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MOSHI-TOSHI QUICK-TRAINING

Adding Moshi-Toshi Registration forms to your website

Result : Visitors to your website can register for your newsletters

Duration : < 20 minutes 🕒



Naturally your newsletters deserve many readers! With Moshi-Toshi Registration forms you increase your potential reading public. By placing a short section of code on your website you are offering visitors, from now on, the possibility to register for your newsletters. The data of the applicants is then automatically added to your Moshi-Toshi address book. But of course you also have the possibility to first check this data manually! The best news is the following: you can activate this powerful marketing tool within 20 minutes. Follow the steps of this speed-training course and profit right away!

Before you start it's useful to know that a registration form is connected to a label in your address book. The data of the new applicants will thus also be automatically linked up with the by you pre-determined label (like for example: 'web seeker' or 'web action').

1 OPEN YOUR MOSHI-TOSHI ADDRESS BOOK

Select the tab sheet 'Subscription forms'

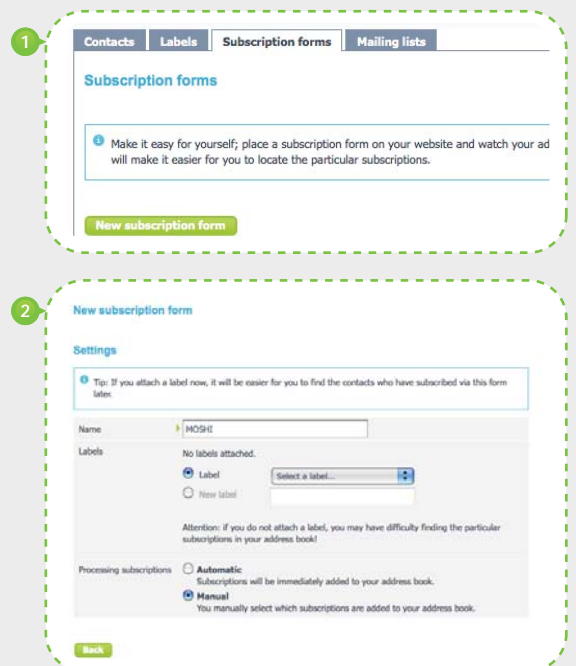
2 CLICK ON 'NEW REGISTRATION FORM'

A new screen will open up.

You will find (from top to bottom) the following fields:

- Name:** give your registration list a name in this location, for example: registration form website.
- Label:** here you can prepare or select a label. The applicants will be connected to this particular label in order for you to be able to find them easier in your address book, like for example: website action.
- Processing subscriptions:** Determine if new applicants are being integrated automatically into the address book, or if they first need to be approved by you through the registration overview screen.

Once everything has been set up appropriately 'continue' with the preparation of the registration form.



3 PREPARE YOUR REGISTRATION FORM

On this screen you can prepare your form. The screen is made up out of three parts.

A. **'Text header'**: this is the text that will appear above the form. For example: 'Yes, I want to receive the newsletter!'

B. **'Fields'**: here you can determine which fields your visitors will be able to fill out. Examples of this are: e-mail address, first name, company name, etc. This is also the location where you indicate which fields are mandatory. E-mail is of course always a mandatory field.

C. **'Text footer'**: the text below the form.

Example: 'We will not forward your personal data to third parties.'

On the right hand side of the form you will see an example of the form. You always have the possibility to temporarily interrupt the process by clicking on **'save and exit'**.

4 EDITING THE REGISTRATION FORM TEXT

Here you have the possibility to edit the message readers will see (like **'Thanks for registering with us'**) to your own liking. You also have the option to add a link to your website. By clicking on **'continue'** you will proceed to the next step.

5 EDITING THE CONFIRMATION E-MAIL

People that have registered to your newsletter will need to confirm this. The purpose of this confirmation is an effective method to combat spam as well as a good way to assure oneself of the people's interest. The text of this automatically sent message can be composed here. For example: **'Thanks for registering with us. Click here to confirm your registration.'**

6 EDITING THE WELCOME TEXT

Here you have the possibility to edit the welcome text. This text will be displayed immediately after clicking on the confirmation link. For example: 'thanks for registering'.

GENERATING THE CODE!

Are you satisfied? If so, then click on: 'Generate registration form.' Moshi-Toshi will then prepare the HTML code which you will then have to add to your website. Copy (Ctrl + C) and paste (Ctrl + V) this code to the desired pages of your website and – voila! – your newsletter registration center is instantly operational!

Of course we would like to assist you with the preparation of your first registration form. Send us a mail to moshi@moshi-toshi.com!

3 New subscription form

Subscription form for 'MOSHI'

Text header

Subscribe to the newsletter: fields marked with a * are compulsory

Fields

Fields	Compulsory
<input checked="" type="checkbox"/> E-mail	<input checked="" type="checkbox"/>
<input type="checkbox"/> Gender	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/>
<input type="checkbox"/> Surname	<input type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input type="checkbox"/>
<input type="checkbox"/> Name of Company	<input type="checkbox"/>
<input type="checkbox"/> Address / Postal code / Town/City	<input type="checkbox"/>
<input type="checkbox"/> Country	<input type="checkbox"/>
<input type="checkbox"/> Telephone	<input type="checkbox"/>
<input type="checkbox"/> Mobile Phone	<input type="checkbox"/>
<input type="checkbox"/> Fax	<input type="checkbox"/>
<input type="checkbox"/> Open Field 1	<input type="checkbox"/>
<input type="checkbox"/> Open Field 2	<input type="checkbox"/>
<input type="checkbox"/> Open Field 3	<input type="checkbox"/>

Text footer

We respect your privacy and will not pass on any of your details to third parties.

4 Subscription message for 'MOSHI'

Thank you for your subscription! You will receive an e-mail via which you can confirm it.

Redirect link

Title To the website

Website http://

Back

5 Confirmation e-mail for 'MOSHI'

Name of sender MOSHI

E-mail address of sender Moshi@moshi-toshi.com

Subject Confirm subscription to 'MOSHI'

Text header

Click on the link below to confirm your subscription:

Text footer