

Your Whop Communities kit

Member pulse, welcome messages, support answers and win-backs for your paid community, drafted for your OK.



TIME
10 minutes

FOR
Whop community owners

VERSION
v1.0

Your Whop Communities kit

01 Your kit team

These three join Michael and the Basics team when you click **Add 3 team members** on the **Community team** card in **Settings → General**.

02 What this kit does

Everything below is a draft or a report. You read it, change what you like and post or send it yourself.

03 Connect first

04 Your first week

Day 1 is the same for every kit: fill in your business profile with Michael. Then, one request a day.

05 Good to know

■ BEFORE YOU START

- ☐ Locally set up with the Basics team (guide 01)
- ☐ Whop connected with a read-only key (guide 03)
- ☐ Discord server connected, if your members talk on Discord (guide 03)

Your kit team

These three join Michael and the Basics team when you click **Add 3 team members** on the **Community team** card in **Settings → General**.



Kai MEMBER PULSE

Reads your members, cancellations, failed payments and chat activity, and drafts save and win-back messages.



Jade MEMBER EXPERIENCE

Writes welcome DMs, the first-week path, the weekly engagement calendar and reply drafts for member questions.



Rio GROWTH

Prepares your affiliate program, launches and promos, and Content Rewards clipping briefs.

Members: Kai reads your members, cancellations, failed payments and chat activity, and drafts save and win-back messages. Jade writes welcome DMs, the first-week path, the weekly engagement calendar and reply drafts for member questions. Rio grows the community: affiliate program and swipe copy, honest launches and promos, and Content Rewards (clipping) briefs with the budget math. They only read Whop and Discord; every post, DM, email, promo code and campaign is a draft you check and post yourself. Works together with the Business basics team that comes with every kit.

- ☒ **Kai** — Member pulse & retention: daily numbers, Monday churn report, unanswered questions, save and win-back drafts
- ☒ **Jade** — Member experience: welcome DMs, first-week path, weekly engagement calendar and reply drafts for member questions
- ☒ **Rio** — Community growth: affiliate program and swipe copy, honest launches and promos, Content Rewards clipping briefs

Team folder (shared files, plans and drafts): ~/Documents/Locally [Change](#)

- Needs Whop (optional) — strongly recommended: read members, cancellations and reasons, payments, reviews, affiliates and Whop chats/forums
- Needs your Discord server (optional) — if your community is on Discord: find unanswered questions and quiet channels (read-only, the bot never p
- Needs your mailbox (optional) — to read member emails and leave reply and win-back drafts [Connect](#)
- Needs Kit (optional) — so onboarding and win-back emails can wait in Kit as draft broadcasts [Connect](#)
- Needs Klaviyo (optional) — so onboarding and win-back emails can wait in Klaviyo as draft campaigns [Connect](#)

Add 3 team members

READY-MADE TEAM Trading & picks community team

Three AI colleagues for the busywork of a paid trading-education or sports-picks community. Owen checks your posts and sales pages for risky claims and turns your own trade/pick log into honest stats (every loss included). Clara writes pre-market or slate recaps from public sources and builds your lesson library and glossary. Felix drafts answers to member questions, plans AMAs and challenges, and tells you every Monday who left and why. They never write signals, picks or trade calls, and nothing is posted without you — Whop and Discord are read-only. Works together with the Basics team that comes with every kit.

- ☒ **Owen** — Compliance & honest numbers: checks posts and sales pages for risky claims, and turns your own trade/pick log into honest stats
- ☒ **Clara** — Education writer: pre-market or slate recaps from public sources, the weekly recap, and your lesson library and glossary
- ☒ **Felix** — Community manager: welcomes new members, drafts answers to member questions, keeps the FAQ, plans AMAs and challenges, and reports every Monday who left and why

Team folder (shared files, plans and drafts): ~/Documents/Locally [Change](#)

- Needs Whop (optional) — so Felix can read memberships, cancellations, reasons and member questions on Whop for support rounds and the chun

Settings → General: your Community team card. Untick anyone you do not need yet, then **Add 3 team members**.

What this kit does

Everything below is a draft or a report. You read it, change what you like and post or send it yourself.

- A daily member pulse from Whop: new members, cancellations, failed payments and disputes.
- A Monday report with the week's numbers, churn reasons and the questions that waited too long.
- Personal welcome drafts for yesterday's new members, plus a start-here post and a first-week path.
- A weekly engagement calendar: discussion prompts, a wins thread, a challenge, polls and event reminders.
- Reply drafts for member questions from Whop chats, forums and Discord, and a community FAQ that grows over time.
- Save drafts for members who clicked cancel and win-back email drafts for members who left.
- Affiliate commission math, partner invite drafts and swipe copy, launch and promo sequences, and Content Rewards campaign briefs with the budget worked out.

IMPORTANT

Everything is a draft. The kit reads Whop and Discord but never posts, DMs, cancels, refunds or creates promo codes. Every message waits for you to paste or send it.

Connect first

APP	WHY	GUIDE
Whop	Kai reads members, payments, plans and promo codes. Jade and Rio read chats and forums. Read-only.	03
Discord server	Jade and Kai spot unanswered questions and quiet channels. Read-only.	03
Support mailbox (optional)	Win-back and affiliate emails land in your Drafts folder instead of a text file.	03
Kit (optional)	Launch and promo emails as drafts in your newsletter tool.	03

NOTE

Nothing connected yet? The team still works. A specialist tells you in two or three lines what to paste, and carries on with that.

04

Your first week

Day 1 is the same for every kit: fill in your business profile with Michael. Then, one request a day.

1 Day 1, the profile

Click **Get to know my business and fill in the profile** in Michael's panel and answer his questions. Mention what your community is about, who it is for, the membership price and whether members hang out in Whop chat or Discord. If you prefer, type: "Vera, set up my business profile: what my community is, who it's for, and the price."

2 Day 2, the member pulse

Type: "Kai, give me today's member pulse: new members, cancellations, and unanswered questions."

Kai reads Whop and, if connected, Discord, and writes a short report. It lands in **Documents** → **Locally** in the `community/pulse/` folder. From now on this arrives every day on its own.

3 Day 3, welcome new members

Type: "Jade, write the welcome DM and a first-week path for new members."

Jade writes a welcome message in your tone, a start-here post and a first-week checklist. They land in `community/onboarding/`. Once you approve them, Jade drafts a personal welcome for each new member every morning. You paste and send.

4 Day 4, save and win back

Type: "Kai, draft save messages for members who just cancelled and win-back messages for those who left last month."

Kai writes a kind message per member. Offers only come from a list you approved first, so expect him to ask which offers you allow. Email drafts appear in your mailbox's Drafts folder when it is connected, otherwise as files in `community/winback/`.

5

Day 5 to 7, engagement and growth

Type: "Jade, plan next week's engagement calendar (one post a day)." Jade plans a week of prompts, a wins thread, a challenge and a poll. The calendar lands in `community/calendar/` and repeats every week.

Then: "Rio, set up an affiliate offer with swipe copy for my members." Rio works out the commission options with pros and cons, writes partner invite drafts and swipe copy with a clear ad disclosure. You decide the rate and create the program in Whop yourself.

On Monday, read Kai's weekly report. It is the first thing in **Activity** that morning.

TIP

Requests that work well for this kit: "Jade, draft replies to the open questions in Discord.", "Rio, plan a re-open launch for next month with honest deadlines.", "Kai, which channels went quiet this week?", "Rio, write a Content Rewards brief for a clipping campaign with a €200 budget."

05

Good to know

WATCH OUT

Whop and Discord are read-only for your team. Kai never cancels, pauses or refunds a membership and never creates a promo code. Rio never sets commission rates, never invites affiliates and never funds a campaign. Win-back emails go only to people you may legally email in their country, always with an opt-out, and never to anyone on your do-not-contact list.

- After you add the team, Kai's daily pulse, his Monday report and Jade's weekly calendar run on a schedule. See **Triggers → Schedules** to pause one, or ask Michael.
- Files land in **Documents → Locally** in the `community/` folder: `pulse/`, `chat/`, `winback/`, `onboarding/`, `calendar/`, `support/`, `affiliates/`, `launch/` and `content-rewards/`.
- Member emails are Nina's job. Jade gives her the approved FAQ answers, so replies in your inbox and in the community say the same thing.
- The kit never seeds fake activity, never uses bots or fake accounts, and never promises results, income or win rates in any copy.

Stuck? We help.

Send us a message with a screenshot of what you see. A real person answers.

SUPPORT

Whop chat: whop.com/locallyai · Email: info@locallyai.nl

WEBSITE

locallyai.whop.site

WHOP

whop.com/locallyai

LINKEDIN

linkedin.com/company/locallyaiorg

INSTAGRAM

instagram.com/locallyai.app

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