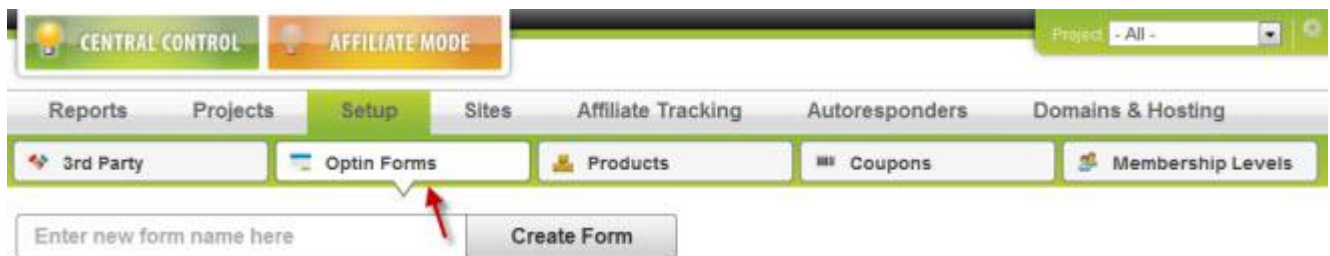


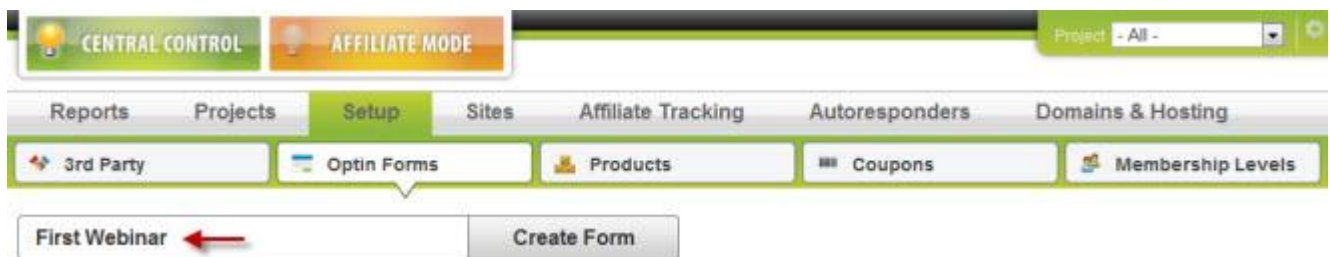
# How to Setup An Optin Form With FusionHQ For Your Gotomeeting Webinar

Your customers have the option to optin to your sales page and register for your webinar. Please follow the instructions below.

**Step 1:** Go to the Setup section and then to "Optin Forms".



**Step 2:** Enter the name of your new optin form.



**Step 3:** Choose "GoToWebinar" as the autoresponder from the drop-down menu. Enter the list Name/ID of your webinar at the "Register URL". This is the list of numbers at the end of the register URL, when you send an invitation out to a webinar. For example, the list ID in FusionHQ for Gotomeeting is 696906809. You can find the correct number on the browser when you are at the "My Webinars" section in your Gotowebsinar/Gotomeeting account.

**Edit Form**

Name: First Webinar

Autoresponder: GoToWebinar

If you are using a 3rd party Autoresponder, you need to set up a list in your own account first.

Register URL: URL 1: https://attendee.gotowebsinar.com/register/696906809

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

Save Cancel

**Step 4:** Select "Collect field". Then enable the fields that you want to collect data for. **Email information is obliged for our optin system.**

**Edit Form**

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

Save Cancel

**Step 5:** Enable any product which you want to give to your customers when they optin to your list. Choose **"Also add to list"** if you want to add your customers to multiple optin / mailing lists.

The screenshot shows a dialog box titled "Edit Form" with a close button (X) in the top right corner. It contains two sections:

- Giveaway product**  
(Choose product(s) to give away as a bonus to new customers. You can set up a product in the "Products" tab.)  
A red arrow points to the checked checkbox for "Give Away Product".
- Also add to list**  
(Automatically adds customers to the contact list.)  
A red arrow points to the checked checkbox for "mailchimp".

Other products listed include: Product Two, product for clickbank, Product for Paypal, Paypal in FHQ, New Paypal Product, New ClickBank Product, product for Rick, level 2 product, level 1 product, free for test, free for test, monthly newsletter form, monthly newsletter, live event thailand, new cb mallist, and new pp mallist. At the bottom right, there are "Save" and "Cancel" buttons.

**Step 6:** Choose the membership where you want to add your customers to at **"Add customer to membership level"**. Also select the campaign in which you want your customers to be affiliated with in **"Add customer as an affiliate of the campaign"**. Save these settings.

The screenshot shows a dialog box titled "Edit Form" with a close button (X) in the top right corner. It contains two sections:

- Add customer to membership level**  
(You can create/modify the membership level in "Membership Levels" tab.)  
A red arrow points to the checked checkbox for "Level 1".
- Add customer as an affiliate of the campaign**  
(You can create/modify the affiliate campaign in "Campaigns" tab.)  
A red arrow points to the checked checkbox for "Katube Jared".

Other options include: Level 2, cart#2, cart#1, General, Katube, new pp memship, new CB memship, Jared the Bunny (test campaign), and Katube Jared. At the bottom right, there are "Save" and "Cancel" buttons.