If you want to make adjustments to your live referral program without pausing it, then you can create a program draft. Drafts allow you to holistically review and publish changes made to your program design and customer touchpoints, including:

- · Program rules and rewards
- · Program emails and widgets
- Landing page configuration
- Social messaging

## Create a program draft

Each program can have one active draft at a time. Any changes you make are automatically saved to your draft and must be published to take effect.

## **Program rules**

- 1. From the left navigation menu, select Program Rules.
- 2. Make changes as needed.
  - Your draft must include at least one conversion goal. If your program doesn't have a goal, then you'll receive
    an error message when you try to save your changes.

Your changes will be automatically added to the program draft.

**Note:** Translations and global rewards are not included in program drafts. If your program draft included modifications to customer touchpoints like a program email or widget, you can <u>update your translations</u>

(https://help.impact.com/en/support/solutions/articles/155000000864-translate-localize-your-advocate-program) after publication. If your program uses a **global reward** (https://help.impact.com/en/support/solutions/articles/155000001413-create-a-reward), then any changes you make to that reward will go live right away.

## **Program content**

- 1. From the left navigation menu, select Content.
- 2. Open the content editor.
  - On the Widgets card, select Edit widgets.
  - On the Emails card, select Edit emails.
- 3. Below the *Program widgets* or *Program emails* heading in the slideout menu, select the item you want to change.
- 4. After you make your changes, select **Save Draft** in the top navigation bar. Your changes will be added to your program draft.

For help modifying your widget or email, see our documentation on <u>customizing widgets</u>
(https://help.impact.com/en/support/solutions/articles/155000000314-customize-program-widgets) and <u>emails</u>
(https://help.impact.com/en/support/solutions/articles/155000000315-customize-advocate-program-emails).

## Publish a program draft

Team members with the Full Access or Program Manager role can create, update, discard, or publish program drafts. If you're a Full Access team member and don't want your Program Managers to be able to publish drafts, then reach out to our support team to adjust your <u>user permissions (https://help.impact.com/en/support/solutions/articles/155000000738-team-member-roles-permissions-for-advocate-programs)</u>.

- 1. From the left navigation menu, select Program Rules or Content.
  - On the Content page, select Edit widgets or Edit emails to open the content editor.
  - Select the program widget or email that you updated.
- 2. In the top navigation bar, select Publish.

- A message will appear that summarizes the areas you changed. When you publish, all of these changes will
  be rolled out to your live program. If you don't want some of them to be included, then you can discard the
  draft.
- If you try to publish a program draft when your program doesn't include a conversion goal, you'll receive an error message. Add a conversion goal to continue.
- 3. Select **Publish** to push all changes through to your live program immediately.