

# **GetResponse Setup Manual**

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

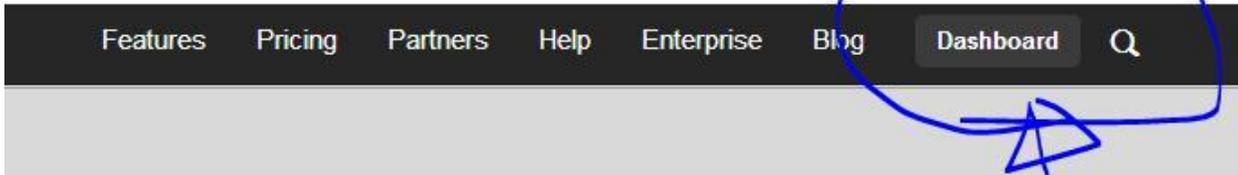
By

Mk Akan.

## Step 1

Go to [getresponse.com](https://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)



Each campaign has its separate settings, allows you to create autoresponder messages, newsletters, and more!

Create Campaign

Name  Copy settings

Create New Campaign

### C. Pick A Name Then Create Campaign



Each campaign has its separate settings, allows you to create autoresponder messages, newsletters, and more!

Create Campaign

Name  Copy settings

Create New Campaign

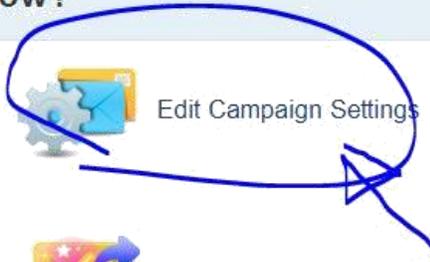
d. **Click Edit Campaign Setting**

 **Your campaign was successfully created!**

What would you like to do now?



Add Contacts



Edit Campaign Settings



Create Newsletter



Create Autoresponder

## E. Click Permissions

Dashboard » Campaigns » General Settings Your current campaign: import\_biz\_vip

**General**

Profile

Permission

Campaign Name: import\_biz\_vip

Campaign Language: English

Campaign Email Address:  OFF [What's this?](#)

Notifications:  ON

Receive an email every time a subscriber signs up to your list via web form, email, survey or landing page.

Send notifications to:  [Add new email](#)

Postal address:  ON

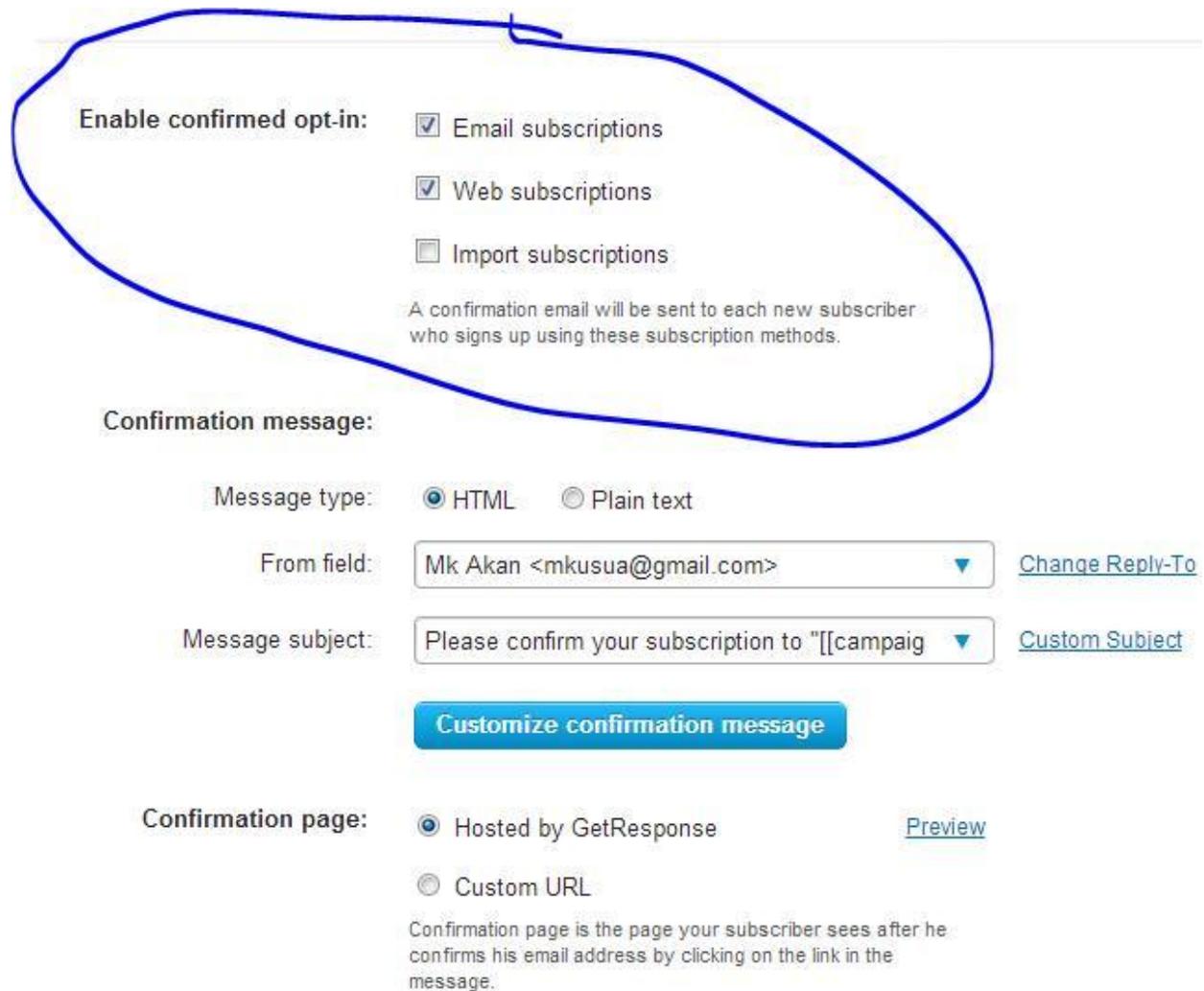
14b Usanga Akpan, Uyo, Akwa Ibom 520003, Nigeria

Postal address will be added to the footer of your emails. This is required by US CAN SPAM law. [Learn more](#)

## 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.



**Enable confirmed opt-in:**

- Email subscriptions
- Web subscriptions
- Import subscriptions

A confirmation email will be sent to each new subscriber who signs up using these subscription methods.

**Confirmation message:**

Message type:  HTML  Plain text

From field:  [Change Reply-To](#)

Message subject:  [Custom Subject](#)

[Customize confirmation message](#)

**Confirmation page:**

- Hosted by GetResponse [Preview](#)
- Custom URL

Confirmation page is the page your subscriber sees after he confirms his email address by clicking on the link in the message.

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

- Enable confirmed opt-in:**
- Email subscriptions
  - Web subscriptions
  - Import subscriptions

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**Confirmation message:**

Message type:  HTML  Plain text

From field:  [Change Reply-To](#)

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[Customize confirmation message](#)

Confirmation page:  Hosted by GetResponse [Preview](#)

Custom URL

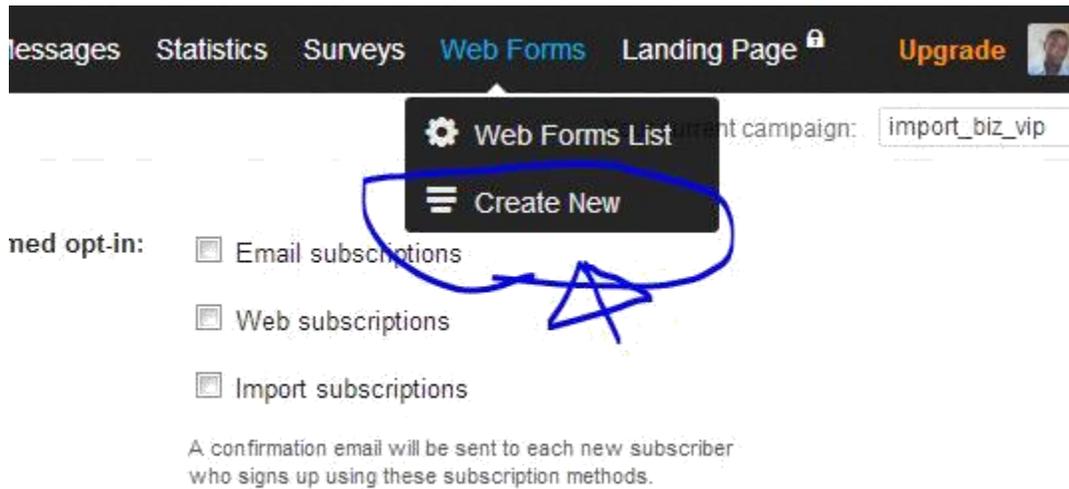
Confirmation page is the page your subscriber sees after he confirms his email address by clicking on the link in the message.

After that we create a web form.

## How To Create A Web Form.

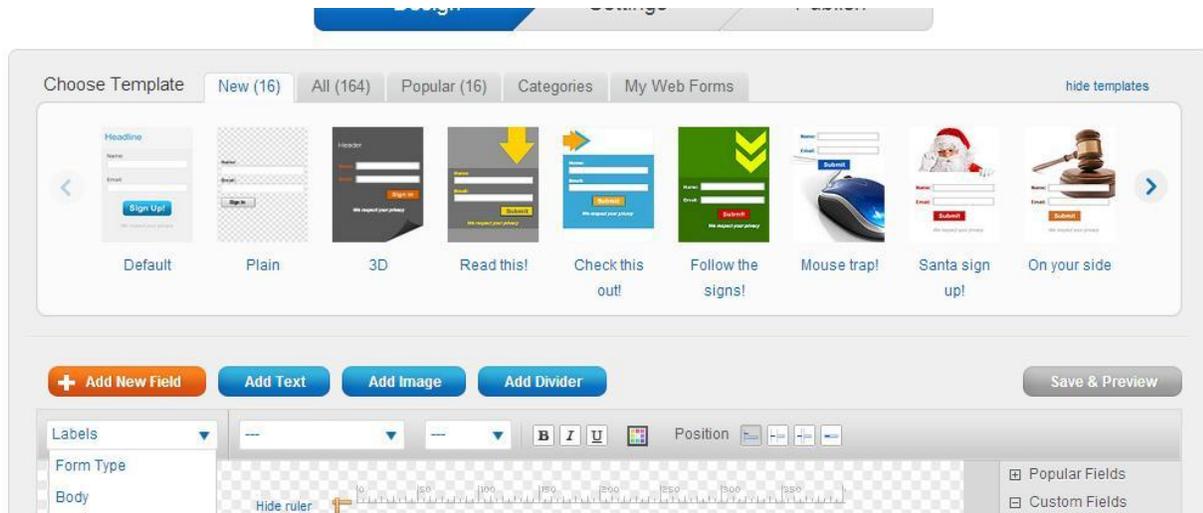
A web form is the form you can copy and place on any page online. Web pages like Blogs, website, FB and anywhere online.

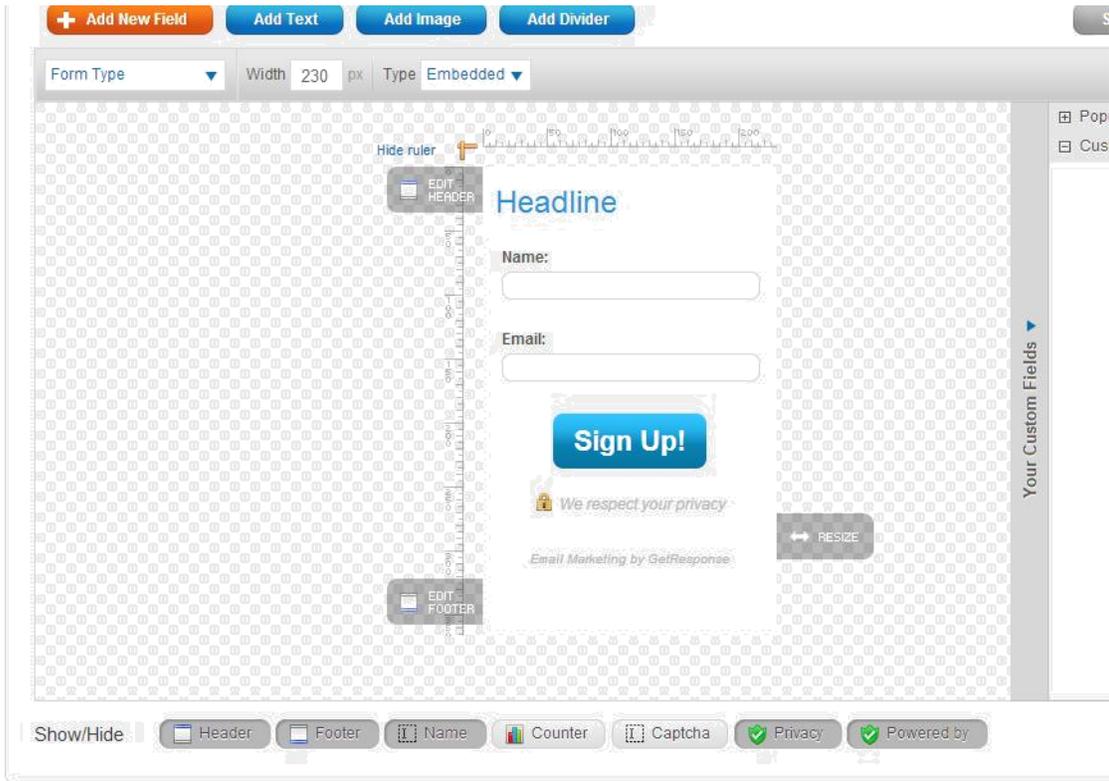
a. Click web forms > **create new**



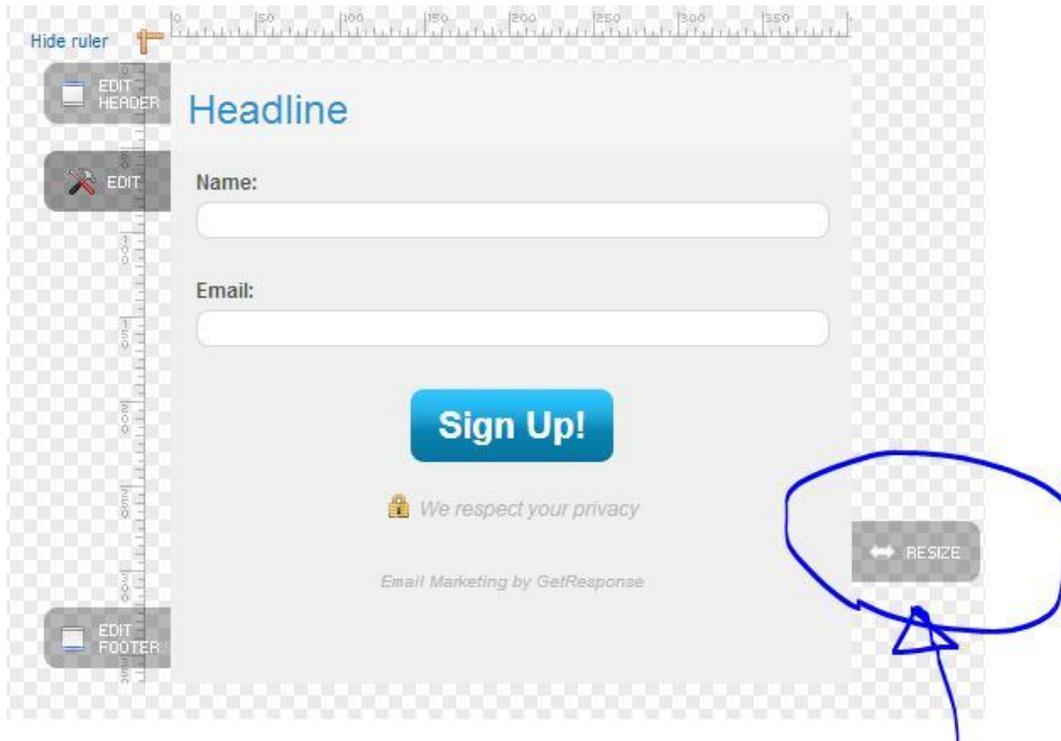
b. **Customize the form by removing and adding the elements you want on the form.**

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

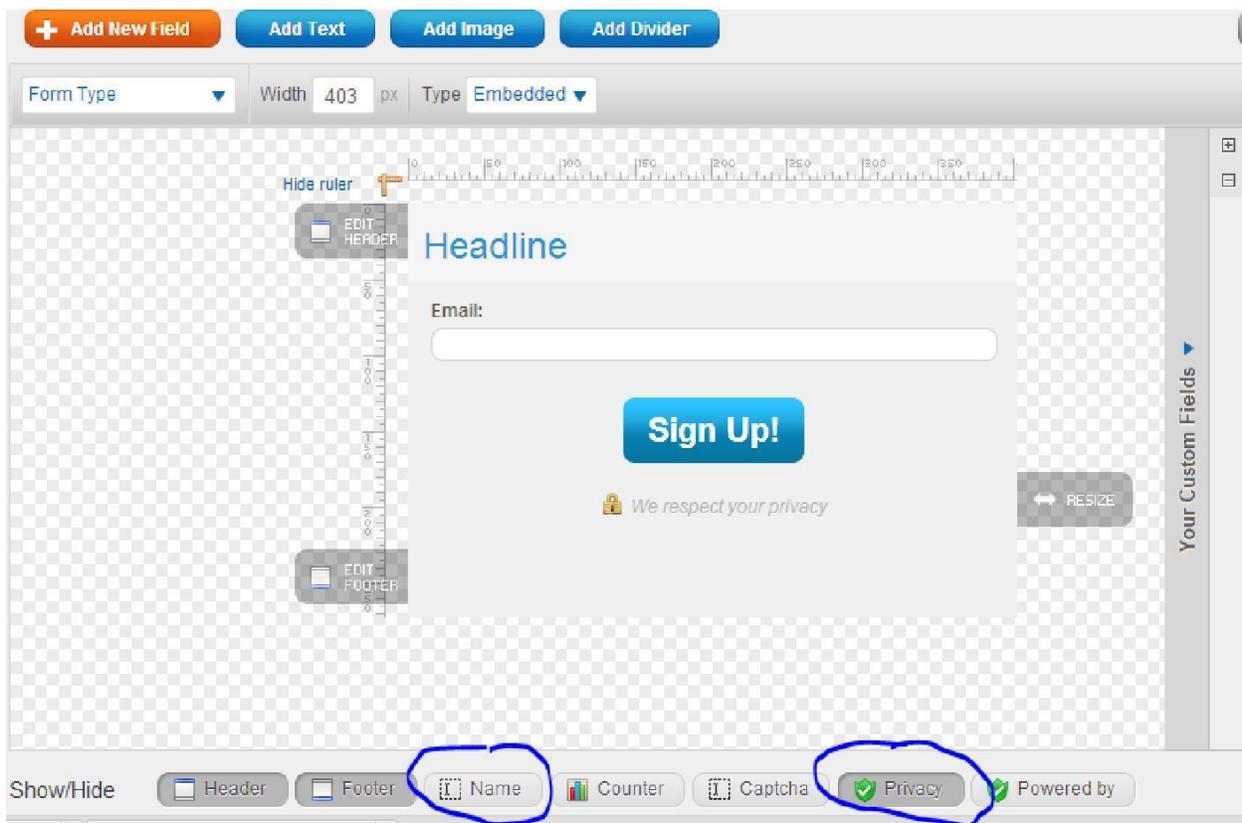
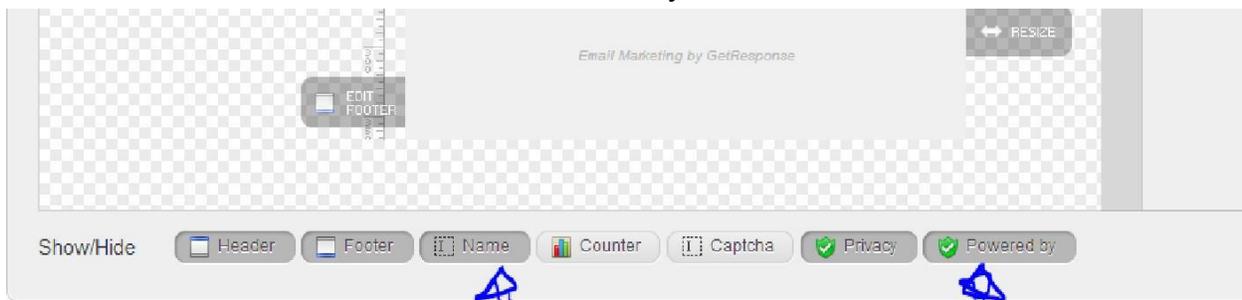




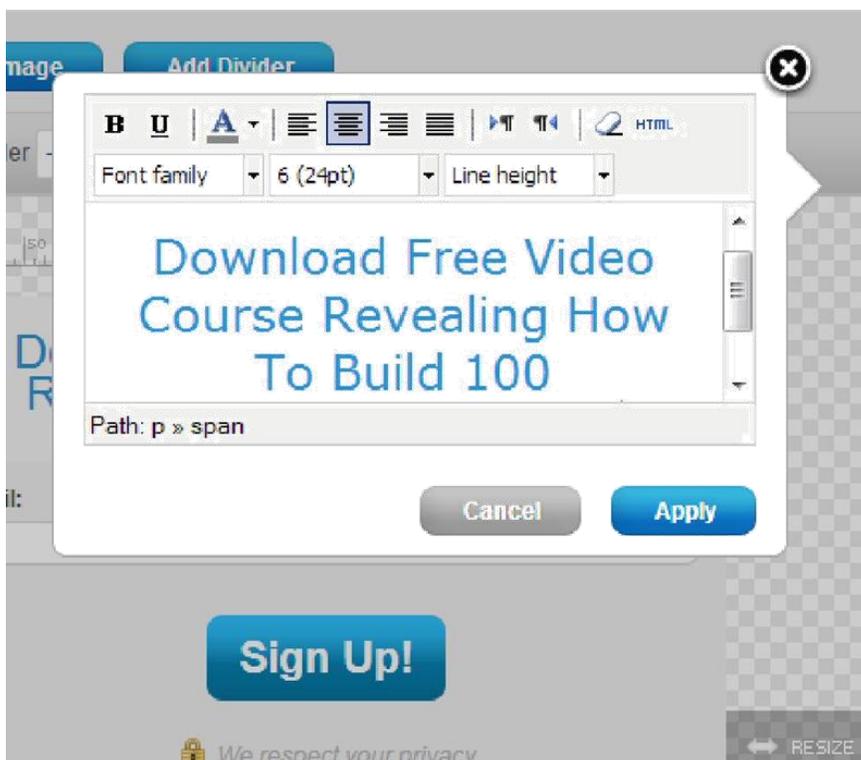
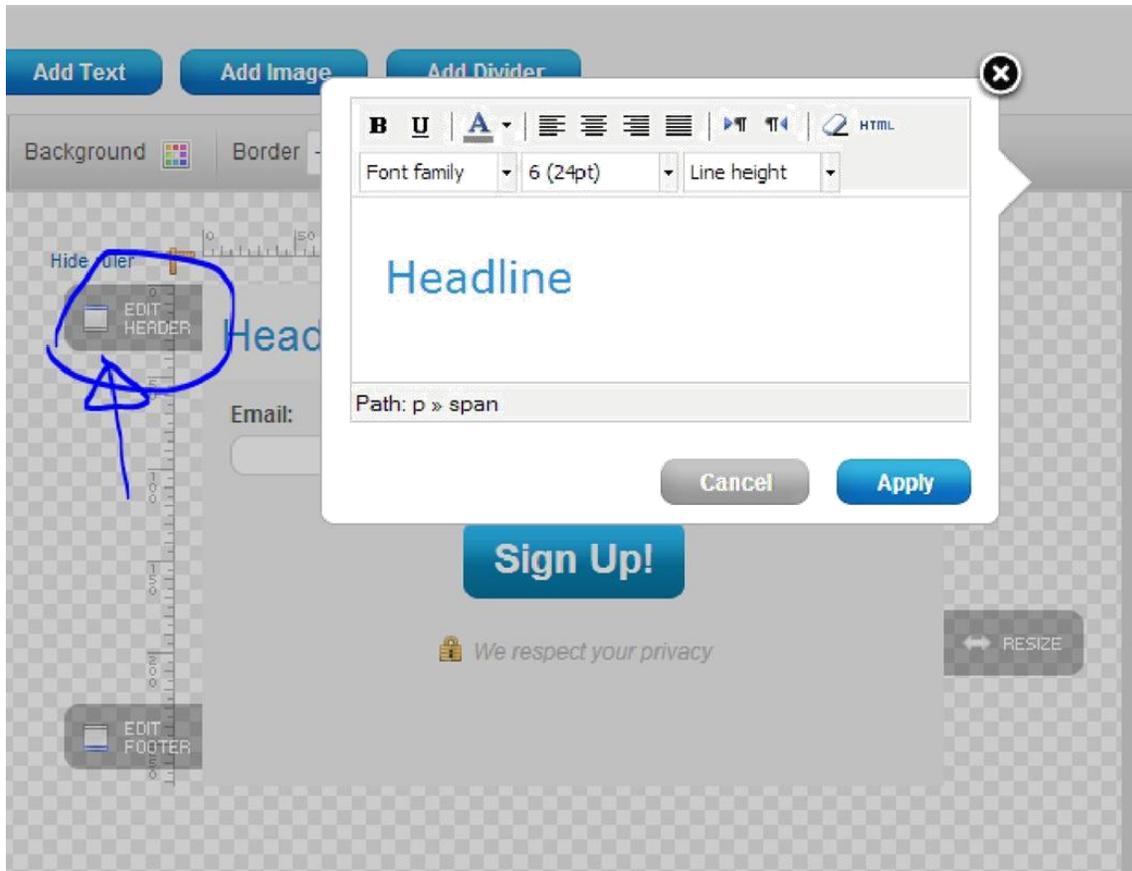
c. Drag here to resize.



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



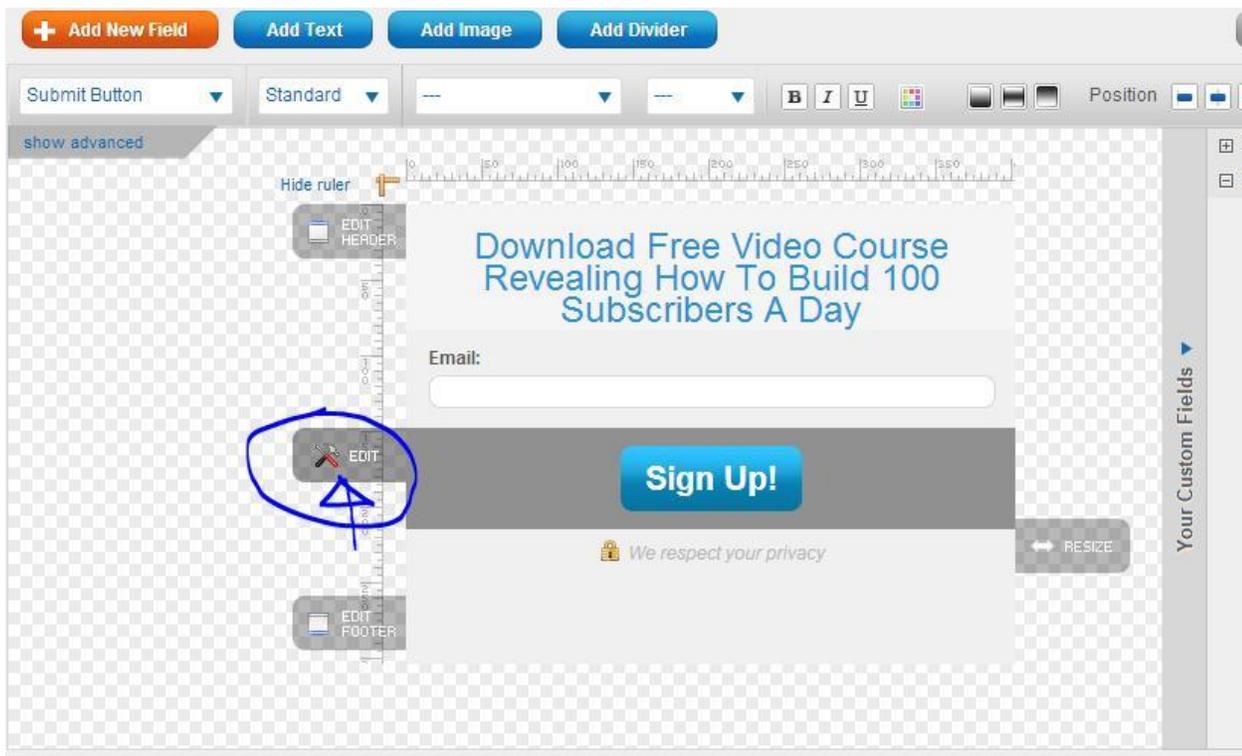
Edit headline by adding words and statements. Give a good headline ... you can change font type, colour etc.



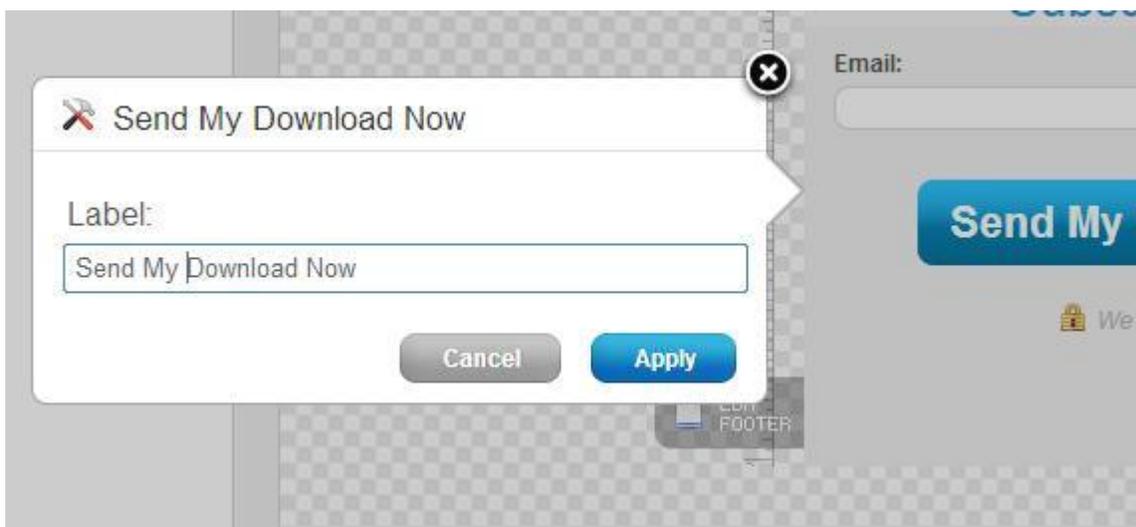
You can also have pre-headlines and others in the header box.

Then click apply.

## F. Edit Submit Button



Click edit and enter your choice of words.



Click apply.



The image shows a digital form for a video course. At the top, there is a ruler with markings from 10 to 350. Below the ruler, the text "Download Free Video Course Revealing How To Build 100 Subscribers A Day" is displayed in blue. Underneath the text is an "Email:" label followed by a white input field. A prominent blue button with white text says "Send My Download Now". Below the button, there is a small padlock icon and the text "We respect your privacy". To the right of this text is a grey button with a double-headed arrow and the text "RESI". The form is set against a grey and white checkerboard background. At the bottom of the form, there is a row of six grey buttons: "ter", "Name", "Counter", "Captcha", "Privacy", and "Powered". The "Privacy" and "Powered" buttons have green checkmarks.

Download Free Video Course  
Revealing How To Build 100  
Subscribers A Day

Email:

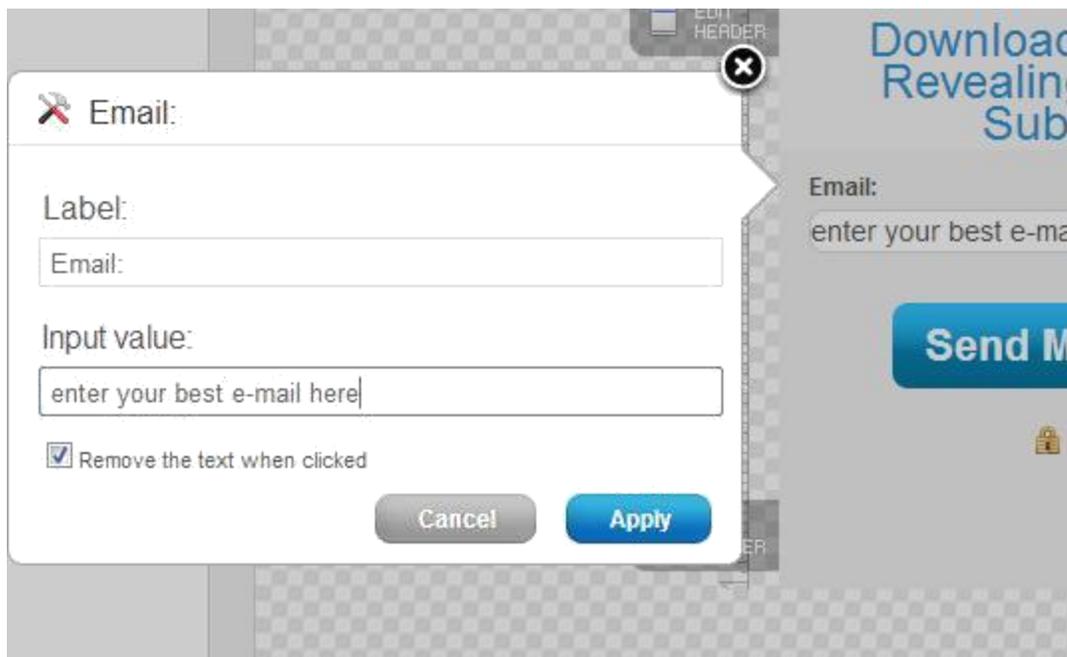
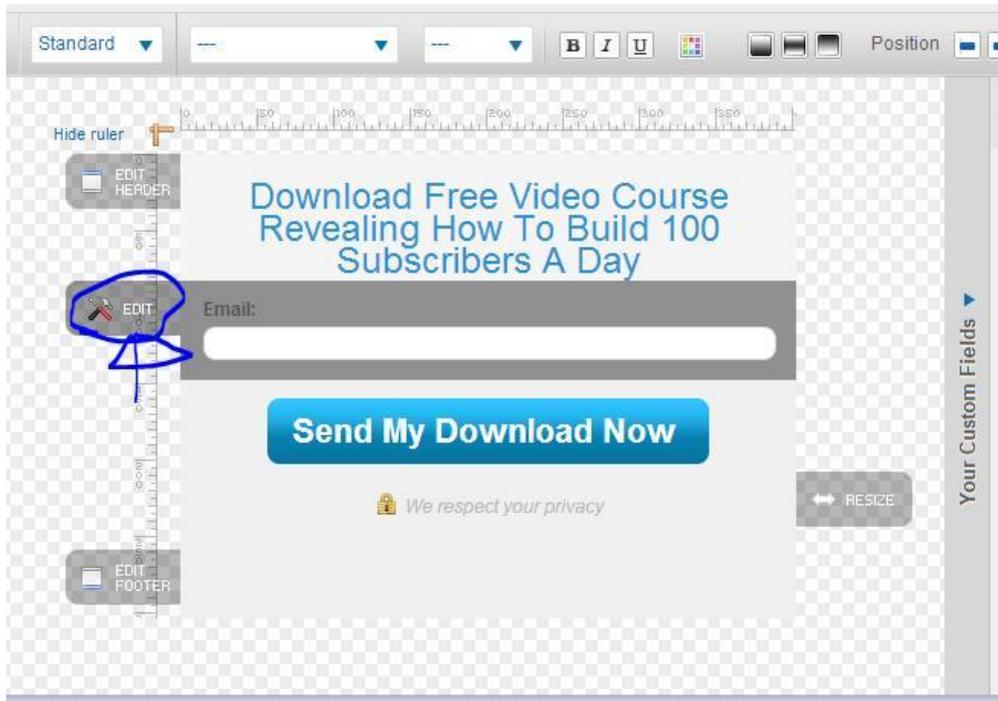
**Send My Download Now**

 We respect your privacy



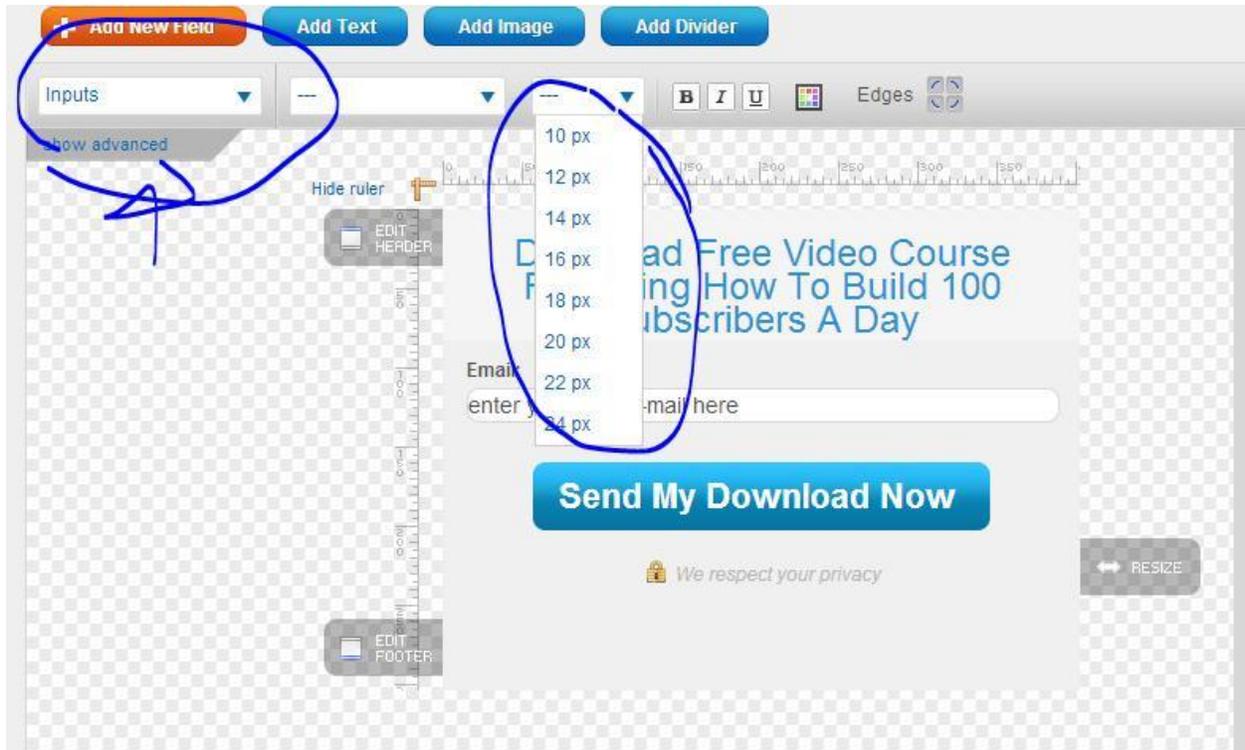
ter Name Counter Captcha Privacy Powered

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

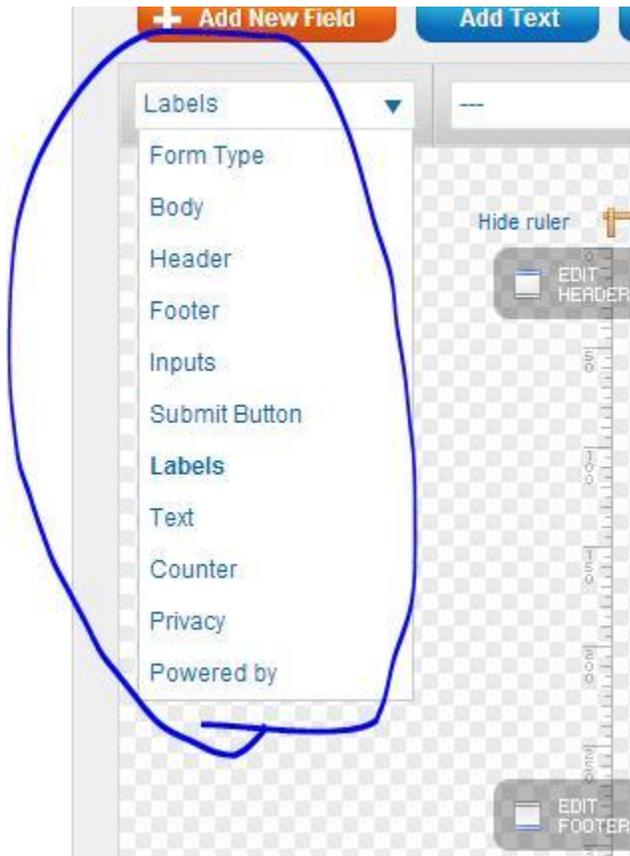


Click apply.

## H. Increase Size Of Email Input

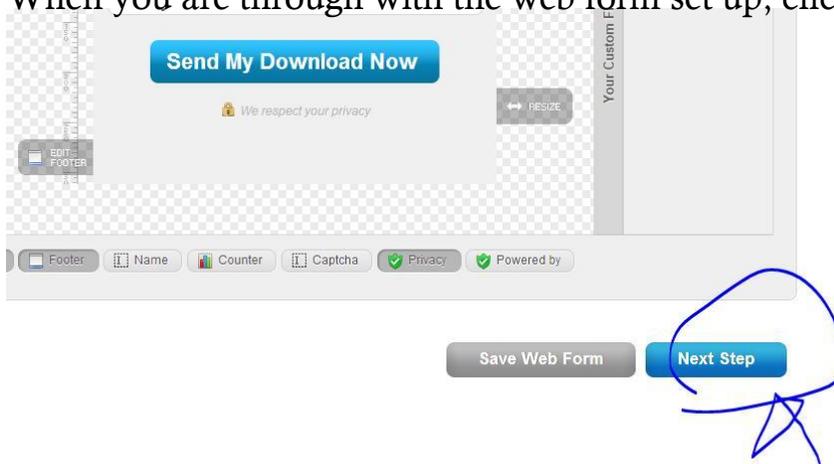


You can customize so many other things by clicking and setting up the following.



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

**Web Form Name:**

**Confirmed opt-in:**  OFF  
Confirmed Opt-In is recommended. [Here's why.](#)

**Subscription via Facebook:**  OFF  
To find out more, visit our [GetResponse Blog.](#)

**Default Thank-you page**  
Choose the default Thank-you page.

Basic

Impress new subscribers by adding your voice to the page!

Add a face and a voice to your page

**Custom Thank-you page**  
Use your own Thank-you page url!

**Stay on current page**  
Stay on current page.

[Show Advanced](#)

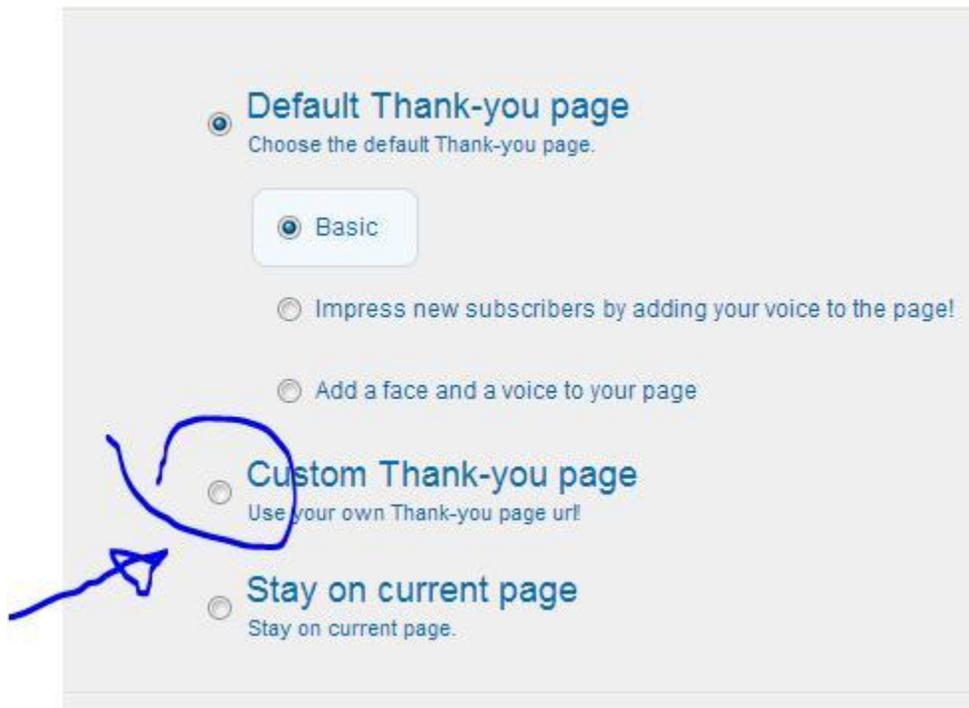
Give it a name you can remember. And relate it to the campaign.

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.

**Default Thank-you page**  
Choose the default Thank-you page.

**Custom Thank-you page**  
Use your own Thank-you page url.

**Stay on current page**  
Stay on current page.

hide advanced

**Default Thank-you page**  
Choose the default Thank-you page.

**Custom Thank-you page**  
Use your own Thank-you page url.

**Stay on current page**  
Stay on current page.

hide advanced

---

Change email owner

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.

The screenshot shows a configuration page for a web form. It features several sections with radio button options and dropdown menus. A blue circle highlights the 'hide advanced' link in the top right. Another blue circle highlights the 'import\_biz\_vip' dropdown in the 'Subscribe to campaign' section. A third blue circle highlights the 'Day 0: 0 messages' dropdown in the 'Choose initial message' section. The 'Forward contact data' section has a link 'Get more info here' next to the 'Forward contact data' option.

hide advanced

**Change email error:**

- Default error
- Custom error

**Change already subscribed url:**

- Default url
- Custom url

**Forward contact data:**

- Do not forward contact data
- Forward contact data [Get more info here](#)

**Subscribe to campaign:** import\_biz\_vip

**Choose initial message:** Day 0: 0 messages

**Track Web Form Users (ref):**  [i](#)

**Tracking custom field:** Don't track with custom field

After that is done properly, click next.

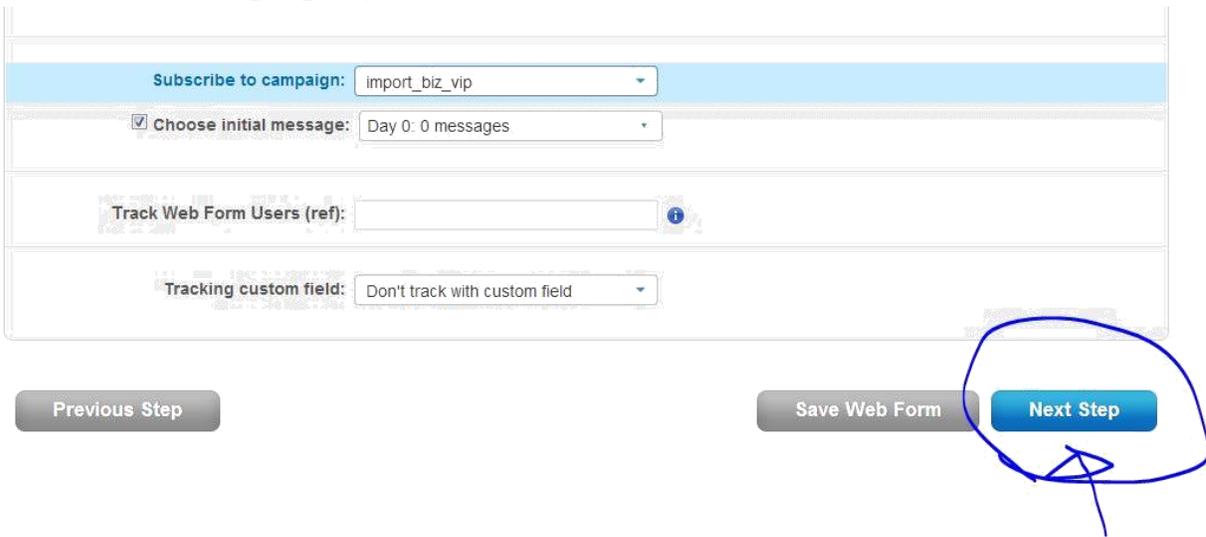
Subscribe to campaign: import\_biz\_vip

Choose initial message: Day 0: 0 messages

Track Web Form Users (ref):

Tracking custom field: Don't track with custom field

Previous Step Save Web Form **Next Step**



Design Settings **Publish**

### Who will publish this web form to your website?

- I will install my web form  
I'm comfortable with HTML and have access to edit my pages
- My web designer will install my web form  
My web designer knows HTML and has access to my pages for editing
- GetResponse will host my web form**  
Host your web form on the GetResponse server

Script Code:

Show JavaScript Code

Show HTML Code

code to your

```
<script type="text/javascript"
src="http://app.getresponse.com/view_webform.js?wid=568020">
</script>
```

Click Fanpage:

**Go to Application**

[Learn more](#)

## 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.



JavaScript Code: **Show JavaScript Code** **Show HTML Code**

Copy the following HTML code to your page:

```
<script type="text/javascript"
src="http://app.getresponse.com/view_webform.js?wid=568020">
</script>
```

View on Facebook Fanpage: [Go to Application](#) [Learn more](#)



HTML Code: **Show JavaScript Code** **Show HTML Code**

Copy the following HTML code to your page:

```
<style type="text/css">
#WFItem568020 html {
color:#000 !important;
background:#FFF !important;
}
#WFItem568020 body, #WFItem568020 div, #WFItem568020 dl,
#WFItem568020 dt, #WFItem568020 dd, #WFItem568020 ul,
#WFItem568020 ol, #WFItem568020 li, #WFItem568020 h1,
#WFItem568020 h2, #WFItem568020 h3, #WFItem568020 h4,
#WFItem568020 h5, #WFItem568020 h6, #WFItem568020 pre
```

Include css styles  **ON**

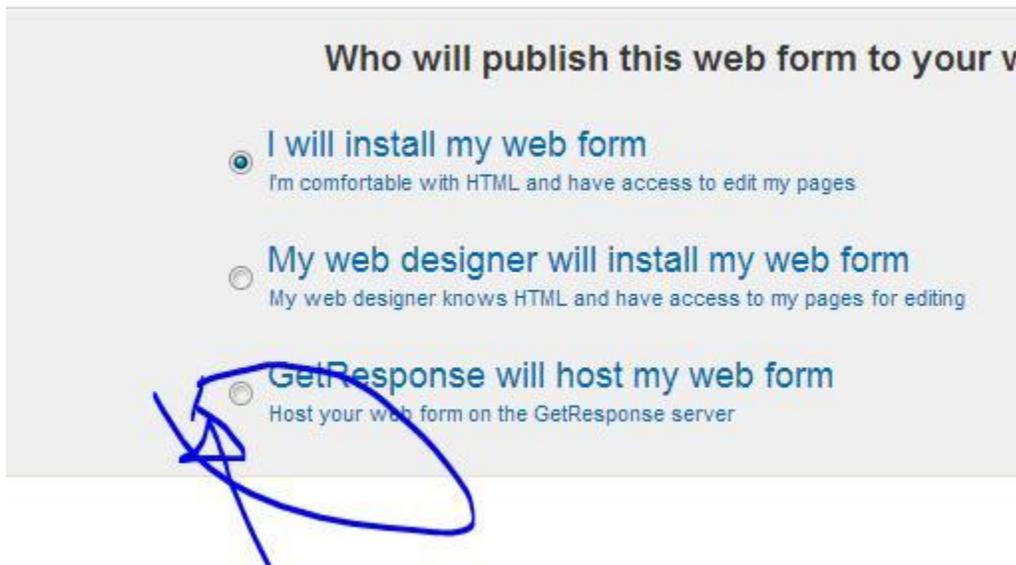
View on Facebook Fanpage: [Go to Application](#) [Learn more](#)

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. ;)

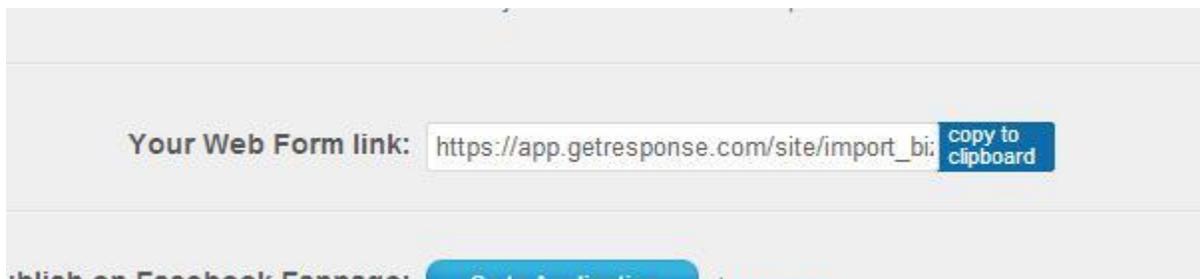


Who will publish this web form to your v

- I will install my web form  
I'm comfortable with HTML and have access to edit my pages
- My web designer will install my web form  
My web designer knows HTML and have access to my pages for editing
- GetResponse will host my web form  
Host your web form on the GetResponse server

A blue hand-drawn circle highlights the third option, "GetResponse will host my web form".

This gives a link to the form.



Your Web Form link:  [copy to clipboard](#)

ublish on Facebook Fanpage: [Go to Application](#) | [Learn more](#)

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

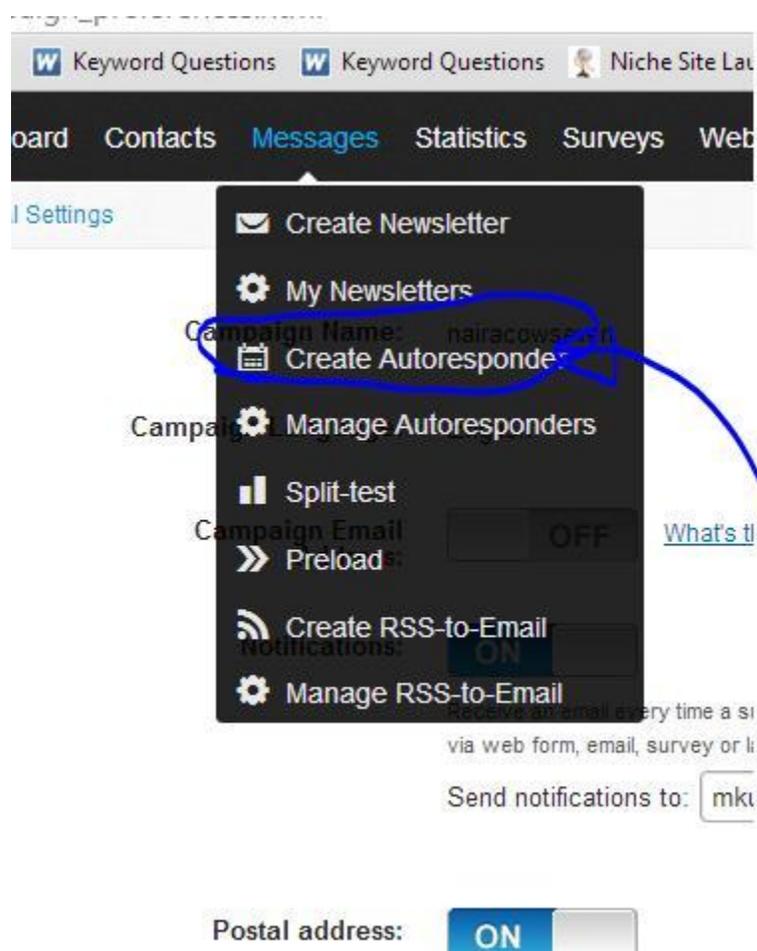
The end.

## 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)

## Create Autoresponder



Clicked



Opened



Subscribed



Goal reached



### c. Create e-mail

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

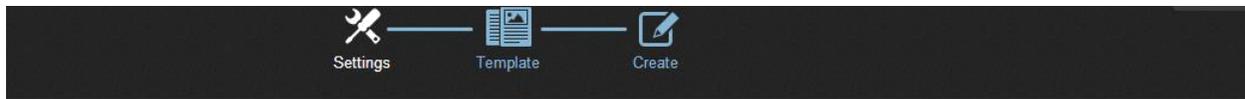


**Send message** immediately ▾

Send on  Mon  Tue  Wed  Thu  Fri  Sat  Sun



This will pop up.



**Message name**   
Message name will appear in the list of your messages. It will not be seen by your subscribers.

**Subject**  [Personalize](#) [Add symbol](#)  
This is the subject line of your email.

**From**  [Change Reply-To](#)  
This is what appears in the From field of your recipients email client when they receive this message.

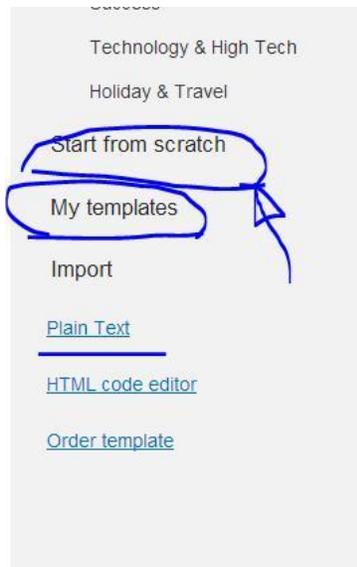
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Track: Click-through  ON  OFF Google Analytics  OFF [What is this?](#)

Fill the message name and the subject line.

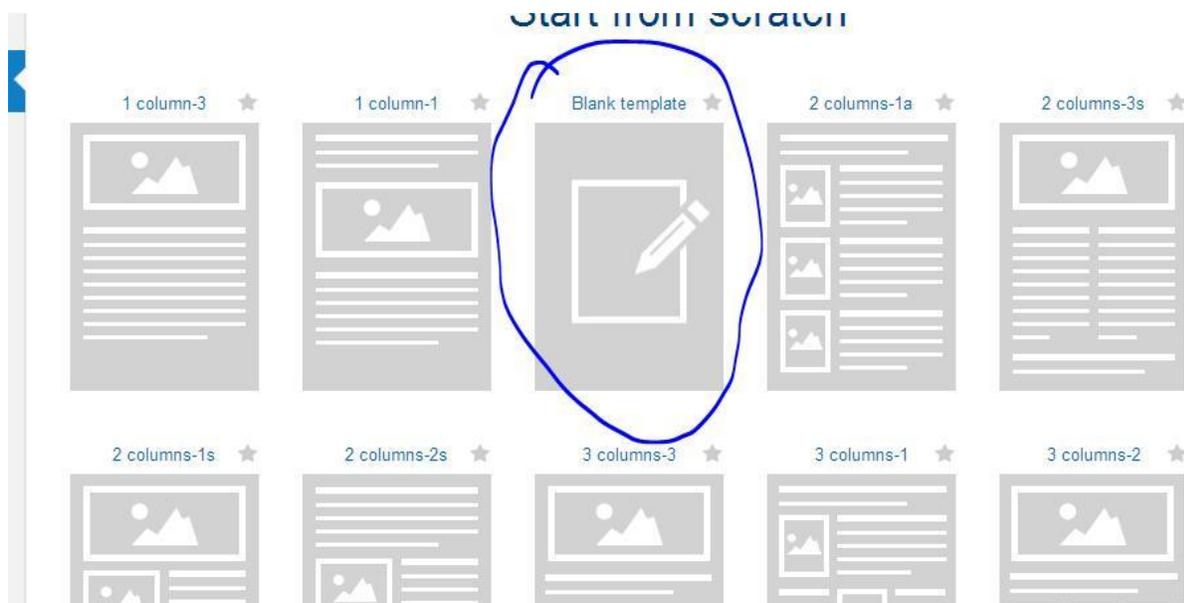
Remember the subject is what people see in the e-mail. Click next. d. Pick an e-mail template

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



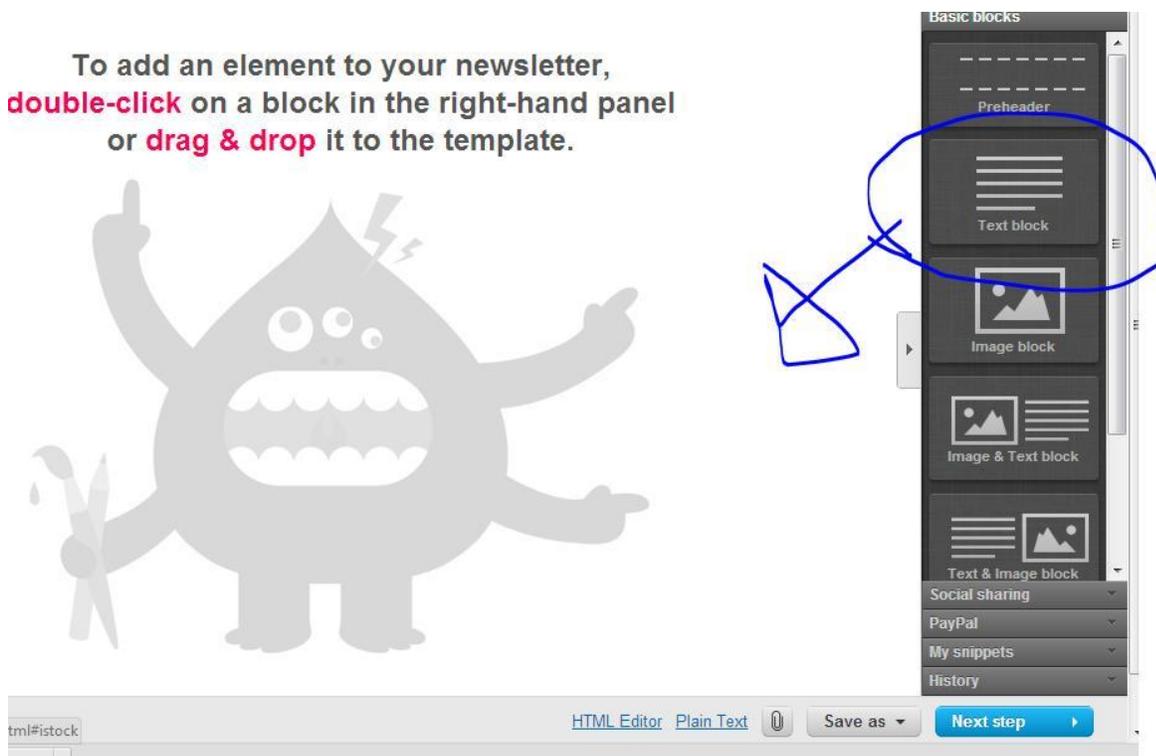
For you, since you don't have a template yet, click start from scratch so you can create your e-mail template.

Use the blank template ...



This will appear.

To add an element to your newsletter, **double-click** on a block in the right-hand panel or **drag & drop** it to the template.



Drag the text block to the front.

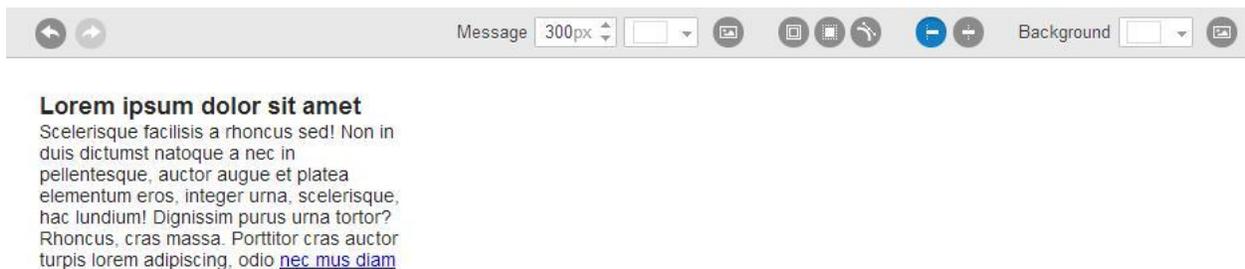
This appears .



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.



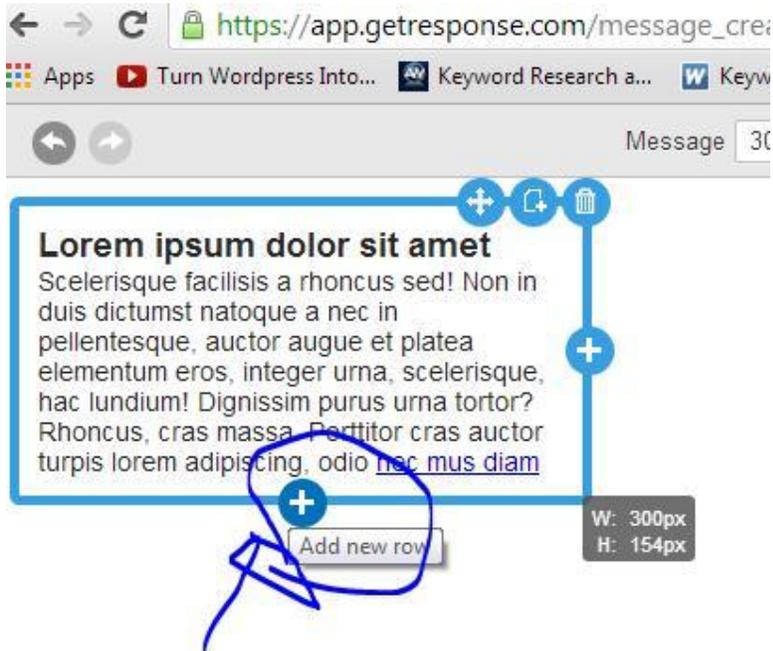
This is my new setting with size 300 pixel...aligned to the left.

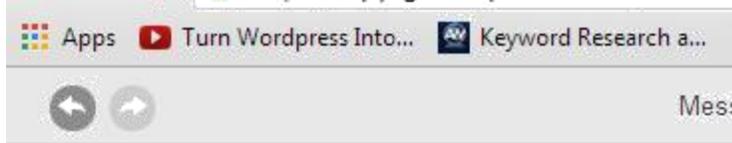


I want to create 2 text boxes.

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.





### **Lorem ipsum dolor sit amet**

Scelerisque facilisis a rhoncus sed! Non in  
duis dictumst natoque a nec in  
pellentesque, auctor augue et platea  
elementum eros, integer urna, scelerisque,  
hac lundium! Dignissim purus urna tortor?  
Rhoncus, cras massa. Porttitor cras auctor  
turpis lorem adipiscing, odio [nec mus diam](#)

### **Lorem ipsum dolor sit amet**

Scelerisque facilisis a rhoncus sed! Non in  
duis dictumst natoque a nec in  
pellentesque, auctor augue et platea  
elementum eros, integer urna, scelerisque,  
hac lundium! Dignissim purus urna tortor?  
Rhoncus, cras massa. Porttitor cras auctor  
turpis lorem adipiscing, odio [nec mus diam](#)

2 boxes now appear.

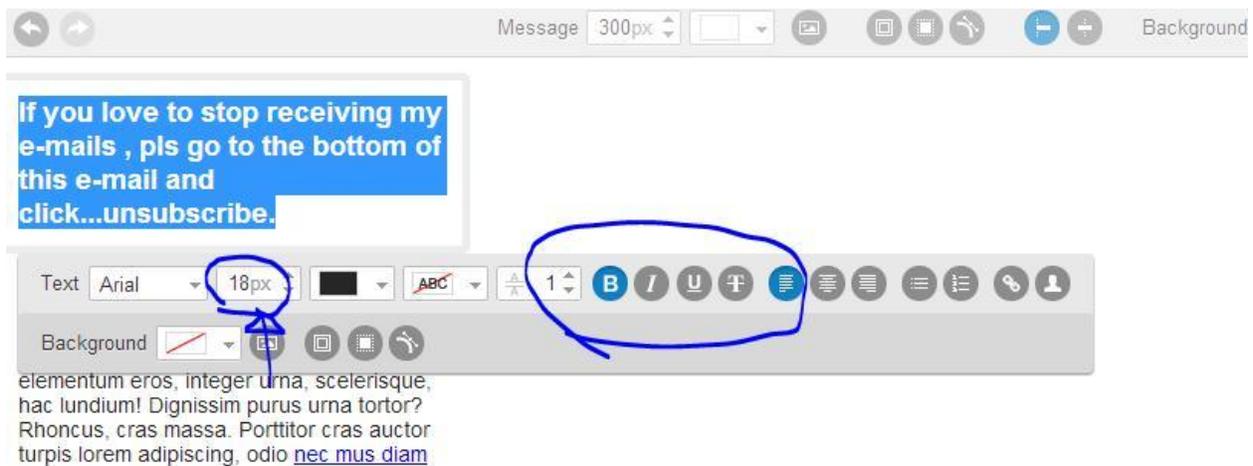
Now, add the unsubscribe message and the main e-mail.

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

### **Lorem ipsum dolor sit amet**

Scelerisque facilisis a rhoncus sed! Non in dui dictumst natoque a nec in pellentesque, auctor augue et platea elementum eros, integer urna, scelerisque, hac lundium! Dignissim purus urna tortor? Rhoncus, cras massa. Porttitor cras auctor turpis lorem adipiscing, odio [nec mus diam](#)

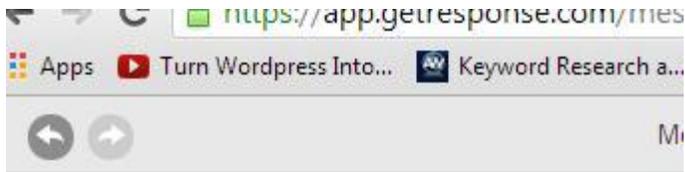
Format the text and reduce size of font by highlighting the text and using the tools below.



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



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

Welcome.

Here is the link to your gifts .

(Link to download page.)

My name is ----

I am an expert in \_\_\_\_

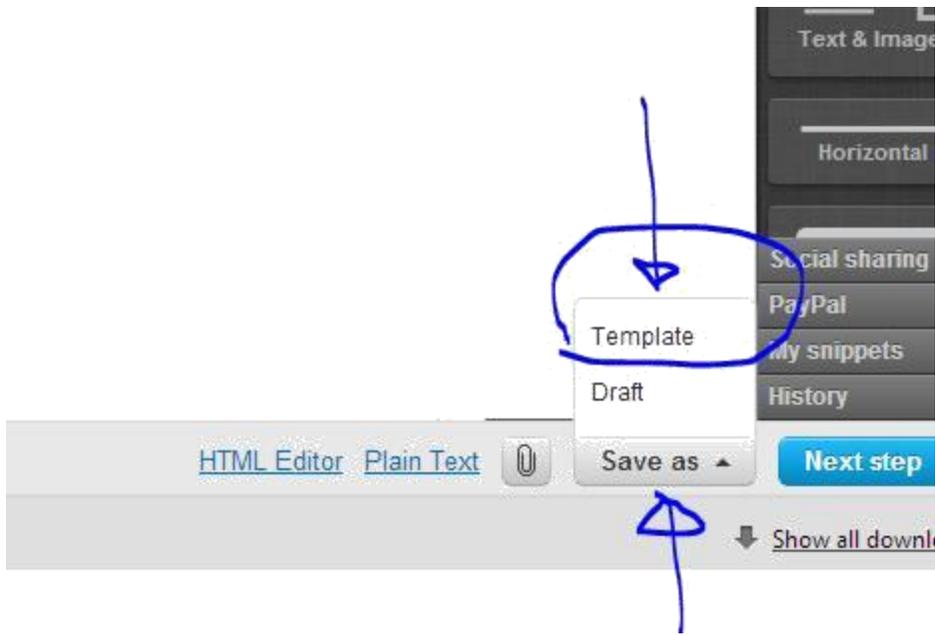
i will help you with .....and will be sending you daily e-mails about \_\_\_\_\_

From tomorrow i will send you .....

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.

Send message

Send on  Mon  Tue  Wed  Thu  Fri  Sat  Sun

welcome email

If you see this message on mobile, you go  
to the bottom of the email and  
click **unsubscribe**.

Welcome

Here is the link to your gifts  
(Link to download page)

My name is \_\_\_\_\_

I am an expert in \_\_\_\_\_

I will help you with \_\_\_\_\_ and will be sending  
you links in emails about \_\_\_\_\_

From [company] (not send you)

[Internal\_Booker]

[Edit message](#) or [create new](#)

responder name

Save

Save and publish

The name is for your reference only.

After you click publish... this is what appears.

### Time-based autoresponders

[What happened to my old follow-ups?](#)

Create

Show autoresponders in campaign: **import\_biz\_vip**

0	welcome email 	1	2	3	4	5	6
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21

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

## How To Create An Auto-Responder Sequence

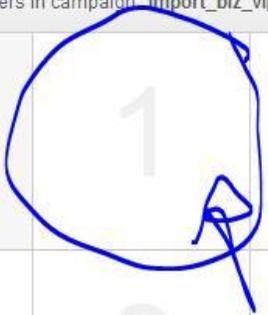
a. Click the day you want to send the email. Day 1, 2, 3, 4, 6, 8 . etc

### Time-based autoresponders

[What happened to my old fol](#)

Show autoresponders in campaign: import\_biz\_vip ▾

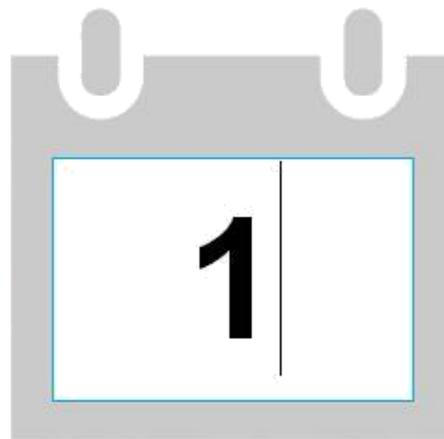
0 welcome email 	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19



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.

On day



in

Send message

Send on  Mon  Tue  Wed  Thu  Fri  Sat  Sun



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.

**Send message** same time signed up ▾

Send on  Mon  Tue  Wed  Thu  Fri  Sat  Sun



[Choose message](#)

[Create new email](#)

**Autoresponder name**

The name is for your reference only.

Save

Save and publish

## How To Send A Broadcast E-Mail (Newsletter)

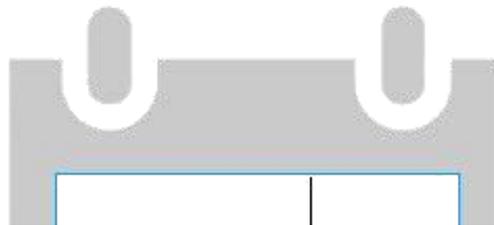
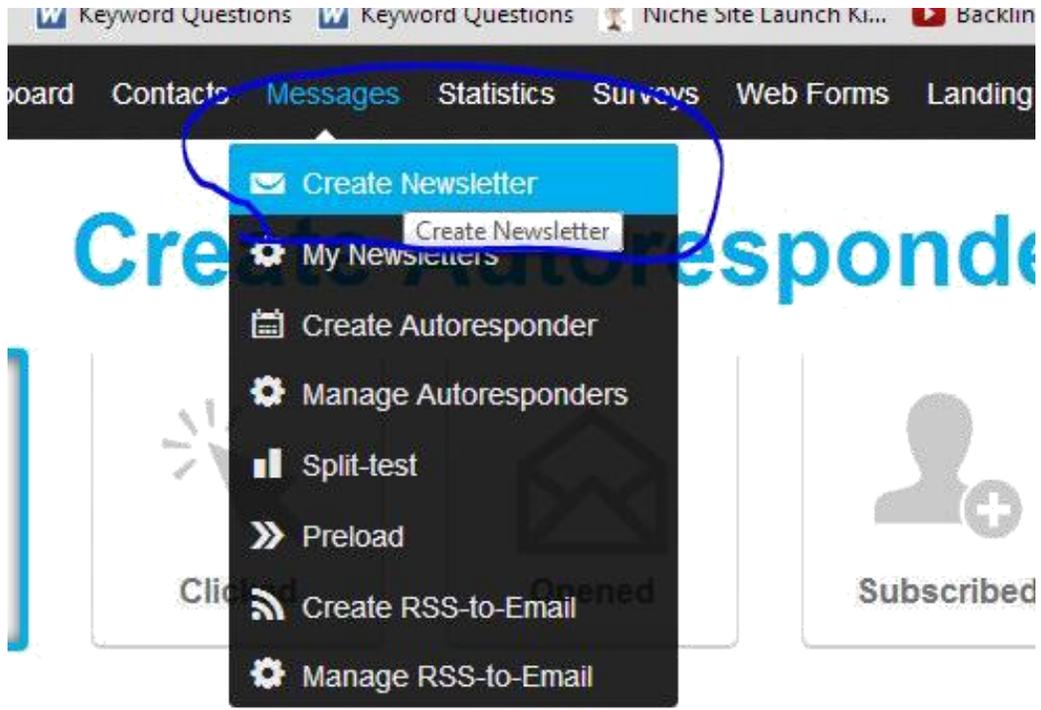
A broadcast email or newsletter is an email you send to your list manually. It is not sent but the auto responder.

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.**

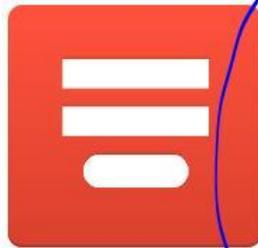
a. Click message > create newsletter.



Or on the dashboard ...click create newsletter.



Add Contacts



Create Web Form

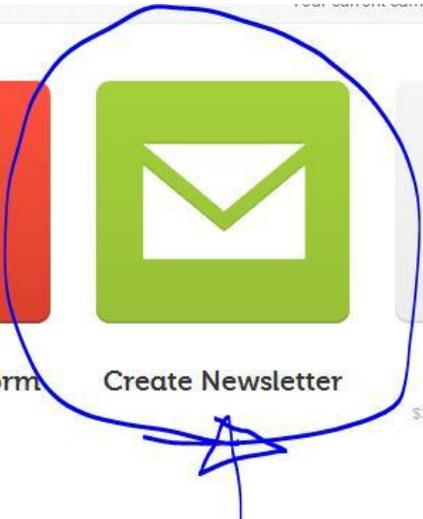


Create Newsletter



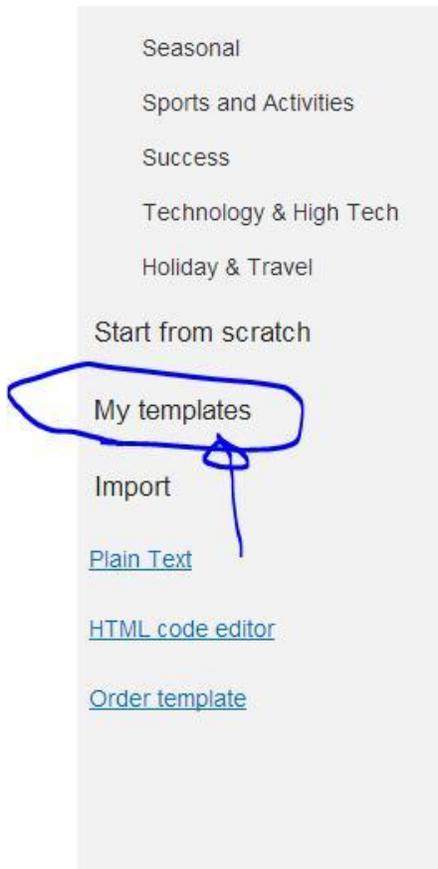
Refer Friends

\$30 for you, \$30 for your friend!

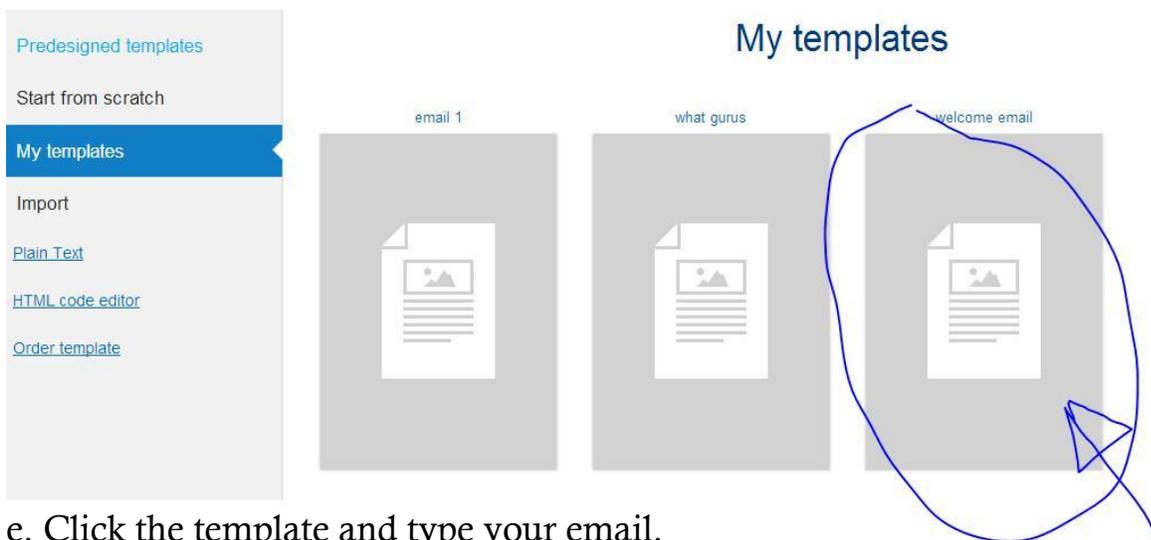




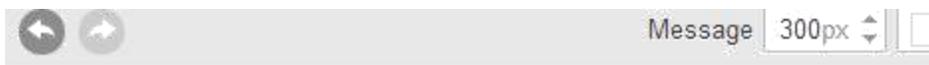
d. Pick a template



Click my templates and select the template you created.



e. Click the template and type your email.



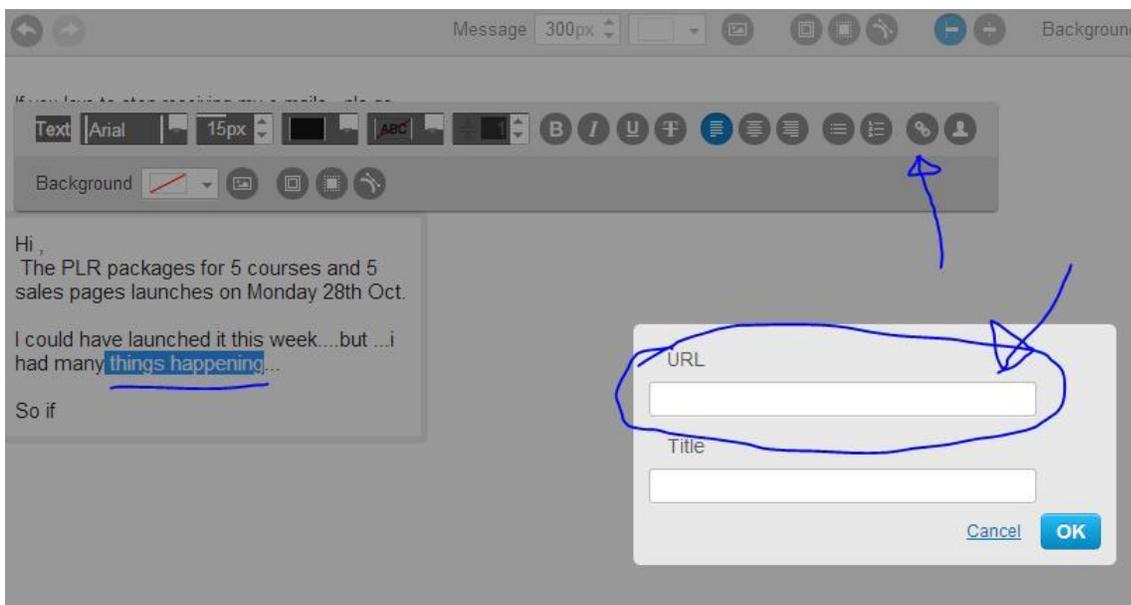
If you love to stop receiving my e-mails , pls go to the bottom of this e-mail and click...**unsubscribe**.

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

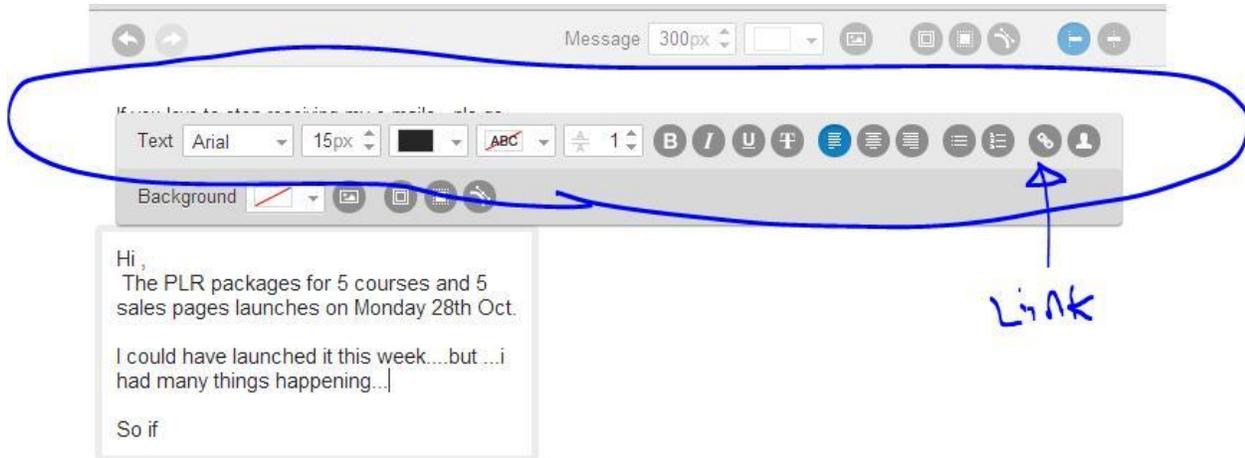
I could have launched it this week...but ...i had many things happening...

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.



Next Step

Then click next step.

✖ plr\_subs (21)  
☐ plr\_subs\_squeeze (1)  
☐ web\_host\_naija (16)

Choose segments Segments

⊖ Exclude Recipients

Choose campaign Campaigns  
Choose segments Segments  
Choose suppressions Suppressions

Subscribers: 21 Refresh  
[I want to select contacts manually.](#)

Next Step

Click next step.

### Message summary for: PLR launch

**Message subject:**  
✚ PLR Package 1 launches ...on Monday 28th Oct1  
From: Mk Akan <mkusua@gmail.com>, Tracking: Click-through

**Template:**  
📄 welcome email 👁

**HTML message:**  
✔ SpamScore (-) ⚠ [Inbox Preview unreviewed](#) (preview your email on 20+ email browsers and make sure it looks great)

**Recipients:**  
👤 21/ Campaign plr\_subs

Previous step Schedule Send Now

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

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

# Well done!

Your message will be sent according to your settings.



[Create another newsletter](#)



[View my message online](#)



[Go to "My Newsletters"](#)

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

---

### Schedule message delivery

Delivery date and time  Time zone

Now is 2013-10-25 08:55 AM

Time Travel  OFF Delivers your campaign at the recipient's local time.

[Cancel](#)

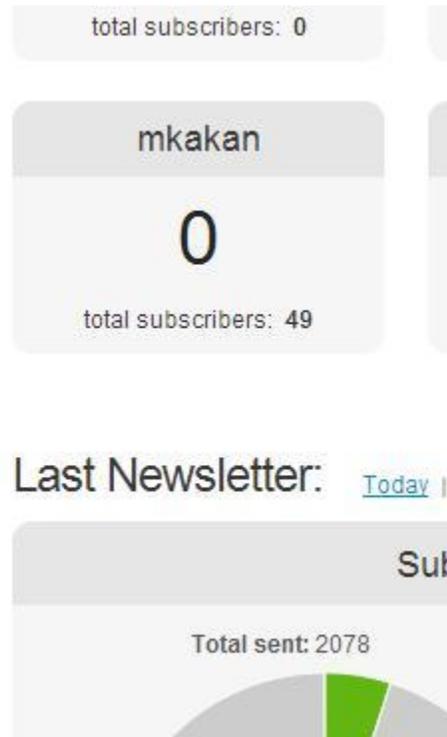
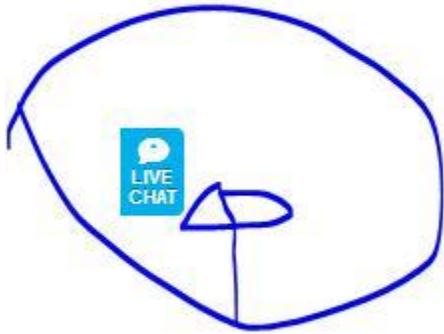
---

chatinc.com...

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.



total subscribers: 0

mkakan

0

total subscribers: 49

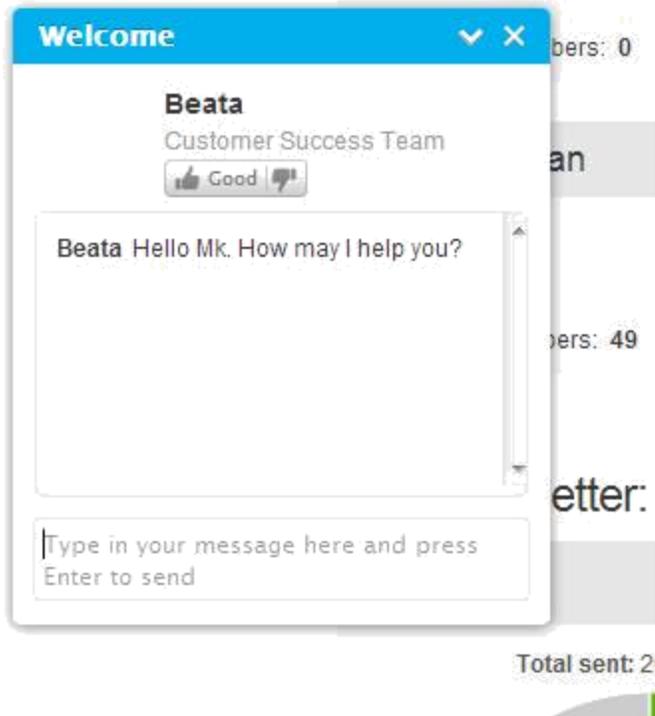
Last Newsletter: [Today](#) |

Sub

Total sent: 2078

A pie chart is partially visible at the bottom, showing a small green slice.

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.

## **More Products By Mk Akan**

1. Use This Simple System To Generate 100s Of Product Ideas In Any Niche , In 1 Hour Or Less...*By Just Visiting FREE Websites*

*Click here* → <http://www.warriorforum.com/warrior-special-offers/1027401-how-generate-100s-product-ideas-visting-free-websites.html>

To promote my products as an affiliate or to see all my products go here.

Click here -> [www.ListBuildingZoo.com/jv](http://www.ListBuildingZoo.com/jv)



