



# AirBeta

AirBeta is your beta program control center — manage applications, testers, referrals, feedback, and automated emails all in one place.

## Key Features

- **Dashboard Stats:** Live counts of total applications, active testers, referrals, and average AI score at a glance
- **AI-Powered Scoring:** Every application is automatically scored on Fit (35%), Urgency (25%), Value (30%), and Referral bonus (10%) — totaling 0-100 with a tier recommendation
- **Follow-Up Questions:** Borderline applications (score 40-79) receive AI-generated follow-up questions to gather more context before a final decision
- **Application Pipeline:** Review, approve, reject, or waitlist applicants individually or in bulk
- **Tester Management:** View all active beta testers, their tiers, referral codes, feedback counts, and last-active status
- **Referral Leaderboard:** Track which testers are referring the most people, see conversion rates, and promote top referrers to higher tiers
- **Feedback Tracker:** Collect and triage bugs, ideas, improvements, and questions — with a top-reporters leaderboard

- **Email & Settings:** Customize automated email templates, preview them, send test emails, and manage referral rules

## How to Use

### Reviewing Applications

1. Click the **Applications** tab to see all incoming applications with AI scores and status badges
2. Click any row to open the full detail — including the score breakdown (Fit, Urgency, Value), AI rationale, and any follow-up answers
3. Select a **tier** (Explorer, Builder, or Pioneer) and optionally add review notes
4. Click **Approve**, **Reject**, or **Waitlist** — the applicant receives an automatic email
5. To act on many at once, check multiple rows and use the **Approve Selected** or **Reject Selected** batch buttons

**AI Score Guide:** 80–100 → Pioneer · 60–79 → Builder · 40–59 → Explorer · 20–39 → Waitlist · Below 20 → Reject

### Managing Testers

1. Click the **Testers** tab to see all approved testers
2. Filter by tier (Explorer, Builder, Pioneer) or status (Active, Inactive) using the filter bar
3. Click a tester to view their profile, referral code, referral history, and feedback count
4. Click the toggle icon on any row to activate or deactivate a tester instantly
5. Select multiple testers and click **Deactivate Selected** to remove access in bulk

### Referrals

1. Click the **Referrals** tab to see overall stats (total referrals, conversions, conversion rate, participation rate) and the leaderboard
2. Each approved tester has a unique referral code — top referrers are ranked automatically
3. Testers who refer enough people earn tier upgrades:
  - 3 referrals → tier upgrade
  - 5 referrals → early access (direct to Pioneer)
  - 10 referrals → lifetime beta
4. Click the chain icon on any leaderboard row to see every person that tester referred
5. Click the upgrade arrow to check eligibility and apply a tier promotion manually

## Feedback

1. Click the **Feedback** tab to see all tester submissions and the top-reporters leaderboard
2. Filter by type (Bug, Idea, Improvement, Question, Other), priority, or status
3. Click any item to read the full description, then update its **Priority** (Low → Critical) and **Status**
4. Status progression: Submitted → Reviewed → Planned → In Progress → Implemented → Shipped (or Won't Fix)
5. Select multiple items and click **Delete Selected** to remove resolved or irrelevant entries

## Settings & Emails

1. Click the **Settings** tab to configure available spots, the application form headline, and referral rules
2. Select any lifecycle event (Application Received, Follow-Up Ready, Approved, Rejected, Waitlisted, Referral Success, Tier Upgraded, Inactive Reminder, Feedback Acknowledged) to edit its subject and body
3. Click **Preview** to see the rendered email, or **Send Test** to deliver a sample to your inbox
4. Use **Send Inactive Reminders** to re-engage testers who haven't been active in a set number of days

## Tips

- The **Application Form** link (top right) opens the public apply page — share it with candidates to start filling your pipeline
- Approving an application automatically creates the tester record, issues a referral code, and sends a welcome email
- Borderline applicants (score 40–79) may receive follow-up questions — their answers feed into a re-evaluation before a final recommendation appears
- The master referral code (shown in the Referrals tab) gives applicants a bonus AI score boost at evaluation time
- Testers inactive for 7+ days can receive a win-back email via the **Send Inactive Reminders** button in Settings