Email Subscriber Setup Manual

By JY Chia
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Thank you for making an excellent decision and starting up your own customer email list. I guarantee you that this will be one of the best business decisions that you have ever made.

I will show you here in this manual how to set up your account, how to add contacts to your email subscriber list and then how to send mail to these contacts.

Not only will you be able to reach customers but you will be able to do it at a greatly reduced price compared to mailing them via the post. It will cost thousands of dollars to have an advertisement distributed to thousands of customers via the post.

With an email subscriber list, you will be able to contact all of these people as many times as you like for a tiny fraction of the cost!

If you have any problems at all following this manual, I will be here to support you.

You Can Contact Me Directly At ==>

Email Address: EmailSubscriberSetup@gmail.com

I will give you step by step instructions that should be easy to follow. At the end, I will also give you some ideas and tips on how to make the most out of your email list and how to keep customers coming back for more!

Step 1: Create Your Account

To start off with, you will need an auto responder account. I recommend a company called **GetResponse** as they are one of the best available and offer a highly competitive price.

Please click here to go to the **GetResponse** webpage: **Click Here To GetResponse!**

On the page, you can read a bit about the service and then click on *'Order Now'*

Fill in the information (Name/Phone Number/Email Address/Username/Password), accept the terms and conditions and then click on '*Place Secure Order*' to proceed.

Make sure you remember your username and password as you will need it to log in to your account to add contacts and send mail.

You can choose whichever subscriber package that best suits your business and you are not locked in to any contracts.

Please See Step 2 On The Following Page...

Step 2: Add Contacts (Customers) To Your Account

Once you are logged in to your account, click on the **'Add Contacts'** tab towards the top of the page.
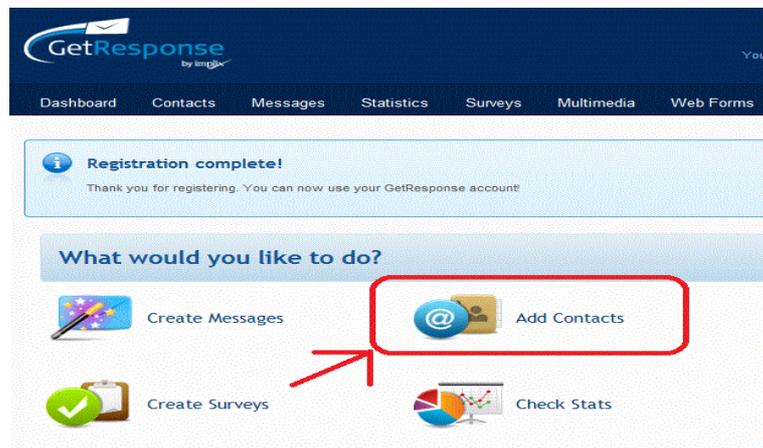
Simply add in email addresses one after another in to the text box and then click on the 'Add Contacts' button.

You can add up to 50 contacts per day. I suggest that at the end of each day, you take a minute to add in all of the new contacts that you collected during the day.

**Please See Step 3 On The Following Page...**

Step 3 : Creating An Email And Sending It To Your Customers

This is the most important step as it will show you how to actually send email to these customers that you have on your list.

Log in to your GetResponse account and click on the **'Create Messages'** tab towards the top of the page.
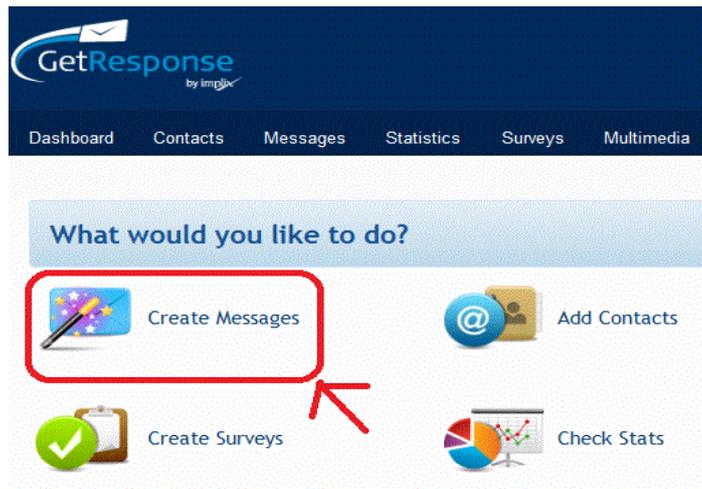
You will be taken to a new page. Click on the option called '**Create Newsletter**'.
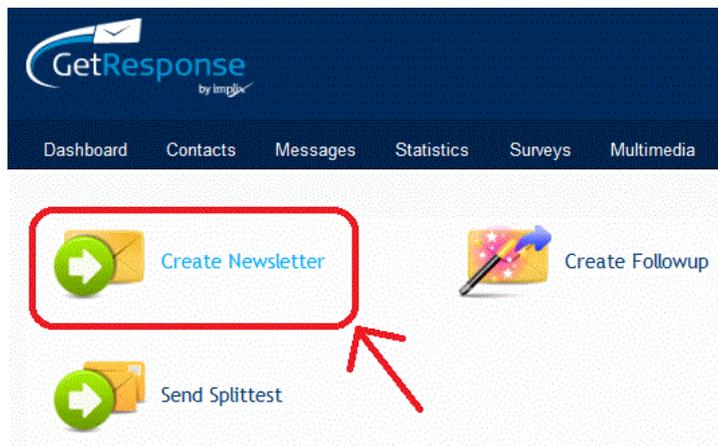
Next, select an email format. Either choose a html template to use to make your email look nice (scroll down on the left side bar to choose your preferred template) or choose plain text if you want to keep things simple.
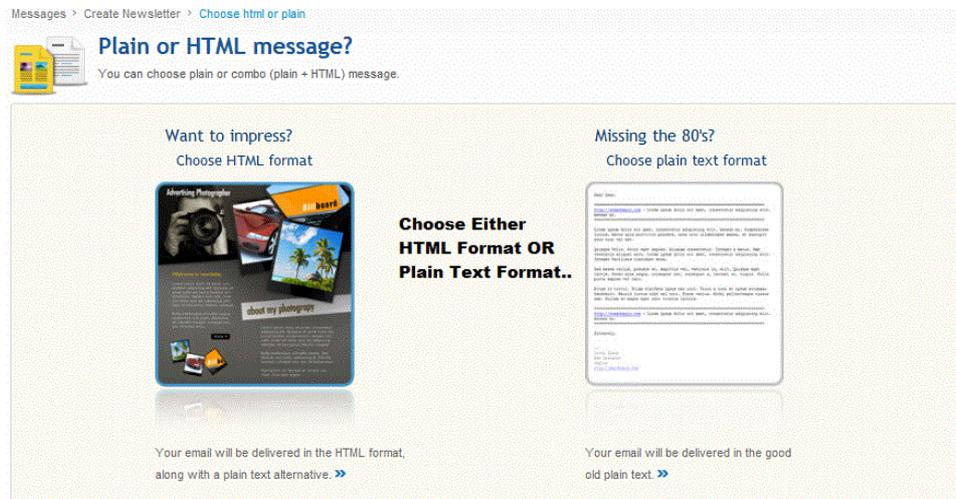
Now that you have selected an email format, you can go through and edit/delete any of the text boxes and add in what you want to write in your email to your customers. If you have a company logo then you can also add that in too which makes your email look very professional!

Once you have written your email and you are satisfied with it, go to the bottom of the page and click on the 'Next Step' button.

You will be taken to a new page. On this page, under the heading 'Choose Recipients' make sure you tick the box for your customer list.

Finally under the tab 'Set Delivery Time', you can choose specifically when you want your message to go out.

It will take a few minutes for your email to be approved by GetResponse and then sent to your subscribers.

You can track your message statistics by logging in to your GetResponse account.

Some Ideas and Tips:

- Have a piece of paper and a pen at your checkout so that customers can leave their email address while they wait
- Have your checkout assistant ask the customer if they would like to join your mailing list once they have made a sale
- Email special offers to your customer list like a coupon or special discount code that is not available anywhere else. This will keep your customers happy which means they will be coming back to your store more often!
- Make sure you email them often with your latest promotions and special offers so they don't miss out on anything
- You can also use the emails to get customer feedback. Maybe ask them how their experience was shopping in your store. Let them know that they can reply to your email to get an answer to their questions.
- You can also send them birthday special discounts which will sure delight them

Again, please do not hesitate to ask me for any assistance. Please click here to go to the **Get Response** webpage: **Click Here To GetResponse!**

Thank You & Have An Awesome Day Ahead!

www.JYChia.com

P.S: Capture your customer's email address with **GetResponse** so that you can follow up with them regularly, offer a special discount just for your subscribers whom decides to be on your mailing list...