

# How to Generate A Webform Code

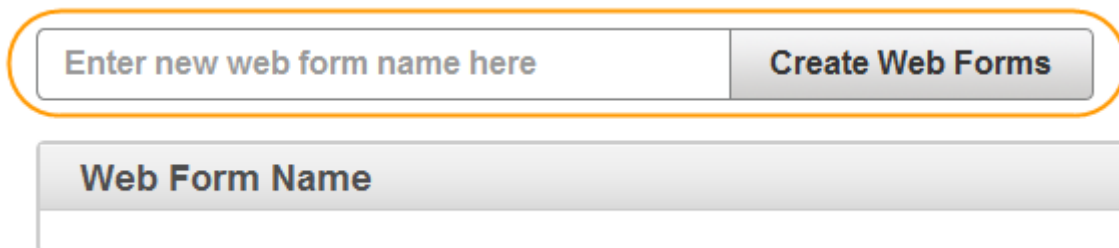
If you would like to add your customers from an external website to the optin list inside your FusionHQ account, use the "**Webform**" feature. Our system will generate a code which you can copy and paste on the external website.

Please follow the instructions below...

**Step 1:** Go to the "**Autoresponder**" tab and click "**Webform**".



**Step 2:** Enter the webform name in the box and click "**Create Web Forms**".



The image shows a close-up of the 'Create Web Forms' form. It consists of a text input field with the placeholder text 'Enter new web form name here' and a 'Create Web Forms' button. Below the input field, there is a label 'Web Form Name' and a text input field.

**Step 3:** Inside "**Web Form Settings**", choose the optin list from the "**Mail List**" drop-down menu. This is the same optin list inside "**Optin Forms**" in the "**Setup**" section.

The screenshot shows the 'Edit Web Form' window. On the left, the 'Web Form Settings' section has a 'Mail List' dropdown menu set to 'Aweber Namelist', which is highlighted with an orange circle. Below it are fields for 'Redirect URL' and 'Double Optin URL', both with placeholder text 'Enter redirect url here' and 'Enter optin url here' respectively. The 'Edit Web Form' section below includes a 'Template' dropdown set to 'optin\_default.html', a 'Title' field with 'Get Free Instant Access I', a 'Submit label' field with 'Free Access', a 'Top description' field with 'Enter your name and email address below to get free instant', and a 'Bottom description' field with 'we will keep your information confidentially'. On the right, the 'Web Form Preview' shows a form titled 'Get Free Instant Access Now' with input fields for 'Name' and 'Email', a 'Free Access' button, and a confidentiality notice. At the bottom right are 'Save & Generate Code' and 'Close' buttons.

**Step 4:** Type in the link inside "**Redirect URL**". It is where you would like your customers redirected to after they opted-in.

This screenshot is identical to the previous one, but the 'Redirect URL' field in the 'Web Form Settings' section is highlighted with an orange circle. The rest of the interface, including the 'Edit Web Form' settings, the 'Web Form Preview', and the bottom buttons, remains the same.

**Step 5: "Double Optin URL"** is the link for a double optin page. After your customers have opted-in, they will receive an email. If they click the confirmation link, they will be added to your list and will also be redirected to this URL.

**Edit Web Form**

**Web Form Settings**

Mail List: Aweber Namelist

Redirect URL: Enter redirect url here

**Double Optin URL**: Enter optin url here

**Edit Web Form**

Template: optin\_default.html

Title: Get Free Instant Access I

Submit label: Free Access

Top description: Enter your name and email address below to get free instant

Bottom description: we will keep your information confidentially

**Web Form Preview**

**Get Free Instant Access Now**

Enter your name and email address below to get free instant

Name:

Email:

we will keep your information confidentially

**Step 6:** In the **"Edit Web Form"** section, choose a webform template from the drop-down menu.

**Edit Web Form**

**Web Form Settings**

Mail List: Aweber Namelist

Redirect URL: Enter redirect url here

Double Optin URL: Enter optin url here

**Edit Web Form**

**Template**: optin\_default.html

Title: Get Free Instant Access I

Submit label: Free Access

Top description: Enter your name and email address below to get free instant

Bottom description: we will keep your information confidentially

**Web Form Preview**

**Get Free Instant Access Now**

Enter your name and email address below to get free instant

Name:

Email:

we will keep your information confidentially

**Step 7:** Enter the title of your webform in the "Title" box.

The screenshot shows the 'Edit Web Form' interface. On the left, under 'Web Form Settings', the 'Title' field is highlighted with an orange circle and contains the text 'Get Free Instant Access I'. An orange arrow points from this field to the 'Get Free Instant Access Now' header in the 'Web Form Preview' on the right. The preview shows a form with a title bar, a description, input fields for 'Name' and 'Email', a 'Free Access' button, and a confidentiality notice.

**Step 8:** Customize your "Submit label".

The screenshot shows the 'Edit Web Form' interface. On the left, under 'Web Form Settings', the 'Submit label' field is highlighted with an orange circle and contains the text 'Free Access'. An orange arrow points from this field to the 'Free Access' button in the 'Web Form Preview' on the right. The preview shows the same form as in Step 7, but the button text is now 'Free Access'.

**Step 9:** Fill in the description above the webform box in the **"Top description"** field.

The screenshot shows the 'Edit Web Form' interface. On the left, under 'Web Form Settings', the 'Top description' field is highlighted with an orange border and contains the text 'Enter your name and email address below to get free instant'. An orange arrow points from this field to the 'Web Form Preview' on the right. The preview shows a form titled 'Get Free Instant Access Now' with the same top description text above the input fields. At the bottom of the preview, there is a 'Free Access' button and the text 'we will keep your information confidentially'. At the bottom of the interface, there are 'Save & Generate Code' and 'Close' buttons.

**Step 10:** Fill in the description inside **"Bottom description"**. This will display at the bottom of the **"Submit"** button.

The screenshot shows the 'Edit Web Form' interface. On the left, under 'Web Form Settings', the 'Bottom description' field is highlighted with an orange border and contains the text 'we will keep your information confidentially'. An orange arrow points from this field to the bottom description text in the 'Web Form Preview'. The preview shows a form titled 'Get Free Instant Access Now' with the same top description text above the input fields. At the bottom of the preview, there is a 'Free Access' button and the text 'we will keep your information confidentially'. At the bottom of the interface, there are 'Save & Generate Code' and 'Close' buttons.

**Step 11:** Click "Save & Generate Code" to receive the code.

The screenshot shows the 'Edit Web Form' window. On the left, under 'Web Form Settings', there are fields for 'Mail List' (Aweber Namelist), 'Redirect URL', and 'Double Optin URL'. Below that, under 'Edit Web Form', there are fields for 'Template' (optin\_default.html), 'Title' (Get Free Instant Access I), 'Submit label' (Free Access), 'Top description' (Enter your name and email address below to get free instant), and 'Bottom description' (we will keep your information confidentially). On the right, the 'Web Form Preview' shows a form with a title bar 'Get Free Instant Access Now', a description, two input fields for 'Name' and 'Email', a 'Free Access' button, and a confidentiality statement. At the bottom right, the 'Save & Generate Code' button is highlighted with an orange circle.

**Step 12:** Copy the auto-generated code and paste it onto any page outside of FusionHQ.

The screenshot shows the 'Edit Web Form' window with the 'HTML Code' section selected. The code is displayed in a scrollable area and includes form fields for 'Name' and 'Email', a 'Free Access' button, and various CSS styles. The code starts with a form tag and includes hidden fields for 'listid', 'redirect', and 'double'. It also includes a title bar, a description, and two input fields with labels. The code ends with a confidentiality statement.