



BuildaBizOnline Templates User Guide

Step-by-step Guide On How To Use The BuildaBizOnline Templates.

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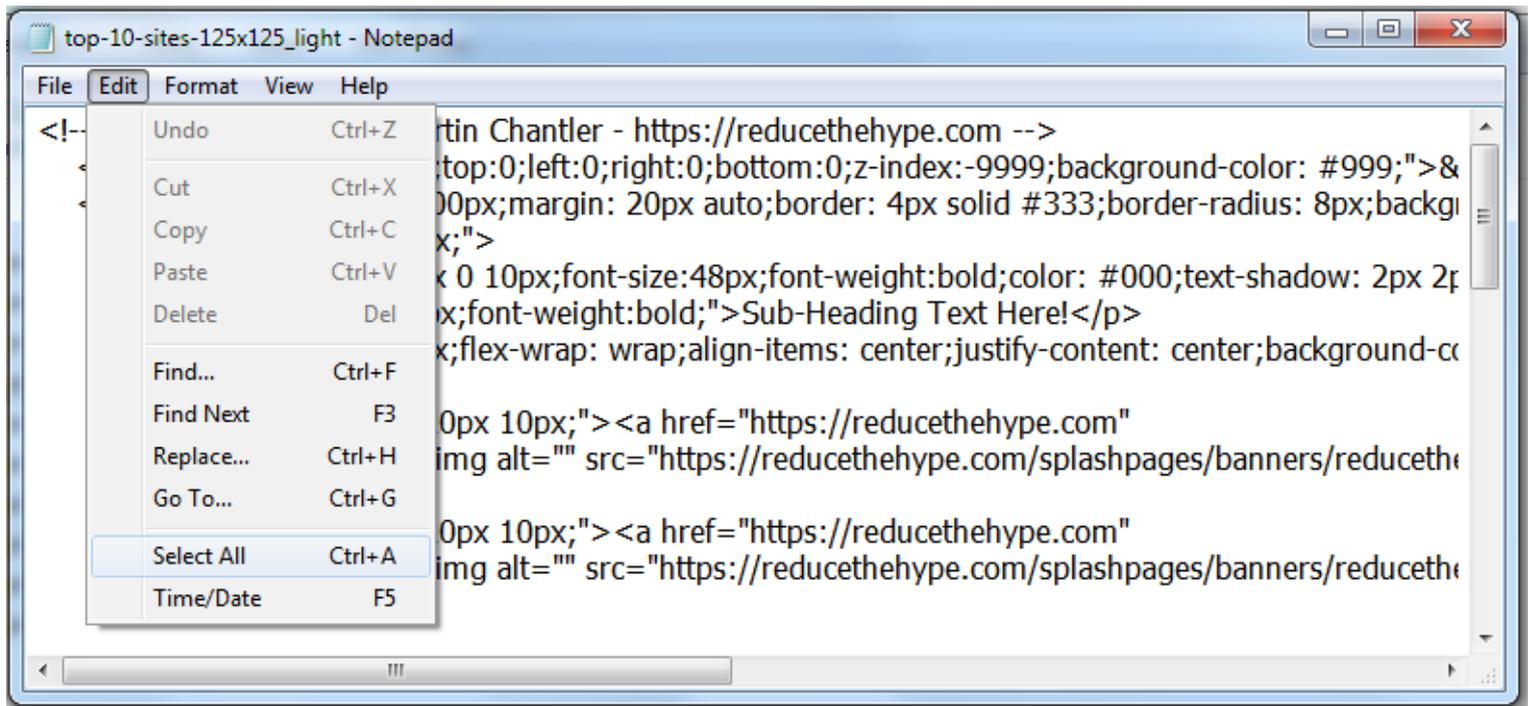
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Loading The Template File

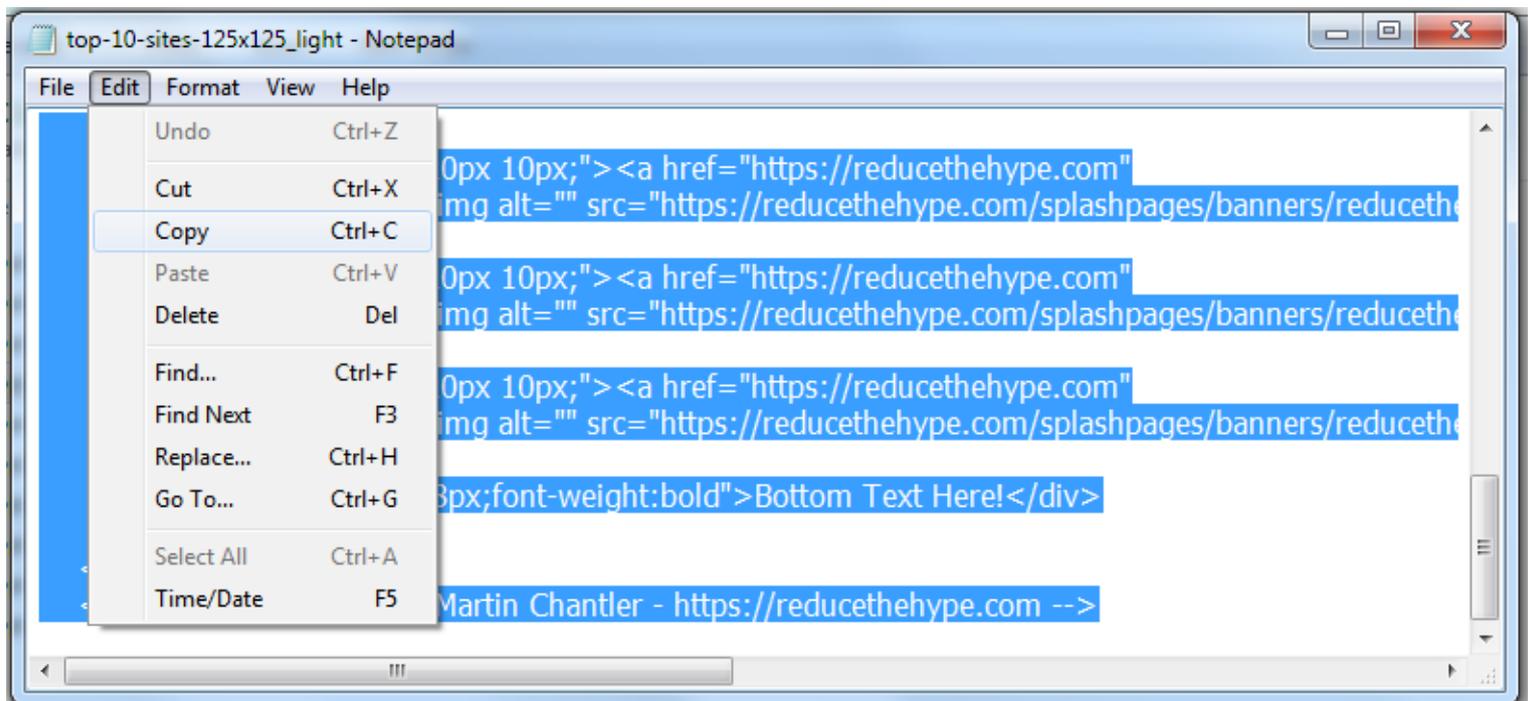
Open The Template Text File In Your Text Editor.

top-10-sites-125x125_light

Now click “Edit” and click” Select All” on the drop-down menu.



Now click “Edit” and click “Copy” on the drop-down menu.



Adding The Template As A Splash Page

Now go to the splash builder in Buildabizonline and enter the name of your new page and click the button to create the new page.

To Create A New Splash Page, First Choose A Name For Your Reference

Once the page is created click the link to choose a template for the page.

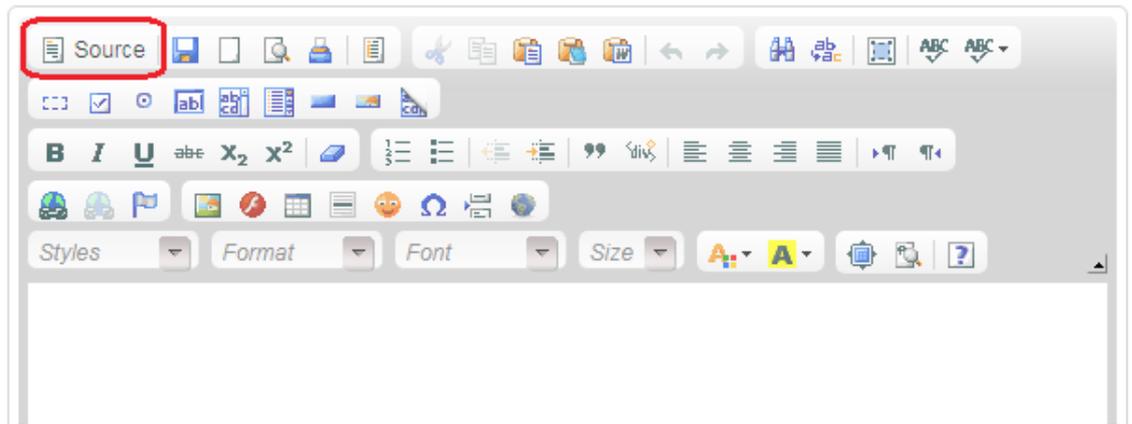
Scroll down and select the “Plain Old White” template.



Scroll to the bottom of the page and click the “Update Template” button.

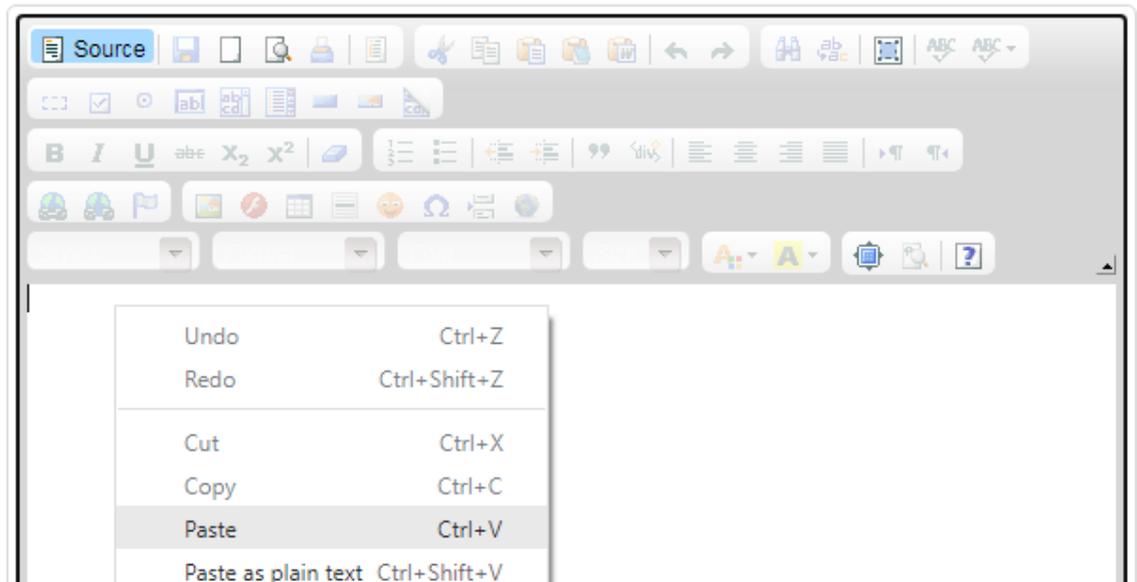
Scroll to the bottom of the page and click the link to edit the splash page.

Now scroll down to the “The Main Body of your Splash Page goes here” and click the “Source” button on the editor.



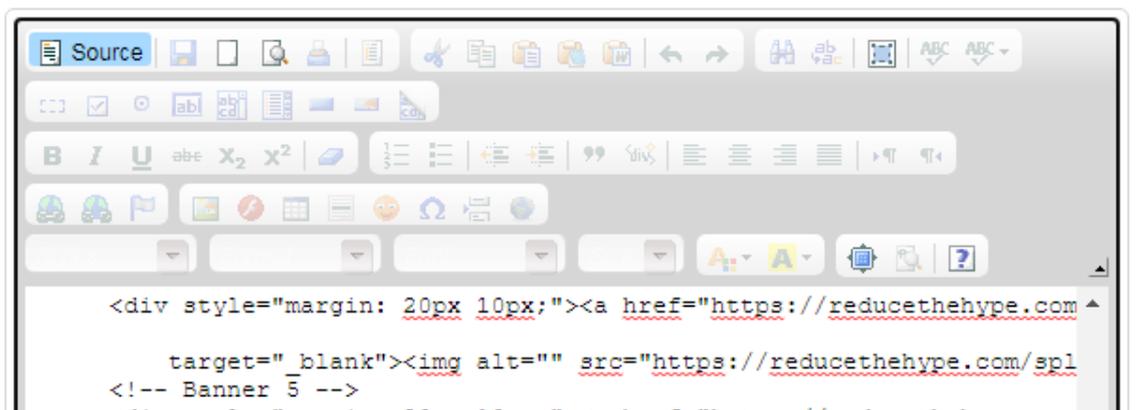
The Main Body of your Splash Page goes here

Right-click in the editor window and select “Paste” from the drop down menu to paste in the code.



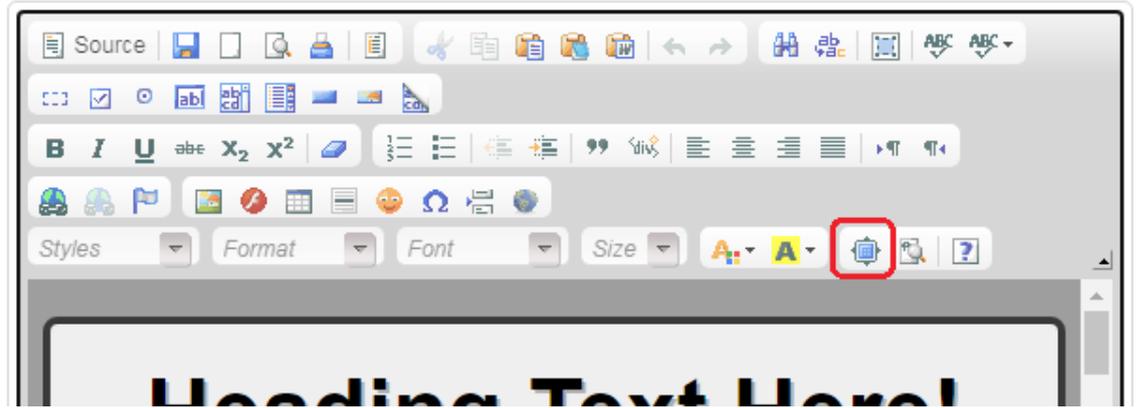
The Main Body of your Splash Page goes here

Once the code is pasted in click the “Source” button again to return to the WYSIWYG editor.



The Main Body of your Splash Page goes here

The template will now show in the editor window. To make it easier to edit the template you can make the window bigger by clicking the “Maximise” icon on the editor.



You can now edit the template using all the editor functions.

Once you have finished editing then either click the “Save” icon on the editor, or click the “Maximise” icon and scroll down and click the “Update Settings” button to save your changes.

Adding The Template As An Autoresponder Campaign

Now go to the autoresponder in Buildabizonline and click “Your Campaigns” on the top menu.

Scroll to the bottom of the page and enter the name of your campaign in the box and click the button to create the campaign.

Step1: For reference give your Campaign a name in the box below then click... Create Campaign

Your new campaign will now be created and click the link “Click Here To Pick A Template For Your New Capture Page” to choose the template to use for your new campaign.

Now click the “Blank Template” and click the “Update Template” button at the bottom of the page.



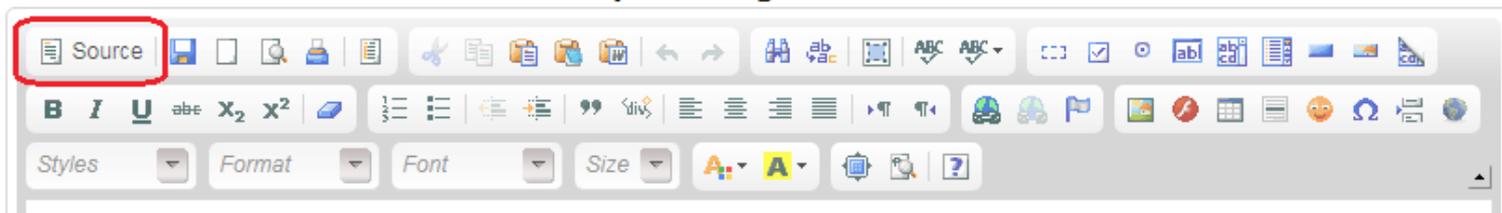
The template will then be updated and now click “Your Campaigns” on the top menu.

Find your new campaign in the list and click the “Settings” link for that campaign.

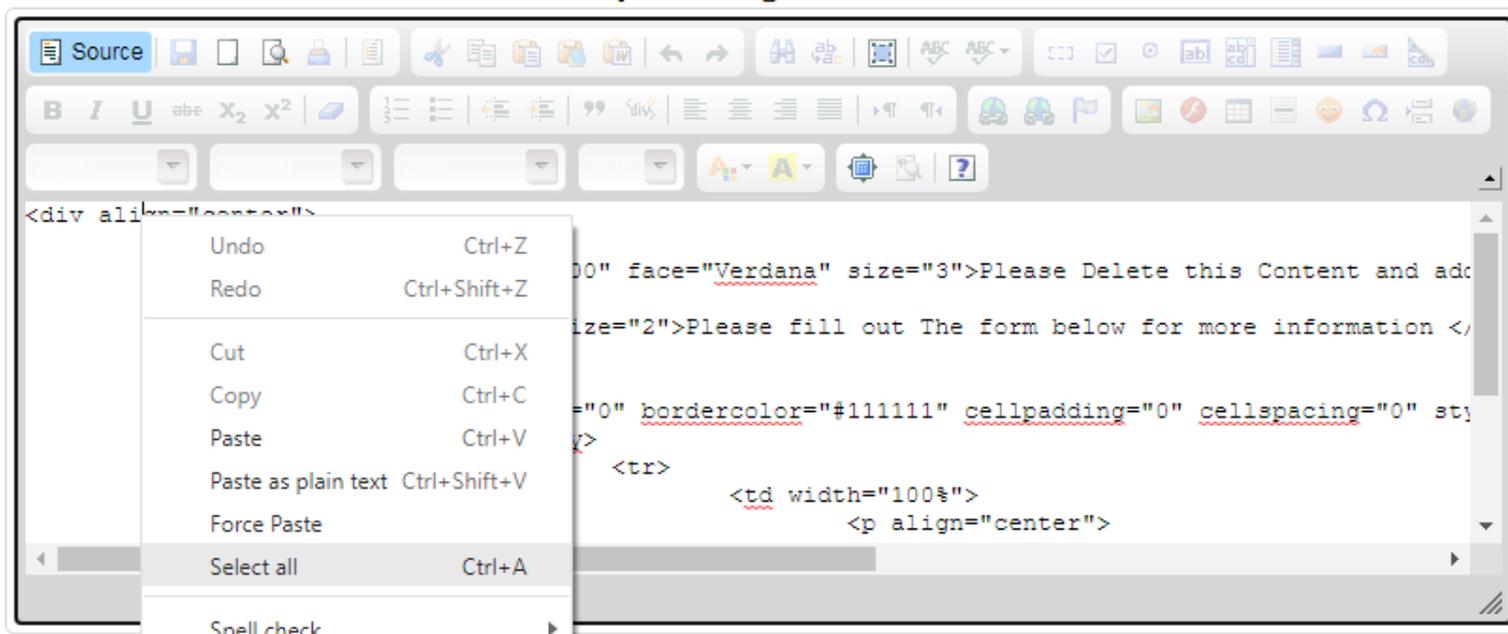
Test2	Your Capture Page Link Change Your Capture Page Template Settings HTML Form Code Share Your Campaign Import Shared Campaigns Delete Your Campaign
Total Subscribers: 0 Active Subscribers: 0 Pending Subscribers: 0 Removed Subscribers: 0 Broadcasts Sent To All Your Subscribers: 0 Autoresponder Messages In This Campaign: 0	

Now scroll down to the “Capture Page Content” and click the “Source” button on the editor.

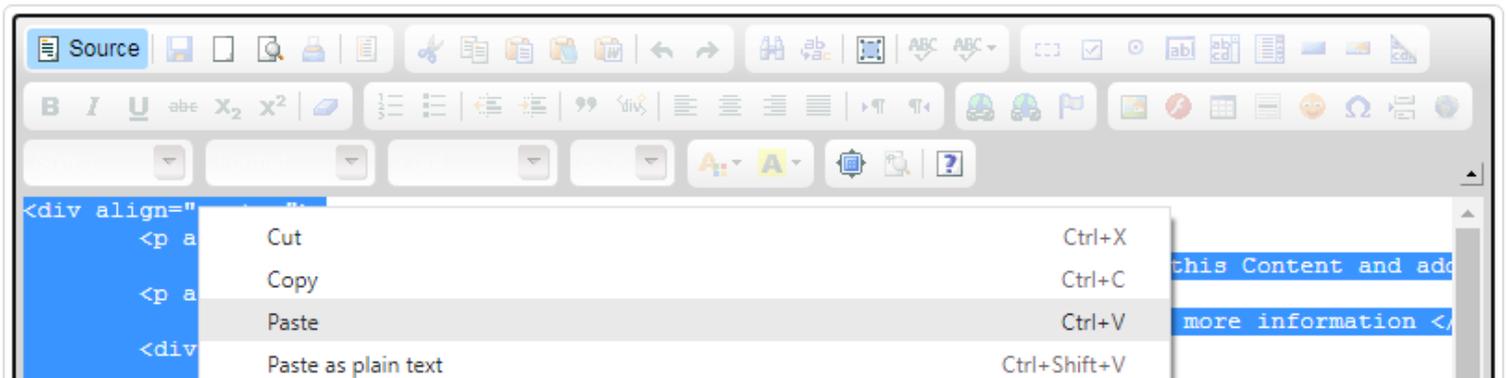
Capture Page Content



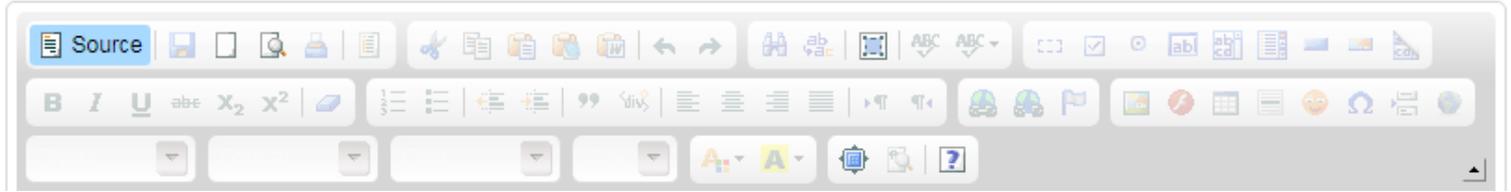
Right-click in the editor window and select “Select all” from the drop down menu to select all the existing code.



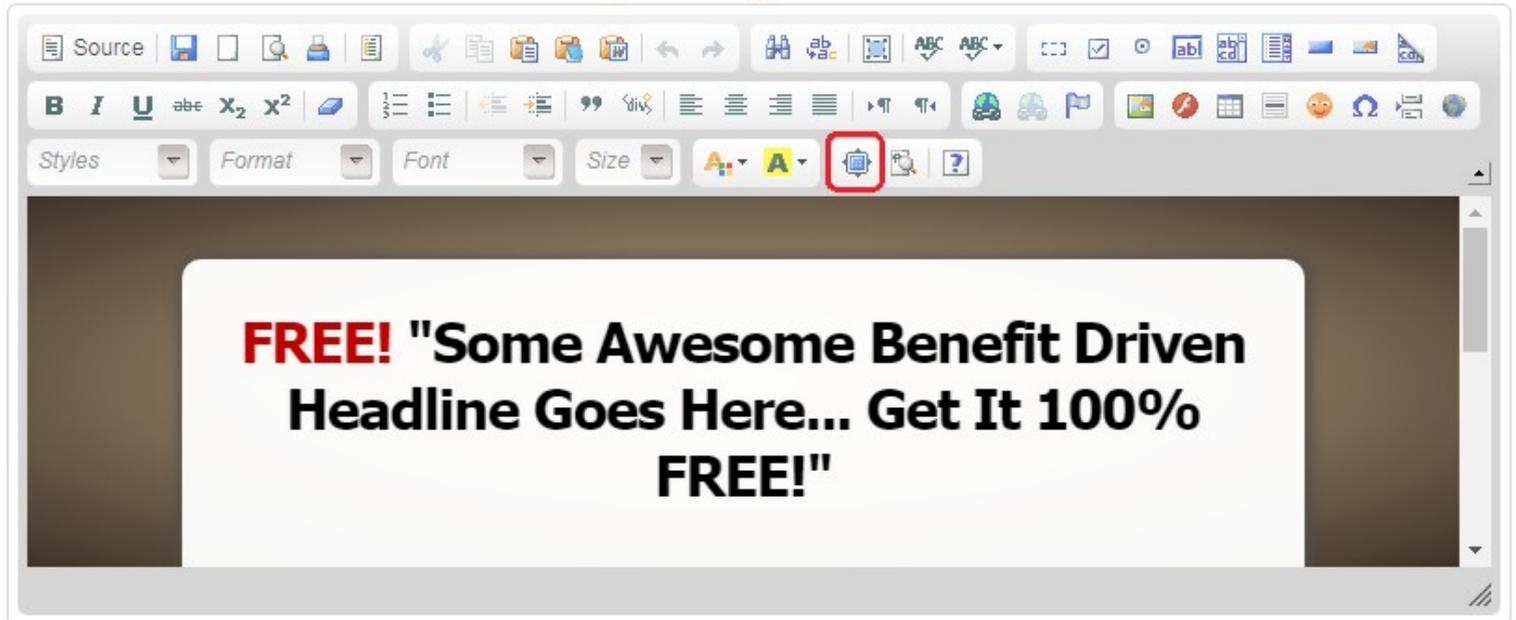
Right-click in the editor window and select “Paste” from the drop down menu to paste in the code.



Once the code is pasted in click the “Source” button again to return to the WYSIWYG editor.



The template will now show in the editor window. To make it easier to edit the template you can make the window bigger by clicking the “Maximise” icon on the editor.



You can now edit the template using all the editor functions.

Once you have finished editing then either click the “Save” icon on the editor, or click the “Maximise” icon and scroll down and click the “Update Settings” button to save your changes.

Editing The Autoresponder Form Code

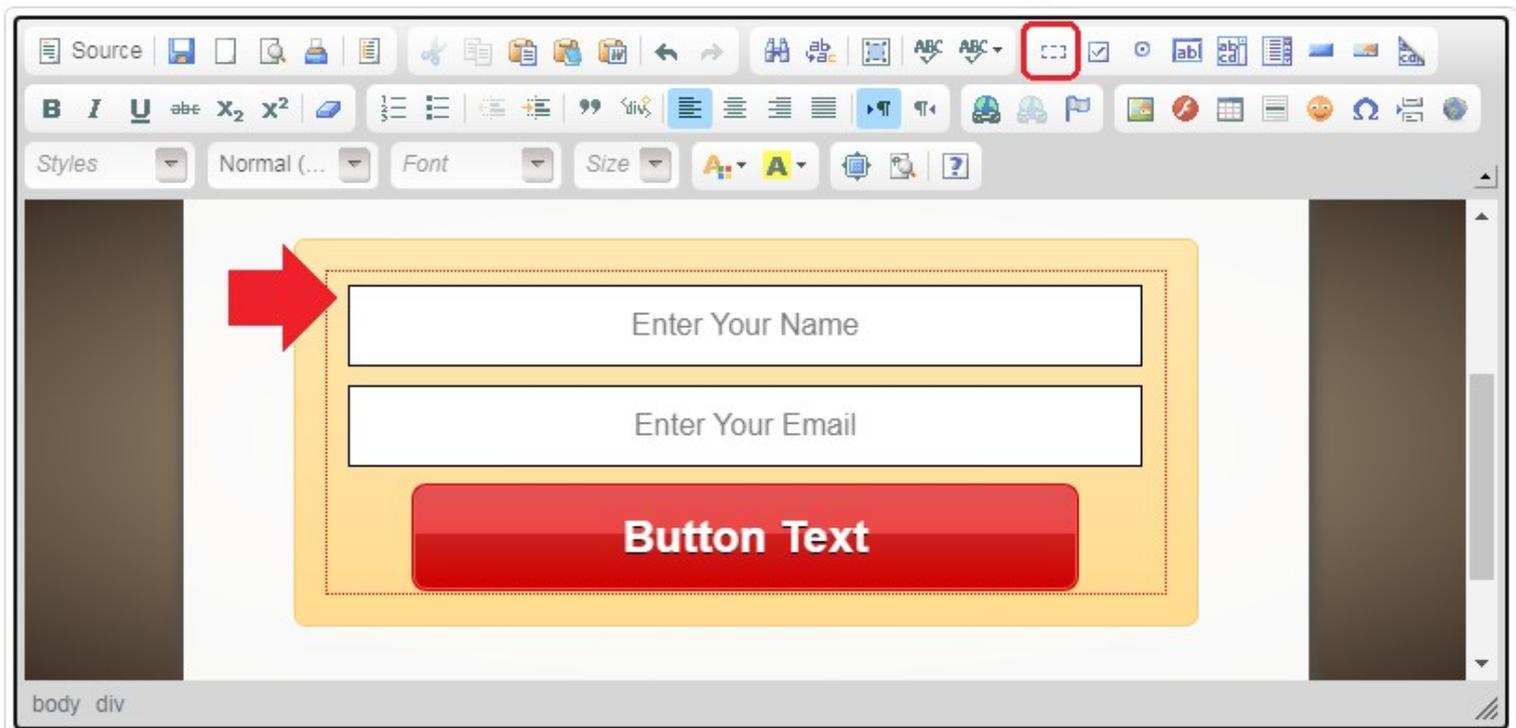
To edit the form code with the details of the campaign you want to link it to, go to the autoresponder in Buildabizonline and click “Your Campaigns” on the top menu.

Locate the campaign you want to use and click the “HTML Form Code” link for that campaign.

Test2	Your Capture Page Link Change Your Capture Page Template Settings HTML Form Code Share Your Campaign Import Shared Campaigns Delete Your Campaign
Total Subscribers: 0 Active Subscribers: 0 Pending Subscribers: 0 Removed Subscribers: 0 Broadcasts Sent To All Your Subscribers: 0 Autoresponder Messages In This Campaign: 0	

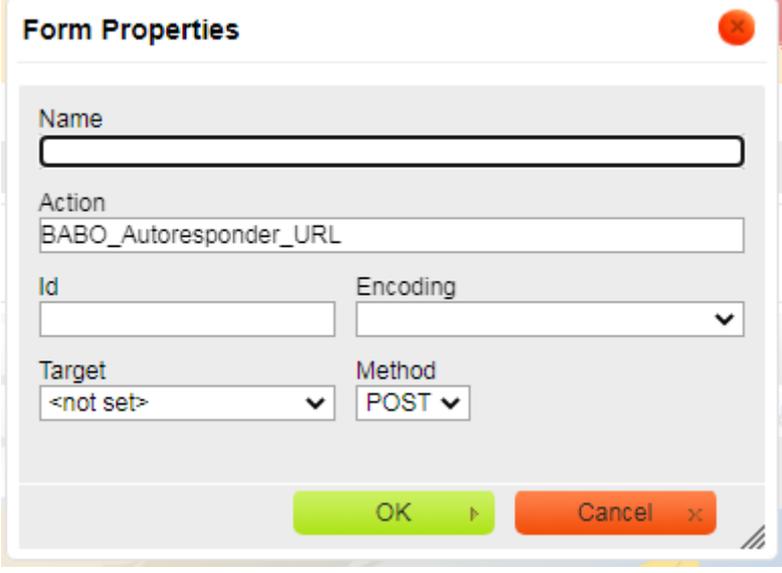
Now right-click on the “Your Autoresponder URL” and select “Copy link address” from the drop-down menu.

Go back to the capture page you want to edit and in the HTML editor click inside the red dotted box where the form is and then click the form icon on the editor.



The screenshot shows an HTML editor interface. At the top, there is a toolbar with various icons, including a source code icon (highlighted with a red box) and a form icon. Below the toolbar is a rich text editor with options for bold, italic, underline, font color, and size. The main editing area displays a form with three input fields: "Enter Your Name", "Enter Your Email", and a red "Button Text" button. A red arrow points to a red dotted box that encloses the entire form structure. The bottom left corner of the editor shows "body div".

A form properties pop-up will now appear and simply paste the autoresponder URL you copied into the action field replacing the existing text and then click the “OK” button.



The image shows a 'Form Properties' dialog box with the following fields:

- Name:** An empty text input field.
- Action:** A text input field containing 'BABO_Autoresponder_URL'.
- Id:** An empty text input field.
- Encoding:** A dropdown menu with a downward arrow.
- Target:** A dropdown menu with '<not set>' selected and a downward arrow.
- Method:** A dropdown menu with 'POST' selected and a downward arrow.

At the bottom of the dialog are two buttons: a green 'OK' button and an orange 'Cancel' button.

You can now either click the save icon on the editor or scroll down and click the update button at the bottom of the page.

If you need any more help then email reducethehype@gmail.com.

All the best,
Martin Chantler.