

User's Guide for Affiliate Program

- Beta Version -

- **Affiliates who promote our books** on their own blogs or websites **will receive a 7.5% commission** on sales that result when your readers follow links from your blog or webpage to purchase a book from QuakerBooks.org. Here is how to participate.
- **To create an Affiliate Program Account**, go to www.quakerbooks.org/tools/affiliateSetup.php. You will need to enter your email address, a Pay Pal account, and a password. If the email address associated with your Pay Pal account is different from the one you'd like to use for this account, you will need to enter that as well. You will receive a confirmation email to activate your account. (If you do not have a Pay Pal account, you can create one at www.paypal.com).
- To use the Affiliate Program, you will need to create a "Book Guide" on the QuakerBooks website, then link to that guide or embed it in your own site.

Creating a Book Guide

- Log into your account, then **click the bright blue button, "Select books."** This will take you to the QuakerBooks online catalog.
- Navigate through the catalog to the books you want to include in your guide. **Click the bright blue "Add item" button** beside any title you wish to select. Select as few or as many books as you wish.
- When you have selected the books you want, go to the top of the page and click the **'Return to the setup page'** button.
- On the setup page, view the list of "picked items." To remove a book from your list, click in the box next to the title to remove the check mark. Then **click the blue "New Guide" button**.
- A new window will display the fields that allow you to select features for your guide. **Under the heading "Guide Information"** give your guide a title and enter your own name. Write a description of the list itself (e.g., "I recommend these books for meeting discussion groups"). You can also select whether you want the books to appear in alphabetical order of their titles, or in order of the most recently published to the oldest oldest.
- **Under the heading "Layout" you can select** a simple or enhanced set of features for your guide. The "enhanced" features that you can choose to include or omit are: a

description of the item (your own description or the default catalog description), the author, details (publisher, date, number of pages), and availability (whether or not QuakerBooks currently has the title in stock.)

- **In the “Individual Items” section** you can write your own description of each book to replace the catalog description. Click the “Describe” button by the title. A window will pop open, and you can write your description in that window. When you are finished, click “Accept.”
- **When you are finished with your guide, click “Save”** near the bottom of the features column. The column on the right side of the page will show the guide as you have created it. Whenever you make any changes, remember to click “Save” again.

Getting the Guide to Your Readers

- At the bottom of the page, under the heading “Ways to Use this Listing,” you will **see a link to the guide** as it appears in the QuakerBooks.org website. You can use this link in your own site, as well as using it to review the final appearance of the guide.
- Alternatively, you can access it as an RSS feed by following the instructions on the page.
- Or, finally, you can embed the whole Guide into your site. Click the brown link “Code to cut and paste.” A box will pop up containing html code. Simply copy it and drop it into your own setup pages. Make sure the site is set for entering html code, rather than “composing” or a text editor program.

Receiving Commissions from QuakerBooks

- We will pay you monthly via PayPal and store the history of payments in your account. Summary amounts showing what you will be paid will appear in a report by month. Use the top “Download” button in the left column of the setup page to see the report.
- You can see reports of which items have resulted in sales on your account, and periodically download Excel reports of activity on your account. Use the bottom “Download” button in the left column of the setup page.
- If you have any questions or need help, please contact us at bookstore@fgcquaker.org.

FAQs

I can't find a book in the QuakerBooks.org catalog. Here are some tips for browsing and searching the catalog. If you want to browse by topic, click one of the headings in the far left column. A short selection of books in that category will appear on the page, but you will also see a new list of subheadings under the heading you just clicked. When you click on the subheadings, you will see a much more complete list in that category. If you know the title or author of a book you are searching for, enter it in the "Search" box in the upper left corner of the page and click "Go." (You will get better results if you just use one or two words, rather than a whole title.) You can also use the "Advanced search" option by following the brown link below the "Search" box.

When I edit my list, I don't see the changes in the right hand preview column. Try using the brown "refresh" button at the very bottom of the middle column. You can also use the link to the actual book guide to see if your changes were incorporated.

I get error messages while creating Book Guides. If you use Explorer 9, you may encounter some difficulties. Please try again. Frequently a second try is all it takes.

My descriptions of individual items don't show up. Look under the "Layout" heading. Make sure that the "Enhanced" option is selected, and that "show description" is checked.

When I copy the code into my blog, the code appears, rather than the Book Guide. Make sure the "html" setting is selected (not "compose," "enter text," etc.).

I don't want my Book Guide to appear on the QuakerBooks page, but just on my own site. Contact us at bookstore@fgcquaker.org.