

# Viral Mail Profits

Mailing to the Max!

**User's Guide**

## Welcome

Welcome to ViralMailProfits – where you can manage all your emailing systems from one place!

### *This is what ViralMailProfits will do for you:*

- Store and manage all your safelist and list builder emails
- Automatically insert correctly formatted personalization tags for each mailer (no more sending emails which say “Hello {firstname}”).
- Automatically create tracker links for all emails, including new links for each send
- Track your clicks and click thru ratio for each mailing
- Tell you when you can next use each mailer (and even send you an email reminder!)
- Give you one-click access to your mailers (no more hunting around for links and passwords)

### *Some words you need to know:*

**Mailers** – These are your safelists and list builders.

**Templates** – These are your email subject lines and bodies.

They are called templates because each mailer has its own requirements for email formatting. You will create a template with just one format. ViralMailProfits will then format the email as you mail for each program you use. You can create and re-use templates for subject lines and email bodies.

**Create Email** – This is the act of putting together the subject lines and email bodies which you have set up in your Templates, for use in each mailer.

**Mail History** – Here you can see details of how many emails you have sent from each mailer, the clicks and click-thru-rate, and when you can next send from that mailer.

**Note:** You must have JavaScript enabled to use VMP. Most of your interactions with VMP will be through pop up windows which work on JavaScript. (Most computers already have this option turned on.)

- **Ulti-Send instructions begin on page 16**

## Getting Started

It will take you a few minutes to set up the system for each safelist or list-builder (we will call them mailers) which you use, but once you have, you will save a lot of time and gain greater control over your mailings by using the VMP system.

### Entering your mailer details

Click on the **Mailers** icon to access this area.

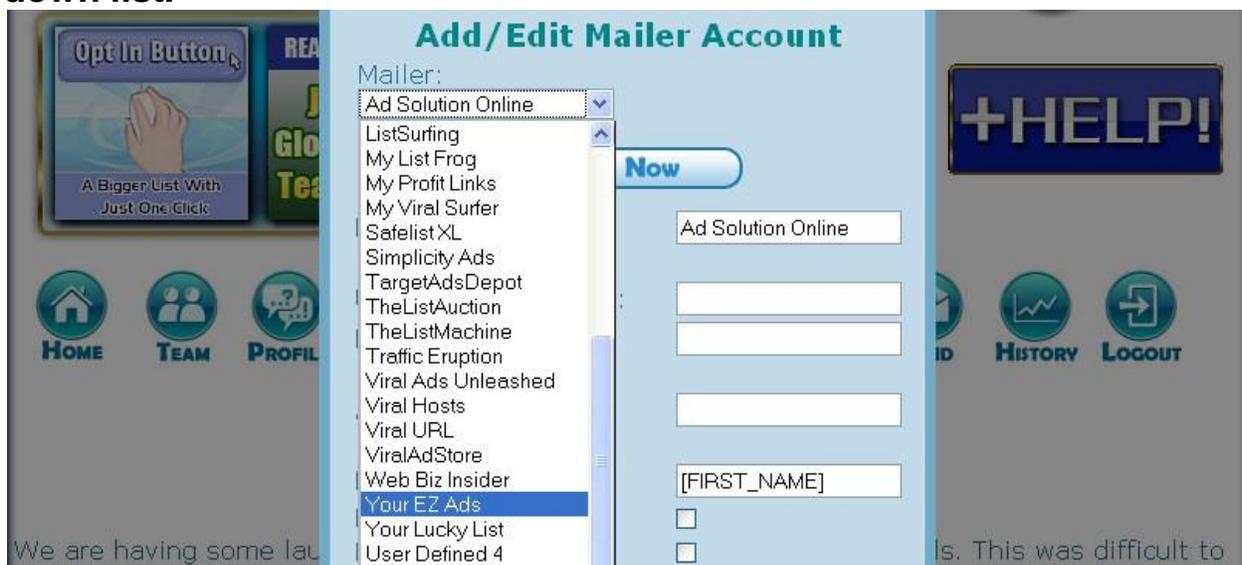


### Mailers ?

You can click on the ? Icon for help, throughout the site.



Click on the **ADD NEW** button now. You will see a pop up where you can enter your mailer details. First choose a mailer from the drop-down list.



You will see all the programs directly supported by ViralMailProfits.  
Free members can automate/manage 100 List Builders and safelists  
Silver members can automate/manage 200 List Builders and safelists  
Gold members can automate/manage 300 List Builders and safelists

**Note:** Some mailers will appear more than once. This is because there's more than one kind of mailing (for example random and downline), at that site. Make sure your details are entered in both places since your downline joining that program could join through either join link.

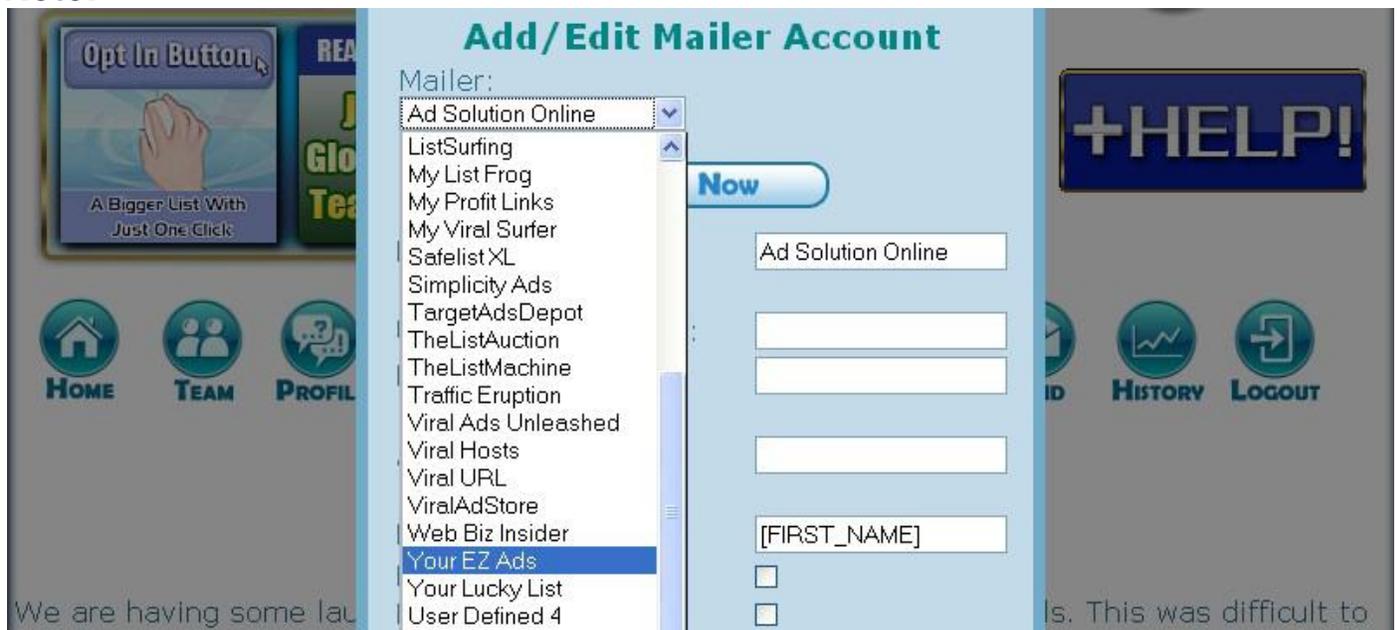
When a mailer has more than one variant, adding both mailers only counts as one towards your allowance.

You can also add your own mailers to the list. You will see "User Defined..."

entries at the bottom of the drop down list. Just pick the first "User Defined" slot and click on it. Then replace "User Defined..." with the name of your mailer in the Name box.

Now you will see the name of your new mailer displayed. You have the option enter your Username, Password and Affiliate Ids of\* defined mailers the mailer, ready for you to copy and paste when you log in. *This information is for your own use only, VMP will not be logging in to your accounts.*

**Note:**



**Note:** When you add your own mailers, you will need to add the format for “firstname” yourself in the Name Macro box, as VMP does not have the information for those in the database.

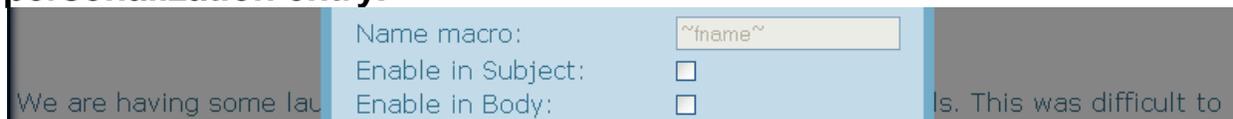
You also need to tell the system if your mailer allows personalization for the subject, and for the email body.

Also if a url is allowed in the body if you have it not allowed one will not be created for the body it will just show blank where you placed the macro

Tick the appropriate boxes.

(Some mailers do not allow free members to use personalization.)

If you don't enable personalization for a mailer, the system will leave a blank space where that would normally go. When you send your email, make sure your subject and body look OK without the personalization entry.



The screenshot shows a configuration form for a mailer. It includes a text input field for "Name macro" containing "~fname~". Below it are two checkboxes: "Enable in Subject:" and "Enable in Body:", both of which are currently unchecked.

After selecting your mailer, enter the number of Days or Hours between mailings. Click on the **SAVE SETTINGS** button.



The screenshot shows the configuration form with "Days Between Mailings" and "Hours Between Mailings" set to 0. The "Enable Reminder Emails" checkbox is unchecked. A "SAVE SETTINGS" button is visible at the bottom of the form.

**Note:** You only need to set up each mailer once, and you can add new mailers at any time.

Now you can see your mailer displayed in the list.

| Program        | Days | Hrs | Sent | Tot Recip's | Tot Clks | Last Sent  | Next Mail |  |  |
|----------------|------|-----|------|-------------|----------|------------|-----------|--|--|
| ReactiveAdz    | 3    | 0   | 0    | 0           | 0        | 1969-12-31 | h m       |  |  |
| User Defined 1 | 0    | 24  | 0    | 0           | 0        | 1969-12-31 | h m       |  |  |

This list will show you when you last sent an email to each mailer, total recipients of your email, how many clicks you got, and when you can next send an email using a mailer.

### *Editing or Deleting your Mailers*

Simply click on the pencil next to each mailer to edit it's details, or click on the **X** to delete that mailer.

**Note: You will lose all stats for that mailer if deleted.**

***When you begin to mail manually without ultisend***

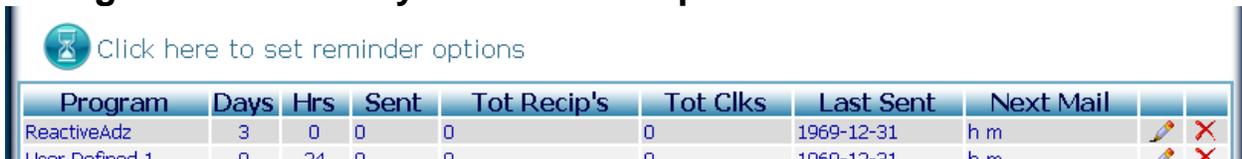
***You can go under the mailers, right below the add new button***

***You'll see: only show mailers that are ready to mail now***

***When you tick that box it compiles a list of mails that are ready to mailed at that time***

### ***Setting your Reminder Options***

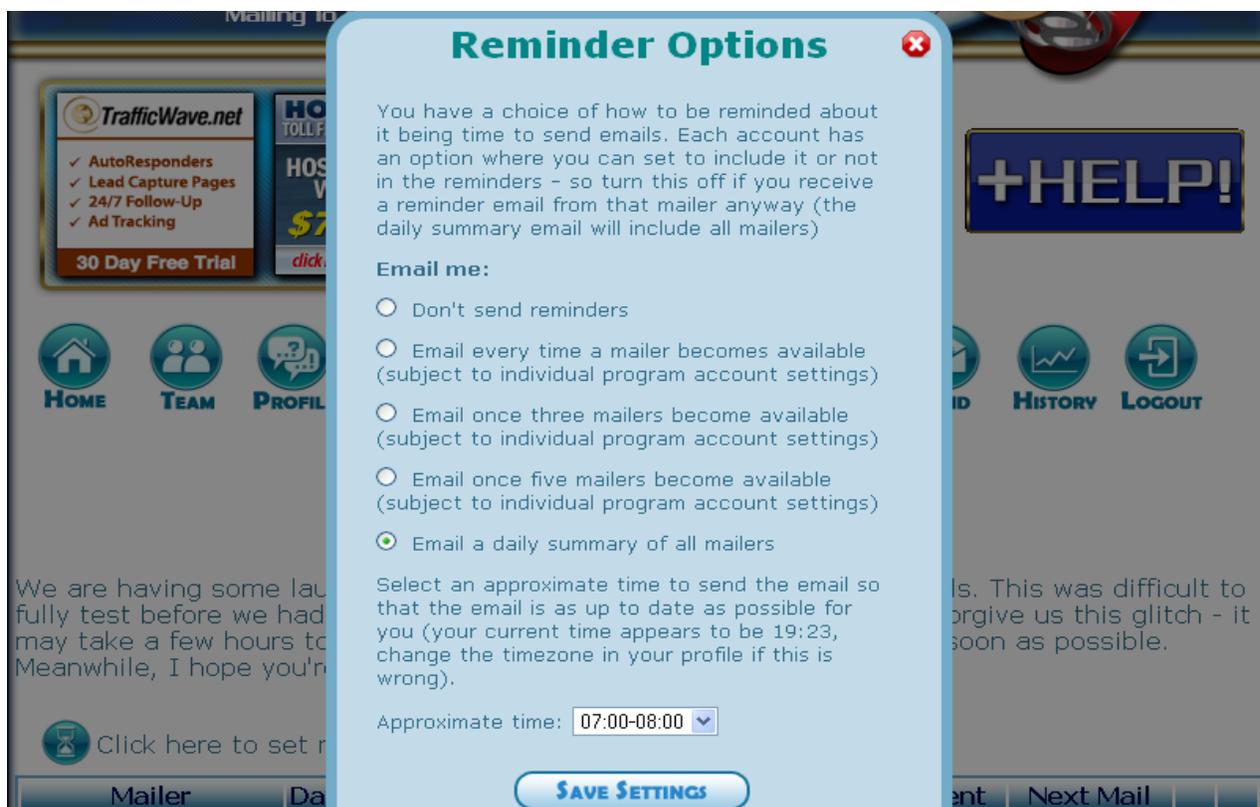
**If you want to receive reminder emails about available mailings, click on the hour glass icon to set your reminder options.**



The screenshot shows a user interface with a link "Click here to set reminder options" accompanied by an hourglass icon. Below the link is a table with columns: Program, Days, Hrs, Sent, Tot Recip's, Tot Clks, Last Sent, Next Mail, and two action icons (edit and delete).

| Program        | Days | Hrs | Sent | Tot Recip's | Tot Clks | Last Sent  | Next Mail |  |  |
|----------------|------|-----|------|-------------|----------|------------|-----------|--|--|
| ReactiveAdz    | 3    | 0   | 0    | 0           | 0        | 1969-12-31 | h m       |  |  |
| User Defined 1 | 0    | 24  | 0    | 0           | 0        | 1969-12-31 | h m       |  |  |

**You will see a pop up box with the available options. Click on the radio buttons to select your choice of reminders, select the time of day you want to receive the reminders, and click on the **SAVE SETTINGS** button.**



**If you choose the option to be reminded about every mailer, select that option AND disable the reminder option on the individual mailers which send reminders from their own site. If you choose the option to be reminded when 3 or 5 become available then you will receive less emails, but you will be able to mail 3 or 5 at once when you do log in, so we added these options.**

## Setting Up Your Email Subject Templates

Click on the **Templates** icon now.



Here you will prepare email subject line and body “templates”. These are called templates because each mailer has it's own format for email personalization. You will create a template with just one generic format (**#firstname#**), which ViralMailProfits will then replace with the correct format (**{firstname}**, etc.) for each mailer you use.

## Templates ?

| Category | Created | Updated | Subject line | Last Used |
|----------|---------|---------|--------------|-----------|
|          |         |         |              |           |

| Category | Name | Created | Updated | Description | Last Used |
|----------|------|---------|---------|-------------|-----------|
|          |      |         |         |             |           |

**Note:** The subject lines and email bodies which we set up here will be used by you in the Create Email section later.

### Creating your own Subjects

Click on the + **NEW SUBJECT** button to create a new subject line.

| Category | Created  | Updated        | Subject line     | Last Used      |
|----------|----------|----------------|------------------|----------------|
| none     | 09-12-13 | 09-12-13 19:19 | new subject line | 69-12-31 18:00 |

Now click on the pencil for your new Subject to edit it.  
You will be taken to the Edit/Create Subject pop up box.

**Edit/Create Subject Line1**

Enter your subject line. Use #firstname# for personalisation:

Category:

**Note:** You cannot delete a Subject if there are mails in the Out Box or History which use that Subject.

### Using Predefined Subject Lines

Click on the Filters drop-down menu and select **Ready to Go!**.

| Category | Created  | Updated        | Subject line     | Last Used      |  |  |
|----------|----------|----------------|------------------|----------------|--|--|
| none     | 09-12-13 | 09-12-13 19:49 | new subject line | 69-12-31 18:00 |  |  |

You will see subjects which have been created to help you advertise VMP and other popular products.

| Category          | Created  | Updated        | Subject line                            | Last Used |  |  |
|-------------------|----------|----------------|---|-----------|--|--|
| TezakTrafficPower | 09-12-14 | 09-12-14 02:25 | Confirm Your Free Traffic Now...        | n/a       |  |  |
| ReactiveAdz       | 09-12-14 | 09-12-14 02:22 | A Killer Email Deserves Killer Delivery | n/a       |  |  |
| ReactiveAdz       | 09-12-14 | 09-12-14 02:22 | Act Fast, Big Money!                    | n/a       |  |  |
| TrafficSplash     | 09-12-14 | 09-12-14 02:16 | Are You Swimming With The Fishes?       | n/a       |  |  |
| TrafficSplash     | 09-12-14 | 09-12-14 02:16 | Turn splashes into floods!              | n/a       |  |  |

You will see a padlock next to each subject. This means that you can use these templates, but you cannot change them. If you want to make your own version of one of these subjects, you can click on the padlock, make your changes, and then use the **SAVE AS NEW** button.

**Edit/Create Subject Line2** ✖

Enter your subject line. Use #firstname# for personalisation:

Category:

Your version will then be listed under “My Subject Lines”. It will stay yellow until you edit it.

| Category | Created  | Updated        | Subject line                                 | Last Used |  |  |
|----------|----------|----------------|--|-----------|--|--|
| none     | 09-12-14 | 09-12-14 18:37 | Confirm Your Free Traffic Now... #firstname# | n/a       |  |  |

## Using Categories

*This is one of the tools that really speeds things up for you*  
 Categories will allow you to organize your Subjects and Emails. For example, if you have 3 emails about Program A, you can create a Program A category and this will help you to find all your emails and subjects about Program A. To create a category, click on the **+ NEW CATEGORY** button above your Subjects or Emails.

Now you will see the Add Category pop up box.



**Note: Categories can be deleted only if they have no Subjects and Emails attached.**

**Assigning Categories to Subjects**

You can assign categories to new and existing Subjects. To assign to an existing subject, click on the pencil for that subject and assign the category in the edit pop up box. You can also assign the category to each subject as you create it.

**Assigning Categories to Emails**

You can assign categories to new and existing Emails the same way. To assign to an existing email, click on the pencil for that email and select the category from the drop down menu in the Edit/Create Template pop up box.

**Setting Up Your Email Body Templates**



**Creating your own Emails**

As you type your email, hit enter before your line gets in to the green zone. This will ensure that your email is not too wide. (You want all of your text to be visible when it is being read, as not all readers will want to scroll across to read long lines of text.)

If your mailer automatically adjusts the width, then don't hit enter when your line reaches the edge of the box. Type until the end of the paragraph and then press enter twice. This will allow the formatting to be preserved properly in that mailer.

| Category | Name      | Created  | Updated        | Description       | Last Used      |
|----------|-----------|----------|----------------|-------------------|----------------|
| none     | new email | 09-12-14 | 09-12-14 00:13 | short description | 69-12-31 18:00 |

Now click on the pencil to fill in your email text in the Edit/Create Template pop up box. Give your template a short name and description. Enter the link which this email will link to.

This link will replace the #link# when you send your email. Assign a category to your email if you want, by selecting a category from the drop down menu.

### Edit/Create Template

Short name:

Short description:

Link:

Category: 

- Default
- AllOfMyLinks
- bylwe
- CBPirate
- Giveaways
- my hottest prod

 preview

65 char limit (ignore for HTML)

Remember that these are generic templates so don't format for a specific list builder. Use #firstname# and #mailer# (if you want to insert the name of the mailer), and use #link# where you want a trackable link in your mail. After you have added your text, click the preview button to see your mail will look.

### Saving Your Email Template

When you are finished, click on the **UPDATE** button. If you want to save this as a new template, leaving the original one unchanged, use the **SAVE AS NEW** button.

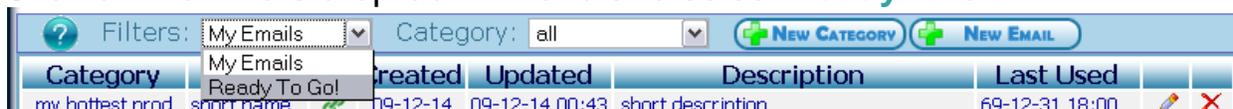
If you don't want to save, click on the **CANCEL** button. After saving you will see your new email template in the list

To delete an Email, click on the **X** next to it.

**Note:** You cannot delete an Email if there are mails in the Out Box or History which used that Email.

### Using Predefined Emails

Click on the Filters drop-down menu and select **Ready to Go!**.



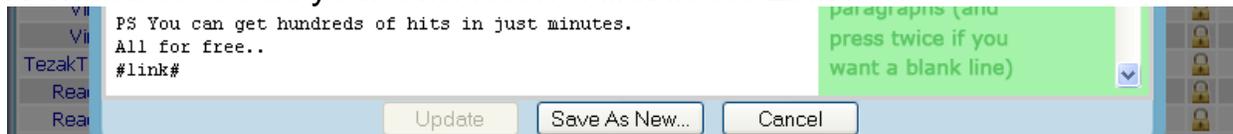
You will see subjects which have been created to help you advertise VMP and other popular products too.



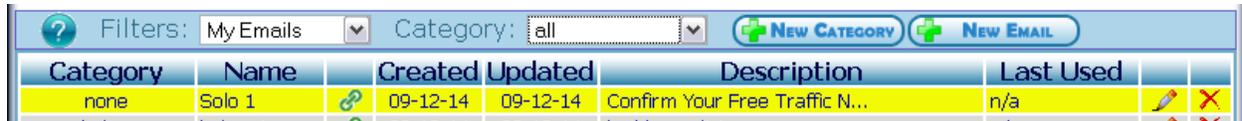
You'll see a padlock next to each email. Meaning that you can use these templates, but you cannot change them. If you want to make your own version of one of these emails, click on the padlock to make your changes.



Remember to add your own referral link in the Link box!



After you click on **SAVE AS NEW** you will see your email under “My emails Here you can use it the same way as you would any other created.



| Category | Name   | Created  | Updated  | Description                    | Last Used |
|----------|--------|----------|----------|--------------------------------|-----------|
| none     | Solo 1 | 09-12-14 | 09-12-14 | Confirm Your Free Traffic N... | n/a       |

### *Using Tracking Links Provided by Your Program*

Some programs will allow you to add a tracking code to the end of your link, so you can track from within that program. ViralMailProfits enables you to add a variable at the end of your link, to show which mailer a click came from.

A sample tracking link would like like this:

<http://anotherbiz.com/?rid=2345&tr=mytrackcode> or  
<http://anotherbiz.com/productid/username/mytrackcode>

To insert the mailer name as your tracking code, replace “mytrackcode” with

“\_MN\_”, like this:

[http://anotherbiz.com/?rid=2345&tr=\\_MN\\_](http://anotherbiz.com/?rid=2345&tr=_MN_) or  
[http://anotherbiz.com/productid/username/\\_MN\\_](http://anotherbiz.com/productid/username/_MN_)

(Spaces in the mailer name will be deleted.)

If your program requires numeric tracking codes, replace “mytrackcode” with

“\_MID\_”, like this:

[http://anotherbiz.com/?rid=2345&tr=\\_MID\\_](http://anotherbiz.com/?rid=2345&tr=_MID_) or  
[http://anotherbiz.com/productid/username/\\_MID\\_](http://anotherbiz.com/productid/username/_MID_)

If you prefer a very short code (6 characters or less), use “\_MSN\_” instead:

[http://anotherbiz.com/?rid=2345&tr=\\_MSN\\_](http://anotherbiz.com/?rid=2345&tr=_MSN_) or  
[http://anotherbiz.com/productid/username/\\_MSN\\_](http://anotherbiz.com/productid/username/_MSN_)

## Creating and Sending your email

Click on the **Send** icon now.



This is where your preparation all comes together and saves you time during all future mailings.

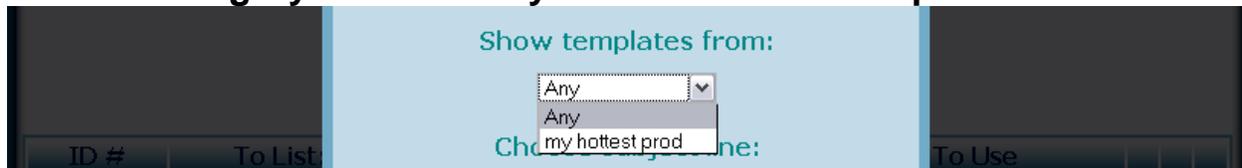
To get your email ready for a particular mailer and get a unique tracking link for this mailing, click the **+ ADD NEW** button.



Now you will be in the Create New Mailing pop up box. Choose your mailer in the drop down box.



Select a category from which you will choose a template.



Now choose a subject line and email from the drop down boxes.

Choose whether you want the Viral Bar to show (free account members always show the bar).

**The bar will be displayed at the top of your site after viewers click on the link in your email. The bar will contain your referral link to VMP, or if you are a free member it will contain your link 50% of the time, and your upgraded upline's link 50% of the time. It's a great way to get new referrals.**

Choose subject line:  
new subject line  
new subject line

Choose email:  
short name

Choose link shortener:  
bit.ly

Show Viral Bar:  
None

Create New Email

Now click on the **CREATE NEW EMAIL** button and you will see your email in your OutBox.

| OutBox |             |                  |              |  |  |
|--------|-------------|------------------|--------------|--|--|
| ID #   | To List:    | Subject Line     | Email To Use |  |  |
| 2      | ReactiveAdz | new subject line | short name   |  |  |

To send your email, click on the envelope for that email. You will be taken to the Activate Email pop up box.

There you will see a link to your mailer. You need to log in to your mailer, and copy and paste the information from the pop up box into your mailer – link, subject line and body.

You will notice that your link is now a ViralMailProfits tracking link, and the

personalization has been set to whatever is correct for your mailer.

Important: After you send your email, come back to the pop up box and enter the number of people you sent to, then click on the **I HAVE SENT MY EMAIL** button.

### Activate Email ✕

Important: the system does not send the email for you. You now need to [log in to ReactiveAdz](#) and copy and paste the fields below as appropriate to that mailer. When you send the email from ReactiveAdz, note how many recipients it was/will be sent to and fill in that number here. Once you press 'I Have Sent My Email' the email will be flagged as sent, will disappear from the OutBox and clicks will now be tracked. You can review clicks on the **mail history** tab.

Just click on each field to highlight it, right click, copy and then paste into the mailer.

Login reminder:   [log in](#)

The link:

The subject line:

The body: 

Hi [FIRST\_NAME]  
  
Are you tracking your mailings from ReactiveAdz?  
  
You can do it automatically with ViralMailProfits!  
  
<http://bit.ly/702j1C>

How many recipients:

Click when sent:

**Since the addition of Ulti-Send, our semi automatic mailer extension Preparations of getting you mails set up with your mails after you have created your templates for your mails.**

**Ultisend does this for you as you mail**

**You must be an Upgraded members to use Ultisend**

**Ulti-send is an extension you use in a browser**

**To get the ultisend attachment in the members area**

**Click the Ulti-send button** 

**You have a choice of using firefox or the chrome browser**

Download 

**If you are using chrome click that icon. You will be taken to chrome's web store to add it.**

**If you click on the Firefox icon it takes you to a page to add it.**

**Once you do, enable it you will see a little envelope top right in your browser here are some start off tips for you:**

**\*Click on the envelope in your browser bar  
a box will come up which has three buttons across the top**

**\*my account : add your VMP account login info then click login  
to my account it will take you to the members area and get your list  
of, ready to mail now sites**

**the other button "add account" is an additional VMP account you  
only  
need one account another would just be redundant.**

**\*The Last button has viral mail profits: this just takes you to the login  
page**

**\*You can click my account there is a dropdown select your account.  
It automatically logs you in to your VMP account member's area  
You need to have your correct login info inside your mailer.  
If you go to mailers click the pencil in it add your login info the macro  
that mailer uses for its First Name.**

**It is also important that you fill in how often you can mail in that same  
info. This is how ultisend knows when to show it as ready to mail  
again**

**When you click on the envelope again, it shows all the mailers ready  
to send in the box below with a scroll bar**

**You click go on a mailer in that box  
You are taken to that mailer and logged in automatically**

Once in the mailer you click on the send mail you may have to click in the mailer body but it should be auto:

A Vertical bar shows to the right of your page

Here you can choose your category

Then the mail body and subject you have created under this category will show, choose the mail you would like to use and it click fetch template it

fills in your selected mail you want when you click on submit another box will show up you can choose send or send manually if you want to check

it as it's go through the process or cancel if you see something wrong.

You add the credits to use it picks that up if you have a different mailing type for example 1500 free and additional mails for credits you can adjust that on the mailer bar under is this wrong?

Then it would show on the mailer 1500 and add any credits you assigned

You can see your last few mailings from when you last mailed by clicking in the mailers area. it shows you sent, clicked and % More on history below.

Then the mail runs through the site's tests and sends That's it! This will speed up your mailing quite a bit.

## Your Mailing History

Click on the **History** icon now.



HOME



TEAM



PROFILE



PROMOTE



EARNINGS



UPGRADE



MAILERS



TEMPLATES



SEND



HISTORY



LOGOUT

This page is worth it's weight in gold. Here you will gain control over your results. You will be able to spot at a glance which emails are working for you and which mailers are responsive.

Here you will see your emails listed, and you will be able to pull up the information you need in several different ways.

**Mailing History** ?

| To List | #    | Email Name                  | Subject                        | Sent     | To#                   | Clks                | Clk% |  |
|---------|------|-----------------------------|--------------------------------|----------|-----------------------|---------------------|------|--|
| All     |      |                             |                                | ▲ ▼      | ▲ ▼                   | ▲ ▼                 | ▲ ▼  |  |
|         | 9727 | Y [AC 9622]                 | Y This tracks all my...        | 10-01-17 | <a href="#">10000</a> | <a href="#">12</a>  | 0.12 |  |
|         | 9622 | Y VMP tracks automatically  | Y This tracks all my...        | 10-01-17 | <a href="#">10000</a> | <a href="#">82</a>  | 0.82 |  |
| [UD]    | 9446 | Y Take pain out of tracking | Y Take the Pain out ...        | 10-01-16 | <a href="#">10000</a> | <a href="#">56</a>  | 0.56 |  |
| [UD]    | 5679 | Y Google Spider 1           | Y [html] Google Spider Lang... | 10-01-05 | <a href="#">32576</a> | <a href="#">172</a> | 0.52 |  |

**To List** – Use the drop down menu to view emails from All mailers, or just one

**Filter by Email Name** – Click on the funnel and you will see all emails with that particular name. The funnel will have a red mark on it when the filter is in action. Click on it again to stop filtering.

**Filter by Subject** - Click on the funnel and you will see only emails with that particular subject line. The funnel will have a red mark on it when the filter is in action. Click on it again to stop filtering.

You can sort your list by Date

**Sent**, number of recipients

(**To#**), number of **Clicks**, click thru ratio (**Clk%**)

by clicking on the up and down arrows in those columns.

Click on the number in the **To#** column to change the number of people you sent your email to in the event it was sent to more or less people You already had set up under that mailer

Click on the number in the **Clks** column to see your Email Click Statistics for that mailing (see screenshot and details on the following page). Click on the little envelope to view your email. Click on the green link to see the link which was sent in the email.

You will see details of when your email was sent, and which mailer it was sent from.

The **Link Clicks Summary** will show you statistics related to total clicks on the links in your mailing.

The **Viral Bar Statistics** show how many clicks your VMP referral link on the Viral Bar (and your upline's referral link if you are a free member) received.

## Tips and Alerts

You will see Tips and Alerts in most areas of ViralMailProfits. These will tell you about new features, and give you useful tips. Here is an example of an Alert:



Here is an example of a useful Tip:



You can scroll through all the Alerts and Tips by using the arrows, or you can close the Alerts or Tips box for a section by clicking on the **X**.

The Alerts and Tips in each section are specific to that section, so for example you will see only those Alerts and Tips which help you with your Mailing History in the Mailing History section. You will see only Those Alerts and Tips which help you with your Mailing History in the Mailing History section.

## Adding Your Banners (Upgraded Members Only)

Click on the **Promote** icon.



 Edit your banner rotator...

Click on the **Edit your banner rotator** icon to go to the Banners page.



Here you can add your 125x125 banners to be displayed to all users in the members area. Click on the **+ ADD NEW** button now. You will see the Add/Edit Banner pop up box.



Enter a name for your banner (for your use only). Then enter the banner image link and target url. Tick the box to enable your banner, and click on the **SAVE/UPDATE** button. Now you will see your banner in the list.

| Banner Name    | Image URL  | Target URL  | Active |   |
|----------------|--|---|--------|---|
| Traffic Splash | http://www.traffic-splash.com/banners/125x125_01.gif | http://www.traffic-splash.com/splashial.html?referer=CarolW44 | yes    |   |

You can see if your banner is active. Click on the pencil if you need to edit your banner, or click on the **X** to delete it.

## Promoting Viral Mail Profits

Click on the **Promote** icon now



Here you will find all the exciting promotional material which you can use to help you grow your downline and commissions at VMP.

Your affiliate link is near the top of the page.

Free members receive 10% commission, Gold members get 30% Elite members 40%.

## Your Referrals

Click on the **Team** icon to view your downline.



### Direct Referrals

| First Name | Last Name | Date Joined | Total Sales |   |
|------------|-----------|-------------|-------------|---|
| [blurred]  | [blurred] | 18-Dec-2009 | 0.00        | ✉ |
| [blurred]  | [blurred] | 18-Dec-2009 | 0.00        | ✉ |

## Your Profile and Preferences

Click on the **Profile** icon to access your profile and preferences.



**Here you can add or change the following information:**

- **Your name and address details**
  - **Password**
  - **PayPal id for your commissions**
  - **Your time zone (for reminder email times)**
  - **Your choice to receive newsletters or not**
  - **Your choice to be notified about new referrals or not**
- You can also delete your account here.**

**This manual has been created for users of Viral Mail Profits.  
To join VMP or to get the latest update of this manual  
Please go to [www.viralmailprofits.com](http://www.viralmailprofits.com)**

**KinderRash Marketing/LFM Systems 2009-2018**

**Redacted July 2018 mark wieneke**