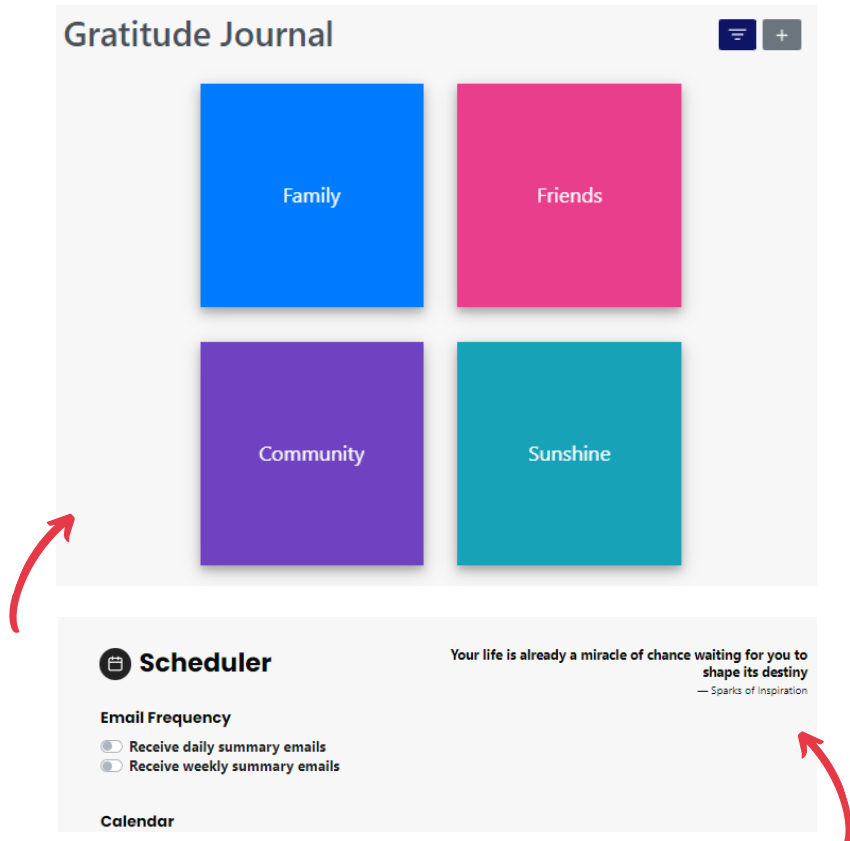
☒ Add regular meditation to my calendar

Add the times you want to block off for meditation

Monday

Repeats For

Studies show that practicing gratitude is good for your mental health and overall wellbeing. Your Sparkle Scheduler includes a gratitude journal!



**Gratitude Journal**

Family Friends

Community Sunshine

**Scheduler**

Your life is already a miracle of chance waiting for you to shape its destiny  
— Sparks of Inspiration

**Email Frequency**

☐ Receive daily summary emails  
☐ Receive weekly summary emails

**Calendar**

# BALANCE YOUR SCHEDULE

Meditation helps relieve stress and improve mental, emotional, and physical health. Make it a regular part of your day or week by adding it to your Scheduler with our Guided Meditation tool.



PS: If you sign up you sign up for daily or weekly summary emails, you can reply to that email with what you are grateful for, and it will automatically add it to your gratitude journal.



**Scheduler** Don't worry if you find flaws in your past creations, it's because you've evolved — Sparks of Inspiration

**Email Frequency**

☐ Receive daily summary emails  
☐ Receive weekly summary emails

**Calendar**





filter by email or name

Jun 12 – 18, 2022  
LIST WEEK MONTH + ADD - BLOCK TODAY < >

No events to display

**Appointment Types** Add +

**Visible**

 <b>Appointment</b> ⌚ 60 minutes		 Copy Link	
--	---	---	---

**CREATE  
A NEW  
APPOINTMENT  
TYPE**

**Create Appointment Type** ✕




**Appointment Type Name:**

My Appointment

**Cancel** **Create Appointment Type**

To create an appointment type, navigate to Scheduler → **Add +**

Name the Appointment Type, then select → **Create Appointment Type**

  **we sparkle** 

**Free Consultation** Close Save

**Appointment Name**

Free Consultation

**How Name is Displayed**

Free Consultation

**Appointment Description**

this is my appointment type for...

**Reason Label People See**

Reason for meeting:

**Last Message People See**

Thank you for scheduling a demo with us! We look forward to meeting you.

Your new appointment will show up under **Appointment Types**.

Click on that appointment type to add or edit details.

Add a description of what the appointment will entail, reason for the meeting, and a final confirmation message



# CREATE GROUP SESSIONS

Group session allow you to offer classes, webinars, or events -- anything that you want to open to multiple people for the same time.

Appointment Types

Group Sessions or Classes

Add +

Add +

To start: click **Add+** and name your appointment.

Create Appointment Type

Appointment Type Name:

Group Session

Cancel

Create Appointment Type

Group Session

Delete

Direct Link

Back to Appointment Types

Sparkle Assistant Preview

Hi

Hello! What do you want to schedule?  
Reply A. GROUP SESSION

Group Session

Save

Discard

Group Session Name

Group Session

Appointment Description

e.g. "This is a brief description of your appointment type."

How Name is Displayed

Group Session

Hide on Sparkle Site

☒ enabled

Require Payment

Not Required

This group session has no upcoming dates. To create your next session, click the 'Set Date' button.

Set Date

A preview of what the booking looks like over SMS

Schedule a Group Session

Location(where)

Sparkle Site

Maximum number of seats

100

Date

07/02/0022

Start Time

07:00 AM

End Time

09:00 AM

Description

Group Session

Confirm

Discard

Specify location, the number of seats available, Start and End times, and description. Select Confirm to save the event.

After you enter the event details. set a date for group event.



# CUSTOMIZE APPOINTMENT TYPES

Set the length of the appointment. Then, choose if you want this appointment to be free, to have a voluntary/sliding fee, or a specific price.

If you have a Sparkle Assistant plan, you have the option to for an **Upsell** option for any appointment type to promote your other services.

Your location can be a physical address, Zoom, phone, or even TBD.

If you have enabled Zoom in your Scheduler settings, you can specify this as Zoom required appointment. Your Sparkle Scheduler will automatically create a calendar link and include it with the booking.

Buffer is how much time you prefer between bookings.

Also, specify how far ahead you allow people to make an appointment with you.

Choose to make your appointment type private by toggling on → **Hide on Sparkle Site**.

Choose this option if you want to be able to control who can make a specific appointment type. It will not be shown on your Sparkle Site, but you can send someone a link to book!

**Hide on Sparkle Site**



**Duration**

60



minutes



**Require Payment**

Not Required



**Upsell**



**Zoom Required**



**Location**

123 Main Street or Online via Zoom

**Buffer Time**

0



minutes



**Minimum Booking Notice**

1



hours



**How Far Out People Can Book**

2



months



**Ask for Review**



Toggle on to automatically ask your customer to review their experience with you. If they do, We Sparkle will email you the feedback AND donate \$1 or an hour of volunteer time to one of our featured nonprofits.

These reviews invaluable feedback, plus you can use positive reviews as customer testimonials.





# SIMPLE & CONVENIENT FOR YOU AND YOUR CUSTOMERS

MEET: ONE HOUR WED, JUL 6, 2022  
1 hour 12:00 pm - 1:00 pm CDT  
Zoom 5 days from now  
Edit timeslot

**Contact**

Name \*

Phone

E-mail \* Add Guests

Notes for booking  
optional

**Book It**

This is what people will see when they book with you.

You will receive an email confirmation of the booking, as well as reminders 24 and one hour ahead of the appointment.

**Booking Confirmed!**

Your appointment is confirmed for 15 minute meeting on Thursday June 23, 2022 at 11:00AM.

Sell your items or services with a Sparkle Assistant. Visit <https://www.wisaparkia.co/> to secure yours today!

Add to Calendar (iCal) Add to Google Calendar

**Booking Details**

<b>Date &amp; Time</b> Thursday June 23, 2022 11:00AM-11:15AM Central Standard Time	<b>Location</b> <a href="https://us02web.zoom.us/j/89185690298">https://us02web.zoom.us/j/89185690298</a>
<b>Event</b> 15 minute meeting	<b>Your Notes</b> Just a quick 15 minute. If we need longer we can schedule our next longer meeting during this one. Go Team Sparkle! 🙌

**Your Information**  
Melissa  
melissa@wisaparkia.co

Cancel Booking

JUN 23 15 minute meeting

Today 11:00 - 11:15 AM

<https://us02web.zoom.us/j/89185690298>

10:00 AM Daily Standup  
10:30 AM Melissa + Michelle Check-in  
11:00 AM 15 minute meeting  
12:00 PM Let's Have Lunch!  
12:00 PM BLOCK

**You have been invited to the following event.**

**15 minute meeting**

When Thu Jun 23, 2022 11am - 11:15am Central Time - Chicago

Where <https://us02web.zoom.us/j/89185690298> (map)

Automatic calendar invites with your Google or Outlook calendar

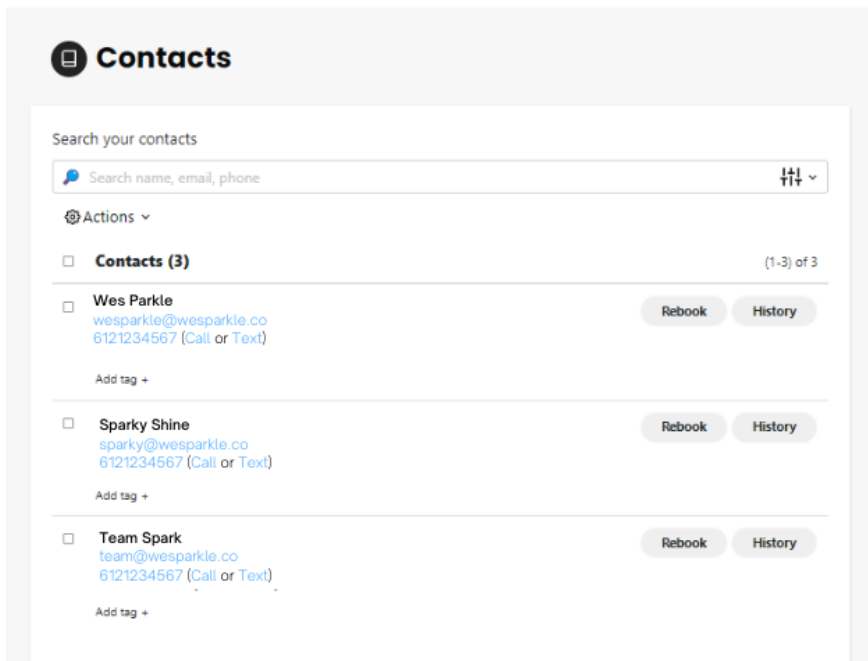


 Find under → Assistant → Contacts

Your Sparkle Assistant can help you manage your communication with your contacts.

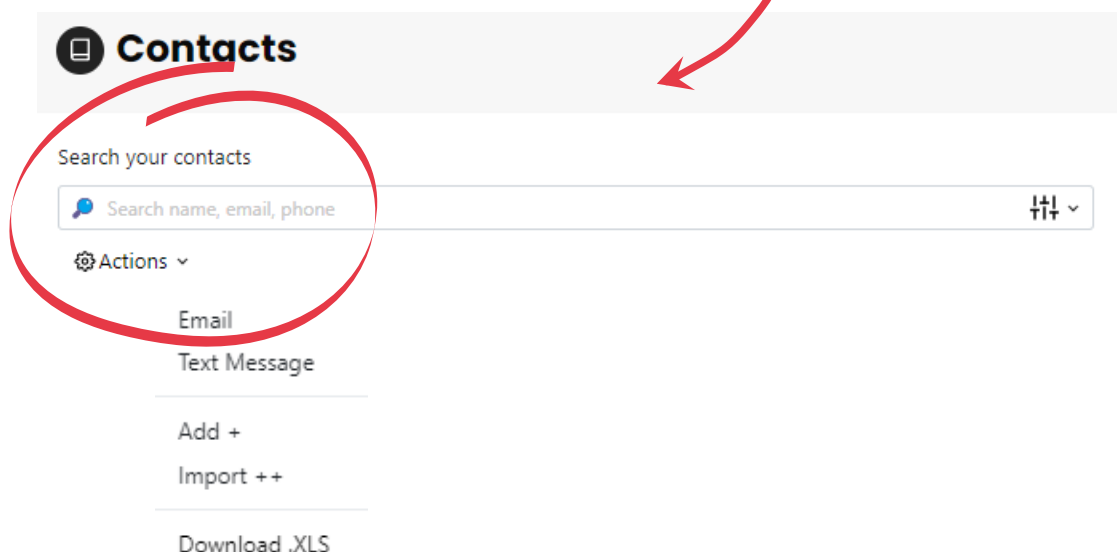
Anytime someone interacts with you (books a session, asks a question, requests a download), they are added to your We Sparkle contacts and tagged based on that interaction.

**LET YOUR  
SPARKLE  
ASSISTANT  
LIGHTEN  
YOUR LOAD**



You can search for a specific contact by name, phone number, or email address.

Under → **Actions**, you can also email or text a contact, add an individual contact, upload multiple contacts (with a CSV file), or download the contacts from your Sparkle account.



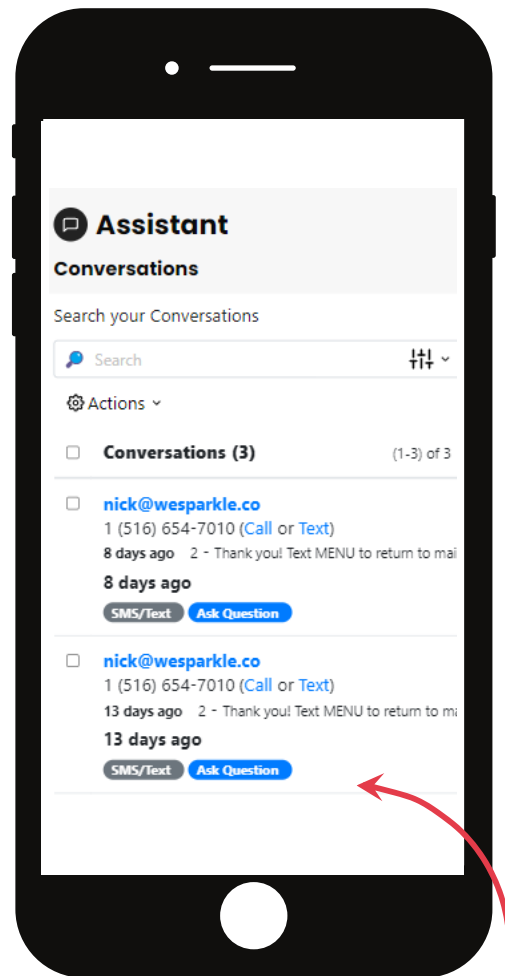
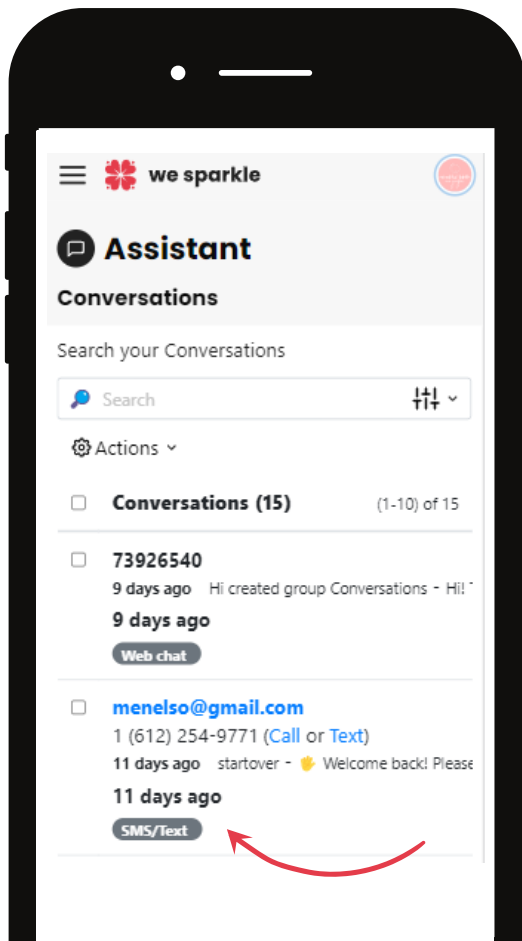
# MANAGE & CONNECT WITH YOUR CONTACTS

Your Sparkle Assistant offers all the features of the Sparkle Site and Scheduler, plus the ability to answer frequently asked questions and send group texts.

Under **Conversations**, you will be able to see any exchanges people had with your Assistant

Not only will you be able to see conversations, you **can respond** to them from the We Sparkle platform!

This is a great way to connect with your contacts without sharing your personal cell phone number or creating an unsustainable expectation of availability.



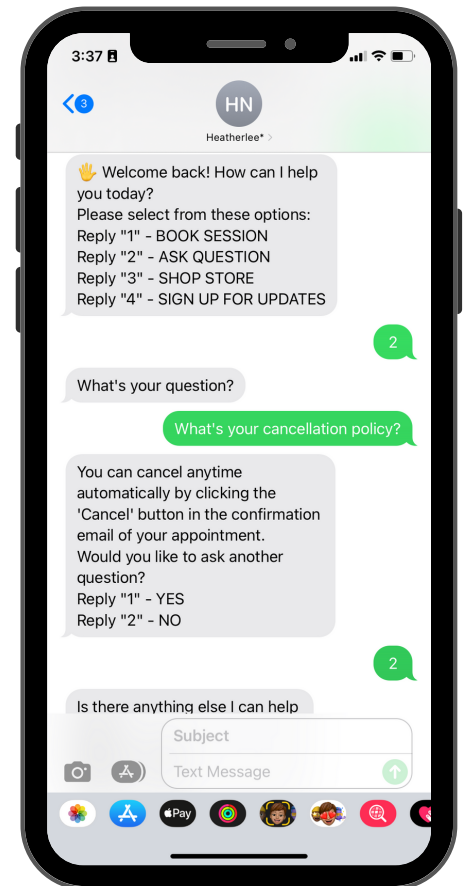
Your Sparkle Assistant will automatically create tags, based on how the contact has interacted with you (for example, this contact chose to book a session).

Tags make it easy for you to search and communicate with specific contacts on your Sparkle platform. Create custom tags under each contact.

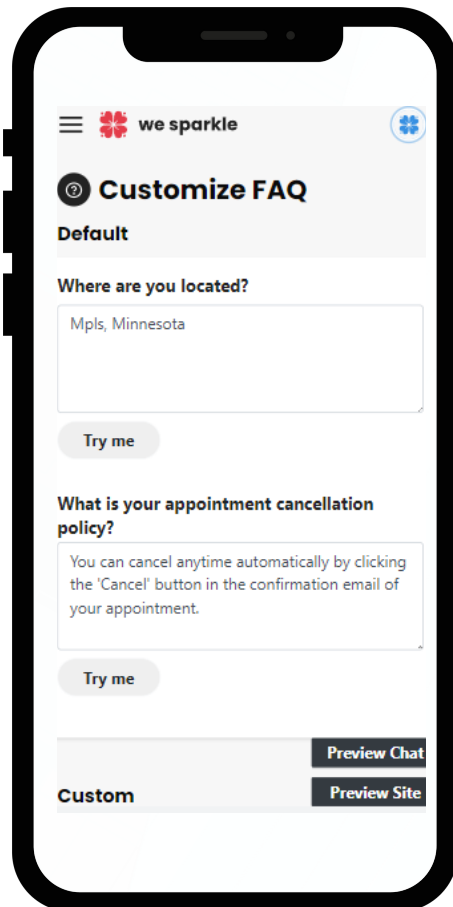


# SET UP ANSWERS TO FAQs

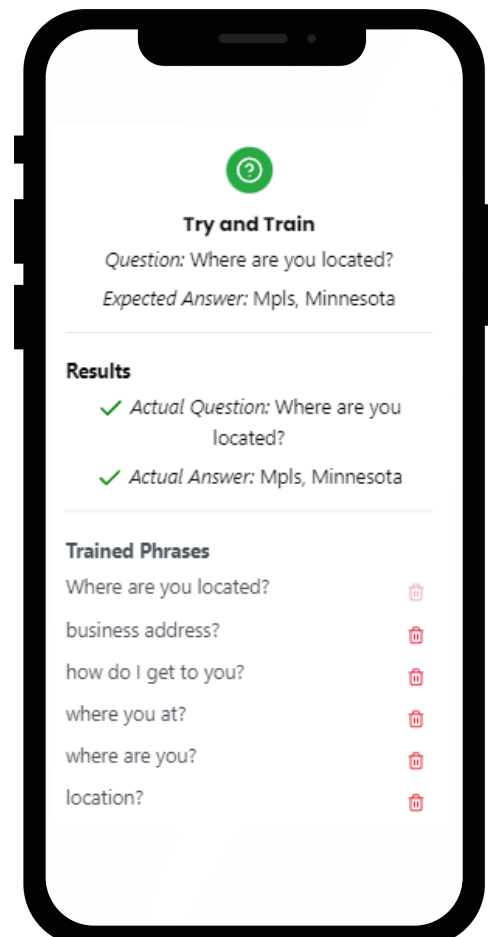
Under → **Actions**, you can also email or text a contact, add an individual contact, upload multiple contacts (with a CSV file), or download the contacts from your Sparkle account.



Set up your Sparkle Assistant to answer frequently asked questions from your customers or potential customers.



Your Sparkle Assistant gets better at answering questions over time. You can also "train" it by refining answers to each FAQ



**STILL  
HAVE  
QUESTIONS?**

Didn't get your questions answered?  
We want to help!

- 1) Email us at [support@wesparkle.ai](mailto:support@wesparkle.ai)
- 2) Visit [wesparkle.co](https://wesparkle.co) and navigate to CONTACT. From there you will be able to view our Community Site with helpful article. schedule a time with our team, or submit a HELP ticket.

