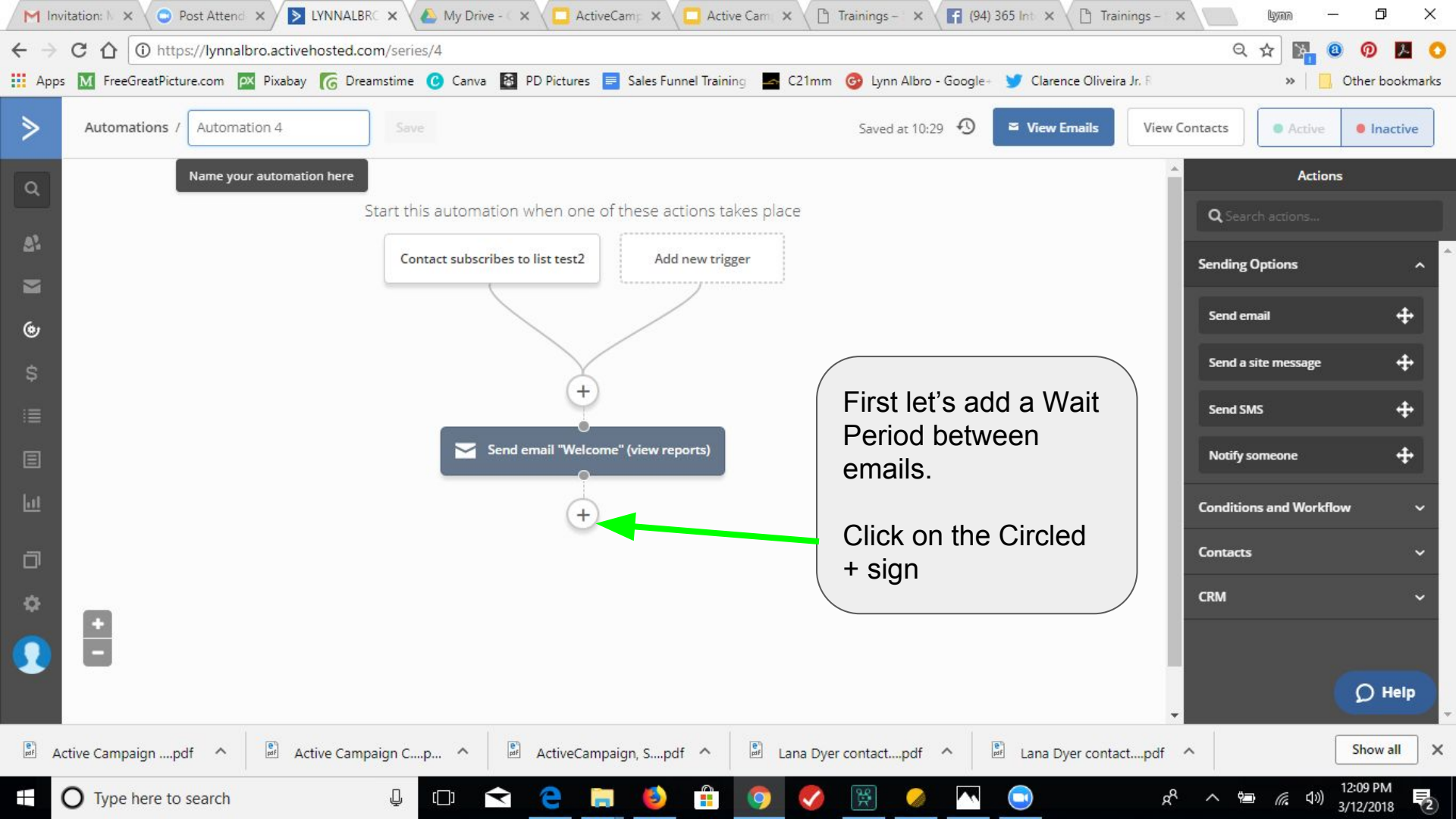
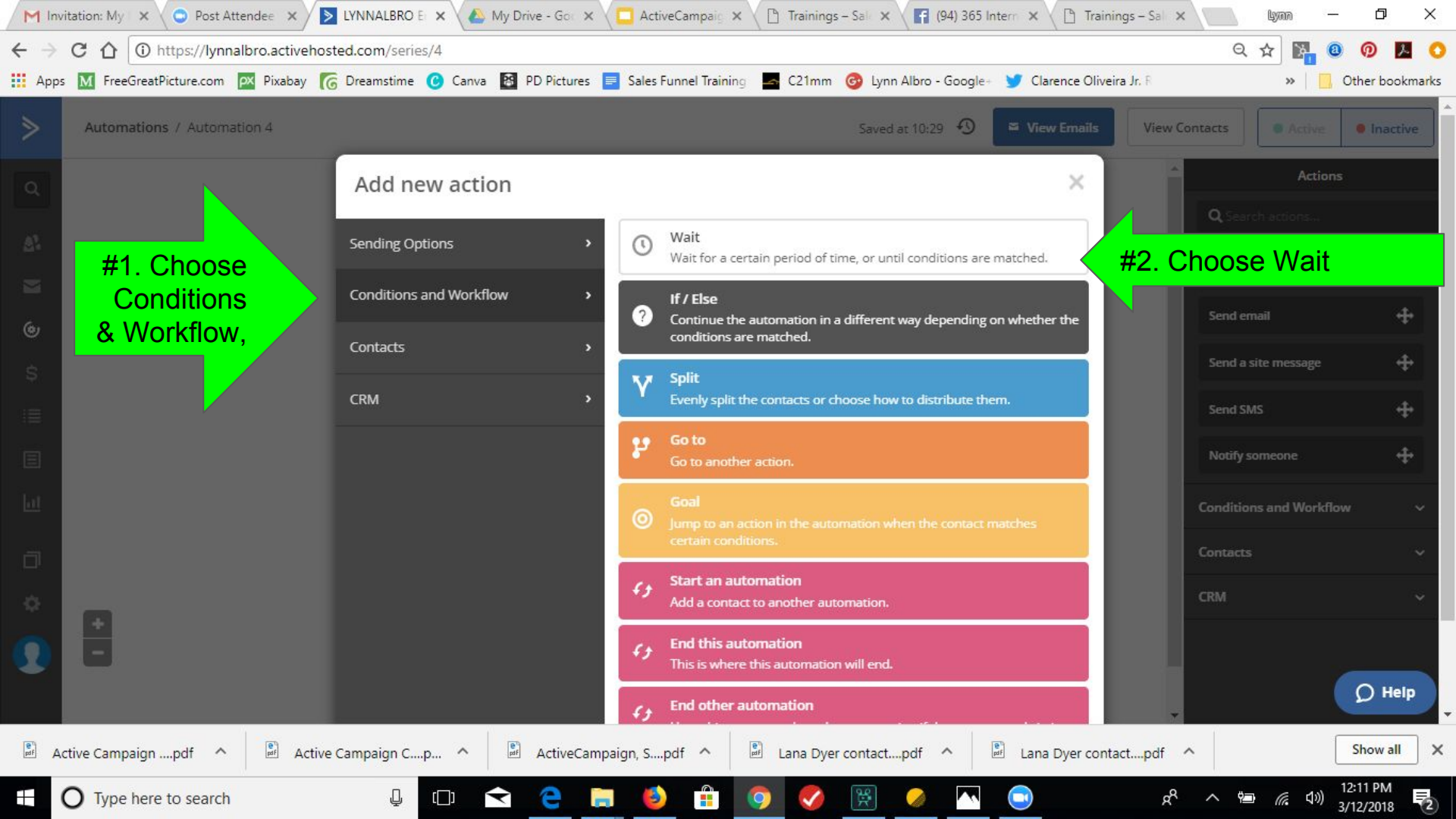
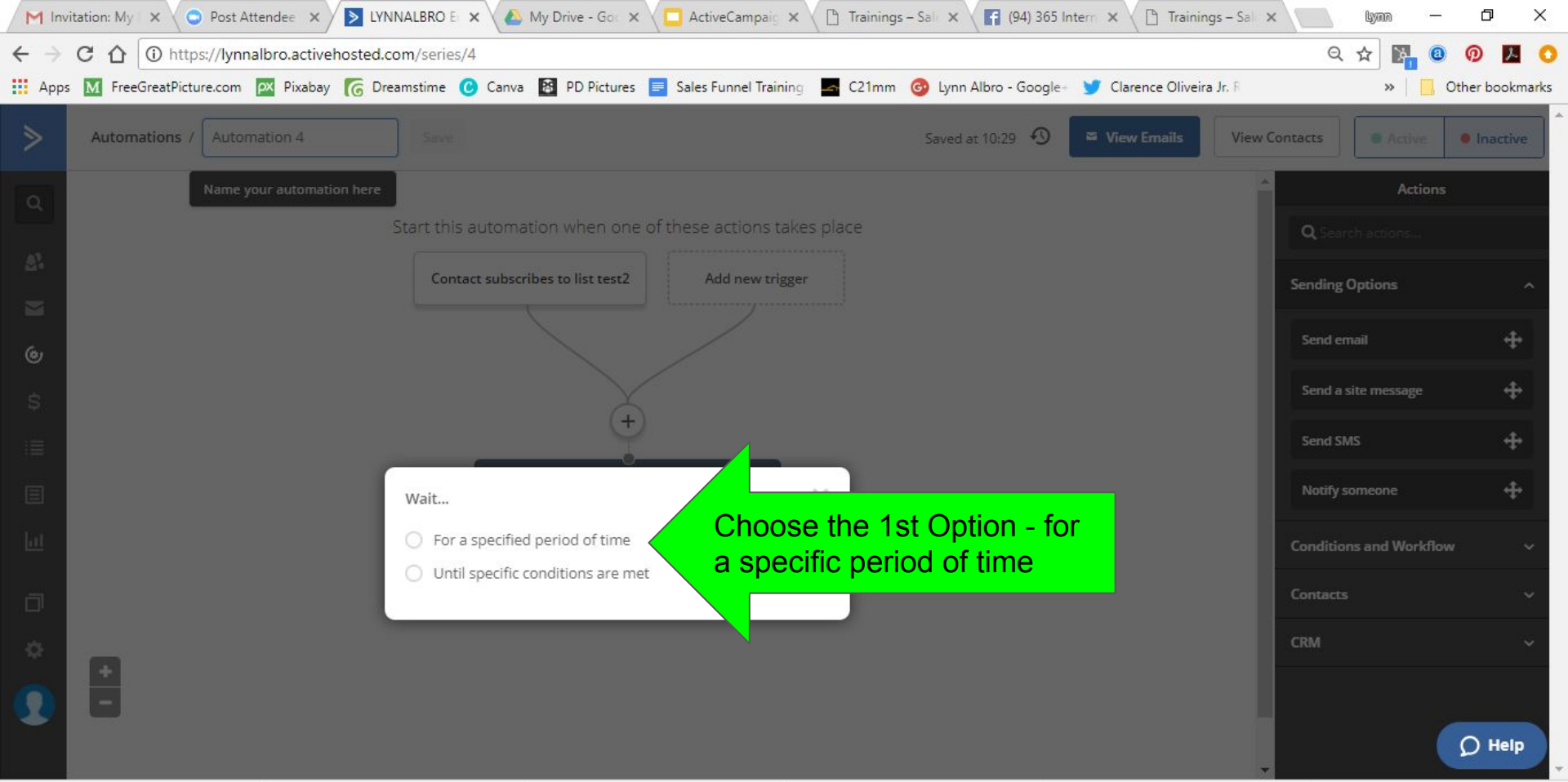
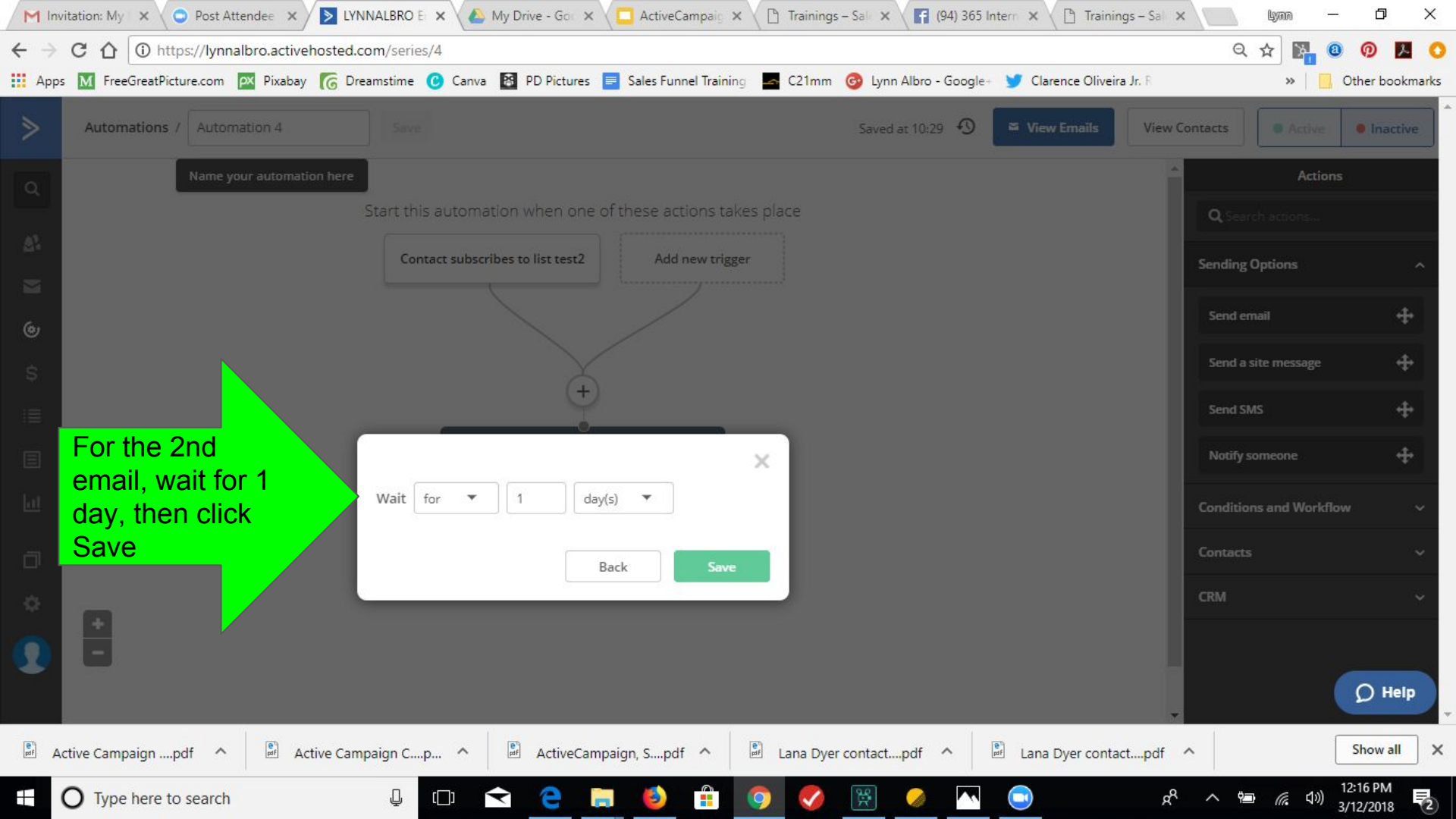
ActiveCampaign Adding Emails

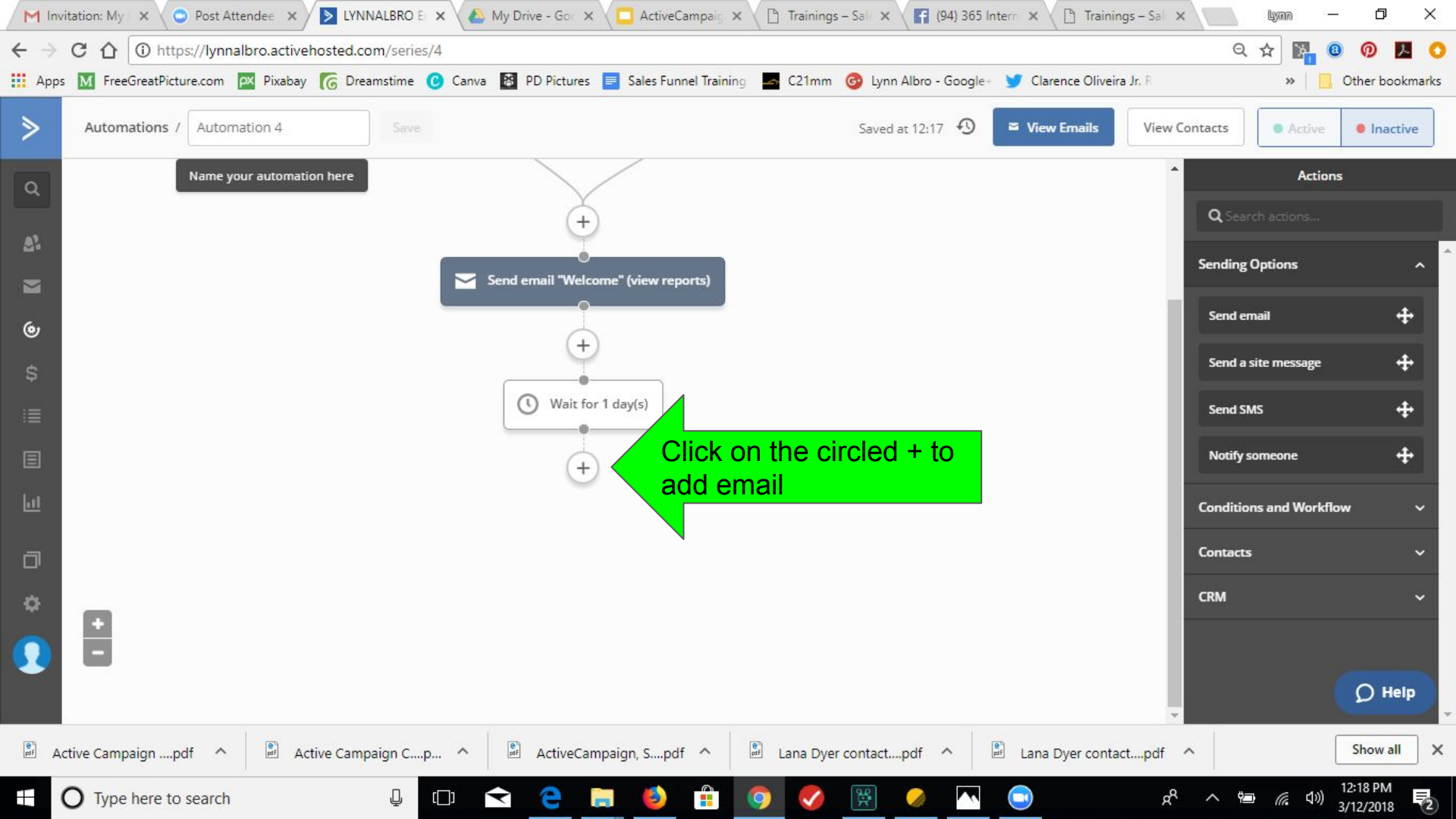
How to add additional emails in the Automation System

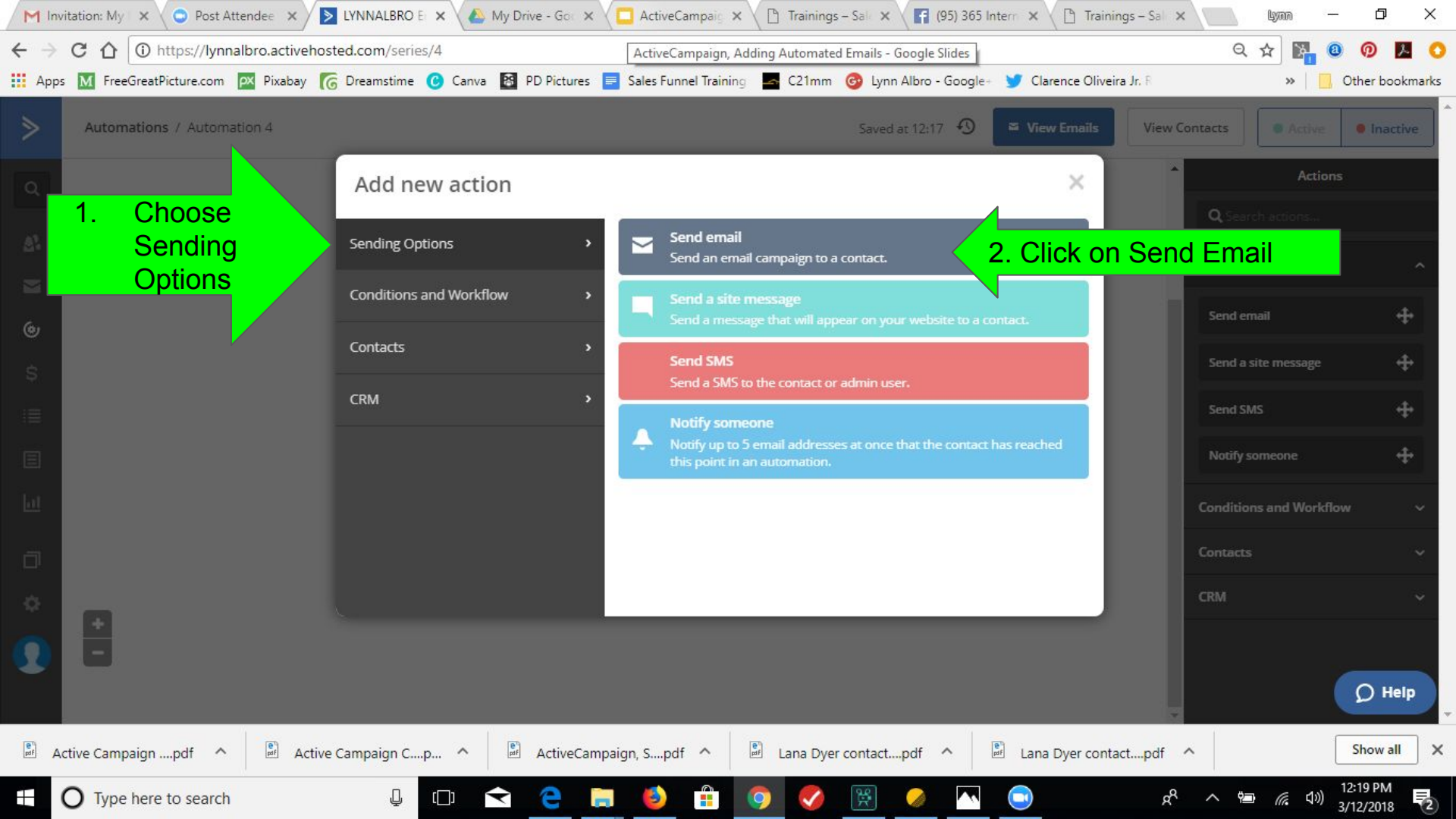

Automations / Automation 4
Save
Saved at 10:29
View Emails
View Contacts
Active
Inactive
Name your automation here
Start this automation when one of these actions takes place
Contact subscribes to list test2
Add new trigger
Send email "Welcome" (view reports)
First let's add a Wait Period between emails.
Click on the Circled + sign
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:09 PM
3/12/2018

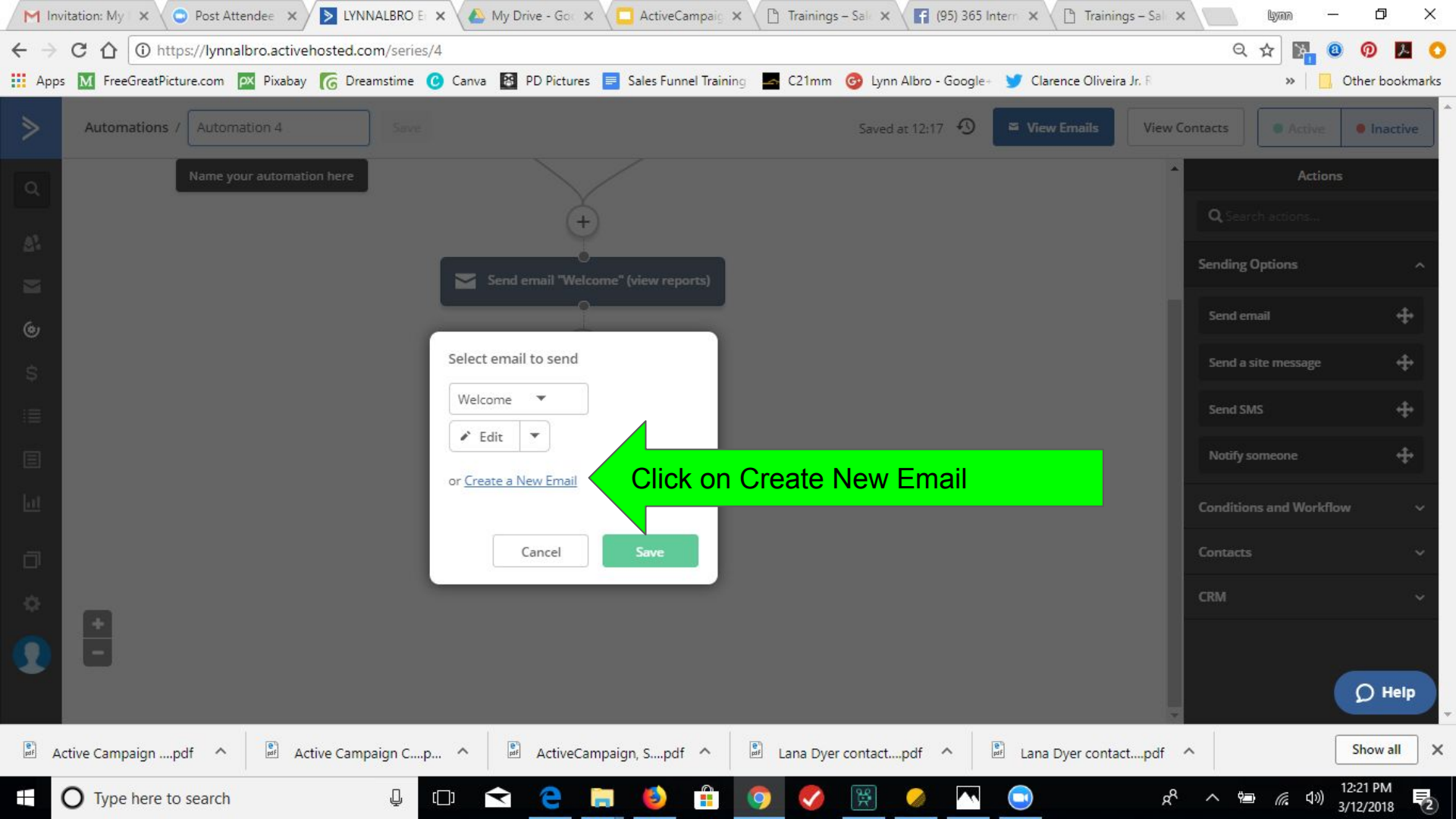

#1. Choose Conditions & Workflow,
Add new action
Sending Options
Conditions and Workflow
Contacts
CRM
Wait
Wait for a certain period of time, or until conditions are matched.
If / Else
Continue the automation in a different way depending on whether the conditions are matched.
Split
Evenly split the contacts or choose how to distribute them.
Go to
Go to another action.
Goal
Jump to an action in the automation when the contact matches certain conditions.
Start an automation
Add a contact to another automation.
End this automation
This is where this automation will end.
End other automation
#2. Choose Wait
Automations / Automation 4
Saved at 10:29
View Emails
View Contacts
Active
Inactive
Actions
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:11 PM
3/12/2018

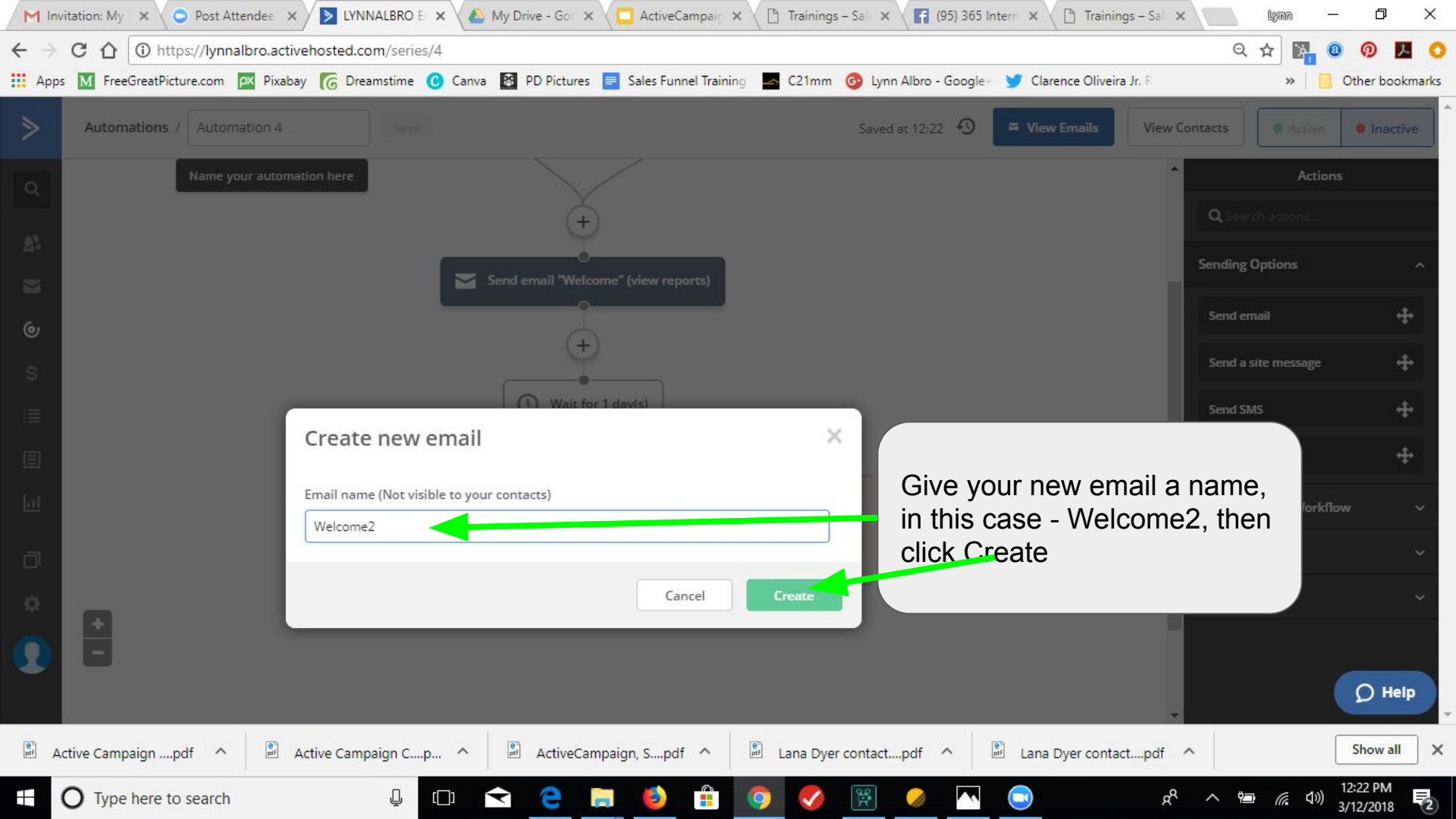

Automations / Automation 4
Save
Saved at 10:29
View Emails
View Contacts
Active
Inactive
Name your automation here
Start this automation when one of these actions takes place
Contact subscribes to list test2
Add new trigger
Wait...
For a specified period of time
Until specific conditions are met
Choose the 1st Option - for a specific period of time
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help

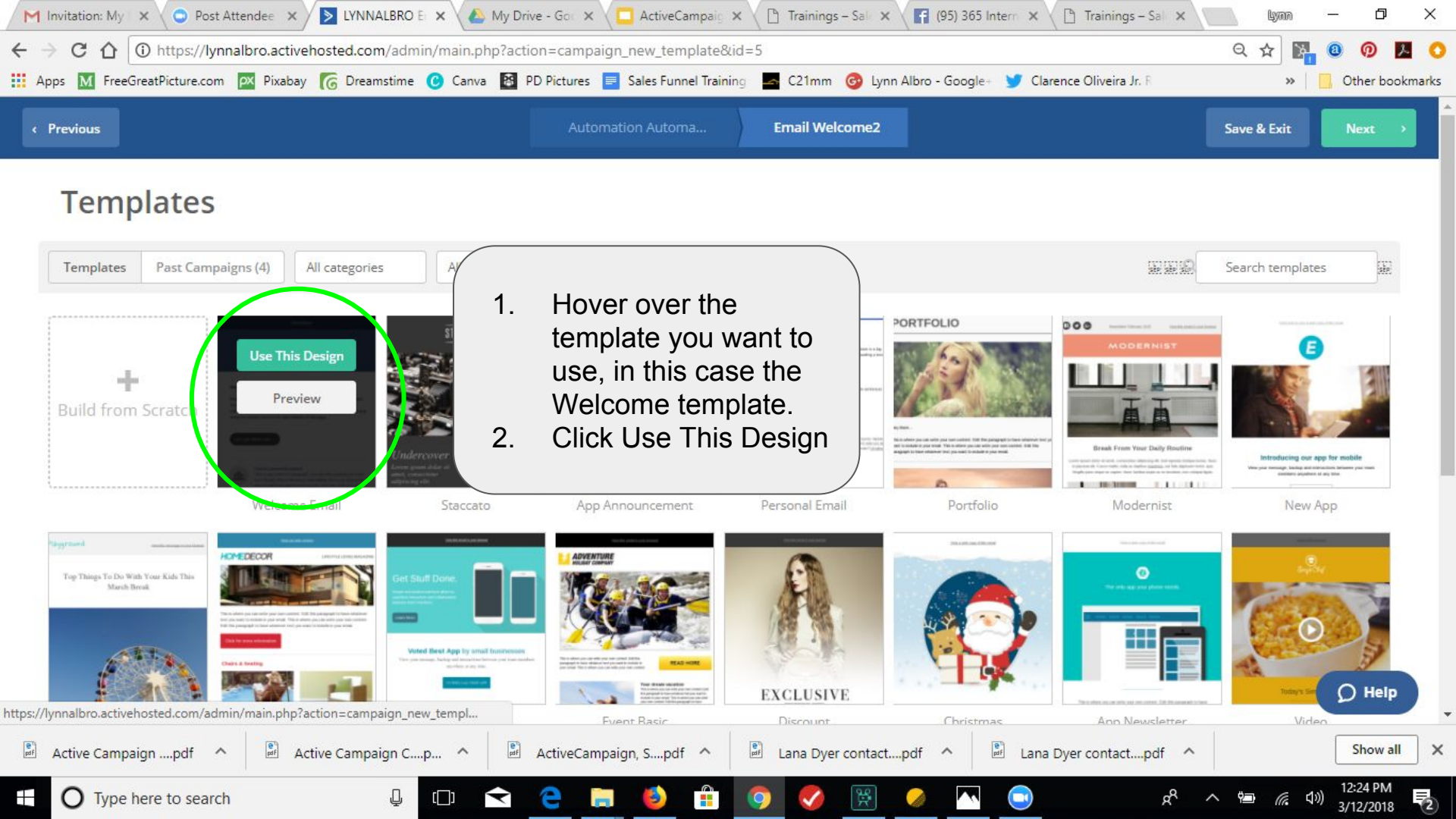

Automations / Automation 4
Saved at 10:29
View Emails
View Contacts
Active
Inactive
Name your automation here
Start this automation when one of these actions takes place
Contact subscribes to list test2
Add new trigger
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
For the 2nd email, wait for 1 day, then click Save
Wait
for
1
day(s)
Back
Save
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:16 PM
3/12/2018

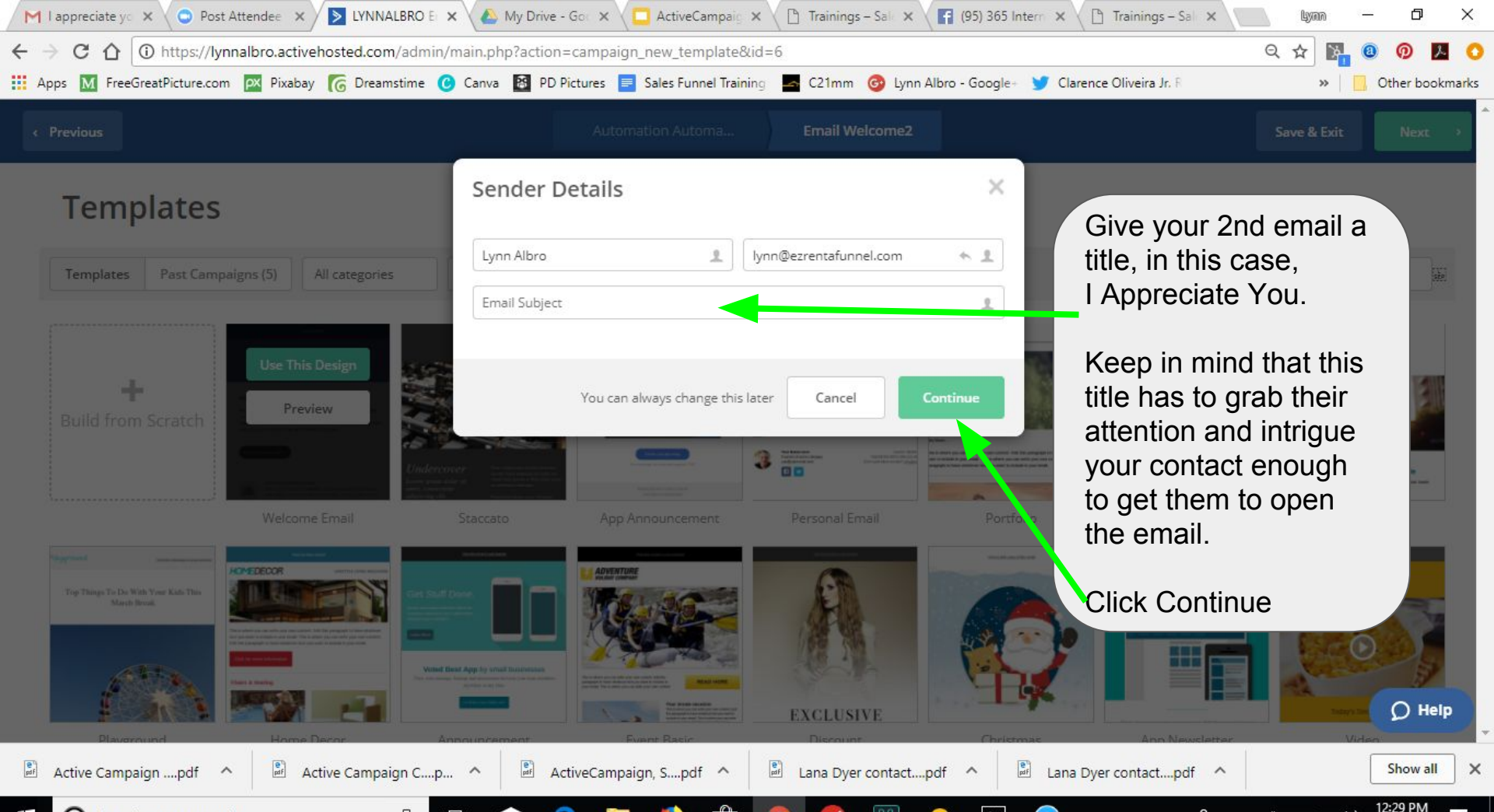

Automations / Automation 4
Save
Saved at 12:17
View Emails
View Contacts
Active
Inactive
Name your automation here
Send email "Welcome" (view reports)
Wait for 1 day(s)
Click on the circled + to add email
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:18 PM
3/12/2018

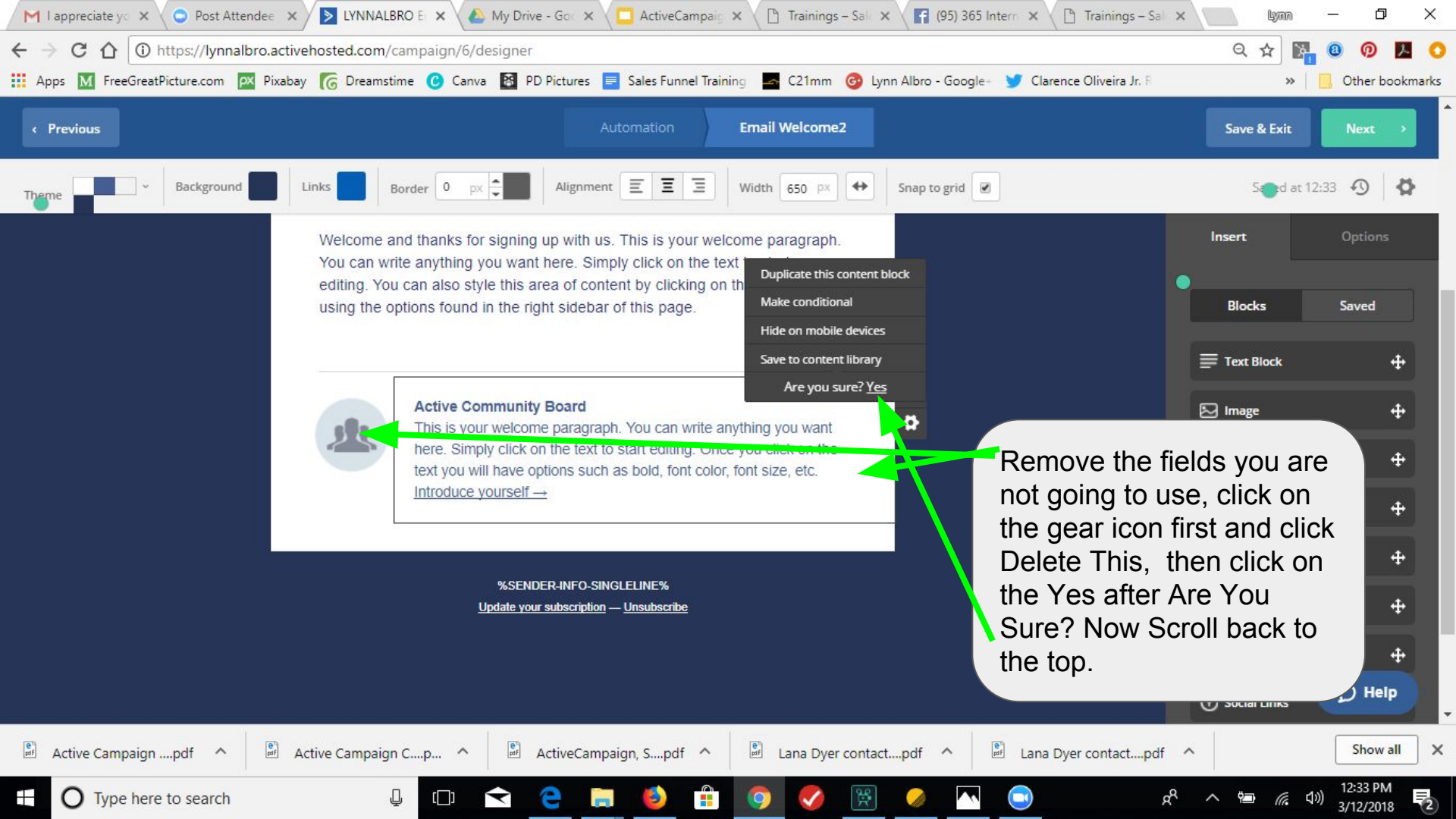

1. Choose Sending Options
Add new action
Sending Options
Conditions and Workflow
Contacts
CRM
Send email
Send an email campaign to a contact.
Send a site message
Send a message that will appear on your website to a contact.
Send SMS
Send a SMS to the contact or admin user.
Notify someone
Notify up to 5 email addresses at once that the contact has reached this point in an automation.
2. Click on Send Email
Automations / Automation 4
Saved at 12:17
View Emails
View Contacts
Active
Inactive
Actions
Search actions...
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:19 PM
3/12/2018

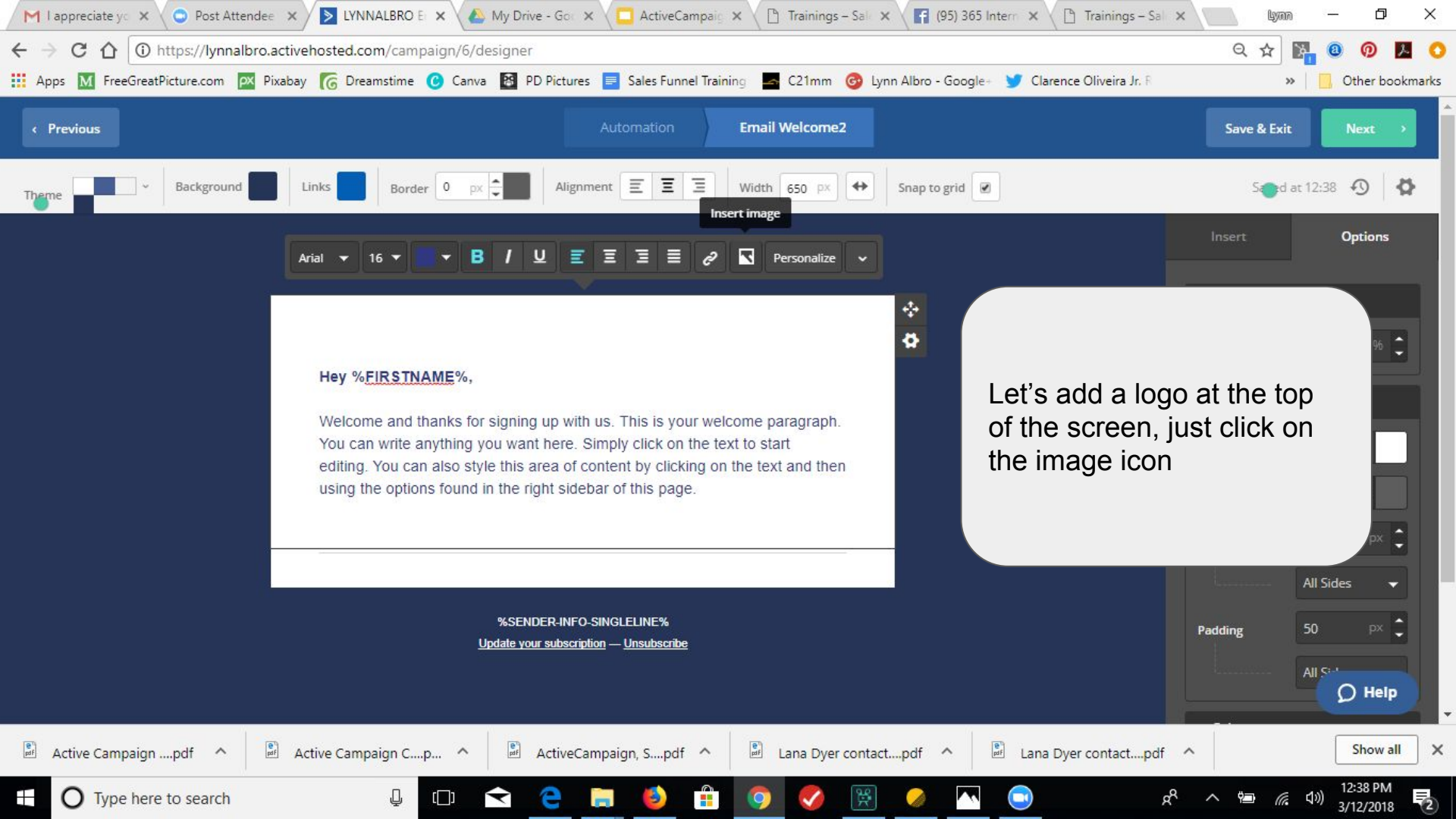

Automations / Automation 4
Save
Saved at 12:17
View Emails
View Contacts
Active
Inactive
Name your automation here
Send email "Welcome" (view reports)
Select email to send
Welcome
Edit
or Create a New Email
Click on Create New Email
Cancel
Save
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help

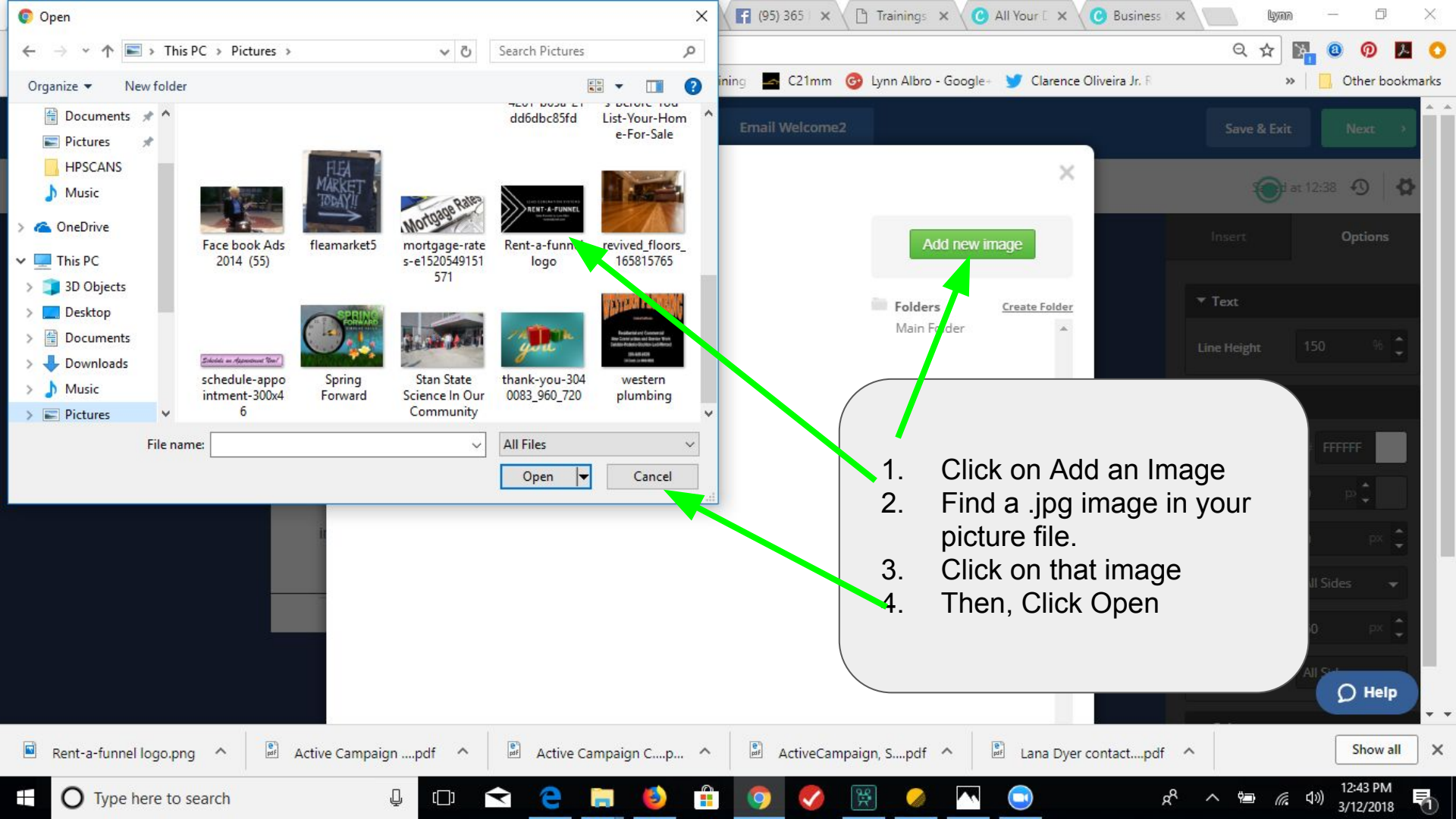

Automations / Automation 4
Saved at 12:22
View Emails
View Contacts
Active
Inactive
Name your automation here
Send email "Welcome" (view reports)
Wait for 1 day(s)
Actions
Sending Options
Send email
Send a site message
Send SMS
Create new email
Email name (Not visible to your contacts)
Welcome2
Cancel
Create
Give your new email a name, in this case - Welcome2, then click Create
Help


Previous
Automation Automa...
Email Welcome2
Save & Exit
Next
Templates
Templates
Past Campaigns (4)
All categories
Search templates
Build from Scratch
Use This Design
Preview
Staccato
App Announcement
Personal Email
Portfolio
Modernist
New App
Event Basic
Discount
Christmas
App Newsletter
Video
1. Hover over the template you want to use, in this case the Welcome template.
2. Click Use This Design
Help
https://lynnalbro.activehosted.com/admin/main.php?action=campaign_new_templ...
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:24 PM
3/12/2018


Previous
Automation Automa...
Email Welcome2
Save & Exit
Next
Templates
Templates
Past Campaigns (5)
All categories
Build from Scratch
Use This Design
Preview
Welcome Email
Staccato
App Announcement
Personal Email
Sender Details
Lynn Albro
lynn@ezrentafunnel.com
Email Subject
You can always change this later
Cancel
Continue
Give your 2nd email a title, in this case, I Appreciate You.
Keep in mind that this title has to grab their attention and intrigue your contact enough to get them to open the email.
Click Continue
Help
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:29 PM
3/12/2018


Previous
Automation
Email Welcome2
Save & Exit
Next
Theme
Background
Links
Border
Alignment
Width
650
Snap to grid
Welcome and thanks for signing up with us. This is your welcome paragraph.
You can write anything you want here. Simply click on the text
editing. You can also style this area of content by clicking on th
using the options found in the right sidebar of this page.
Duplicate this content block
Make conditional
Hide on mobile devices
Save to content library
Are you sure? Yes
Active Community Board
This is your welcome paragraph. You can write anything you want
here. Simply click on the text to start editing. Once you click on the
text you will have options such as bold, font color, font size, etc.
Introduce yourself →
%SENDER-INFO-SINGLELINE%
Update your subscription — Unsubscribe
Insert
Options
Blocks
Saved
Text Block
Image
Help
Remove the fields you are not going to use, click on the gear icon first and click Delete This, then click on the Yes after Are You Sure? Now Scroll back to the top.
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:33 PM
3/12/2018


Previous
Automation
Email Welcome2
Save & Exit
Next
Theme
Background
Links
Border
Alignment
Width
650
Snap to grid
Insert image
Arial
16
Personalize
Insert
Options
Hey %FIRSTNAME%,
Welcome and thanks for signing up with us. This is your welcome paragraph. You can write anything you want here. Simply click on the text to start editing. You can also style this area of content by clicking on the text and then using the options found in the right sidebar of this page.
%SENDER-INFO-SINGLELINE%
Update your subscription — Unsubscribe
Let's add a logo at the top of the screen, just click on the image icon
All Sides
Padding
50
Help


Open
This PC › Pictures ›
Search Pictures
Organize
New folder
Documents
Pictures
HPSCANS
Music
OneDrive
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Face book Ads 2014 (55)
fleamarket5
mortgage-rates-e1520549151571
Rent-a-funnel logo
revived_floors_165815765
schedule-appointment-300x46
Spring Forward
Stan State Science In Our Community
thank-you-3040083_960_720
western plumbing
File name:
All Files
Open
Cancel
Email Welcome2
Save & Exit
Next
Add new image
Folders
Create Folder
Main Folder
Insert
Options
Text
Line Height
150
1. Click on Add an Image
2. Find a .jpg image in your picture file.
3. Click on that image
4. Then, Click Open
Help
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:43 PM
3/12/2018

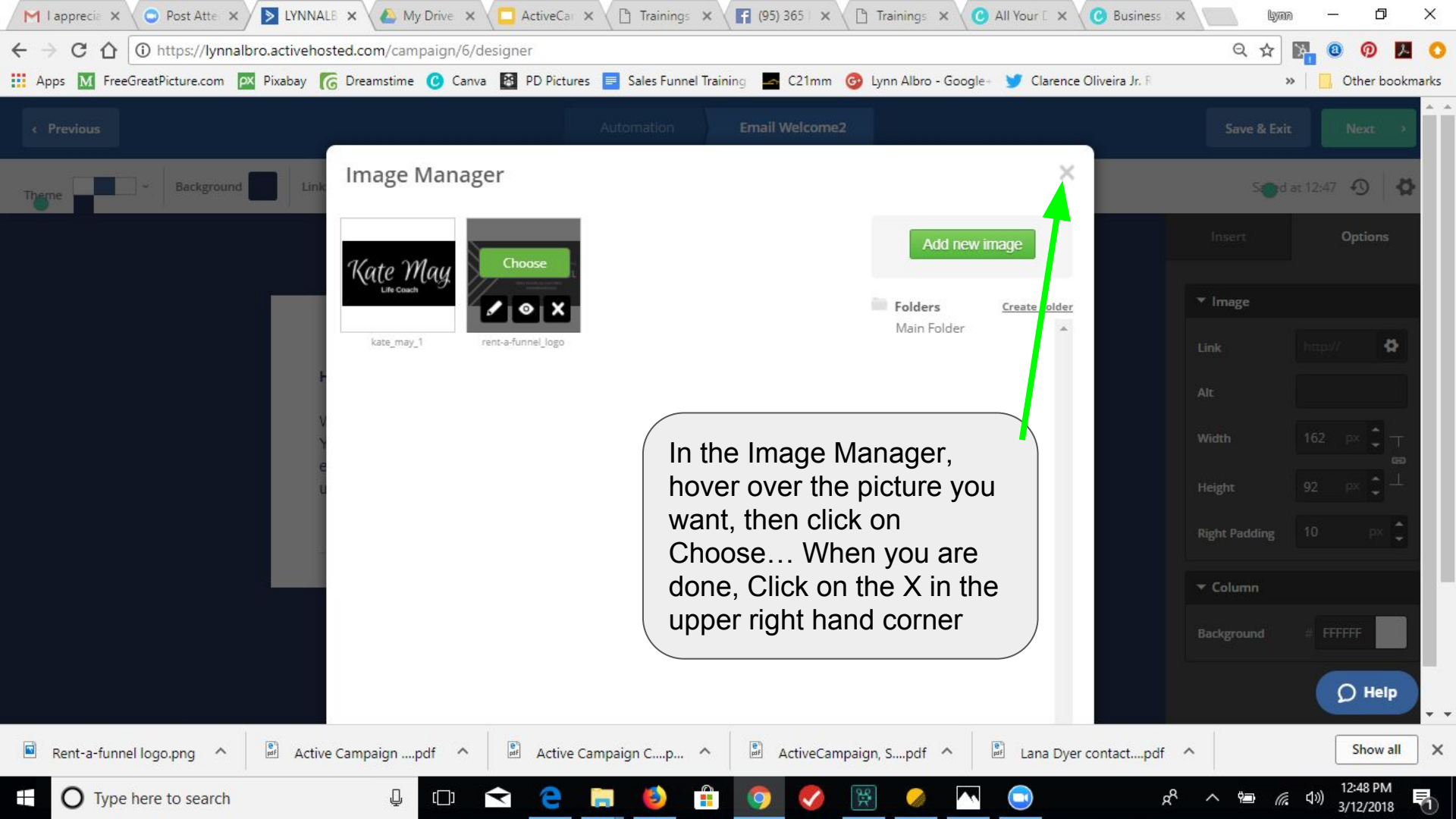
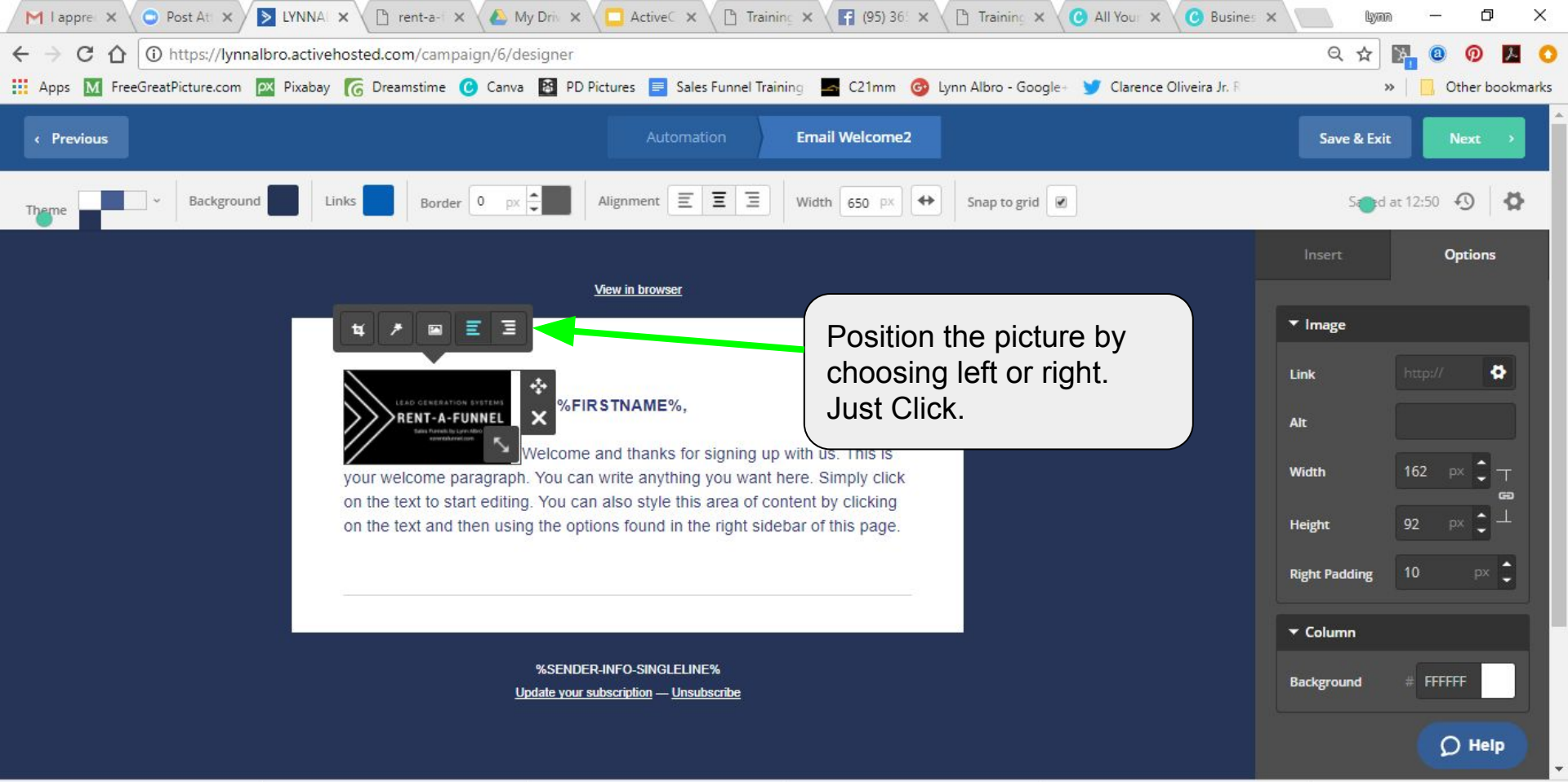
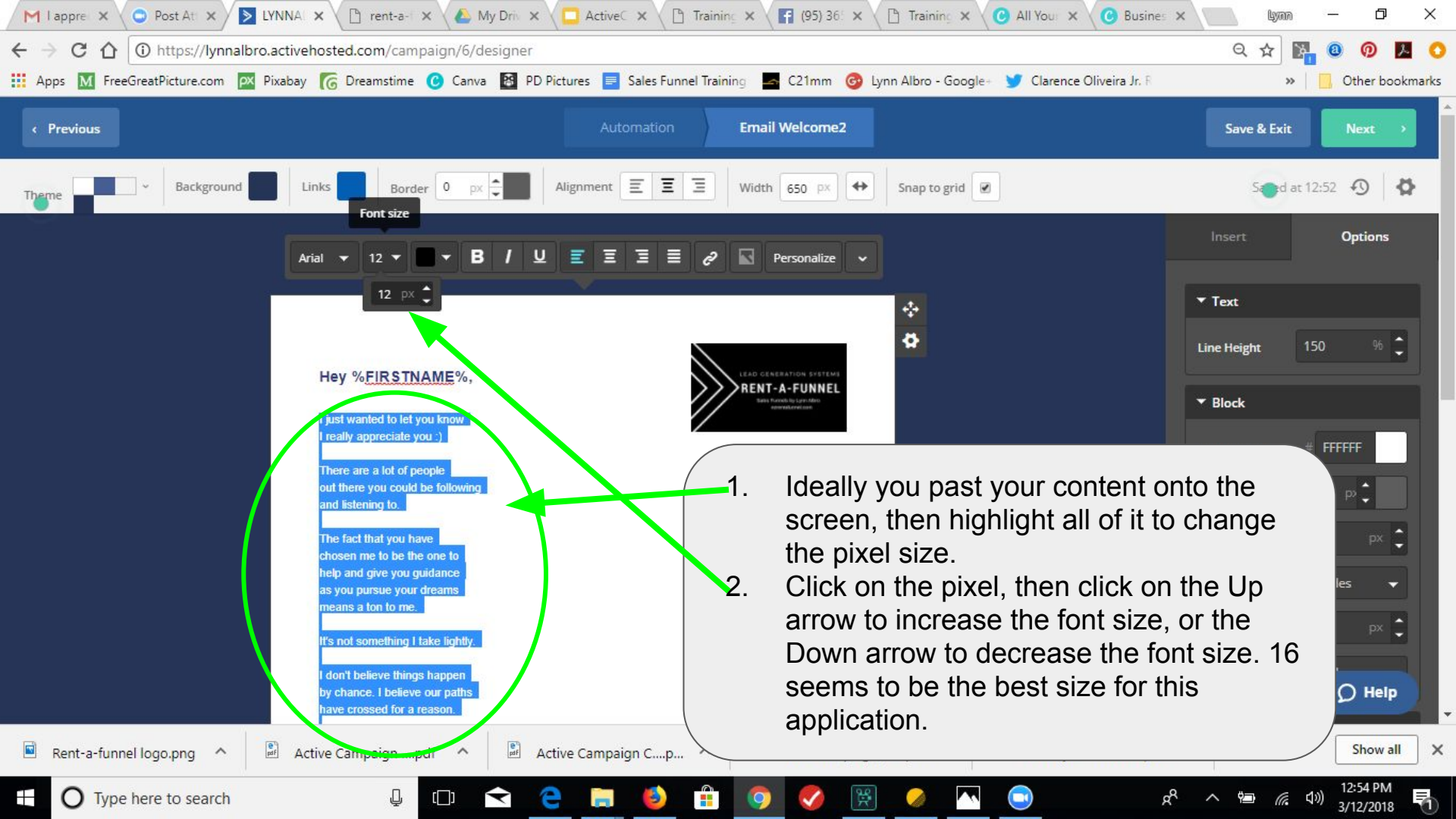
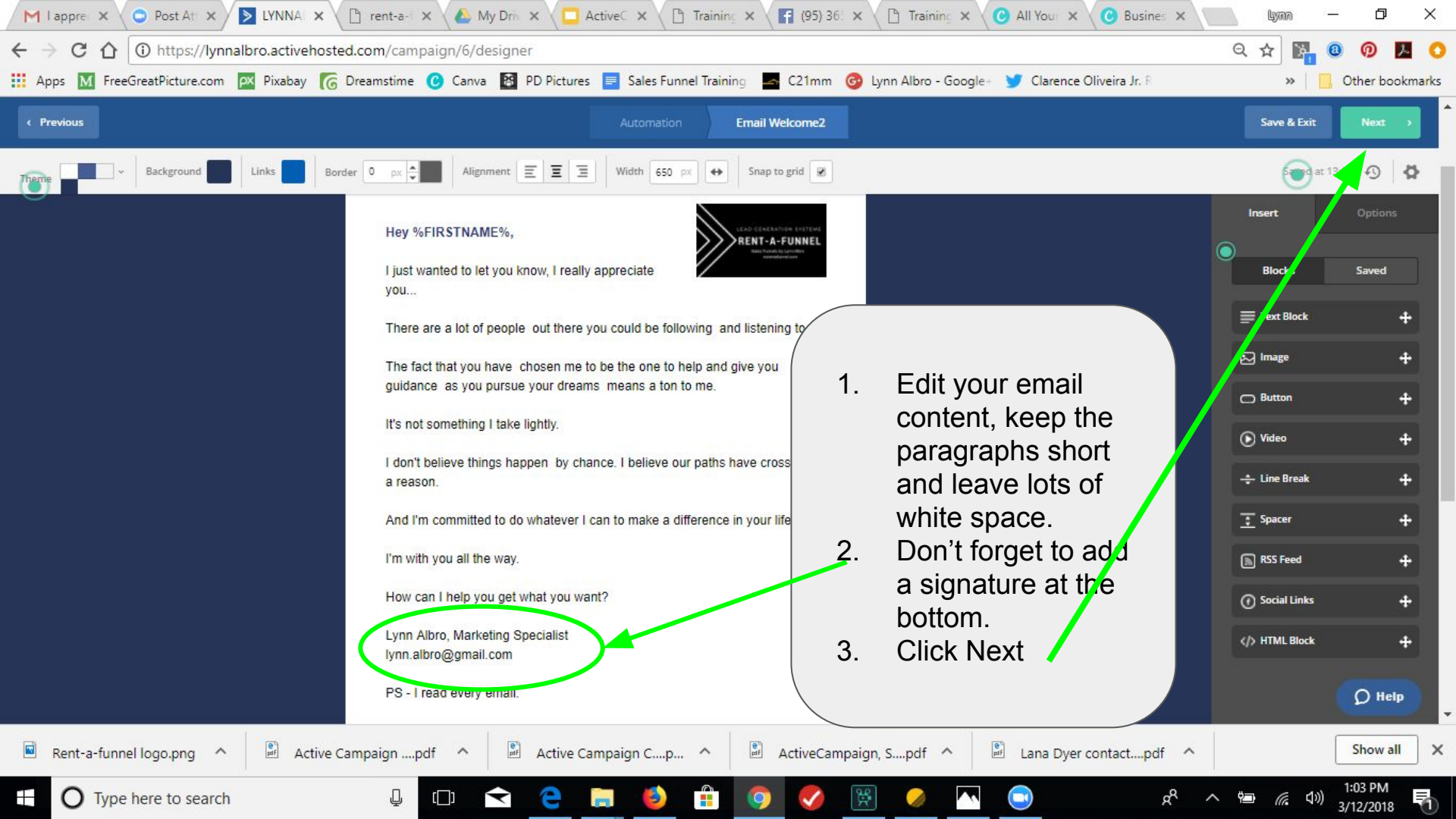
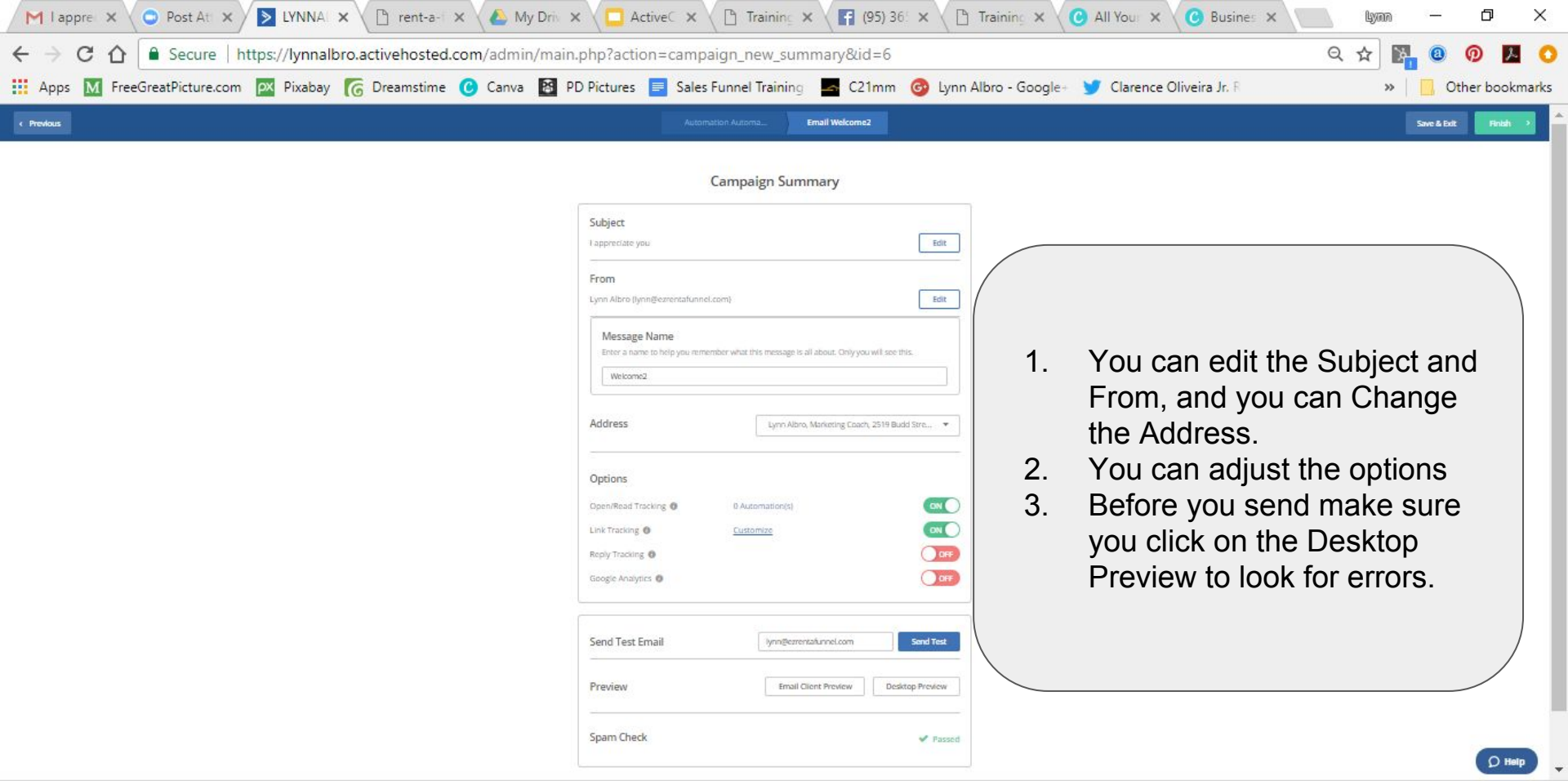


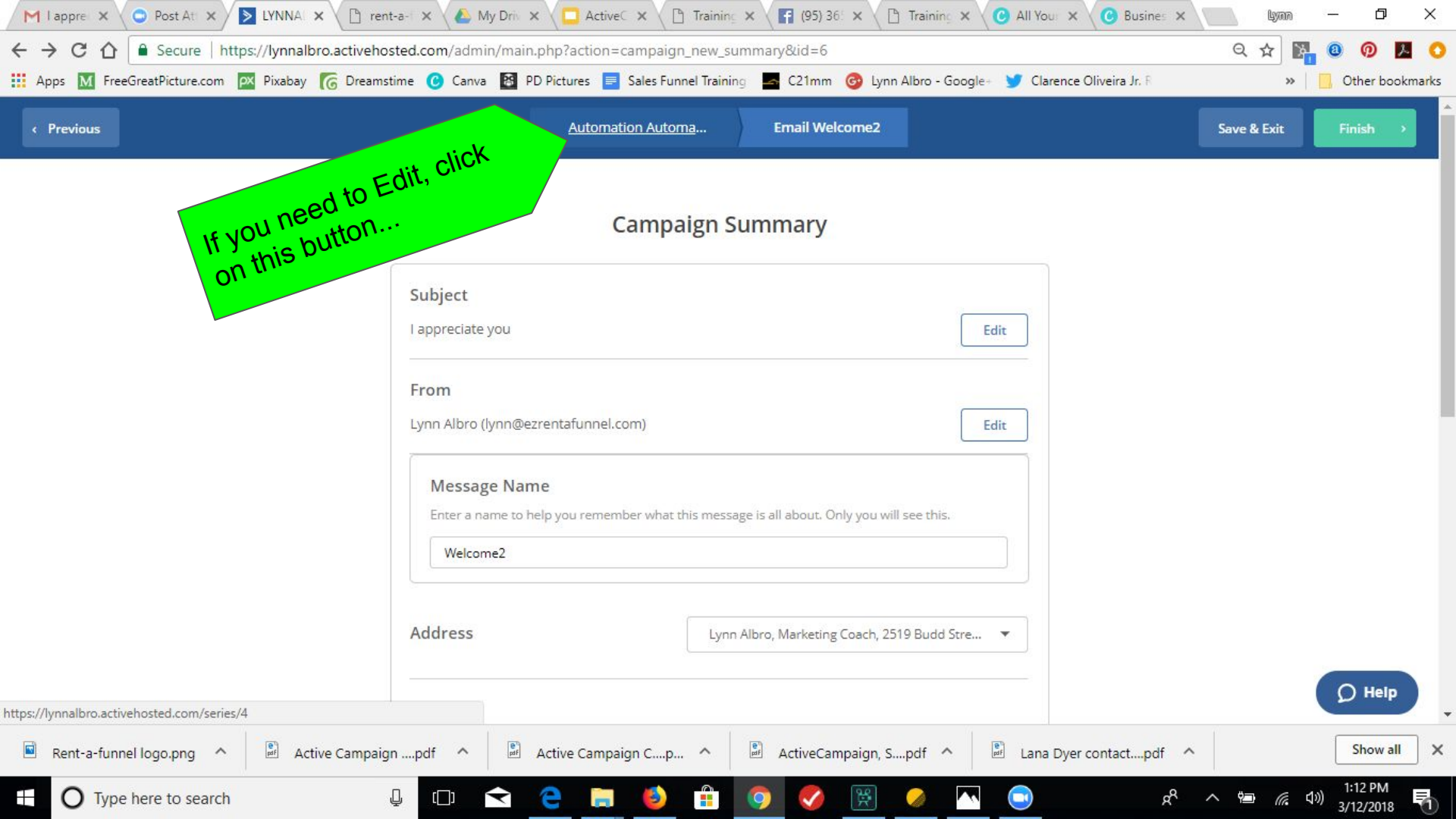
Image Manager
Add new image
Folders
Create folder
Main Folder
Choose
kate_may_1
rent-a-funnel_logo
In the Image Manager, hover over the picture you want, then click on Choose… When you are done, Click on the X in the upper right hand corner
Previous
Automation
Email Welcome2
Save & Exit
Next
Insert
Options
Image
Link
Alt
Width
Height
Right Padding
Column
Background
Help
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:48 PM
3/12/2018

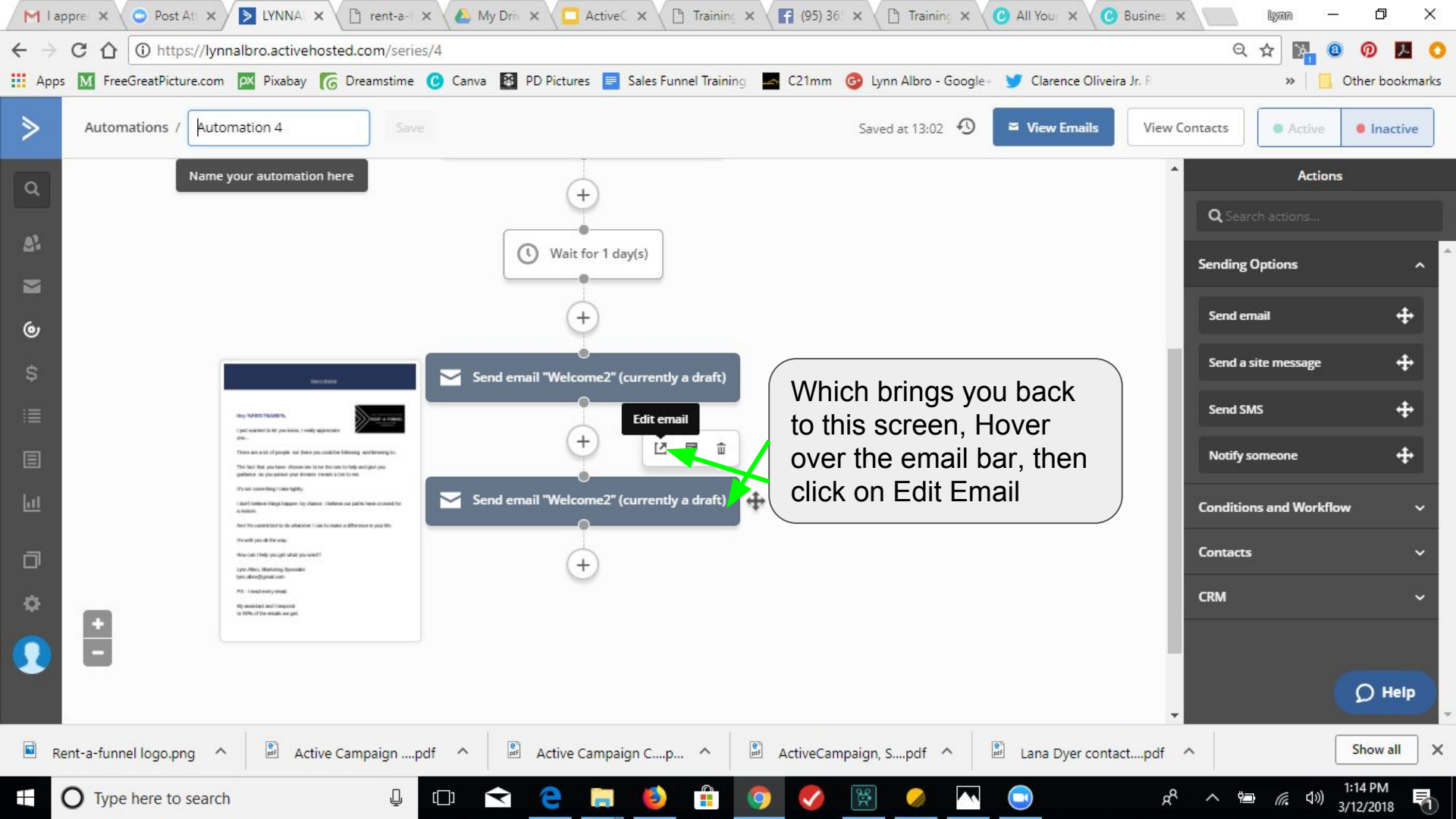

https://lynnalbro.activehosted.com/campaign/6/designer
Previous
Automation
Email Welcome2
Save & Exit
Next
Theme
Background
Links
Border
Alignment
Width
650
Snap to grid
Insert
Options
View in browser
%FIRSTNAME%,
Welcome and thanks for signing up with us. This is your welcome paragraph. You can write anything you want here. Simply click on the text to start editing. You can also style this area of content by clicking on the text and then using the options found in the right sidebar of this page.
%SENDER-INFO-SINGLELINE%
Update your subscription — Unsubscribe
Position the picture by choosing left or right. Just Click.
Image
Link
Alt
Width
162
Height
92
Right Padding
10
Column
Background
FFFFFF
Help
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
12:51 PM
3/12/2018

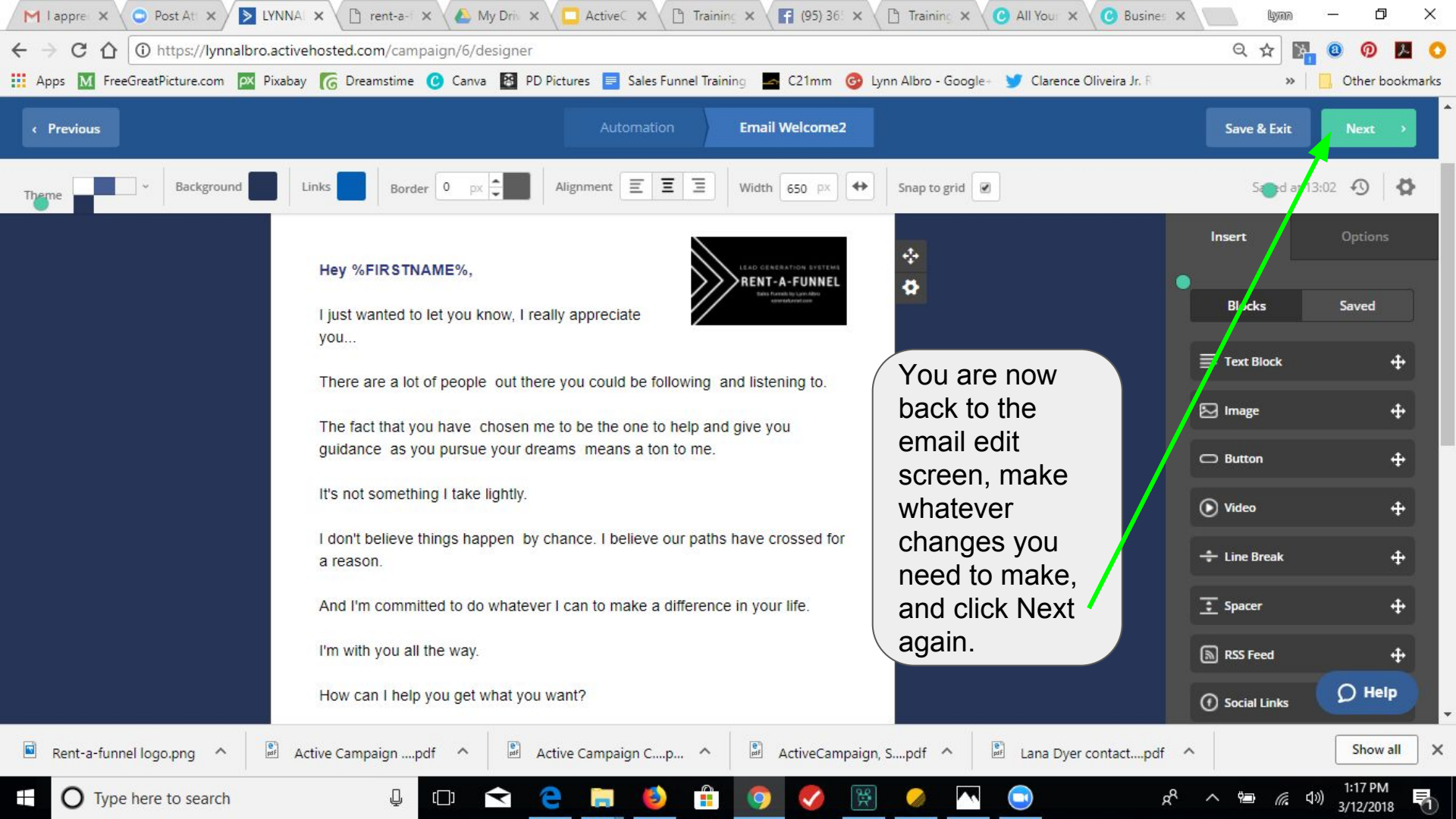

Previous
Automation
Email Welcome2
Save & Exit
Next
Theme
Background
Links
Border
Alignment
Width
650
Snap to grid
Font size
Arial
12
Personalize
Insert
Options
Text
Line Height
150
Block
FFFFFF
Hey %FIRSTNAME%,
I just wanted to let you know I really appreciate you :)
There are a lot of people out there you could be following and listening to.
The fact that you have chosen me to be the one to help and give you guidance as you pursue your dreams means a ton to me.
It's not something I take lightly.
I don't believe things happen by chance. I believe our paths have crossed for a reason.
RENT-A-FUNNEL
1. Ideally you past your content onto the screen, then highlight all of it to change the pixel size.
2. Click on the pixel, then click on the Up arrow to increase the font size, or the Down arrow to decrease the font size. 16 seems to be the best size for this application.
Help
Rent-a-funnel logo.png
Active Campaign C....p...
Show all
Type here to search
12:54 PM
3/12/2018

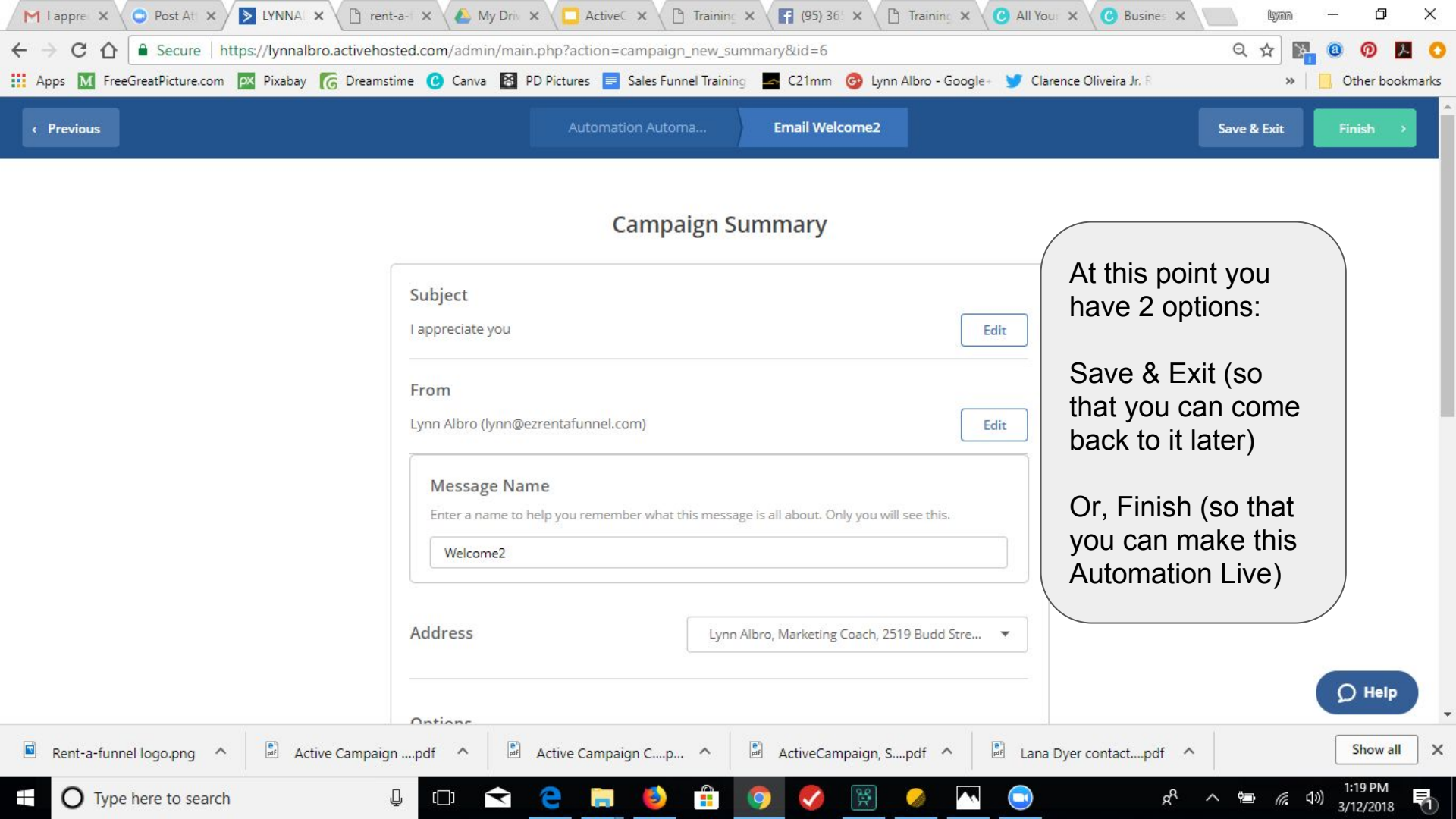

Previous
Automation
Email Welcome2
Save & Exit
Next
Hey %FIRSTNAME%,
I just wanted to let you know, I really appreciate you...
There are a lot of people out there you could be following and listening to
The fact that you have chosen me to be the one to help and give you guidance as you pursue your dreams means a ton to me.
It's not something I take lightly.
I don't believe things happen by chance. I believe our paths have cross
a reason.
And I'm committed to do whatever I can to make a difference in your life
I'm with you all the way.
How can I help you get what you want?
Lynn Albro, Marketing Specialist
lynn.albro@gmail.com
PS - I read every email.
1. Edit your email content, keep the paragraphs short and leave lots of white space.
2. Don't forget to add a signature at the bottom.
3. Click Next
Insert
Options
Saved
Image
Button
Video
Line Break
Spacer
RSS Feed
Social Links
HTML Block
Help

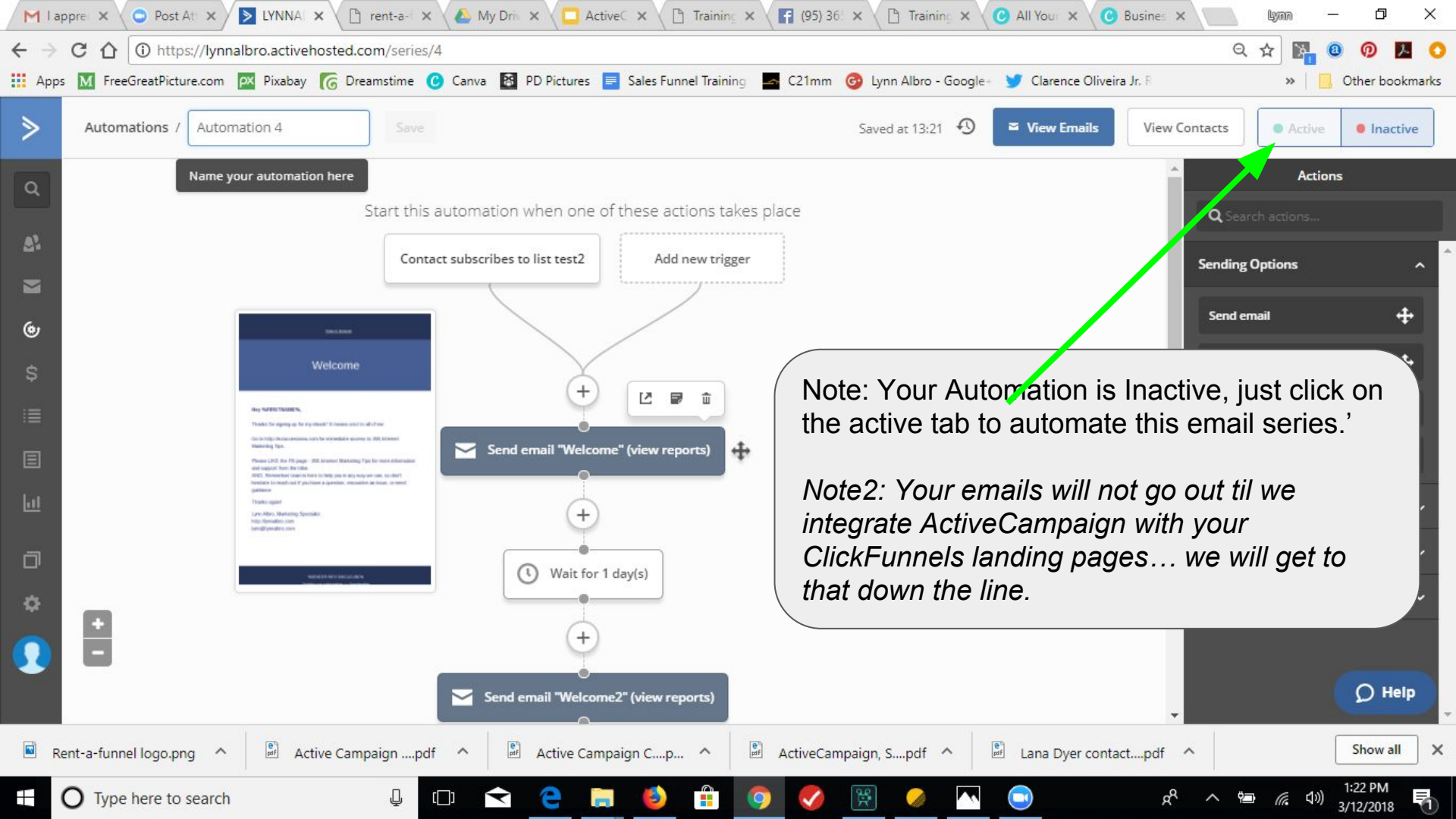

Campaign Summary
Subject
I appreciate you
Edit
From
Lynn Albro (lynn@ezrentafunnel.com)
Edit
Message Name
Enter a name to help you remember what this message is all about. Only you will see this.
Welcome2
Address
Lynn Albro, Marketing Coach, 2519 Budd Stre...
Options
Open/Read Tracking
0 Automation(s)
ON
Link Tracking
Customize
ON
Reply Tracking
OFF
Google Analytics
OFF
Send Test Email
lynn@ezrentafunnel.com
Send Test
Preview
Email Client Preview
Desktop Preview
Spam Check
Passed
1. You can edit the Subject and From, and you can Change the Address.
2. You can adjust the options
3. Before you send make sure you click on the Desktop Preview to look for errors.


Secure | https://lynnalbro.activehosted.com/admin/main.php?action=campaign_new_summary&id=6
Apps FreeGreatPicture.com Pixabay Dreamstime Canva PD Pictures Sales Funnel Training C21mm Lynn Albro - Google+ Clarence Oliveira Jr. F Other bookmarks
Previous
Automation Automa...
Email Welcome2
Save & Exit
Finish
If you need to Edit, click on this button…
Campaign Summary
Subject
I appreciate you
Edit
From
Lynn Albro (lynn@ezrentafunnel.com)
Edit
Message Name
Enter a name to help you remember what this message is all about. Only you will see this.
Welcome2
Address
Lynn Albro, Marketing Coach, 2519 Budd Stre...
Help
https://lynnalbro.activehosted.com/series/4
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
1:12 PM
3/12/2018


Automations / Automation 4
Save
Saved at 13:02
View Emails
View Contacts
Active
Inactive
Name your automation here
Wait for 1 day(s)
Send email "Welcome2" (currently a draft)
Edit email
Send email "Welcome2" (currently a draft)
Which brings you back to this screen, Hover over the email bar, then click on Edit Email
Actions
Search actions...
Sending Options
Send email
Send a site message
Send SMS
Notify someone
Conditions and Workflow
Contacts
CRM
Help
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
1:14 PM
3/12/2018


https://lynnalbro.activehosted.com/campaign/6/designer
Previous
Automation
Email Welcome2
Save & Exit
Next
Theme
Background
Links
Border
Alignment
Width
650
Snap to grid
Hey %FIRSTNAME%,
I just wanted to let you know, I really appreciate you...
There are a lot of people out there you could be following and listening to.
The fact that you have chosen me to be the one to help and give you guidance as you pursue your dreams means a ton to me.
It's not something I take lightly.
I don't believe things happen by chance. I believe our paths have crossed for a reason.
And I'm committed to do whatever I can to make a difference in your life.
I'm with you all the way.
How can I help you get what you want?
Insert
Options
Blocks
Saved
Text Block
Image
Button
Video
Line Break
Spacer
RSS Feed
Social Links
Help
You are now back to the email edit screen, make whatever changes you need to make, and click Next again.
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
1:17 PM
3/12/2018


Secure https://lynnalbro.activehosted.com/admin/main.php?action=campaign_new_summary&id=6
Apps FreeGreatPicture.com Pixabay Dreamstime Canva PD Pictures Sales Funnel Training C21mm Lynn Albro - Google+ Clarence Oliveira Jr. F Other bookmarks
Previous
Automation Automa...
Email Welcome2
Save & Exit
Finish
Campaign Summary
Subject
I appreciate you
Edit
From
Lynn Albro (lynn@ezrentafunnel.com)
Edit
Message Name
Enter a name to help you remember what this message is all about. Only you will see this.
Welcome2
Address
Lynn Albro, Marketing Coach, 2519 Budd Stre...
At this point you have 2 options:
Save & Exit (so that you can come back to it later)
Or, Finish (so that you can make this Automation Live)
Help
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
1:19 PM
3/12/2018


Automations / Automation 4
Save
Saved at 13:21
View Emails
View Contacts
Active
Inactive
Name your automation here
Start this automation when one of these actions takes place
Contact subscribes to list test2
Add new trigger
Welcome
Send email "Welcome" (view reports)
Wait for 1 day(s)
Send email "Welcome2" (view reports)
Actions
Search actions...
Sending Options
Send email
Help
Note: Your Automation is Inactive, just click on the active tab to automate this email series.'
Note2: Your emails will not go out til we integrate ActiveCampaign with your ClickFunnels landing pages… we will get to that down the line.
Rent-a-funnel logo.png
Active Campaign ....pdf
Active Campaign C....p...
ActiveCampaign, S....pdf
Lana Dyer contact....pdf
Show all
Type here to search
1:22 PM
3/12/2018