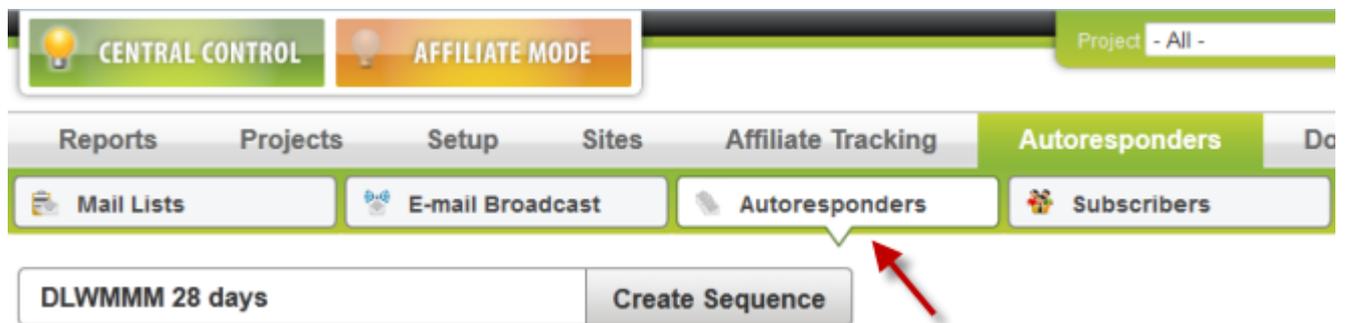# How to Create the Autoresponder Sequence Message in FusionHQ

You can create the sequence if you have FusionHQ mailer only. Also the message can be sent to people in FusionHQ mailing list only.

Step 1: Go to **"Autoresponders"** tab and click **"Autoresponders"** to create your sequences. Enter the name of your sequence in the box and click **"Create Sequence"**.

Step 2: Choose the mailing list you would like to send your messages to *(optin list is not applicable)*. Leave the **"Start sending"** check-box blank. If you tick it, your messages will be sent immediately. After you've finished creating your sequence you can come back and tick it. Click **"Save"**.

Step 3: Go to the newly created sequence and click **"Edit Messages"**.

Sequence Name /Optin List	No. of Recipients	No. of Messages			
Messages to buyers List no longer available	n/a	n/a	Edit Messages	Edit	Delete
4 weeks E-course monthlysubscribers	0	0	Edit Messages	Edit	Delete
DLWMMM 28 days monthlysubscribers	0	0	Edit Messages	Edit	Delete

Step 4: Enter the name of your message in the box and click **"Create Message"**.

CENTRAL CONTROL AFFILIATE MODE Project - All - Settings | Help | Forum | Logout

| Reports | Projects | Setup | Sites | Affiliate Tracking | Autoresponders | Domains & Hosting |

Mail Lists E-mail Broadcast Autoresponders Subscribers Web Forms

Autoresponder Sequence DLWMMM 28 days

No sequence message found.

Day 1 Create Message

Step 5: Enter the subject of your message. You are able to insert the firstname of the recipients automatically by clicking the **"Insert {FIRSTNAME}"** button. Choose to send your message in either **"Plain Text"** or **"HTML"**.

Edit Message

Name	Day 1	
Subject	Day 1 of 'Do Less Work'	Insert {FIRSTNAME}
Content	● Plain Text ○ HTML	

Hi {FIRSTNAME}

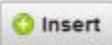Welcome to the first day of 'Do Less Work, Make More Money'.

This is the course with a difference...

You will get video instructions each day. These will show you what to do and how to do it. Then you will be given actual action steps on each day.

If you follow along on this course you will have built your first online business by the end of the 28 days.

I will say this now, and I will say it again many times as I know many people will not listen...

Available Tags:

{FIRSTNAME} ▼ Insert

Affiliate Tool Links:

Please select a tool ▼ Insert
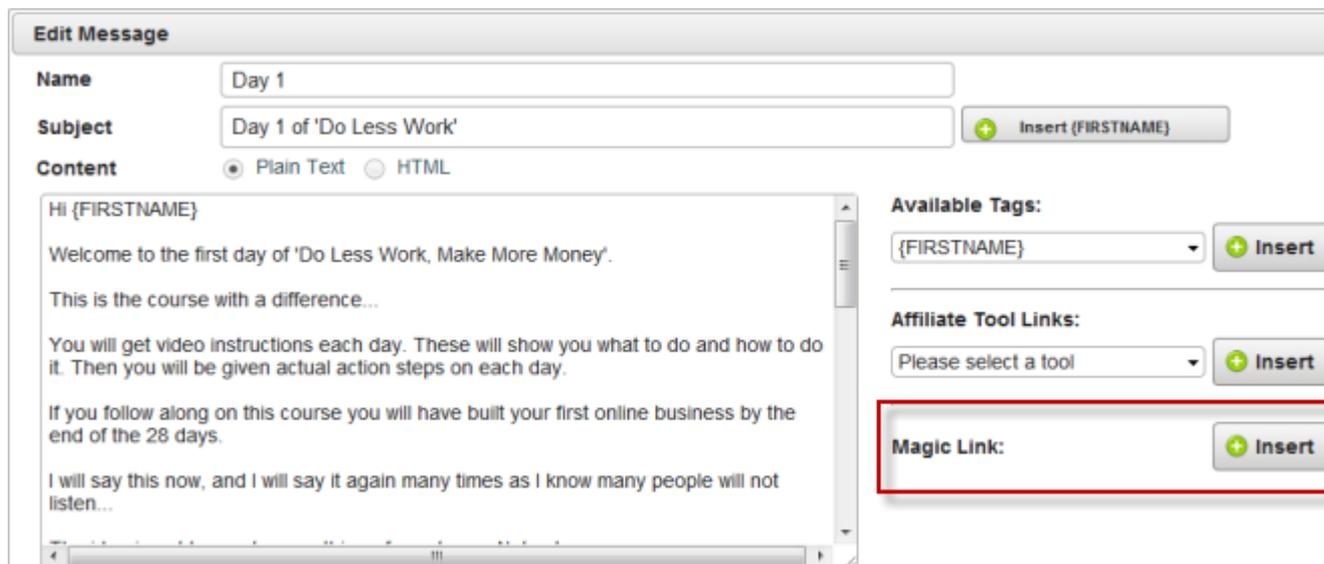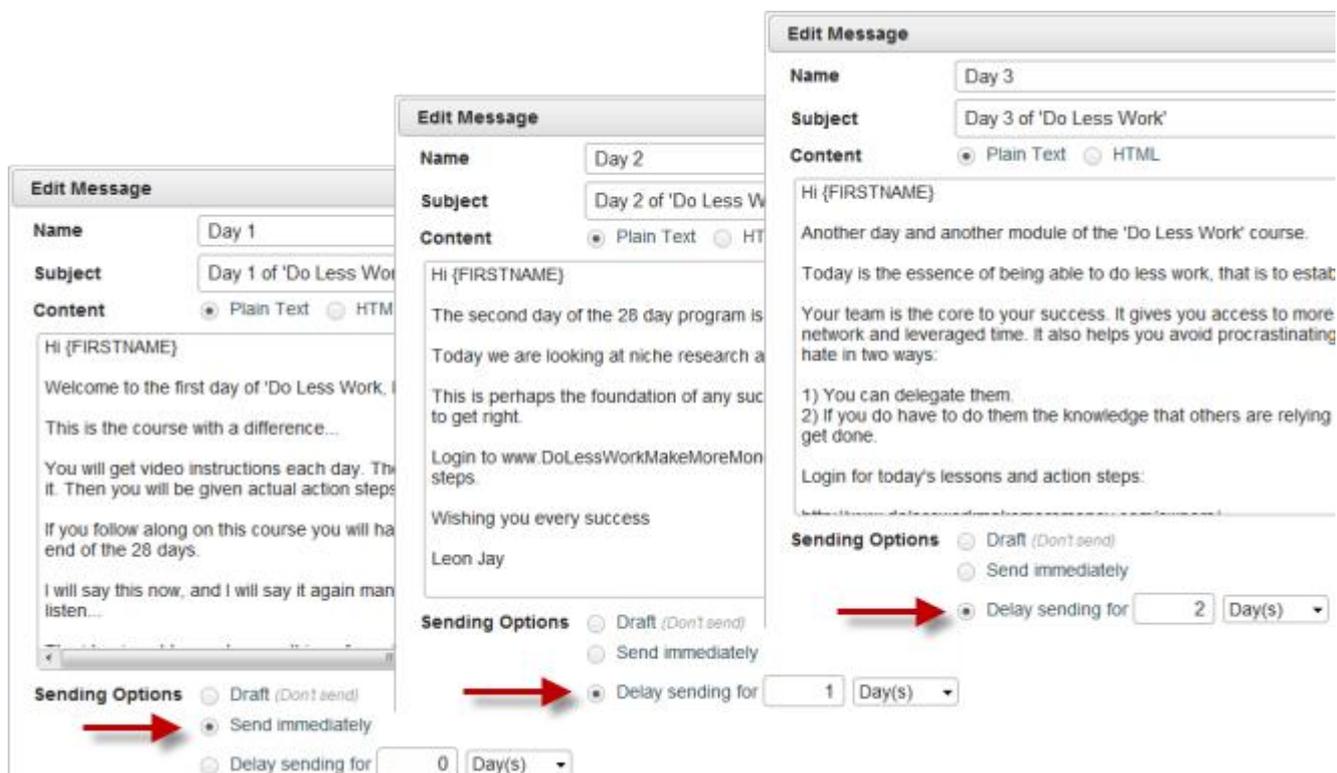
Magic Link: Insert

Step 6: Next, type your messages. Available tags are: {FIRSTNAME}, {AFFILIATE_USERNAME}, {AFFILIATE_PASSWORD}, {MEMBER_USERNAME} and {MEMBER_PASSWORD}.

Step 7: You can also insert the **"Affiliate Tool Links"** in the content. Make sure that you have prepared the promo tool link already. The system will replace the value of these tags automatically.

Step 8: "Magic Link" allows you to swap the URL in the content of your emails after a specific time in case you want to promote something.

Step 9: Select your **"Sending Option"**. There are: Draft, Send immediately & Delay sending for. **"Draft"** allows you to save the message only. It will not be sent out. **"Send immediately"** is to send out the message immediately once your customers are added to the mailing list whereas **"Delay sending for"** is to send on the indicated day after first email is sent out. Next, save your changes.

Step 10: Go back to the sequence list and click **"Edit"** button.

Sequence Name /Optin List	No. of Recipients	No. of Messages			
Messages to buyers List no longer available	n/a	n/a	📝 Edit Messages	✎ Edit	⊖ Delete
4 weeks E-course monthlysubscribers	0	0	📝 Edit Messages	✎ Edit	⊖ Delete
DLWMMM 28 days monthlysubscribers	0	0	📝 Edit Messages	✎ Edit	⊖ Delete

Step 11: Tick the **"Start sending"** checkbox and save to start sending out your autoresponder sequence message.

Edit Sequence email   ✖

Name   DLWMMM 28 days

Send to List   monthlysubscribers   ▼
If you change this list your messages will start sending again from the beginning.

Start sending   ☑ If you check this box, all messages will start sending.

Save   Cancel