



**Office of the Controller
General Accounting – Treasury Management
Tremendous Job Aid**

Table of Contents

I. Objectives.....	2
II. Tips and Tricks	2
III. Setting Up an Account.....	2
IV. Navigation Menu	4
V. Editing Campaign Templates	4
VI. Sending Rewards	7

I. Objectives

The University uses the Tremendous platform to provide a method for researchers to compensate participants. Tremendous simplifies the payment process for researchers and participants, allowing recipients flexibility to choose their preferred gift card options while ensuring all approvals and documentation are completed appropriately.

By the end of this process, you should be able to:

- Create an account
- Edit Campaign templates
- Send rewards

II. Tips and Tricks

Here are a few tips and tricks for Tremendous:

- On the initial request, specify the amount needed. Note that funds will be set up as decreasing as rewards are distributed.
- Be aware that funds will not be immediately reflected against the department's budget. Therefore, please account for the amounts necessary in your own records.
- Funds will be settled by the Controller's Office from prepaid account 19011 a minimum of twice monthly. The expense will remain in the prepaid account until settled/expensed.
- Tremendous allows the department to keep track of reward history to maintain records of who received funds and the amounts disbursed.
- Departments can request additional funds, or a reload, after your initial load, if needed. The JotForm will need to be completed again. Note there is a box at the top that allows you to check "Additional Funding Requested."
- At the end of the timeframe specified in the request, the Controller's Office will remove any remaining funds.

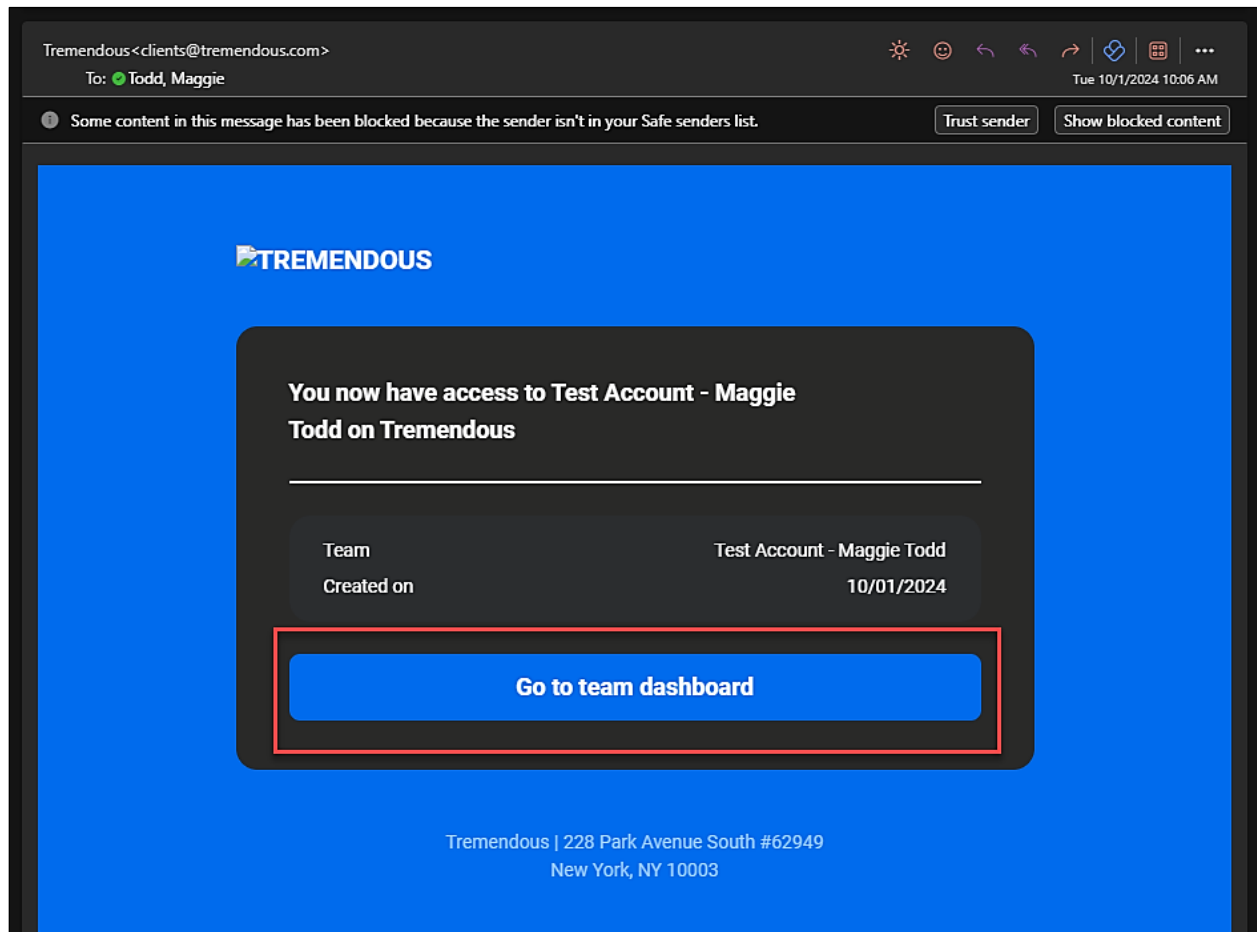
III. Setting Up an Account

Step 1: Complete the online [Tremendous Request Form](#) and attach the following:

- Tremendous Approval Form
- IRB approval letter

Step 2: Once the forms have been approved, those listed will receive an email from Tremendous prompting them to create an account (if a new user) and notification of funds loaded.

Step 3: Click on the **Go to team dashboard** button at the bottom of the email. Follow the steps prompted to create an account.

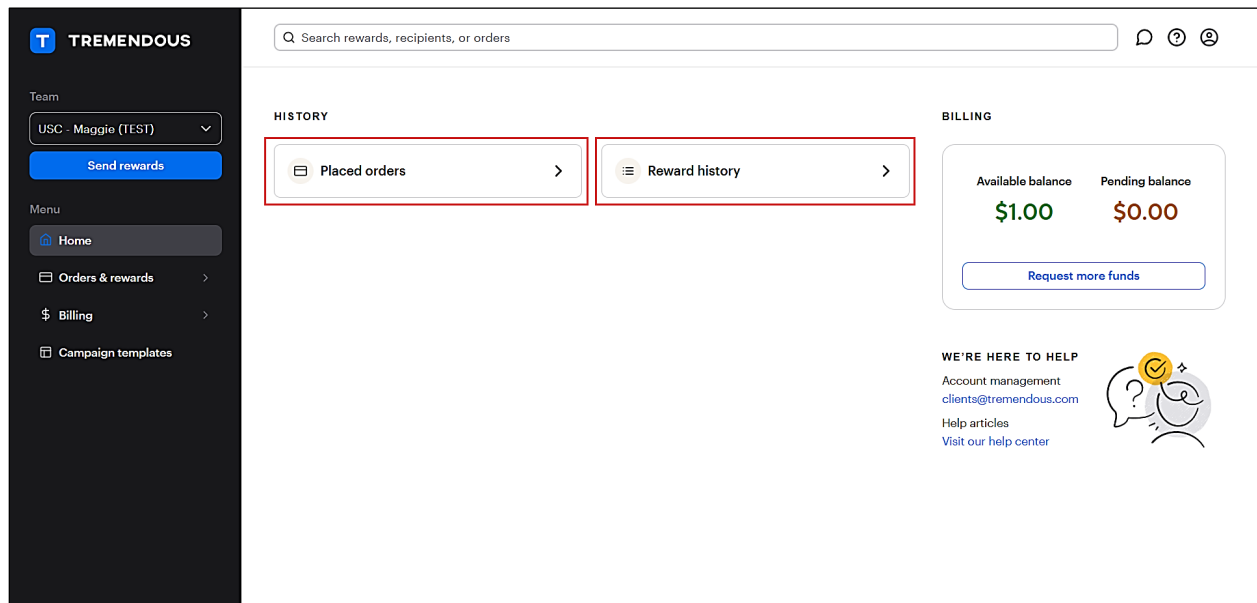


Step 4: Enter your **Full name**, **Email**, and create a **Password**. Then, select **Continue**.

The screenshot shows the 'Create account' form on the Tremendous website. The form is titled 'Create account' and includes a link for users who already have an account: 'Already have an account? Log in'. The form contains three input fields: 'Full name', 'Email', and 'Password', each with a red box highlighting the label. Below the 'Password' field, there are four requirements listed: 'One lowercase character', 'One uppercase character', '8 to 40 characters', and 'One number'. A blue 'Continue' button is highlighted with a red border. Below the 'Continue' button is a 'Sign up with Google' button. At the bottom of the form, there is a small text line: 'By creating an account, I agree to Tremendous' terms of service and privacy policy.'

IV. Navigation Menu

The Home screen has the history of the account, with access to the Placed Orders and Reward History. Use the navigation on the left side to send rewards and create campaign templates.

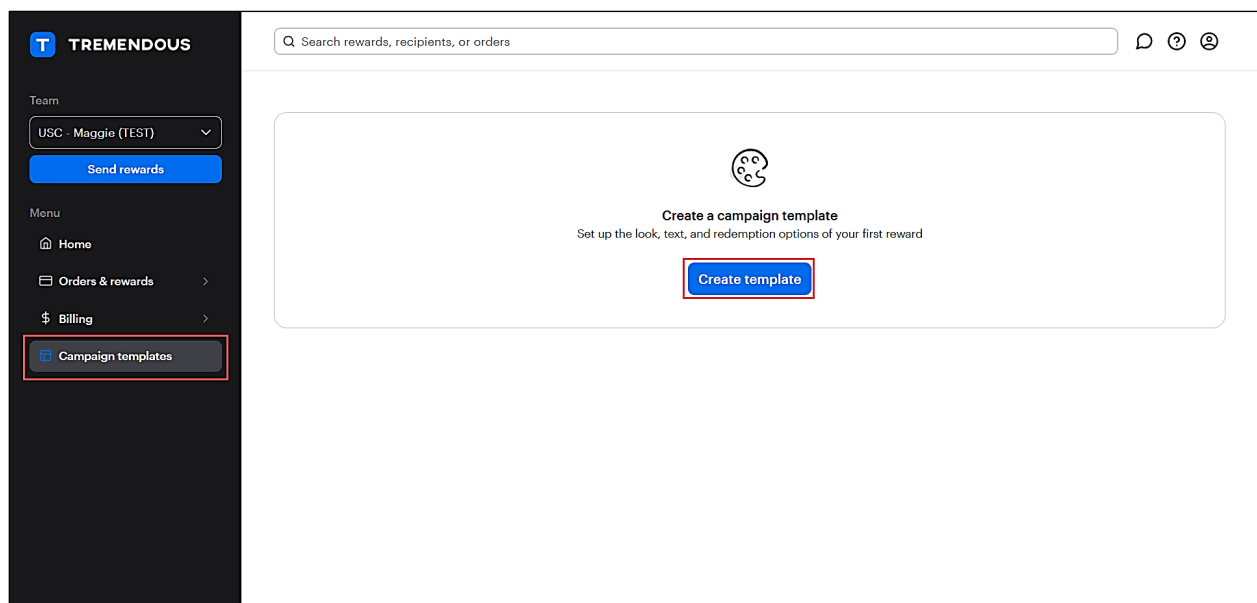


V. Editing Campaign Templates

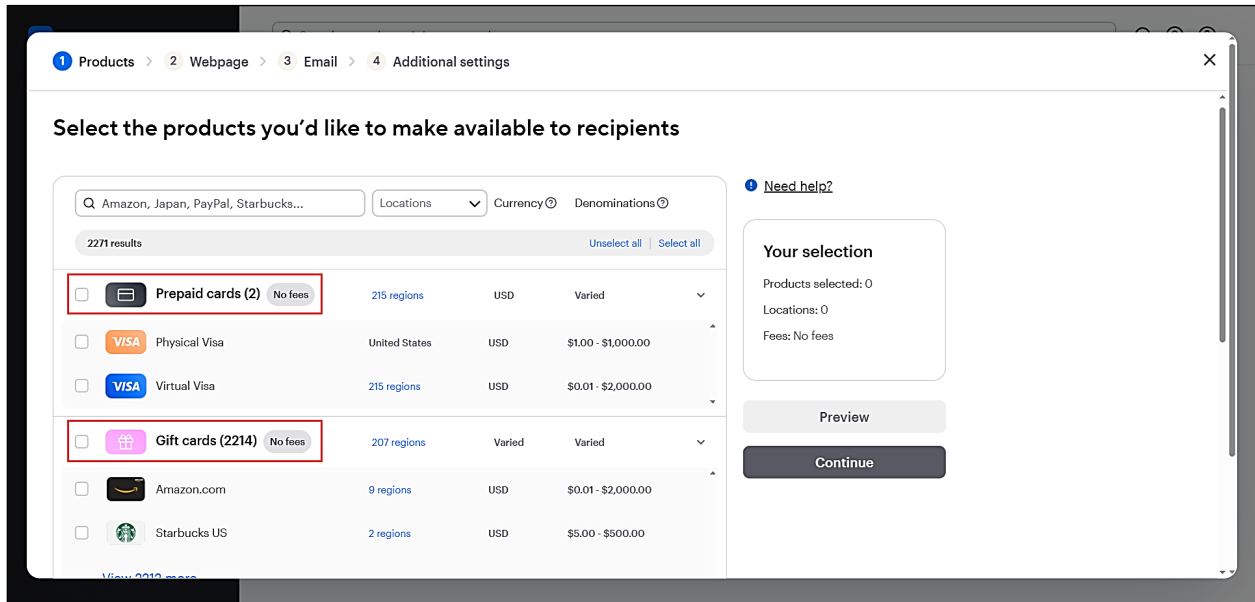
Before disbursing any funds, make sure to edit the Campaign templates to fit the purposes of your research and funding.

Step 1: Select **Campaign templates** in the navigation menu on the left side.

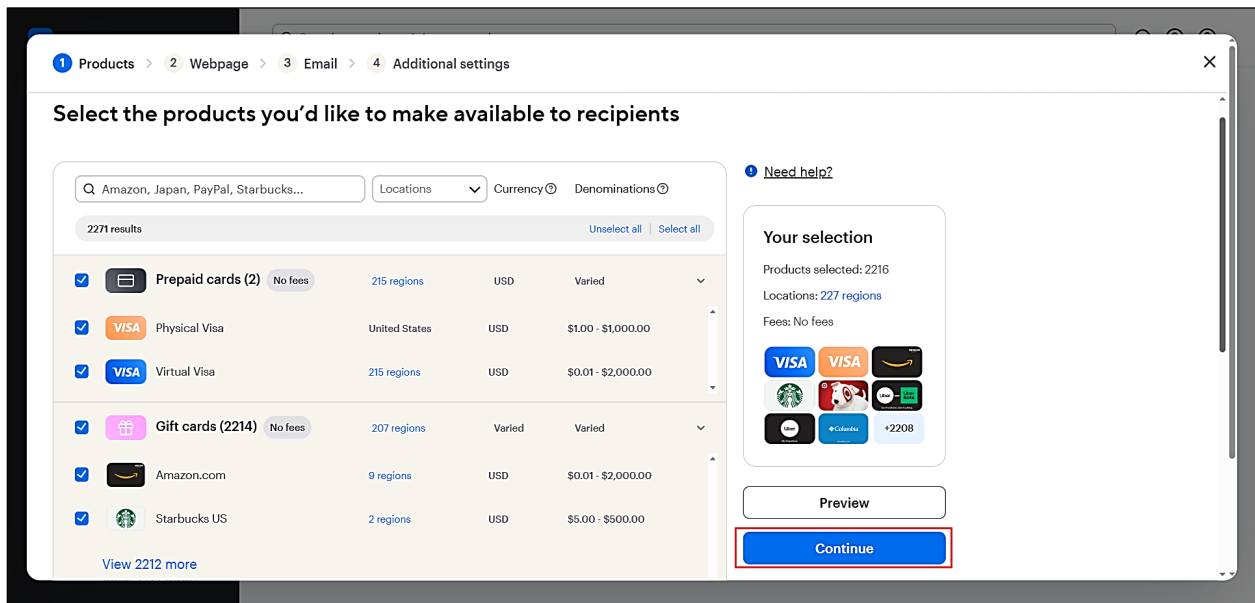
Step 2: Click the **Create template** button.



Step 3: Select the products to make available for the recipients by clicking the boxes next to the product. Click the first option in the section to select all options available.



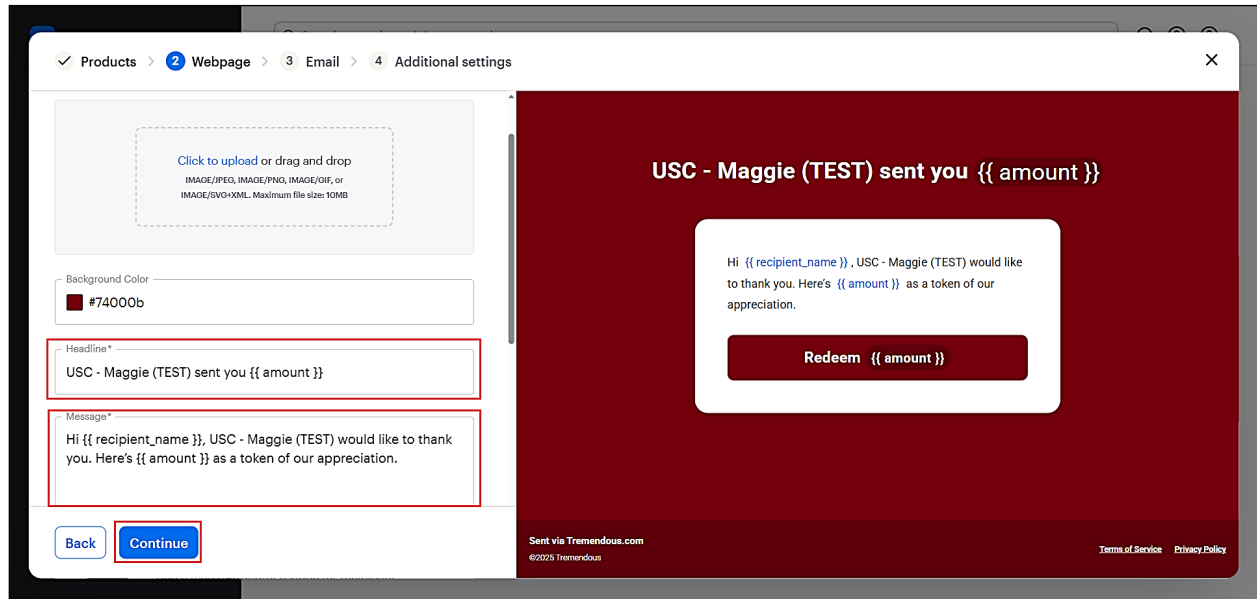
Step 4: Click the **Continue** button.



Step 5: Edit the **Headline**, and **Message** to reflect that of your study. The right side of the screen will give a preview of the webpage.

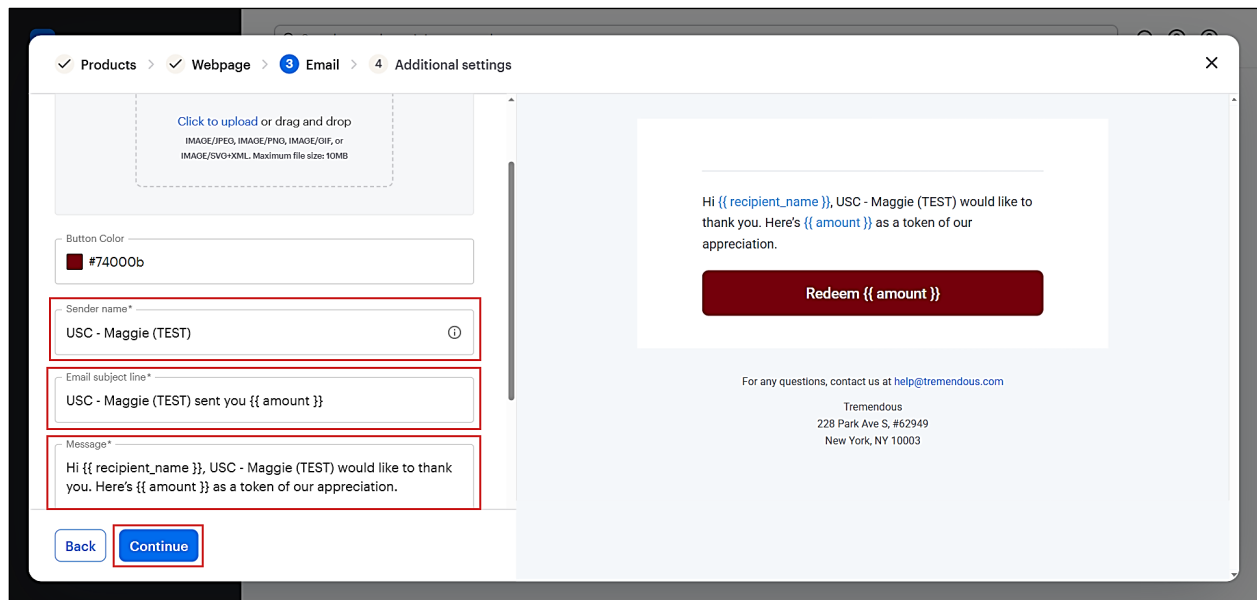
Note: To vary the message for each recipient, use the following fields: `{{ amount }}`, and `{{ recipient_name }}`. Fill these out for each recipient once you begin adding recipients.

Step 6: Click the **Continue** button.



Step 7: Edit the **Sender Name**, **Email Subject Line**, and **Message** to reflect that of your study. The right side of the screen will give a preview of the email sent to recipients.

Step 8: Click the **Continue** button.



Step 9: Enter a Template Name and choose a Permissions setting.

Step 10: Click the Save campaign button.

Products > Webpage > Email > 4 Additional settings

Additional settings

Template name
Example Template

Permissions

Share with team
 Personal use only

Back Save campaign

VI. Sending Rewards

Step 1: From any screen, click the Send rewards button in the top right corner.

TREMENDOUS

Team
USC - Maggie (TEST)

Send rewards

Menu
Home
Orders & rewards
Billing
Campaign templates

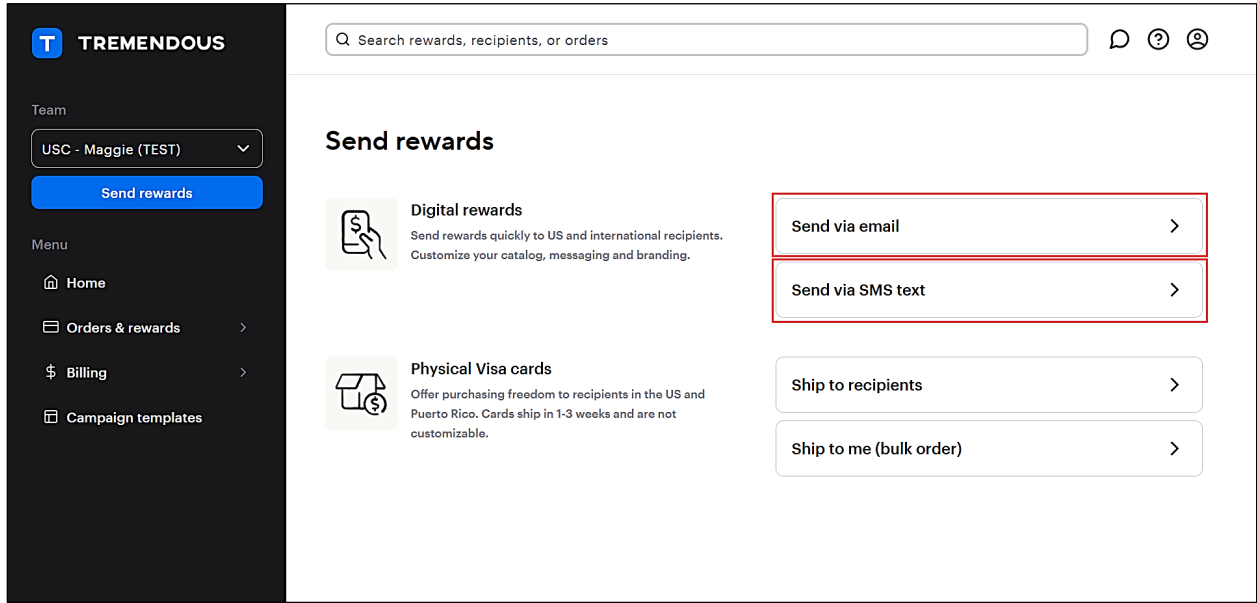
Search rewards, recipients, or orders

HISTORY
Placed orders
Reward history

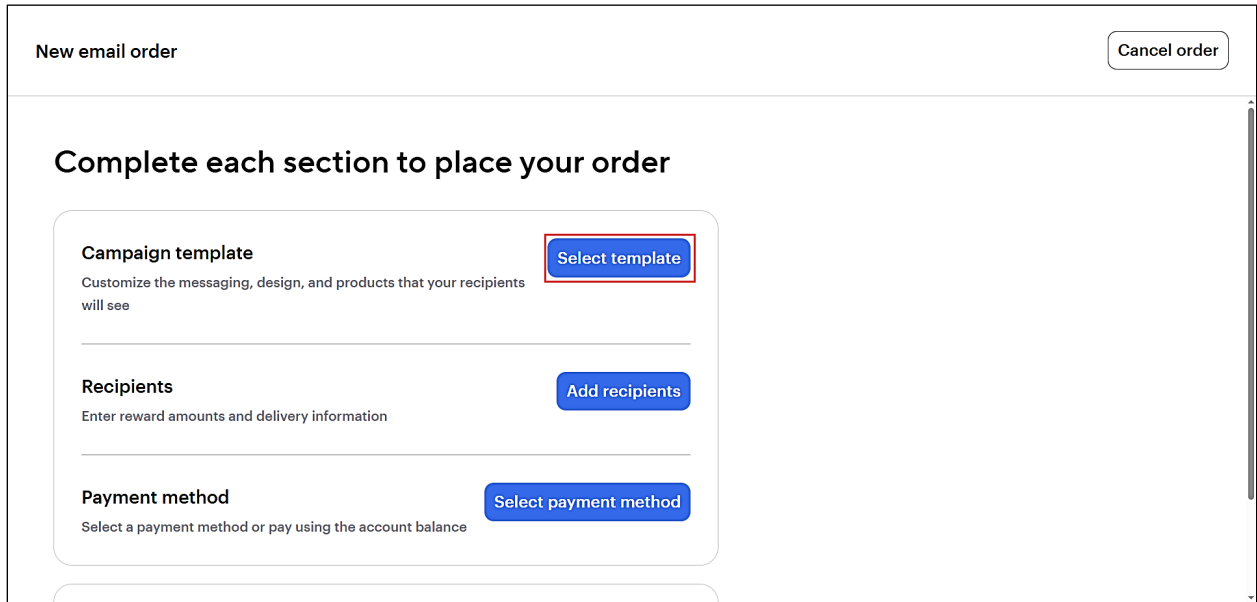
BILLING
Available balance: \$1.00
Pending balance: \$0.00
Request more funds

WE'RE HERE TO HELP
Account management
clients@tremendous.com
Help articles
Visit our help center

Step 2: Select the way to send rewards by clicking the **Send via email** or **Send via SMS text** buttons.



Step 3: Click **Select template**.



Step 4: Select the template desired.

Step 5: Click the **Continue** button.

New email order > Campaign template

Campaign template

Filter campaigns

Campaigns are reusable templates that make placing orders a breeze. They can include a variety of details about the rewards, such as:

- Brand colors and logo
- Messaging to the recipient
- Products (Visa, Amazon and more)

Create new template

Back Continue

Example Template Actions ▾

03/18/2025 by mgtdodd@mailbox.sc.edu ID: 1A0GUSSOIVDY

Email: Hi {{ recipient_name }}, USC - Maggie (TEST) would like to thank you. Here's {{ amount }} as a token of our appreciation.

VISA VISA amazon 2216 Products

Step 6: Click the **Add recipients** button.

New email order Cancel order

Complete each section to place your order

Campaign template ✎

Example Template

2216 products • 227 regions covered

Recipients Add recipients

Enter reward amounts and delivery information

Payment method Select payment method

Select a payment method or pay using the account balance

External ID (optional) Add a unique ID for your team's bookkeeping

Step 7: Enter the **Recipients Name, Amount to be paid, and Email.**

Step 8: For multiple recipients at a time, use the **Bulk upload** option by downloading the template and entering the **Amount, Recipient Name, and Recipient Email** for all recipients. Click the **Upload CSV** to use multiple recipients.

Step 9: Click the **Continue** button.

New email order > Recipients

Recipients

Name* Maggie Todd Amount* \$ 1

Email* mgtodd@mailbox.sc.edu

[Back](#) [Continue](#)

Bulk upload via CSV

Download the CSV template below to ensure you have the correct columns

- Amount
- Recipient Name
- Recipient Email

[Upload CSV](#)

[Download CSV Template](#)

Step 10: Add recipients by entering the **Recipient Name, Amount, and Recipient Email**. Then, click the **Add** button.

Step 11: Check to make sure the correct names, amounts, and email appear. Click the **Continue** button.

New email order > Recipients

Recipients

Recipients (1) Total: \$1.00 [Clear table](#) [Upload CSV](#)

Recipient name	Amount	Recipient email	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	Add ×
Maggie Todd	\$1.00	mgtodd@mailbox.sc.edu	Edit Preview 🗑️

[Back](#) [Continue](#)

Step 12: Click the **Select payment method** button.

New email order Cancel order

Complete each section to place your order

Campaign template ✎


Example Template
2216 products • 227 regions covered

Recipients ✎


1 recipient
Reward is \$1.00 USD

Payment method [Select payment method](#)

Select a payment method or pay using the account balance



[Preview](#)



[Send test email](#)

Summary

Count	1
Subtotal	\$1.00

Step 13: Select **Pay with your account balance**.

Step 14: Click the **Continue** button.

New email order > Payment method

Payment method

Account balance

Pay with your account balance: \$1.00

Summary

Count	1
Subtotal	\$1.00
Processing fee	\$0.00
<hr/>	
Total (USD)	\$1.00

[Back](#)

[Continue](#)

Step 15: Click the **Preview** and **Send test email** button to review the emails to be sent.

Step 16: Click the **Place order** button to send the rewards.

New email order Cancel order

You're ready to send!

Campaign template ✎

Example Template
2216 products • 227 regions covered

Recipients ✎

1 recipient
Reward is \$1.00 USD

Payment method ✎

Pay with your account balance: \$1.00

External ID (optional) Add a unique ID for your team's bookkeeping

Preview

Send test email

Summary

Count	1
Subtotal	\$1.00
Processing fee	\$0.00
Total (USD)	\$1.00

Place order