

## QUICK START GUIDE

Welcome to the QuickTellpro Quick Start Guide!

### Follow this guide to setup your first responder:

The **Client Home** page is shown by default after you log in. To access this page anytime later - please click **Home** in the side menu.

Any QuickTellPro account can be upgraded to the next level or even skip a level at anytime, just click on the **Upgrade** button top right.

Your membership entitles you to unlimited responders and all your responders are listed at the bottom of the **Home** page ready to be edited, to get into any of your responders just click on the one you want.

### Step 1:

The first thing you need to do is add a responder, to do that you click on **Responder** then **Add New Responder**. Insert the name of the responder you wish to create in the input box and click the **Add Responder** button, the responder name must be at least 4 characters only A-Z, 0-9, hyphen and underscore are allowed (**no spaces please**). The name you use becomes the first half of the email address to send to and will always end in @QuickTellpro.com (but don't add that when creating a responder).

### Step 2:

Once you have created your first responder you need to move on to Account Tokens. To edit the **Account Tokens** please click **Responders** then **Account Tokens** on the left sidebar menu. Just complete the details in the value fields to the right especially the required ones, they are highlighted in pink. They must be completed for each responder you create or you can use the **In all responders** check box.

**Note:** The company name and address information you enter will be added to the bottom of every email you send to your subscribers, it can be different for each responder you create.

### Step 3:

**Settings**, is your next stop click **Responders** then **Settings**, this is very simple just check the boxes you wish to use and fill in any details, such as your own Thank you page or logo. You can use the settings differently for each responder or check the **In all responders** box and your details will be saved in each responder you create.

### Step 4:

It's now time to add some messages to your responder! To create a new message click on **Messages** in the left navigation bar and then choose **Followup** or **Broadcast**. Click **Add new message** and type or import your content.

- **Subject line:** The subject line should contain the title of the message, make it interesting or your subscribers won't bother to open it, they have too many other mails to check.
- **Message Body:** You can either copy and paste your message in or type your text directly. You are also able to Import an HTML file or template directly into the WYSIWYG.

The first message you create should be the welcome email, this can be set to send immediately after your subscriber double opts in or within the first few minutes, your choice.

For your next message you will have to set a delay, the **delay is always counted from the date your subscriber signed up**. Again it's up to you but the more frequent the messages the more likely you are to get accused of SPAM.

Our recommendation is:

- Welcome = immediate
- Followup 1 = 2 days
- Followup 2 = 4 days
- Followup 3 = 1 week
- Followup 4 = 2 weeks (then weekly)

This is only a recommendation and not set in stone, much depends on why you are sending the messages, in between you can of course send any extra Broadcasts you wish.

### **Step 5:**

The next thing you need is a signup form!

Web forms are used to allow your site visitors to subscribe to the responder of your choice. To access the Web Form Generator please go to **Tools** then **Web Forms**. This tool allows you to customize your form so that it requests information that will benefit you in the future.

Instead of our generic “**Sign up!**” you should enter a description for each responder, so your subscribers know what they are signing up for (e.g. Gardening Info, Cat Care Newsletter, Weight Loss Advice...). After that you need to decide what information you want from your new subscribers. Only check the **Required** box or ask for information if it is critical to you, people can be nervous about giving out personal information on the net so the more you ask, the less likely they are to subscribe.

**Important:** If using the **{fname}** token in your messages, you must select **First name** to be included in your web form.

On the final page of the signup wizard you will be able to **Preview** your form, download the HTML or Java versions or just copy and paste the script into your website, in the place where you want the form to appear. If you have a Blog then you should paste the script (either Java or HTML) into a **Text Widget**.

**Well done! You have finished setting up your first Responder now all you need to do is drive traffic to your website.**

There are many other features associated with QuickTellpro but these are the most important ones and the ones you need to complete before you can begin any email marketing campaigns.

If you have any problems please contact me at [support@quicktellpro.com](mailto:support@quicktellpro.com)

**Leslee Russell CEO**