Manually add a new client or subscriber

Author:
Nanacast

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To manually add a new client or subscriber to an offer, click on the "Overview" menu for that offer. In the overview menu, you'll see a Members/Subscribers area with links to View Active, View All, New, Import and Search.
Click "New". This will take you to theÂ Add New Client page, where you can supply the client details.

If you want the client added to the autoresponder that you've synced with the offer on the Email Sync page, check the "Add to Autoresponder" option. (If your autoresponder of choice requires double opt-in, this will generate an optin email from the autoresponder as normal.)
Click Save.

Your newly added client / subscriber will now show as subscribed in your active subscriber list for this offer. The system will not attempt to gather payment info or bill the client.

Note: The system will send out all email receipts and admin alert emails, notify all IPNs, and, if applicable, submit product orders to 3rd-party shippers (like Kunaki, Vervante, etc...) when you manually add a new subscriber by clicking Save.Â