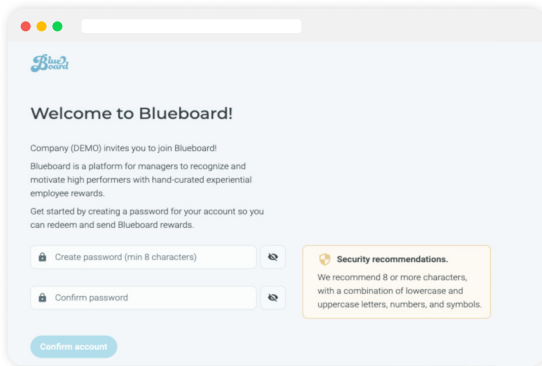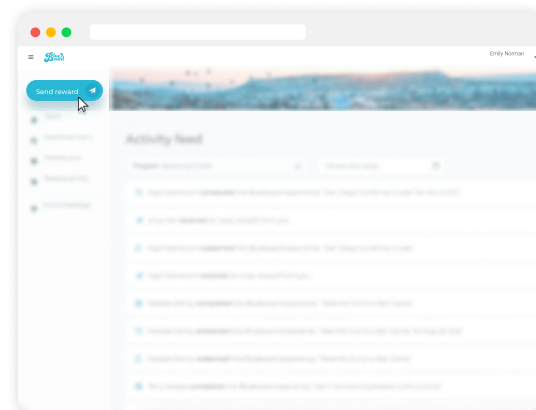# How does sending a Blueboard reward work?

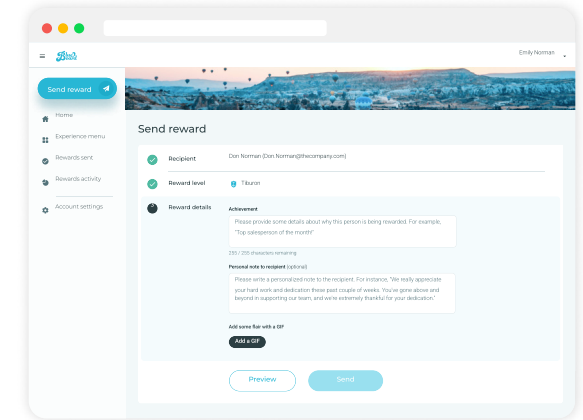## 1. Create your Blueboard manager account.

You'll receive an email from Blueboard with a link to create your account on our platform.

Your email address will already be set as your username so all you'll need to do is create a password to start sending rewards.

2. Navigate to the reward sender.

Click the "Send Reward" button on our platform to open up the reward sender for your program.

3. Fill out the details of the recipient.

Select or input the employee you would like to reward, and choose the reward level they are receiving.

Insert the achievement that prompted the reward, and drop in a personal note to the recipient.

Bonus try attaching a GIF for a little extra fun.