

# USER MANUAL

Reasonable Software House Limited

Hong Kong | Shenzhen | Guangzhou | Beijing | Shanghai | Taipei | Singapore

Spread 7.0

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## User Management

### A. General

1) Click "My Account" in Navigation Bar to manager user account



2) Below are some commonly used tab

[Overview](#)

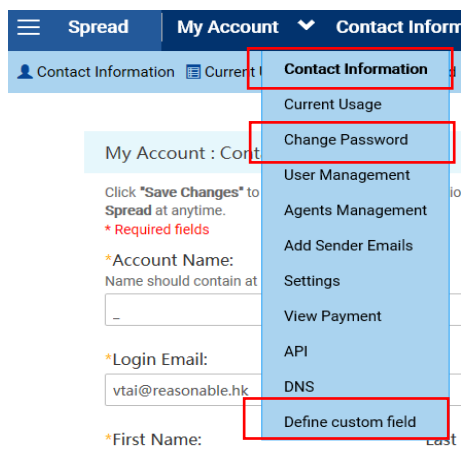
[Campaign](#)

[Contacts](#)

[Event\(Beta\)](#)

[My Account](#)

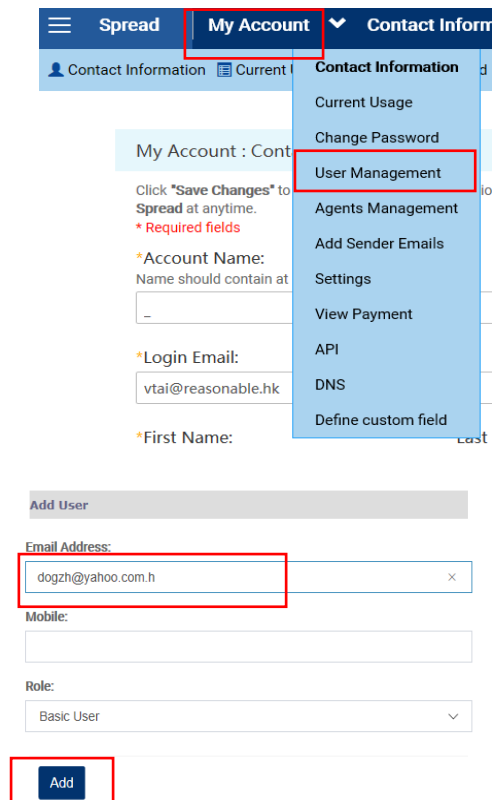
- Contact Information
- Change Password
- Define custom field



B. Grant right to another account and edit right

To add another existing account

- 1) Click "User Management"
- 2) Type the Login Email Address of another existing account
- 3) Choose the role then click "Add"



To add a account not yet registered

- 1) Type a Login Email Address
- 2) Choose the role then click "Add"
- 3) Warning "Email not found" will be shown
- 4) Set the "Password" for the account
- 5) Click "Add" again

**Add User**

**Email Address:**  
  
 Email not found

**Password:**

**First Name:**

**Last Name:**

**Mobile:**

**Role:**

Role	Default right granted
<b>Basic User</b>	View all email campaigns
<b>Email Marketer</b>	View all email campaigns, view email addresses, view usage report, upload emails, send campaign, download email address and export campaign report
<b>Administrators</b>	View all email campaigns, view email addresses, view usage report and send campaign

6) Edit the right of individual account by clicking "edit"

**Current Users**

ID	Login Email	First Name	Last Name	Role	
63878	dtsang0926@gmail.com	rf	h	Basic User	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

7) Tick to rights, and click “update”

Current Users					
ID	Login Email	First Name	Last Name	Role	
63878	dtsang0926@gmail.com	rf	h	Basic User ▼ <input type="checkbox"/> View All Campaigns <input type="checkbox"/> View Email addresses <input type="checkbox"/> View Usage Report <input type="checkbox"/> Upload Emails <input type="checkbox"/> Send Campaign <input type="checkbox"/> Quick Send <input type="checkbox"/> Approve Campaign <input type="checkbox"/> Download Email Addresses <input type="checkbox"/> Export Campaign Report	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Right	Details
<b>View All Campaigns</b>	To view all campaigns
<b>View Email addresses</b>	To view and export contact lists
<b>View Usage Report</b>	To read usage reports
<b>Upload Emails</b>	To upload contact lists
<b>Send Campaign</b>	To send campaign
<b>Approve Campaign</b>	To approve campaign
<b>Download Email Address</b>	To download email address
<b>Export Campaign Report</b>	To export campaign report

C. To activate the new account

- 1) Once a new account is created, a verification email will be sent to the login email
- 2) Go to your mail box and click the activation link
- 3) Successful message pop up

Spread: Welcome and Verify your  
email 收件箱



## Email Verification Successful!

You have verified the email: [printrainbow3@gmail.com](mailto:printrainbow3@gmail.com) successfully.  
Please click [Reasonable Spread](#) to start your email campaigns.



Reasonable Spread 上午11:02

收件者：我 ▾



Dear \_,

Thank you for using **Reasonable Spread**. Please click [here](#) to verify your email.

If you cannot click the link above, copy and paste the follow link to your browser and visit this link.

<http://app.rspread.com/VerifyAccount.aspx?a=6D32F&b=796972657D696A607759786E3C3770646A6075256C6676&email=printrainbow3@gmail.com>

Yours Sincerely,  
Reasonable Spread

- 4) If you cannot receive the verification email, please login with your email and password on Spread
- 5) Click "Resend" and repeat step 1-3



Thank you for your registration!  
Verification required.

A welcome email has been sent to your email address [printrainbow3@gmail.com](mailto:printrainbow3@gmail.com), please check your mailbox for an welcome email and click on the link included in the email to verify your sending email address.

If you do not receive in a few minutes, please check in *Junk / Spam folder*. If so, please click the "Not Junk" / "Not Spam" button to ensure you can receive future mailing from us.

Verification of email address is required before creating and sending any email campaign.

To resend a verification email to you, please click [here](#). **Verification email sent successfully.**

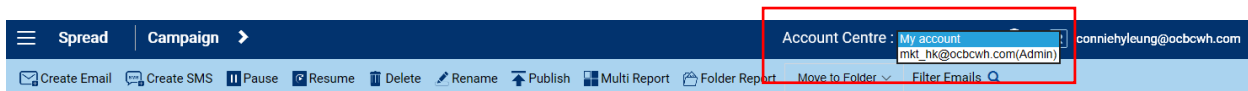
If you have problem, please contact us at [spread@reasonables.com](mailto:spread@reasonables.com)



D. Go to master account

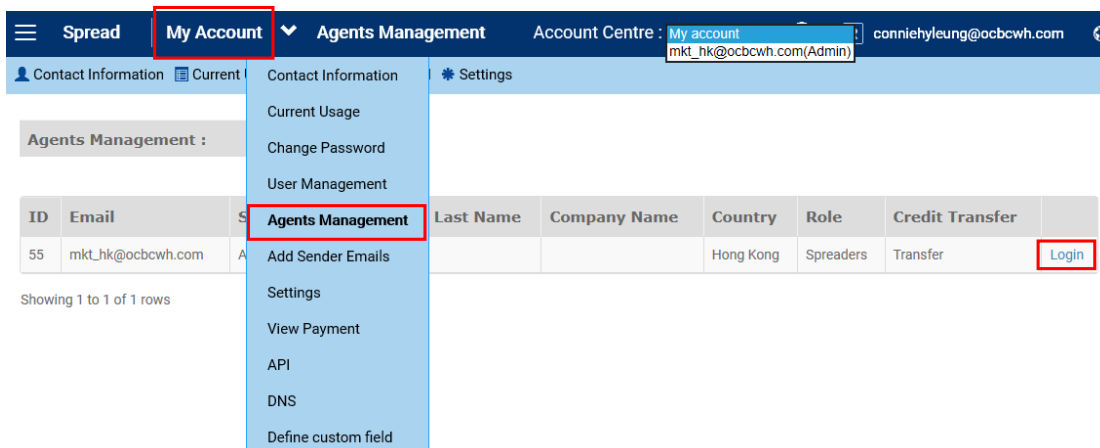
To switch to a master accounts (where you act as Basic User, Email Marketer and Administrators)

- 1) Click on the pull down menu in Navigation Bar
- 2) Choose the account, then click “Go”



OR:

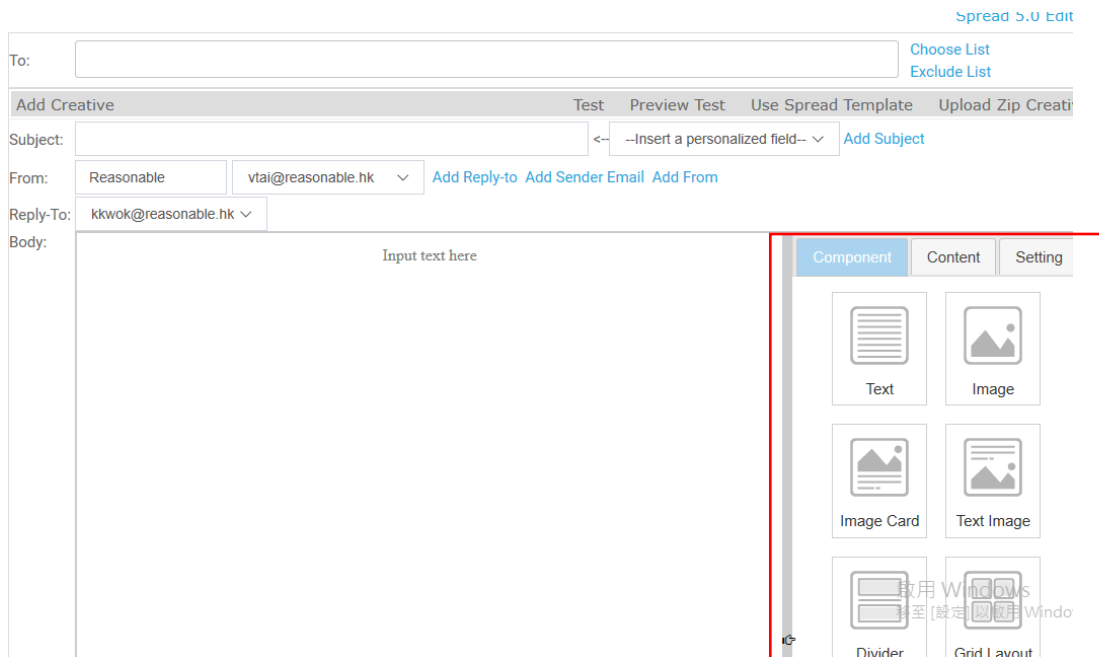
- 1) Click “My Account” in Navigation Bar
- 2) Click “Agent Management” to view all accounts you are managing
- 3) Click “Login” beside any of them



# Create Campaign

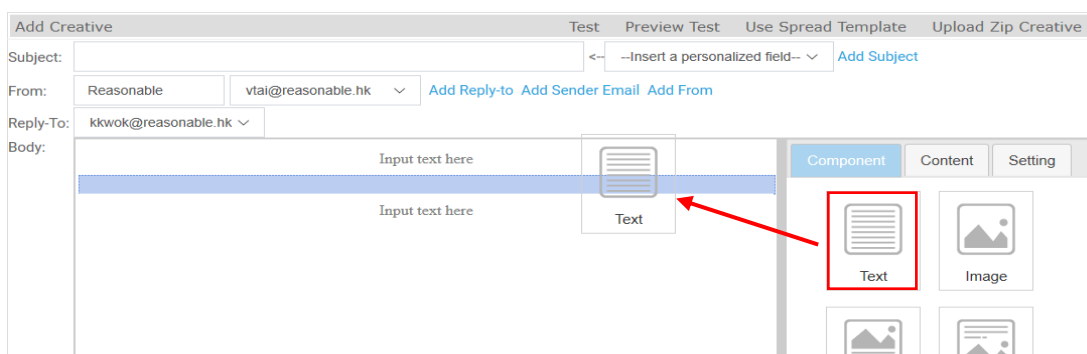
## What You See Is What You Get Editor

- 1) Drag and drop any components you want to add



For example:

- 2) Drag the Text field and drop it when a blue bar appears



3) Input the content

Add Creative test Preview Test

Subject:  <-- --Insert a personalized field--

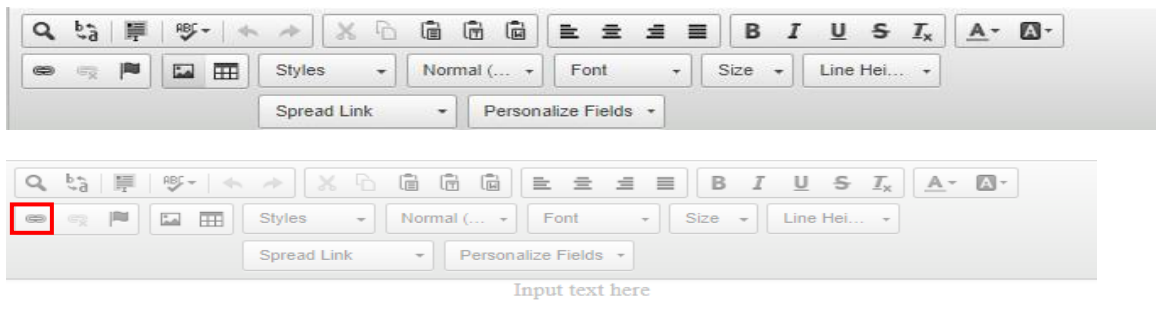
From:  ocheung@reasonable.hk [Add Reply-to](#) [Add Sender Email](#) [Add From](#)

Body:

Rich text editor toolbar with icons for search, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, font size, line height, styles, font, size, line height, spread link, and personalize fields.

Input text here

4) Change the text style and add URL in the Text Editor Bar



**Link** X

Link Info Target Advanced

Link Type  
URL

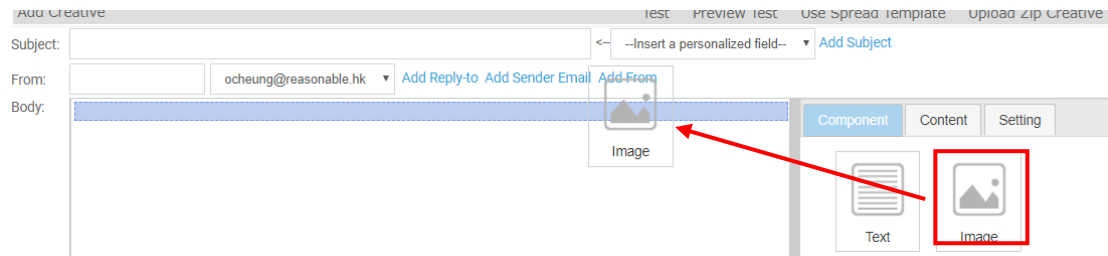
Protocol  
http://

URL

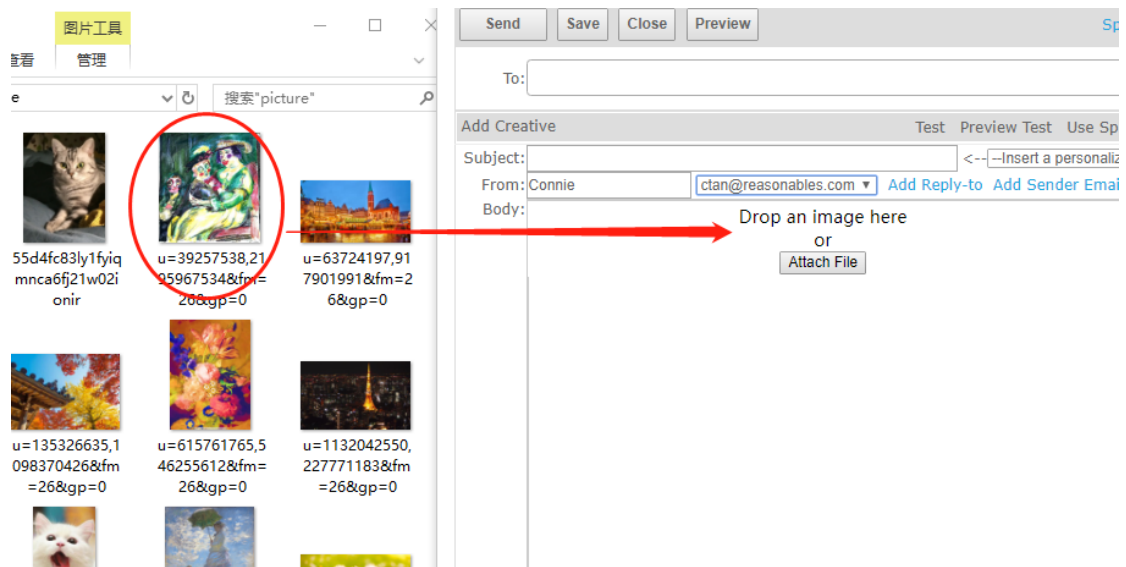
Browse Server 英

## Add Pictures

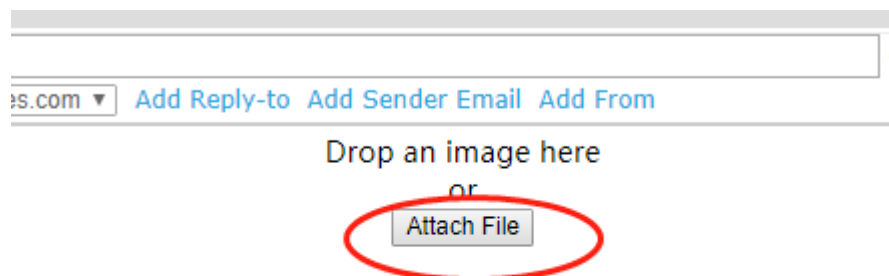
- 1) Drag the "Picture" component to drop when blue bar appears



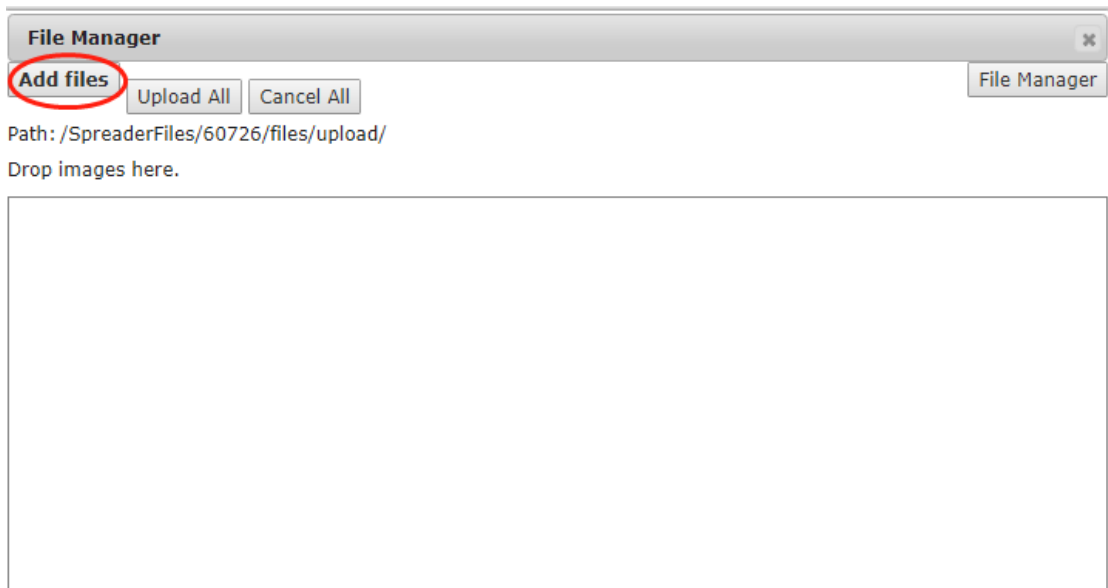
- A. Drag the picture to the content from PC directly



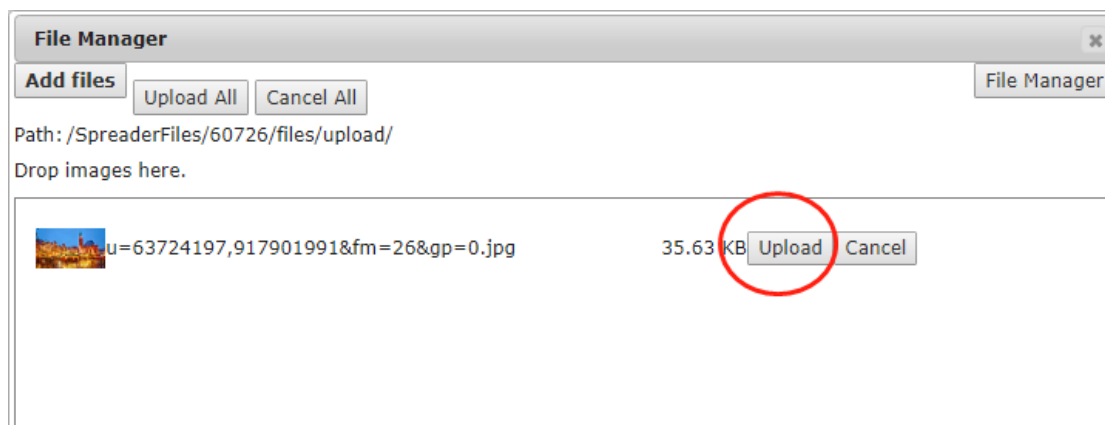
- B. Click "Attach File"



- 1) Click "Add Files" and choose the pictures from PC



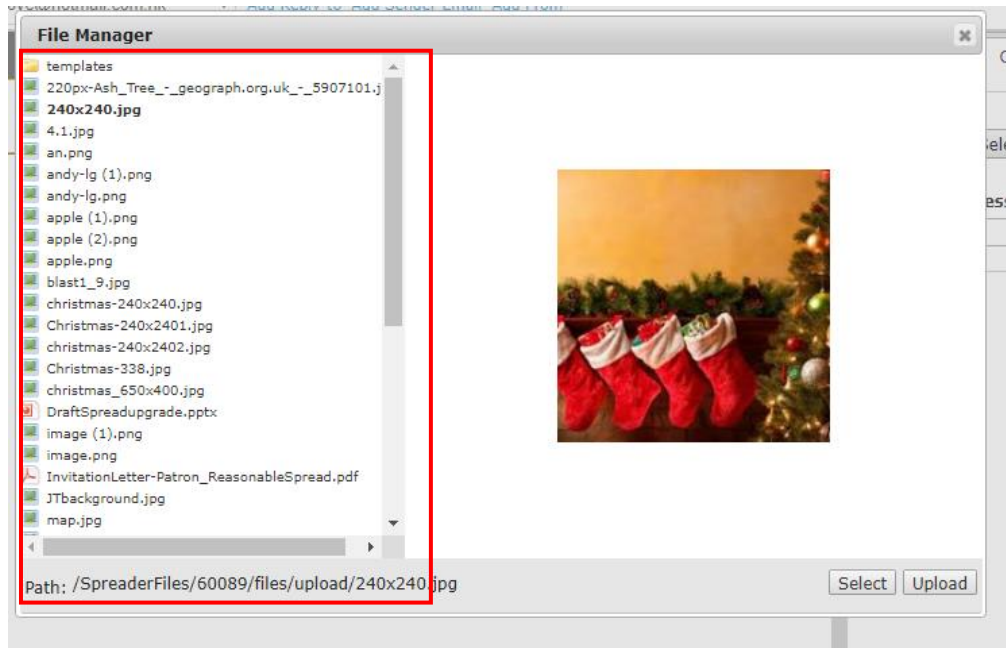
- 2) Click "Upload"



- 3) Click "Select"



C. If you have already uploaded pictures to your file manager, you could just “Select” it



✧ Picture size Limitation:

Upload to File Management: 1M

Drag and Drop: 4M

✧ The File Manager can storage total 450M file.

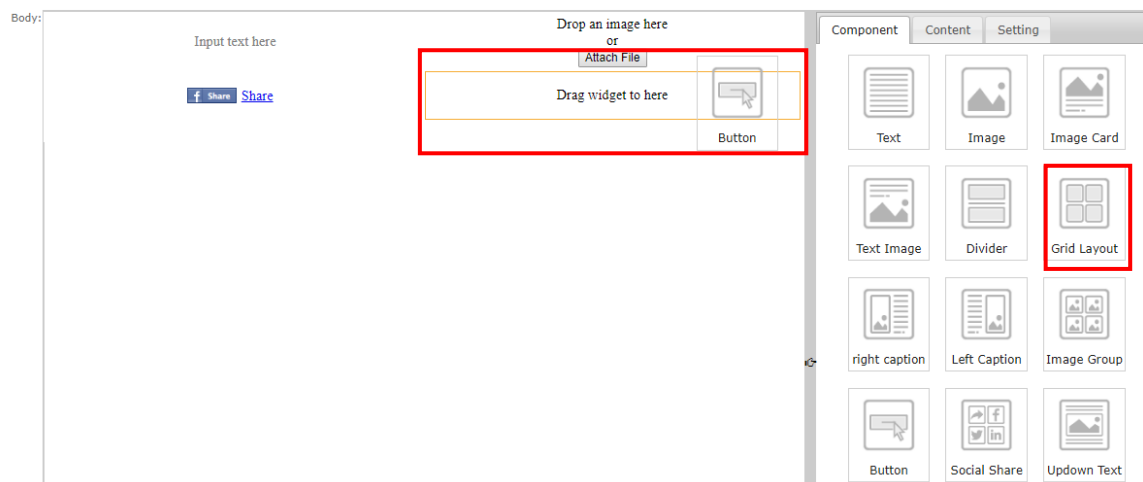
Even if the File Manager has no storage, user still can add new pictures to a Campaign by “drag” from computer

## Grid Layout

- 1) Drag and drop the component “Grid Layout”
- 2) Set the Grid Layout Style



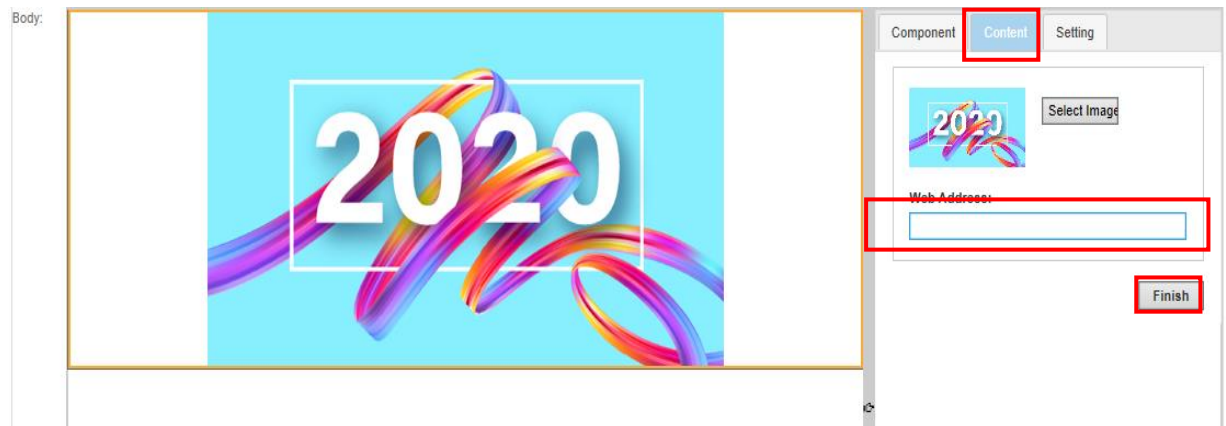
- 3) Click “Component” and select components you would like to combine
- 4) Drop until a box with orange outline appears.



- 5) Edit the components.
- 6) Click “Finish”.

## Add URL (Image and Button)

- 1) Click on the component
- 2) Click "Content"
- 3) Enter the URL
- 4) Click "Finish"





## Copy, Move and Delete Component

- 1) Copy, move and delete component using the button in the upper right side of each component

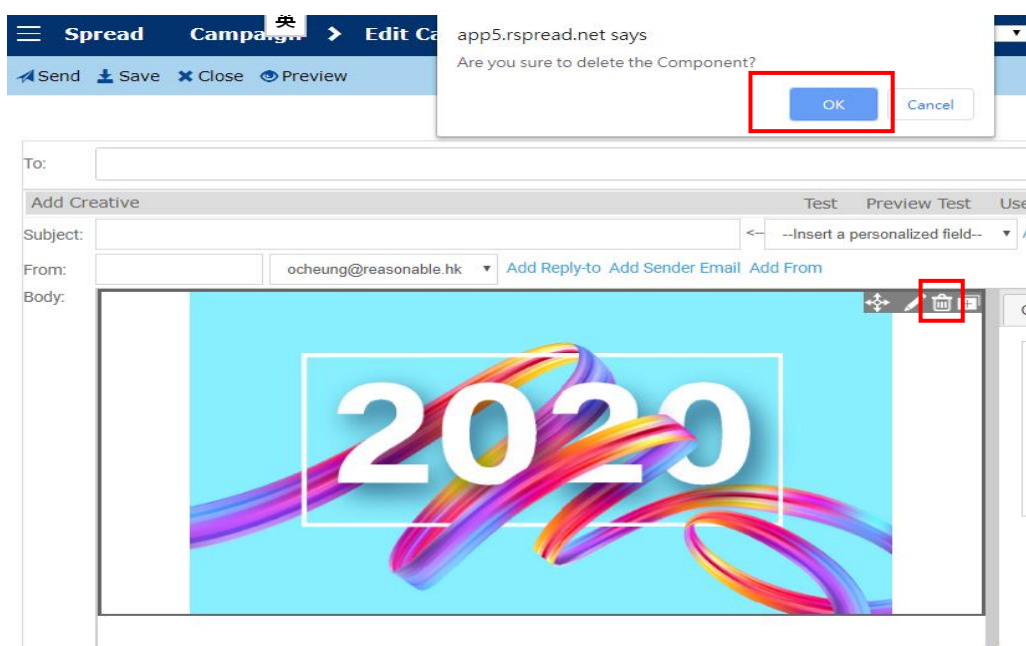


- 2) To move the component, click the button below and hold it until a grey bar appears



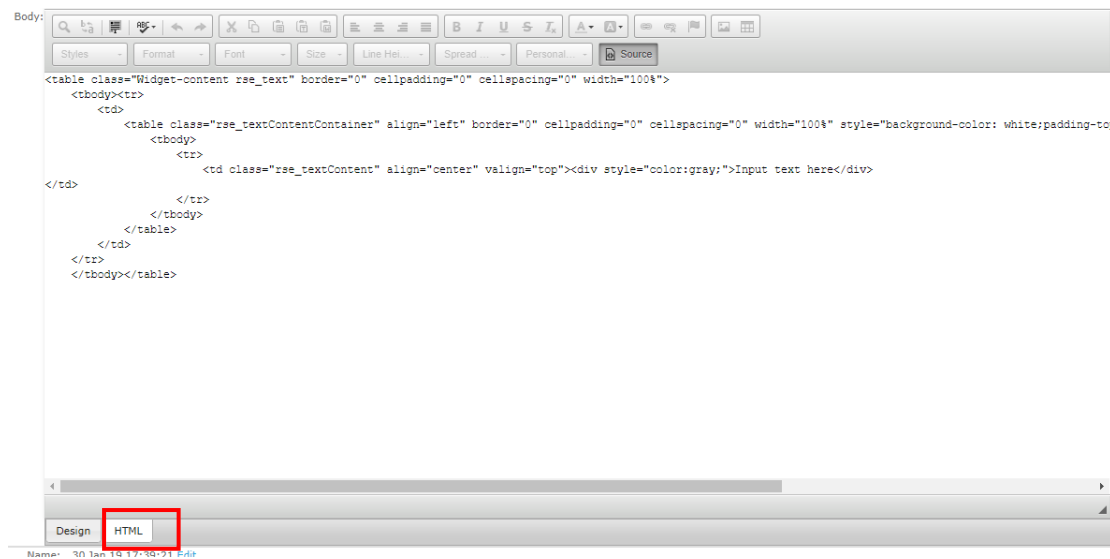
- 3) Drop it to the position you want until a blue bar appears

- 4) To delete component, click the button for delete and click "OK" in the pop-up banner.



## HTML Upload

- 1) Click “HTML” in the bottom of the Smart Editor.



- 2) Hold “Ctrl” and “A” to select all unwanted code. Press “Delete”.
- 3) Paste your HTML.
- 4) Click “Design” to view the layout.

## Zip Creative Upload

- 1) Click "Upload Zip Creative" in the upper right-hand side of the Smart Editor.



- 2) Click "Choose File" and select zip file from your computer.



- 3) Click "Upload" to view the layout.
- ✧ Zip file should only include 1 HTML file and 1 image folder
  - ✧ File size limitation: 4M

### Set Sender Email

- 1) Click “Add Sender Email”
- 2) Insert the email address that you want to appear for recipients
- 3) Click “Add Sender Email”

The screenshot shows the 'Add Creative' form with the following fields and actions:

- Subject:** [Empty text box]
- From:** Reasonable | vtai@reasonable.hk | Add Reply-to | **Add Sender Email** | Add From
- Reply-To:** kkwok@reasonable.hk
- Sender Email:** [Empty text box] | **Add Sender Email**

A red arrow points from the 'Add Sender Email' button in the 'From' field to the 'Add Sender Email' button in the 'Sender Email' field.

- 4) A successful message will be appeared: “Add Email Sender Successfully.”
- 5) You can choose this email as your sender email

The screenshot shows the 'Add Creative' form with the following fields and actions:

- From:** Meiji Ng | abc@abc.com | Add Reply-to | Add Se
- Sender Email:** abc@abc.com | **Add Sender Email** | **Add Email Sender successfully.**
- Body:** [Empty text box]

- ✧ Support English characters and Chinese characters

### Add Reply-to-email

- 1) Click “Add Reply-to”
- 2) Choose the “Reply-to” email from the drop-down list.

The screenshot shows the 'Add Creative' form with the following fields and actions:

- Subject:** [Empty text box]
- From:** Meiji Ng | abc@abc.com | **Add Reply-to** | Adc
- Reply-To:** abc@abc.com

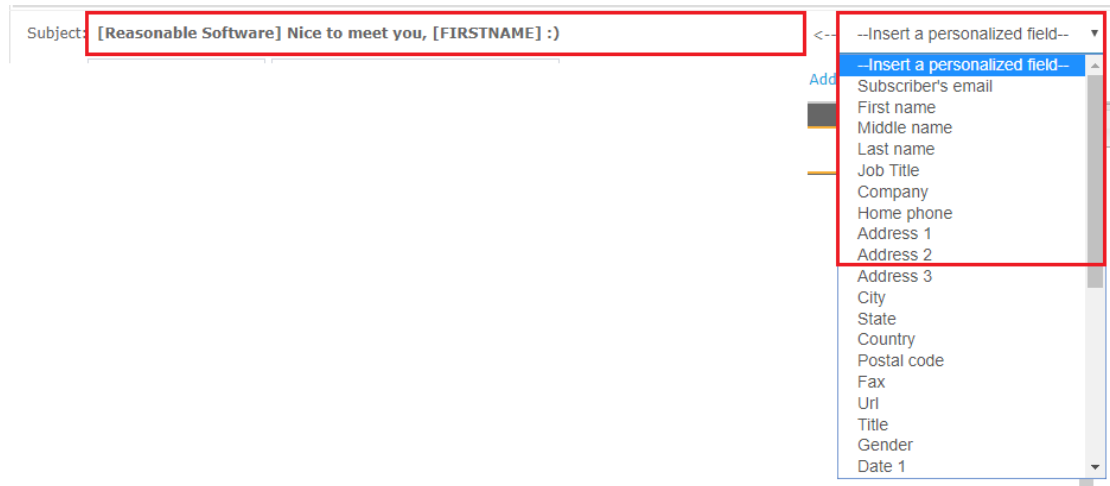
A red arrow points from the 'Add Reply-to' button in the 'From' field to the 'Reply-To' field.

- ✧ Add a new “Reply-to” email: Repeat “Sender Setting” steps 1) – 5)

## Personalized Email Content

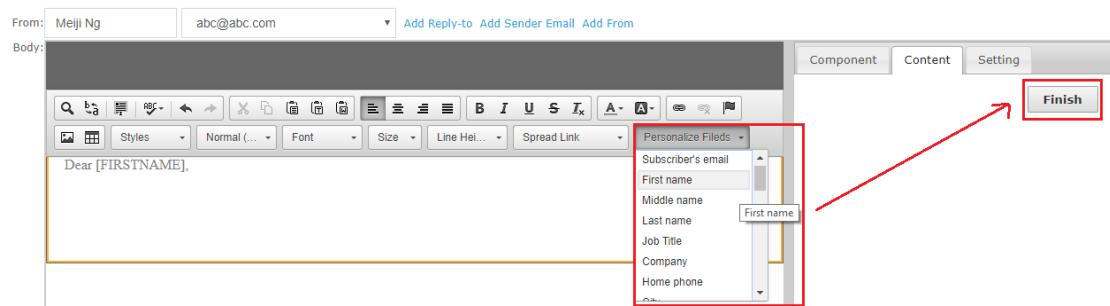
### A. Subject Line

- 1) Click “Insert a personalized field” near the subject line



### B. Email Body

- 1) Click “Personalized Fields”
- 2) Insert, then click “Finish”



### Result:

**Subject:** [Reasonable Software] Nice to meet you, **Alan** :)

Dear **Alan**,

Nice to seeing you at 香港網商會周年晚宴 on last Monday. This is Meiji from Reasonable Software House Ltd. (RSH).

Reasonable Software House Ltd

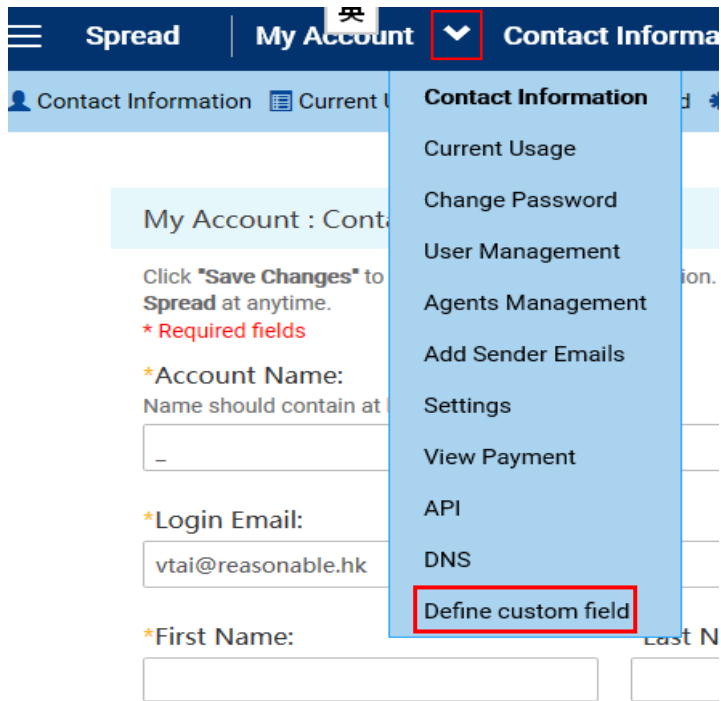
- 14+ years of experiences on email marketing software in China (established in 2004)

- ✧ Available personalized fields are the header of the template. Please refer to the section [“Upload Contact”](#). Please refer to the table below:
- ✧ Custom field1-15 can be defined by user. Please refer to the section [“Define Custom Field \(Personalized Function\)”](#).

Column	Header	Column	Header
A	email address	M	country
B	first name	N	postal code
C	middle name	O	sub postal code
D	last name	P	fax
E	job title	Q	web url
F	company name	R	title
G	home phone	S	gender
H	address1	T	date1
I	address2	U	date2
J	address3	V	birthday
K	city	W-AK	custom field1-15
L	state	AL	status

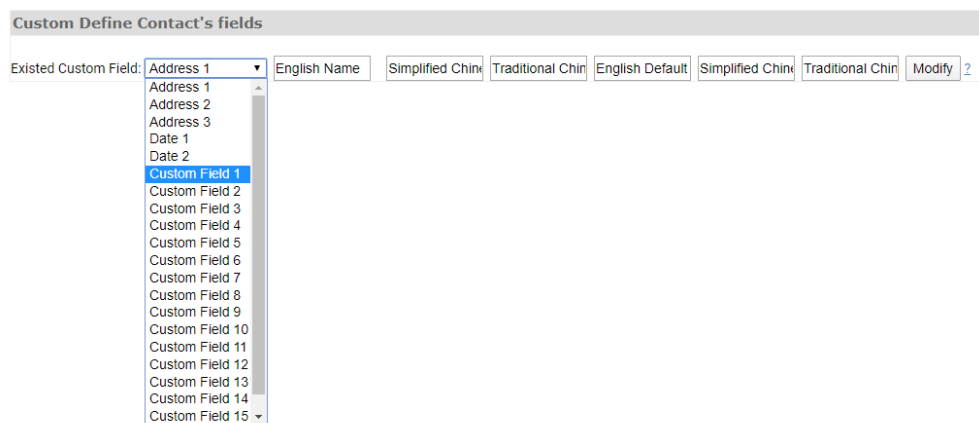
## Define Custom Field (Personalized Function)

- 1) Click "My Account"
- 2) Click "Define custom field"



- 3) Select the field that you want to define/ rename, e.g. "Custom Field 1"

### Custom Contact Field Management:



4) Fill in the first three blanks (for internal language display)

5) Click “Modify”

#### Custom Contact Field Management:

Custom Define Contact's fields

Existed Custom Field: Custom Field 1

English Name	Simplified Chinese	Traditional Chinese	English Default	Simplified Chinese	Traditional Chinese	Modify
--------------	--------------------	---------------------	-----------------	--------------------	---------------------	--------

6) Defined fields will be shown in a table

#### Custom Contact Field Management:

Custom Define Contact's fields

Field Name	English	Simplified Chinese	Traditional Chinese	English Default Value	Simplified Chinese Default Value	Traditional Chinese Default Value	Edit	Delete
Custom Field 1	Member	會員	會員	English Default Value	Simplified Chinese Default Value	Traditional Chinese Default Value		

Existed Custom Field: Custom Field 1

Member	會員	會員	English Default	Simplified Ch	Traditional Ch	Modify
--------	----	----	-----------------	---------------	----------------	--------

7) Back to eDM platform, you will find the result of “Define custom field” when insert personalize fields

Add Creative

subject:  --Insert a personalized field-- [Add Subject](#)

from:  dtsang@reasonable.hk [Add Reply-to](#) [Add Sender Email](#) [Add From](#)

body:

Compon

Personalize...

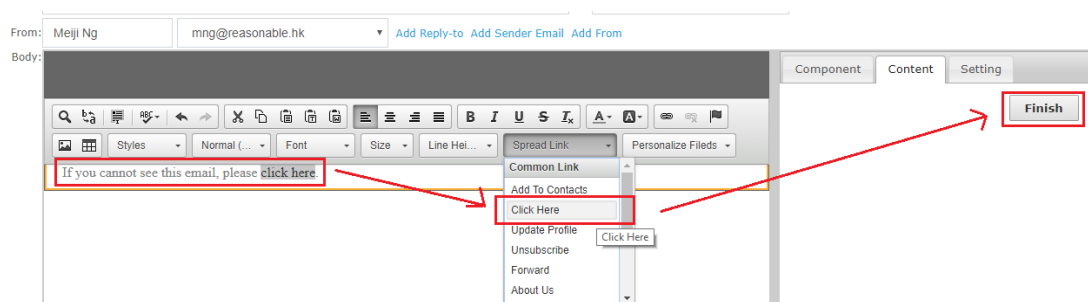
- Address 3
- Date 1
- Date 2
- Member
- Custom field 2
- Custom field 3



## Spread Link

### A. Click here/ Unsubscribe

- 1) Input text
- 2) Highlight the words: click here/ unsubscribe
- 3) Click "Spread Link"
- 4) Choose "Click here"/ "Unsubscribe"
- 5) Click "Finish"



Result: Click here

To MEIJI NG

If you cannot see this email, please [click here](#).

**Works loved by U.S many artistic groups, especially Dalls's communities of ART.**

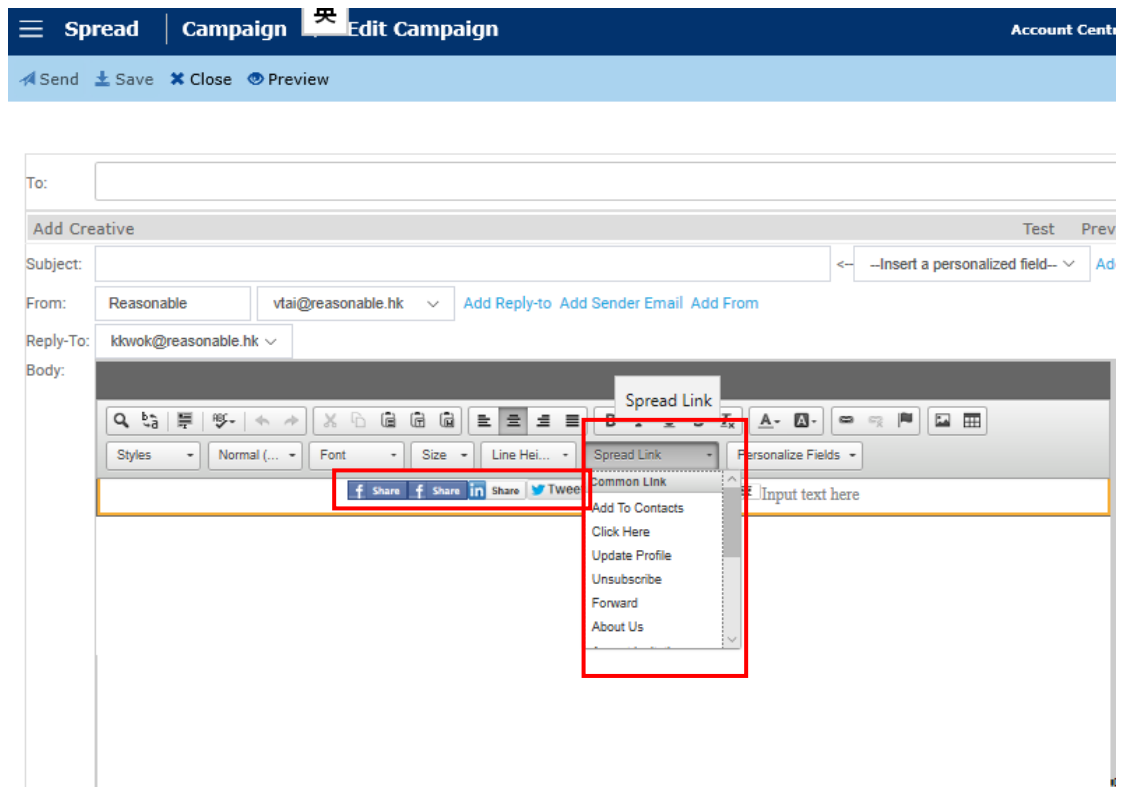
Result: Unsubscribe

Copyright © 2018 Reasonable Software House Limited, All rights reserved.

[Forward](#) | [Unsubscribe](#)

## Share to Social Media Button

- 1) In text component, click the drop-down list "Spread Link" in Word Editor.
- 2) Scroll down and choose from it.

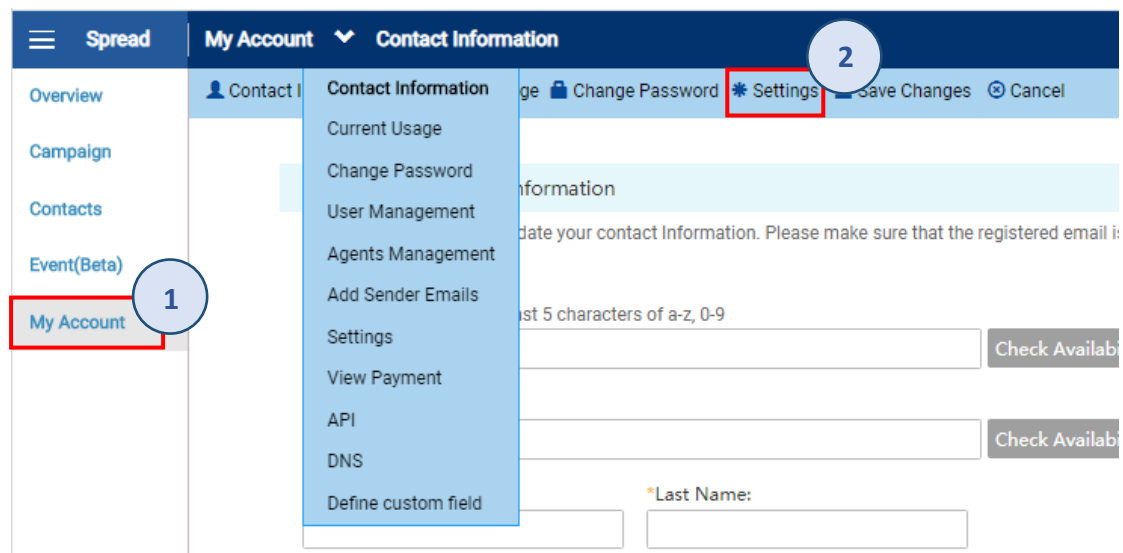


Add PDF Attachment

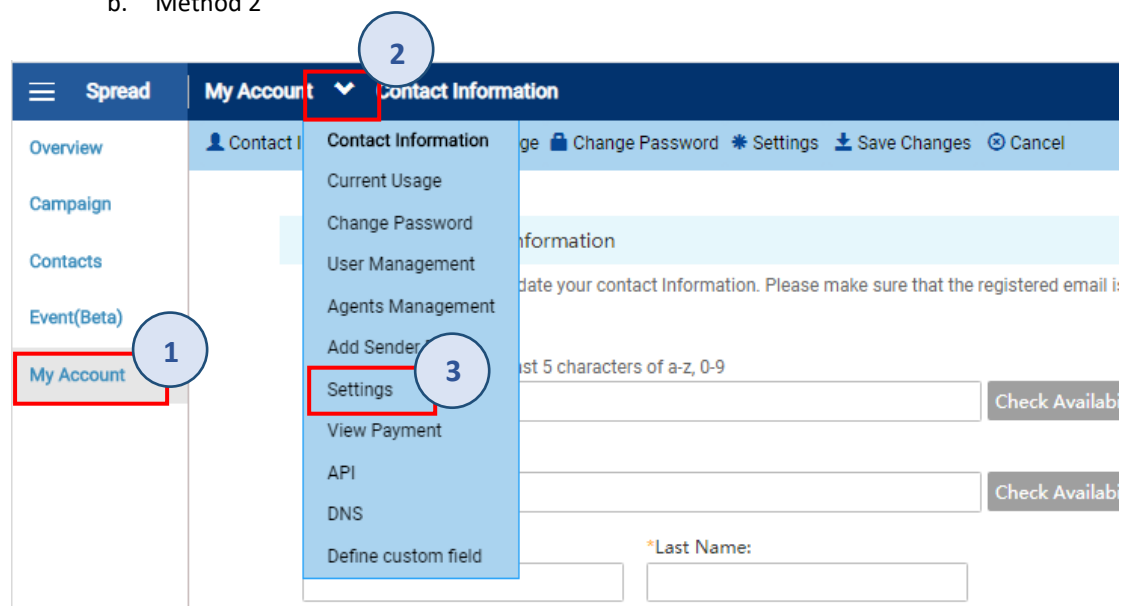
✧ File size smaller than 1M is supported.

1) Click “My Account” , then click “ Settings”

a. Method 1



b. Method 2



2) Tick the Enable Attachments & Save

Spread   My Account > Settings	
Language Setting	Please Select your default Language : <a href="#">Engli</a>
Newsletter Archive	<input checked="" type="radio"/> ON <input type="radio"/> OFF <a href="#">?</a> <a href="#">Go To My Newsletter Ar</a>
Newsletter Encoding	Please Select your default Encoding : <a href="#">Auto</a>
Enable Sender in email header	<input type="radio"/> ON (Recommended) <input checked="" type="radio"/> OFF (only when
Auto Remove Bounce Back Contacts	<input type="radio"/> ON <input checked="" type="radio"/> OFF <a href="#">?</a>
Unsubscribe Notify	<input type="radio"/> ON <input checked="" type="radio"/> OFF <a href="#">?</a>
Unsubscribe Mode	<input checked="" type="radio"/> Unsubscribe per Account <input type="radio"/> Unsubscribe p
Immediate Unsubscribe	<input type="checkbox"/>
Show Footer	<input checked="" type="radio"/> Default <input type="radio"/> Blank <a href="#">?</a>
Double Opt-in	<input type="radio"/> ON <input checked="" type="radio"/> OFF <a href="#">?</a>
Enable view subscriber detail	<input type="radio"/> ON <input checked="" type="radio"/> OFF <a href="#">?</a>
Default Editor	<a href="#">Spread 6.0 Editor</a> ▼
Preview Test List	<a href="#">--Select--</a> ▼
Webmail version	<input checked="" type="radio"/> Spread Default Version <input type="radio"/> Blank Version
Optimised A/B testing	<input type="checkbox"/>
Quality Click Tracking	<input type="checkbox"/>
Enable OFCA Filter	<input checked="" type="checkbox"/>
<b>Enable Attachments</b>	<input checked="" type="checkbox"/>

**Save**

3) Back to create a new campaign and save first

Spread | Campaign > Edit Campaign

[Send](#) **Save** [Close](#) [Preview](#)

To:

Add Creative [Test](#) [Preview Test](#)

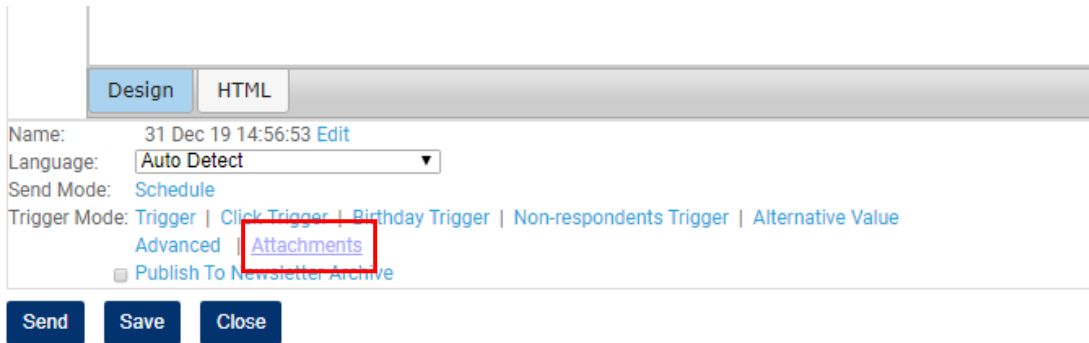
Subject:  [--Insert a personalized field--](#) [Add Subject](#)

From:  [dtsang@reasonable.hk](#) [Add Reply-to](#) [Add Sender Email](#) [Add From](#)

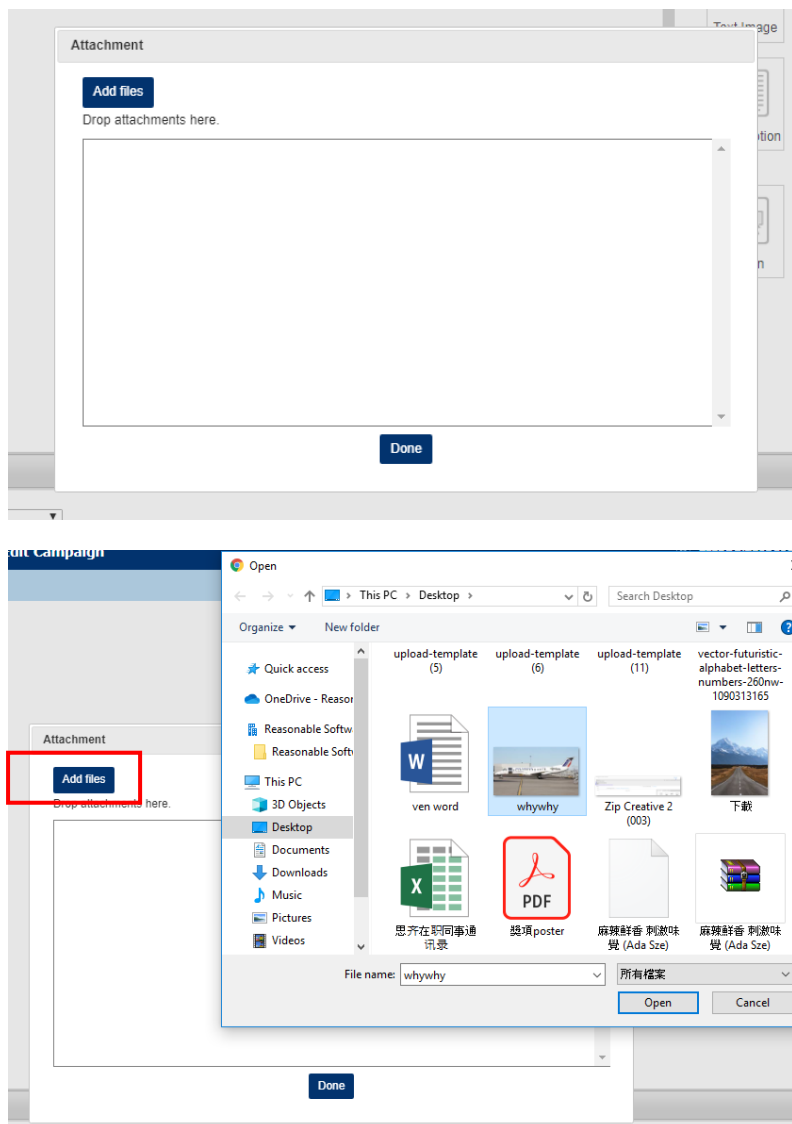
Body:  Input text here

Compor

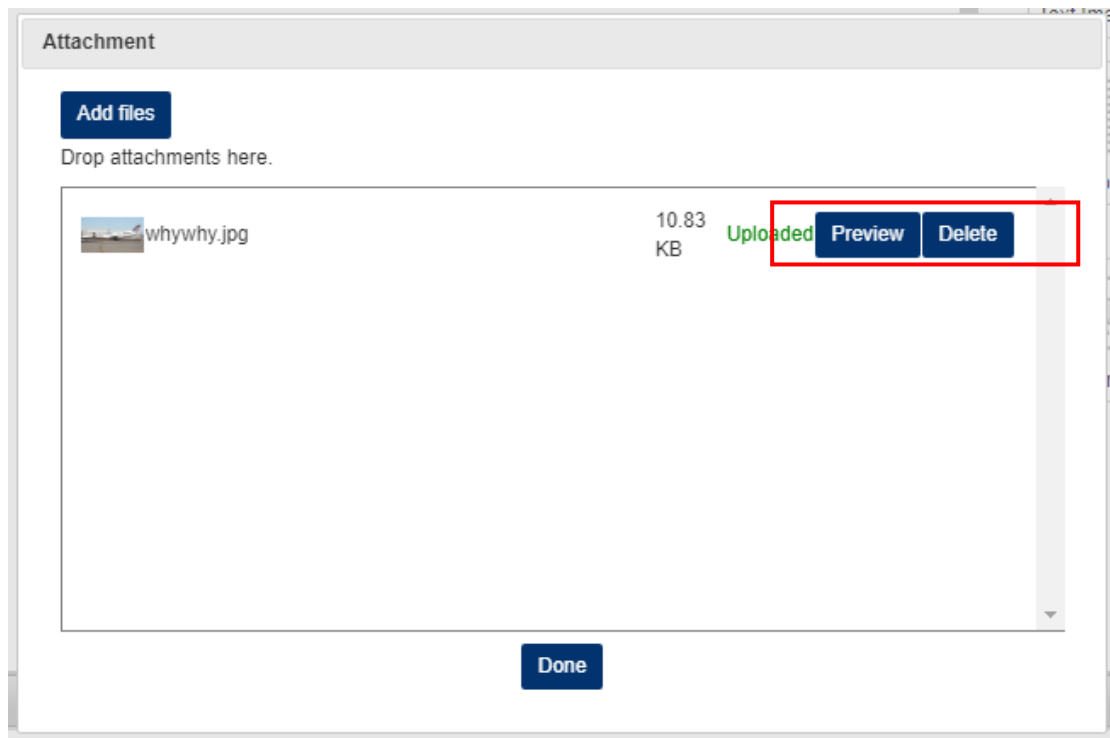
4) Find the “Attachment” button in the bottom of the Email Editing Interface.



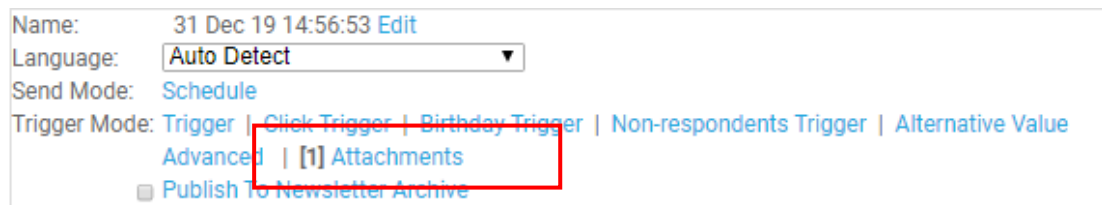
5) “Attachment” window will be popped up. Click “Add files” and choose the file from your PC.



6) You can “Preview” or “Delete” the files you uploaded.

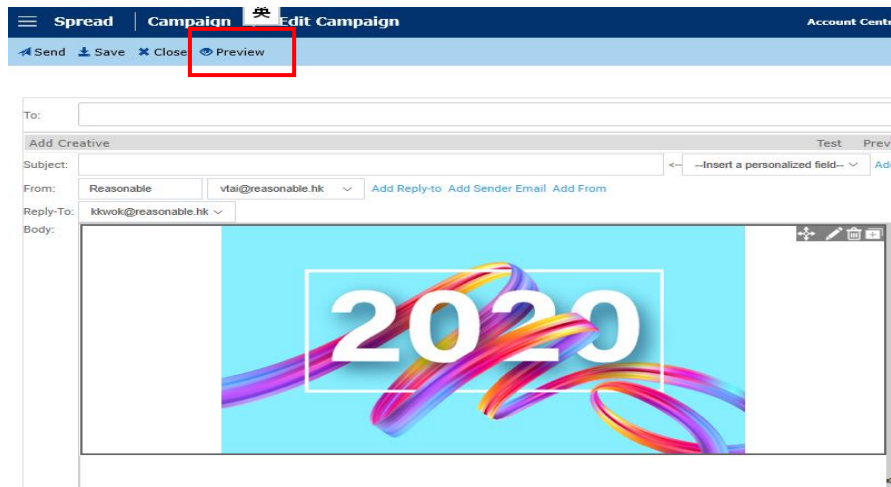


7) You will find the (number) of Attachments uploaded.

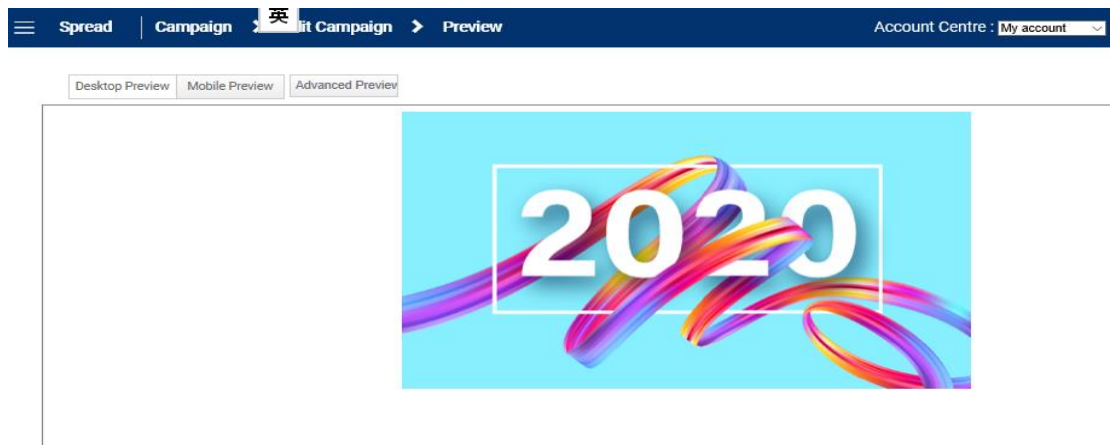


## Preview

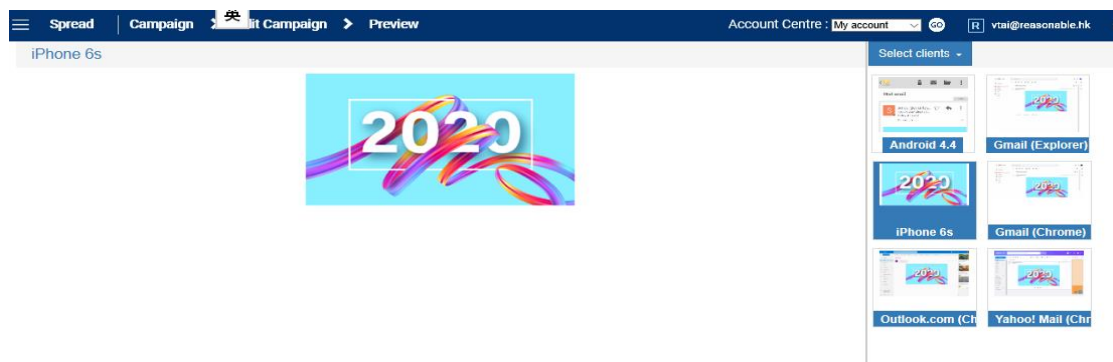
- 1) Click "Preview" on the right.



- 2) Check on either "Desktop/Mobile Preview" to see different formats

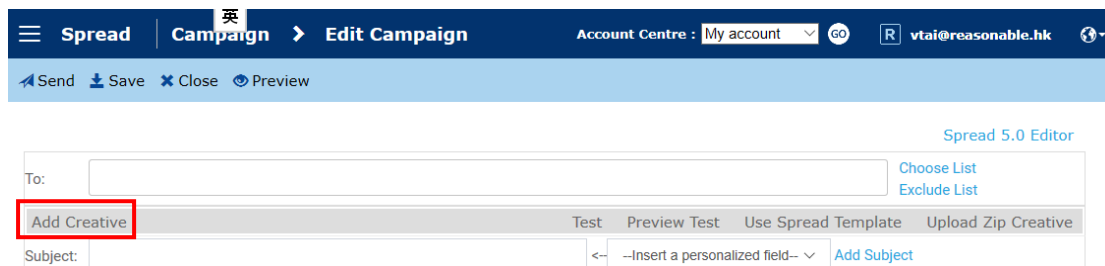


- 3) By clicking "Advanced Preview", you can see the email preview in different devices and different mailbox service.

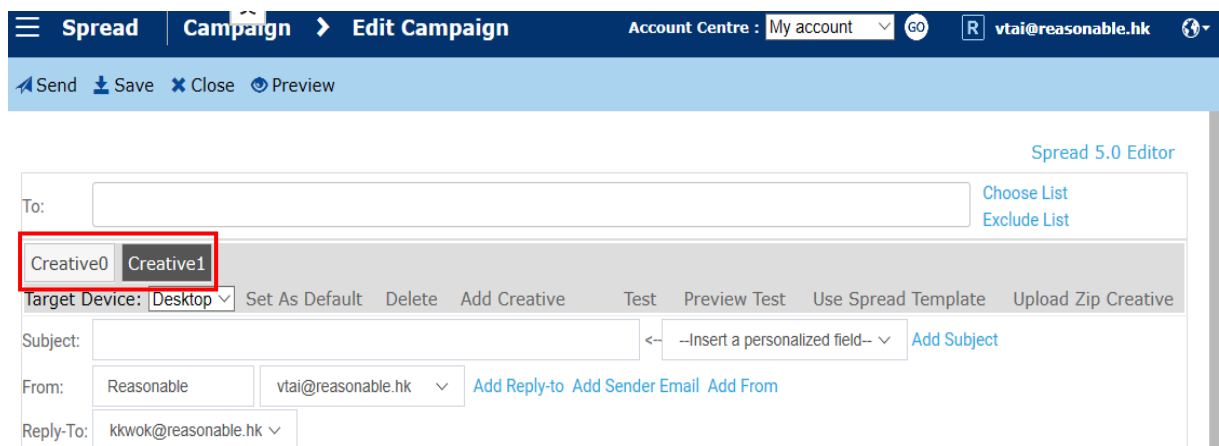


## A/B Testing

- 1) In Smart Editor, click “Add Creative” on the left



- 2) Change the subject, the sender name and/or email design in “Creative 1”.
- 3) Shift between creatives using the button on the left.
- 4) The system will randomly send out one creative to contacts in a list.





## Scheduling

### A. To send emails at one moment

- 1) In Smart Editor, click “Schedule” in the bottom and choose the time you would like to send.
- 2) Click “Send”.

Name: 30 Dec 19 14:30:02 Edit  
Language: Auto Detect  
Send Mode: Schedule  
2019/12/30 14:54 Advanced  
Trigger Mode: Trigger | Click Trigger | Birthday Trigger | Non-respondents Trigger | Alternative Value  
Advanced |  
 Publish To Newsletter Archive

Send Save Close

### B. To send emails within a period

- 1) Click “advanced”.
- 2) A timetable pops up. Select the timeslot(s) you would like to send emails and decide whether a daily sending limit is set.
- 3) Click “OK” and “Send”.

Advanced Scheduling

Delivery limited setting  
Daily sending limited:

Delivery time setting  
Select quickly: Office time | Non-office time | Workday | Weekend | Unselect all  
 Early morning  Morning  Afternoon  Night

<input type="checkbox"/> Monday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Tuesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Wednesday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Thursday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Friday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Saturday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
<input type="checkbox"/> Sunday	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Delivery tips:  Deliver time  Undeliver time  
You can click and drag to select/unselect delivery

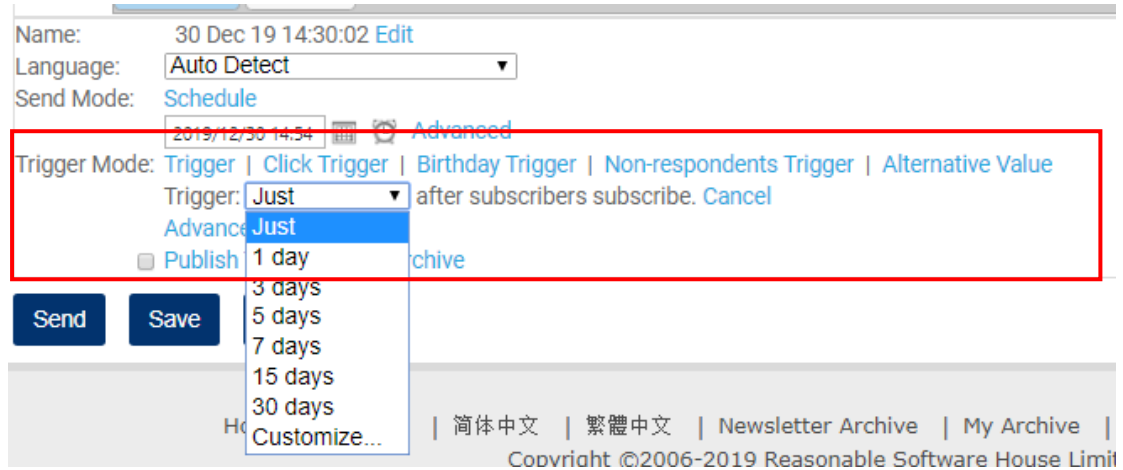
OK Cancel

Send Save Close

## Set Trigger

In the bottom of Smart Editor, click:

- A. *“Trigger”*: trigger the email after subscribers sign up.



- 1) Decide when to trigger.
- 2) Click “Send” to activate the campaign.

B. "Click trigger": a follow-up email will be triggered when the recipient clicks a link in the email.

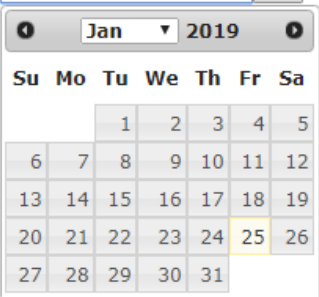
1) Decide "Trigger Expiry Date".

**Trigger Link Manage**

Tip: if you enable "Trigger" and subscriber clicked the link ,system will send a pre-defined campaign as once.

Trigger Expiry Date:  OK

No links available.



The image shows a calendar for January 2019. The days of the week are labeled as Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. A red arrow points to the date 25, which is highlighted in yellow.

2) Tick the trigger box of the link and then confirm.



The screenshot shows a web interface for managing triggered campaigns. At the top, there is a confirmation dialog box with a blue "确定" (Confirm) button highlighted by a red box. Below this, there is a "觸發鏈接管理" (Trigger Link Management) window. It contains a "觸發過期日期" (Trigger Expiry Date) field set to "2018/08/31" with a "確定" (Confirm) button. Below the date field is a table with two columns: "鏈接" (Link) and "點擊觸發" (Click Trigger). The table lists several URLs, and the first one has a checked checkbox in the "點擊觸發" column. The "TriggeredCampaign" column is currently empty.

3) A triggered campaign named "UrlClicked\_xxx" will automatically generated and shown in the home page with all campaigns.



The screenshot shows a table with two columns: "鏈接" (Link) and "點擊觸發" (Click Trigger). The table lists several URLs, and the first one has a checked checkbox in the "點擊觸發" column. The "TriggeredCampaign" column is currently empty.

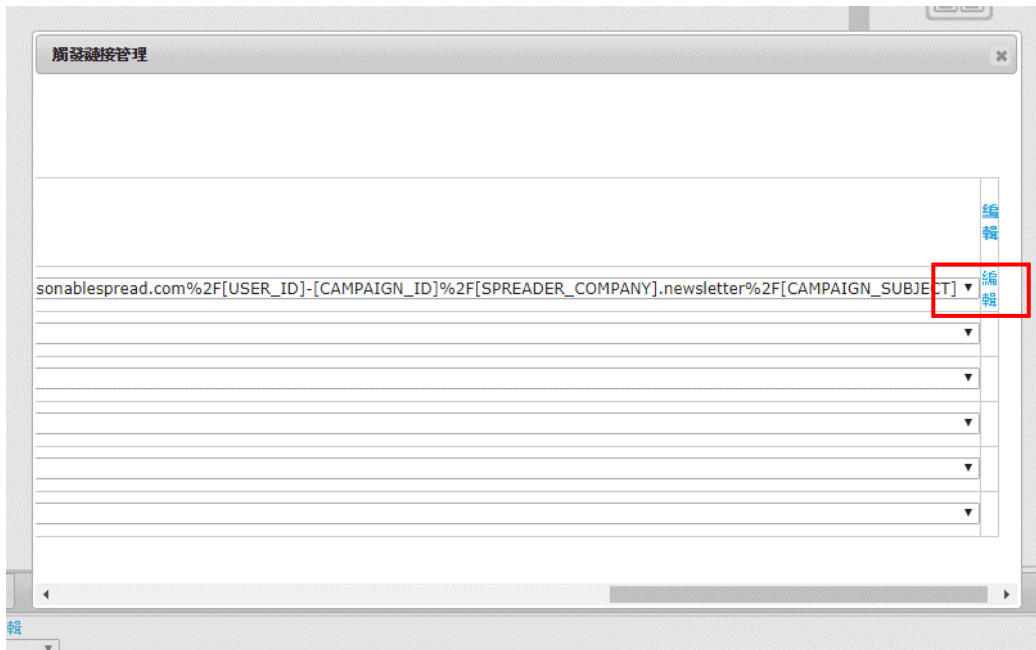
Spread Campaign Account Centre: My account

Create Email Create SMS Pause Resume Delete Rename Publish Multi Report Folder Report Move to Folder Filter Emails

Version: Premium, Expiry Date: Nov 25 2020, Email Remaining: 33 Upgrade Current Usage

Name	Subject	Status	Modified Date	Sent	All Opens*
UriClicked_https://www.google.com/search?q=google+translate&oq=google+tra&aqs=chrome.1.69i57j69i59j0i4.3061j0j7&sourceid=chrome&ie=UTF-8	(untitled)	Draft	12/31/2019 3:34:31 PM	0	0
31 Dec 19 15:33:02	(untitled)	Draft	12/31/2019 3:33:38 PM	0	0

4) Go to the triggered campaign and edit it.

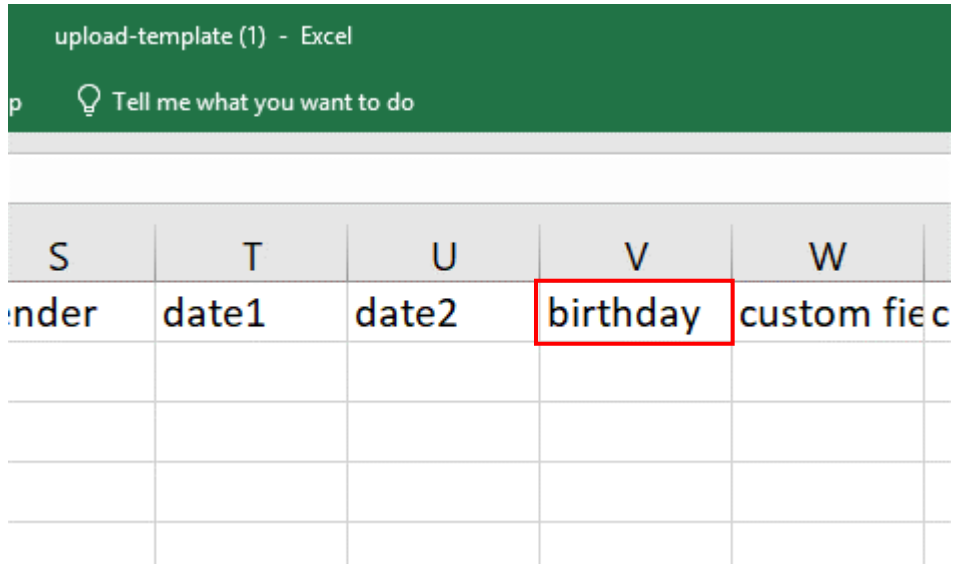


5) Click "Send" to activate the triggered campaign.

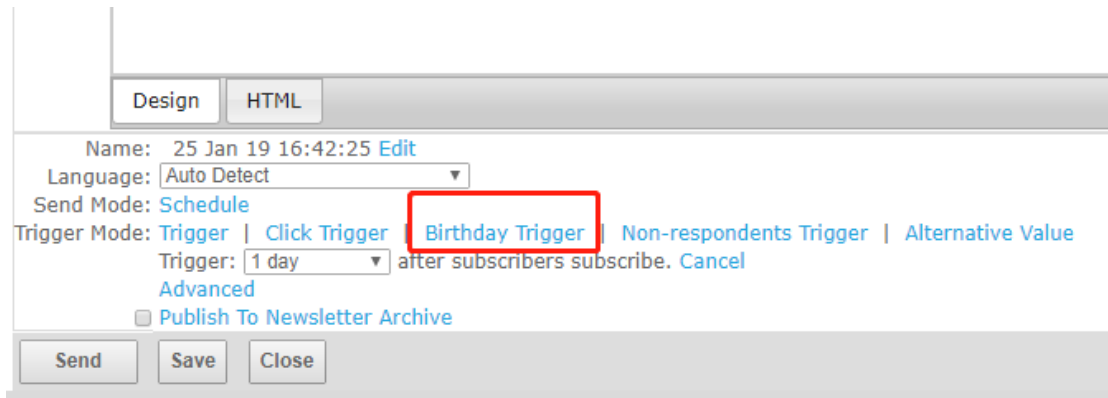
<input type="checkbox"/>	RTC_23 Dec 19 12:39:04##191504##	nonrespondent - donotamil	Triggering	12/23/2019 12:39:18 PM
--------------------------	----------------------------------	---------------------------	------------	------------------------

C. *Birthday Trigger*

- 1) Please refer to section “[Upload Contact](#)”, please enter the birthday date of contacts in MM/DD/YYYY format.



- 2) Click “Birthday Trigger” and fill in the information accordingly.
- 3) Click “Send” to activate the campaign.



✧ Campaign will be sent at 00:00 on the day you set.

## Publish

- 1) Click “Publish” in the bottom of Smart Editor.

Name: 30 Dec 19 12:34:10 [Edit](#)

Language:

Send Mode: [Schedule](#)

[Advanced](#)

Trigger Mode: [Trigger](#) | [Click Trigger](#) | [Birthday Trigger](#) | [Non-respondents Trigger](#) | [Alternative Value](#)

Trigger:  after subscribers subscribe. [Cancel](#)

[Advanced](#) |  [Publish To Newsletter Archive](#)

[Send](#) [Save](#) [Close](#)

- 2) When it publishes successfully, a P symbol with blue color will be shown in the row of that campaign in home page. Click it to view the email in archive.

31 Dec 19 11:14:07	attachedddq4	<input type="checkbox"/> <b>P</b> Sent	12/31/2019 11:14:49 AM
--------------------	--------------	--	------------------------

- 3) click “Unpublish” on the right in the report page if the email is not needed to be searched by search engines.

**Spread** | Campaign > View Campaign | Account Centre : [My account](#)

Unpublish | [Copy & Create](#) | [Export to PDF](#) | [Export to Excel](#)

Campaign: 31 Dec 19 11:14:07

---

Subject: **attachedddq4**  
From: **Derek** <dtsang@reasonable.hk>

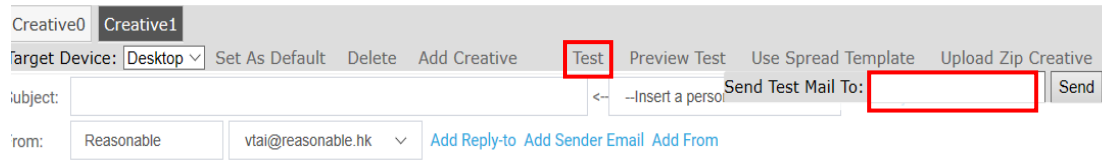
**Design** | HTML

If you are unable to see the message below, [click here](#) !

- ✧ After “Unpublish” is clicked, your data will be kept online for 30 days according to Google’s policy.

## Send Test Email

- 1) When you finish your design and would like to check the layout, links embedded, click “test” in right of the Smart editor.



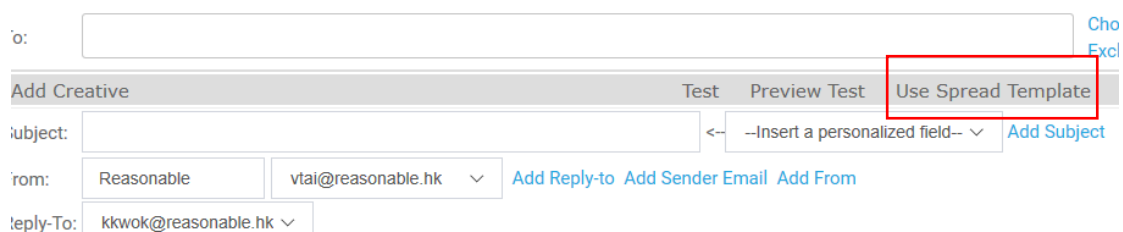
- 2) Type in the email address you would sent.
- 3) Click “Send”.

## Use Free Template

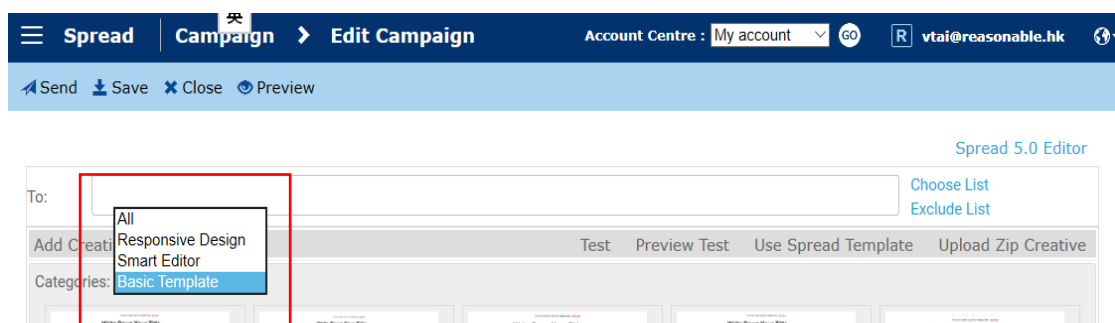
- 1) Click "Create Email".



- 2) Enter the Smart Editor interface and then click "Use Spread Template" on the right.



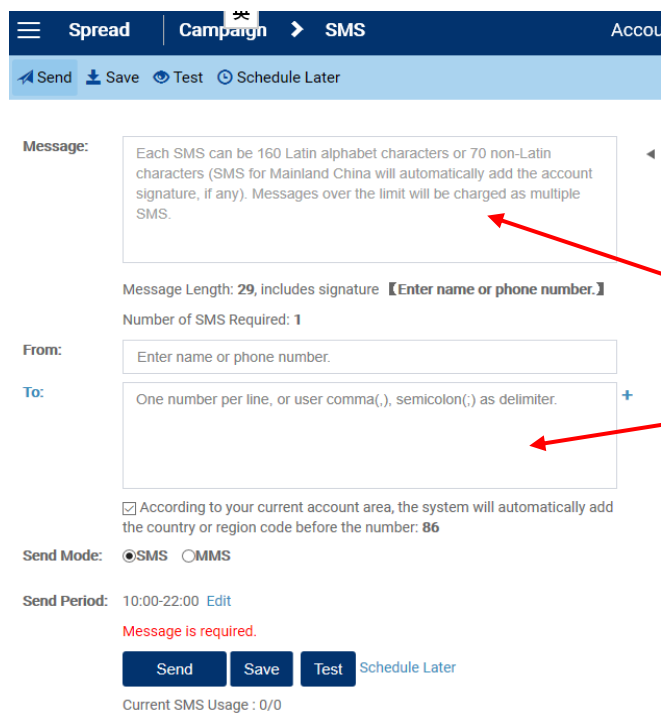
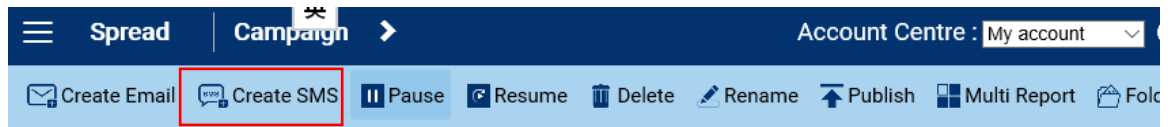
- 3) Choose the category of template on the left, click on the template you want and insert.





## Create SMS

- 1) Click "Create SMS"



A screenshot of the 'Create SMS' form. The top navigation bar shows 'Spread', 'Campaign', and 'SMS' tabs. Below the navigation bar is a light blue toolbar with 'Send', 'Save', 'Test', and 'Schedule Later' buttons. The form contains the following fields and options:

- Message:** A text area containing the instruction: "Each SMS can be 160 Latin alphabet characters or 70 non-Latin characters (SMS for Mainland China will automatically add the account signature, if any). Messages over the limit will be charged as multiple SMS." A red arrow points from this text to a callout box on the right.
- Message Length:** 29, includes signature **【Enter name or phone number.】**
- Number of SMS Required:** 1
- From:** Enter name or phone number.
- To:** One number per line, or user comma(,), semicolon(;) as delimiter. A red arrow points from this field to the callout box on the right.
- According to your current account area, the system will automatically add the country or region code before the number: **86**
- Send Mode:**  SMS  MMS
- Send Period:** 10:00-22:00 [Edit](#)
- Message is required.**
- Buttons: **Send**, **Save**, **Test**, [Schedule Later](#)
- Current SMS Usage : 0/0

Please follow the instructions here. Please be aware that 70-character limit applies to message contains **any Chinese symbols**.

## SMS Link Tracking

\*This function is available only when shorten link generated by the system is used

- 1) Click the "All Click" number in the dashboard

Jul 9 2019 10:24AM	(SMS)testing link http://rsend1.com/PpHED	Sent	7/9/2019 10:24:04 AM	2	2 (100%)	2 (100%)
Jul 5			7/5/2019			

- 2) Click report is shown.
- 3) Click the report type for details

ient | Opens | **Clicks** | Conversions | Bounces# | Spam Reports Unsubscribed

Emails/SMS > Jul 9 2019 10:24AM > Clicks > Summary | All Clicks | Unique Clicks | **Clicks by URL** | Click URL and Date | Clicks by Hour | Clicks by Domain | Clicks by Country

URL	All Clicks	Percentage	Unique Clicks	Percentage
<a href="http://www.artmap.xyz/tw/index.php">http://www.artmap.xyz/tw/index.php</a>	2	100.00%	2	100.00%
Total	2	100%	2	100%

Showing 1 to 1 of 1 rows

CSV ▾ Export

# Manage Contact List

## Upload Contact

- 4) Import contact information by uploading excel
  - i. Click "Contacts" in Navigation Bar
  - ii. Click "Add or import"
  - iii. Click "Download header template"
  - iv. Fill in contact information accordingly
  - v. Upload the excel file

The screenshot shows the 'Upload Contact' interface. At the top, the 'Contacts' menu is highlighted with a red box. A dropdown menu is open, showing 'Add or import' (highlighted with a red box), 'Web Form', 'Export', 'Do not mail/call list', and 'List Folder'. A red arrow points from 'Add or import' to the 'Browse...' button in the 'Upload Excel' section. Another red arrow points from 'Add or import' to the 'Download header template' link. A third red arrow points from 'Download header template' to the 'Upload' button at the bottom. The 'Upload' button is also highlighted with a red box. The interface includes a navigation bar with 'Spread', 'Contacts', and 'Add or Import' options, and a sidebar with 'Upload' and 'Add or import' sections. The main content area contains a form for uploading contact information, including a 'Browse...' button and a 'Download header template' link. The form also includes a section for 'Existed subscribe's process type' with a dropdown menu set to 'Update' and several instructions.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	email address	first name	middle name	last name	job title	company name	home phone	address1	address2	address3	city	state	country
2													
3													
4													
5													
6													
7													
8													
	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	postal code	sub postal code	fax	web url	title	gender	date1	date2	birthday	custom field1	custom field2	custom field3	custom field4
2													
3													
4													
5													
6													
7													
8													

- ✧ Please DO NOT change the header of those column (Row 1)
- ✧ “Email address” is the primary key (Column A)
- ✧ “Home phone” = mobile phone number (Column G)
- ✧ Please enter the “date1”, “date2” and “birthday” (Column S-V) in MM/DD/YYYY format
- ✧ “Custom field” (1-15) can input any other information, e.g. Member ID, Invoice No., Age, Sex ... (Column W-AK), please refer to sections “Personalized Email Content” and “Define Custom Field (Personalized Function)”

## Update Contacts' Information

### A. By using excel

- 1) "Email address" is the indicator for updating the contacts' information (primary key)
- 2) Fill in/ clear/ change the information of that contacts
- 3) Upload into Spread system
- 4) Refer to the section "[Upload Contact](#)"

	A	B	C	D	E	F	G	H	I
1	email address	first name	middle na	last name	job title	company	home phone	address1	address2
2	mng@reasonable.hk			Ng			51235647		
3									
4									

Three options for updating the contacts' information:

3. Existed subscriber's process type:

Update ▾

Update

Merge

Skip

Home | English | 繁体中文 | 简体中文 | Newsletter Archive

#### i. "Update": Overwrite/ Cover all the information

Email:	mng@reasonable.hk		Email:	mng@reasonable.hk
First Name:			First Name:	
Middle Name:			Middle Name:	
Last Name:		→	Last Name:	Ng
Title:			Title:	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified
Birth day:	3 / 17 / 1995 (MM/DD/YYYY)		Birth day:	3 / 17 / 1995 (MM/DD/YYYY)
Date 1:			Date 1:	
Date 2:			Date 2:	
<b>Additional Information</b>			<b>Additional Information</b>	
Job Title:			Job Title:	
Company Name:			Company Name:	
Phone:	91283310	→	Phone:	
Fax:			Fax:	

#### ii. "Merge": Update the added information

Email:	mng@reasonable.hk		Email:	mng@reasonable.hk
First Name:			First Name:	
Middle Name:			Middle Name:	
Last Name:		→	Last Name:	Ng
Title:			Title:	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified
Birth day:	3 / 17 / 1995 (MM/DD/YYYY)		Birth day:	3 / 17 / 1995 (MM/DD/YYYY)
Date 1:			Date 1:	
Date 2:			Date 2:	
<b>Additional Information</b>			<b>Additional Information</b>	
Job Title:			Job Title:	
Company Name:			Company Name:	
Phone:	91283310	→	Phone:	91283310
Fax:			Fax:	

- iii. "Skip": do not change any information on the existing contacts' information, only added the new contacts into the list

Email:	mng@reasonable.hk			Email:	mng@reasonable.hk		
First Name:				First Name:			
Middle Name:				Middle Name:			
Last Name:	Ng			Last Name:	Ng		
Title:				Title:			
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not specified			Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not specified		
Birthdate:	3	17	1995 (MM/DD/YYYY)	Birthdate:	3	17	1995 (MM/DD/YYYY)
Date 1:			(MM/DD/YYYY)	Date 1:			(MM/DD/YYYY)
Date 2:			(MM/DD/YYYY)	Date 2:			(MM/DD/YYYY)
<b>Additional Information</b>				<b>Additional Information</b>			
Job Title:				Job Title:			
Company Name:				Company Name:			
Phone:	91283310			Phone:	91283310		
Fax:				Fax:			

B. By using Spread contact management

- 1) Click "Contacts"
- 2) Choose the contact list
- 3) Choose the contact by clicking the "email address"
- 4) Fill in/ remove/ change the information of that contact
- 5) Click "Save changes"

The screenshot displays the Spread CRM interface for contact management. The top navigation bar includes 'Spread', 'Contacts', and 'Account Centre'. The left sidebar has a 'Contacts' menu item highlighted with a red box. The main content area shows a table of contact lists with columns for Name, Active/No. of Contacts/Latest Update Time, Quality, Update Date, and Status. A red box highlights the 'Campaign\_103' entry. Below the table are buttons for 'Search', 'Copy to a list', 'Move to a list', 'Save as Dynamic List', and 'Filter With Frequency'. The 'Subscribers' section shows a table with columns for Subscribers' Email, Updated Date, First Name, Last Name, Job Title, Company, Country or Region, City, State, home\_Phone, and Status. A red box highlights the email 'vtai@reasonable.hk'. Below this is the 'General Information' form with fields for Email, First Name, Middle Name, Last Name, Title, and Gender. The 'First Name' field contains 'Venice'. Below this is the 'Contact Behaviors' section with fields for Country or Region, City, Device, Browser, and Browser Language. The 'City' field contains 'Wilmington'. At the bottom, a 'Save Changes' button is highlighted with a red box.

**Contacts**

Name	Active/No. of Contacts/ Latest Update Time	Quality	Update Date(Include Contact Update)	Status
All contacts	4/4			
Ungrouped contacts	0			
<input type="checkbox"/> Campaign_103	1/1 12/29/2019 11:00:01 PM	☆☆☆☆		Active (internal use)
<input type="checkbox"/> Testing account	4/4 12/29/2019 11:00:01 PM	☆☆☆☆	12/26/2019 3:01:46 PM	Active (internal use)

1 Page(s) 2 Record(s)  
Show: 10 Contact Lists

**Subscribers**

Subscribers' Email	Updated Date	First Name	Last Name	Job Title	Company	Country or Region	City	State	home_Phone	Status
<input type="checkbox"/> vtai@reasonable.hk	12/26/2019 1:02:02 AM	Venice	Tai						55118850	Active

1 Page(s) 1 Record(s)  
Previous Next

**General Information**

Email: vtai@reasonable.hk

First Name: Venice

Middle Name:

Last Name: Tai

Title:

Gender:  Male  Female  Not specified

**Contact Behaviors**

Country or Region: US

City: Wilmington

Device: Mac

Browser:

Browser Language:

Previous **Save Changes**

## Filter Active Contacts

- 1) Click "Contact".
- 2) Click the contact list.

Account Centre : My account vtai@reasonable.hk

Overview Campaign **Contacts** Event(Beta) My Account

View all but deleted contact list

Search

<input type="checkbox"/>	Name	Active/No. of Contacts/ Latest Update Time	Quality	Update Date(Include Contact Update)	Status
<input type="checkbox"/>	All contacts	4/4			
<input type="checkbox"/>	Ungrouped contacts	0			
<input type="checkbox"/>	Campaign_103	1/1 12/29/2019 11:00:01 PM	☆☆☆☆		Active (internal use)
<input type="checkbox"/>	Testing account	4/4 12/29/2019 11:00:01 PM	☆☆☆☆	12/26/2019 3:01:46 PM	Active (internal use)

1 Page(s) 2 Record(s)  
Show: 10 Contact Lists

- 3) Choose "Active" in the email status.
- 4) Click "Search" to filter out all active contacts.
- 5) Click "Move to a list".

Account Centre : My account vtai@reasonable.hk

Contacts > Campaign\_103 > Name | Contacts | Description

Filter | Add/Import | Tips | Smart Filter(Beta)

Filter Subscribers

Email Status: Active

Filter Values: Email Contains

Search Copy to a list **Move to a list** Save as Dynamic List Filter With Frequency

Subscribers

Activate Remove Deleted Permanently Delete Do Not Mail Copy Move

<input type="checkbox"/>	Subscribers	Email	Updated Date	First Name	Last Name	Job Title	Company	Country or Region	City	State	home_Phone	Status
<input type="checkbox"/>	vtai@reasonable.hk		12/26/2019 1:02:02 AM	Venice	Tai						55118850	Active

1 Page(s) 1 Record(s)

Previous Next

Loading time: 0.00s

- 6) A form pops up and name the new list.
- 7) Click "Move" and a new list is created.



Where should the email(s) move to? x

Campaign\_103 v

or move to a new list:

8) Choose this “active” list when creating a new campaign.

## Do Not Mail List/Activate

### A. To put someone on "Do not mail list"

- 1) Click "Contact".
- 2) Click "Do not mail list".
- 3) Click "Add".
- 4) Upload the email you do not want to send anymore by text or excel.
- 5) Click "upload".

Spread | **Contacts** | Do Not Mail/Call List

[Add](#) | [Tips](#)

1. Contact list: Do not mail list

2. Data source:

- Text box: (enter email address) (per line)
- Select header fields here--

spread@reasonables.com  
cs@reasonables.com

OR with additional information specified by headers  
email address, first name  
spread@reasonables.com, Spread  
cs@reasonables.com, Reasonable

OR

Upload Excel (.xls or .xlsx), Comma separated values (.csv or .txt):

\* For non-English characters, please upload contact list in .xls or .xlsx format, .csv or .txt format may generate encoding issues.  
\*According to your current account area, the system will automatically add the country or region code before the number:86  
\* Please following our header naming convention, read instructions | Download header template

3. Existed subscriber's process type:

Update ▾

\*Update: Overwrite/Cover all the information.  
\*Merge: Update the added information.  
\*Skip: Only added the new contacts into the list.

### B. To active email address which are on "Do not mail list"

- 1) On the same page as shown above, search the email address you would like to activate.
- 2) Tick the address.

[Filter](#) | [Add](#) | [Tips](#)

Filter Contacts

Contacts' Email:

**Contacts**

	Added Date	Status
<input checked="" type="checkbox"/> dtsang0926@gmail.com	12/19/2019 12:39:50 PM	Do Not Mail

1 Page(s) 1 Record(s)

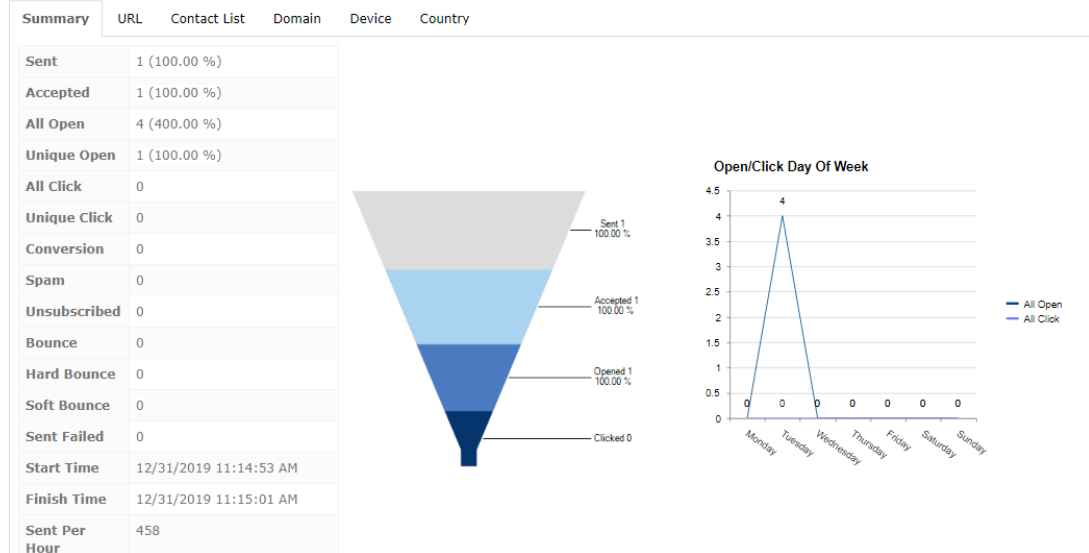
# Report

## Report Dashboard

- 1) Click on the subject or name of a sent campaign to get a detailed report

Name	Subject	Status	Modified Date	Sent	All Opens*
31 Dec 19 11:14:07	attacheddq4	Sent	12/31/2019 11:14:49 AM	1	4 (400%)

Report By

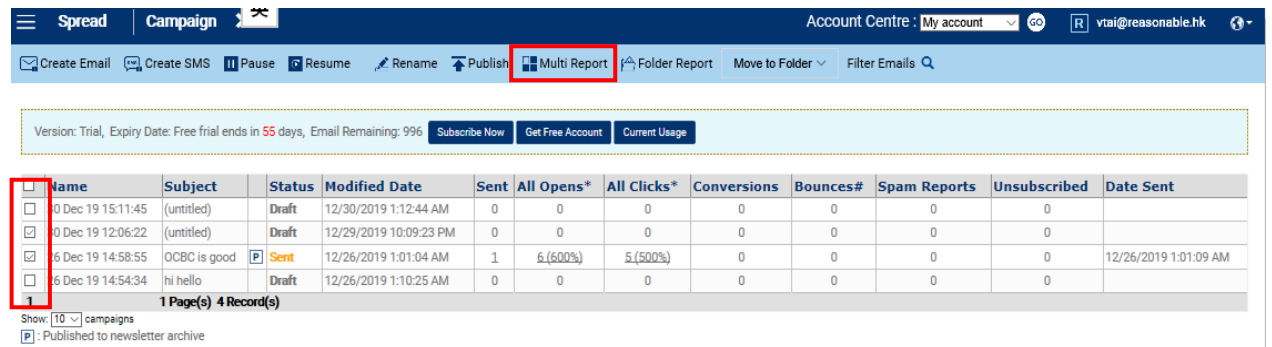


Columns	Explanation
<b>Name:</b>	eDM campaign name, only for your internal identification.
<b>Subject:</b>	The email subject which could be seen by your recipients.
<b>Sent:</b>	The eDM campaign was sent to how many email addresses.
<b>Accepted:</b>	How many emails are received
<b>All Opens:</b>	How many times did people open your email with repeat counting. e.g. Bob opened your email 10 times, the no. of Unique Open is 1, the no. of All Opens is 10. If you click into the figure, you can see the detailed report.
<b>Unique Open:</b>	How many people opened the mail (counted in unique email address)
<b>All Clicks:</b>	How many times did people click the hyperlink(s) in your email content with repeat counting. e.g. Bob clicked hyperlink 10 times, the no. of Unique Click is 1, the no. of All Clicks is 10. If you click into the figure, you can see the detailed report.

<b>Columns</b>	<b>Explanation</b>
<b>Unique Click</b>	How many people clicked the mail (counted in unique email address)
<b>Conversions:</b>	The function is to track no. of purchase/application from eDM. e.g. I have an online shop and I want to check how many successful transactions was made by sending eDM.
<b>Bounces:</b>	Number of bounce back emails, including soft bounce and hard bounce. If you click the figure, you can see detailed report. Learn more about bounce: <a href="http://developer.rspread.com/BounceBack.aspx">http://developer.rspread.com/BounceBack.aspx</a>
<b>Soft bounce</b>	Soft bounces indicate a temporary delivery issue that email cannot be delivered. Types: <ul style="list-style-type: none"> <li>• <i>Mailbox Full</i></li> <li>• <i>Vacation/Auto Reply</i></li> <li>• <i>Blocked</i></li> <li>• <i>Content Denied</i></li> <li>• <i>Frequency Limited</i></li> <li>• <i>Unknown Subscriber</i></li> <li>• <i>Other</i></li> </ul>
<b>Hard bounce</b>	A hard bounce indicates a permanent reason that email cannot be delivered. Types: <ul style="list-style-type: none"> <li>• <i>Non-Existent Address</i></li> <li>• <i>Undeliverable</i></li> </ul>
<b>Spam Reports:</b>	How many people reported to email service provider (e.g. Yahoo, Gmail) that your email as a spam mail.
<b>Unsubscribed:</b>	How many people clicked the unsubscribe link in your eDM to stop receiving emails from you.
<b>Date Sent:</b>	Date and time of sending eDM campaign.

## Get Multi-Report

- 1) Select the campaigns you would like to review.
- 2) Click “Multi-report”.



The screenshot shows the Campaign management interface. At the top, there is a navigation bar with 'Spread' and 'Campaign' tabs. Below the navigation bar, there are several action buttons: 'Create Email', 'Create SMS', 'Pause', 'Resume', 'Rename', 'Publish', 'Multi Report' (highlighted with a red box), 'Folder Report', 'Move to Folder', and 'Filter Emails'. Below the navigation bar, there is a status bar with 'Version: Trial, Expiry Date: Free trial ends in 55 days, Email Remaining: 996' and buttons for 'Subscribe Now', 'Get Free Account', and 'Current Usage'. Below the status bar, there is a table with columns: 'Name', 'Subject', 'Status', 'Modified Date', 'Sent', 'All Opens\*', 'All Clicks\*', 'Conversions', 'Bounces#', 'Spam Reports', 'Unsubscribed', and 'Date Sent'. The table contains four rows of data. The first row is a draft, the second is a draft, the third is sent, and the fourth is a draft. The 'Multi Report' button is highlighted in red.

<input type="checkbox"/>	Name	Subject	Status	Modified Date	Sent	All Opens*	All Clicks*	Conversions	Bounces#	Spam Reports	Unsubscribed	Date Sent
<input type="checkbox"/>	0 Dec 19 15:11:45	(untitled)	Draft	12/30/2019 1:12:44 AM	0	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	0 Dec 19 12:06:22	(untitled)	Draft	12/29/2019 10:09:23 PM	0	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	5 Dec 19 14:58:55	OCBC is good	<b>Sent</b>	12/26/2019 1:01:04 AM	1	6 (500%)	5 (500%)	0	0	0	0	12/26/2019 1:01:09 AM
<input type="checkbox"/>	5 Dec 19 14:54:34	hi hello	Draft	12/26/2019 1:10:25 AM	0	0	0	0	0	0	0	

1 Page(s) 4 Record(s)

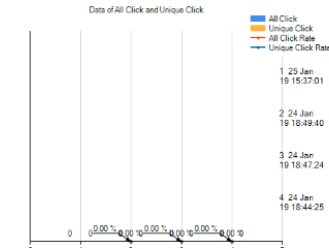
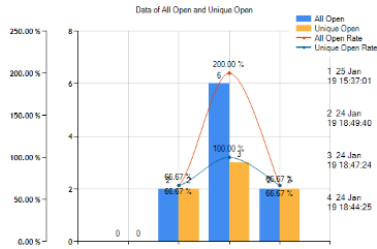
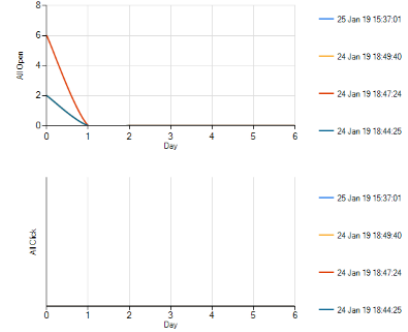
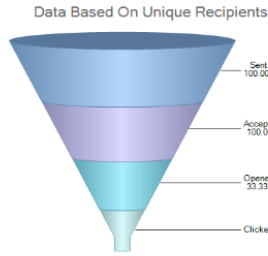
Show: 10 campaigns

**P** : Published to newsletter archive

3) A multi-report is generated as shown below:

Campaign:  
 25 Jan 19 15:37:01  
 24 Jan 19 18:49:40  
 24 Jan 19 18:47:24  
 24 Jan 19 18:44:25

Sent	9 (100.00 %)
Accepted	9 (100.00 %)
All Open	10 (111.11 %)
Unique Open	3 (33.33 %)
All Click	0
Unique Click	0
Conversion	0
Spam	0
Unsubscribed	0
Bounce	0
Hard Bounce	0
Soft Bounce	0
Sent failed	0
Start Time	1/24/2019 3:02:19 AM
Finish Time	1/24/2019 7:04:06 PM
Sent Per Hour	1



Get Report on Open by Hour/Day Report for One Campaign

- 1) Click the "subject" of campaign you would like to review in home page.

Spread Campaign Account Center

Create Email Create SMS Pause Resume Delete Rename Publish Multi Report Folder

Version: Premium, Expiry Date: Nov 25 2020, Email Remaining: 33 Upgrade Current Usage

Name	Subject	Status
UrlClicked_https://www.google.com/search?q=google+translate&oq=google+tra&aqs=chrome.1.69i57j69i59j0l4.3061j0j7&sourceid=chrome&ie=UTF-8	(untitled)	Draft
31 Dec 19 15:33:02	(untitled)	Draft
31 Dec 19 11:18:38	attachment	Sent
31 Dec 19 11:14:07	attacheddq4	Sent

- 2) Click the data in the report

Report By

Summary URL Contact List Domain Device Country

Sent	1 (100.00 %)
Accepted	1 (100.00 %)
All Open	4 (400.00 %)
Unique Open	1 (100.00 %)
All Click	0
Unique Click	0
Conversion	0
Spam	0
Unsubscribed	0
Bounce	0
Hard Bounce	0
Soft Bounce	0
Sent Failed	0
Start Time	12/31/2019 11:14:53 AM
Finish Time	12/31/2019 11:15:01 AM
Sent Per Hour	458

The funnel chart illustrates the progression of the email campaign. It starts with 1 email sent (100.00%), which was accepted (100.00%), opened (100.00%), and resulted in 0 clicks.





3) It will be direct to an detail analysis page > select opens by hour > filter by hour/day

Spread Campaign > Report

Sent | Opens | Clicks | Conversions | Bounces# | Spam Reports Unsubscribed

Campaign > 31 Dec 19 11:14:07 > Opens > Summary | All Opens | Unique Opens | Not Opens **Opens by Hour** | Opens by

By 24-hour  
 By 24-hour  
 Stabilization (by hour)  
 Stabilization (by day)

	Percentage	Unique Opens	Percentage
12 AM	0 0.00%	0	0.00%
1 AM	0 0.00%	0	0.00%
2 AM	0 0.00%	0	0.00%
3 AM	0 0.00%	0	0.00%
4 AM	0 0.00%	0	0.00%
5 AM	0 0.00%	0	0.00%
6 AM	0 0.00%	0	0.00%
7 AM	0 0.00%	0	0.00%
8 AM	0 0.00%	0	0.00%
9 AM	0 0.00%	0	0.00%
10 AM	0 0.00%	0	0.00%
11 AM	4  100.00%	1  100.00%	
12 PM	0 0.00%	0	0.00%
1 PM	0 0.00%	0	0.00%
2 PM	0 0.00%	0	0.00%
3 PM	0 0.00%	0	0.00%
4 PM	0 0.00%	0	0.00%
5 PM	0 0.00%	0	0.00%
6 PM	0 0.00%	0	0.00%
7 PM	0 0.00%	0	0.00%
8 PM	0 0.00%	0	0.00%
9 PM	0 0.00%	0	0.00%
10 PM	0 0.00%	0	0.00%
11 PM	0 0.00%	0	0.00%
All Time	4 100.00%	1 100.00%	

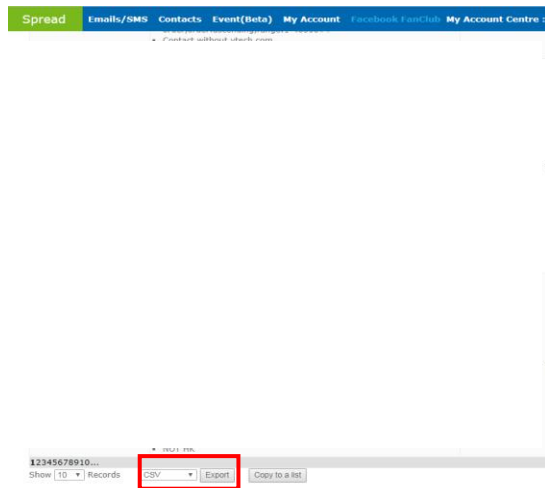
Displayed as GMT+08:00

## Report on Reasons of Bounce; Export Bounce Contact List

- 1) Click the "Bounce" no. of the campaign you would like to review in home page.

Subject	Status	Modified Date	Sent	All Opens*	All Clicks*	Conversions	Bounces#
Merry Christmas	Sent	12/23/2019 3:16:37 PM	4	0	0	0	2 (50%)

- 2) A campaign report is generated.
- 3) Scroll down and click on no. in "Bounce" row.
- 4) A bounce report will be generated. Choose the type of file you would like to export and click "Export".



- 5) A link for report download will be sent to your log in email.

# Create Signup form

## Create Signup form

◇ Please create at least 1 contact list before using this function. (Please refer to the section [“Upload Contact”](#))

- 1) Click “Contacts” in Navigation Bar and then “Web Form”.
- 2) Click “Edit My forms/Get code”.

The screenshot shows the 'Contacts' menu in the 'Web Form Code' section. The 'Web Form' option is highlighted with a red box. Below the menu, there are two sections: '1. Newsletter subscription' and '2. Custom SignUp Form'. The 'Edit My forms/Get code' button is also highlighted with a red box.

- 3) Click “Custom Sign-up Form”.

The screenshot shows the 'Custom forms management' section. The 'Custom Sign-up Form' option is highlighted with a red box. Below the section, there is a message: "You do not have any custom sign up form yet. Click the link above to add your sign up form."

- 4) Fill in the information page by page.

- i. Decide which contact list will the subscriber add in.
- ii. Decide what website will auto redirect to when the sign-up finishes.
- iii. Click “Next”.

Create Custom Form:

Save All Save & Back Back

Basic information Basic information

Sign up instructions Form name: 12/30/2019 4:21:51 PM

Auto replied letters **Add contact to group:** -- Please select a contact group --

Auto redirect: http://   Auto Redirect

Language: Auto

Double Opt-in:

Auto Fill Information:  Auto fill detail if email exist in your account.

Next

Save All Save & Back Back

- iv. Edit the sign-up form instruction.

Spread Emails/SMS Contacts Event(Beta) My Account Facebook FanClub My Account Centre : My account Go fpoon@reasonable.hk

Edit Custom Form:

Save All Save & Back Back

Basic information Sign up box

Sign up instructions Sign up instruction: Sign up by filling the require information

Auto replied letters Sign up form

Title: Spread Club Sign-Up Form

Sign up instruction:

Css Class Heading 2 Default Font Size

**Thank you for the interest in joining Spread Club.**

In order for us to be able to inform you about the latest updates and news, please fill in the information below:

Normal HTML Preview Words:30 Characters:163 (Max 10000 chars)

- v. Add and edit the fields for participants to fill in.

**Required field(s):**

	Display	Required	New Label		
First Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Middle Name:	<input type="checkbox"/>	<input type="checkbox"/>			
Last Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Job Title:	<input type="checkbox"/>	<input type="checkbox"/>			
Company/organization:	<input type="checkbox"/>	<input type="checkbox"/>			
Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<a href="#">More&gt;&gt;</a>					
Address:	<input type="checkbox"/>	<input type="checkbox"/>			
City:	<input type="checkbox"/>	<input type="checkbox"/>			
State/Province:	<input type="checkbox"/>	<input type="checkbox"/>			
Country:	<input type="checkbox"/>	<input type="checkbox"/>			
Postal Code:	<input type="checkbox"/>	<input type="checkbox"/>			
Fax:	<input type="checkbox"/>	<input type="checkbox"/>			
Web address(URL):	<input type="checkbox"/>	<input type="checkbox"/>			
Salutation/title:	<input type="checkbox"/>	<input type="checkbox"/>			
Gender:	<input type="checkbox"/>	<input type="checkbox"/>			
Date 1:	<input type="checkbox"/>	<input type="checkbox"/>			
Date 2:	<input type="checkbox"/>	<input type="checkbox"/>			
Custom	Display	Required	New Label	IType Text   Check   list	Values (separate with ;)
Custom field 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nickname	<input checked="" type="radio"/> T <input type="radio"/> C <input type="radio"/> L	
Custom field 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Services that you are interested:	<input type="radio"/> T <input checked="" type="radio"/> C <input type="radio"/> L	EDM; SMS Marketing; Email Rental
Custom field 3:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Age	<input type="radio"/> T <input type="radio"/> C <input checked="" type="radio"/> L	18 or below; 18-30; 31-50; 50+; N/A

- ✧ Tick the box in the column “Display” to choose the fields shown in signup page
- ✧ Tick the box in the column “Required” to set required fields that participants must fill in to finish signup
- ✧ The column “New Label” let you to rename the fields
- ✧ In Custom field rows, choose the answer type in the column Type. T = text; C = check (can choose more than one option); L = list (can choose only one option)
- ✧ In the column Values, type in the options and separate with “;”

vi. Edit successful sign up message.

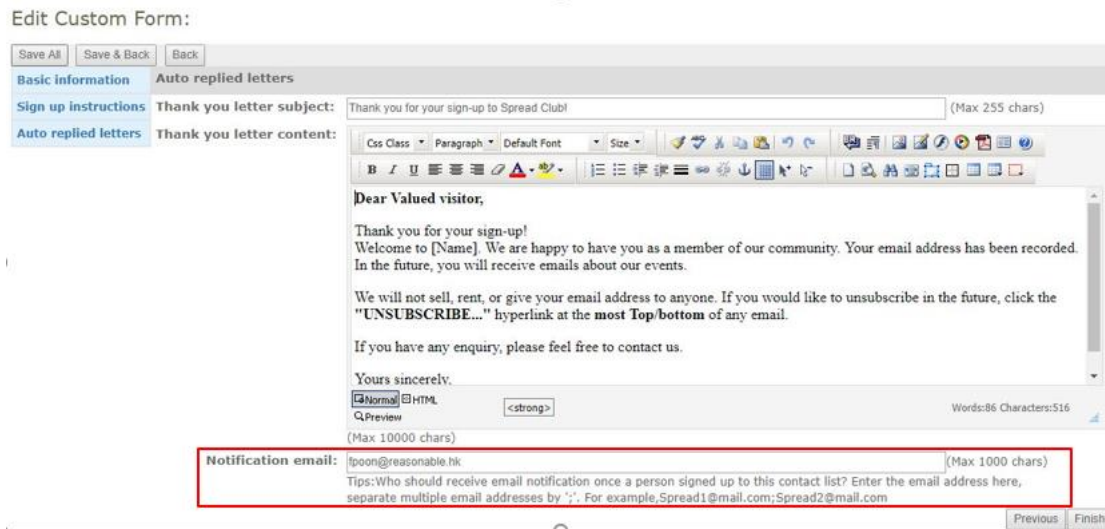
vii. Click “Next”.

**Successful sign-up message:**

The screenshot shows a rich text editor interface. The main content area displays the text "You have successfully signed up." in a bold, black font. Above the text is a toolbar with various icons for text formatting (bold, italic, underline), alignment, and other functions. Below the text area, there is a status bar that reads "Words:5 Characters:32". At the bottom right of the editor, there are "Previous" and "Next" navigation buttons.

viii. Edit the thank you letter and confirmation letter for successfully signed up participants.

- ix. In Notification email row, type in the email address that would receive email notification once a person signed up successfully.



- 5) Click "Finish".

Get URL or HTML of Sign Up Form

- 1) Click "Contacts" in Navigation Bar and then "Get web form code".
- 2) Click "Edit My forms/Get code".
- 3) Click "Get Code" to get the URL link to put in the campaign as hyperlinks

+ Add or import | + Get web form code | \* Export | - Do not mail list

Custom forms management:

Add new custom form: Custom Sign-up Form | Empty Custom Sign-up Form

Name				
Get Code	SpreadClub	Edit	Delete	Duplicate

[Red box]

Subscription page with return address: [rsread.hk](http://rsread.hk)

**Sign Up Form link:**  
[subscriber1.rsread.com/SubscribeFormDetail.aspx?UserID=60069&scrflid=2625&type=subscribe](http://subscriber1.rsread.com/SubscribeFormDetail.aspx?UserID=60069&scrflid=2625&type=subscribe)