

## How to Tag Emails Using Opt-in Forms

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All right, everyone in this video tutorial, I'm gonna show you how to add tags to email addresses using opt-in forms. So here we are, we're logged into my dashboard on my dummy account, right? I wanna make sure I'm on the right list. That's where you always start, usually, list is traffic tips. Great. I want to go down to sign up forms, shock and surprise, if you're creating a new form. So there's one form that's already here. I'm gonna show you how to tag that. If you're creating a new form, it's even easier, cuz you just go in here, you click create a sign up form for my website, if you're creating it for your website. Once you're here design a form, there is where you would design the form here with the text and everything. This is where you would add the tag. So in this tag, I'm just gonna call it Instagram traffic report.

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So anybody that puts the name and email address into this form is asking for the Instagram traffic report. And it did a little auto complete for me there because I've already used that tag on other emails. Okay. So there you go. So all you would do at this point is finish creating your form, save your form, right? Then you would go to step two settings, and then you would go to step three. You know, just create the form like you normally would. Obviously I'm blowing through that very quickly. Then you would just right here, copy the JavaScript, paste it into your website or copy the raw HTML and paste that into your website. And the form will show up. Now let's go back to sign up forms real briefly and I'll be done. So this is the one we just created, the form we just created. And I, I forgot to name it so I could edit that or click there and go back and rename it. But I'm gonna go back to the form that was created before I even started this video, I'm gonna click traffic tips, click on the title or edit.

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This has already been created. This form. I'm gonna put the tag in. I'm gonna use the same tag Instagram traffic report, right? The only difference is once again, you're gonna save your form. You're gonna go to step two. That's already been set up because the form already exists and is being used on a page. I'm gonna go to step three. And this is where it gets a little tricky. Once again, if you, in the past created right down here, you used the JavaScript code and you pasted the

JavaScript code into your website, Be it a WordPress website, WIX, Weebly godaddy, HTML, Dreamweaver, whatever.

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If the JavaScript code is what's pasted into your website and that's what generates the opt-in form, then you don't have to do anything right. Just resave the form. And the code is updated here and the code is updated on the website. You're done. On the other hand, if you originally and see how there's so much HTML code here, wow, I'm gonna click here and click once it highlights it all. And then you would press control C to copy command C on a Mac. Now, if I pasted HTML code into the website, the WordPress Weebly WIX whatever. If I pasted HTML code into the website, then after I make the change to the form. In this case, by adding the Instagram traffic tag, then I've got to recopy this and re-paste it into the website. Okay? The form on the website will not update automatically unless the code, unless the JavaScript snippet code was used. And that's all there is to using your opt-in form to tag email subscribers as they sign up and subscribe to your email list. That's it. And that's all. I hope you find this helpful. I'll see you in the next video.