LINKTREE SETUP GUIDE

A step-by-step guide to setting up a Linktree

Linktree Setup Guide

In this guide, we will cover the steps to setting up and managing a **Linktree**.

Linktree is a free tool that you can use to keep all of your important links - such as website, mobile app store links and social media pages all in one place, which is helpful in situations where only one link can be posted on a social media page, for example!

To begin setting up your **Linktree**, visit https://linktr.ee/ and select either the **Sign Up Free** or **Get Started For Free** buttons to create your account.

Once selected, the **Create an Account** screen will open, allowing you to enter your **Email Address**, **Username** and **Password**. The **Username** will form the **URL** for your **Linktree** and this cannot be changed after signing up, so be sure you are happy with your chosen **Username** before proceeding.

Create an account for free

Free forever. No payment needed.

Email
customersuccess@eposhybrid.com ✓

Username
linktr.ee/ eposhybrid1 ✓

Password
•••••••••• ✓

☑ By creating an account you are agreeing to our Terms and Conditions and Privacy Policy

Sign up with email

After entering the your **Email**, **Username** and **Password** (and marking the checkbox confirming you agree to the **Terms and Conditions** and **Privacy Policy**), click the **Sign up with email** button to proceed to the next page.

Once you have created your **Linktree Account**, the next page will allow you to enter your **Business Name** and specify up to three **Categories** that best describe your business.

We just need to confirm a few things

Tell us your full name

Name
ePOS Hybrid

Tell us about yourself

Select up to 3 categories that best describe your Linktree.

We'll customise your Linktree experience based on what you select   2 of 3

MUSIC   COMEDY   BRAND   CREATIVE   INFLUENCER   GOVERNMENT   ACTOR/CELEBRITY

GAMING/ESPORTS   FASHION/BEAUTY   FOOD/HOSPITALITY ⊗   PODCAST/RADIO   EDUCATION

SPORTS   PUBLICATION/DIGITAL MEDIA   TV/FILM   WRITER   COMMUNITY ORG/NON-PROFIT

AGENCY   ECOMMERCE ⊗   BUSINESS PROFESSIONAL   INTERNET/TECHNOLOGY

ARTS/ENTERTAINMENT   HEALTH/WELLNESS   TRAVEL/TOURISM   INDEPENDENT/SMALL BUSINESS

PERSONAL   POLITICS   MODEL   OTHER

✓ I'm not a robot
reCAPTC
Privacy - Terms

CONTINUE

Once the categories have been selected, click the **I'm not a robot** checkbox and then **Continue** to proceed to the page where you can choose between the **Free** and **Pro** options. Make your preferred choice (this guide covers the **Free** option) and click the **Sign Up For Free/Pro** button to proceed.

After completing your **Signup**, the next page will confirm you have been sent an email from **Linktree** - click the **Verify Email** button within the email to log in using the details you entered during **Signup**. You will receive a confirmation to let you know that your account has been verified, and then continue to the **Homepage**.
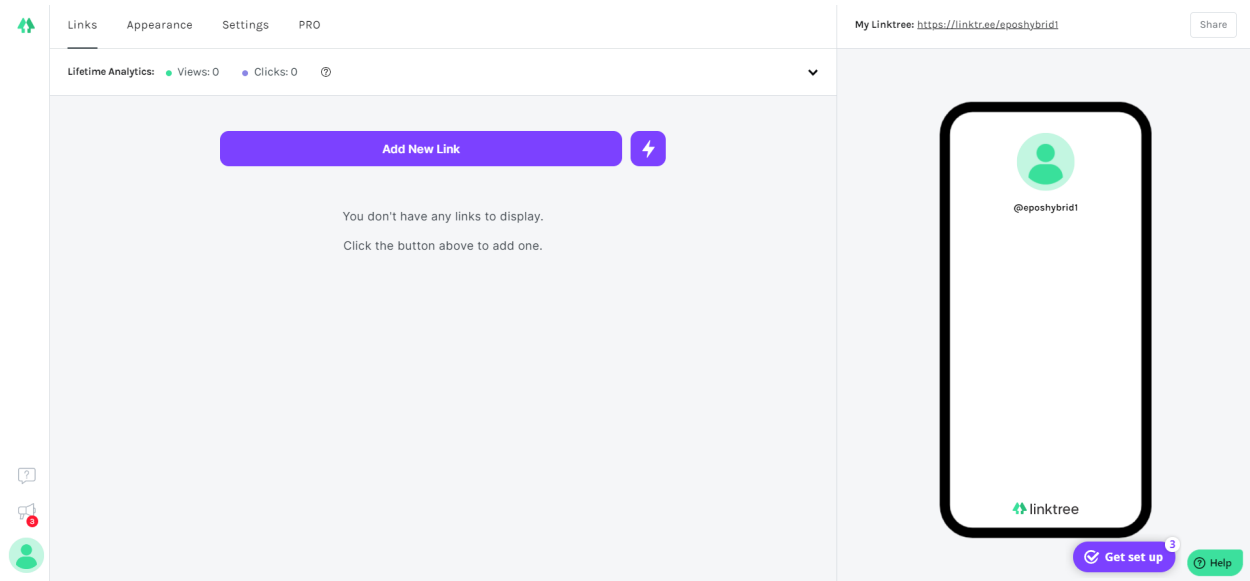

The **Linktree** homepage allows you to **Add/Edit/Remove Links**, change the **Appearance** of your **Linktree** and adjust any required **Settings**.

Click the purple **Get set up** button on the bottom-right corner of the homepage to begin building your **Linktree**. Select the relevant option to proceed.
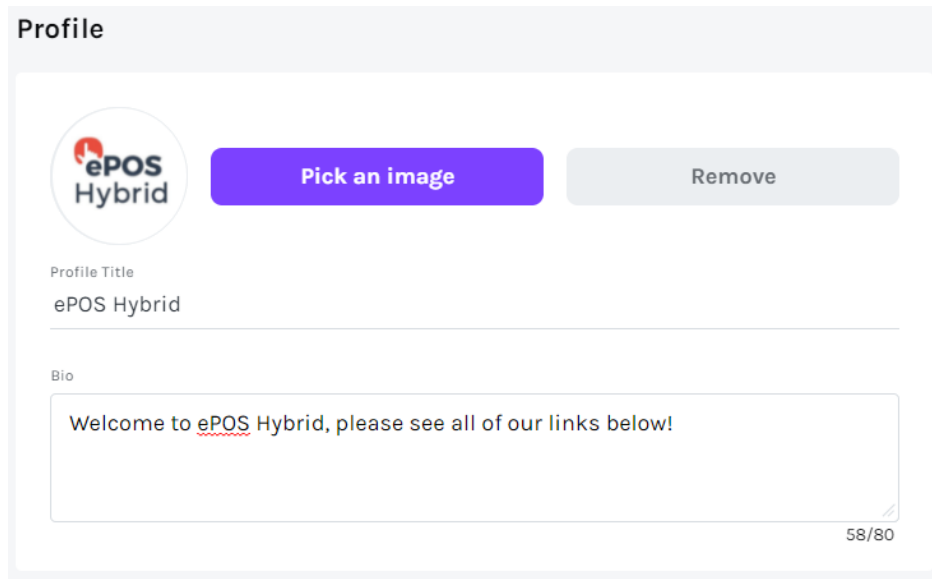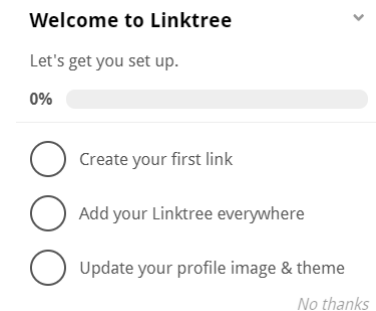

To **Create a Link**, select the **Add New Link** button to open the **Title** and **URL** text fields. The **Title** entered will be what is displayed on your **Linktree**, and the **URL** entered is the link that this will direct to.
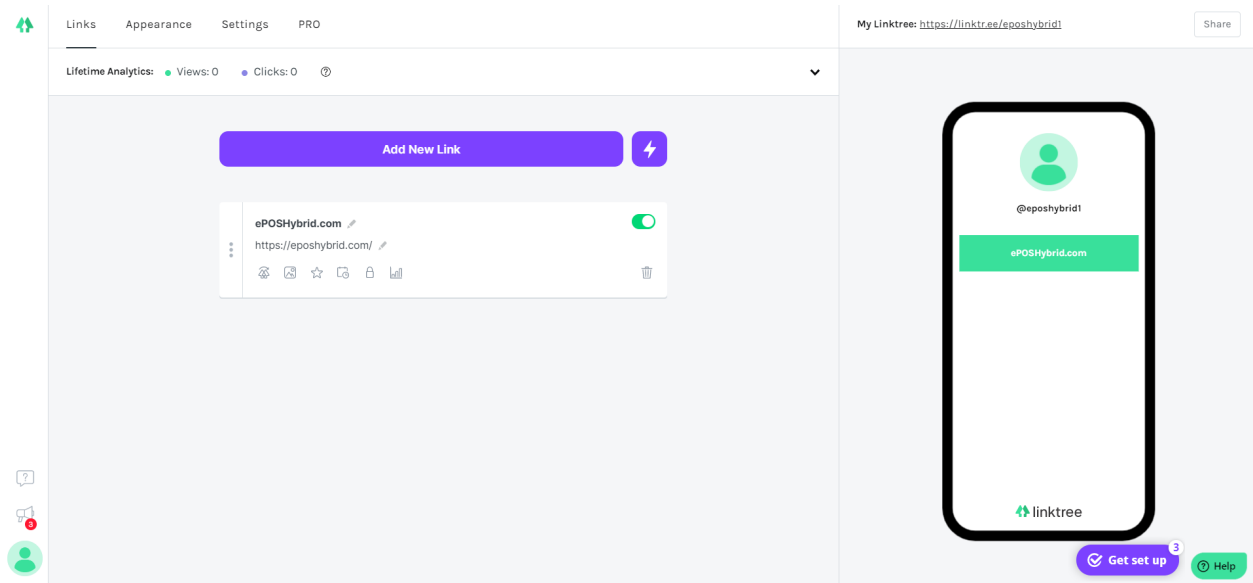
The **Add Your Linktree Everywhere** option will highlight your **Linktree URL**, which is located on the top-right corner of the screen.

To update the **Appearance** of your **Linktree**, select the **Update your profile image & theme** option to take you to the **Appearance** section.

To begin updating your **Appearance**, select a **Profile Picture**, then enter your **Profile Title** and an optional **Bio** (with an 80-character limit) that will appear under the **Profile Title**. If no **Profile Title** is entered, the **Username** will appear instead.


Next, you can select your preferred **Theme** to match your business' colour scheme - some of these themes may be available to **Pro** accounts only.

While updating your **Appearance**, the live preview on the right-hand side of the screen will update with any changes, with an example below:
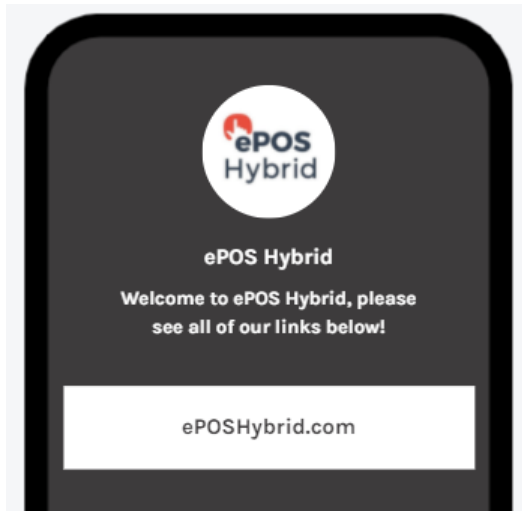
To add more **Links** to your **Linktree**, select the **Links** tab at the top of the page, then click the **Add New Link** button to open the textbox. Enter the text and click away from the box to update the live preview, and click the **Pencil** icons to edit the **Title/URL**.
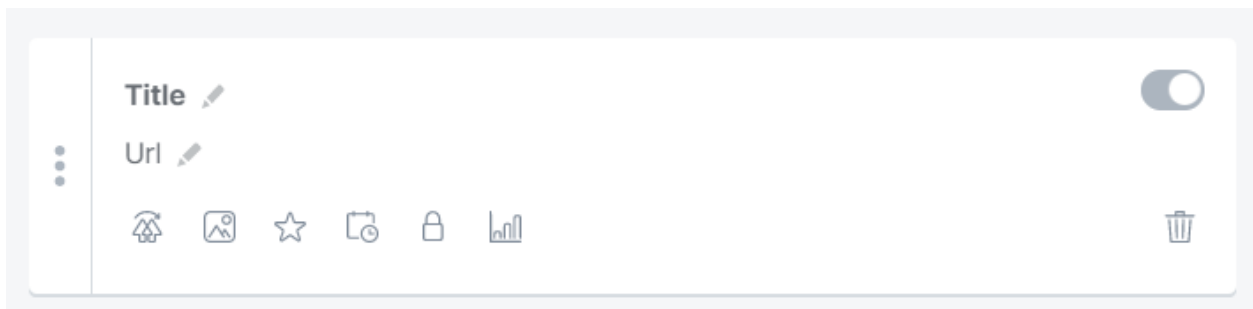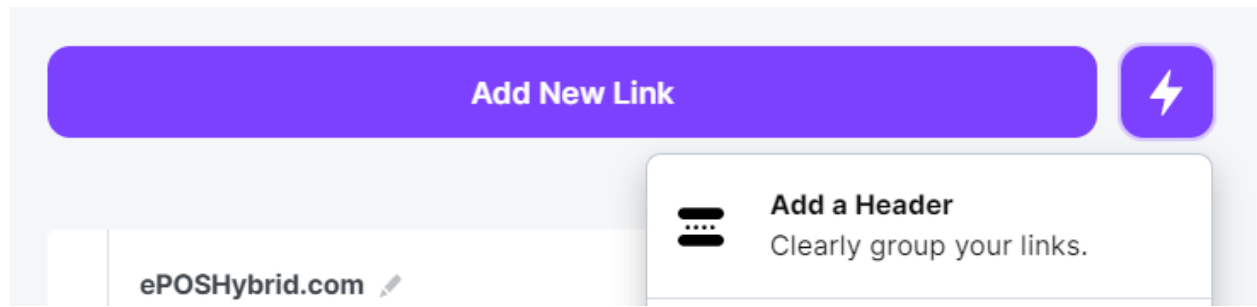

To move the **Placement** of your **Links**, use the three vertical dots on the left-hand side of the box to adjust the relevant link with the live preview on the right of the screen displaying the placement in real time.

If you need to **Delete** a **Link**, click the **Trash** icon on the bottom-right corner of the link to remove it from your **Linktree**.

Using **Headers**, you can clearly separate your **Links** so customers can clearly see grouped links.

To add a header, click the **Links** tab on the top-left corner of the page, then click the **lightning bolt** icon next to the **Add New Link** button.

The **Header** textbox will appear - click the **Headline Title** section to add your header and once added, use the three vertical dots on the left-hand side of the box to adjust the placement of the header accordingly, with the live preview on the right of the screen displaying the placement in real time, as per the below screenshot:
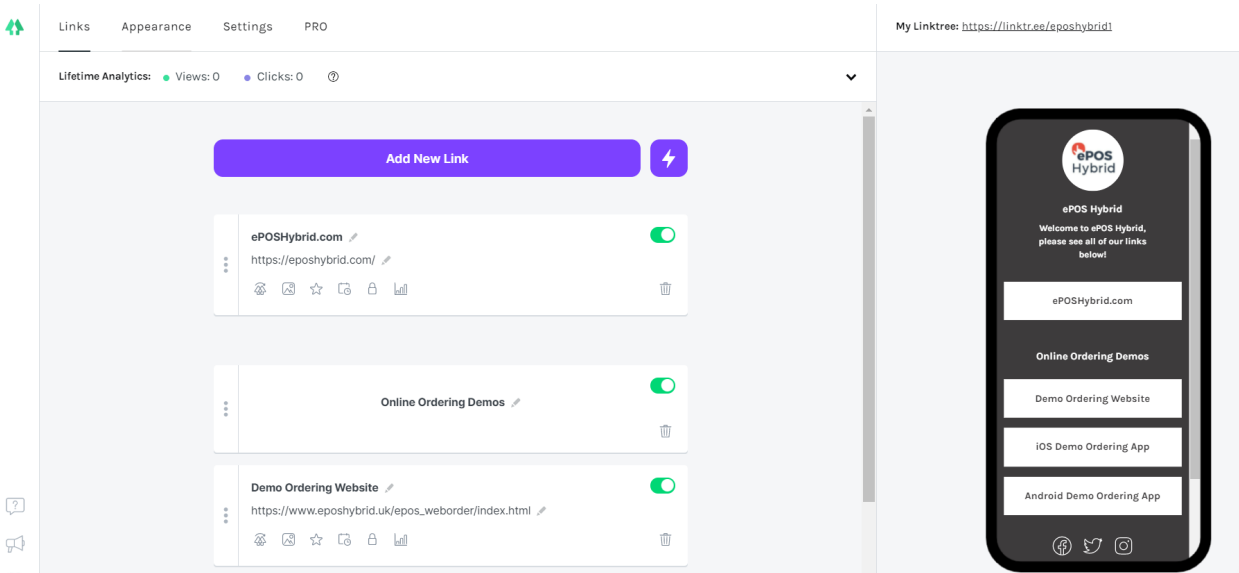
To add your **Social Media Page Links** as icons at the bottom of your **Linktree**, click **Settings** at the top of the page, then scroll down to the **Social Links** section. Enter the username/link for your chosen platform to add the relevant icon at the bottom of your **Linktree** - see **Facebook**, **Twitter** and **Instagram** examples below.
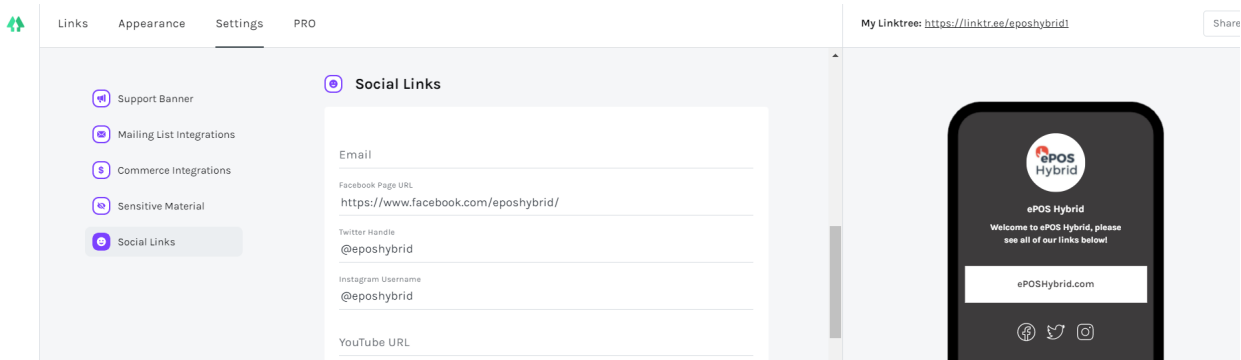
For reference, the example **Linktree** created as part of this guide is accessible at **https://linktr.ee/eposhybrid1**.