



A step by step guide to Affiliate Window and joining the Myprotein PT Scheme

# Let's get started...

Welcome to the step by step guide to how to sign up for Affiliate Window and joining the Myprotein PT Scheme. This guide is full of top tips to help you get started as well as everything you need to know.

## *Stages to complete*

- Email [pt@myprotein.com](mailto:pt@myprotein.com) to receive your invite code to Affiliate Window – this will waive the £5 joining fee
- Sign up to Affiliate Window
- Complete your personal profile
- Provide your payment information
- Email [pt@myprotein.com](mailto:pt@myprotein.com) to receive your discount codes to pass onto your clients

Don't forget, if you have any questions or problems, you can email us [pt@myprotein.com](mailto:pt@myprotein.com)

# 1

## Sign up to Affiliate Window

*What you need to do...*

Sign up as a Publisher with Affiliate Window using this link:

<https://darwin.affiliatewindow.com/affiliate-signup/account-details>

Then complete the four sections:

1. **Account Details**

- Basic details about you and where you are in the world.

2. **Promotional Details**

- Set your 'Primary Region' as the country in which you operate.
- Select 'Content' and then 'Editorial Content', before selecting 'Set as Primary'.

3. **Website Campaign**

- Add your site URL (this can be a Facebook/Twitter page or blog).
- In the 'Description', enter Myprotein PT.
- In 'Sectors', select 'Retail and 'Shopping', and then 'Health & Beauty'.

4. **Verification Method**

- Select 'Yes' when asked if you have an invitation code.
- Use the invite code provided to you after emailing [pt@myprotein.com](mailto:pt@myprotein.com) to waive the £5 joining fee.

That's the first step done!

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It will take up to 10 days for you to be approved onto the network, but it is usually a lot quicker. If you have any concerns about the approval, just drop us an email at [pt@myprotein.com](mailto:pt@myprotein.com).

# 2

## Complete your profile

*Why is this important?*

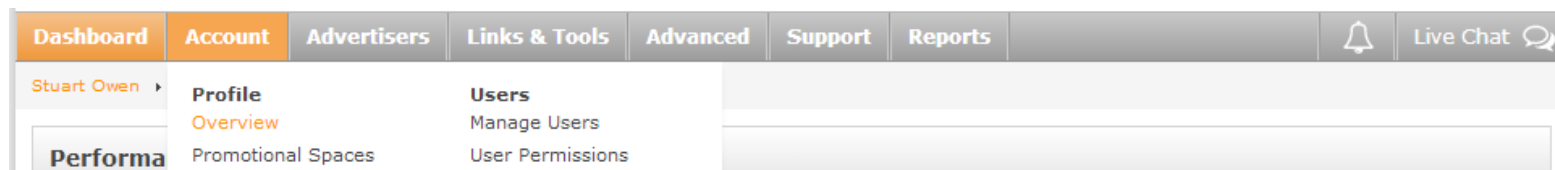
This makes your approval onto the network quicker, so the more information you can provide, the better.

Log-in to Affiliate Window using the email address you signed up with and the password you selected.

Hover over the 'Account' tab, and select the 'Overview' option, shown below.

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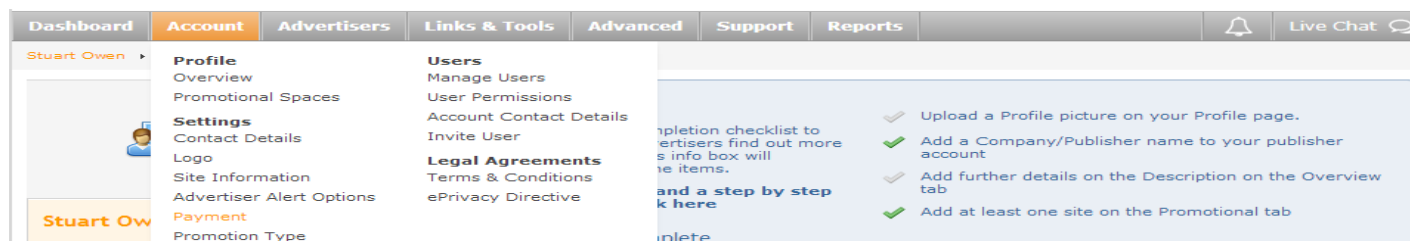
You will see a checklist of tasks that you need to complete - don't worry about uploading your profile picture, however, in the 'Description', please enter 'Myprotein PT'.

# 3

## Provide Payment Information

Providing your payment information is necessary for receiving your commissions.

Hover over the 'Account' tab, and select 'Payment' under the 'Settings' option, shown below.



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Please note, you only need to select 'VAT registered' if you are a registered business.


## Provide Payment Information

*Select the Frequency you wish to be paid (~~monthly or twice a month~~).*

Whilst Affiliate Window gives the option to be paid either monthly or twice a month, those on our PT Scheme will be paid **once at the end of each month**. Please bear in mind that we have a 30 day validation period to allow for cancellations and returns. Any valid sales that have not been cancelled or returned are eligible for commission and will then be calculated according to the amount of unique code usages from our PT portal. Please be aware sometimes payment can take up to 45 days on top of the validation period in order to allow for finance payments to be made.

Select a payment threshold – this is the amount of commission you will need to earn before you receive payment.

Then enter your payment details.

 **United Kingdom**  
Payment details for the earnings that you generate for programs operating in GBP

Payment Frequency •

Payment Method •

Payment Threshold •

Sort Code •

Account Number •

Bank Name •

Account Holder •

Once your application is complete, you will receive an email confirmation and then be invited to log-in to the Affiliate Window platform to start promoting Myprotein.

**In order to request your discount codes, please email [pt@myprotein.com](mailto:pt@myprotein.com)**

For further information, help or to set up your PT referral discount codes please contact:

[pt@myprotein.com](mailto:pt@myprotein.com)



## **F.A.Q's**

### **How do I contact the Myprotein PT team?**

Simply email us at our dedicated inbox [pt@myprotein.com](mailto:pt@myprotein.com)

### **Is the program right for me?**

*The PT program is designed for any sports professional who engages with clients, friends or interested potential customers and rely on word of mouth sales i.e. those not driven directly from a website or social media. We have a scheme for partners who do operate websites and if you feel this program may be more relevant to you simply contact us and we can explain the choices in more detail.*

### **How do I get the most of the PT program?**

*We want to work in partnership with all our motivated community and reward you for the word of mouth advertising and sales you create. We are here to provide you with up to date with the latest offers, incentives, and news direct from Myprotein HQ but we are also here to listen to your ideas and comments. If you have a good suggestion we will try to reward you plus what's the worst that could happen?*

### **How do I add my payment details?**

*Log in to your account on Affiliate Window and select the 'Account' tab. Here you can create or update your payment details.*

- *To update your bank account / cheque payment and VAT registry details in your account – click on Settings*
- *Click on Payment*
- *If you are VAT registered select Yes from the dropdown box – otherwise choose No*
- *You will need to provide your VAT registration number and registration date*

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- *We are unable to pay VAT to businesses not registered in the United Kingdom*
- *Select whether you wish to be paid by BACS, cheque or International Wire Transfer and update your details as required*
- *Click Update to save your changes*
- *All updates take 24 hours to be validated*

### **How often will I get paid?**

*Please be aware that sales are tracked and validated monthly allowing for a 30 day cancellation and returns policy. Any valid sales that have not been cancelled or returned are eligible for commission and will then be calculated according to the amount of unique code usages from our PT portal. Please be aware sometimes payment can take up to 45 days allowing for sales to be validated and finance payments to be made.*

### **How do I update my contact details?**

- *Log in to your affiliate window account. Click on 'Account' and under 'Settings' you will find 'Contact Details'.*
- *Here, you can add or change your email address, mobile phone number and instant messenger contact details as you require.*
- *Click 'Update Details' to save*

*For explanation of any further details on your account profile please see the Affiliate Window WIKI resource here:*

*[http://wiki.affiliatewindow.com/index.php/Creating\\_a\\_Publisher\\_Profile](http://wiki.affiliatewindow.com/index.php/Creating_a_Publisher_Profile)*