

Email Manager Setup

Email Manager is browser - based email marketing application that enables you to send, track and manage email campaigns and auto responders.

Go to www.yourfirmonline.co.nz for more information about Email Manager

- We would like a sign up form on our website
(We will add the signup form to the website setup by us and provide the HTML code to you where you have your own site.)
- A sign up form is not required

Below are a list of the fields that are available to be included in your sign up form. Ones marked are mandatory fields and are included in all forms by default.

- First Name Last Name
- Email Telephone

Other Fields - We suggest that you add no more than 4 more of the available data fields shown below.

- Present Financial Situation (drop down list)

| | | |
|----------|----------------|---------|
| Employed | Business Owner | Retired |
|----------|----------------|---------|

- Business Type (drop down list)

| | | | | | | |
|--------|-----------|-------------|---------|--------------|---------|-------|
| Retail | Wholesale | Manufacture | Primary | Construction | Service | Other |
|--------|-----------|-------------|---------|--------------|---------|-------|

- Age Group (drop down list)

| | | | |
|----------------|-------------|-------------|------------|
| Under 30 Years | 31-45 Years | 46-60 Years | 60 Years + |
|----------------|-------------|-------------|------------|

- Interests (checkbox)

| | | | | |
|----------|-----------------|---------------------|---------|------------|
| Taxation | Wealth Creation | Business Strategies | Finance | Accounting |
|----------|-----------------|---------------------|---------|------------|

| <input type="checkbox"/> User defined Option 1 | | | <input type="checkbox"/> User defined Option 2 | | |
|--|--------|-------------|--|--------|-------------|
| Field Name | Type 2 | Description | Field Name | Type 2 | Description |
| <input type="checkbox"/> This field is mandatory * | | 1. | <input type="checkbox"/> This field is mandatory * | | 1. |
| | | 2. | | | 2. |
| | | 3. | | | 3. |
| | | 4. | | | 4. |
| | | 5. | | | 5. |

1. To make this field mandatory select this option. When subscribers are added to your mailing list, they will be forced to fill in this field. If you are unsure, leave this option unselected.

2. Choose a abbreviated option type from the list below:

| | | | | |
|------------------------------|----------------------------------|-------------------|--------------------|--------------|
| Text Field (blank box) = (T) | Multiline Text (blank box) = (M) | Number Only = (N) | Drop Down List (D) | Checkbox (C) |
|------------------------------|----------------------------------|-------------------|--------------------|--------------|

Completed by: _____ Position: _____

Signed: _____ Date: _____ Time taken to complete: _____

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