

# **GetResponse Setup Manual**

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

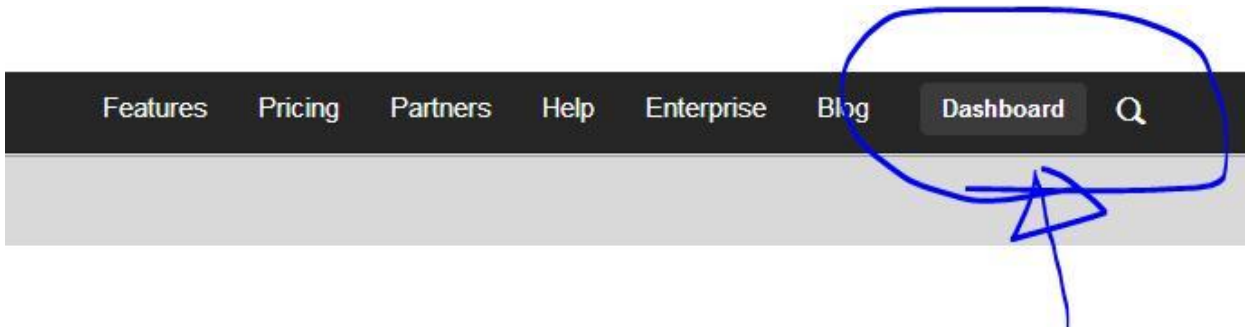
By

Mk Akan.

## Step 1

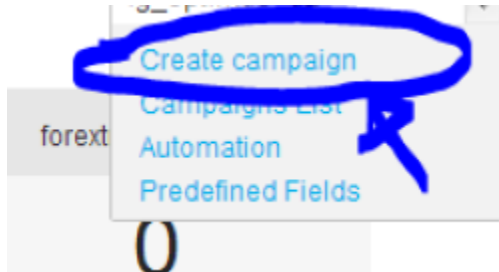
Go to [getresponse.com](https://getresponse.com), [click here](#).

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)



## Create campaign

Start a brand new email marketing campaign!

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



## Create campaign

Start a brand new email marketing campaign!

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

Create Campaign

Name

import\_biz\_vip

[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:

mkusua@gmail.com

[Add new email](#)

Postal address:

ON

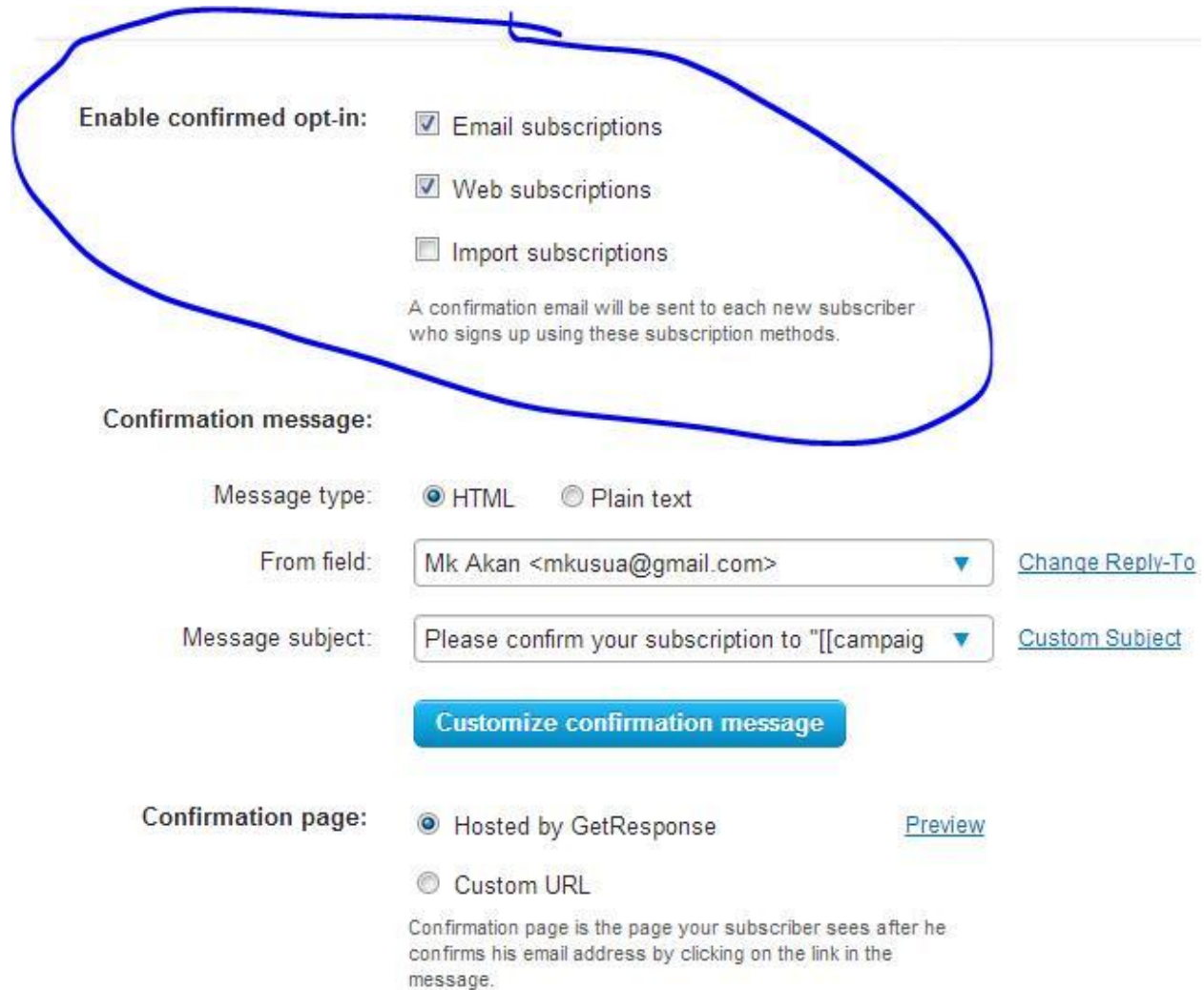
14b Usanga Akpan, Uyo, Akwa Ibom 520003, Nigeria

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

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: Mk Akan <mkusua@gmail.com>

[Change Reply-To](#)

Message subject: Please confirm your subscription to "[[campaign

[Custom Subject](#)

[Customize confirmation message](#)

Confirmation page: ☒ Hosted by GetResponse

[Preview](#)

☐ Custom URL

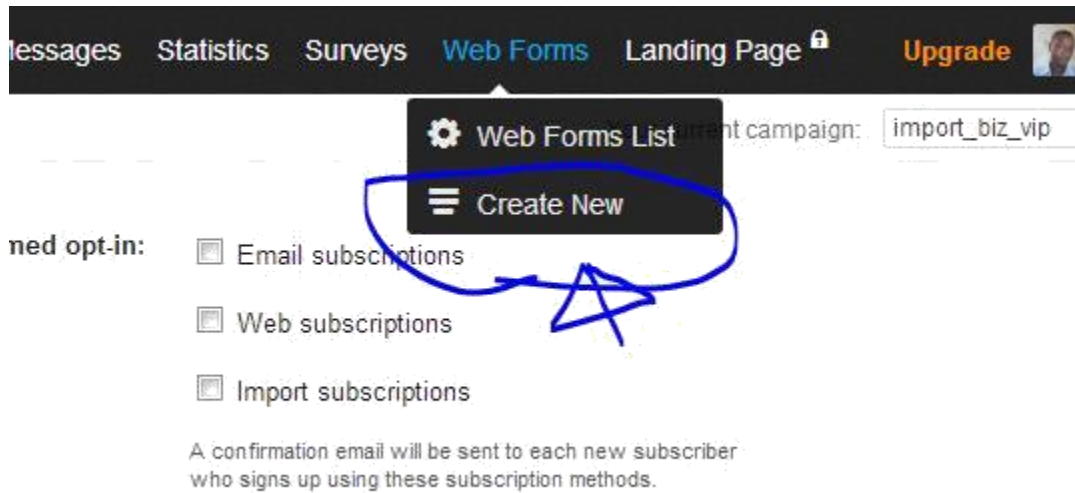
Confirmation page is the page your subscriber sees after he confirms his email address by clicking on the link in the message.

After that we create a web form.

## How To Create A Web Form.

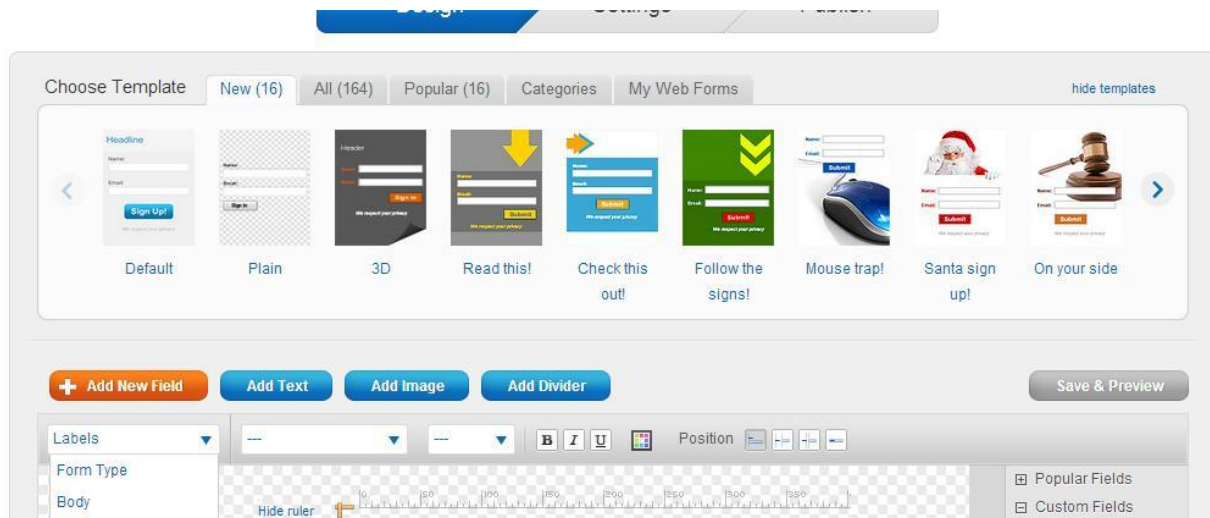
A web form is the form you can copy and place on any page online. Web pages like Blogs, website, FB and anywhere online.

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

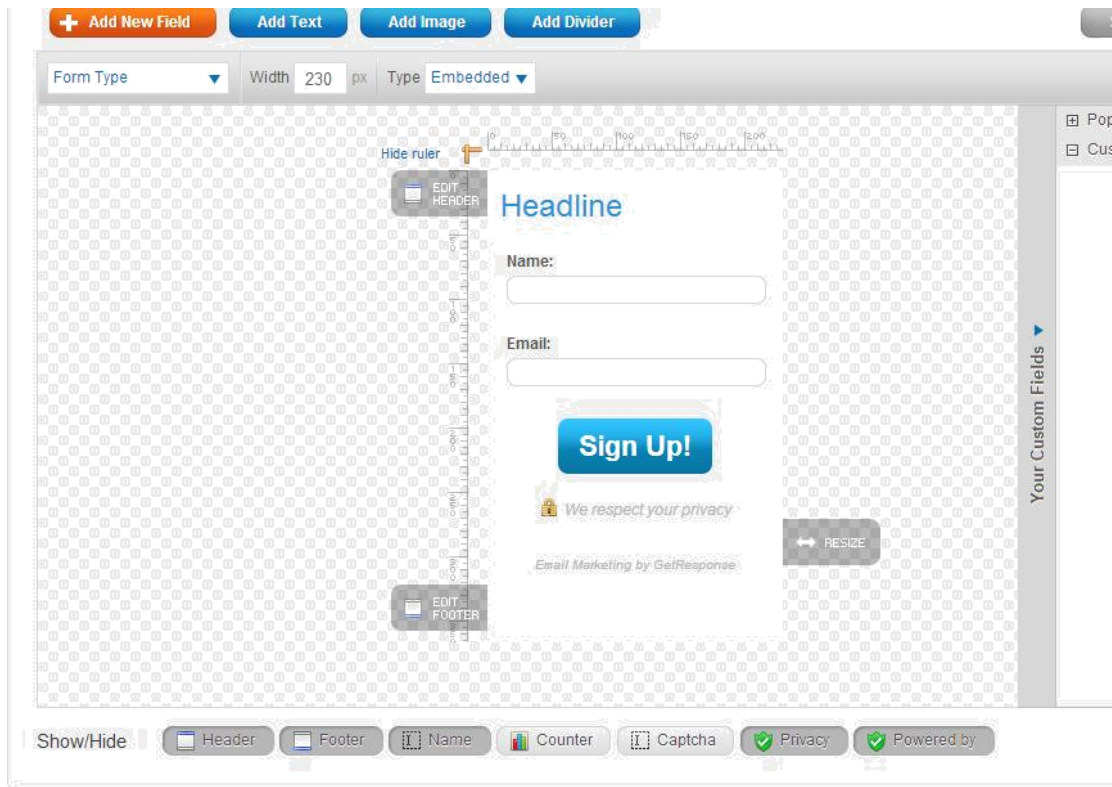


b. **Customize the form by removing and adding the elements you want on the form.**

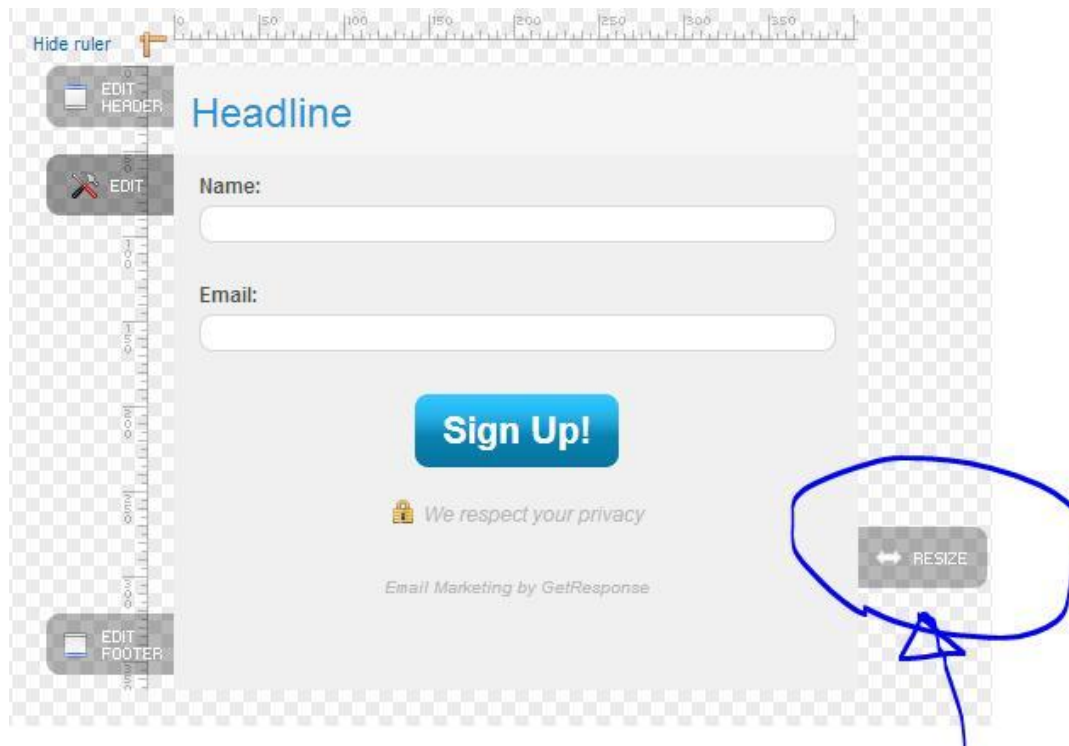
You will see this page with many templates to work with. Work with the default or pick another.



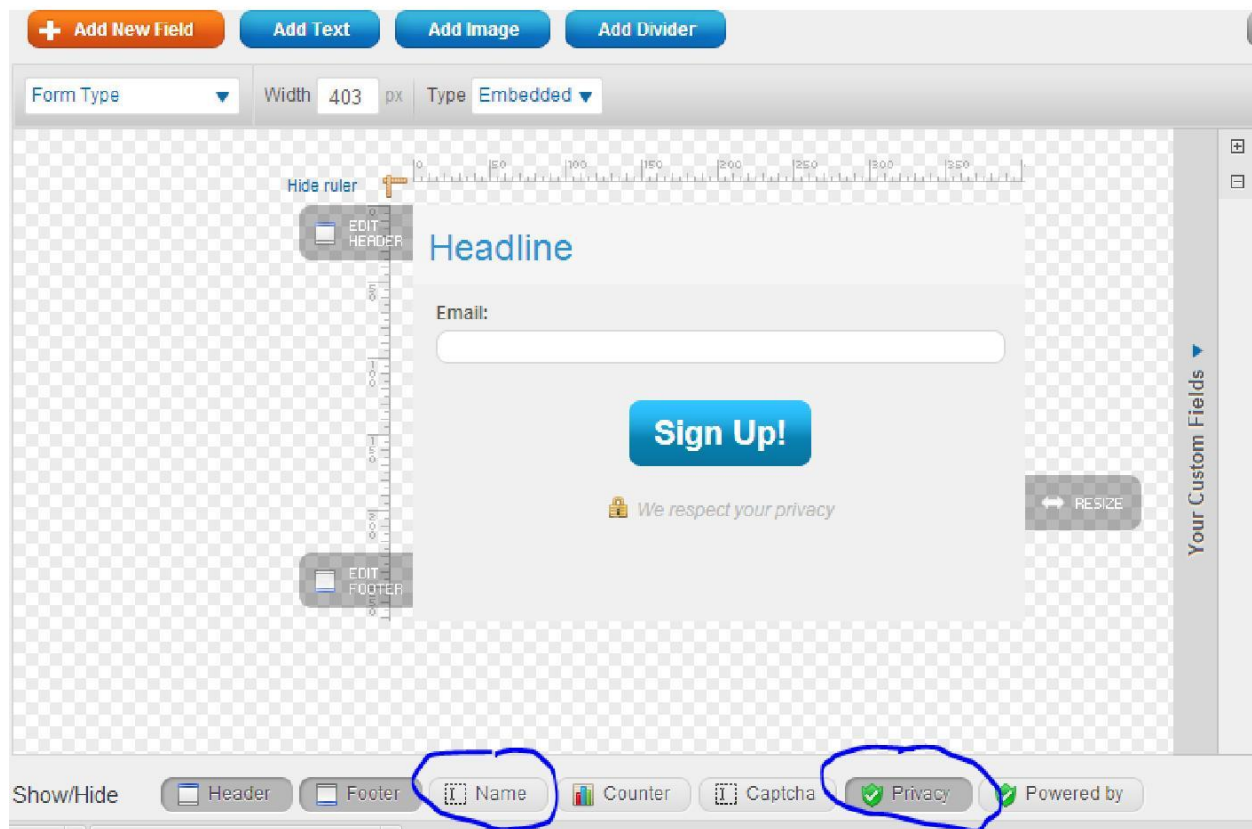
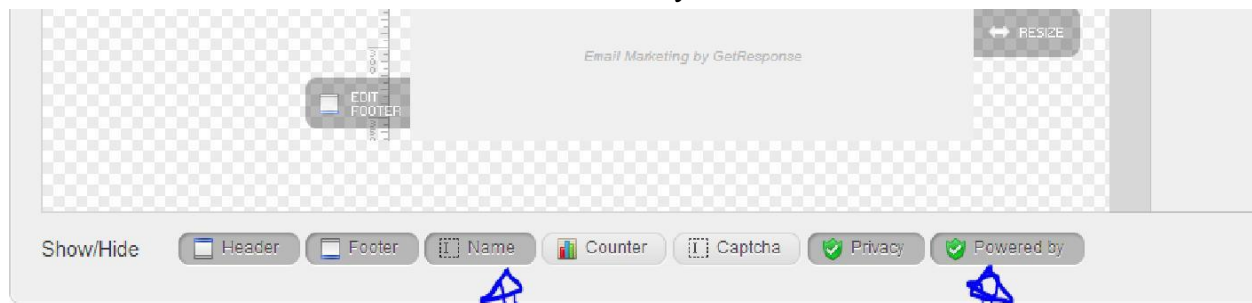




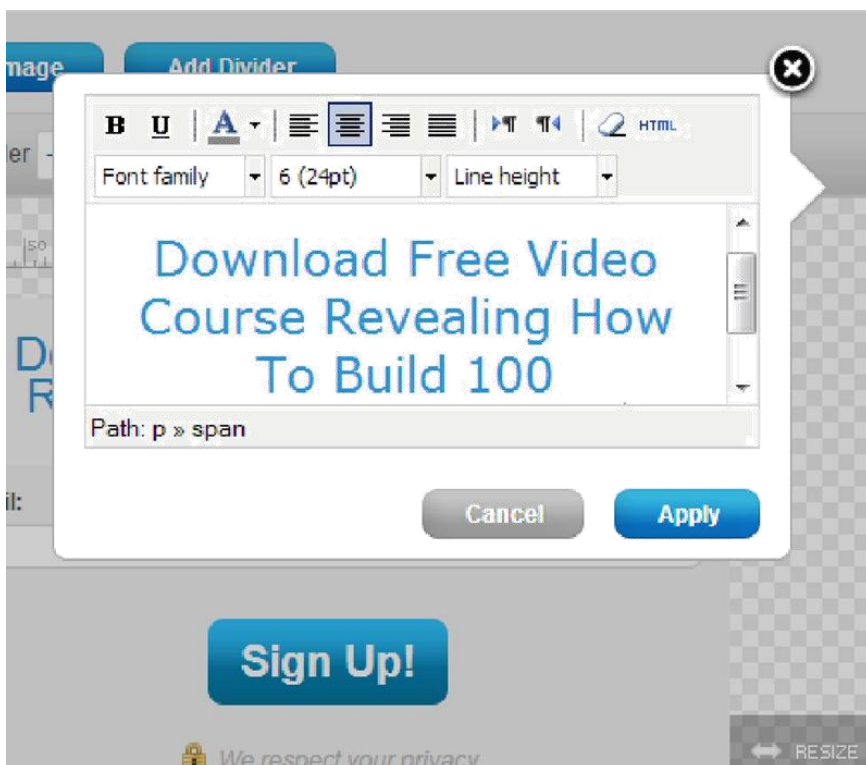
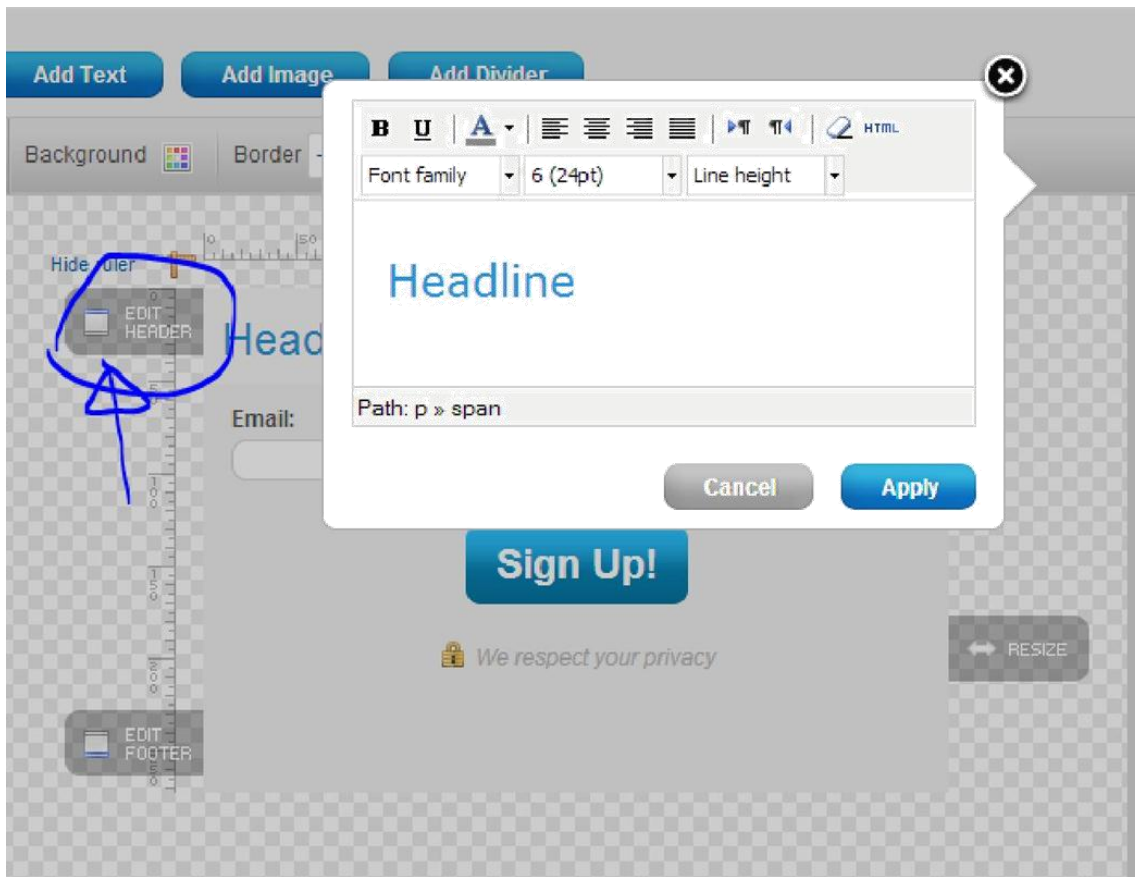
c. Drag here to resize.



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



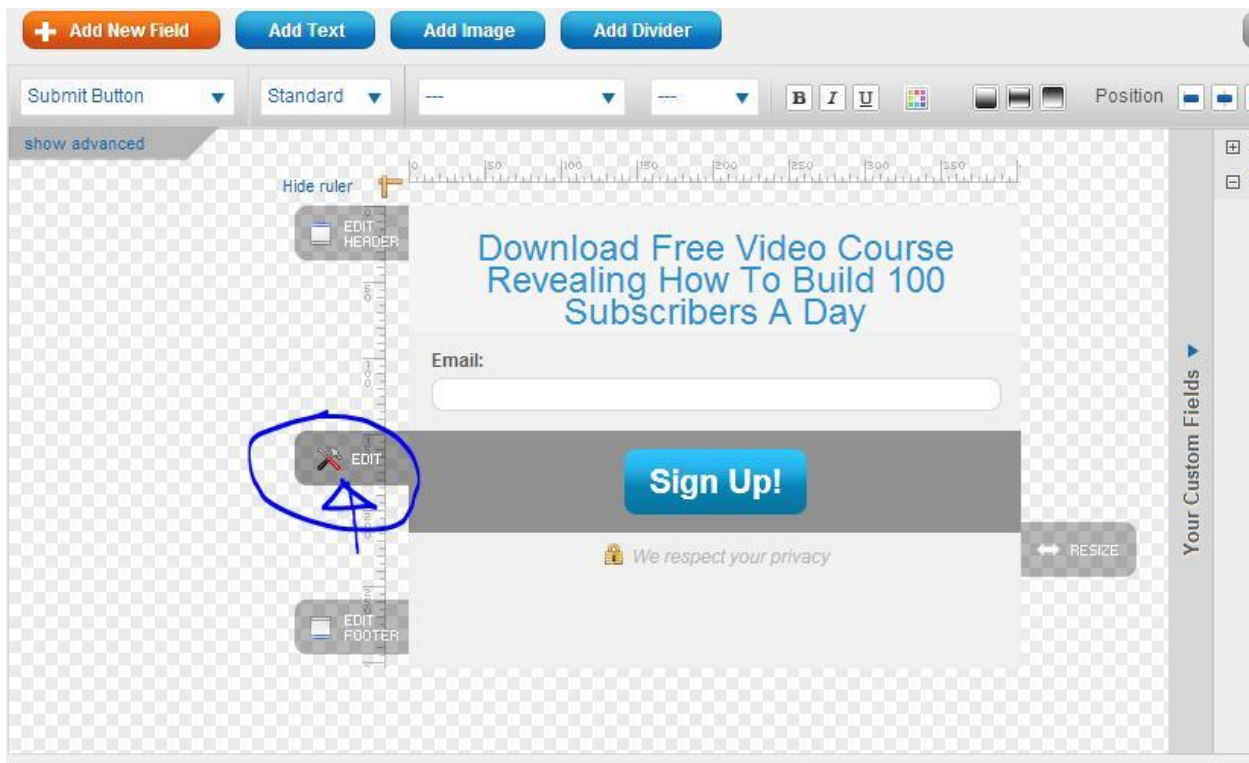
Edit headline by adding words and statements. Give a good headline ... you can change font type, colour etc.



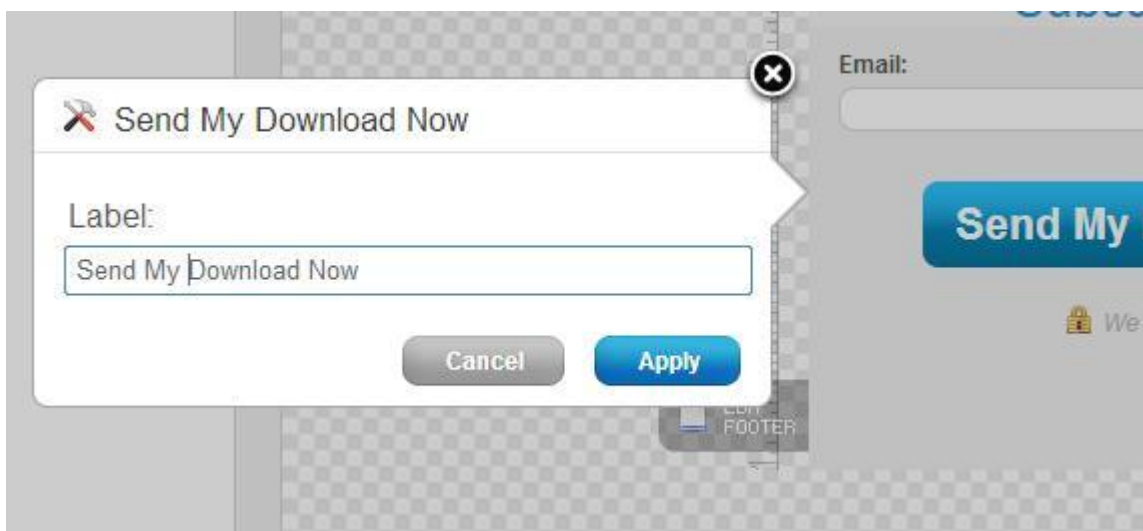
You can also have pre-headlines and others in the header box.

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:

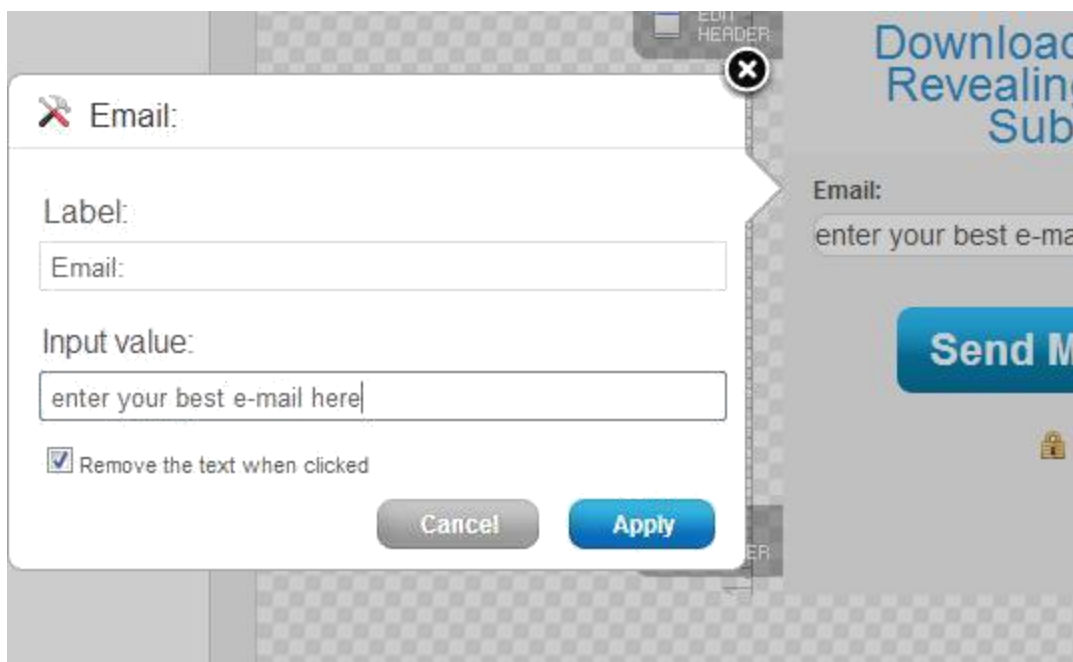
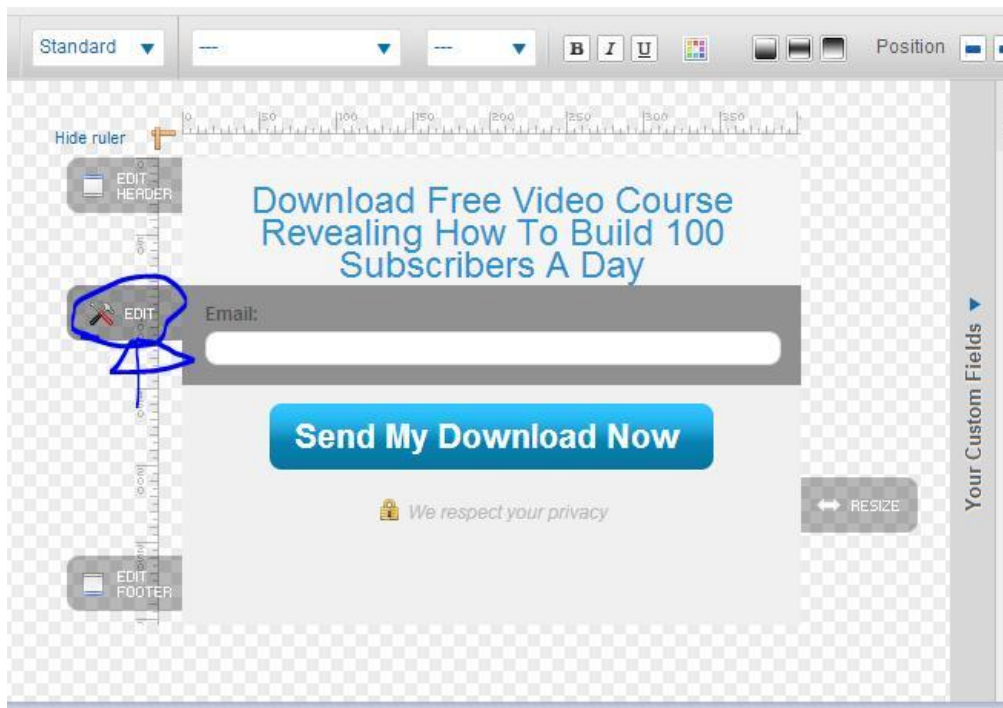
**Send My Download Now**

We respect your privacy

**RESI**

ter Name Counter Captcha Privacy Powered

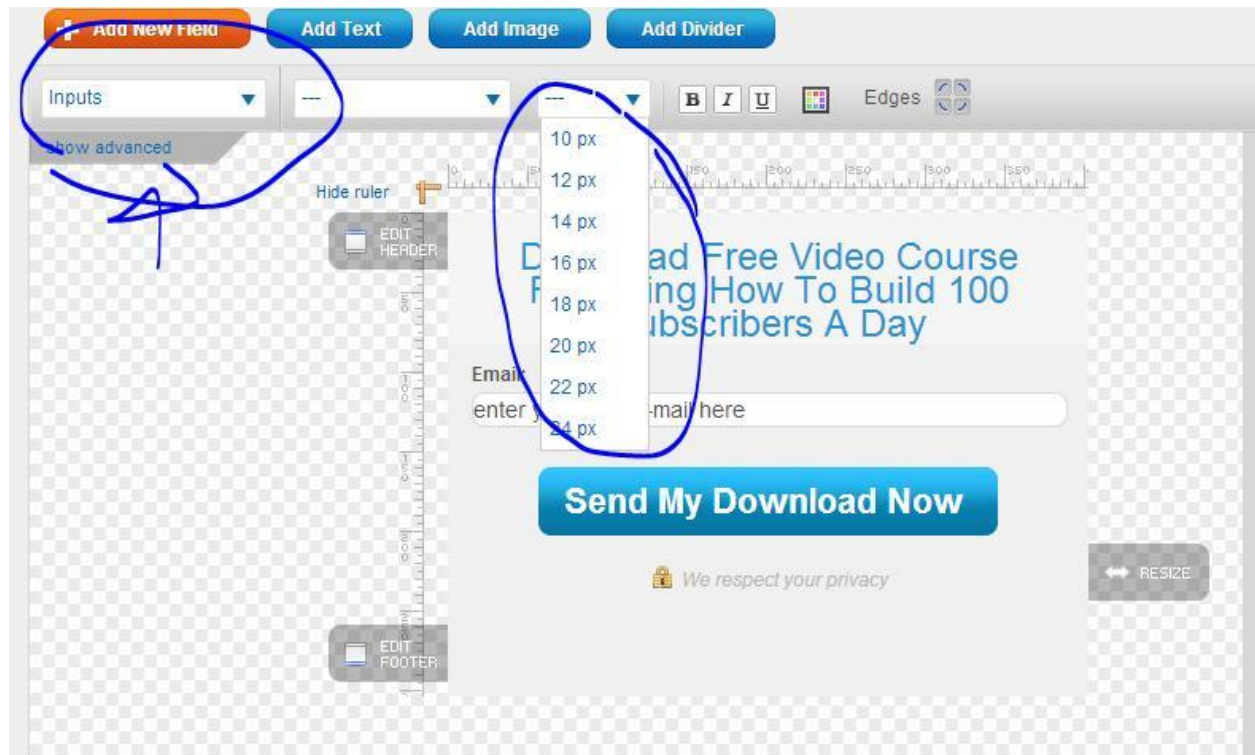
Edit email element. (You can edit this to make it larger). This is optional.



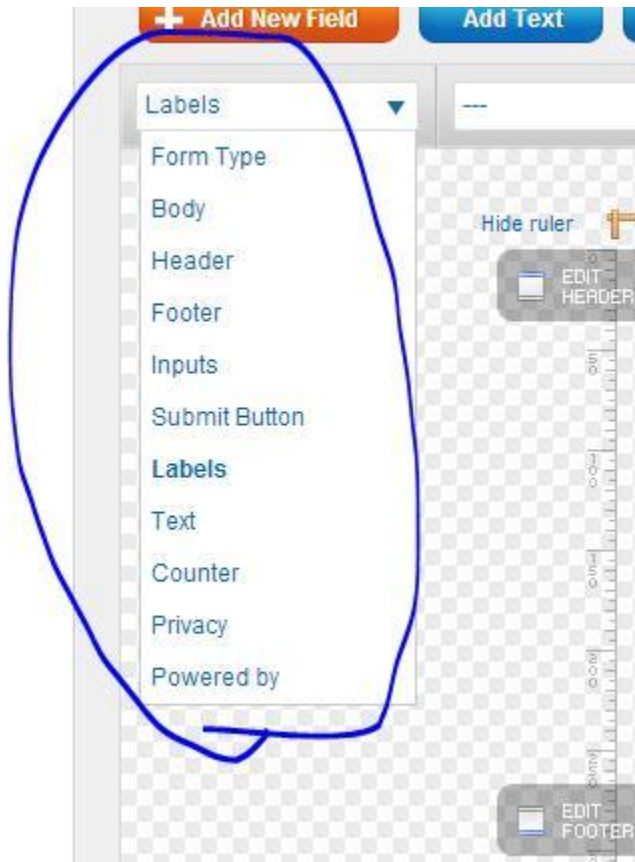


Click apply.

### H. Increase Size Of Email Input

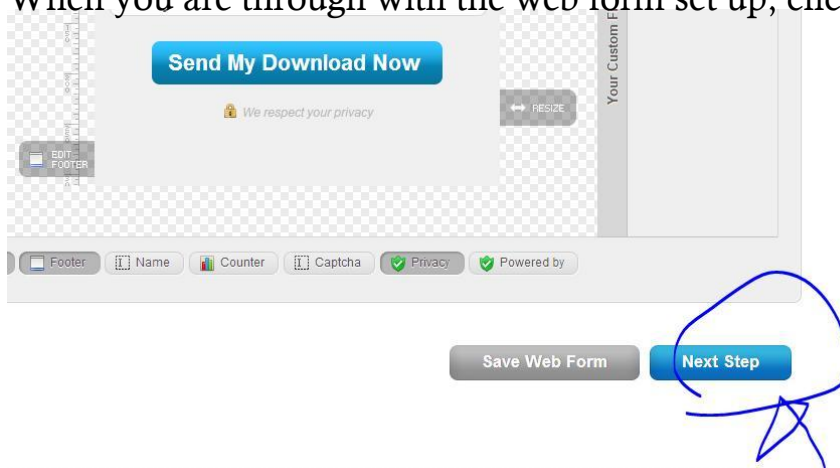


You can customize so many other things by clicking and setting up the following.



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

The screenshot displays a web form configuration interface. At the top, a light blue header bar contains the text "Web Form Name:" followed by a text input field containing "Webform 2013/10/25". Below this, the "Confirmed opt-in:" section features a toggle switch set to "OFF" and a note stating "Confirmed Opt-In is recommended. [Here's why.](#)". The "Opt-in via Facebook" section also has a toggle switch set to "OFF" and a note: "To find out more, visit our [GetResponse Blog](#)". The "Default Thank-you page" section is active, indicated by a selected radio button. It includes the instruction "Choose the default Thank-you page." and three options: "Basic" (selected), "Impress new subscribers by adding your voice to the page!", and "Add a face and a voice to your page". Below these are two more radio button options: "Custom Thank-you page" with the instruction "Use your own Thank-you page url!" and "Stay on current page" with the instruction "Stay on current page.". A "Show Advanced" link is located at the bottom right of the form configuration area.

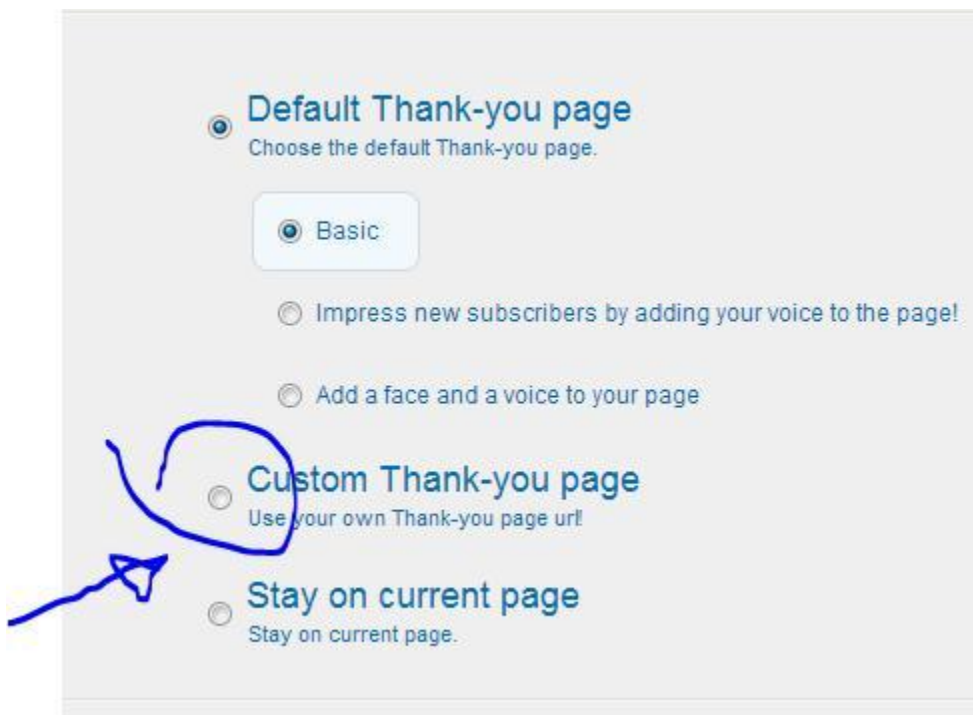
Give it a name you can remember. And relate it to the campaign.

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

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 interface for a web form. It includes several sections with radio button options and dropdown menus. Handwritten blue circles and arrows highlight specific elements: a 'hide advanced' link, the 'import\_biz\_vip' campaign selection, and the 'Day 0: 0 messages' initial message selection.

[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:**

☒ **Choose initial message:**

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

**Tracking custom field:**

After that is done properly, click next.

Subscribe to campaign:

☒ Choose initial message:

Track Web Form Users (ref):

Tracking 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 have 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](#)

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

Link 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 clipboard

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

Join our Facebook Fanpage: [Go to Application](#) [Learn more](#)

**HTML Code:** [Show JavaScript Code](#) [Show HTML Code](#)

Copy the HTML code to your clipboard

```
<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

Join our Facebook Fanpage: [Go to Application](#) [Learn more](#)

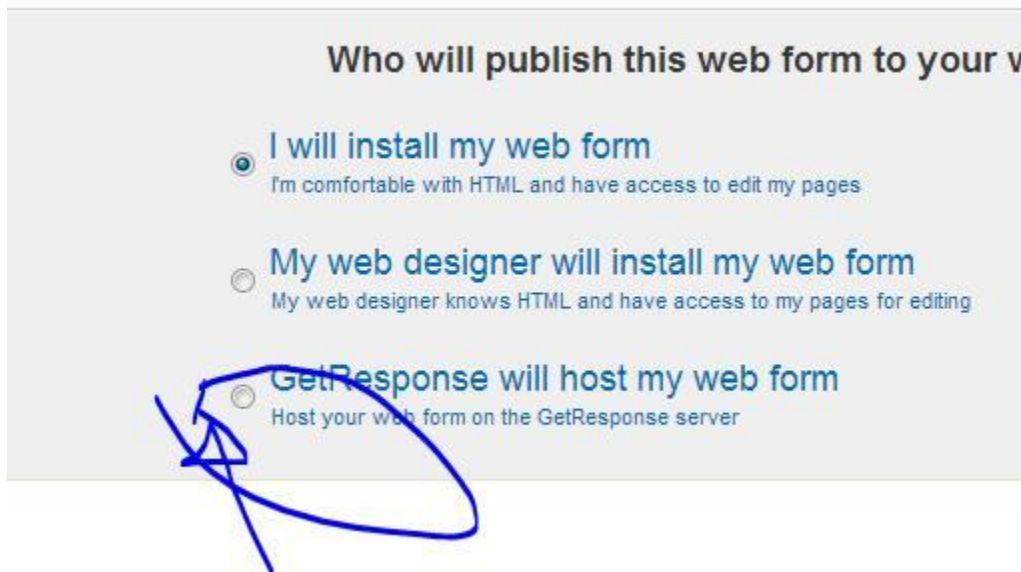
Click on, as seen above to get the raw html code for anything you want to use it for



## Direct Link To Sign Up Form

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

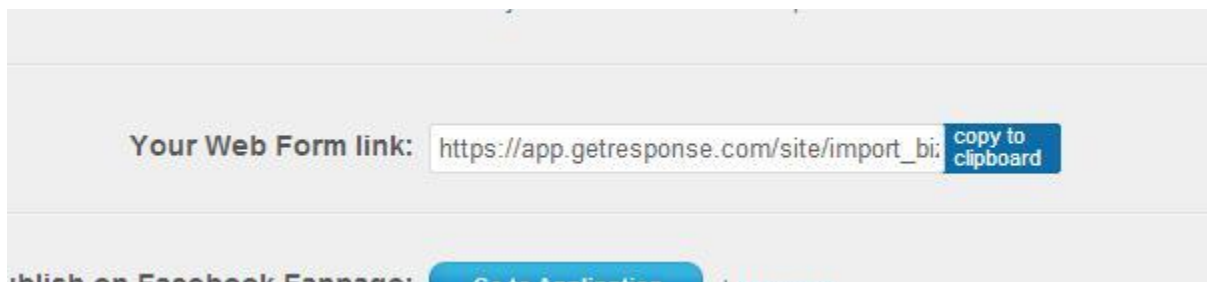
This is one way to get a squeeze page without the need for buying a domain name and web hosting. ;)



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

This gives a link to the form.



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

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

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

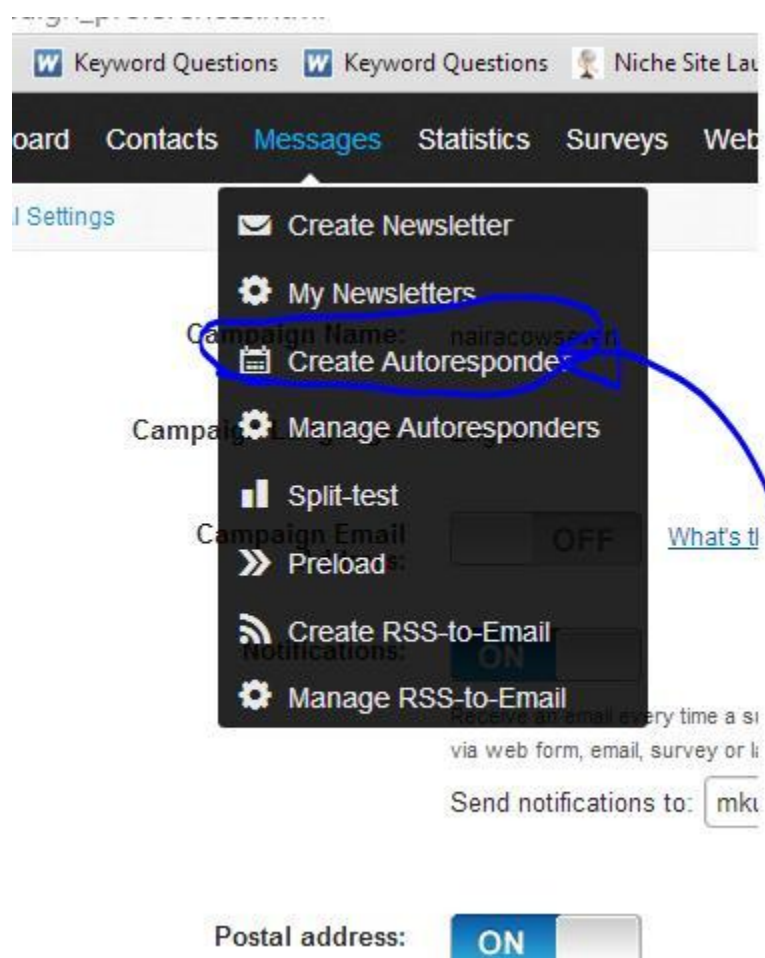
The end.

## 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.

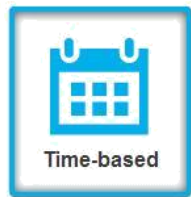
This is what to do.

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.

in

---

**Send message**

Send on ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun


[Choose message](#)

[Create new email](#)

---

This will pop up.

Settings

Template

Create

Message name

welcome email

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

Subject

Welcome (Download your gifts from Mk Akan)

This is the subject line of your email.

[Personalize](#) [Add symbol](#)

From

Mk Akan <mkusua@gmail.com>

This is what appears in the From field of your recipients email client when they receive this message.

[Change Reply-To](#)

Track

Click-through ☒ ON

Google Analytics ☐ OFF

[What is this?](#)

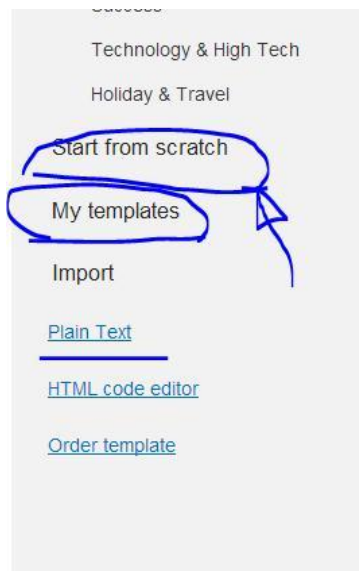
Save

Next step

Fill the message name and the subject line.

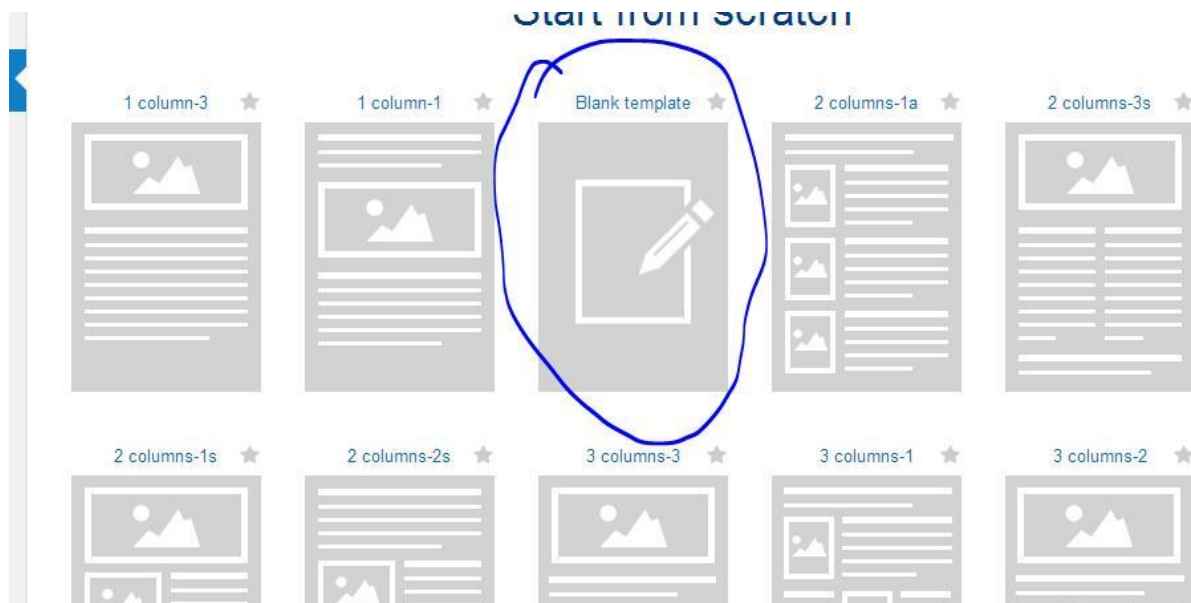
Remember the subject is what people see in the e-mail. Click next. d. Pick an e-mail template

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



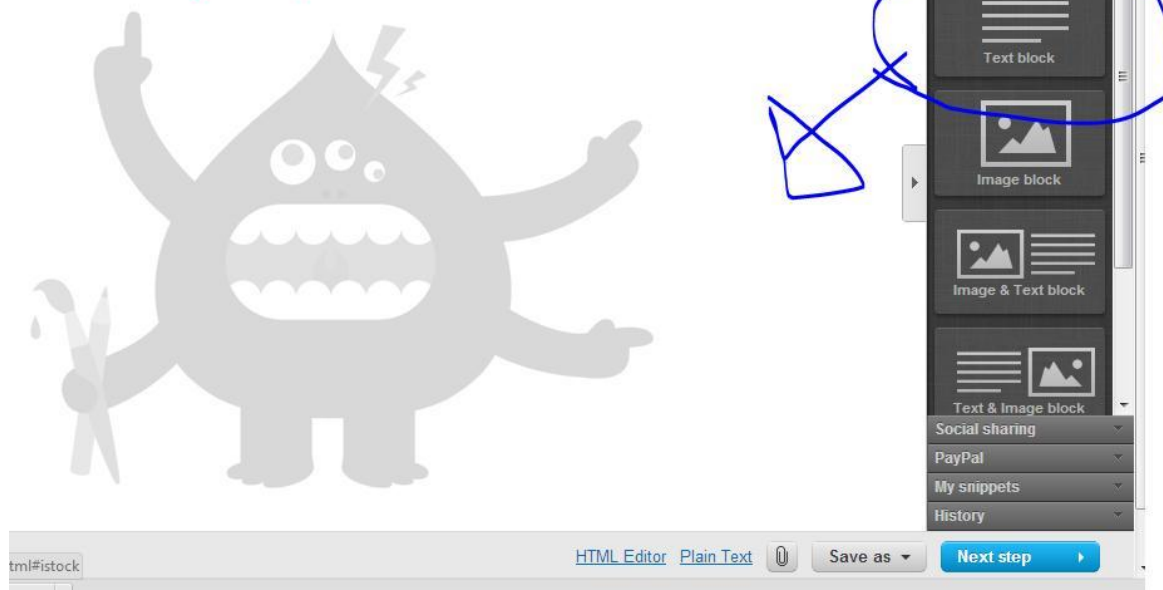
For you, since you don't have a template yet, click start from scratch so you can create your e-mail template.

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.

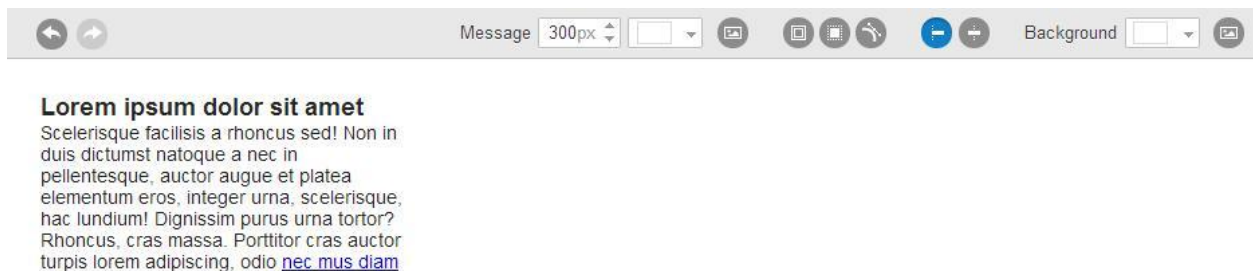
This appears .



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.



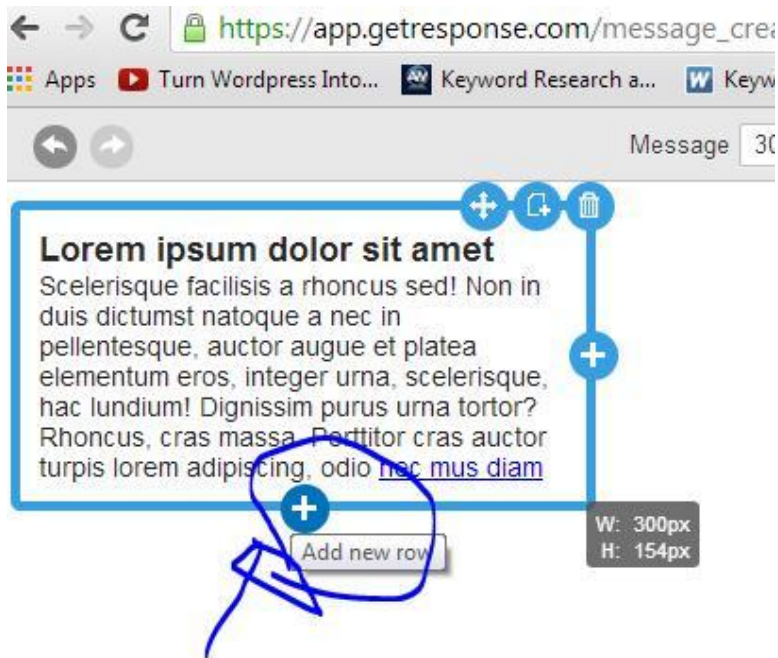
This is my new setting with size 300 pixel...aligned to the left.



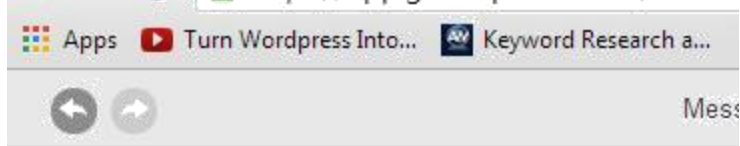
I want to create 2 text boxes.

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.

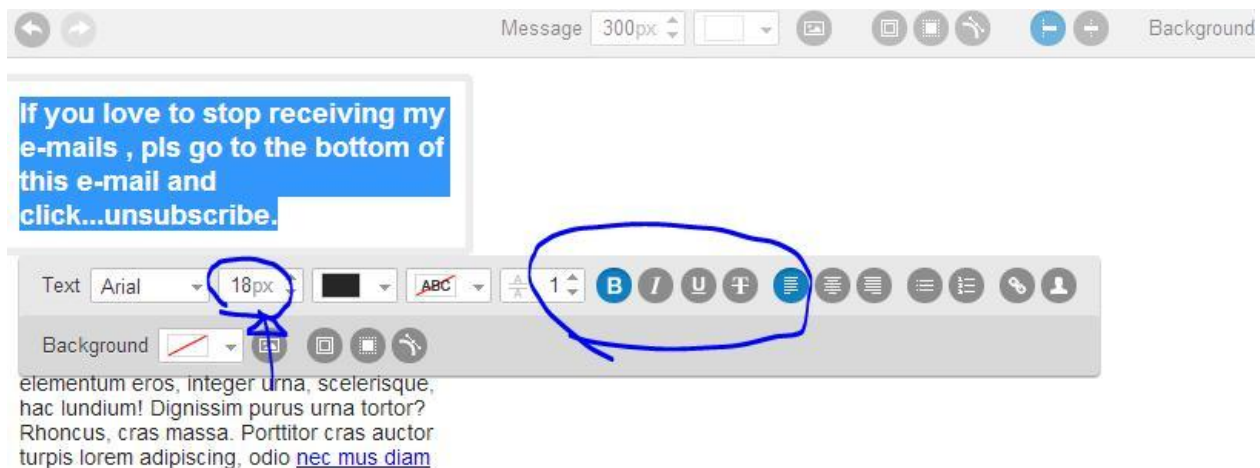
Now, add the unsubscribe message and the main e-mail.

**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](#)

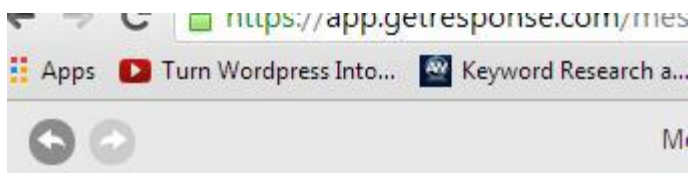
Format the text and reduce size of font by highlighting the text and using the tools below.



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 \_\_\_\_\_

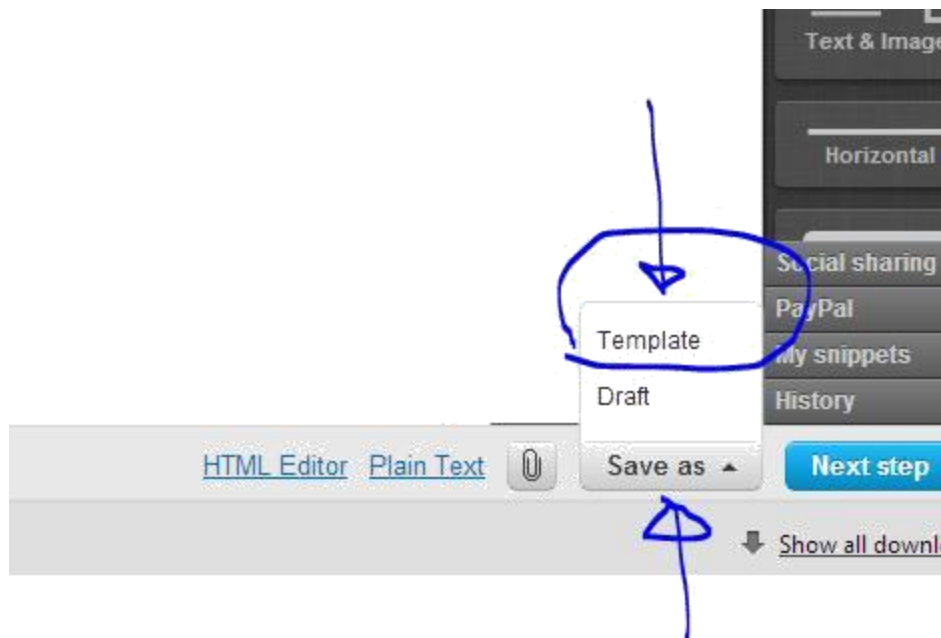
From tomorrow i will send you .....

.

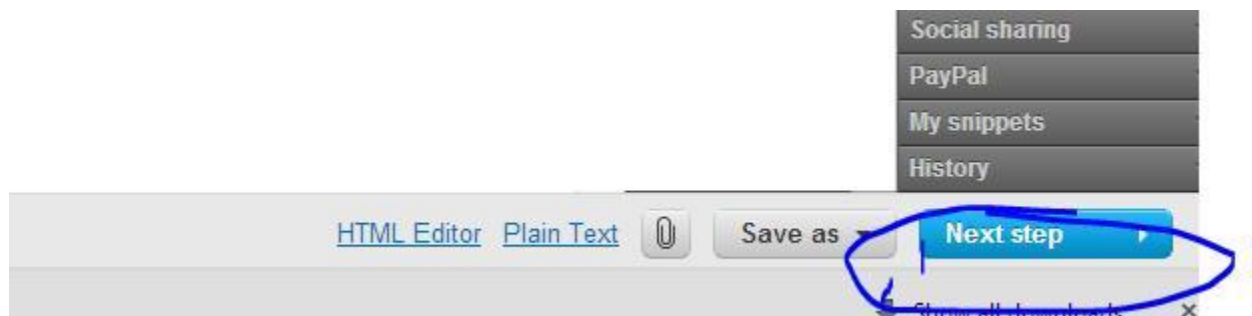
You can save this as a template so other emails by doing the following. Go to the bottom of the e-mail and click save as > template.

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** immediately ▾

Send on ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

welcome email

If you have to send something my email, you go to the bottom of this email and click send message.

Welcome

Here is the link to your gift

Click 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 [yourname] (not send you)

[[internal\_booklet]]

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

---

**responder name** welcome email

The name is for your reference only.

Save Save and publish

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	15	16	17	18	19	20

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 foll](#)

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.



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.

## 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.

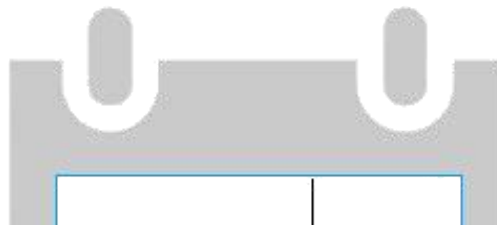
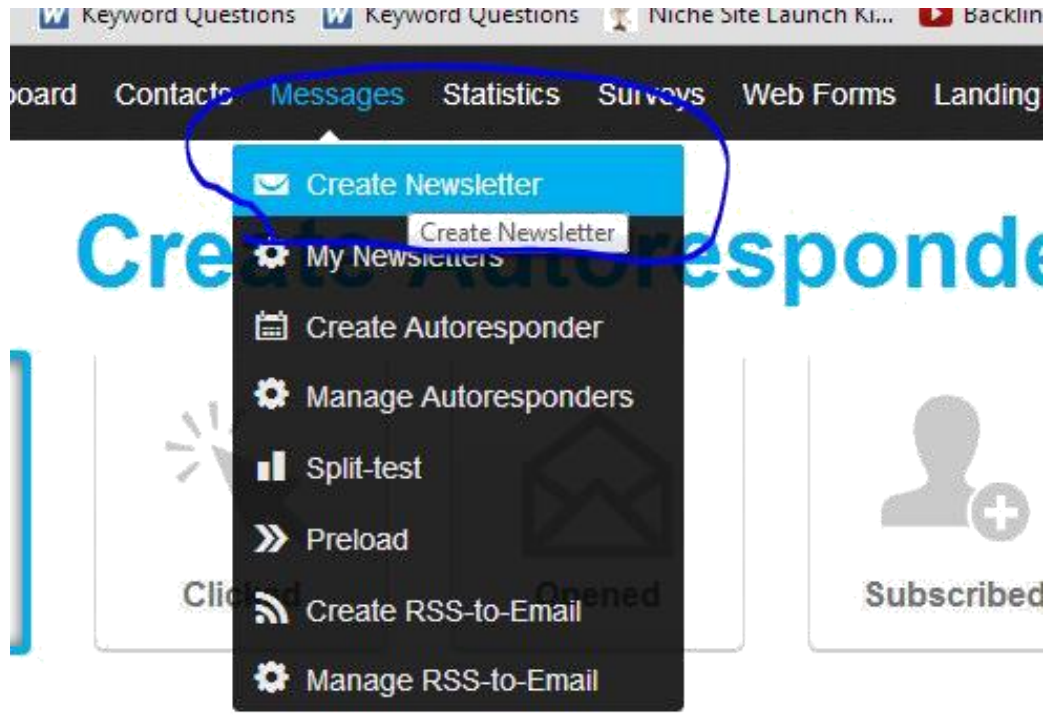
On other emails marketing services it is called broadcast....for GetResponse it is called a newsletter.

This is how to send a newsletter.

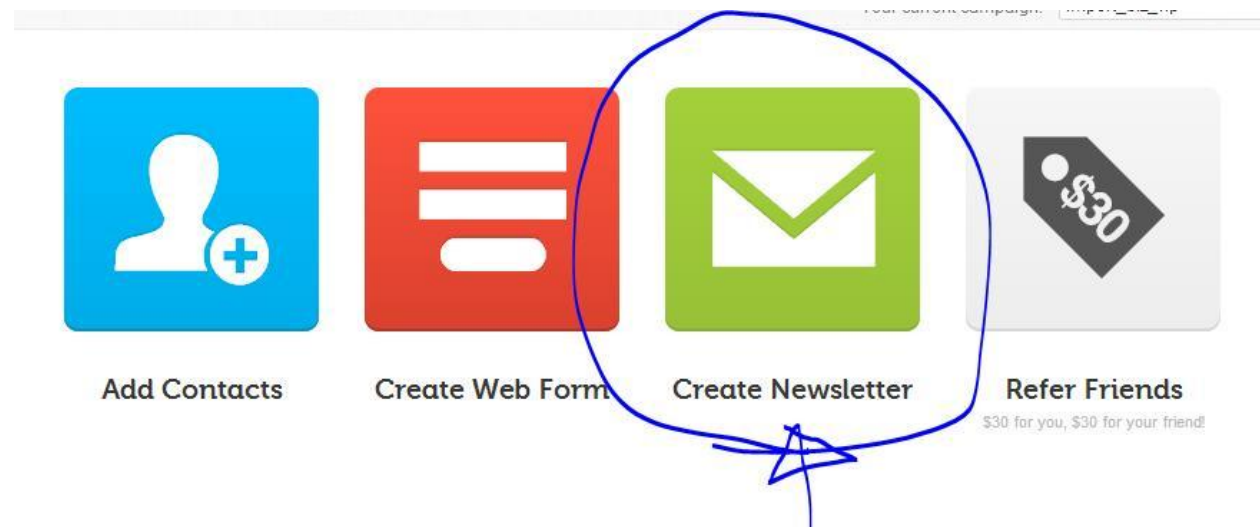
**Go to messages.**



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

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

Mk Akan <mkusua@gmail.com>

[Change Reply-To](#)

This is what appears in the From field of your recipients email client when they receive this message.

Track

Click-through ☒ ON

Google Analytics ☐ OFF

[What is this?](#)

Publish & Share

twitter

Add account

facebook

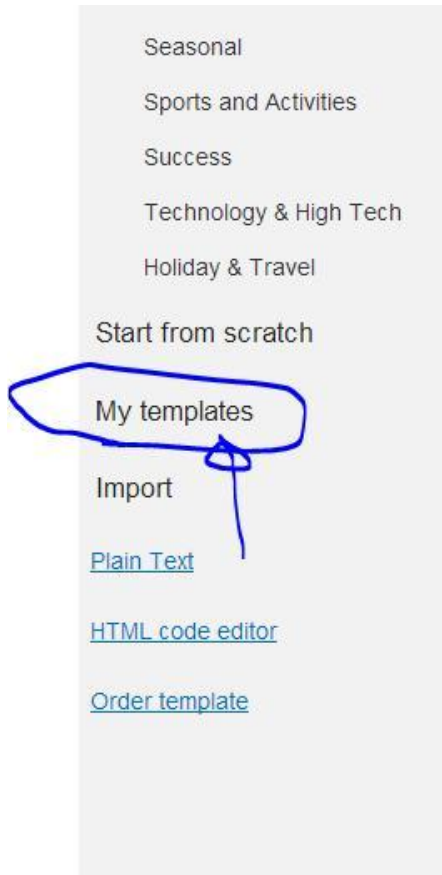
Add account

Save

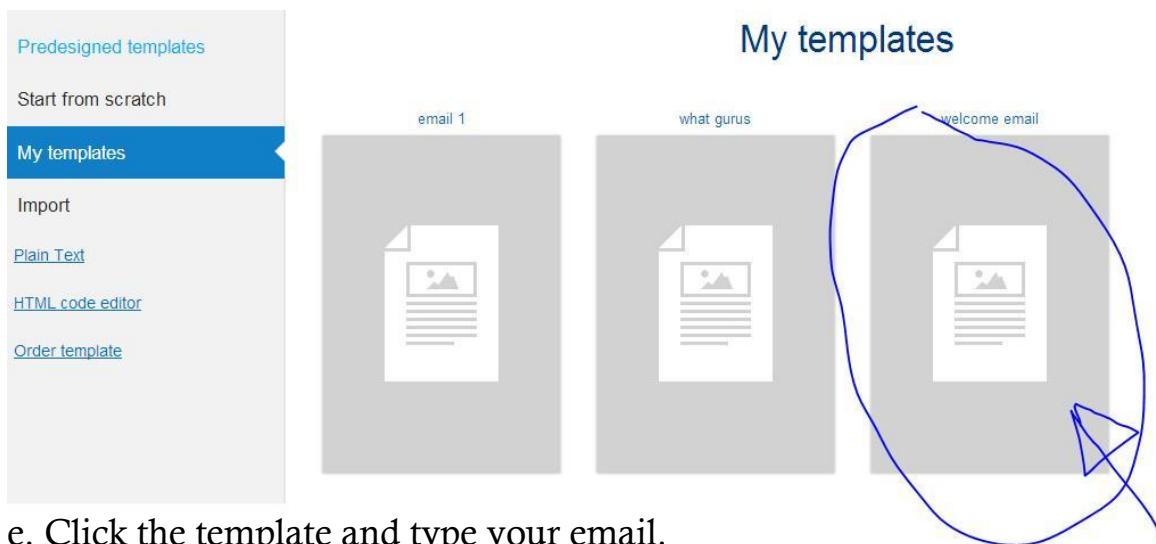
Next step

Then click next step.

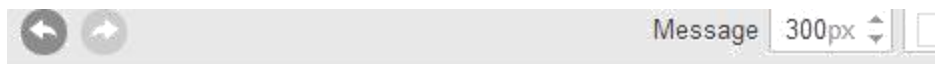
d. Pick a template



Click my templates and select the template you created.



e. Click the template and type your email.



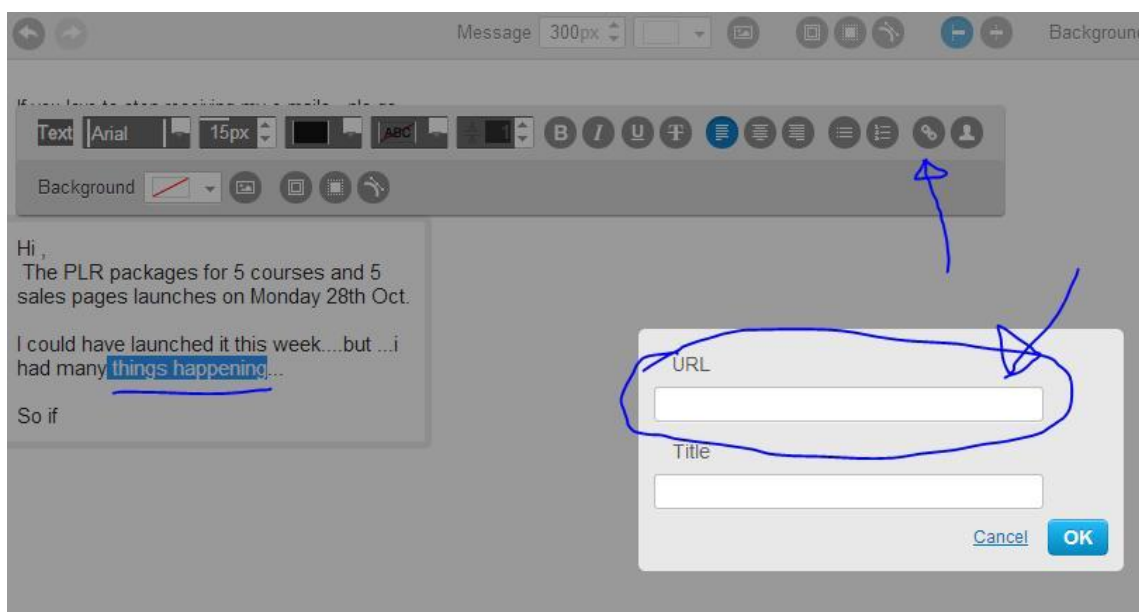
If you love to stop receiving my e-mails , pls go to the bottom of this e-mail and click...**unsubscribe**.

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

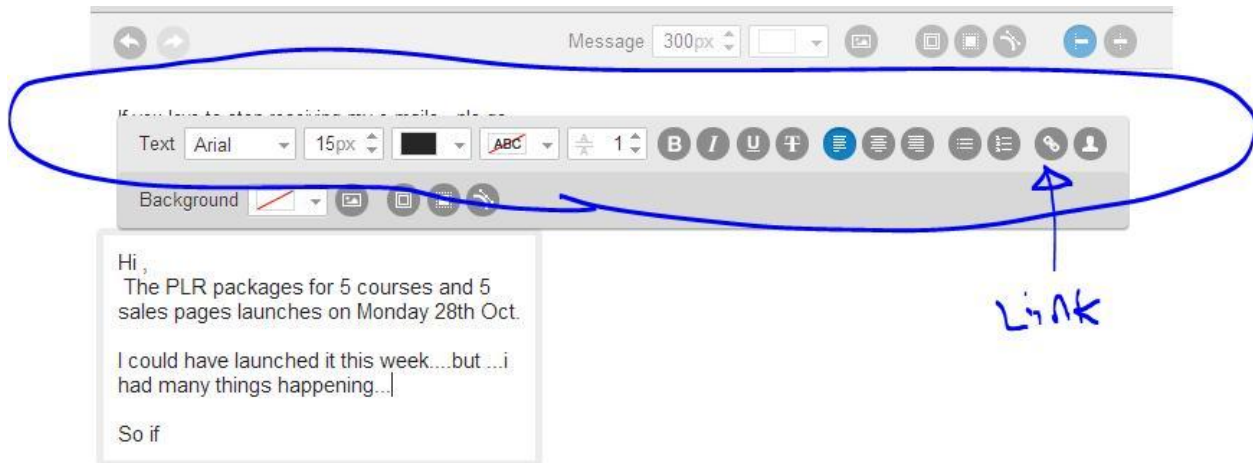
I could have launched it this week....but ...i had many things happening...

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.



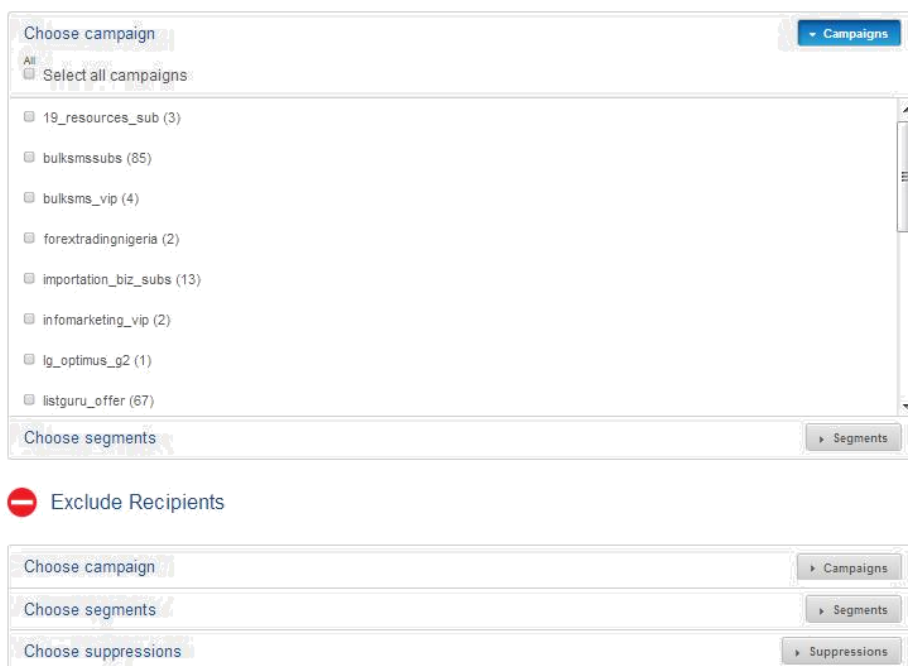
Then copy and paste or type the url...make sure its starts with http:// and does not have any space before and after it.



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.

✓ 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)



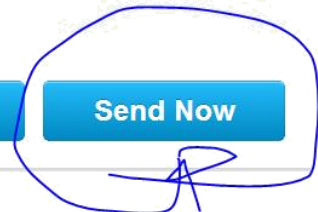
### Recipients:

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](#)

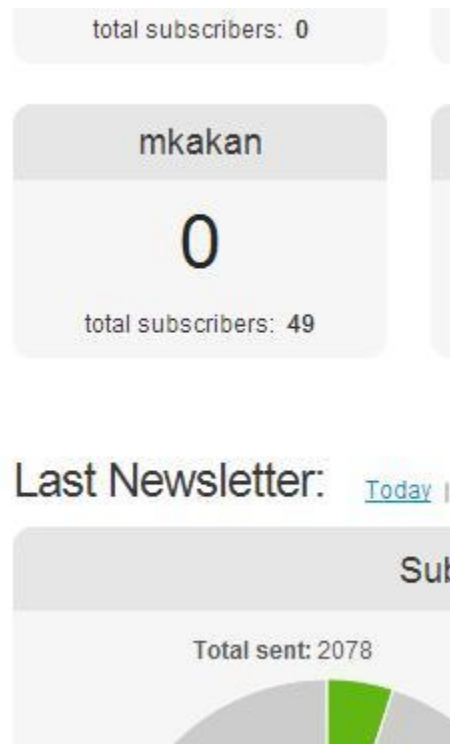
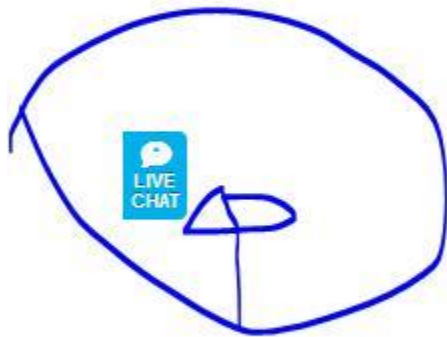
---

chatinc.com...

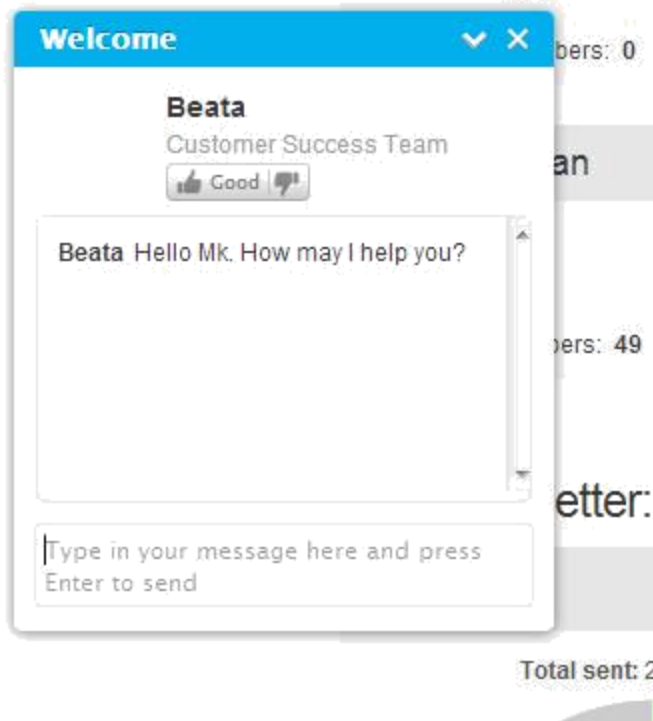
Send you are done with your schedule ...click send.

## 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.



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)



