

DIGITAL SKILLS
... AUTHORITY ...



GETTING STARTED

digitalskillsauthority.org



Getting Started

Your **Skills Ambassador Homepage**, can be found by logging into portal.digitalskillsauthority.org

Your Account and Tracking Code, can be found at ecourses.digitalskillsauthority.org. This is our e-learning platform which dynamically calculates any subscriptions arriving from your unique tracking code.

We are aiming for single sign-on between our e-learning and portal in the future. In the meantime, we suggest making your login email and password the same.

STEP 1

Read materials and explore the resources provided

STEP 2

Login to the E-Learning Platform at ecourses.digitalskillsauthority.org

← ↻ 🔒 <https://ecourses.digitalskillsauthority.org/affiliate> 🔍 ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵

 **DIGITAL SKILLS**
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Digital Business & Transformation Courses E-Commerce Courses Marketing Course
My Dashboard Samantha S 

General Affiliate Information

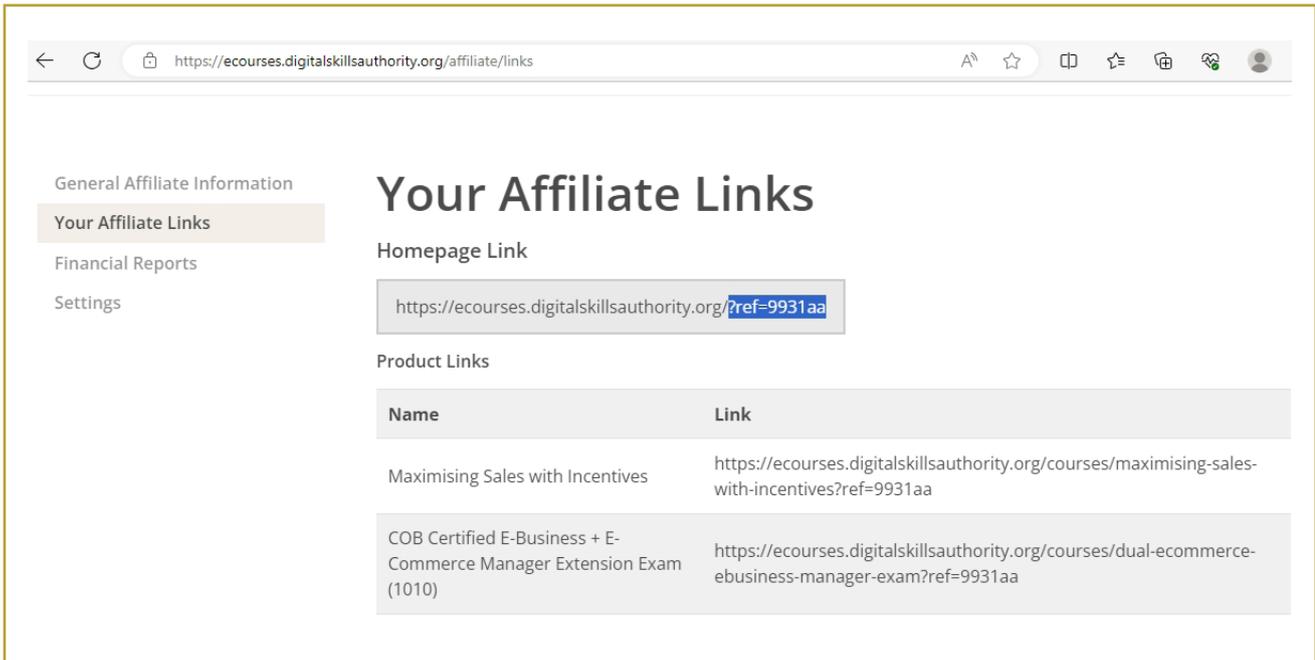
Your affiliate commission: **10.00%** of sales price

General Affiliate Information
Your Affiliate Links
Financial Reports
Settings

STEP 3

Get tracking links for your posts. Take a look at your unique tracking code. In this example Samantha's tracking code is ?ref=9931aa

Select the course you are marketing and copy the FULL web address (url) with your tracking code



General Affiliate Information

Your Affiliate Links

Financial Reports

Settings

Your Affiliate Links

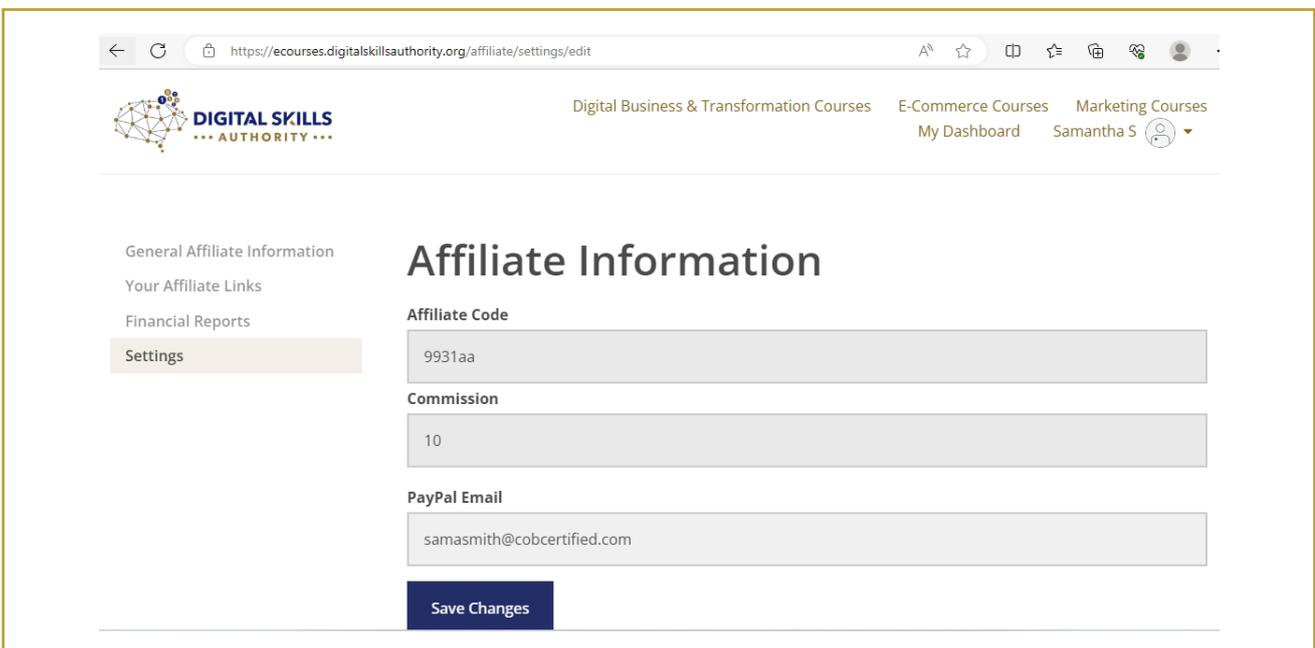
Homepage Link

<https://ecourses.digitalskillsauthority.org/?ref=9931aa>

Product Links

Name	Link
Maximising Sales with Incentives	https://ecourses.digitalskillsauthority.org/courses/maximising-sales-with-incentives?ref=9931aa
COB Certified E-Business + E-Commerce Manager Extension Exam (1010)	https://ecourses.digitalskillsauthority.org/courses/dual-ecommerce-ebusiness-manager-exam?ref=9931aa

The commission we have set for you will result in between \$50 - \$100 per transaction. In the example below, Samantha is receiving 10% Please ensure your PayPal email is correct for our payment to you. Financial reports is where you will found details of commissions earned and due.



← ↻ 🔒 https://ecourses.digitalskillsauthority.org/affiliate/settings/edit

 Digital Business & Transformation Courses E-Commerce Courses Marketing Courses
 My Dashboard Samantha S

General Affiliate Information

Your Affiliate Links

Financial Reports

Settings

Affiliate Information

Affiliate Code

9931aa

Commission

10

PayPal Email

samasmith@cobcertified.com

Save Changes

STEP 4

Ensure you have your unique coupon code, which we will provide to you. This ensures the customer receives the discount promised in your advertisement.

STEP 5

Choose the course you are going to promote (from banners section on Ambassadors homepage). In this example, we are choosing the E-Business Manager program. Copy the code exactly including the hashtags into notepad or word, then **replace** (*Enter your code*) with **your discount code**, and **replace** (*Enter your trackable link*)

Please note social networks such as LinkedIn, will shorten this URL

PRODUCTS AND BANNERS

Right-click the banner that you want to save. Next choose which of the three options, you would like to post with the banner. Don't forget to **replace** (*Enter your code*) with your discount code, and **replace** (*Enter your trackable link*), with the program's trackable link on the dashboard of your account on our [e-learning platform](#).



Option 1 - E-BUSINESS MANAGER

Give Your Career a Boost! Get the Industry-Leading Certification in Digital Business. SAVE 60% USE CODE: (*Enter your code*) Subscribe here: (*Enter your trackable link*)

#careers #opportunity #training #digital
#strategy #digitaltransformation #motivation

Option 2 - E-BUSINESS MANAGER

Learn How to Plan and Implement a Powerful E-Business Strategy, with this Global Industry Certification Program. SAVE 60% USE CODE: (*Enter your code*) Subscribe here: (*Enter your trackable link*)

#risk #management #strategy #projects
#digital #transformation #motivation

Option 3 - E-BUSINESS MANAGER

Discover Revenue Models for Internet Business, How to Reduce Costs and Drive Performance in your Organization, with the COB Certified E-Business Manager Program. SAVE 60% USE CODE: (*Enter your code*) Subscribe here: (*Enter your trackable link*)

#strategy #risk #management #projects
#digital #transformation #motivation

For Example: Enhance Your Career with an Industry-Developed Qualification. Learn How to Merchandise Products Online to Maximize Sales. Subscribe with 60% Discount Code: SIXTY at: <https://ecourses.digitalskillsauthority.org/bundles/cob-certified-e-business-manager-e-learning-course-exam-administration-fee/?ref=9931aa>
#careers #selling #Internet #Digital #Retail #Online

Download the banner, by right-clicking with your mouse, and 'Save as'

STEP 6

Plan the times you are going to post and share

We recommend the following optimal times, in order of best impact:-

- First option: Wednesday 13:00 – 14:00 or 08:00 – 08:30
- Second option: Thursday 13:00 – 14:00 or 08:00 – 08:30
- Third option: Tuesday 13:00 – 14:00 or 08:00 – 08:30
- Fourth option: Saturday 09:00 – 12:00

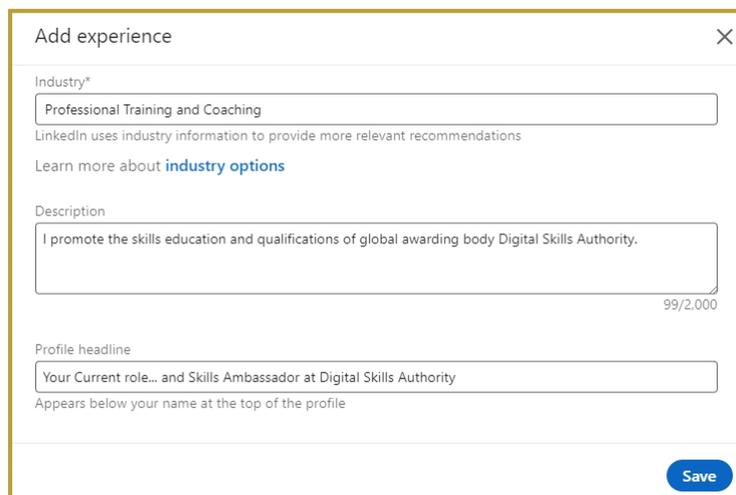
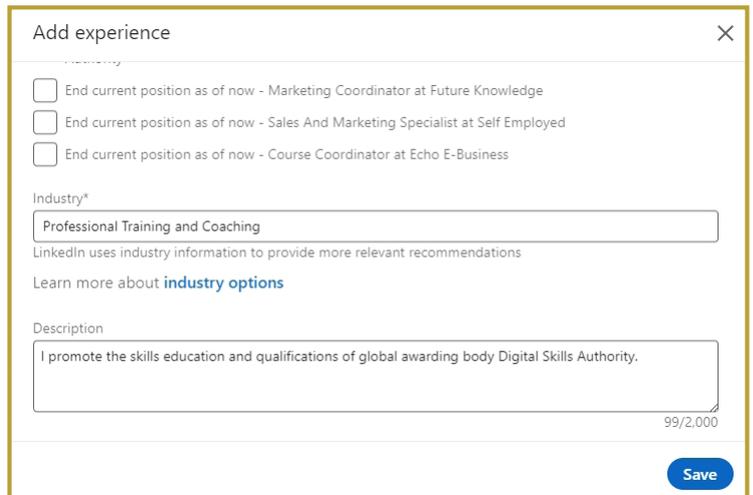
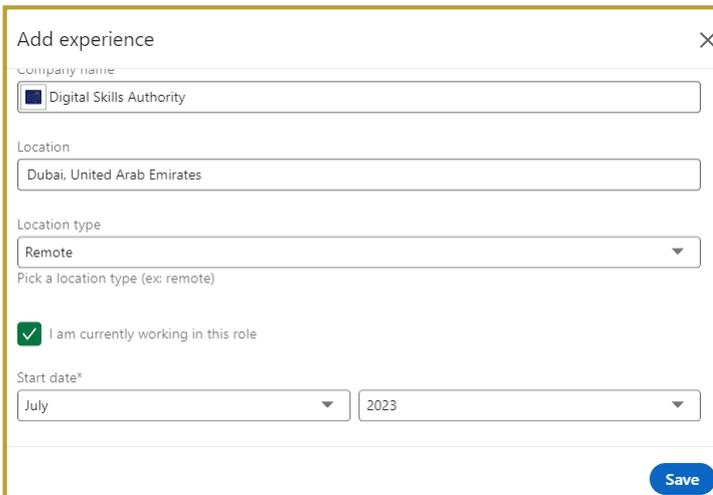
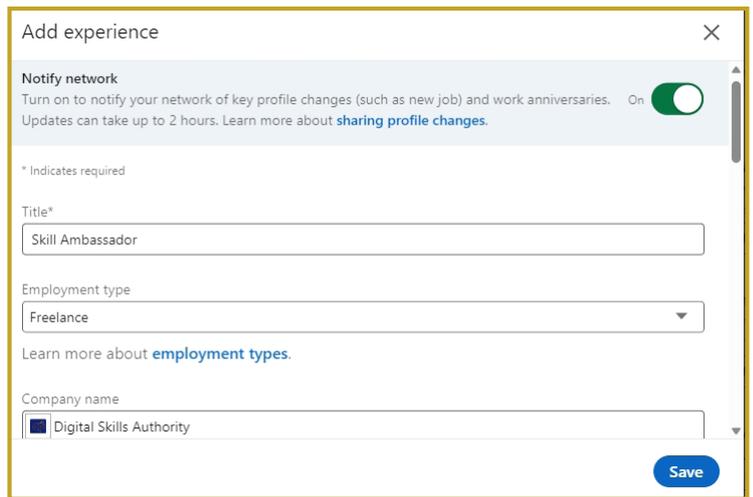
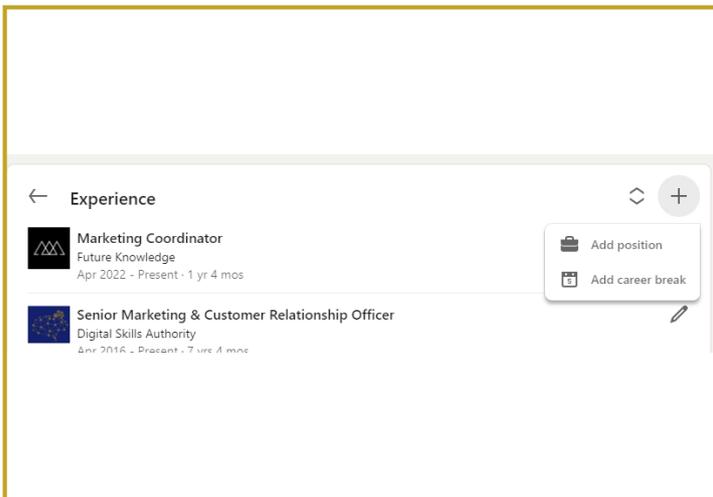
We also recommend your prioritize posting on LinkedIn, X (Twitter) and Facebook are also helpful if you have a following or network you wish to share with.

STEP 7

Adding your Skills Ambassador role to LinkedIn.

Before you get started, ensure you have read our Code of Conduct again, in the Welcome pack. Next add your role with us to your LinkedIn profile. This will help to inform your network, of your involvement in supporting Digital Skills Authority, and reskilling.

Here are some helpful screenshots, to add Skills Ambassador at Digital Skills Authority, to your LinkedIn profile.



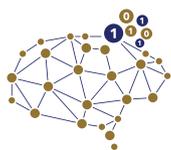
STEP 8

Why not email your contacts or message LinkedIn connections with your unique code? We included an example of a potential email in your Welcome pack.

For further help, please watch out for our updates and explainers, as well as contacting ambassadors@digitalskillsauthority.org if you have any problems. Please look out for news of our webinars, leaders board, skills ambassadors awards and other opportunities.

Thank you and good luck with your posts!





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Contact Details

If you have any queries, please contact the Digital Skills Authority Team via the email address below.

Ambassadors@digitalskillsauthority.org