

*Earn extra cash  
with Care Friends*

*Getting started with our  
new 'refer a friend' app*

  
melody care  
CARE AT HOME FOR THE ONES YOU LOVE

  
**Care Friends**  
Caring people know caring people

Following the successful pilot of our refer a friend app, Woo, we are pleased to announce that we have just launched **Care Friends**. This will now replace Woo.

**Care Friends** is an easy to use app which helps you share adverts and other posts on social media, as well as sharing jobs with your friends. The more sharing you do, the more you can earn. You earn points for using the app effectively and these points can then be cashed in.



In recognition of your effort, you will receive **£10** worth of **Care Friends** points upon successful download and registration.

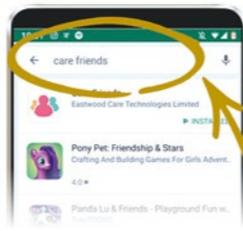
## How to download the app



Go to the Google Play store or the Apple App store.



The app uses 46mb (Android) or 55mb (Apple) of data, but you can avoid using data by downloading via WiFi.

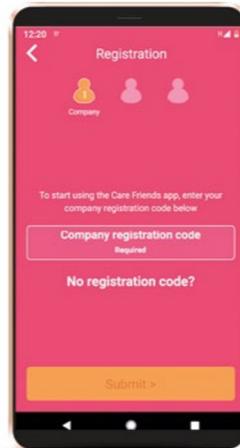


Type 'Care Friends' in the search bar to find the App.

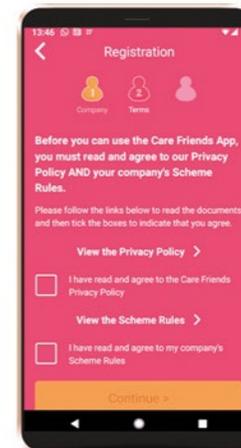


Click 'GET' (Apple) or 'INSTALL' (Android) and once this is done you are ready to register...

## How to register

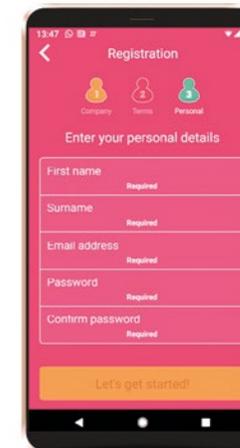


When prompted, fill in Melody Care's registration code which is **mel-001** and click 'Submit'.



Click the links to read the Care Friend's Privacy Policy and Melody Care's scheme rules.

When you have done this, tick the boxes to say you have read and agree to them. Then click 'Continue'.



Lastly, enter your name, email and then choose a password. Your password should be a minimum of six characters. Then click 'Let's get started'.

## Guide to your home screen

You can use the settings button in the top right hand corner to review your profile, terms and conditions or to get help.

Your points total shows you the number of Care Friends points you have right now.

Click on 'View my point breakdown' to view a breakdown of your points total and what you have been awarded them for (find out more on page 6).

To ask for your points to be paid out, click here (see page 6 for more information).

To share a job with your social network, tap the share banner or the briefcase icon (see pages 4 & 5 for further information).

## How to share a job

The jobs button will take you to all the jobs Melody Care currently has available.

To see more detail about each job, tap the arrow or to share, tap 'Share'.

(Android)

Choose which of your apps you would like to use to share the job. When you tap that method, you'll be taken to that app directly. SMS, WhatsApp and Facebook are the most popular methods for sharing.

(Apple)

## How to share a job (continued)

### SMS text example

Choose who you want to share with by starting to type their name or number and then selecting them.

We recommend adding in a personal message with the job listing by typing it here.

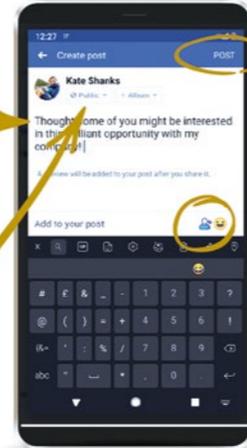


Click the arrow to share the job.

Personalising your message to the recipient means more applications.

### Facebook example

Write a short personal message to recommend people apply, for example, "I love my job because... I think you would love it too..."



Click 'POST' or 'SEND' to share your message.

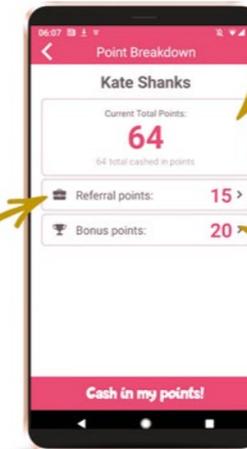
You can tag specific people you think may be interested.

Choose who will see your post, for example, everyone, your friends, a local group you are in.

## Points breakdown & cashing in your points

### Current points total

This is your current total points from both your referral and bonus points combined.



### Referral Points

Earn points at each stage of the recruitment process.

Share a job:

1 point (up to a maximum of 10 shares per month)

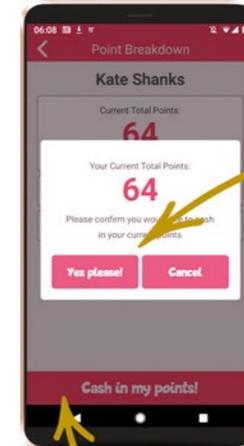
Application stage: 10 points

Interview stage: 30 points

Completes 1st day: 60 points

### Bonus Points

Melody Care can also award you bonus points for thank yous, achievements and incentives.



When you click 'Yes please', we are notified that you would like to be paid out your points in the next payroll.

Before the next payroll, we will check and approve your request.

When it is marked as approved, you will be notified and your points total will go back to zero.

### Cash in points

Click the red button to tell us that you would like to request payment of your points in the next payroll.

**You can earn over £100 for everyone you successfully refer to Melody Care.** Each point is equivalent to £1 and points can be cashed in at any time. Payment is made in your next payroll.

STAGE	POINTS
Share a job ( <i>up to a maximum of 10 shares per month</i> )	1
Application submitted	10
Interview conducted	30
Completes 1st day at Melody Care	60
<b>TOTAL</b>	<b>101</b> which equals <b>£101 in your pay!</b>

We really understand the importance of recommendation and very much appreciate when our staff refer us.

Thank you in advance for all your effort and we hope that Care Friends can earn you extra cash – as they say, *every little helps!*

If you have any queries regarding your points or point payments, please contact the **Accounts Department** on **01252 265245**.

