

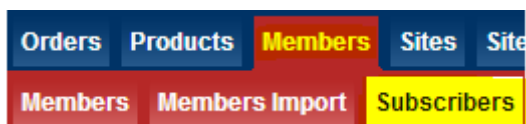
Etail Systems Tip Sheet

Objective: To add a subscriber in COMS.

The following tells you how to achieve this;-

Subscribers are customers who have signed up to your mailing list. Only an email address is required if they sign up through the site, but you may also hold their name, what type of email they wish to have, & the date they subscribed.

In COMS, go to Members > Subscribers.



You will then see where you can add a subscriber manually.

Email	Name	Email Type	Subscribed	Unsubscribed	
<input type="text"/>	<input type="text"/>	html <input type="button" value="v"/>	Site: <input type="text" value="Select Site"/>	<input type="button" value="Add Subscriber"/>	

When entering a subscriber manually, you'll need to enter both the customer's Email & Name. You may also select the type of email they want (HTML, Text, Mobile or None) & if you have multiple sites, select which site you'd like to add them to. Then click the 'Add Subscriber' button.

Troubleshooting

- If you don't receive a success message when you've tried to add your subscriber, please see the error message to find out what you need to.



If you need help with this feature, please call 0844 482 0908 or email support@etailsystems.com.