GetResponse Setup Manual

How To Build And Manage Your E-Mail Lists With GetResponse

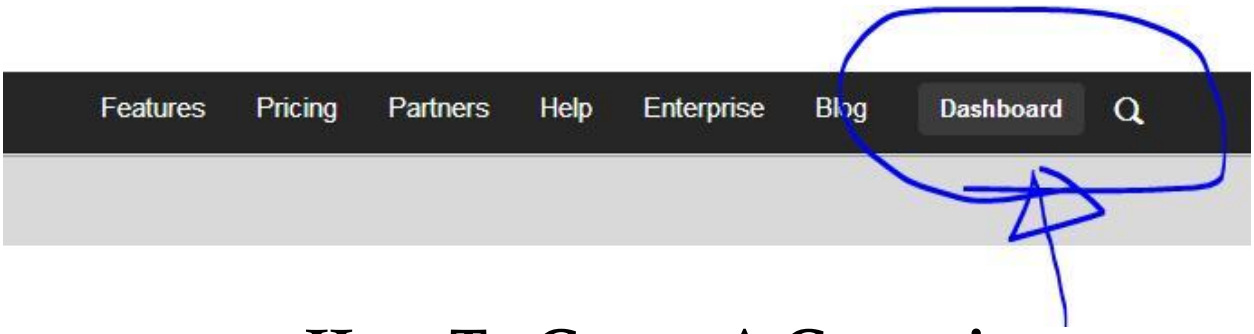
By

Mk Akan.

Step 1

Go to getresponse.com, click here.

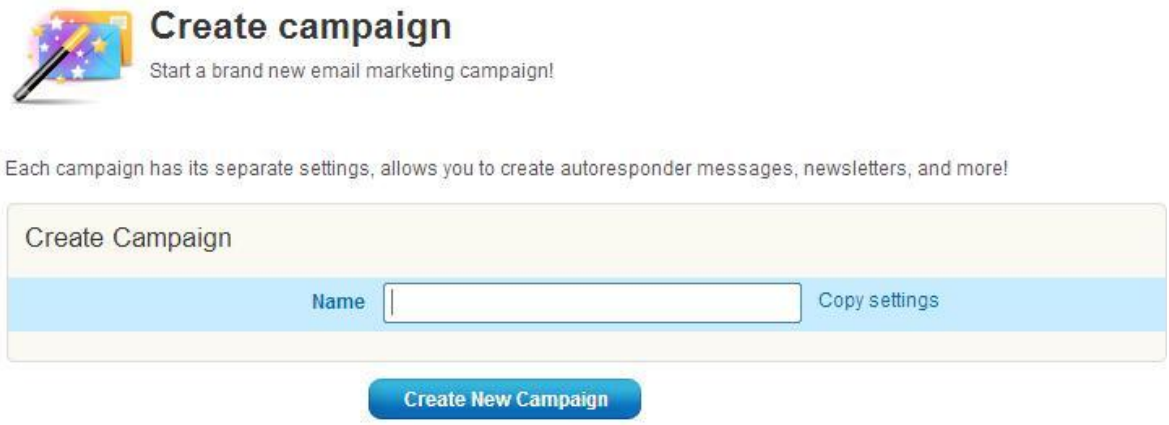
Sign up and log in. Click dashboard.



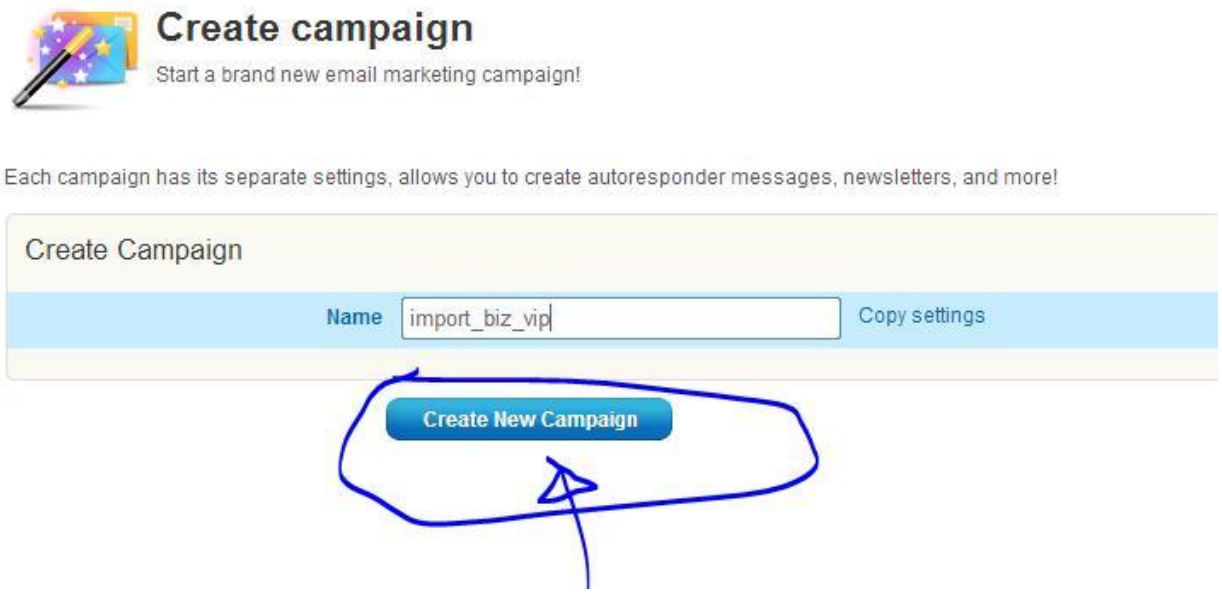
How To Create A Campaign

Click the box just under your account and scroll down to create campaign.

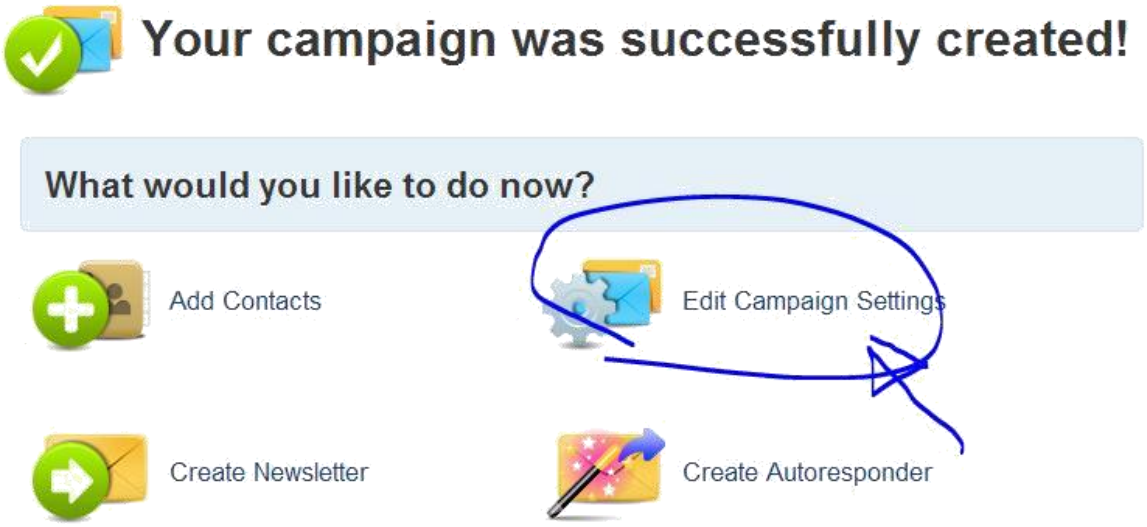
Give it a name (use small letters. You can also add underscores only)



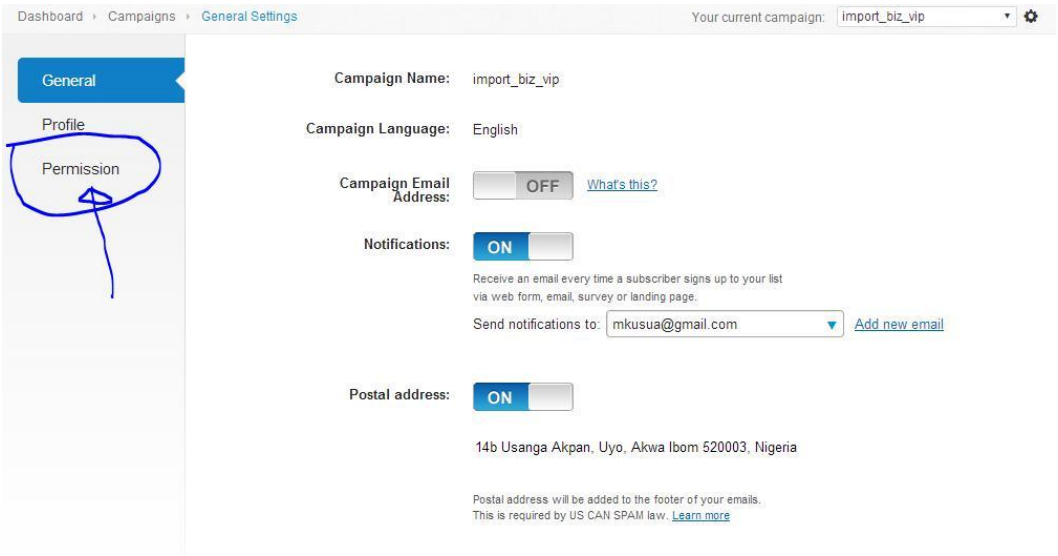
C. Pick A Name Then Create Campaign



d. **Click Edit Campaign Setting**



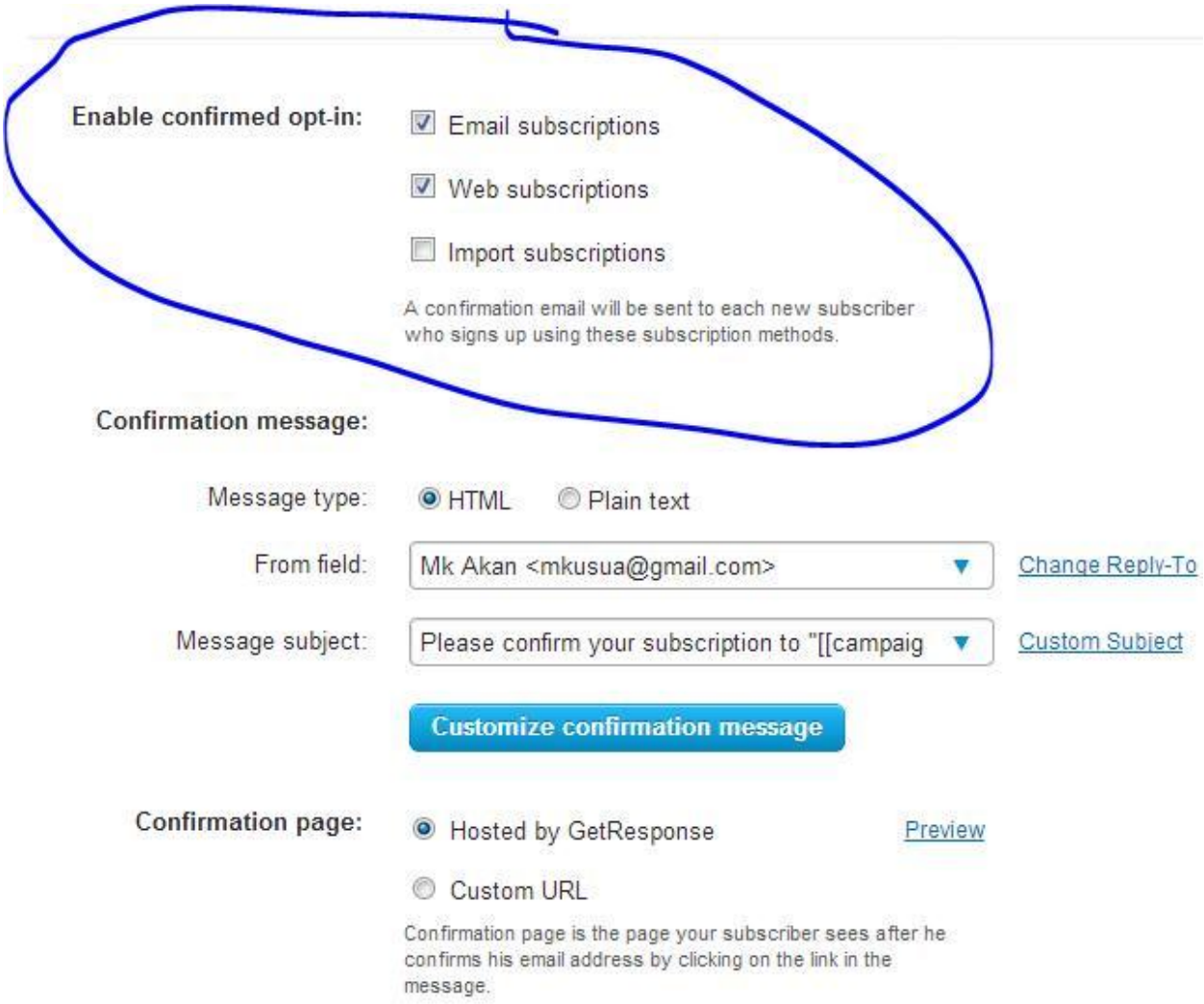
E. Click Permissions



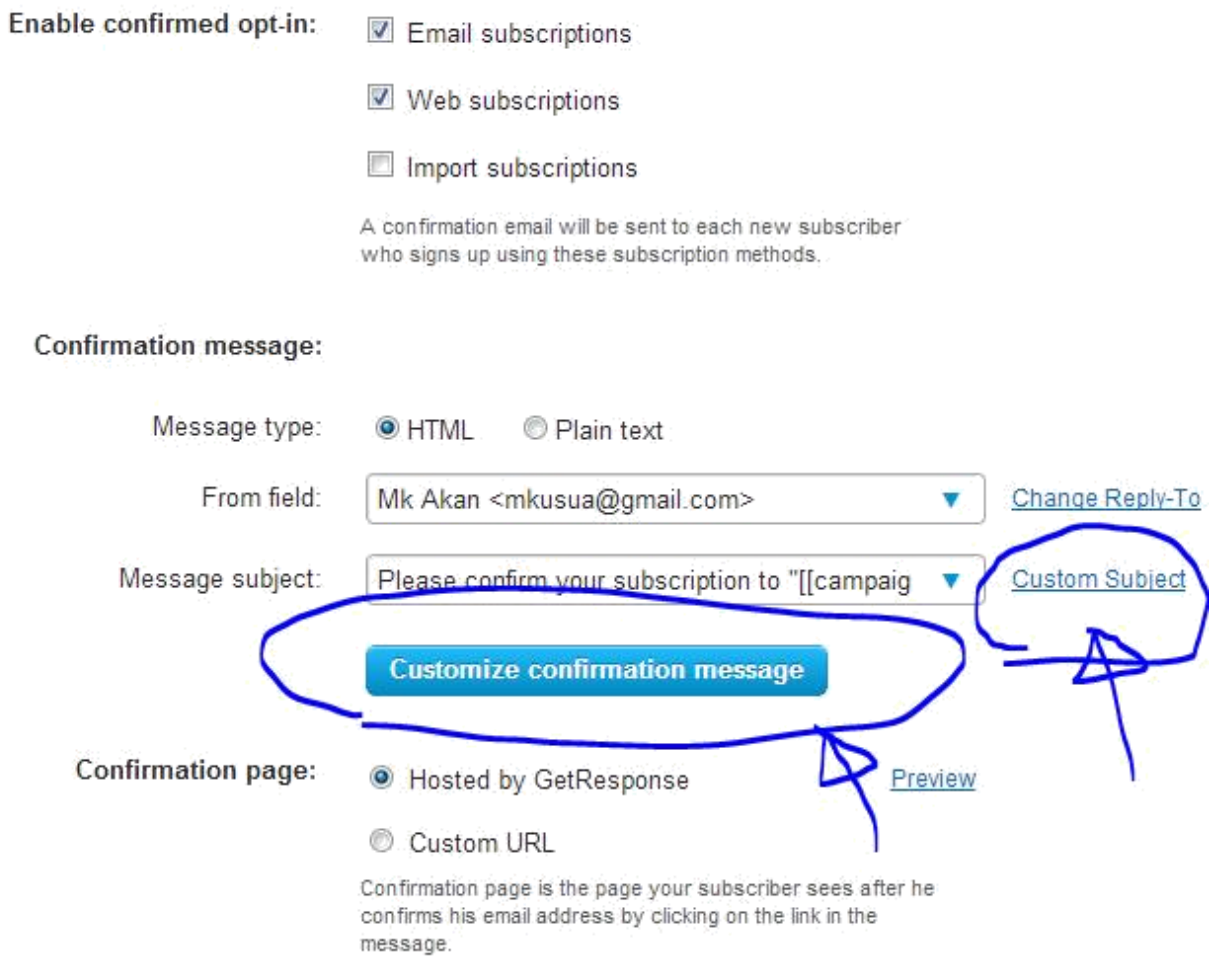
F. Single Or Double Opt In

If you want to use single opt in, then uncheck these boxes. It will autosave itself. For double opt in, leave them checked.

If you do double opt in, you need a confirmation page.



To use the double opt in style…leave the options checked …then create a confirmation page.

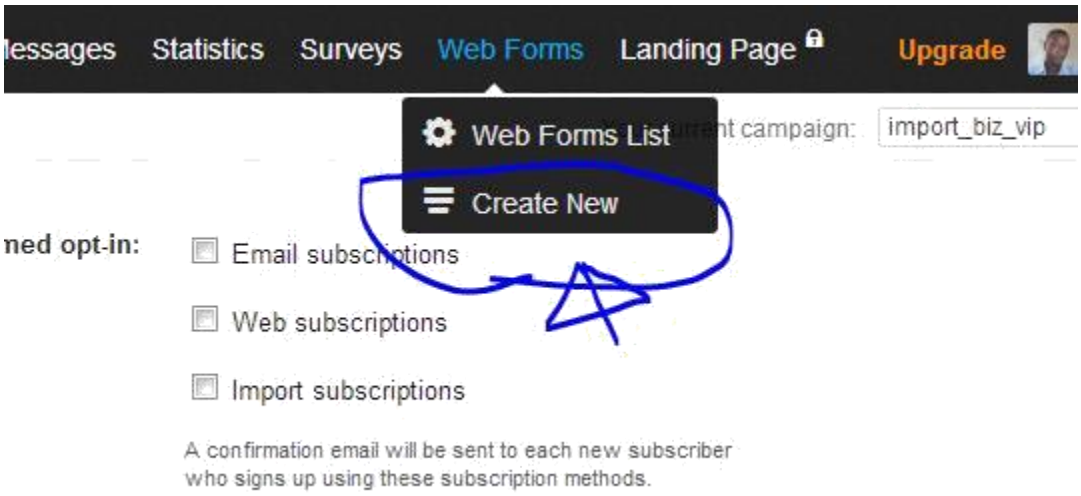


After that we create a web form.

How To Create A Web Form.

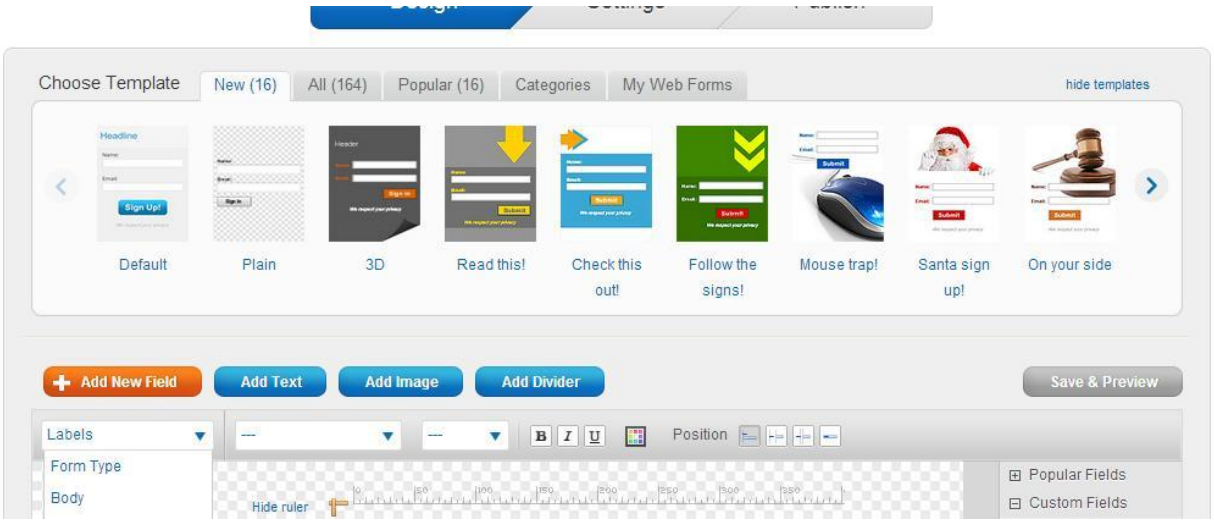
A web form is the form you can copy and place on any page online. Web pages like Blogs, website, FB and anywhere online.

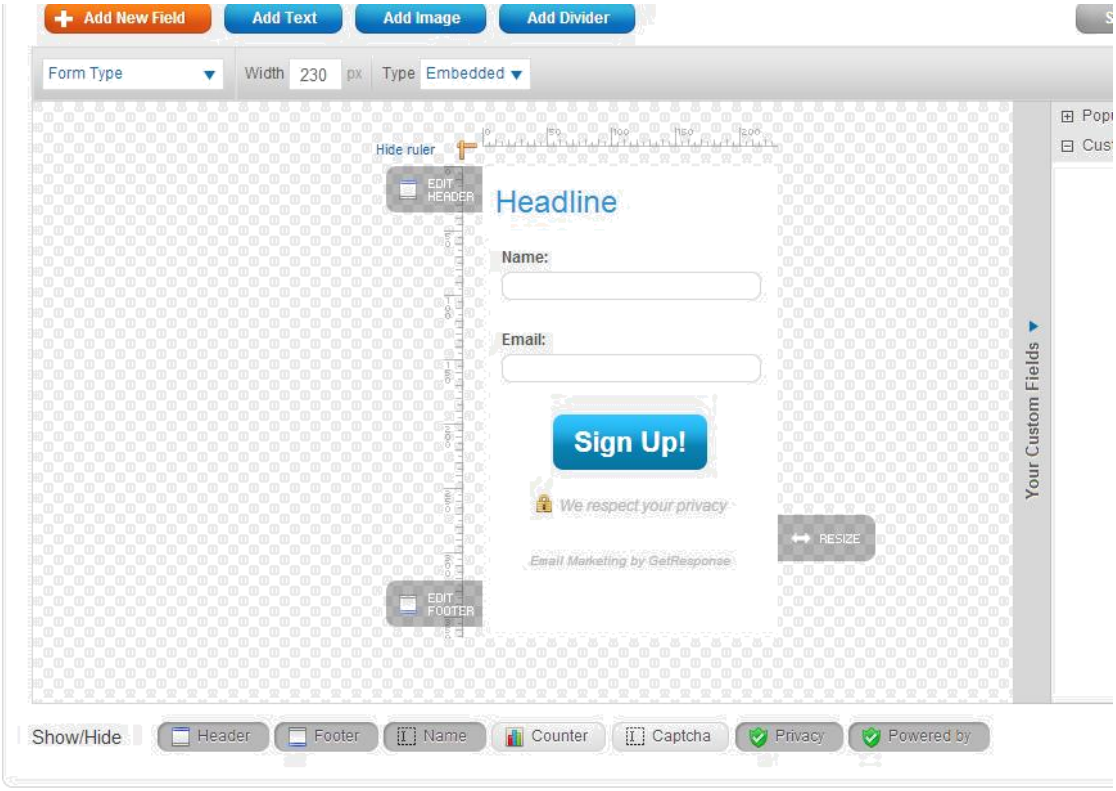
a. Click web forms > **create new**



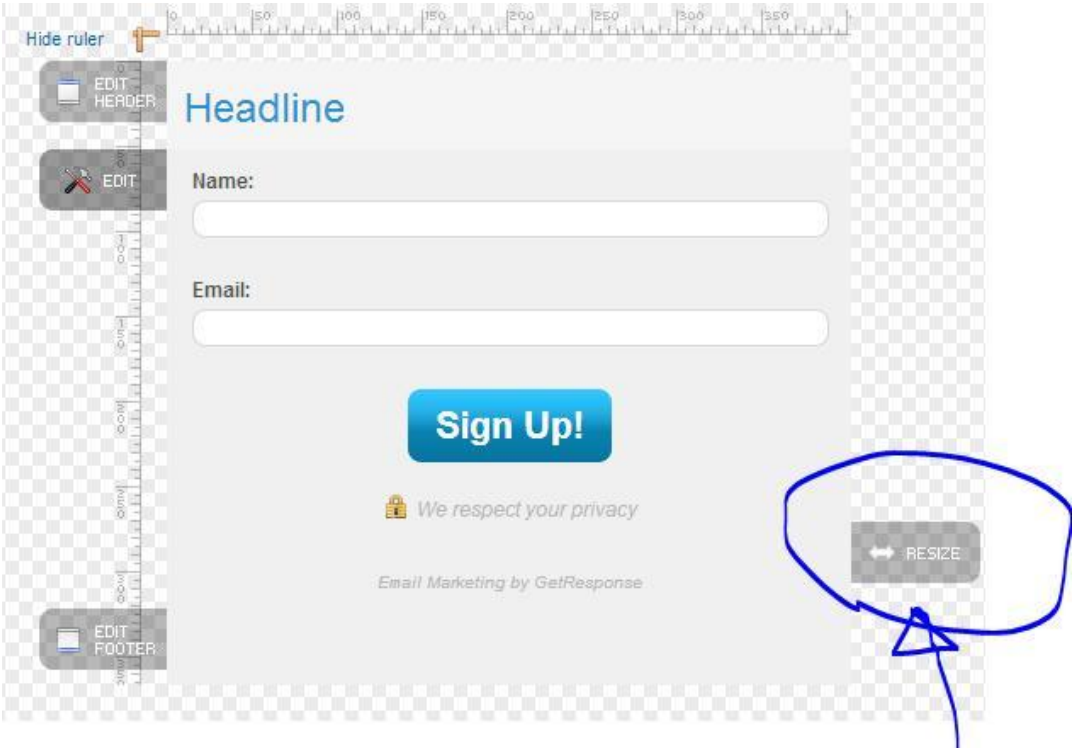
b**. Customize the form by removing and adding the elements you want on the form.**

You will see this page with many templates to work with. Work with the default or pick another.

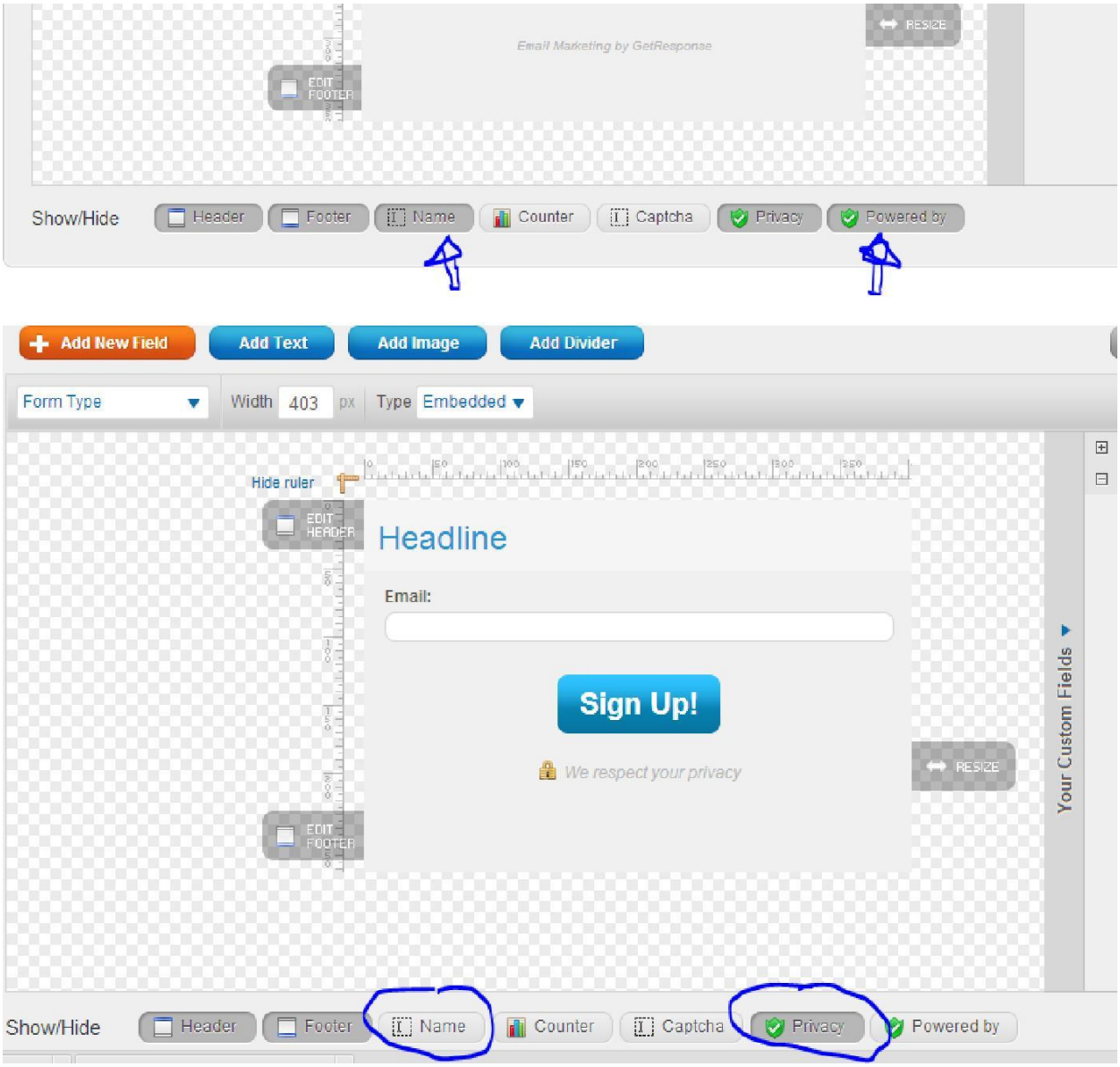




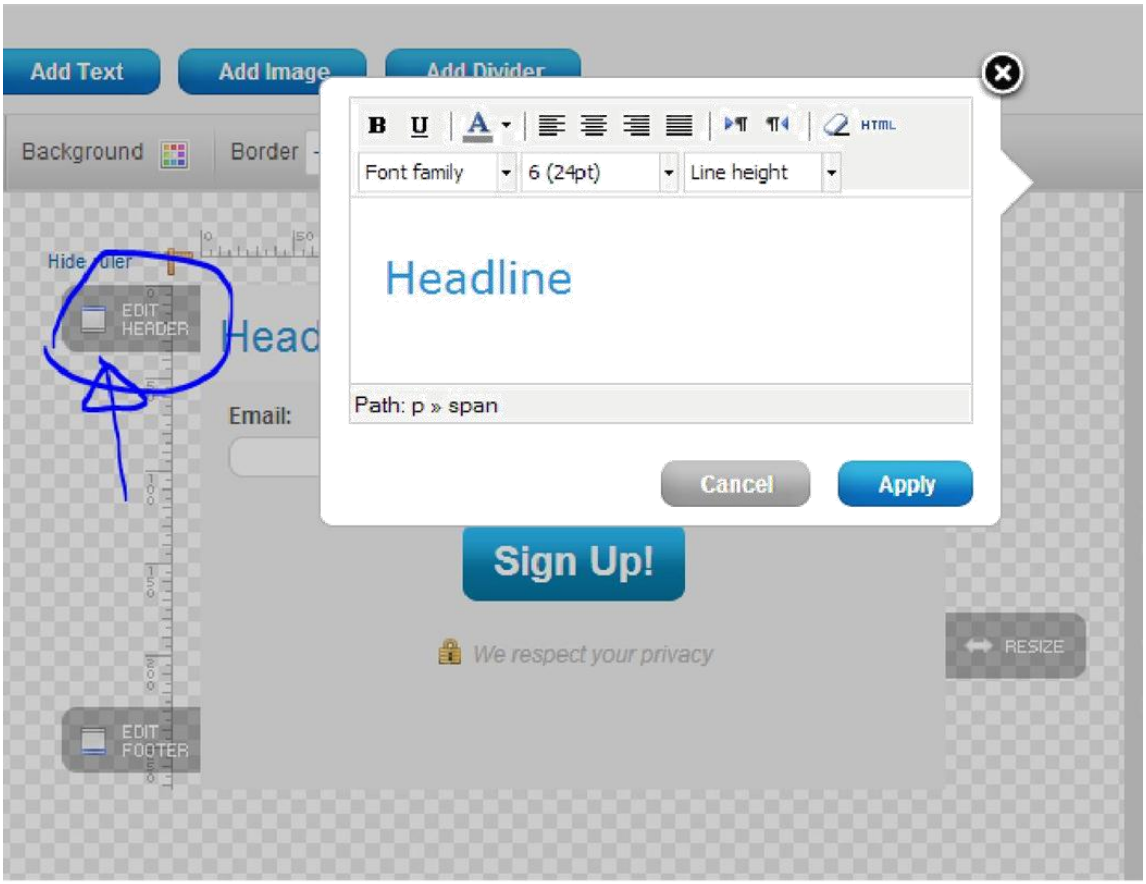
c. Drag here to resize.

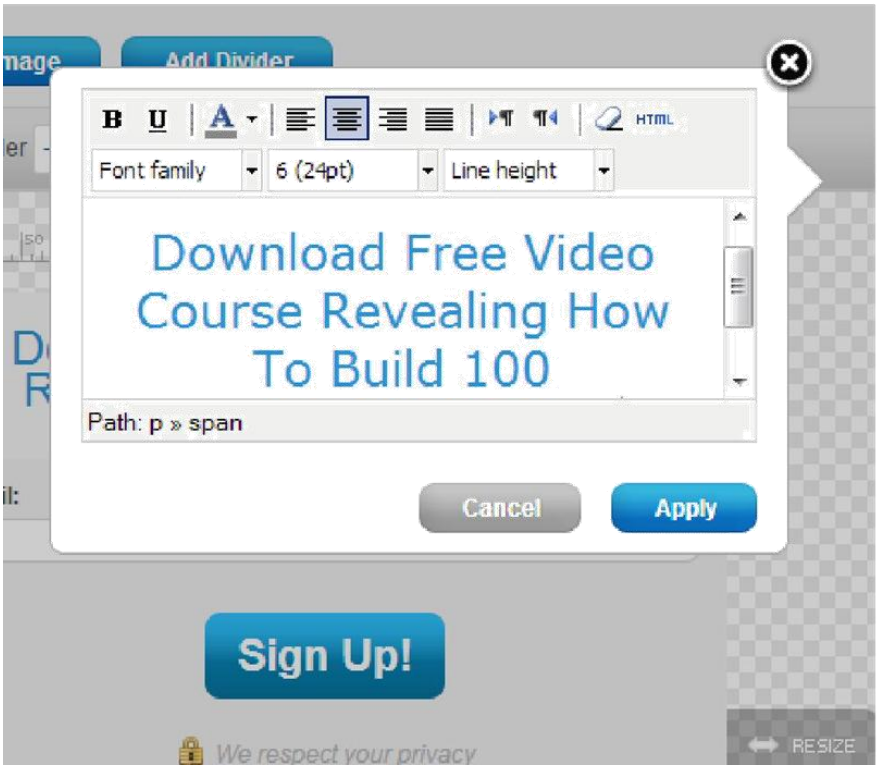


d. Click here to add and remove elements you don't want.



Edit headline by adding words and statements. Give a good headline … you can change font type, colour etc.

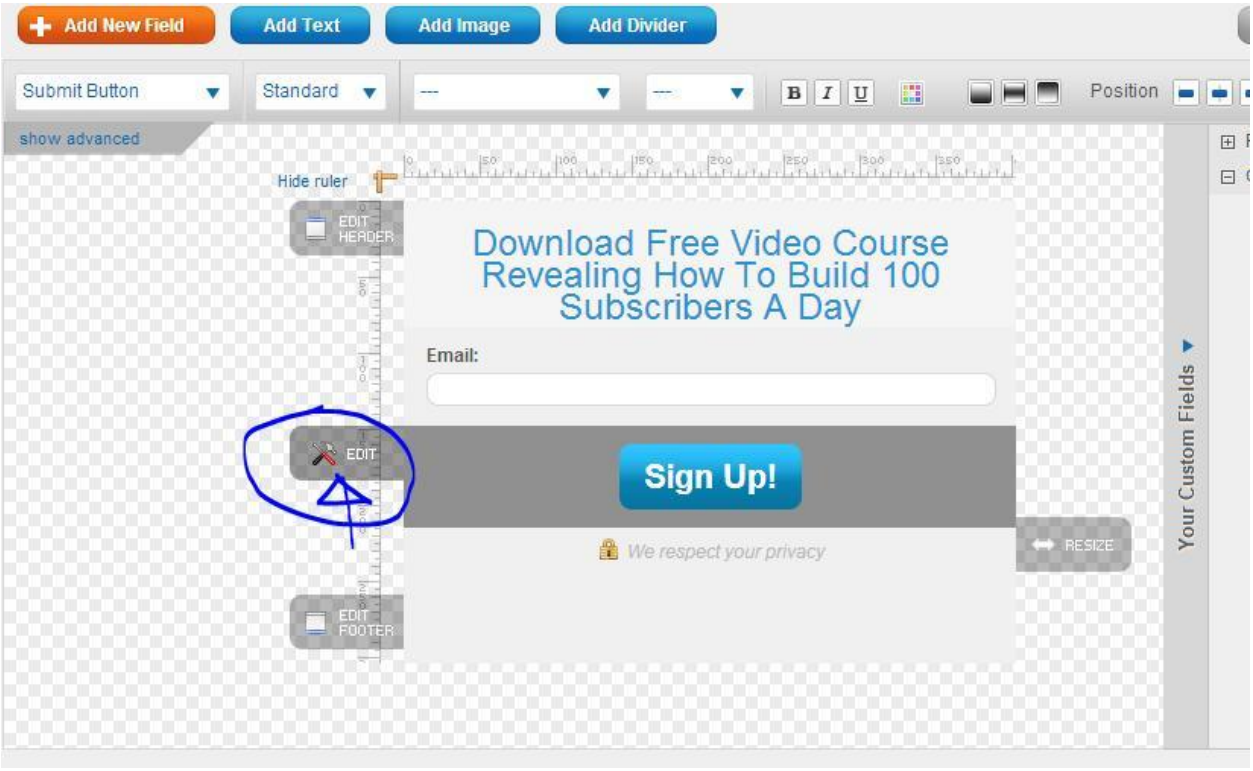




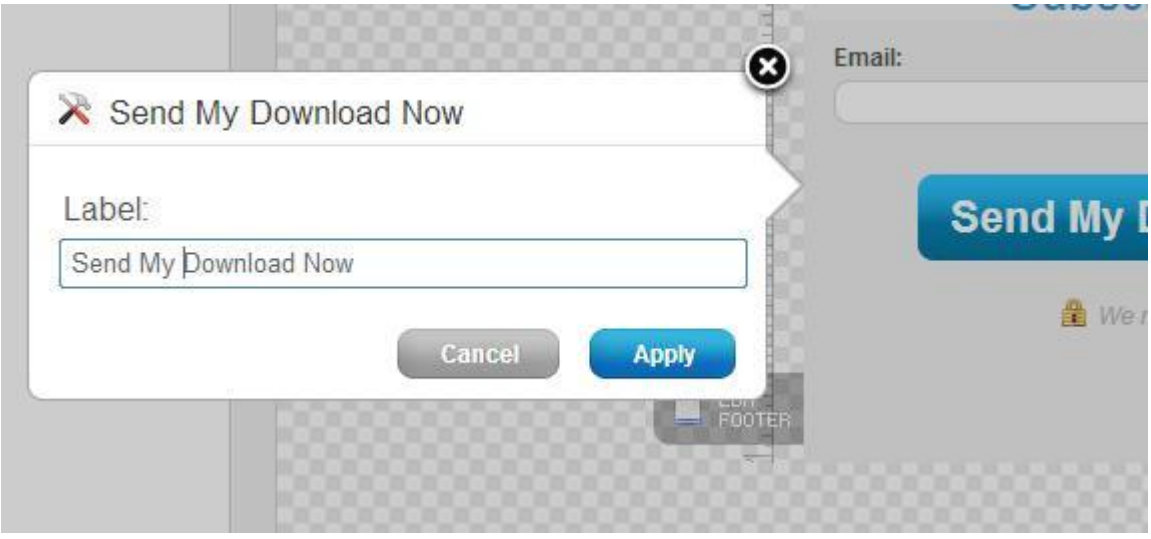
You can also have pre-headlines and others in the header box.

Then click apply.

F. Edit Submit Button



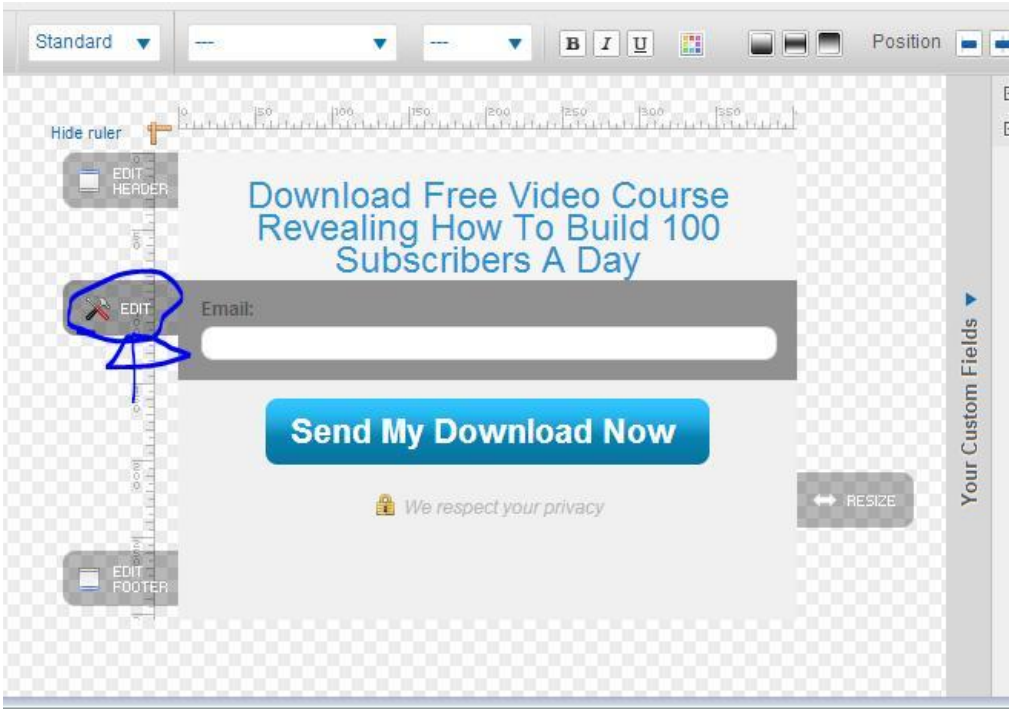
Click edit and enter your choice of words.

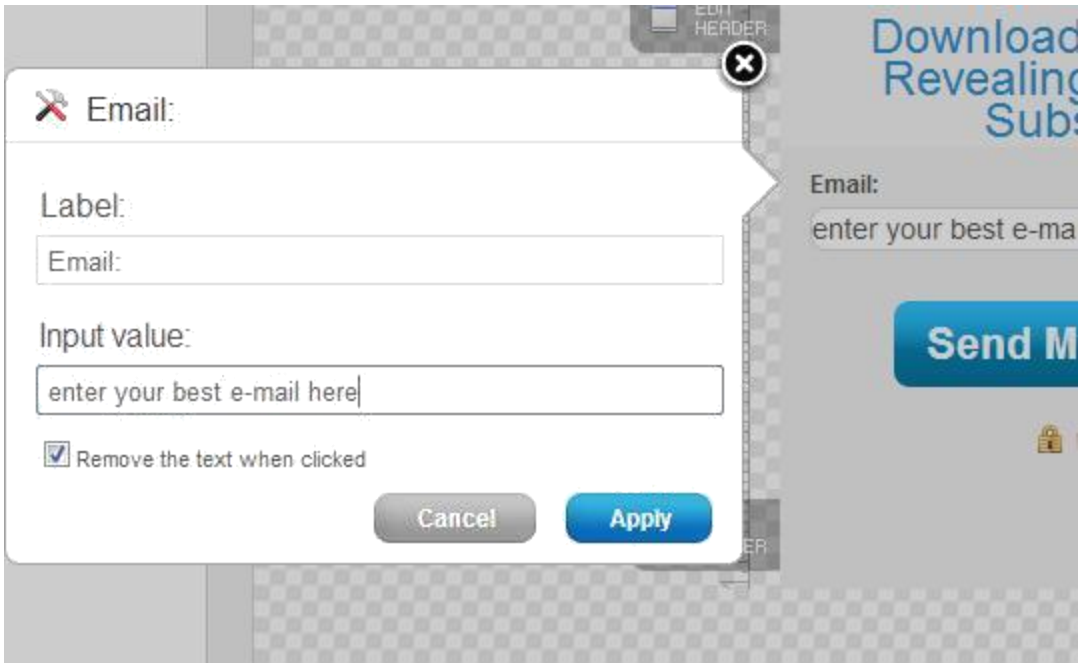


Click apply.

Download Free Video Course Revealing How To Build 100 Subscribers A Day
Email:
Send My Download Now
We respect your privacy
Name
Counter
Captcha
Privacy
Powered

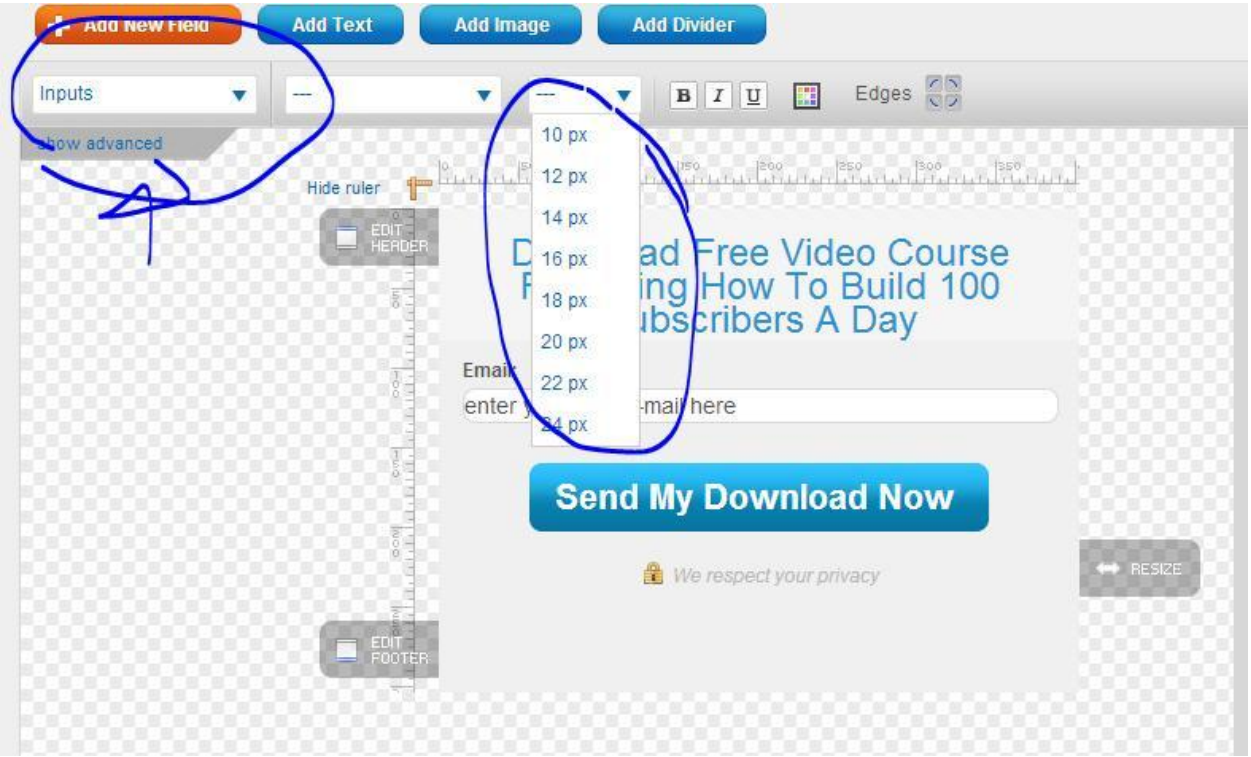
Edit email element. (You can edit this to make it larger). This is optional.



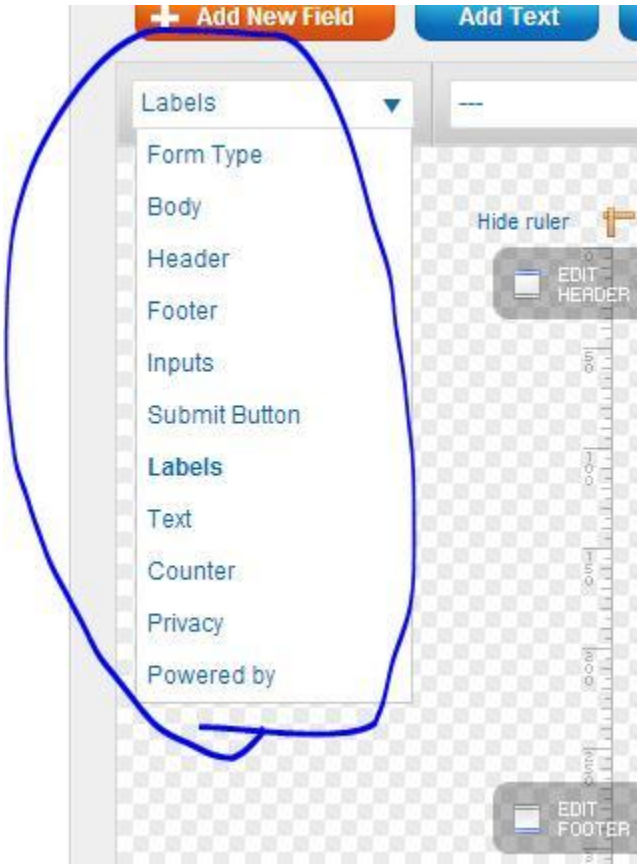


Click apply.

H. Increase Size Of Email Input

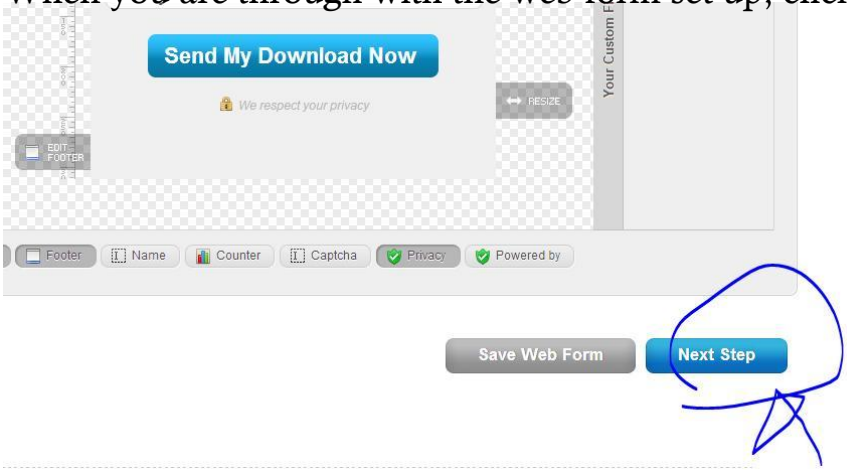


You can customize so many other things by clicking and setting up the following.

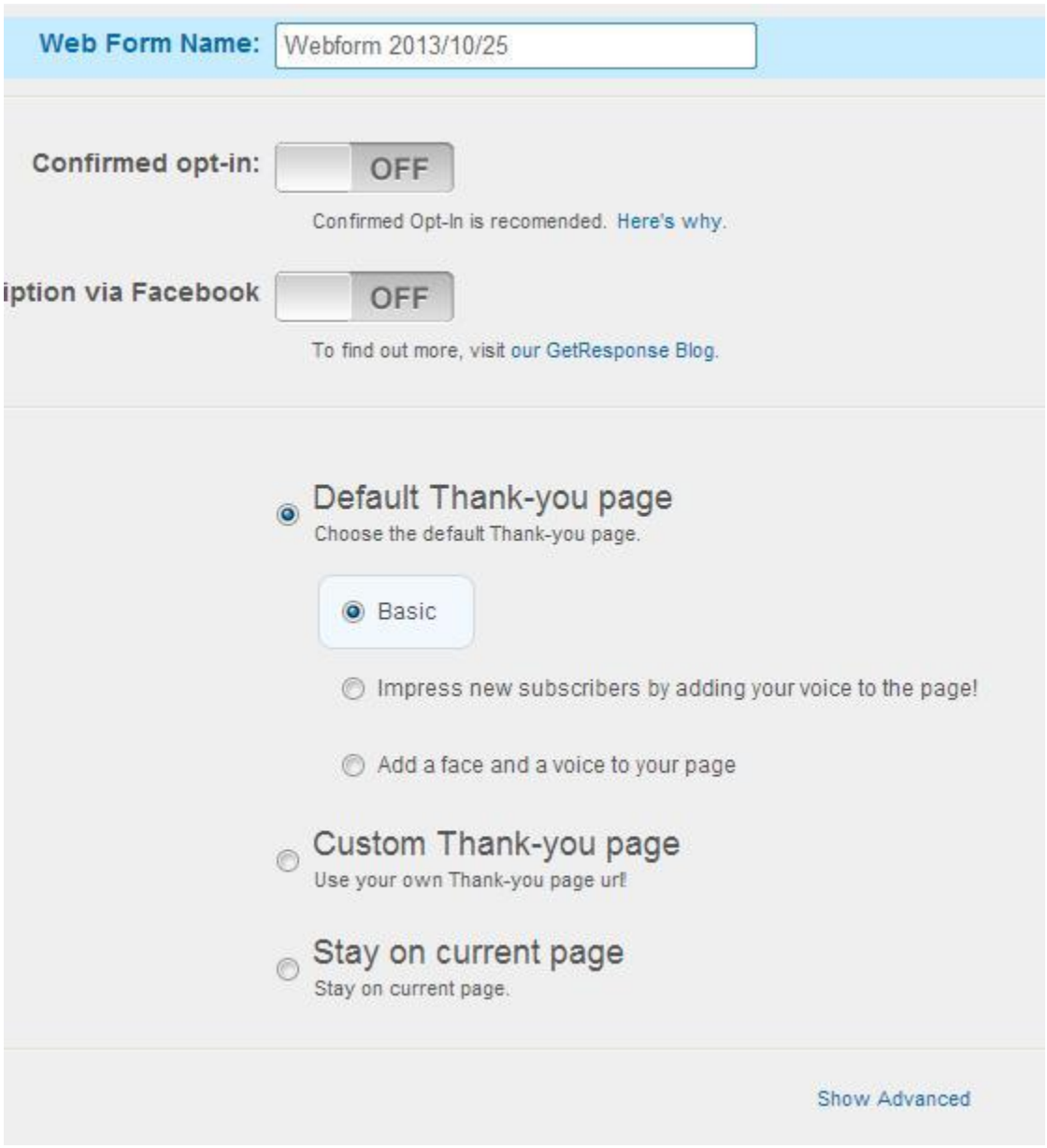


You can play around with it later ;).

When you are through with the web form set up, click next step below .



i. Name your web form



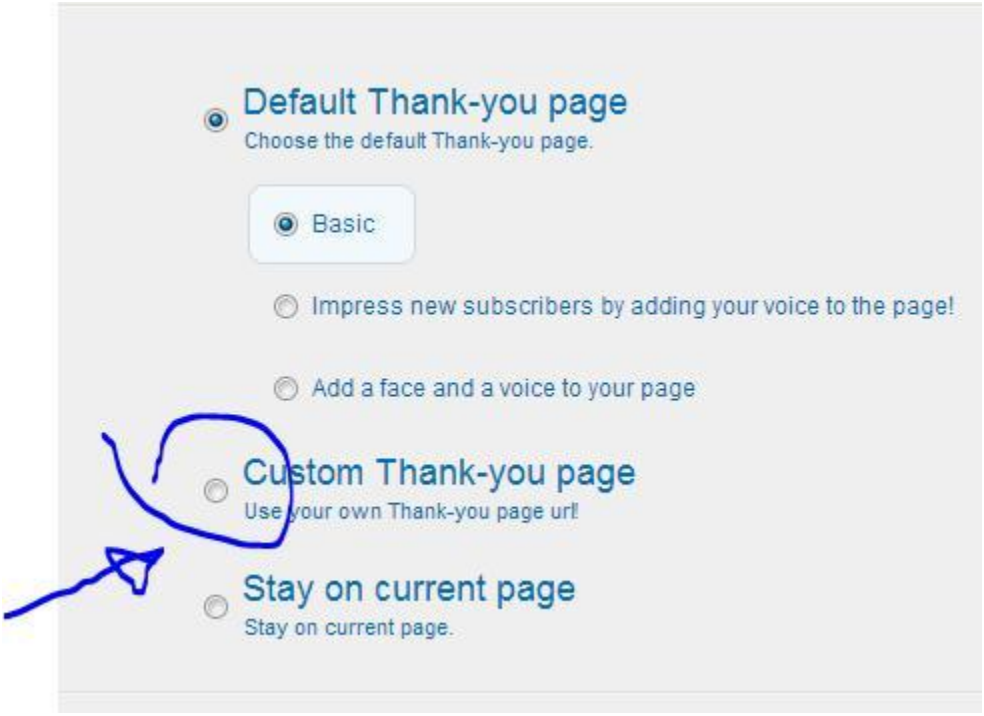
Give it a name you can remember. And relate it to the campaign.

You can create unlimited web forms for any campaign.

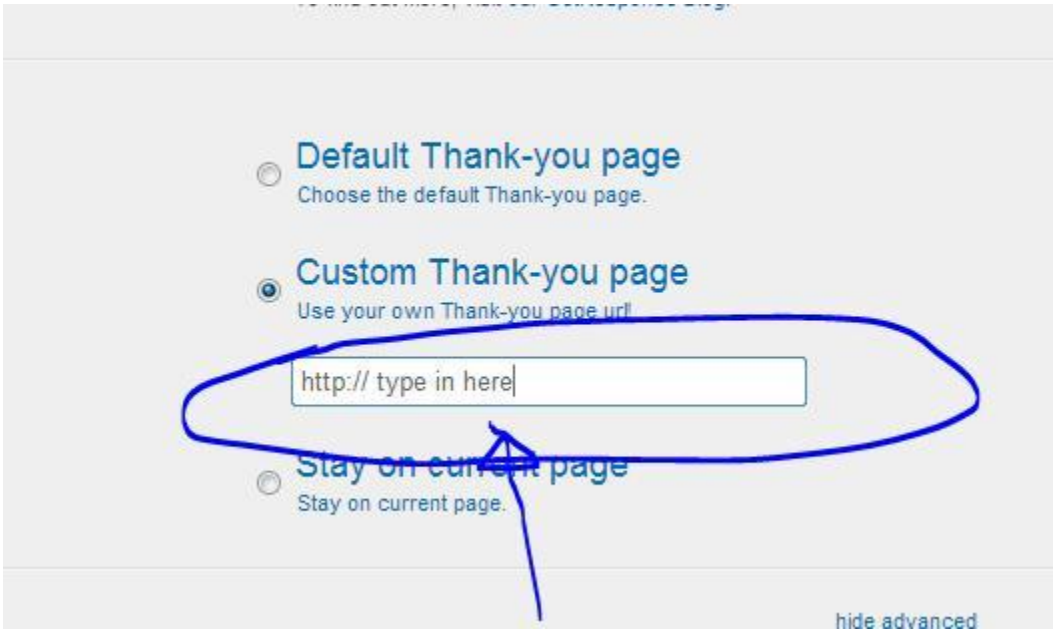
j. Enter Thank You Page Url .

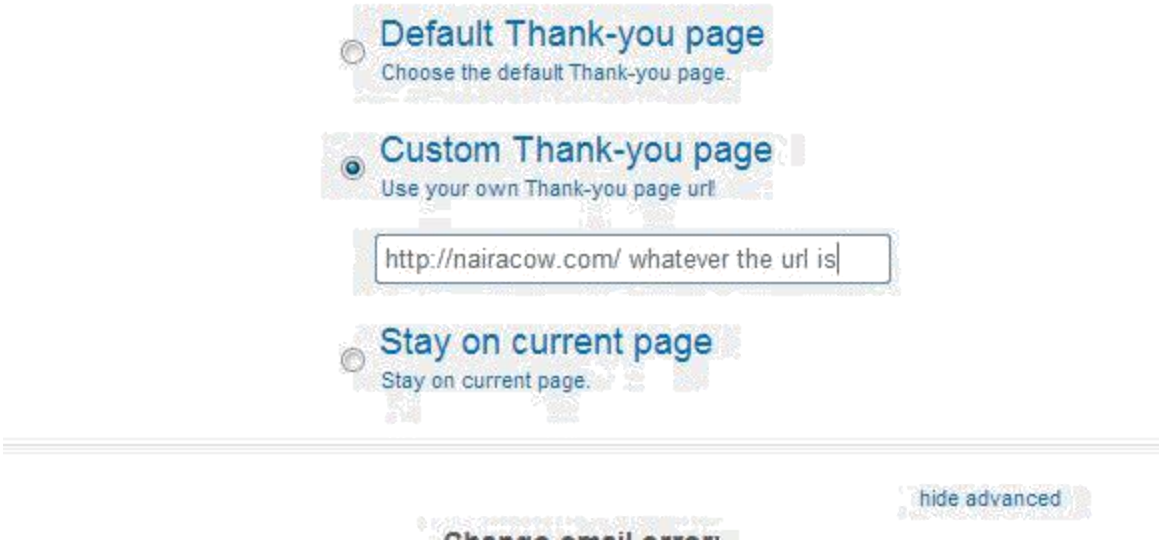
Remember your thank you page is the page that says …thank you for signing up, go to your e-mail to download you free offer.

This is how to add it.



Type it in the space below.



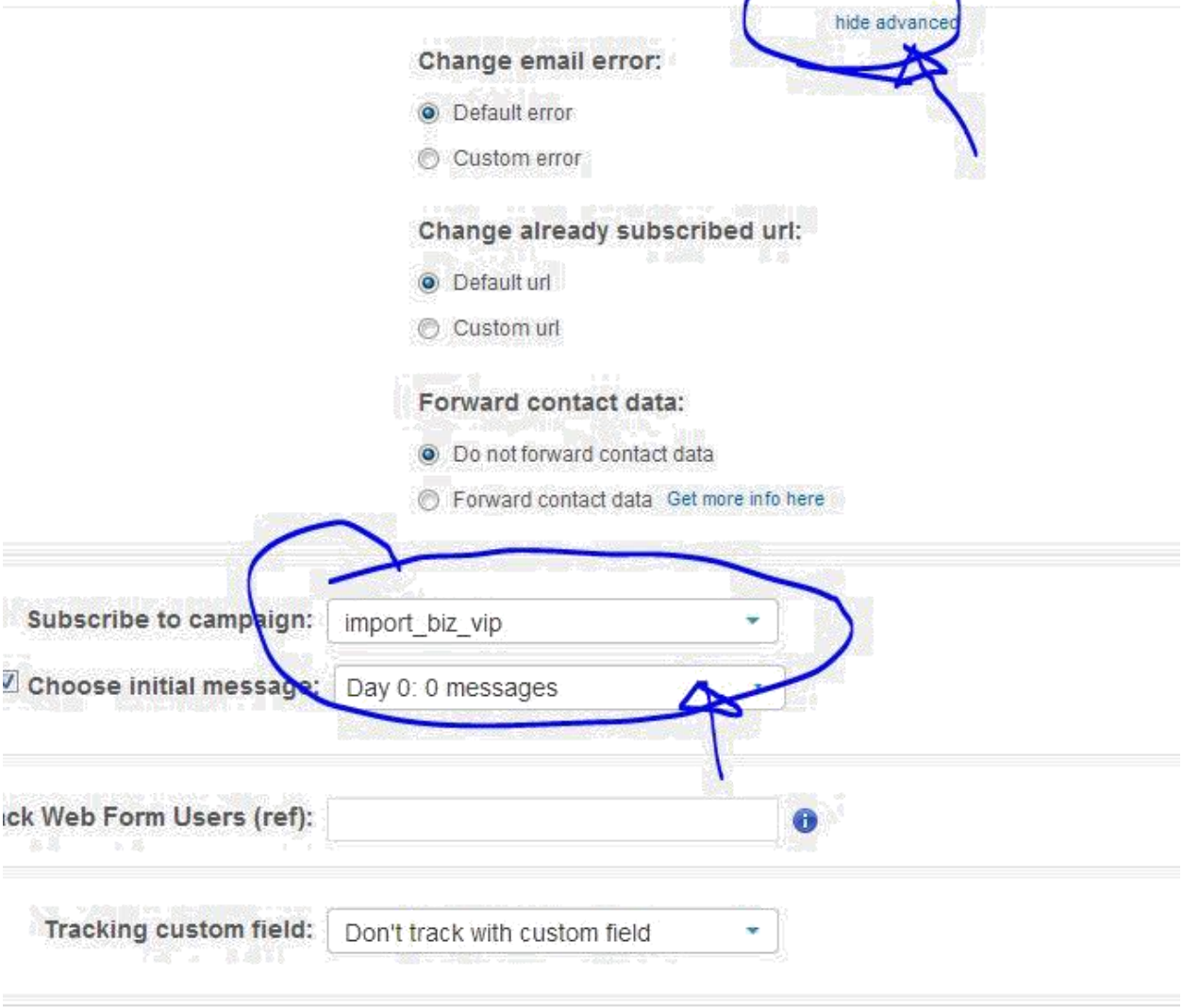


If you want the thank you page to redirect to an offer, place the redirect link there.

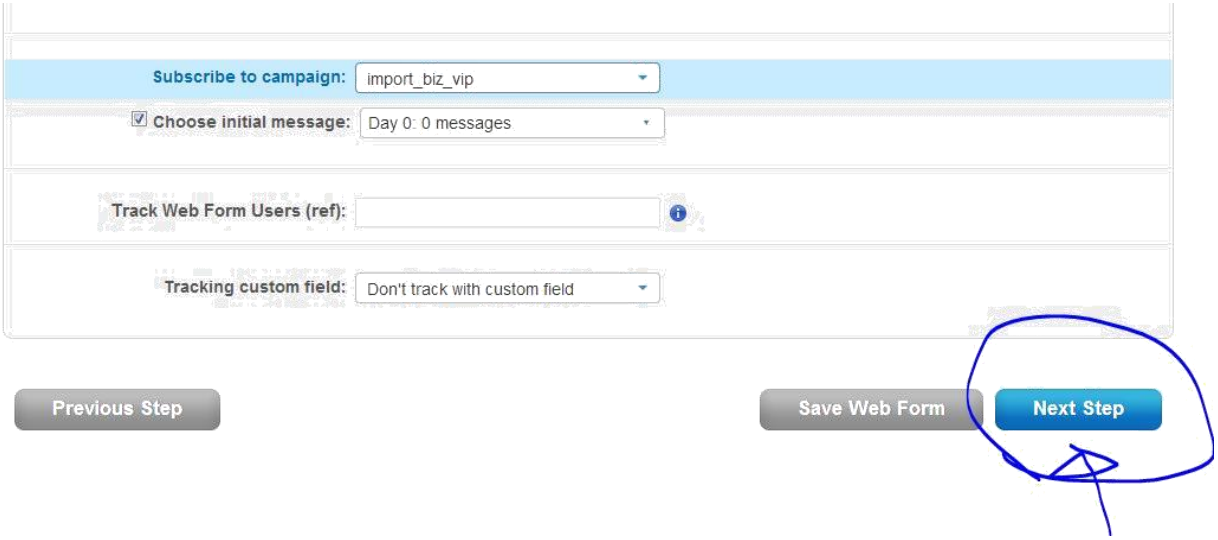
K. Check And Make Sure You Are Using To The Right Campaign.

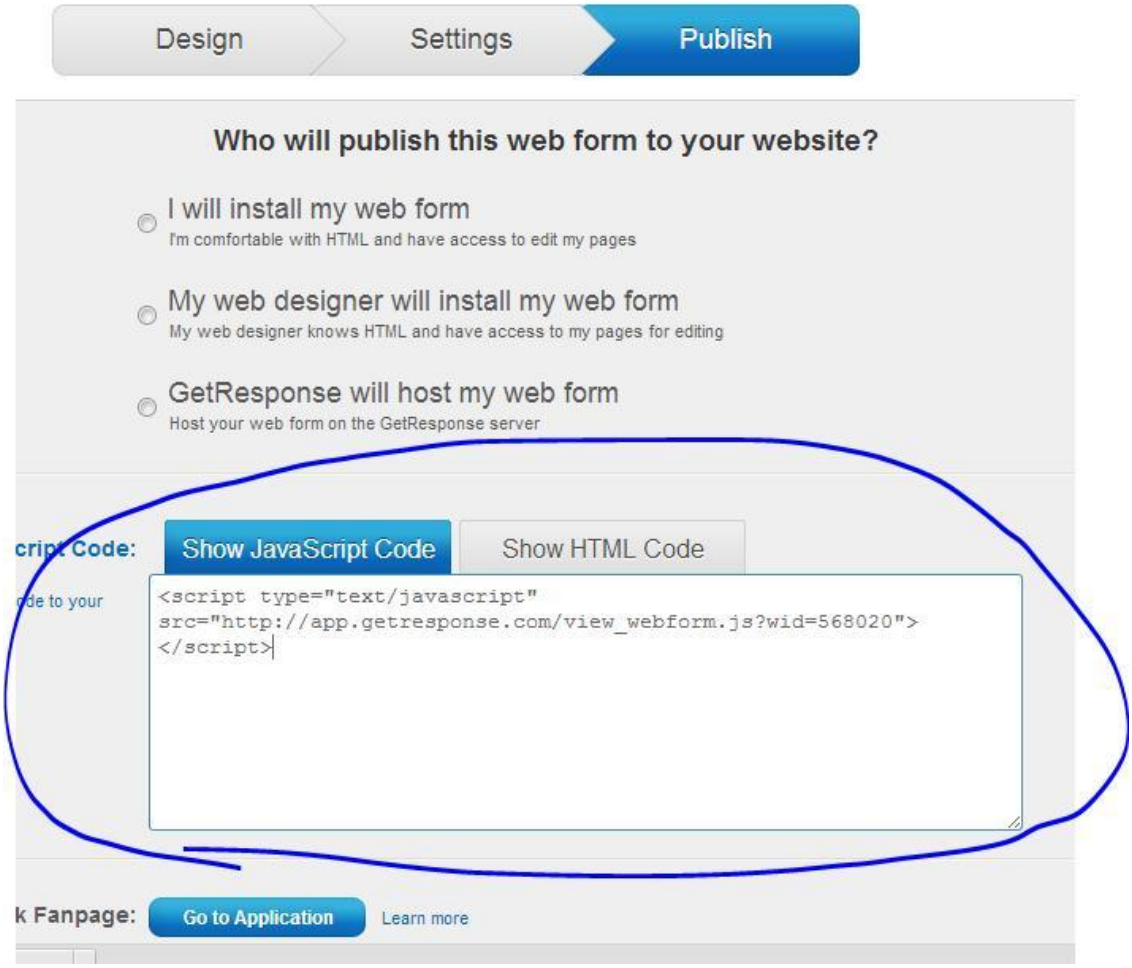
Do that by clicking the advice setting.

For this web form…I am connecting it to my import biz vip list.



After that is done properly, click next.





1. **Copy form code**

You can place this form code on a html page, on your blog page and any way. When you do , the web form will appear.

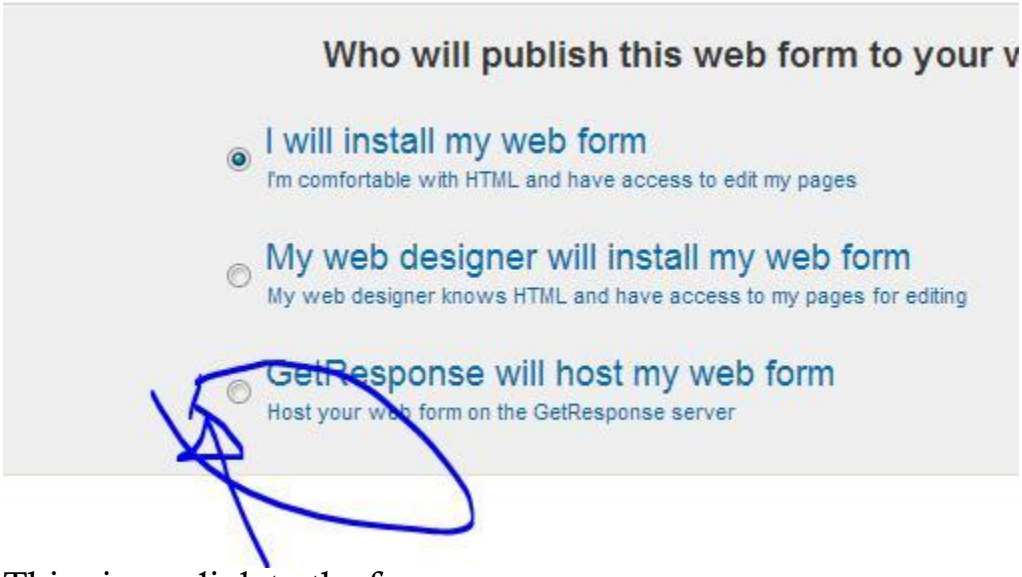
Remember this is JavaScript. To get raw html of the form, click the next tab.

Click on, as seen above to get the raw html code for anything you want to use it for

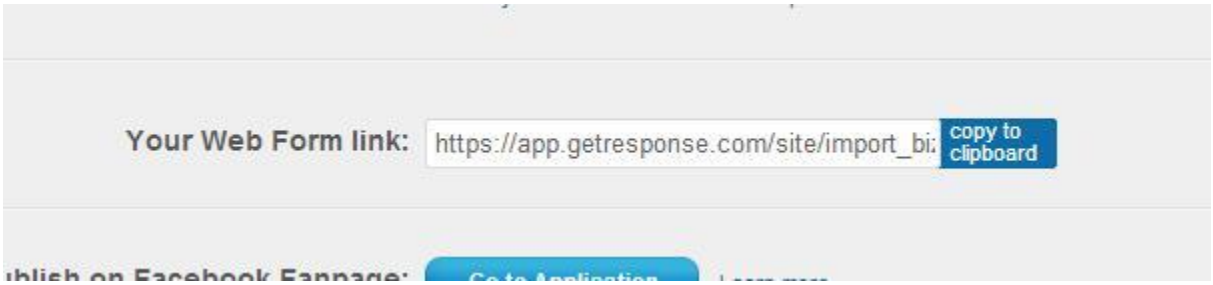
Direct Link To Sign Up Form

To get a direct link to your web form…hosted by GetResponse….click here.

This is one way to get a squeeze page without the need for buying a domain name and web hosting. ;)



This gives a link to the form.



If you visit the link, you will see your web form. You can use this link on your site, website, blog or anyway online.

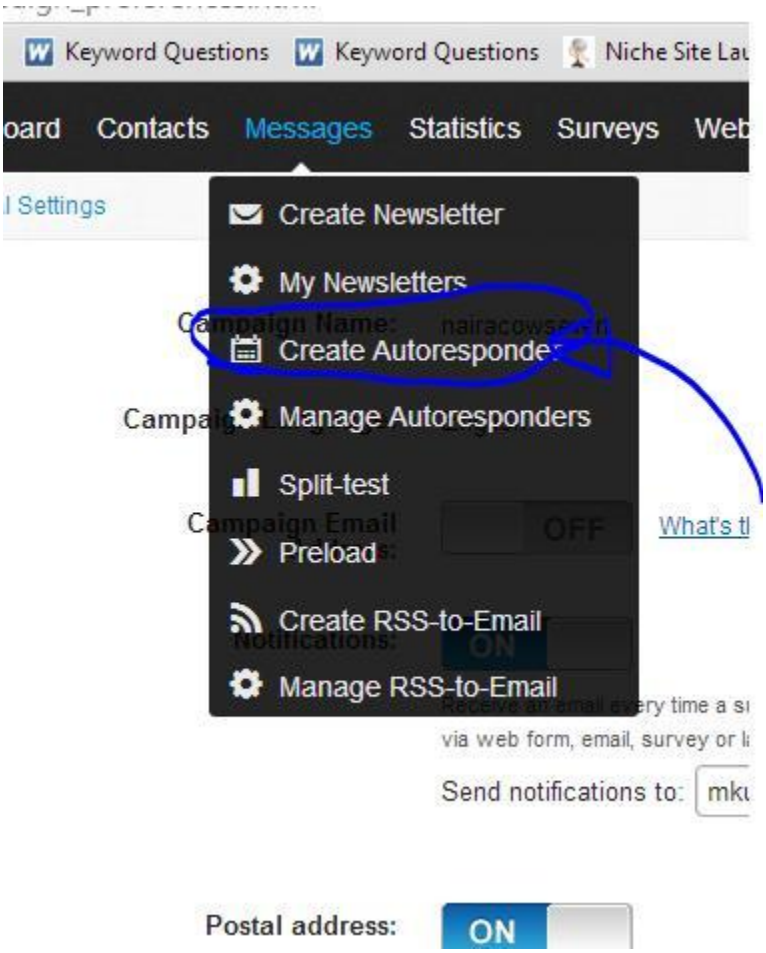
The end.

How To Deliver Your Free Gift To Subscribers

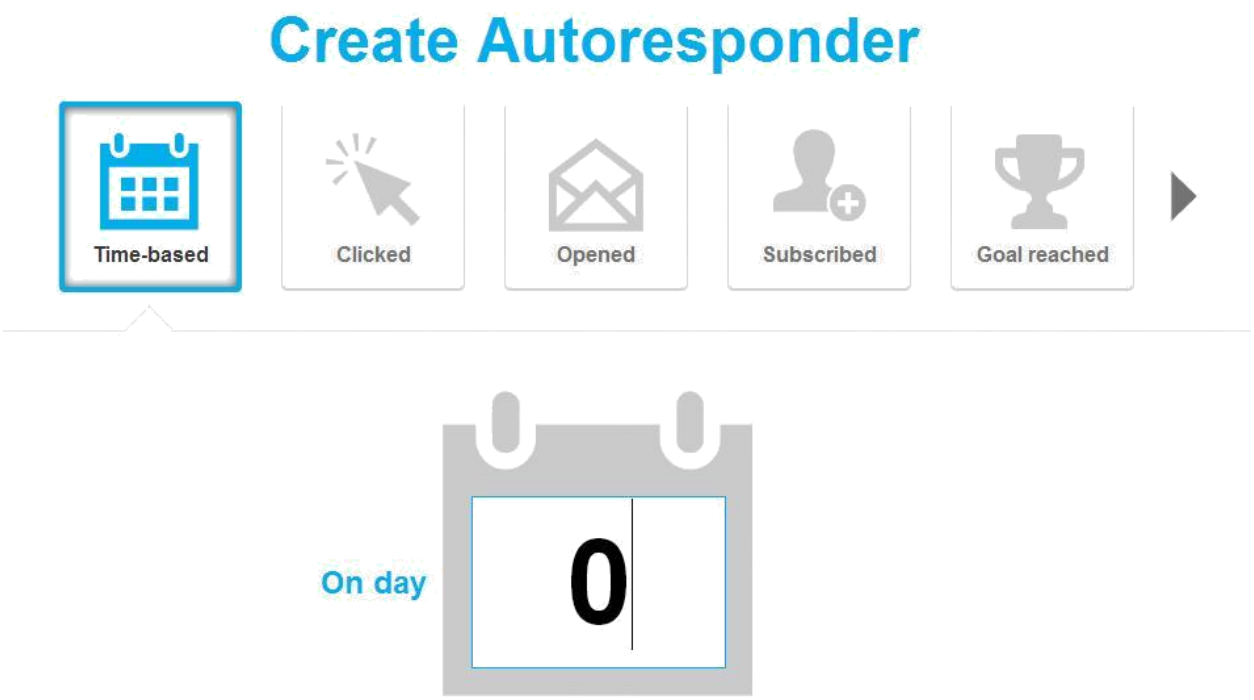
To do this you need to create the first email in the auto-responder that's send the gift…on a download page.

This is what to do.

a. Click messages > create auto responder



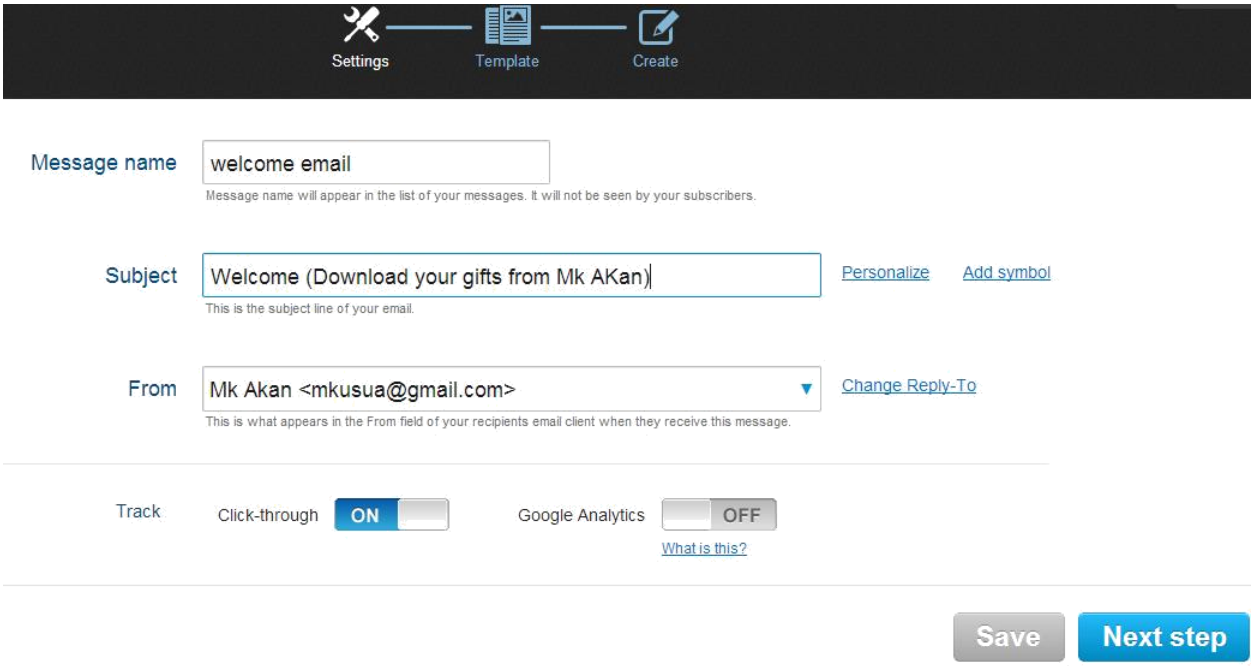
b. Set the day to 0 (the default)



c. Create e-mail

Make sure you are using the right campaign, then click create email as a seen below.

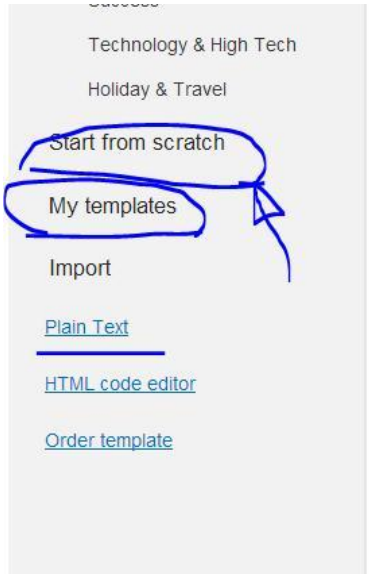
This will pop up.



Fill the message name and the subject line.

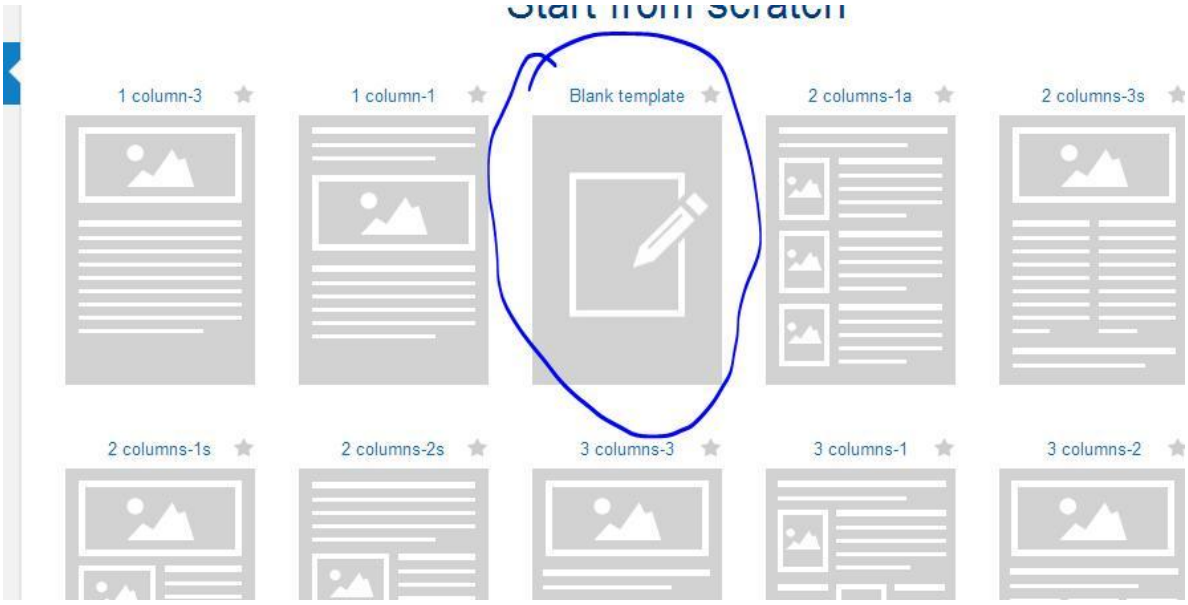
Remember the subject is what people see in the e-mail. Click next. d. Pick an e-mail template

You can use any e-mail template …or use one you have prepared already.

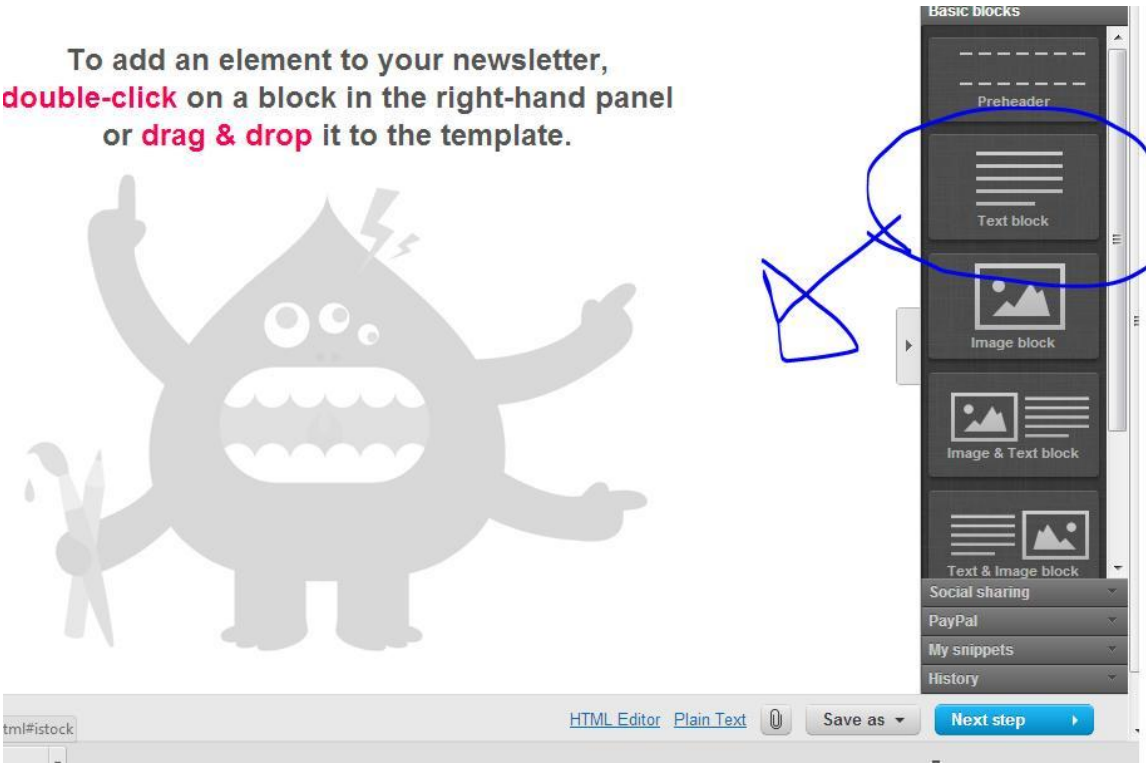


For you, since you don't have a template yet, click start from scratch so you can create your e-mail template.

Use the blank template …



This will appear.

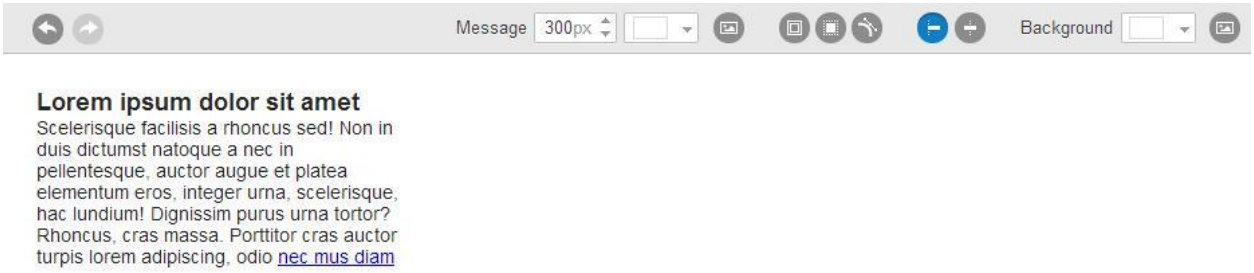


Drag the text block to the front.

This appears .

Take your mouse to the top of page to reduce size of text box and align box the way you want. You can use any size and alignment.

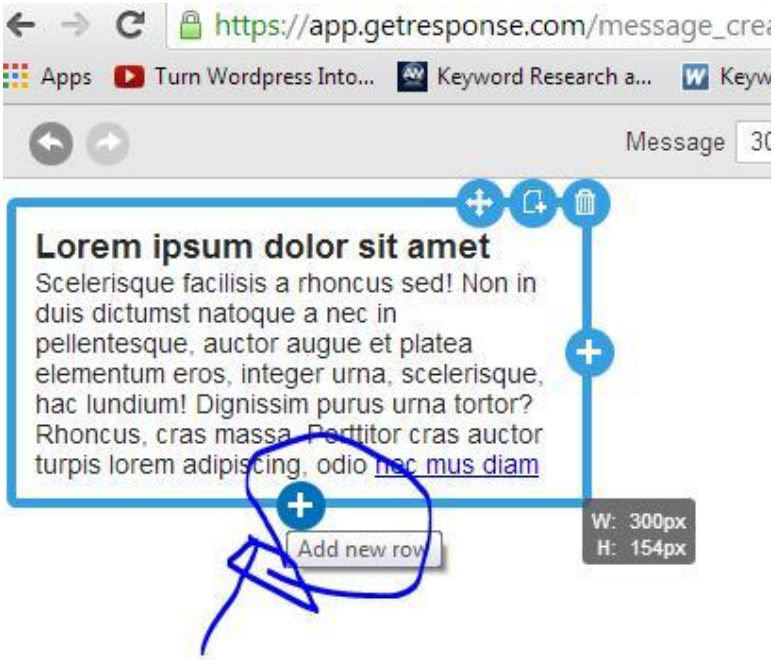
This is my new setting with size 300 pixel…aligned to the left.

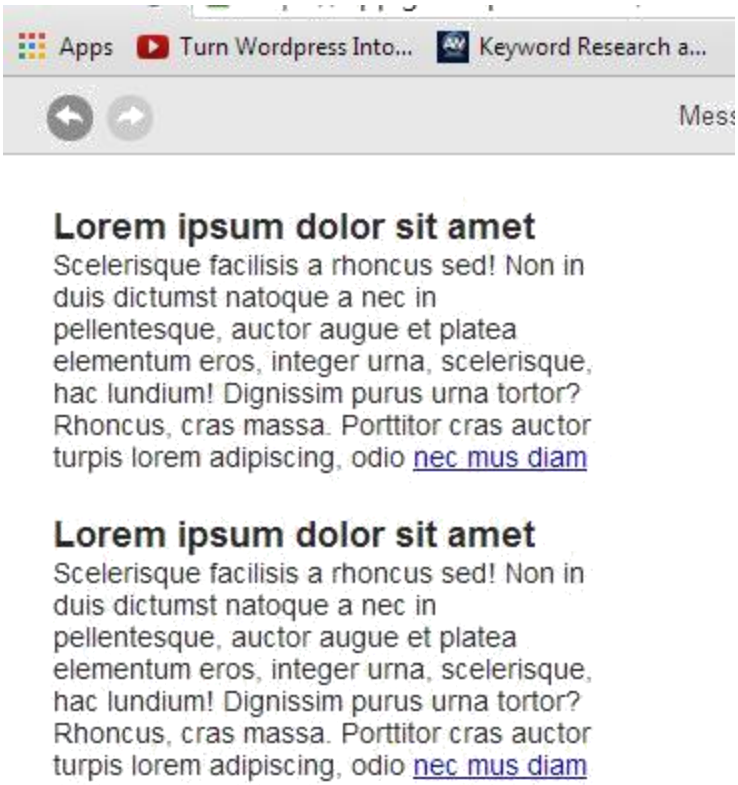


I want to create 2 text boxes.

1 with the unsubscribe message and another with the box for the main email.

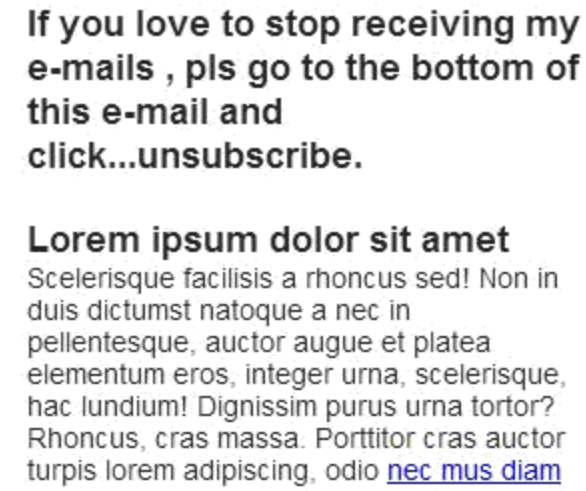
To do that, hover your mouse on the bottom of the box , then click the add new row seen below.



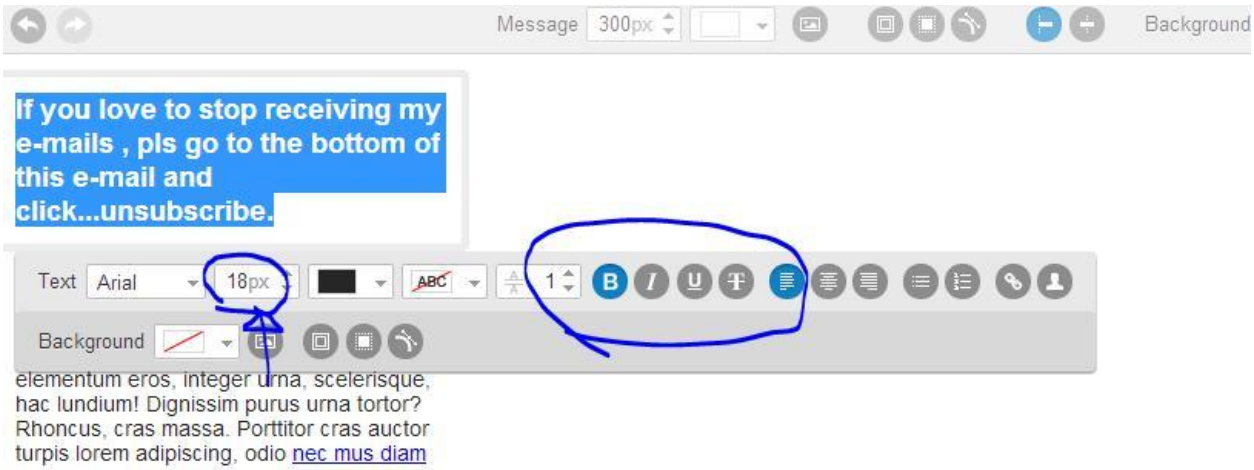


2 boxes now appear.

Now, add the unsubscribe message and the main e-mail.



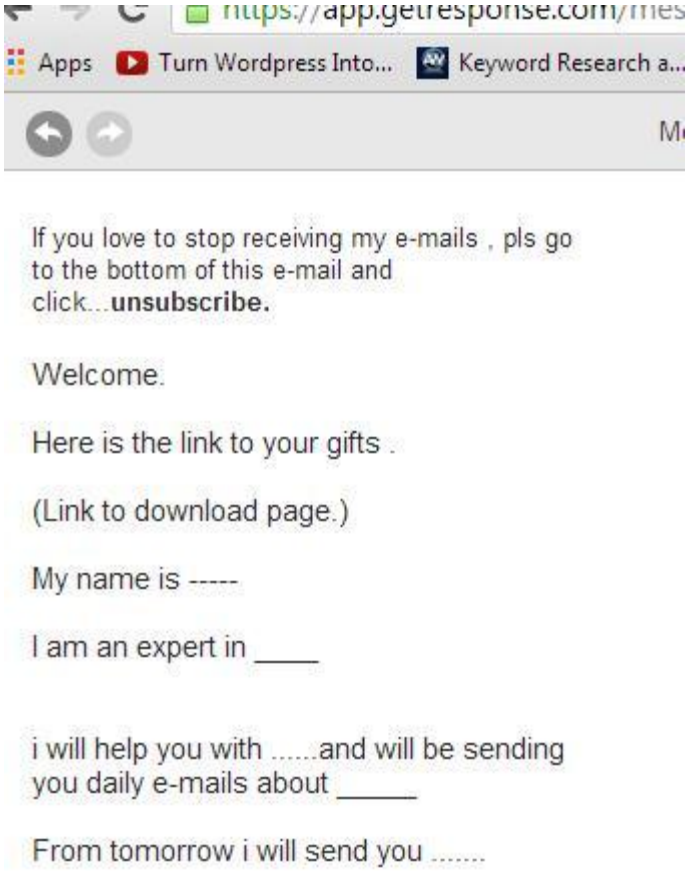
Format the text and reduce size of font by highlighting the text and using the tools below.



e. Write the e-mail.

Write the e-mail with a link to the download page. You can tell the subscriber who you are and what you do and what to expect.

See a sample below

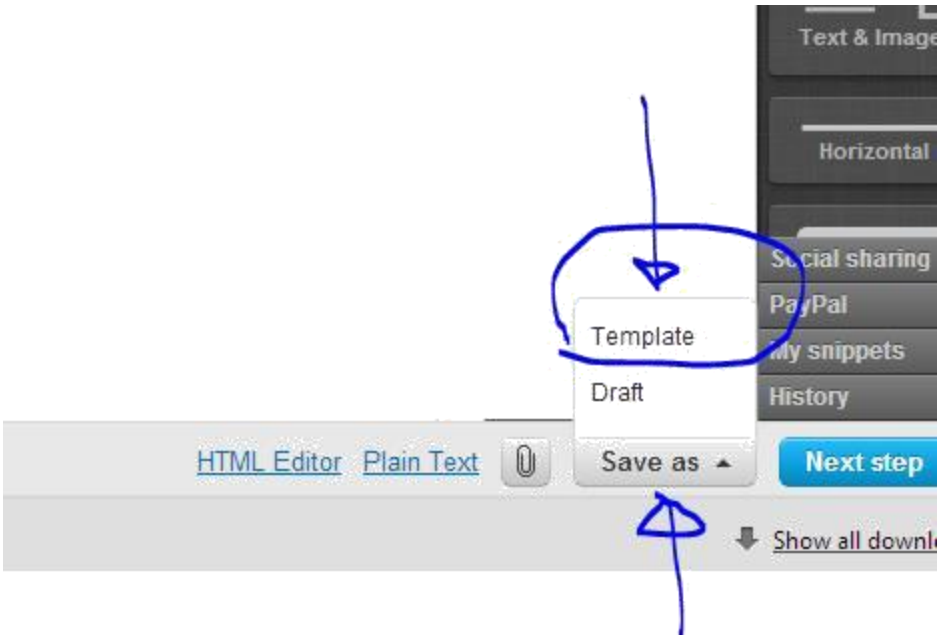


.

You can save this as a template so other emails by doing the following. Go to the bottom of the e-mail and click save as > template.

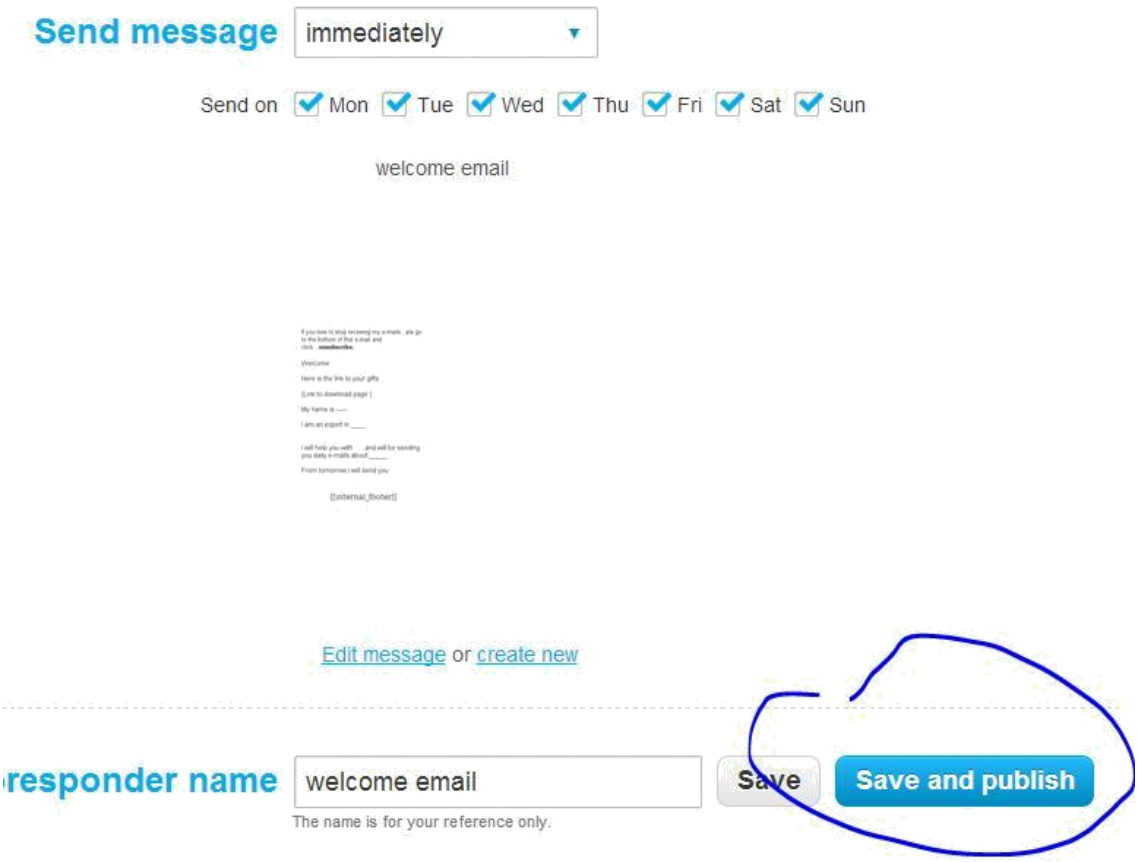
This will be automatically saved for you.

So next time you want to write an e-mail , you can use it.



When you are through with your e-mail, next step.

Click save ad publish to publish your first auto responder that delivers the freebie.



After you click publish… this is what appears.

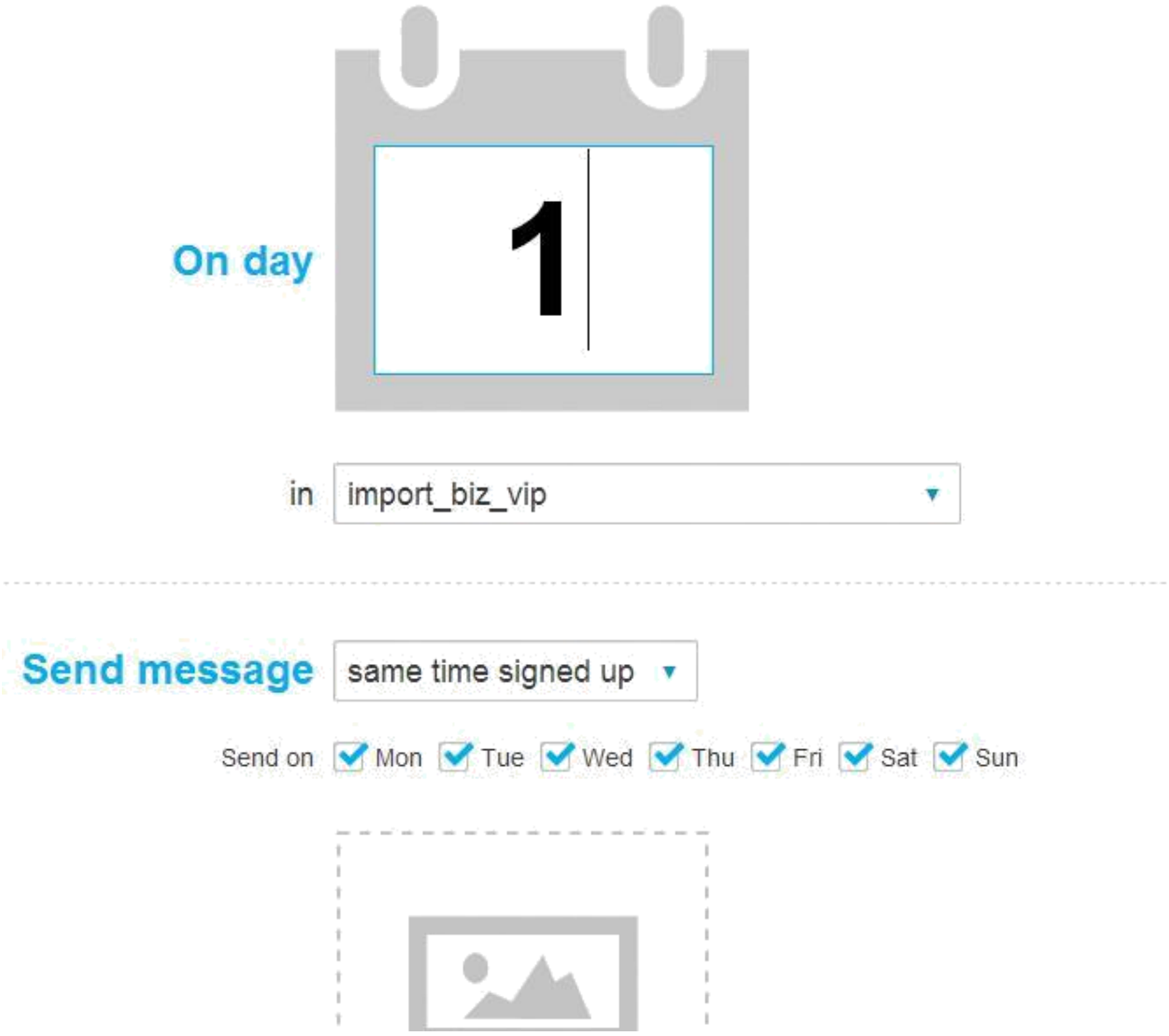
From here you add other e-mails in the auto responder sequence.

How To Create An Auto-Responder Sequence

a. Click the day you want to send the email. Day 1, 2, 3 , 4, 6 ,8 . etc

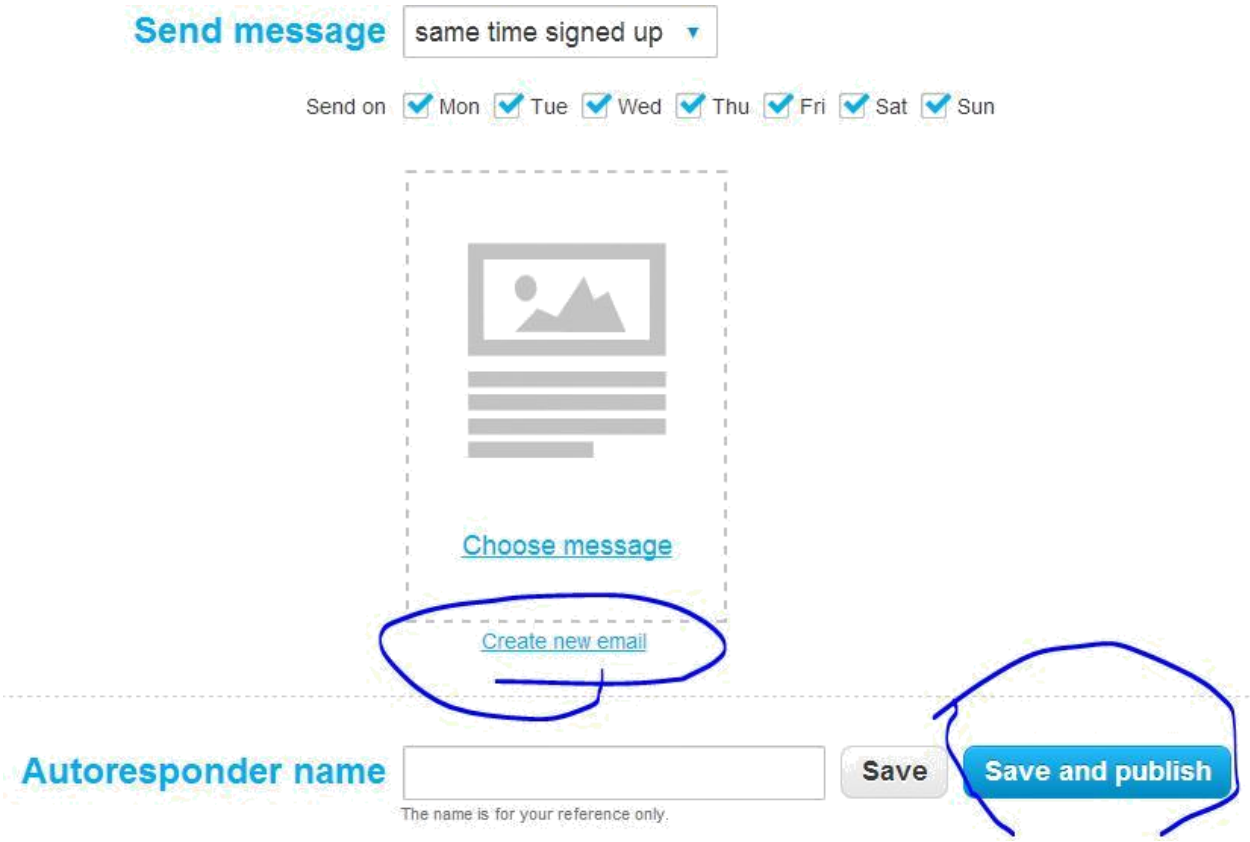
When you click, the same pages like the ones you saw in the first email you wrote will appear.

Except this time …the email will be sent on day 1.



You can now go ahead and create the e-mail then save and publish.

Do the same things for other e-mails in your auto-responder sequence till you get the required number.



How To Send A Broadcast E-Mail (Newsletter)

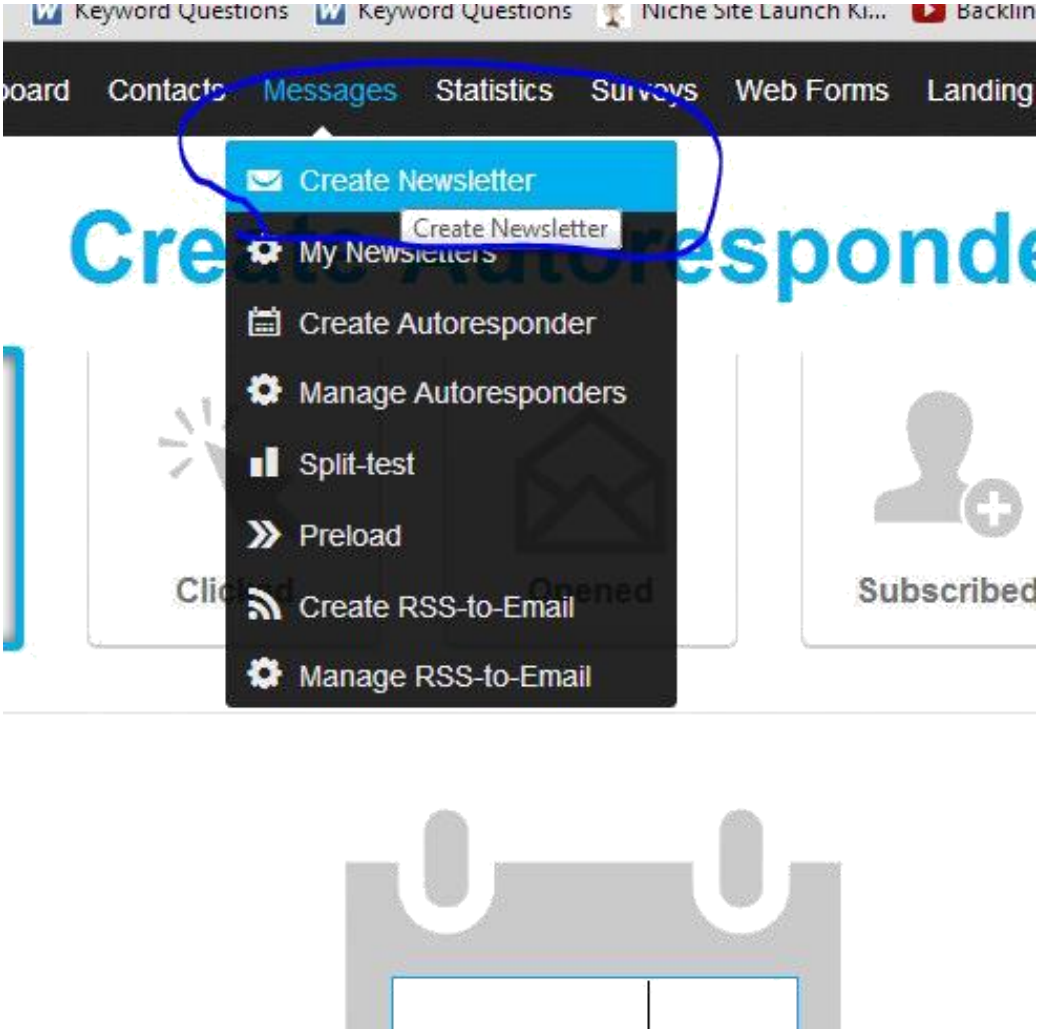
A broadcast email or newsletter is an email you send to your list manually. It is not sent but the auto responder.

On other emails marketing services it is called broadcast….for GetResponse it is called a newsletter.

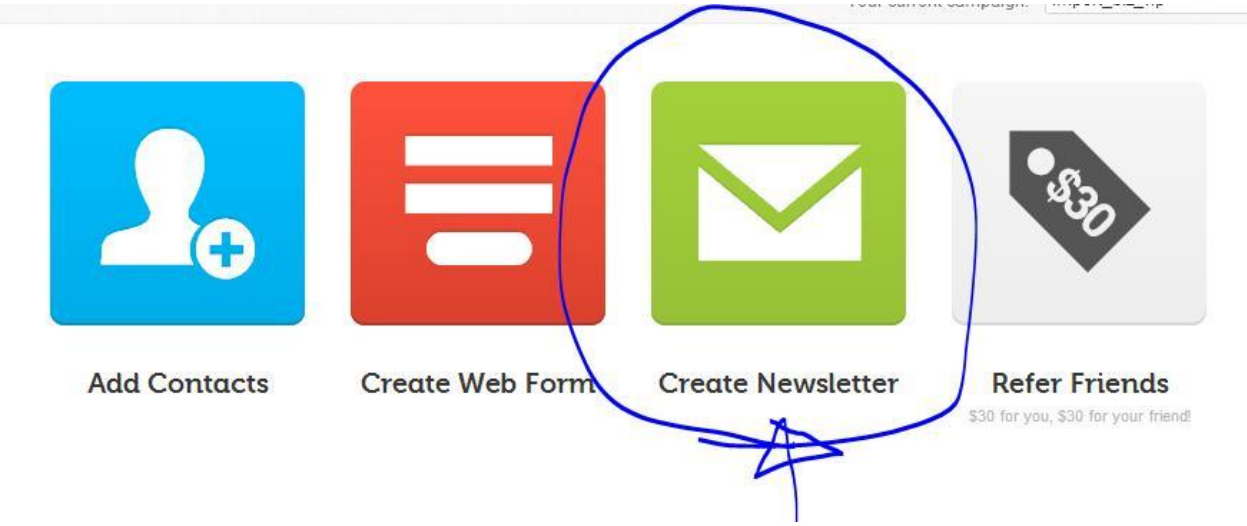
This is how to send a newsletter.

Go to messages.

a. Click message > create newsletter.

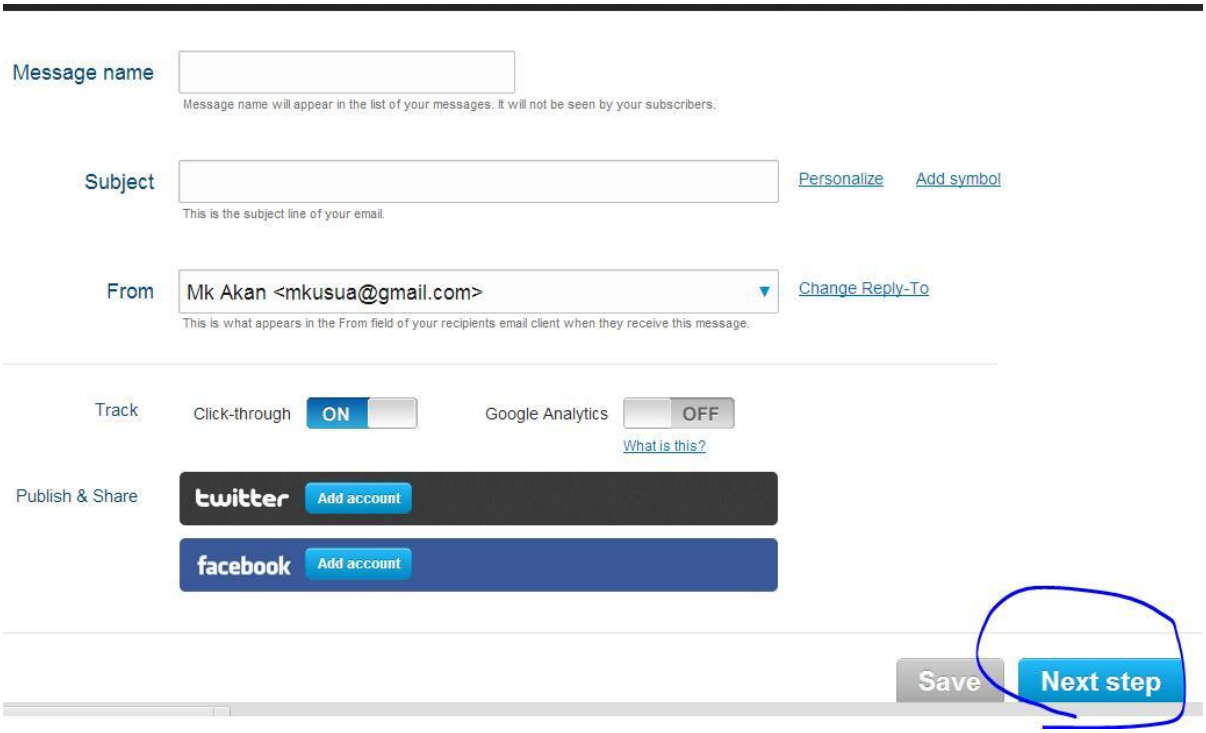


Or on the dashboard …click create newsletter.



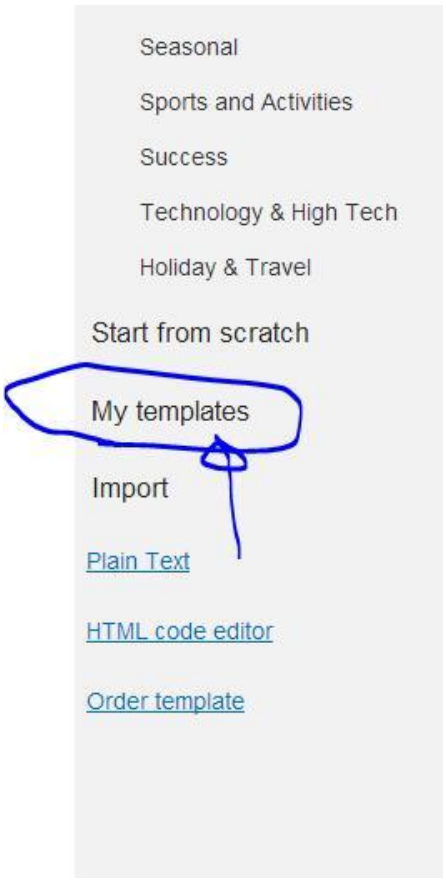
b. Click new email creator

c. Fill the boxes …and write a great subject line

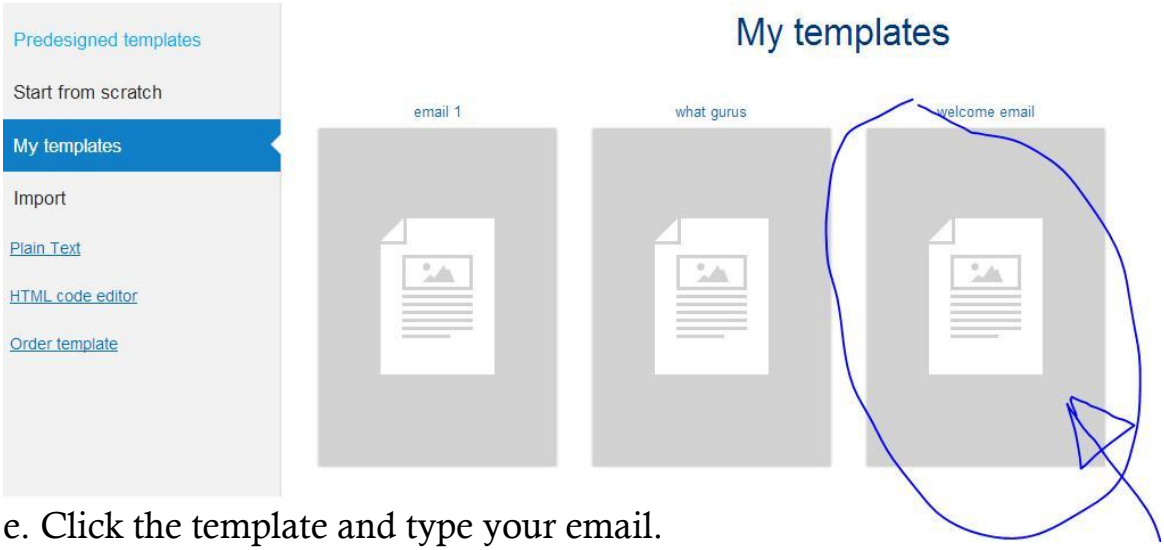


Then click next step.

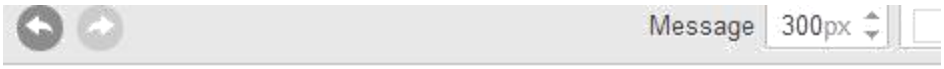
d. Pick a template



Click my templates and select the template you created.



e. Click the template and type your email.



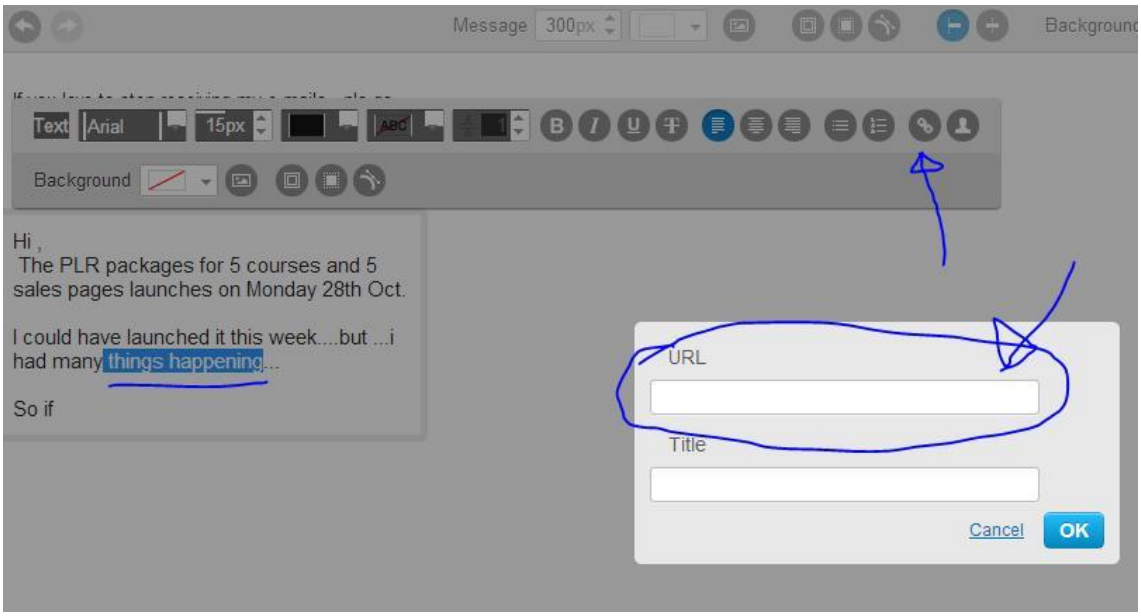
If you love to stop receiving my e-mails , pls go to the bottom of this e-mail and click...**unsubscribe.**

Hi ,
The PLR packages for 5 courses and 5 sales pages launches on Monday 28th Oct.

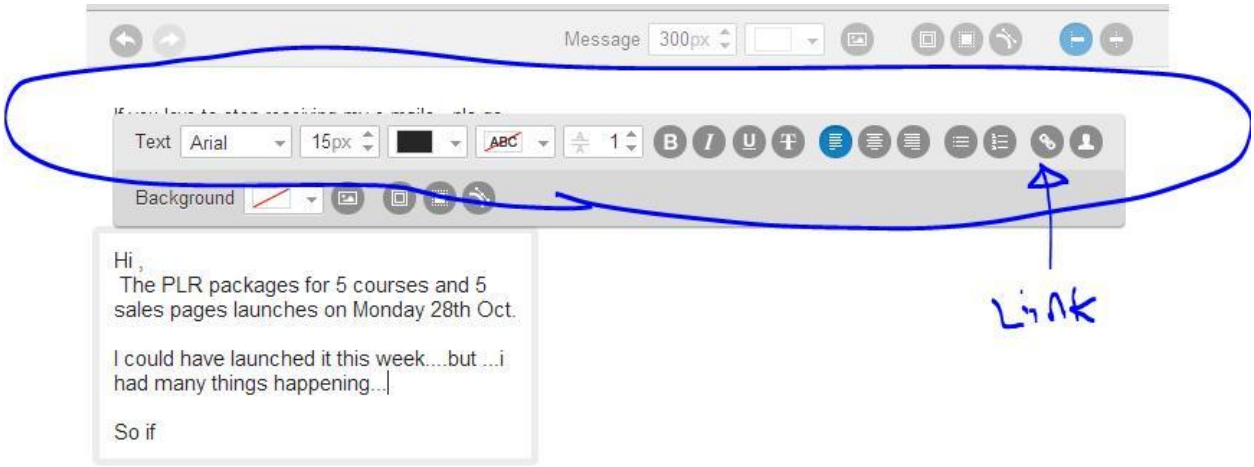
I could have launched it this week....but ...i had many things happening...

So if

Add links and format it using the tool below. To add a link highlight a word(s), sentences then click the link tool.



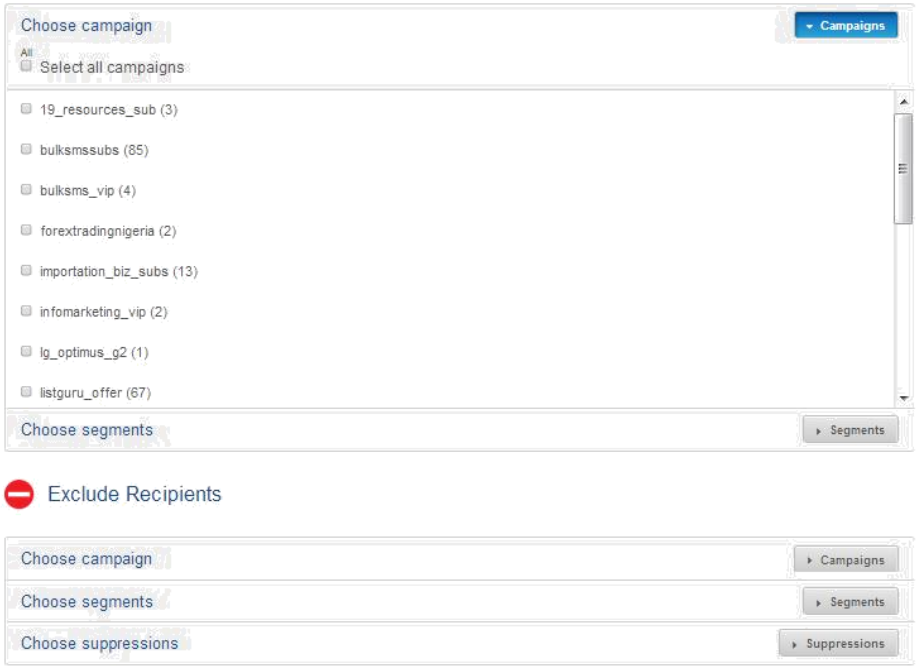
Then copy and paste or type the url…make sure its starts with http:// and does not have any space before and after it.



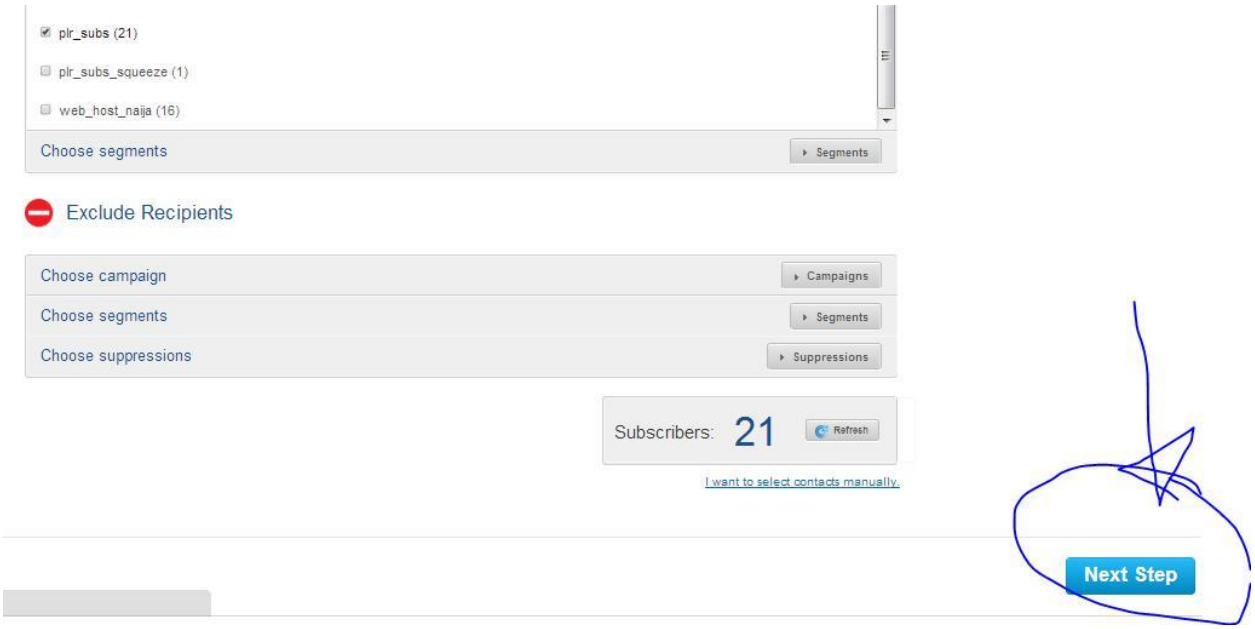
When you are through with the email, click next.

f. **Select recipients**

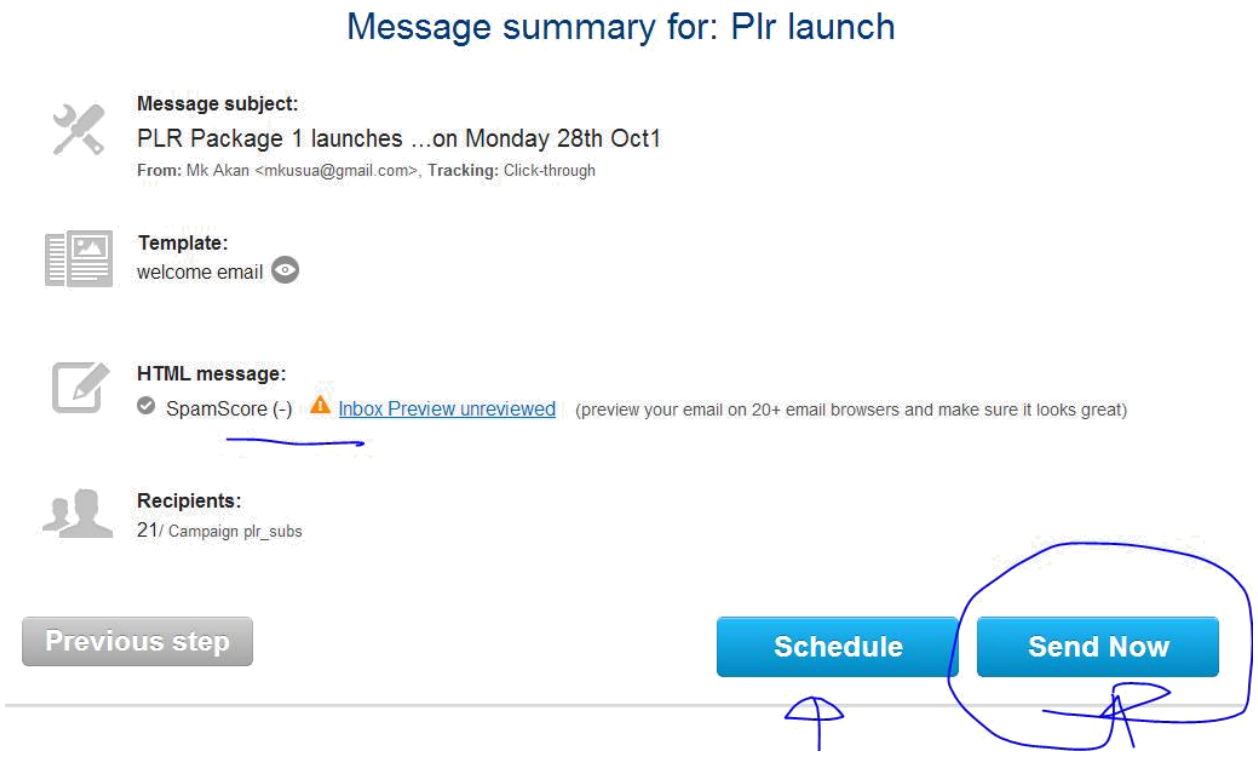
This is where you decide what list or campaign is to get your e-mail. Just click and select the list you want to send the e-mail to.



Then click next step.

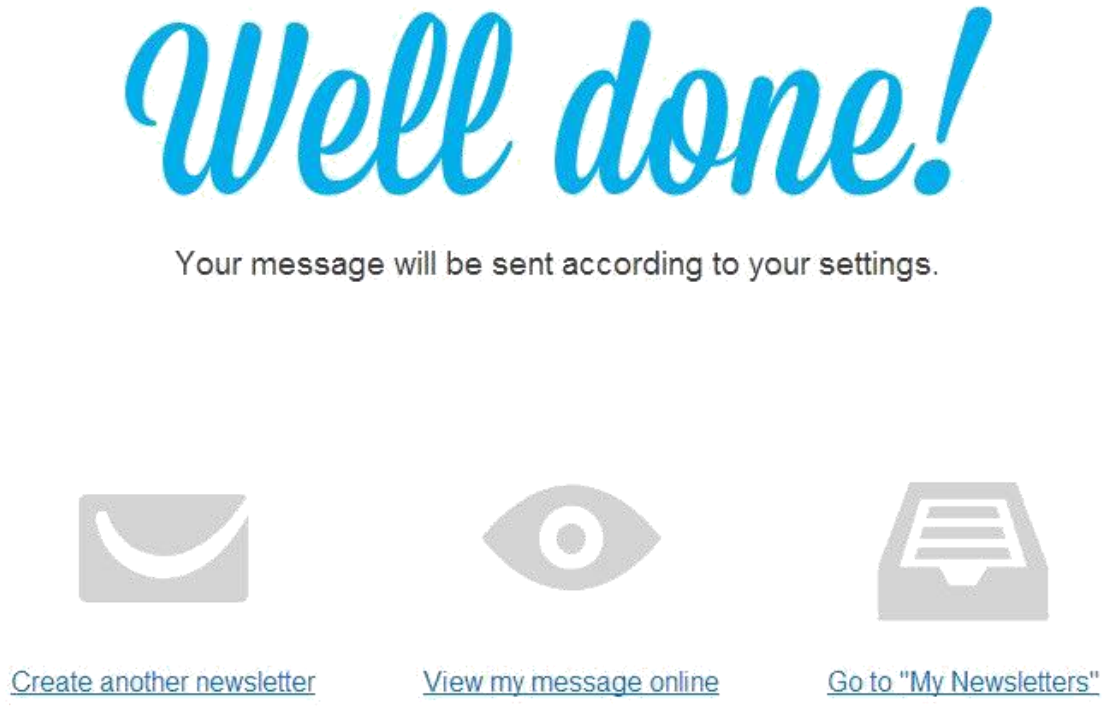


Click next step.

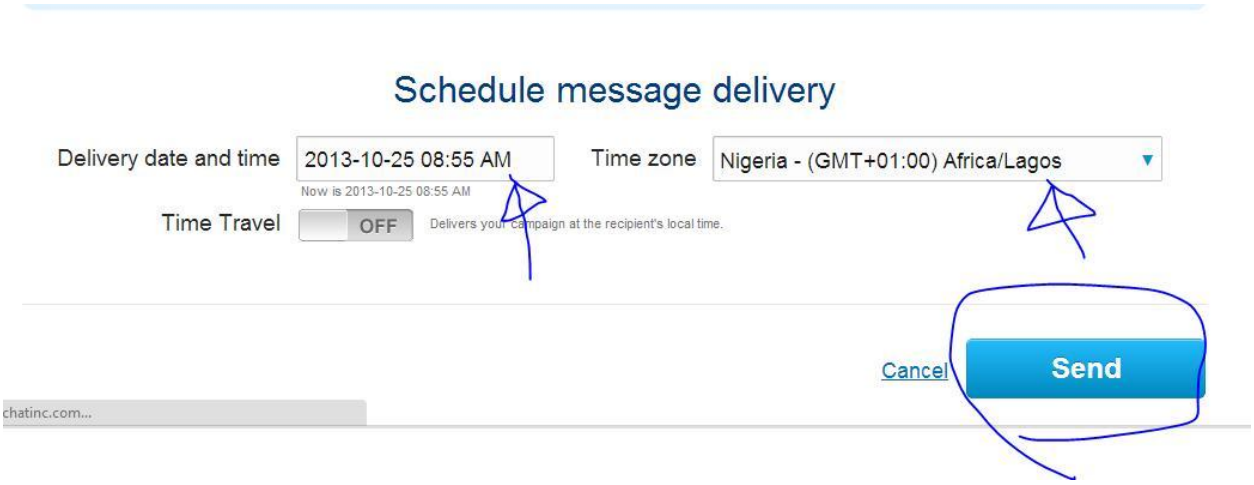


You can send the e-mail immediately or schedule it to be sent later.

If you click send now. The e-mail goes live



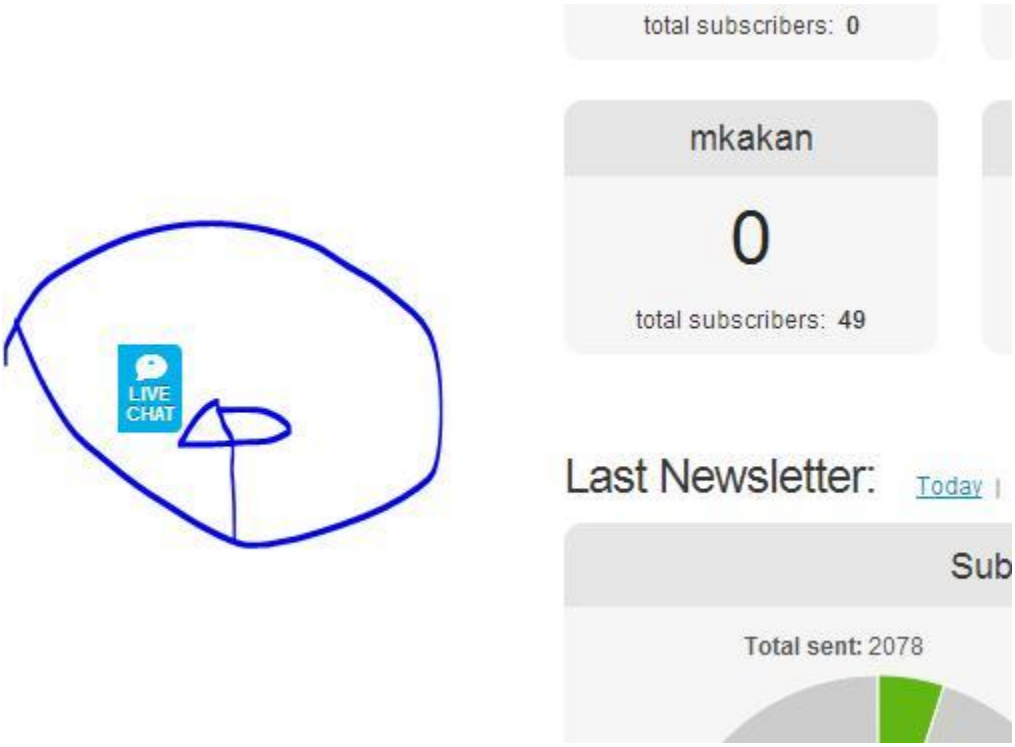
If you click schedule, you can pick when you want the e-mail to be sent later.



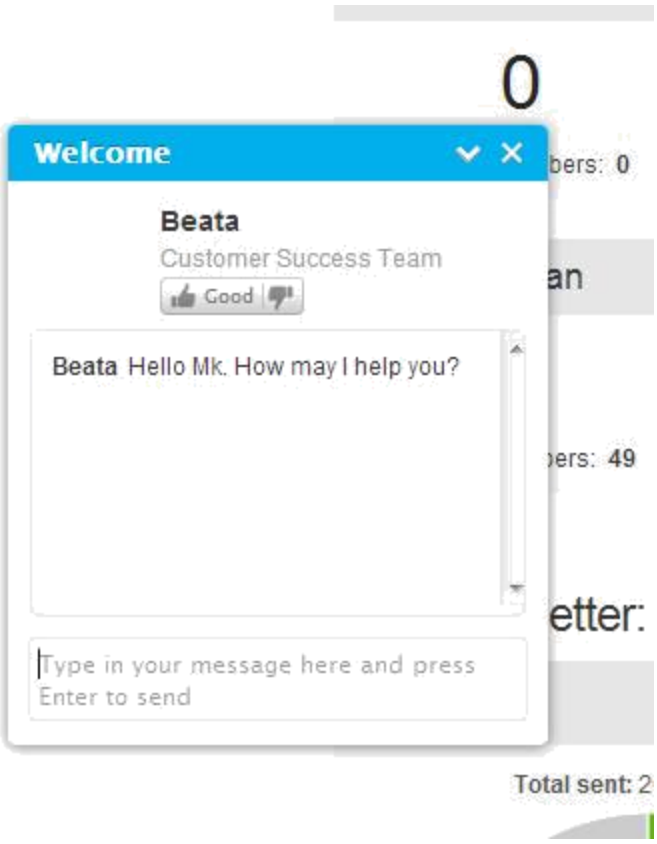
Send you are done with your schedule …click send.

How To Get More Help From GetResponse

Anytime you are stuck and need help, you can immediately chat with their agents by clicking this live chat box found on the left side of the screen.



This chat box will pop up.



Here you can ask anything and get all the help you need.

There is a lot more you can do with GetResponse …as you keep using the tool and ask questions, you will become very prolific and efficient.

Thank you.

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