

Birthday Setup

Birthday Post Setup allows you to customize automated birthday messages and graphics sent by the Bsharp Converse bot.

https://www.youtube.com/embed/M1VGN-PdsYc?si=jV_Gzugt5bBjRiug

Getting Started

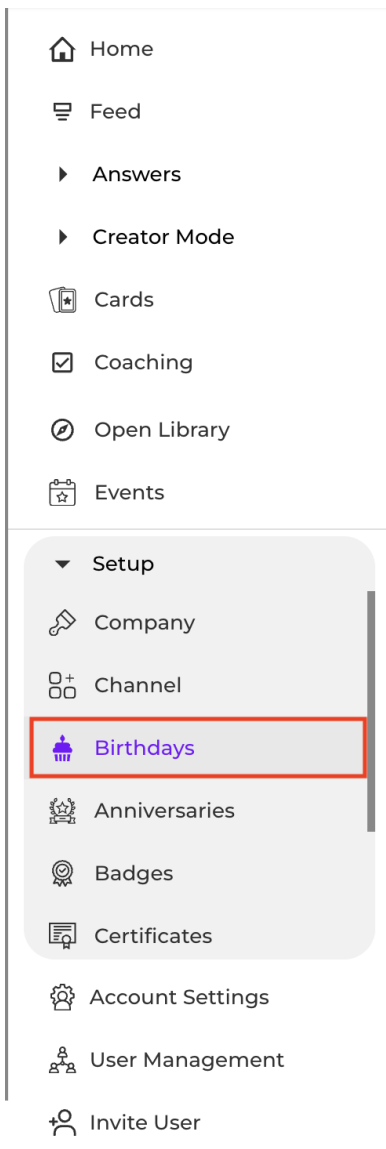
What is Birthday Post Setup?

Birthday Post Setup helps you manage and personalize automated birthday greetings and graphics sent to team members, enhancing employee engagement with thoughtful and customized celebrations.

Step-by-Step Guide: Setting Up Birthday Posts

1. Select Messages:

- Navigate to the Birthday Post Setup section on the left side pane.



- You'll see pre-defined default messages that the Converse bot can randomly select from.
- Choose the desired messages by selecting their checkboxes.

- ### Birthday Post Setup

The Bsharp Converse bot randomizes a combination of default messages and images. You can choose to add your own messages and images.

Select Message

☒ Dear <Username> Wishing you the best on your birthday. May this day bring success & prosperity in your life.

☒ Dear <Username> Best wishes on your birthday. You are extremely dedicated and we are so lucky to have you on board. We wish you nothing but the best in all your endeavors.

☒ Dear <Username> May today be the day with lots of surprises in store for you. Happy Birthday. We hope you accomplish all the great goals you have set for the year.

2. Add a Custom Message:

- To create a personalized message, use the "Custom Message" field.
- Type your preferred birthday greeting into the text box.
- Click the "Add to list" button to include it in your message options.

Custom Message

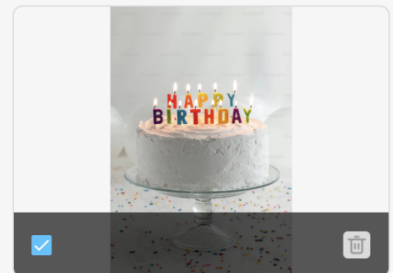
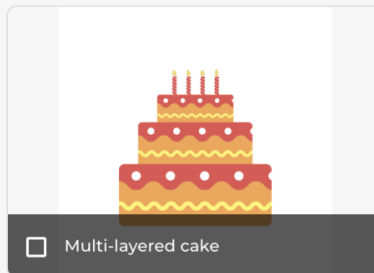
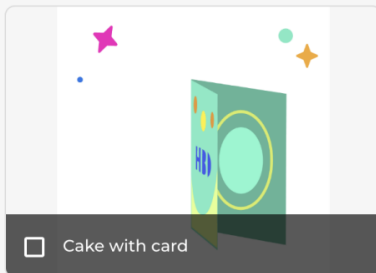
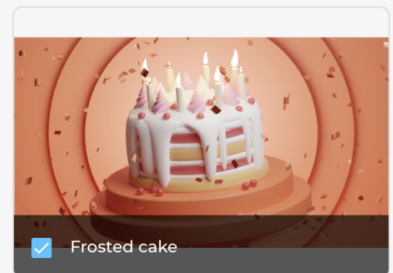
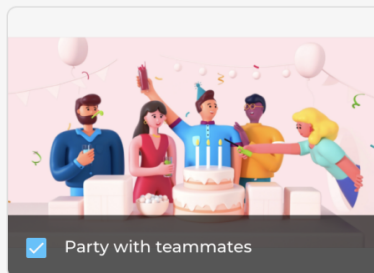
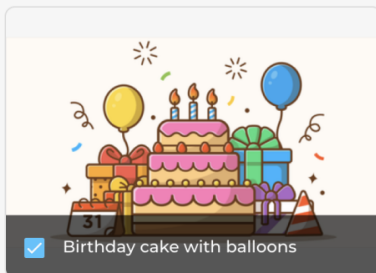
Add to list

Enter Message Here

3. Select Graphics:

- Choose from available graphics like birthday cakes, team celebrations, and festive designs by clicking their respective checkboxes.
- You can select multiple graphics for randomized use.

Select Graphic



4. Add Hashtags:

- Enter relevant hashtags in the "Add Hashtags" section.
- Type new hashtags into the provided field and press Enter to include them.

Add Hashtags

Hashtags

Birthdayvibes

Happybirthday

happydays

happylife

New hashtag...

5. Notification to Admin:

- Enable notifications to the admin before birthdays.

- Choose notification timing (e.g., 1 day before) from the dropdown menu.

- Enable notification to admin before birthday

Select

1 day

▼

6. Comments:

- Optionally, select "Disable comments" to restrict commenting on automated birthday posts.

Finalize your settings by clicking "Save & exit." Messages, graphics, hashtags, and notification settings chosen will be used by the Converse bot to send personalized greetings on team members' birthdays.

☐ Disable comments

Save & exit

FAQs

1. Can I add my own personalized birthday messages?

Yes, use the "Custom Message" field to add personalized birthday greetings.

2. How many custom messages can I add?

You can add multiple custom messages by typing each message and clicking "Add to list."

3. Can I select multiple graphics for birthday posts?

Yes, you can select multiple graphics, and Converse will randomly use them in birthday posts.

4. Can I use my own graphics for birthday messages?

Yes, you can upload custom graphics to include them as options for birthday posts.

5. How do I manage hashtags for birthday posts?

Type desired hashtags into the “Add Hashtags” field and press Enter to include them.

6. Is it possible to disable comments on automated birthday posts?

Yes, simply check the “Disable comments” box to restrict comments on birthday posts.

7. Can the admin be notified before a team member’s birthday?

Yes, select the desired notification period (e.g., 1 day before) from the dropdown menu under “Enable notification to admin.”

8. Can I deselect default messages or graphics?

Yes, simply uncheck the box next to any default message or graphic you wish to exclude.

9. Are hashtags mandatory for birthday posts?

No, hashtags are optional but help increase engagement and visibility.

10. How do I save my birthday post preferences?

Click the “Save & exit” button after configuring your preferences.

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