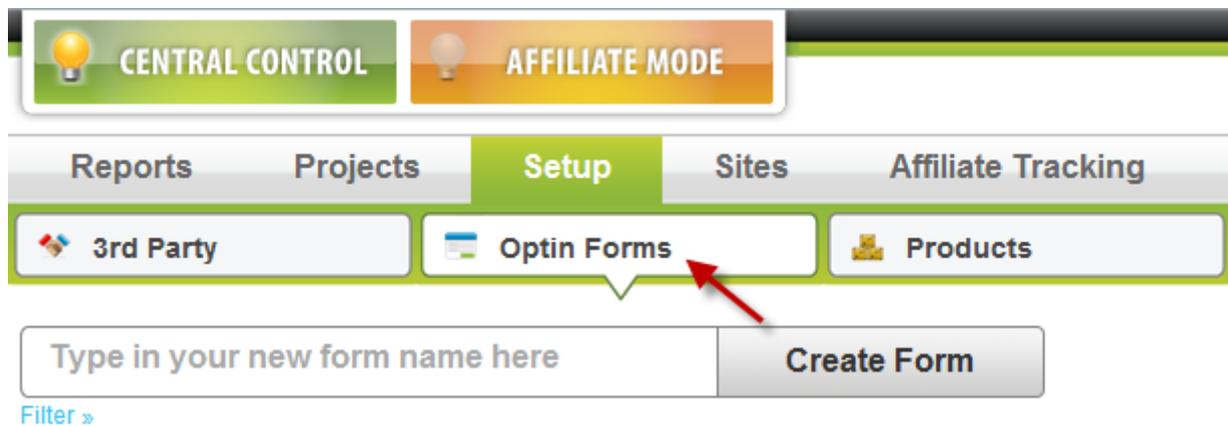


How to Create An Optin Form

If you are using FusionHQ mailer, this tutorial is right for you. If you are using the mailing system from other providers (ie. Aweber, Getresponse, Mailchimp), please click [here](#).

For FusionHQ mailing subscribers, please make sure that you have already created the mail list. Then follow the instructions below.

Step 1: Go to "Setup" and click on "Optin Forms". Enter a name and click on "Create Form".



Step 2: In the "Edit Form" window, you can rename your optin list if you want in the "Name" textbox. Choose "FusionHQ Mailer" as the "Autoreponder" from the dropdown menu. Then choose the "List Name/ID" in the dropdown box element. These are the lists in the "Autoresponders" section.

Name	<input style="width: 400px;" type="text" value="july event form"/>
Autoreponder	<input style="width: 500px;" type="text" value="FusionHQ Mailer"/> <small>If you are using a 3rd party Autoreponder, you need to set up a list in your own account first.</small>
List Name/ID	<input style="width: 250px;" type="text" value="1sc mail"/>

Step 3: In the "Collect Field" section, you can enable/disable any fields. And in the "Custom" textbox is where you can input your own custom field (ie. phone number, address etc). "Email" field is obliged. "Enabled" is to request your customers to fill in their details. "Required" is where they must enter the details. They cannot skip.

Collect field	Enabled	Required	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Firstname
	<input type="checkbox"/>	<input type="checkbox"/>	Lastname
	<input type="checkbox"/>	<input type="checkbox"/>	Mobile
	<input type="checkbox"/>	<input type="checkbox"/>	Country
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gender <input type="text" value="Gender"/> (Custom1)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Code <input type="text" value="Code"/> (Custom2)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> (Custom3)

Step 4: Next, select the options which you want to give to the customers once they optin.

Give away these products

(Choose a product(s) to give away as a free bonus to new customers. You can set up a product in the "Products" tab.)

Choose Products

Also add to list

(Automatically adds customers to the contact list.)

Choose Mail list

Add a customer to membership level

(You can create and modify the membership level in the "Membership Levels" tab.)

Choose Membership

Make a customer an affiliate of your campaign

(You can create and modify your affiliate campaign in the "Campaigns" tab.)

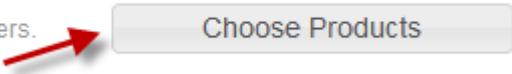
Choose Campaigns

Advanced

Step 5: Choose the free product(s) to give away to your new subscribers if you want to. If you don't have any, just leave it blank.

Give away these products

(Choose a product(s) to give away as a free bonus to new customers.
You can set up a product in the "Products" tab.)



Select Component ✕

- 350 Sales and Marketing Tactics
- Dress
- eway product
- Healthy Mind Healthy Body
- January product
- level 1 product
- level 2 product
- Lose 10 Pounds
- New Paypal Product
- product for clickbank
- Product Two
- Product xxxxx
- Your Product

Step 6: You can also add them automatically to any of your other contact lists. The lists shown in the pop-up page are from both optin lists and mailing list in your FusionHQ account. If you don't want to, please keep it blank.

Also add to list

(Automatically adds customers to the contact list.)



✕
Select Component

- 1sc mail
- 7daysubscriber optin
- Aromatherapy
- Aromatherapy374
- Buyer's List Healthy Mind Healthy Body
- Buyer's List Lose 10 Pounds
- buyers list healthy mind healthy body (lose 10 pounds upsell)17
- buyers list lose 10 pounds84
- buyers list sales and marketing13
- contact form

Apply Cancel

Step 7: You can also add your new customers to any of your membership levels. Keep it blank if you don't want to enable this function.

Add a customer to membership level

(You can create and modify the membership level in the "Membership Levels" tab.)



Choose Membership

✕
Select Component

- Level 2
- Level 1
- cart#2
- cart#1
- Buyers
- Free Optin
- testlogin
- Upsell Buyers

Apply Cancel

Step 8: You are able to make the subscribers your affiliate at the time they optin. If you do not want to, simply leave this function blank.

Make a customer an affiliate of your campaign

(You can create and modify your affiliate campaign in the "Campaigns" tab.)



Choose Campaigns

Select Component ✕

- Jared the Bunny (test campaign)
- Katube Jared
- Your Affiliate Campaign
- Sales and Marketing Affiliate Campaign
- Affiliate Campaign Lose 10 Pounds
- Aromatherapy First Aid Kit Affiliate Campaign

Step 9: Click "Advanced" to see more options. If you do not want any duplicated emails in the list, simply activate the "Reject existing email" option. "Membership expires in" is to allow you to cancel the membership of the subscribers automatically. "API Notify URL" is the very advance option which allows you to get notified when new subscribers are added. You need to generate the url on own.



Advanced Settings

Reject existing email

Membership expires in **Day** (Set 0 for Lifetime)

API Notify URL

Once everything is set, click "Save" button. And you can apply this optin form in the "Optin Box".