



Checklist 10 - Aweber Campaign Setup

Project Name: _____

Date: _____

Part 1 - Create Your List

		Yes	No
1	Click Mange Lists In Top Menu	<input type="checkbox"/>	<input type="checkbox"/>
2	Click Create List	<input type="checkbox"/>	<input type="checkbox"/>
3	Enter Your Company Name	<input type="checkbox"/>	<input type="checkbox"/>
4	Enter Your Company Website	<input type="checkbox"/>	<input type="checkbox"/>
5	Choose The Address To Use A The End Of Your Emails	<input type="checkbox"/>	<input type="checkbox"/>
6	Enter Sender Name	<input type="checkbox"/>	<input type="checkbox"/>
7	Enter Sender Email	<input type="checkbox"/>	<input type="checkbox"/>
8	Click Next Step	<input type="checkbox"/>	<input type="checkbox"/>
9	Enter List Name	<input type="checkbox"/>	<input type="checkbox"/>
10	Enter List Description	<input type="checkbox"/>	<input type="checkbox"/>
11	Click Next Step	<input type="checkbox"/>	<input type="checkbox"/>
12	Click Approve Message & Create List	<input type="checkbox"/>	<input type="checkbox"/>

Part 2 - Create Your Optin Form

		Yes	No
1	Click Sign Up Forms In Top Menu	<input type="checkbox"/>	<input type="checkbox"/>
2	Click Create Your First Sign Up Form	<input type="checkbox"/>	<input type="checkbox"/>
3	Remove name if not required, add phone if required.	<input type="checkbox"/>	<input type="checkbox"/>
4	Remove We respect your privacy and Powered by Aweber	<input type="checkbox"/>	<input type="checkbox"/>
5	Click Save Your Form	<input type="checkbox"/>	<input type="checkbox"/>
6	Click Go To Step 2	<input type="checkbox"/>	<input type="checkbox"/>
7	Enter Your Form Name	<input type="checkbox"/>	<input type="checkbox"/>
8	Enter the Thank You Page URL	<input type="checkbox"/>	<input type="checkbox"/>
9	Enter the already subscribed page (normally same as thank you)	<input type="checkbox"/>	<input type="checkbox"/>
10	Click Save Your Form	<input type="checkbox"/>	<input type="checkbox"/>
11	Click Go To Step 3	<input type="checkbox"/>	<input type="checkbox"/>



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12	Click I Will Instant My Form	<input type="checkbox"/>	<input type="checkbox"/>
13	Click Raw HTML Version	<input type="checkbox"/>	<input type="checkbox"/>
14	Copy the code with or without style and paste into your optin page.	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Adding Your First Welcome Email

		Yes	No
1	Click Messages in the top menu	<input type="checkbox"/>	<input type="checkbox"/>
2	Click create a message, select Drag & Drop Email Builder	<input type="checkbox"/>	<input type="checkbox"/>
3	Write your welcome email using the follow-up email checklist.	<input type="checkbox"/>	<input type="checkbox"/>
4	Click Save & Exit	<input type="checkbox"/>	<input type="checkbox"/>
5	Click Send Options & Send a test email.	<input type="checkbox"/>	<input type="checkbox"/>
6	Check the email for formatting, grammar and all links are working.	<input type="checkbox"/>	<input type="checkbox"/>
7	Click Send Options again and click Add to Follow-up Series	<input type="checkbox"/>	<input type="checkbox"/>
8	Click Add to Follow-up Series Again	<input type="checkbox"/>	<input type="checkbox"/>