



How to create an Autoresponder message

To create an Autoresponder message in your new campaign, (see <http://Ez-As-ABC.com/Campaigns.pdf> for campaign information) Open your AIOP back office and click on Autoresponders,

Members home	Show downline	Show referrals	Request payout	Account manager	Your text ad	Your details	Promote
Tracker	Rotator	Downline builder	Auto responder	Splash Builder	Starter Training	Ad Coop	logout
News	Products	Downgrade	PIF tickets	Testimonial	Tutorials	Payoneer	

Click on Campaigns

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Active campaign: **daveaiop@AIOP Response** User logged in: **Dave Fullmer**

Control Panel

Campaigns Manage campaigns	Edit Campaigns Create and edit Campaigns. (Only for paid members.)
Autoresponders Manage your Autoresponders, send broadcasts, attach files, no lead your autoresponder	Edit Autoresponders Create and edit Autoresponders in your account (both instant response and follow-ups); these are the Autoresponders that your autoresponder will send out once its triggered ('instant response') and follow-up delivered at preset time intervals

Find and click on the “Go” button to the right of the campaign you want to work on.

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Active campaign: **demo.daveaiop@AIOP Response** User logged in: **Dave Fullmer**

Campaigns

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All your campaigns:

Campaign	Name	Email	username/id	Action	Login
daveaiop@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com		Delete	Go
AIOP.daveaiop@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com	daveaiop	Delete	Go
My Viral Income.dave@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com	davefullmer	Delete	Go
CashAdStreams.daveai@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com	getstartedtoday	Delete	Go
GreenEnergy.daveaiop@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com	davefullmer	Delete	Go
demo.daveaiop@AIOP Response	Dave Fullmer	dcfullmer1937@gmail.com		Delete	Go

To edit your campaigns, set the language for the Opt-in mail or to set a custom Opt-in confirm and welcome page. Activate the campaign first (go) then click [here](#) to edit.

Add new campaign

Campaign ID : Internal ID for this campaign

Note that after you click on the Go button AND the page refreshes, you will see that you are in the correct campaign at the top left corner of the screen.

Warning: Always be checking the top left corner to be sure you are working in the campaign you want to work in.

Click on Autoresponders

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Active campaign: demo.daveaiop@AIOP Response User logged in:
Dave Fullmer

Autoresponders

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Manage your Autoresponders, send broadcasts, attach files, pre-load your autoresponder with another account's Autoresponders	Edit Autoresponders  Create and edit Autoresponders in your account (both instant response and follow-ups); these are the Autoresponders that your autoresponder will send out once its triggered ('instant response') and follow-ups delivered at preset time intervals Test Autoresponders
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Click on Edit Autoresponders

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Active campaign: demo.daveaiop@AIOP Response User logged in:
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Edit Autoresponders

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[Edit Autoresponders](#) | [Test Autoresponders](#) | [Send Broadcast](#)

All your Autoresponders: (you don't have any messages) <small>(select one to edit)</small>	
Add new message:	Subject: <input type="text"/> Message Type: [plain text] [html enhanced]  <input type="checkbox"/> Disable <small>You can temporarily disable a message, so that it won't be delivered to your prospects until you re-enable it.</small> Interval: <input type="text" value="0"/> sent mail .. days after signup. (max. 9999) Body: <input type="text"/>

Explanation: This is where you are able to choose either plain text or HTML. Notice that the default shows html enhanced in blue color. That means that the default type is plain text. If you wish to created your message in HTML, you need to click on it.

I like to create my messages in HTML because then I can choose font size, colors, background colors.

All your Autoresponders:

(you don't have any messages)

(select one to edit)

Add new message:

Subject:

Message Type: [[plain text](#)] [[html enhanced](#)]

Disable

You can temporarily disable a message, so that it won't be delivered to your prospects until you re-enable it.

Interval: sent mail .. days after signup. (max. 9999)

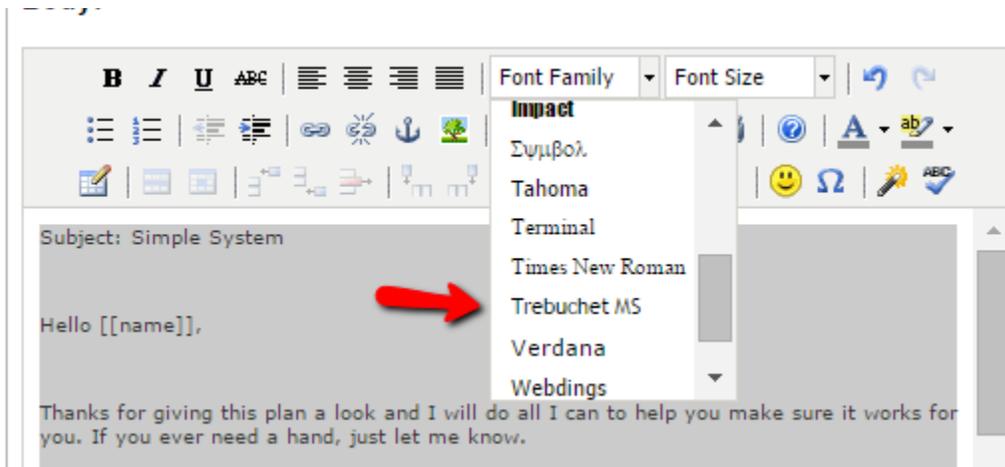
Body:

The screenshot shows the email editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation, link management, and other features. Below the toolbar is the message body content area. The subject is "Simple System". The body text includes a greeting "Hello [[name]]," followed by a thank you message, a request to whitelist the email address, and a discussion about recruitment and retention problems.

First highlight the whole message and set the font family and font size.

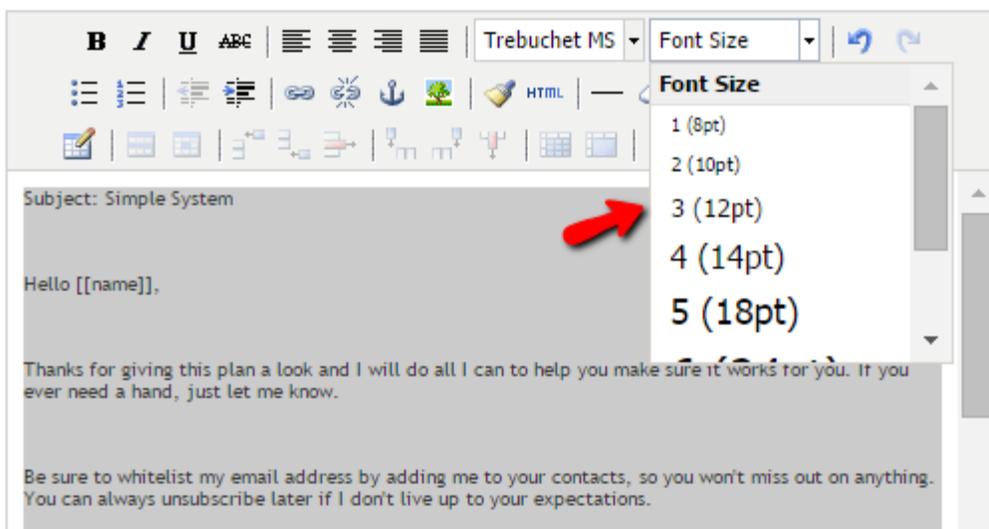
This image is a close-up of the email editor toolbar. Two red arrows point to the "Font Family" and "Font Size" dropdown menus, indicating the next step in the tutorial. The rest of the toolbar and the message body content are visible in the background.

Click on font family



Whatever font you choose is your choice, I just happen to like Trebuchet MS. Click on the font family and your whole highlighted text will change to that font.

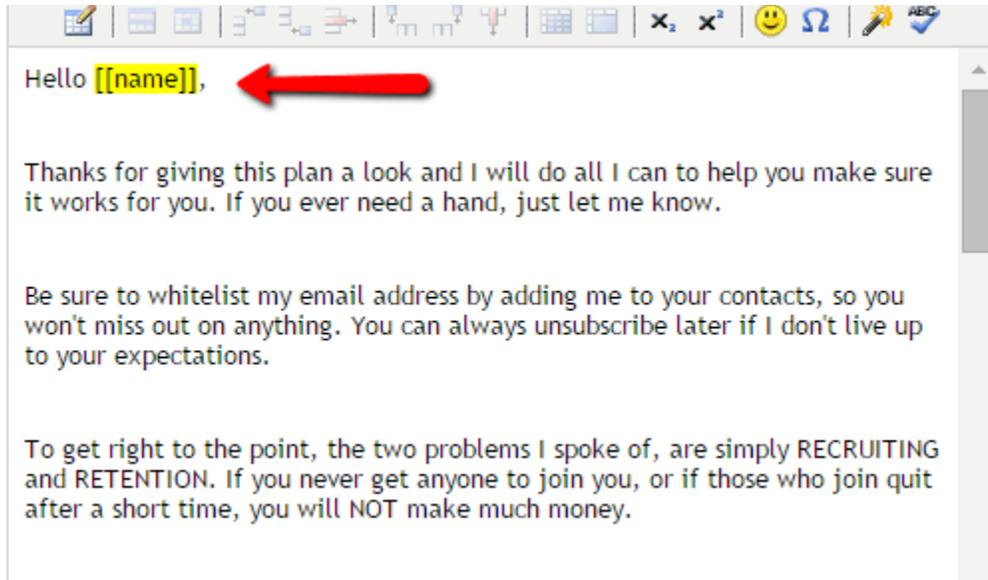
Body:



Now choose the Font Size. 3 (12pt) seems to be a pretty good size for general reading, but you can modify words or headings in your message this function.

Note that the AB icon is for background font color and the A icon is for the actual font color.

Background coloring the name is optional, but I like to do it because it makes the person's name stand out and everybody likes to see their name.

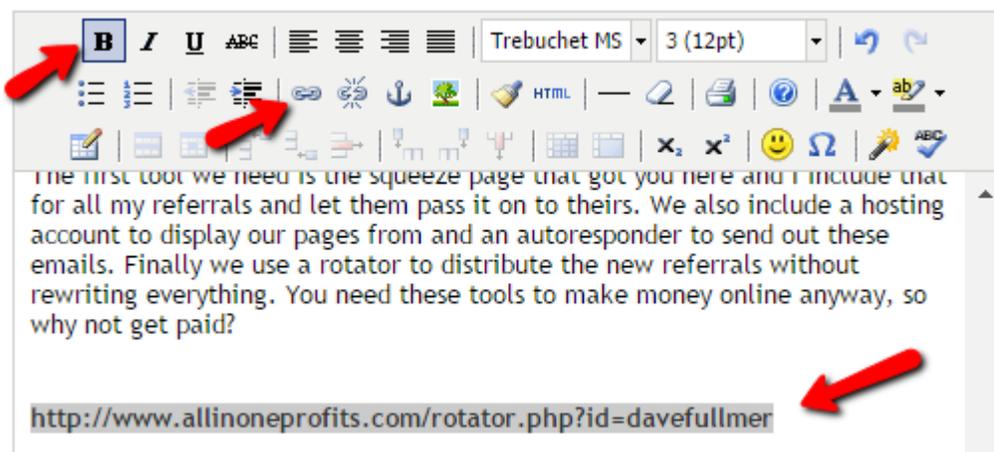


The name has been backgrounded in yellow and personalized. Personalizing is the system AutoResponders use to address each person by name.

The various personalize codes are listed below the body of the message and below the update or add button.

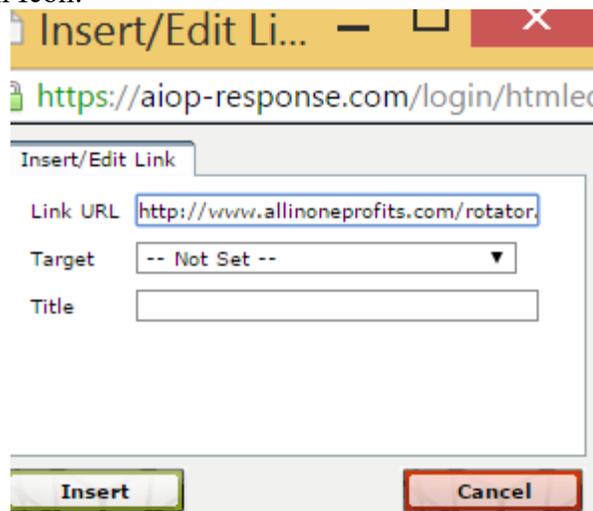
Warning: If you work too long on the message, the system will time out and you will have to redo the message. This is one reason, I do all my composing in a text document so I don't take too long to finish the message and get timed out. Frequent updates of the message will solve that problem also.

We are almost done. We need to hyperlink any urls and make sure our name is at the bottom of the message.



Highlight any url in your message, copy it and click on the little chain link in the format bar. I also like to bold the text but that is optional.

The edit box under the chain Icon:



Paste the url in the Link URL box

Click on the down arrow into the Target box. Then choose Open in New Window. What this does is make sure that the prospect can return to the message after they click on the url link in the message.

Check your information at the bottom of the message and when you are satisfied click on add message or update message if you are editing the existing message.

Thanks,
Dave



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