



Email Marketing Software & Service

Reasonable Software House Limited

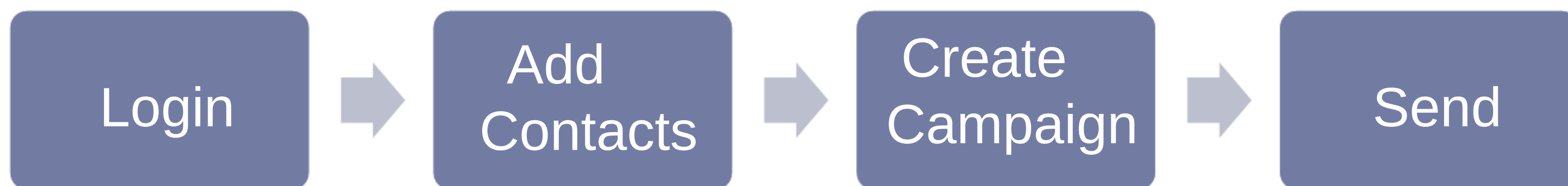
Add : 18F, Laford Centre, 838 Lai Chi Kok Rd., Cheung Sha Wan, Kln, Hong Kong Tel : +852 3590-4869 Email : spread@reasonables.com Web : Spreademail.net

Reasonable Spread 4.2 User Training

Reasonable Software House Limited

Add : 18F, Laford Centre, 838 Lai Chi Kok Rd., Cheung Sha Wan, Kln, Hong Kong Tel : +852 3590-4869 Email : spread@reasonables.com Web : Spreademail.net

Basic Flow of using Spread



Step One: Login

Reasonable Software House Limited

Add : 18F, Laford Centre, 838 Lai Chi Kok Rd., Cheung Sha Wan, Kln, Hong Kong Tel : +852 3590-4869 Email : spread@reasonables.com Web : Spreademail.net

Login

- Go to <http://spreademail.net/>
- Click “Login”
- Login with your “complete” e-mail address

Please Login

Please enter your login email and password to view this page.

Account Login English ▼

Email:

Password:

[Forget password?](#) [Register – free](#)

☒ Secure Login

Step Two: Prepare a Contact List

Reasonable Software House Limited

Add : 18F, Laford Centre, 838 Lai Chi Kok Rd., Cheung Sha Wan, Kln, Hong Kong Tel : +852 3590-4869 Email : spread@reasonables.com Web : Spreademail.net

Prepare a Contact List

1. Click "Contacts"

Emails/SMS **Contacts** **My Account**

+ Add or import | + Get sign up form code | * Export | - Do not mail list

Deleted Contact Lists

	Name
☐	ts
☐	d contacts
☐	converted
☐	EDM
☐	newlist

2. Click "Add or Import"

Prepare a Contact List

Emails/SMS **Contacts** **My Account**

+ Add or import+ Get sign up form code* Export- Do not mail list

1. Contact list:

☒ New contact list:

3. Enter a name for the list

Prepare a Contact List

2. Data source:

☒ Text box: (enter email address and contact information 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

4. Input by hand ...

OR

☐ Upload Excel (.xls), Comma separated value (.csv or .txt):

* For non-English characters, please upload contact list in .xls format, .csv or .txt format may generate encoding issues. False
* Please following our header name convention, [read instructions](#) | [Download header template](#)

... or upload a file of
large quantities

Prepare a Contact List

Structure (for .txt files)

Email Address, First Name, Last Name, Job Title

test@reasonable.com, Tai Man, Chan, Manager

test2@reasonable.com, Tai Chi, Chan, Programmer

Remarks

1. Headers must appear in the first line
 2. Separated by comma (,)
 3. Order is not important
 4. Columns can be omitted (except “Email Address”)
- In the above example, “middle name” and other fields are omitted.

Prepare a Contact List

List of Acceptable Headers:

- email address
- first name
- middle name
- last name
- job title
- company name
- home phone
- address1
- address2
- address3
- city
- state
- country
- postal code
- sub postal code
- fax
- web url
- title
- gender
- date1
- date2
- custom field1 - 15

Prepare a Contact List

Structure (for .csv & excel files)

1. Just use the acceptable headers as the first column

	A	B	C	D	E	F	G	H	I	J
1	email address	first name	middle name	last name	job title	company name	home phone	address1	address2	address3
2	Alan@reasonables.com	Alan		Wu	Director	Reasonable	3520-4490			
3	Scheung@reasonables.com	Sophia		Cheung	Assistant Marketing Manager	Reasonable	3520-4490			
4										
5										
6										
7										
8										
9										
10										
11										

2. Or you can also download an example of the format if you are not

(* For non-English characters, please upload contact list in .xls format, .csv or .txt format may generate encoding issues. False
 * Please following our header naming convention, read instructions | Download header template

Step Three: Create Your E-marketing Campaign

Create New Campaign

I. Click "Create Email"

Emails/SMS
Contacts
My Account

Create Email/SMS | Progress | User Rights | Bounce Report | Conversion Tracking | SMS Replies

Filter Emails

Name
Go
Clear

Status
View All But Deleted Emails

Modified Date
☒ All

☐ 11 July 2012 - 10 August 2012
Go

Folder
All

Pause
Resume
Delete
Rename
Publish
Move to Folder

☐	Name	Subject	Status	Modified Date	Sent	Unique Opens	Unique Clicks	Conversions	Bounces	Spam Reports	Unsubscribed	Date Sent
☐	en-final-welcome	Hi [FIRSTNAME], welcome and enjoy Spreading now.	Sent	8/8/2012 2:16:49 PM	2	2 (100%)	2 (100%)	0	0	0	0	8/8/2012 2:17:08 PM
☐	welcome letter	Hi [FIRSTNAME], welcome & enjoy Spreading now!	Sent	8/8/2012 2:12:04 PM	2	2 (100%)	0	0	0	0	0	8/8/2012 2:12:50 PM
☐	en-welcome letter	Hi [FIRSTNAME], welcome and enjoy Spreading now.	Sent	8/8/2012 2:08:42 PM	32	10 (31.25%)	0	0	0	0	0	8/8/2012 2:09:53 PM

Jewel, j@reasonables.com
Registered on May 07, 2012
Version: Premium Upgrade
Expiry Date: Jul 06, 2013
37 Peak Subscribers
0 Current Subscribers
Email Usage: 39/100
Last Login: 8/10/2012 3:35:10 PM
IP: 183.11.254.85

Create New Campaign

Emails/SMS **Contacts** **My Account**

Name | Template & Style | What | Who | When

[Emails/SMS](#) > **New Campaign** > [Name](#)

Spread helps you to design and spread email campaigns to your subscribers. The step by step wizard will For easy management of email campaigns, please provide a name for your email campaigns. The name w

Email Campaign Name :

Cmapaign for VIP

2.Enter a name for the campaign.

Choose a Template

Emails/SMS **Contacts** **My Account**

Name | **Template & Style** | What | Who | When

[Emails/SMS](#) > [Cmapaign for VIP](#) > [Template & Style](#)

Spread provides different kinds of email templates for you to make your own emails. To preview the sample of email templates, select **Preview**

Categories: **Newsletter**



Blank

Preview
- Blank



Preview
- Colourful



Preview
- Modern



Preview
- Stylish



Preview
- Urban

3. Find out more templates from “Categories”

3. If you want to create your own design, choose “Blank”

Campaign Editor

4. Create an attractive subject line for your campaign.

Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME],welcome to Spread.

Display Name: ReasonableSpread

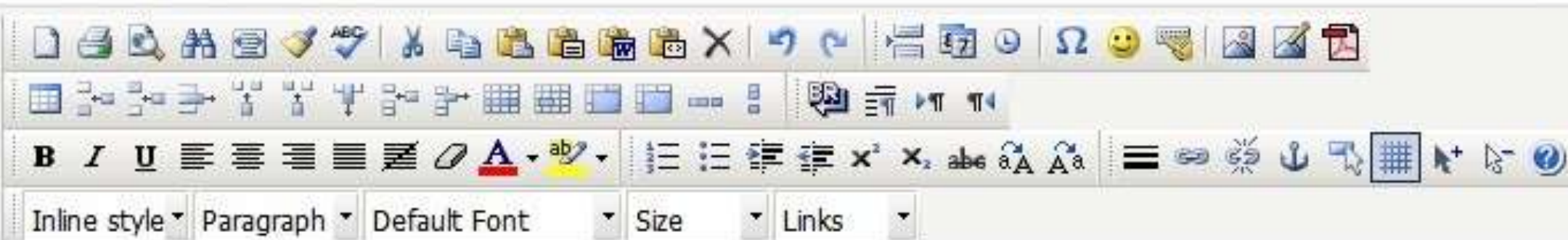
Reply-to: abcd@gmail.com

☐ Add Permission Reminder

Message Body

--Select a personalized field--

Language: English (English) - English



Inline style Paragraph Default Font Size Links

Hi [FIRSTNAME] ,welcome to Spread.
[Click here](#) to download user book.

5. Create your content here.

Step Four: Add Personalized Fields, Images & Other Attachments

Add Personalized Fields

2. Click here to insert a personalized field, e.g. First Name

1. Choose the place you want to personalize;

Also, it could be personalized in the content, just click here.

Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME],welcome to Spread.

Display Name: ReasonableSpread

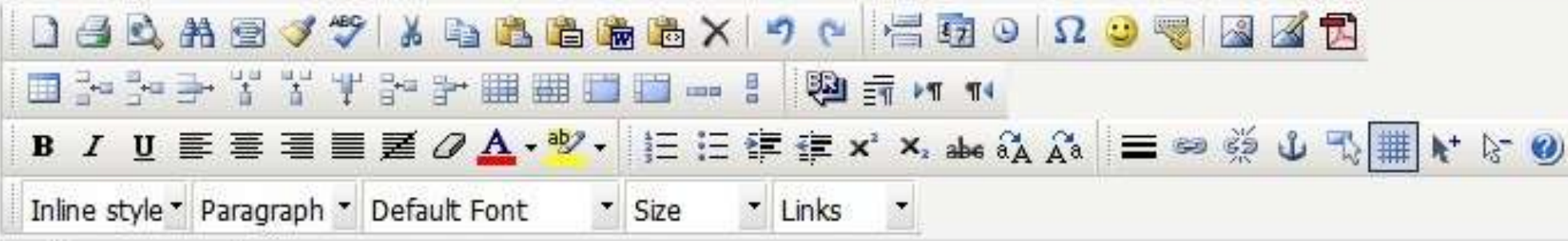
Reply-to: abcd@gmail.com

☐ Add Permission Reminder

Message Body

--Select a personalized field--

Language: English (English) - English



Inline style Paragraph Default Font Size Links

Hi [FIRSTNAME] ,welcome to Spread.
[Click here](#) to download user book.

Insert Images

Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME],welcome to Spread.

Display Name: ReasonableSpread abcd@gmail.com

Reply-to: abcd@gmail.com

☐ Add Permission Reminder

Message Body

--Select a personalized field-- Language: English (English) - English

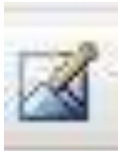


Hi [FIRSTNAME] ,welcome to Spread.
[Click here](#) to download user book.

“Insert Image” buttons

Insert Images

You can insert images in 3 ways

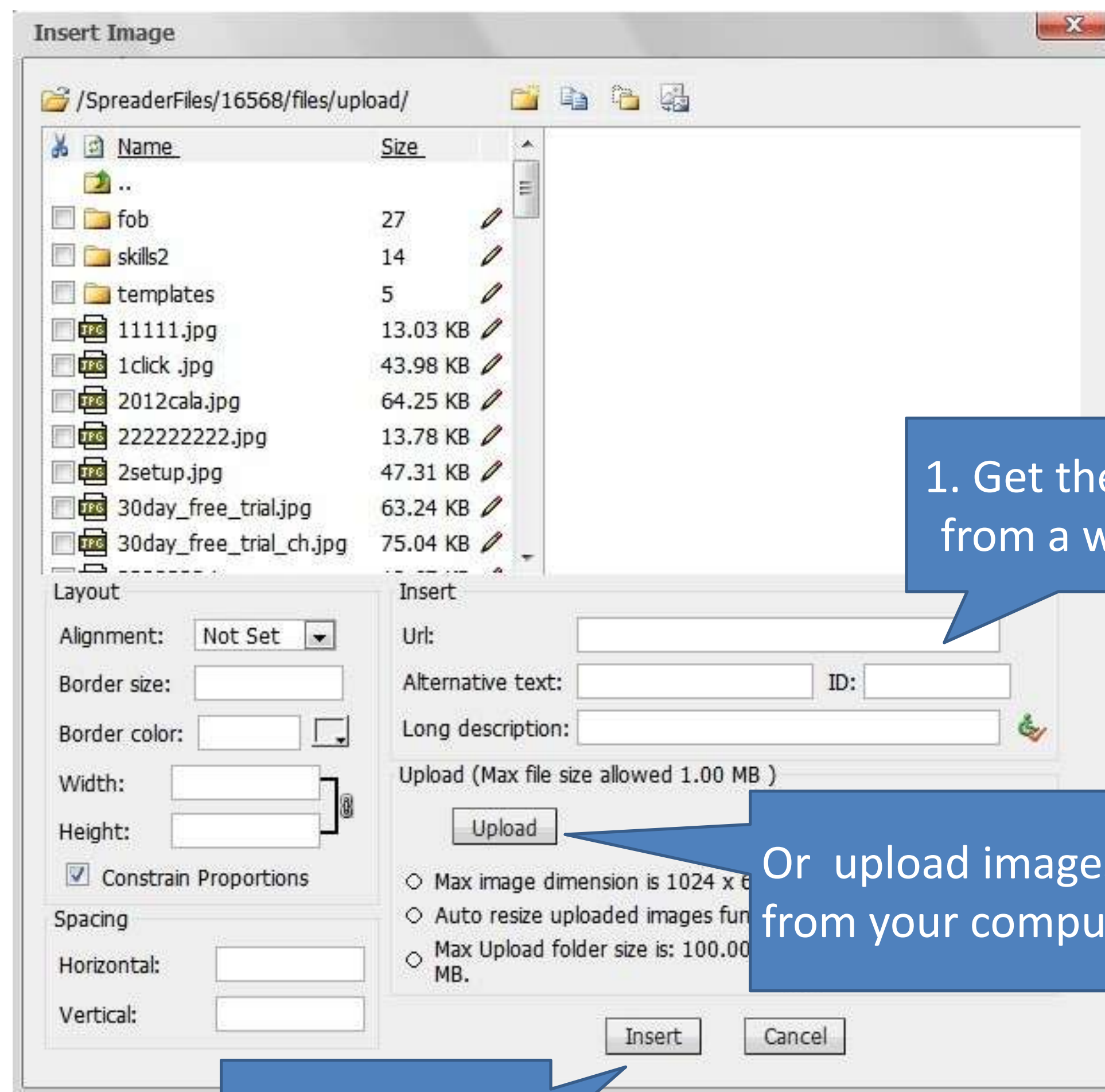
- If you want to add the image from your company website:
Use the mouse to copy the image and then paste to the EDM.
- If you already have an image on the web:
 1. Click “Insert Image”  button
 2. A dialog box will show up to ask you for the address
Usually image file are ended in “.jpg”, “.gif” or “.png”
Don’t put other kinds of files like “.html”, it doesn’t work.
- If you put your image in your local computer:
 1. Click “Insert Image from Galle”  button
 2. Upload an image
 3. Use it on your Campaign

Details please see next page

Insert Images

Use Image Gallery

- You can upload images in this page
- Make sure that it is in JPG, GIF or PNG format
- Max size for each file allowed: 200.00 KB
- Max image dimension is 1920 x 1920 pixels
- Total Max Upload folder size is: 100.00 MB
- After upload you can click "Insert" to add the image to your campaign



1. Get the image from a website

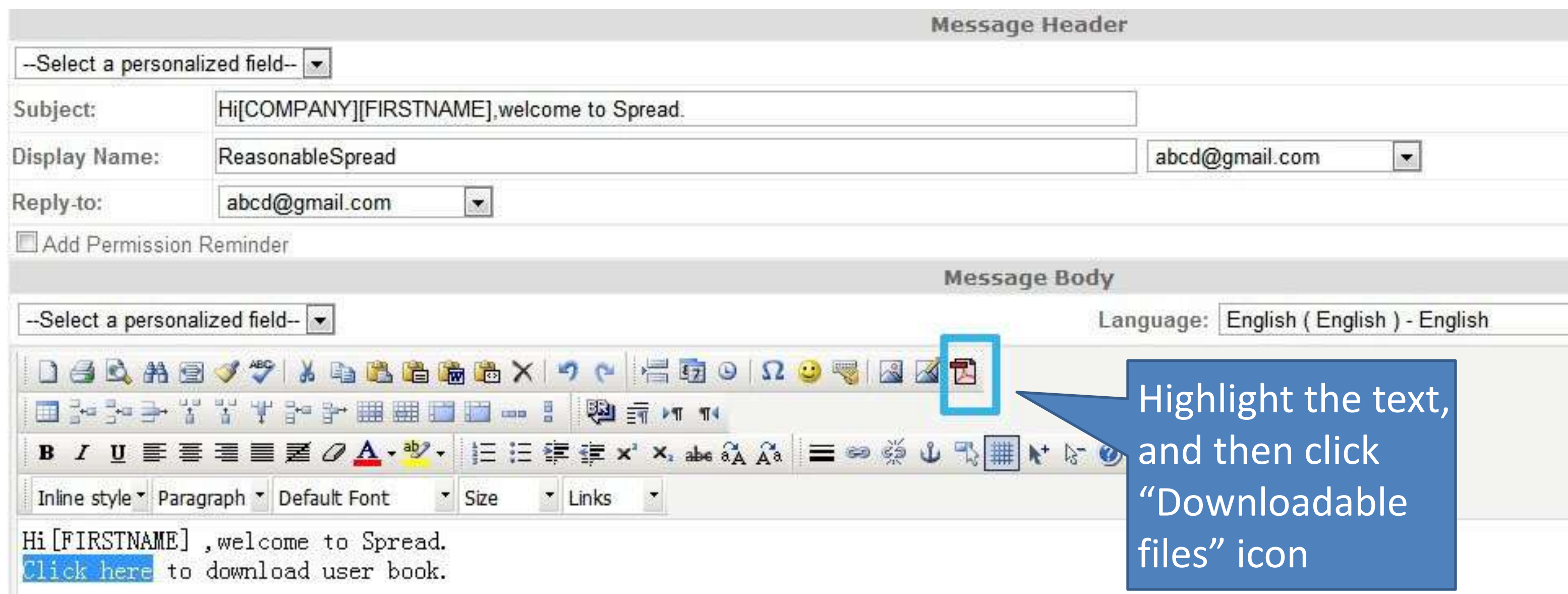
Or upload images from your computer;

2. Insert images to EDM

Add Download files in the Email

Too much information?

You can invite receivers to download a file in your email.
Include text like “click here for pricelist”, “click here for user manual”



Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME],welcome to Spread.

Display Name: ReasonableSpread abcd@gmail.com

Reply-to: abcd@gmail.com

☐ Add Permission Reminder

Message Body

--Select a personalized field-- Language: English (English) - English

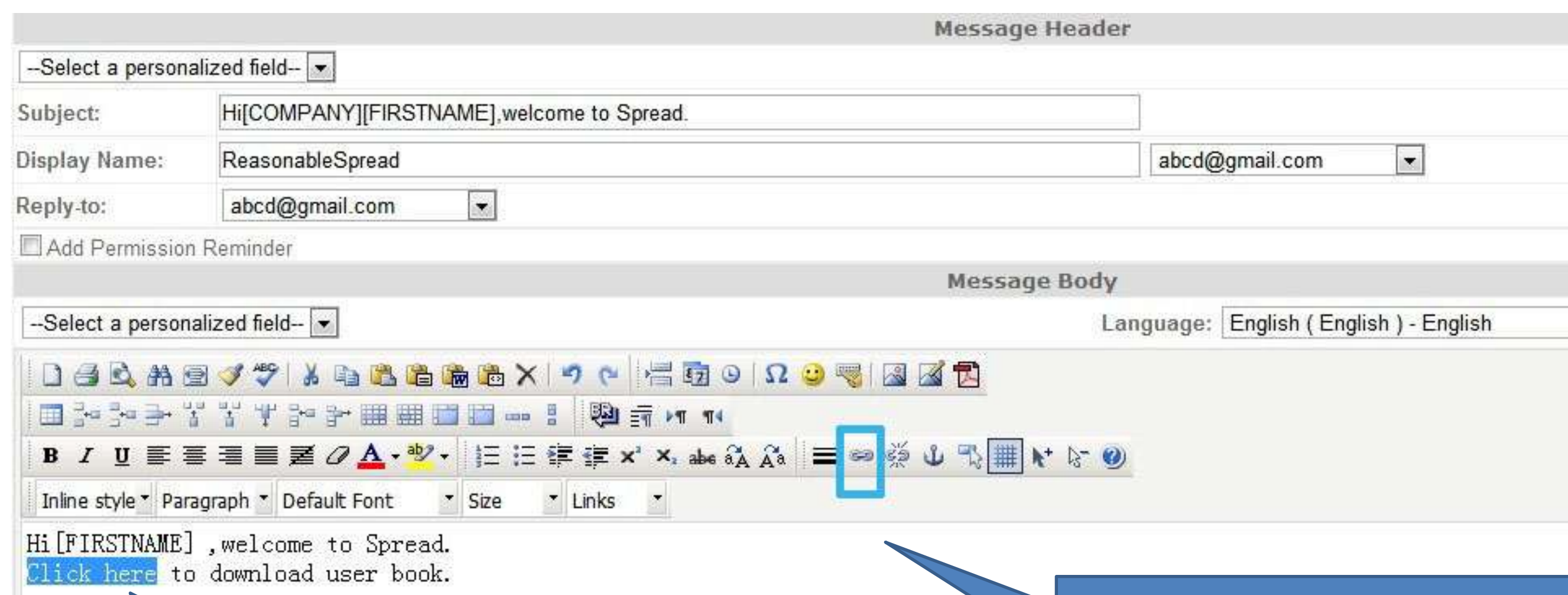
Hi [FIRSTNAME] ,welcome to Spread.
Click here to download user book.

Highlight the text, and then click “Downloadable files” icon

Recommended file type: pdf, excel files.
Total Max Upload folder size is : 100.00 MB

Insert Hyper link

Add hyper link to your website for online shopping, online registration or send emails



Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME],welcome to Spread.

Display Name: ReasonableSpread abcd@gmail.com

Reply-to: abcd@gmail.com

☐ Add Permission Reminder

Message Body

--Select a personalized field-- Language: English (English) - English

Hi [FIRSTNAME], welcome to Spread.
Click here to download user book.

1. Select the Images or highlight the text you want to add hyperlink.

2. Click "Insert Hyper link" Logo

Make it Fancy!

You can use our online HTML editor to format your email text and style

The platform is just like Microsoft Word, you can make your text Bold, Underline, change color etc.

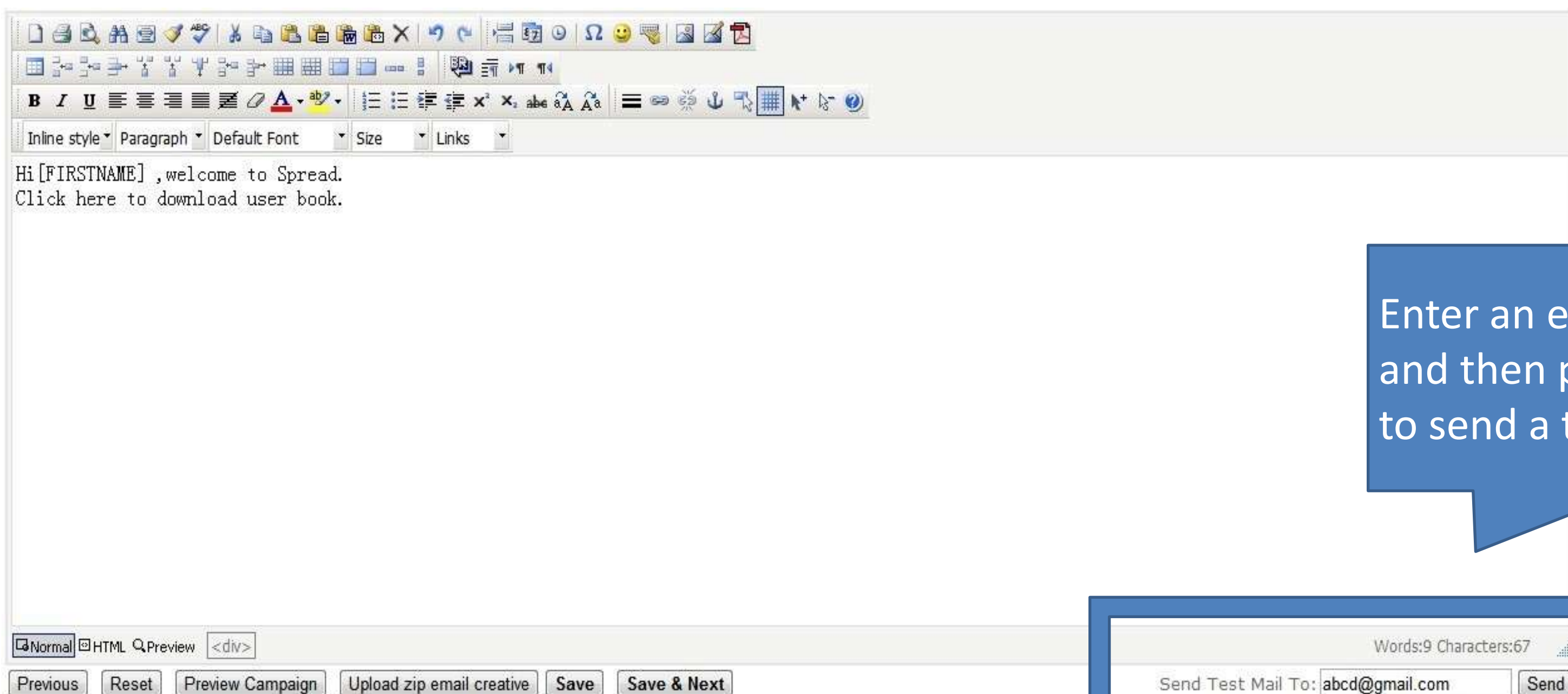


Step Five: Preparations for Sending& Send

Send Test Email

After you have finished editing your EDM, first send a test email to yourself to make sure everything in the EDM is ok – hyperlink, image, discount offered, etc..

No report will be generated from the test email.



The screenshot shows the Reasonable Software email editor interface. The main editing area contains the text: "Hi [FIRSTNAME], welcome to Spread. Click here to download user book." Below the editor, there are buttons for "Previous", "Reset", "Preview Campaign", "Upload zip email creative", "Save", and "Save & Next". At the bottom right, there is a "Send Test Mail To:" field with the email address "abcd@gmail.com" entered, and a "Send" button next to it. A blue callout box points to the "Send" button with the text: "Enter an email address here, and then press 'send' button to send a test email." The status bar at the bottom left shows "Normal", "HTML", "Preview", and "<div>". The word count and character count are displayed as "Words:9 Characters:67".

Enter an email address here,
and then press "send" button
to send a test email.

Choose Contact List

After editing and sent test email, you can send the real EDM out for your promotion. You have to choose the right contact list.

1. You can type in the email address

2. Choose the list you want to send

4. Click Next

3. Click "Add" to add the list (You can add more than one)

[Emails/SMS](#) | [Contacts](#) | [My Account](#)

[Name](#) | [Template & Style](#) | [What](#) | **[Who](#)** | [When](#)

[Emails/SMS](#) > [Cmpaign for VIP](#) > [Who](#)

You can choose existing contact lists or import new contacts using "Quick Import".

Quick Import:

Email
 First name
 Last name

[To import more? Click here.](#)

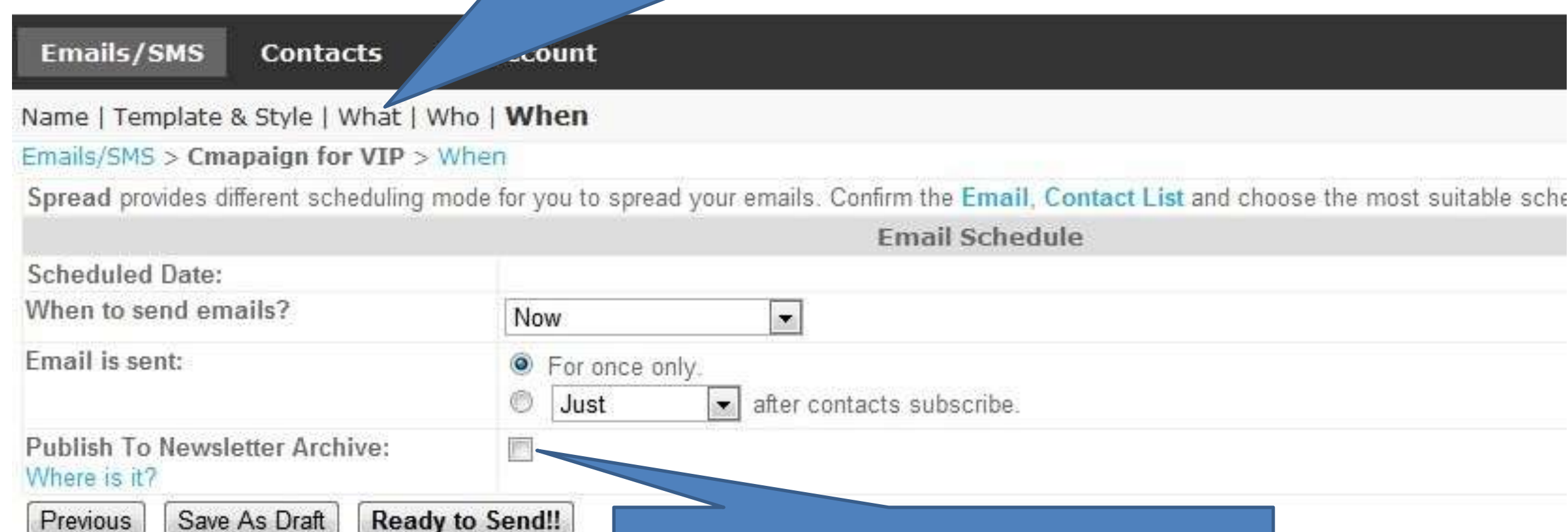
OR Select from existing contact lists:

All Contact Lists			
☐	New Subscribers	0	Active (internal use)
☐	Web-Newsletter Archive	3	Active (internal use)
☒	invitation7.20	1	Active (accept sign-up)
☐	newlist	4	Active (internal use)
☐	EDM	4	Active (internal use)
☐	converted	2	Active (accept sign-up)

Contact Lists in Cmpaign for VIP				
☐	Contact Lists	Contacts	Status	Date Added
☐	invitation7.20	1	Active (accept sign-up)	8/10/2012 5:27:56 PM

Ready to Send

5. Go back to previous steps if you find something wrong.



Emails/SMS | Contacts | Account

Name | Template & Style | What | Who | **When**

[Emails/SMS](#) > [Campaign for VIP](#) > [When](#)

Spread provides different scheduling mode for you to spread your emails. Confirm the [Email](#), [Contact List](#) and choose the most suitable schedule.

Email Schedule

Scheduled Date:
When to send emails?

Email is sent:
☒ For once only.
☐ Just after contacts subscribe.

Publish To Newsletter Archive:
☐ [Where is it?](#)

[Previous](#) [Save As Draft](#) [Ready to Send!!](#)

6. Click here to publish your newsletter in our “News Achieve” to gain more exposure.

7. Click “Ready to Send” when you are ready.

Step Six: Evaluate the Result

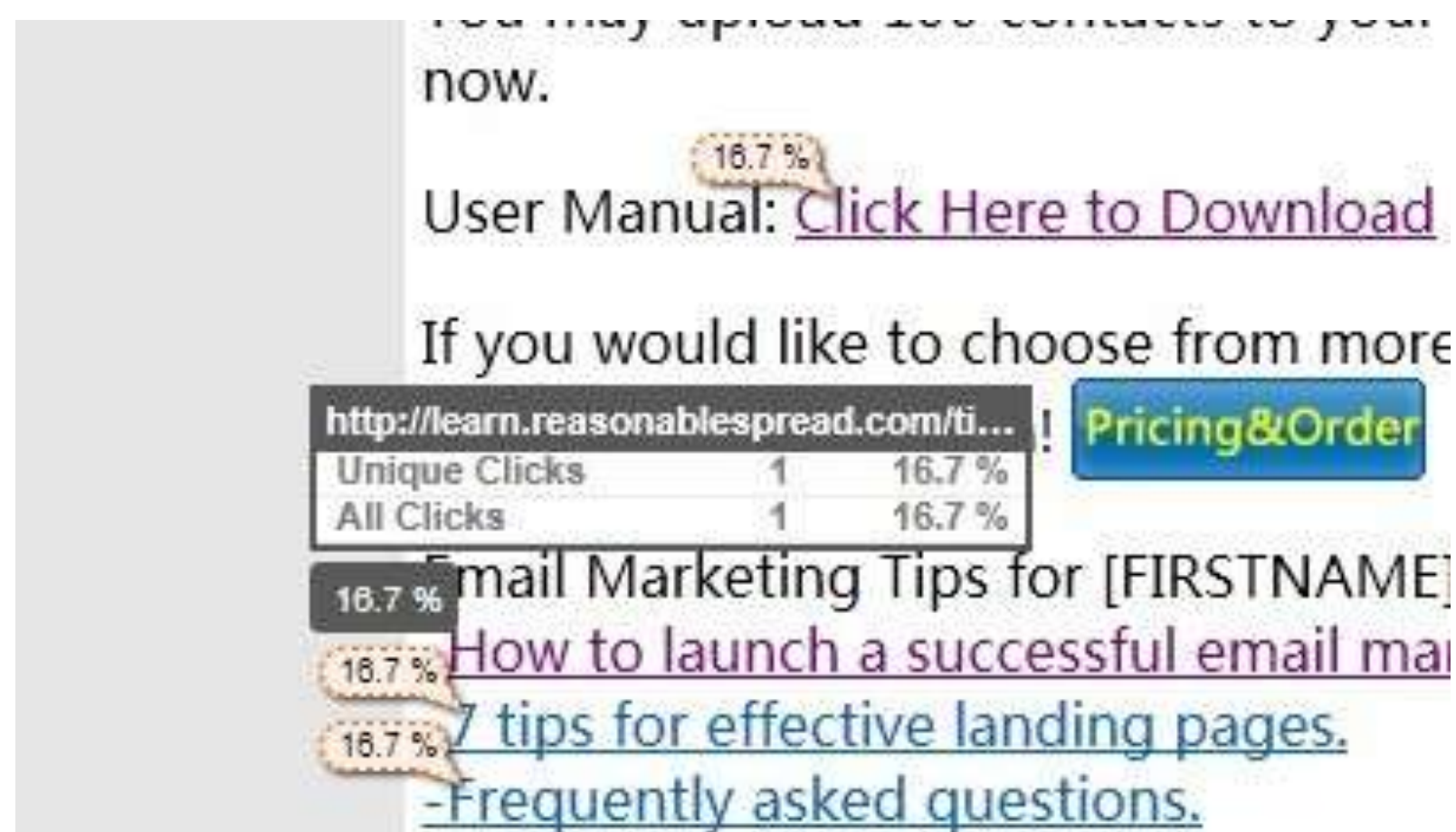
Evaluate the result

In “Email” page, you can view the status and results of your EDM

☐	Name	Subject	Status	Modified Date	Sent	Unique Opens	Unique Clicks	Conversions	Bounces	Spam Reports	Unsubscribed	Date Sent
☐	en-final-welcome	Hi [FIRSTNAME], welcome and enjoy Spreading now.	Sent	8/8/2012 2:16:49 PM	2	2 (100%)	2 (100%)	0	0	0	0	8/8/2012 2:17:08 PM
☐	welcome letter	Hi [FIRSTNAME], welcome & enjoy Spreading now!	Sent	8/8/2012 2:12:04 PM	2	2 (100%)	0	0	0	0	0	8/8/2012 2:12:50 PM
☐	en-welcome letter	Hi [FIRSTNAME], welcome and enjoy Spreading now.	Sent	8/8/2012 2:08:42 PM	32	10 (31.25%)	0	0	0	0	0	8/8/2012 2:09:53 PM

- Sent : Emails sent
- Unique Opens : Contacts opened your email
- Unique Clicks : How many contacts click on the link in your email
- Conversions :The percentage of recipients who bought or registered through the link in the emails to all recipients
- Bounces: Undeliverable Emails, e.g. invalid address or subscriber’s email account is full
- Span Reports : Subscribers report your email as spam
- Unsubscribed : Subscribers don’t want to subscribe your emails anymore

In-page Analysis



Comprehensive report e.g. in-page analytics.

Spread enables you to visually analyze your emails in order to assess how users interact with your email campaigns, and helps you understand the subscribers' behaviors, interests and reading habits.

Report:

Sent	Unique Opens	All Clicks	Unique Clicks	Conversions	Hard Bounces	Soft Bounces	Spam Reports	Unsubscribed	Start Time	Finish Time	Sent Per Hour
2	2 (100%)	6 (300%)	2 (100%)	0	0	0	0	0	8/8/2012 2:16:59 PM	8/8/2012 2:17:08 PM	800

URL	All Clicks	Percentage	Unique Clicks	Percentage
http://app.reasonablesread.com.../[NEWSLETTER_LINK_URL]	1	16.7 %	1	16.7 %
http://reasonablesread.com/?lang=en	1	16.7 %	1	16.7 %
http://app.reasonablesread.com/SpreaderFiles/3327/files/upload/User_Training_3dot2.pdf	1	16.7 %	1	16.7 %
http://learn.reasonablesread.com/tips/successfulEmailMarketing.aspx	1	16.7 %	1	16.7 %
http://learn.reasonablesread.com/tips/EffectiveLandingPage.aspx	1	16.7 %	1	16.7 %
http://spreademail.net/support.aspx	1	16.7 %	1	16.7 %
Total		100%		100%

In-page Analysis

Emails/SMS Contacts My Account					
Sent Opens Clicks Conversions Bounces Spam Reports Unsubscribed					
Emails/SMS > en-final-welcome > Opens > Summary All Opens Unique Opens Not Opens Opens by Hour					
Fields Filter					
Email Address	Opening Time	Subscription	First Name	Job Title	
jjiang@reasonables.com	08 Aug 2012 02:17 PM 08 Aug 2012 02:17 PM 08 Aug 2012 02:28 PM 08 Aug 2012 02:28 PM	- General 07 May 2012 04:30 PM - converted 25thJune - Facebook fans	Jewel	mkt	Send email

you can determine the optimal timing for an effective marketing e-mail delivery by checking the opening times.

In-page Analysis

Emails/SMS Contacts My Account				
Sent Opens Clicks Conversions Bounces Spam Reports Unsubscribed				
Emails/SMS > invitation7.20 > Clicks > http://subscriber.reasonablespread.com/SubscribeFormDetail.aspx?UserID=16568&scrId=1900&type=subscribe				
Fields Filter				
Email Address	Subscription	Sending Time	First Name	
... j@reasonables.com	■ General ■ 07 May 2012 04:30 PM ■ converted ■ 25thJune ■ Facebook fans	16 Jul 2012 02:18 PM	Jewel	Send email

Spread makes it easier to send targeted email campaigns to groups within your list. Segmenting your subscribers who opened your emails, clicked on specific links, and purchased your products, then providing more relevant contents to different subscribers.

In-page Analysis- Behavioral Analytics Function

Emails/SMSContactsMy Account

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

Emails/SMS > invitation7.20 > Opens > Summary | All Opens | Unique Opens | Not Opens | Opens by Hour

Fields Filter

Email Address	Opening Time	Open Country	Open City	Open Browser	Open Device	Open Language	First Name	
ج.و.و.و@reasonables.com	■ 16 Jul 2012 02:18 PM	■ China	■ Shenzhen	■ Microsoft IE	■ Windows		Jewel	Send email
	■ 16 Jul 2012 02:19 PM							
	■ 16 Jul 2012 02:21 PM							
	■ 16 Jul 2012 02:46 PM							

Behavioral Analytics Function is designed for you to filter contacts locations and devices they used when they read your emails, you also could filter by **open count**, **click count**, **last opened**, **last clicked**. Precise marketing can be successful only when you know more about your customers.

How to Use Behavioral Analytics Function?

[Emails/SMS](#)
[Contacts](#)
[My Account](#)

+ Add or import+ Get sign up form code* Export- Do not mail list

[Contacts](#) > [converted](#) > [Name](#) | [Contacts](#) | [Description](#)

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

Filter Subscribers

Email Status: Active Subscribers

Filter Values: Behavior:Country Contains

[More filters](#)

Activate Delete

Subsc

1

Show: 10

2 subscribed: 0 un

Previous Next

Custom field 5
 Custom field 6
 Custom field 7
 Custom field 8
 Custom field 9
 Custom field 10
 Custom field 11
 Custom field 12
 Custom field 13
 Custom field 14
 Custom field 15
 Behavior:Country
 Behavior:City
 Behavior:Device
 Behavior:Browser
 Behavior:Browser Language
 Behavior:Open Count
 Behavior:Last Opened
 Behavior:Click Count
 Behavior:Last Clicked

y to a list

Not Mail

ated Date	First Name	Last Name	Job Ti
5:53:30 PM	Jewel	J	mkt
5:53:45 PM	Sharon		Marketing Man

1. Log in your Spread Email Marketing account,
2. click "Contacts" and select a group you'd like to filter.
3. Then you can filter in "Filter Values" by the conditions you want.

Appendix: Advanced Features

- ‘User Management’ Function
- Use Other Email Accounts as Sender
- Put Online sign-up form to Web site

‘User Management’ Function

This function is designed to enable you to assign your email marketing work to other Spread users with their own account.


Reasonable Spread 4.2

Emails/SMS
Contacts
My Account

Contact Information | Current Usage | Change Password | **User Management** | Agents Manage

Add User

Email Address: ← Type in the email address you want to add.

Role:

Basic User
Basic User
Email Marketer
Administrator

 ← Select different roles for your new user, the rights for different roles may vary.

Current Users

ID	Login Email	First Name	Last Name	Role	
17986	2424360608@qq.com	jewel	jiang	Basic User	Edit Delete

Login to your Spread Email Marketing account, click **My Account**→**User Management**, type in the email address you'd like to add (which should be an existed Spread user). Then, select different roles for your new user, there are 3 options to choose and rights for each role varies. The user will be shown in the Current User list when finish adding.

‘User Management’ Function

Current Users

ID	Login Email	First Name	Last Name	Role	
17986	2142133333@qq.com	jewel	jiang	Basic User ▼ ☐ View All Campaigns ☐ View Email addresses ☐ View Usage Report ☒ Upload Emails ☒ Send Campaign	Click Update when done. Update Cancel

User will have the rights to upload emails →

User will be able to send campaigns →

Choose the user you'd like to set for, click "Edit" in the "Role" option, you will see some detailed selections to choose from. The rights for the new user depends on your needs. For instance:

View All Campaigns enables new user to view all your campaigns;

View Email addresses makes new user to view all your clients email addresses;

View Usage Report makes your new user to check the usage of email credit of primary account;

Upload Emails means the new user will be able to upload new emails;

Send Campaign authorizes new user to send campaigns independently.

Click "Update" right side after finishing assignment.

Use Other Email Accounts as Sender

You can use another email address to send the email campaign.

1. Click “My Account”, then “Add Sender Emails”

Emails/SMS Contacts **My Account**

Contact Information | Current Usage | Change Password | User Management | Agents Management | **Add Sender Emails** | Double Opt-in | Settings | View Payment

My Account : Add Sender Emails

Only email address complied with email marketing industry standards would be verified by Spread. To verify new email address, enter email addresses on each line below and click **Send Verification Email**. You will receive the verification emails within a few minutes. After receiving the email, you are required to click on a link to complete the verification. You must verify at least one verified email address before sending email campaigns from Spread.

Warning: Do not verify your subscribers' emails. Verification only pertains to **your own** email addresses.

Enter email addresses to be verified on each line

abcd@gmail.com
abdc@yahoo.com

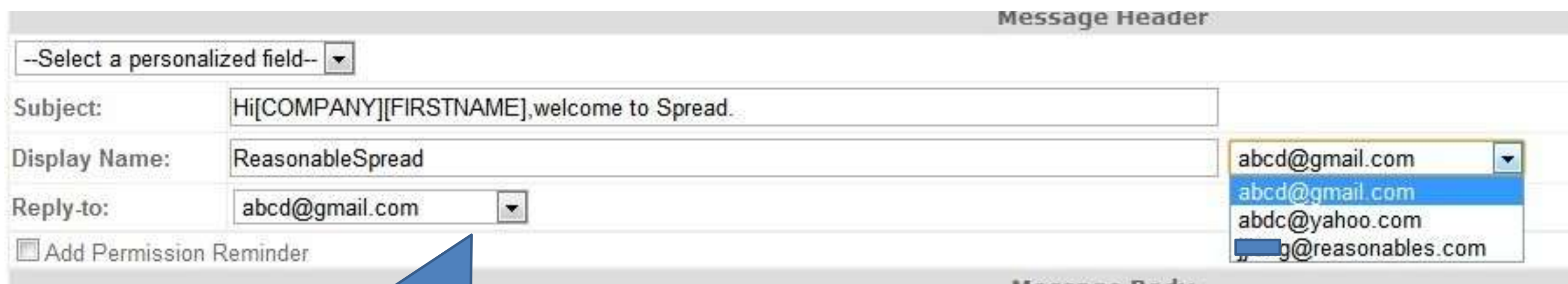
Verified Email	
j@reasonables.com	Delete

2. Add another email address here to be another sender

3. Click “Send Verification Email”

Use Other Email Accounts as Sender

Since we have cancelled the verification function, so do not need to verify. Then you can use this email as your sender email in “Create New Campaign”



Message Header

--Select a personalized field--

Subject: Hi[COMPANY][FIRSTNAME], welcome to Spread.

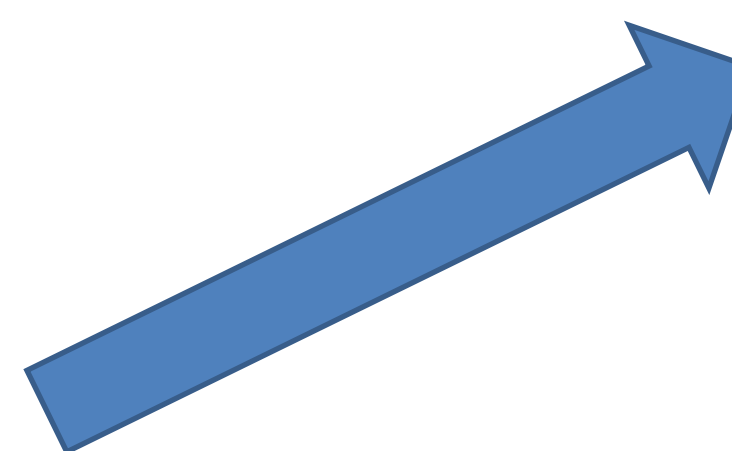
Display Name: ReasonableSpread

Reply-to: abcd@gmail.com

☐ Add Permission Reminder

abcd@gmail.com
abcd@gmail.com
abdc@yahoo.com
g@reasonables.com

Remember to set “Display email address” and “reply-to email address” the same to avoid being filtered as Junk Mail.



Put Online sign-up form to Web site

To gain more targeted email list, you can put an online newsletter subscription form in your company's web site.

ICE FIRE

Let us tell you our latest product news & promotion

Your e-mail please

Powered by Reasonable Spread - permission email marketing service

請使用 Internet Exploere 6或
以上瀏覽本網頁

We have been using Spread for 3 months, and got more than 2,000 subscribers.

Posted on *FACE WEEKLY*
Feb. 2008



Put Online sign-up form to Web site

1. Add a new contact group for the online subscribers, for example named “subscription”

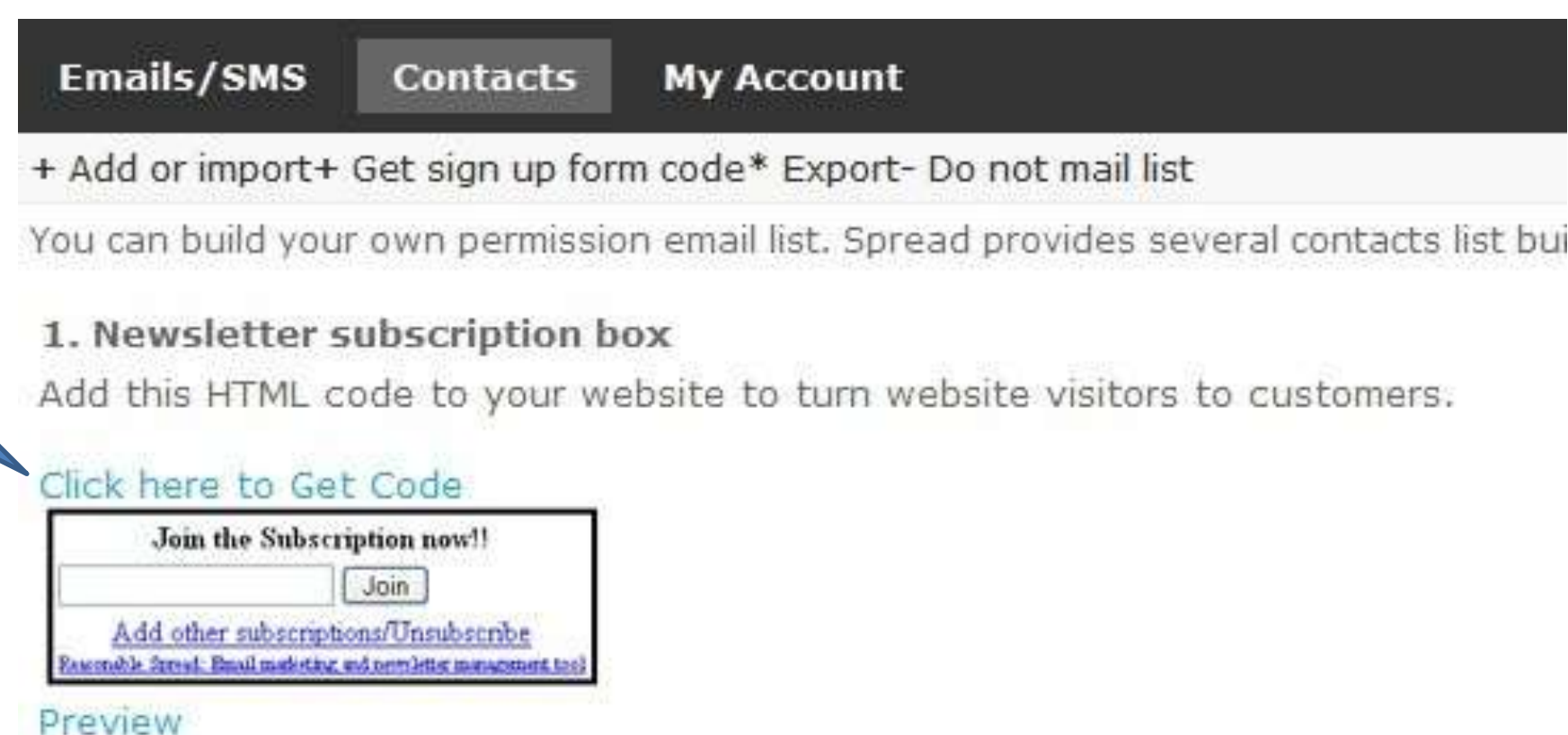


Add a new group for the subscribers

2. Click “Get sign up form code” from “Contacts” page

3. Choose “Click here to get Code” for the first “Newsletter subscription box”

Click “Click here ” to get code



Put Online sign-up form to Web site

+ Add or import | + **Get sign up form code** | * Export | - Do not mail list

List Builder Style: [Subscription Box](#) | [Access Gateway](#)

Get code : Subscription Box Code

Step 1: Choose target contact list

- ☐ Let contact decides
☒ A Specific Contact List

subscription (0)

[Return Link \(Optional\)](#)

Get Code

4. Choose the right group for the subscribers

5. Press "Get code"

6. You will get a box of HTML code, you can put in in your web site

Get Code

Subscription page without return address

Code:



To use this code, copy all text in the box below and paste to your own webpage.

```
<script src="http://subscriber.reasonablesread.com/Javascript/UserControl.js"></script>
<form name='frmSample' action='http://subscriber.reasonablesread.com/SubscribeForm.aspx' onsubmit='return checkMail()'>
  <table style="border-top-style: solid; border-right-style: solid; border-left-style: solid; border-bottom-style: solid">
    <tr>
      <td colspan="2" align="center">
        <strong>Join the Subscription now!!</strong></td>
      </tr>
      <tr>
        <td>
          <input id="txtEmail" type="text" name='spread_email' />
          <input id="Submit1" type="submit" value="Join" name="sub"/>
          <input type="hidden" name='user' value='16568' style="visibility:hidden;width:0px;height:0px;" />
          <input type="hidden" name='re' value='' style="visibility:hidden;width:0px;height:0px;" />
        </td>
      </tr>
    </table>
  </form>
```

If you are not IT administrator or webmaster, send all text code above to them by email.

Put Online sign-up form to Web site

If anyone enter the email address at the subscription form, their contact information will automatically added to the “Newsletter subscribers” group

☐	Newsletter Subscribers	1	Active (internal use)
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If you have more questions, please visit our
Online Help:

<http://learn.ReasonableSpread.com>

Thank You!