

## **Creating an Opt in site**

You will need 2 sites to work with to create this opt in site that will allow you to see who has looked at your site. The first one is free and the second one is \$1 for the first 30 days. I will write steps down for you to follow to create these.

Step 1- [www.aweber.com](http://www.aweber.com)

Go to awebber and sign up for the \$1 30 day trial. And then its \$19 thereafter per month. If you have any problems with the process below call awebber and they will walk you thru it. Test your opt in page when you are done.

Once there follow the steps below:

1. Click on My Lists > List Settings>if there is a default in the list click on it. Usually it just opens up the form to fill out.
2. Change the default name to one word name- it must be different than anyone else's so note if it is available.
3. Fill in the list description, name and email if not already there.
4. Under Company Branding-fill in company- MPB Today> Webstie URL is [www.mpbtoday.com/yourusername](http://www.mpbtoday.com/yourusername)
5. Email Signature- Name, place and email
6. Leave everything else alone
7. Fill in the notification section if you don't already see your name and email listed above the box.
8. Save the settings and move to Step 2
9. Turn off the confirmed Opt in status
10. Move to the confirmation email and edit it- Click on the gray edit tab to the left and customize your subject. Type in 'Hi' and then click on insert field and choose {!firstname} then type , thanks for visiting my site! Or whatever you want.
11. Then click on Edit intro- Change the name there to MPB Today in the first paragraph. You can add a second paragraph as long as there are 10 lines or less total. Suggested copy: Thank you for visiting my site and looking at this unique opportunity to generate and income and get your groceries for free! Click below to learn more secrets to wealth!
12. Edit the signature tab and put a salutation such as To our mutual success! And then your name, phone and email
13. Fill in the success page and leave the pass subscriber info unchecked. This is for when they opt back in to your page you can send them where they were instead of them getting a message saying they already opted in and not passing them on. You will put <http://www.mpbtoday.com/yourusername>
14. Click on Save settings and you're done with this part. Now you need to move on to get the code to put in the opt in section of your website.
15. Scroll up and click on Web Forms- Click on Create web form if you are here for the first time. If you need to come back and make any changes you will

have to update your HTML on your website by coming back here and clicking on the webform you created before and you will see that in the list here. Add a field and then name it Phone Number and click on the save button and select text and save your field. Click save for the initial set up.

16. Then click on settings and choose Thank You Page and choose custom. Fill in your URL. This will be where people go when they opt in. should read <http://www.mpbtoday.com/yourusername>
17. Leave the box that says open in new window unchecked.
18. Choose the drop down box from Already Subscribed Page and choose custom and put your url in the box <http://www.mpbtoday.com/yourusername>
19. Save the web form at the bottom and then click on publish. This will take you to 3 choices. Click on I will install my own forms. Then click on raw html and then click on that code and it should highlight the whole thing. Right click and copy. Leave this window open and minimize the page.

Step 2- Go to [www.weebly.com](http://www.weebly.com) and set up a free account. Make a note of all usernames and passwords. If you are going to set up two sites you can use the same aweber list to track the opt ins or you can follow the steps above by creating a new list. I use the same one. You can go to godaddy.com and get a domain to forward to your new site to make the URL shorter.

1. Once you are logged in you can choose a different site design or leave the one that is there.
2. Left click and hold down the paragraph box and dump it in the white section and then click on it and write your copy in there.
3. Then left click on the html box and drag it and drop it below the paragraph box.
4. Click on that section and a little window opens up above that says edit html. Click on that and then right click paste. That will paste the code from aweber in that box and then you just click on publish and your done.
5. Sometimes you need to log out and log back in if it says error in authenticating. Just go out and come back in and your work is usually still there. Once back in click on publish. Should you ever not be able to get to your website log in to weebly and edit your site and click on publish to refresh it on the web.

That's it! Pretty easy if you follow the steps. If you have trouble feel free to call aweber and press 2 for support as they are amazing in guiding you thru what you need to do. They are great!

Weebly is pretty user friendly and you can do this with any free website builder. Weebly is a lot simpler than most.

Have fun and welcome aboard! Happy Cycling!