

7 Steps **To Setting Up Your Online Business**

Richard Quek

<http://www.internetmarketingtrainer.com>



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1. Introduction

Thank you for your interest in this simple ebook, '**7Steps to Setting Up an Online Business**'. My purpose of writing this ebook is to assist those who are new to setting up an Online business. In my experience I come across countless people who are interested to get started in Internet marketing but am unable to progress due to the lack of knowledge and assistance. It is my intention that this ebook will be able to assist you to have a better understanding of how to set up an Internet business.

This ebook will guide you through each simple step from registering a domain name, hosting, FTP and setting up an autoresponder. It will also explain how to set up your FFA and Safelist on 'Auto Mode'. This 'set and forget' technology will automate your email marketing. There are many screen shots and explanation that will make it easy to follow and understand.

In order to make the lessons simple and standardized I will be using WWKiosk for illustration purposes. If you are not yet a member and would like find out more about their excellent services and support, here is the web site address:

<http://www.wwkiosk.com>

This ebook is given for FREE and I am also providing you with the ability to Re-brand it so that you will have your Name and Web site address in this ebook. You'll also be able to change the referral links to your own links so that you will be credited for any sale of the products recommended in this ebook. To receive FREE instructions on how to re-brand, please go to this web site:

<http://www.internetmarketingtrainer.com/rebrand.htm>

Again I thank you for your support and hope that you will be able to assist others with this simple ebook, '**7 Steps to Setting Up Your Online Business**'.

Best Wishes and God Bless.

Richard Quek

2. Step 1: Registering a Domain Name

This is a simple process. For the purpose of illustration, we are going to use WWKiosk as an example. Go to:

<http://www.wwkiosk.com>



Click on '**Domain Registration**'
You will be presented with the following page.



Click on 'DOMAIN NAMES' and you'll see the screen below.

REGISTER A DOMAIN NAME ...

Check Availability

Check to see if the domain name you've chosen is available -- enter a name in the field below and click **Check Availability**.

sherenebiz .com

CHECK AVAILABILITY

[Register several domain names at one time - click here!](#)

Enter the domain name that you would like to purchase. In this example I entered '**sherenebiz**' and I choose '**.com**'. If you would like to choose other types of domain name, just choose from the drop down menu.

kiosk domain registration

HOME DOMAIN NAMES DRIVE SALES & TRAFFIC SECURE SSL CERTS INTERNET UTILITIES BACK DOOR

Related Products: > PrivateRegistration > Forwarding & Masking > Tra

> My Account > FAQ >

Just 5 easy steps to register your new domain name(s).

STEP 1: Check Availability

STEP 2: Length of Registration

STEP 3: Contact Information

REGISTER A DOMAIN NAME ...

Check Availability

Check to see if the domain name you've chosen is available -- enter a name in the field below and click **Check Availability**.

sherenebiz .com

CHECK AVAILABILITY

.com
.info
.us
.name
.net
.org
.biz
.ws
.tv
.cc
.jp
.be
.co.uk
.me.uk
.org.uk

Once you have chosen the domain name that you want, **Click 'Go!'** You'll see this screen. It shows that sherenebiz.com is available. All the other types of domain names are also available. If the domain name you want is not available, you'll have to make another search.

Just 5 easy steps to register your new domain name(s).

STEP 1:
Check Availability

STEP 2:
Length of Registration

STEP 3:
Contact Information

STEP 4:
Hosting Options

STEP 5:
Confirm Registration

** All public domain registrations are registered in YOUR NAME not ours.*

REGISTER A DOMAIN NAME ...

The following addresses **ARE AVAILABLE**

These names are available...

- ☒ SHERENEBIZ.COM
- ☐ SHERENEBIZ.NET
- ☐ SHERENEBIZ.ORG
- ☐ SHERENEBIZ.INFO
- ☐ SHERENEBIZ.BIZ
- ☐ SHERENEBIZ.US
- ☐ SHERENEBIZ.WS

[See more names like this...](#)

SMART REGISTRATION
 (Recommended)
[More Info](#)

CUSTOM REGISTRATION
[More Info](#)

Check marked the domain name that you want and click on '**Custom Registration**'.

You'll see this screen.

http://www.kiosk.ws

Frequently Asked Questions | Support

REGISTER DOMAINS
 PRIVATE DOMAINS
 TRANSFER DOMAINS
 FORWARD DOMAINS
 BACKORDER DOMAINS
 INTERNET UTILITIES

REGISTER A DOMAIN NAME ...

LENGTH OF REGISTRATION

Please select the number of years you would like to register your domain name(s) for:

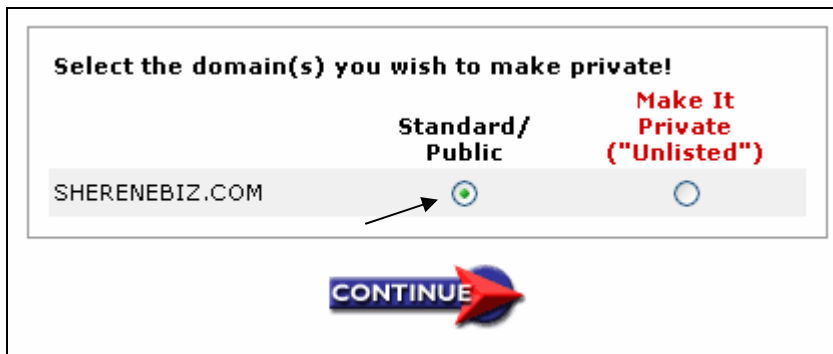
SHERENEBIZ.COM

2 years for \$23.90

CONTINUE

Click on the drop down menu and **choose '1year for \$14.95'**. You can of course choose more than 1 year if you like.

Once you made your choice, click '**CONTINUE**' and you'll be presented with this page.

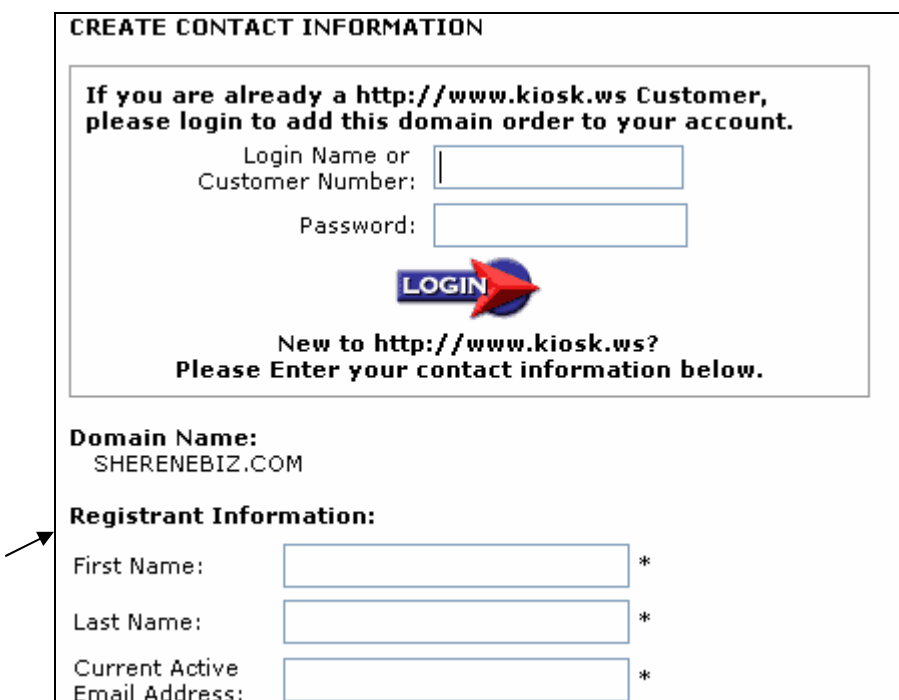


Select the domain(s) you wish to make private!

	Standard/ Public	Make It Private ("Unlisted")
SHERENEBIZ.COM	<input checked="" type="radio"/>	<input type="radio"/>

CONTINUE

Choose 'Standard/ Public and click '**CONTINUE**'. You'll then see the page below.



CREATE CONTACT INFORMATION

If you are already a <http://www.kiosk.ws> Customer, please login to add this domain order to your account.

Login Name or Customer Number:

Password:

LOGIN

New to <http://www.kiosk.ws>? Please Enter your contact information below.

Domain Name:
SHERENEBIZ.COM

Registrant Information:

First Name: *

Last Name: *

Current Active Email Address: *

Ignore the first section of this page, if you're not yet a wwkiiosk member.

You'll need to fill in your details under '**Registrant Information**'.

Other State:

Zip: *


Country: *

Phone: *

Fax:

An important message about domain registration:
 Failure to provide accurate, verifiable registrant information will prevent you from transferring registration of your domain name and may result in its cancellation. The information you enter above MUST be actual contact information. We reserve the right to cancel any domain name that is registered with fictional contact information.

☐ By checking this box you certify that the Company Name specified above is the legal registrant of this domain name.

CONTINUE 

After inserting all you details you'll need to '**check**' the box at the bottom of the page.
 Then click '**CONTINUE**'.

REGISTER A DOMAIN NAME ...

CREATE CONTACT INFORMATION

If you are already a <http://www.kiosk.ws> Customer, please login to add this domain order to your account.

Login Name or Customer Number:

Password:

LOGIN 

New to <http://www.kiosk.ws>? Please Enter your contact information below.

Domain Name:
 SHERENEBIZ.COM

[Edit Registrant](#)
 Sherene Choo CHL Management Services

An important message about domain registration:

Failure to provide accurate, verifiable registrant information will prevent you from transferring registration of your domain name and may result in its cancellation. The information you enter above **MUST** be actual contact information. We reserve the right to cancel any domain name that is registered with fictional contact information.

CONTINUE 

Check to ensure that all your details are correct.
Scroll down to the bottom and click '**CONTINUE**'.

You will then see this page.

YOUR HOSTING/DNS INFORMATION

Please enter the hosting or other DNS information for this domain name.

Domain Name:

SHERENEBIZ.COM

- ☒ I will be **using http://www.kiosk.ws as my hosting provider** for these domains (hosting accounts must be set up separately).
- ☐ I would like to **forward this domain** name to another website – just \$19.95!
- ☐ I would like to **forward AND mask** them to another website -- \$34.90!
- ☐ These domains will not be hosted, or I don't have a hosting provider yet. I'll **park them** here for free.
- ☐ **I'm hosting with another ISP.** I will change my name server information after I purchase my domain(s).

CONTINUE 

If you are using wwkiosk for your hosting, check the first item on the list. Ignore all the rest unless you wish to pay for the other features. Then click '**CONTINUE**'.

Name Servers:
This domain will be hosted at http://www.kiosk.ws.


Renewal Options:

☒ **Automatically Renew** my domain name(s) upon its expiration date. It's secure, convenient and effectively prevents it from expiring.

☐ **Renew Manually** -- selecting this option means that it is my responsibility to ensure that my domain registration(s) is renewed. (Notifications are emailed prior to the expiration date of a domain.)

License Agreement:

☒ I have read the registration agreement and agree to its terms.

CONTINUE 

I would suggest that you check '**Automatically Renew**'. This will enable your domain name to be renewed automatically. Checkmark that you agree to the 'License Agreement' and click '**CONTINUE**'.


On the next page just click '**CONTINUE**'.

REGISTER A DOMAIN NAME ...

IMPORTANT: Please verify your order. If correct, select **Continue** to add the listed items to your shopping cart and check out. If incorrect, click on the appropriate Step to the left and make corrections.

Your Order:

1 Domain Name Registration

CONTINUE 

You will then see this page.

Add these domain essentials!
 Get maximum value for your domain name by putting it to work for you, right now.
 Here's what our savvy buyers add to their purchases!

Monitor, backorder and power-grab ANY domain name

Secure a domain the INSTANT it expires!
 If a name you want is already registered, you can still own it! Backorder the names you want most with DomainAlert Pro/Backordering!

Select Qty: **DomainAlert Pro/Backordering -- \$18.95 each**

PROCEED TO CHECKOUT

Ignore everything unless you wish to pay for all the other additional features.

Just click '**Proceed to Checkout**'.

Again on the next page, ignore everything else, unless you wish to pay for the additional features. Click '**No Thanks**'.

Checkout Special!

Block pop-ups, erase your Internet history and much more!
Just \$14.95 with your order!

ADD TO CART
[No, thanks](#)

You'll see this on the next page.

To change an item's quantity, edit the number and press "Update Cart".

<u>Name</u>	<u>Unit Price</u>	<u>Today's Price</u>	<u>Qty</u>	<u>Extra Disc.</u>	<u>Total Price</u>
.COM Domain Name Registration - 1 Year http://www.kiosk.ws Domain: SHERENEBIZ.COM	\$14.95 recurring	\$14.95	1	\$.00	\$14.95

Subtotal (US Dollars): \$14.95

UPDATE CART **EMPTY CART** **SHOP MORE** **CHECK OUT**

Click '**Check Out**'.

Email format preference:

☐ HTML

☒ Plain text

NOTE:

- We will never - under any circumstance - rent, sell, exchange or in any way make your information available to third parties, unless legally required to do so.
- ICANN does require that you receive one email per year to verify and update your contact information.
- Also, confirmation emails for ordering, domain name registrations and transfers, along with instructional email to activate services will still be sent to you.

[Our Privacy Policy](#)

CONTINUE WITH CHECK OUT

Click '**Continue with Check Out**'.

This will bring you to this screen.

key in the

iosk.ws
picture it
ch are
tering our
our order,

Access Code: 185072

Please Enter the Access Code:

VERIFY CODE

Just enter the access code given and click '**Verify Code**'.

Select Payment Method

☒ **Pay by Credit Card**

Name On Card: *

Card Number: *

Type: VISA *

Expiration Date: Nov 2003 *

If this is a corporate purchasing or business card please enter your Customer Accounting Code:

☐ **Pay by Check**

Must be in US dollars, drawn on a US bank, and b

Routing #: *

Account #: *

Account Type: ☒ Business:

☐ Personal:

Driver's License:

Leave empty

In this example we are going to use the Credit Card payment option.
Fill in your credit card details.

Leave the last 'box' empty unless you have a corporate credit card.

Scroll down to the bottom of the page and you will see this screen.

To finalize this order please click "Complete Purchase" below.

<u>Item #</u>	<u>Name</u>	<u>Qty</u>	<u>Total Price</u>
250001-1-631	.COM Domain Name Registration - 1 Year	1	\$14.95
Subtotal:			\$14.95
Shipping and Handling:			\$0.00
Tax:			\$0.00
Total:			\$14.95

The following process may take a few moments. Please click on the purchase button only once. Clicking on the purchase button more than once may result in multiple charges.

COMPLETE YOUR PURCHASE

Click '**Complete your Purchase**'.

Thank you for shopping with us!

Customer Number
2175564

Order Number
8722108

Email Address
sherenemmm

Managing Your Product & Services

To manage the items you've purchased, [click here](#) now; or, click the "Manage My Account" button located at the top of this page.

REMINDER

- To manage domain forwarding, parked pages, or other services (as well as reviewing your contact information and order history), use your customer number of **2175564** along with your password.

Congratulation!! You have just registered your first domain name successfully.

3. Step 2: HOSTING YOUR ACCOUNT

After creating your web site you'll need to host your domain name and web site. There are many hosting companies around and the prices are very competitive. It will cost between UD\$6.00 to US\$30.00 per month, depending on the features.

In this illustration I'm going to use **WWKiosk** as an example.
Go to:

<http://www.wwkiosk.com>



Click on '**Join for \$1.00**'.

The top of the screen will look like this.

Create Account

Date : Aug 27 2004
IP Address : 219.95.58.233
Referred by : No sponsor

I to the [terms and conditions](#)

Full Name :

Email :

Website you will be hosting with us http:// :

Choose Package type :

Use the drop down menu and set it to '**Agree**' to the terms and conditions.

Enter your name and email address.

If you have your domain name that you would like to host, enter it. If you do not have it at the moment, just leave it blank.
Here is the bottom part of the screen.

Create Login Info
The username and password must be between 4 and 20 characters long and consist of only letters and numbers.

Username :

Password :

Verify Password :

Payment Information
The information below is optional, but you will not receive payment unless we have a valid name and address.

Street Address, line 1 :

Street Address, line 2 :

City :

State :

Zip :

Country :

Company name :

Site Name :

Phone :

Fax :

Tax ID Optional :

Name on check: if this is preferred
for commission payments :

Paypal email for commission
payments :

Click here to create account

Fill in the rest of the form and click, '**Click Here to Create Account**' on completion.
Make sure that you record your user name and password for future reference.

You will be presented with the following screen.

To pay securely for your one dollar 2 week trial or your full membership by credit card

[click here](#)

To pay securely for your one dollar 2 week trial or your full membership by paypal

[click here](#)

To pay securely for your full membership by stormpay

[click here](#)

Please note that in order to cover our paypal services there is an additional 45 cents charge per month if you choose to

In this illustration I'll use option 1, and pay via credit card. Click on, '**Click Here**'.

WEB HOSTING ACCOUNT, FFA PAGE, SAFELIST CREATION AND CREDIT CARD PAYMENT INFORMATION

Contact Information: All fields are required

Full Name:

Street Address:

City:

State:

Zip Code:

Country:

Phone Number:

Email Address:

You'll need to fill in your credit card details.
Here is the bottom section of the page.

Billing Information: All fields are required

Name as it Appears on Credit Card:

Credit Card Number:

Expiration Date: /

Billing Method:

Account Plan: **Please choose your account plan carefully.**

One Dollar 2 week trial
Limited Time Bronze \$59.50 per year
Silver Membership \$18.95 per month
Platinum Membership \$24.95 per month
Yearly Silver membership \$179.40 save \$60.00
Yearly Platinum Package \$239.40 save \$70.00

IF YOU DO NOT WISH TO HOST BLANK ☐

Domain Name:

For the Account Plan, choose from the drop down menu. I'll suggest that you go for the '**Silver Membership**' of **\$18.95 per month** at the moment. You can upgrade or change your membership later.

Once all the details have been entered Click, '**Activate My Account**' at the bottom of the page.

That's it...Congratulation !!! You have opened your account with wwKiosk. Please look thro' your member's area and review all the features available to you.

There are two more things that you'll need to do.

1. Point your DNS (Domain Name Server) to wwKiosk.

The DNS for wwKiosk are:

ns1.wwKiosk.com
ns2.wwKiosk.com

Here is how to do it.

Go to:

<http://www.wwKiosk.com/docs/members.html>

The above URL will take you to this page.



Next, click on '**Domain Registration**'.

You'll be presented with this page.

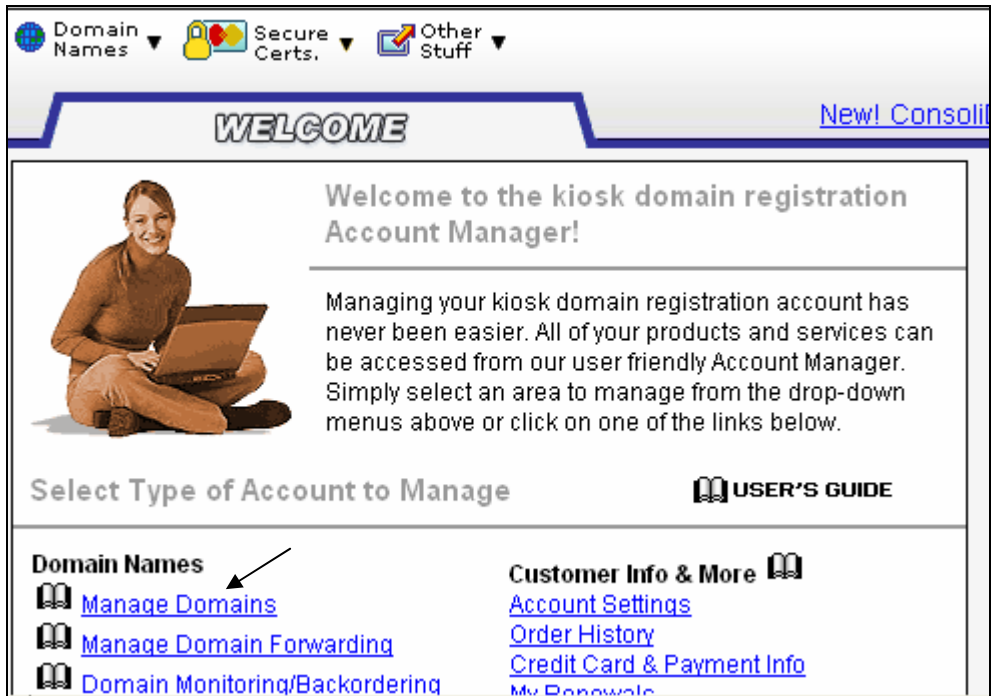


On the right hand side, use the drop down menu and click on '**login**'.

Next you'll see this screen.

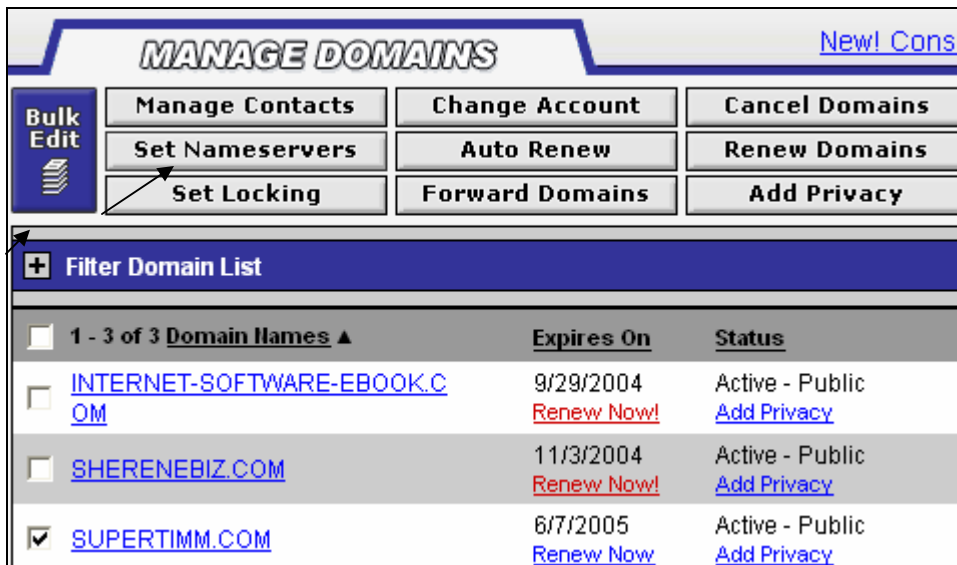
A screenshot of a login form. The form has a title 'Login:' in a black box. Below the title, there is a text prompt: 'If you are a returning shopper, please provide your login name or customer number and your account password.' There are two input fields: 'Login Name or Customer Number:' and 'Password:'. Below the input fields is a button labeled 'LOGIN'.

Enter the user name and the password you chose when you registered your domain name.
Then click '**LOGIN**'.



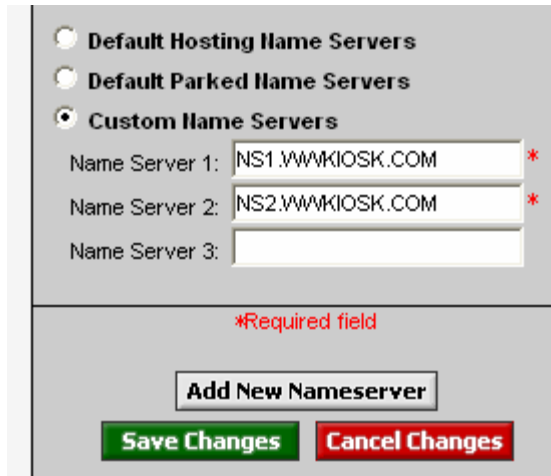
Next, click on '**Manage Domains**'.

You'll see this screen.



Check mark on the domain name you wish to change the DNS setting. In this illustration I checked on supertimm.com

Then Click on '**Set Nameservers**'.



☐ Default Hosting Name Servers

☐ Default Parked Name Servers

☒ Custom Name Servers

Name Server 1: NS1.WWKIOSK.COM *

Name Server 2: NS2.WWKIOSK.COM *

Name Server 3:

*Required field

Add New Nameserver

Save Changes Cancel Changes

Enter the wwkiosk domain name server address as shown above.

Name Server 1: NS1.WWKIOSK.COM

Name Server 2: NS2.WWKIOSK.COM

Note: Once you enter the first one, the second one will automatically appear.

The last step is to click '**Save Changes**'. That's it!! You have changed your DNS setting to wwkiosk server. You need to wait for about 48 hours for the change to take effect.

2. The next thing you'll need to do is to inform wwkiosk to set up your hosting account for you. Please remember to use the online support in your kiosk member area. See Step 7, 'Getting Support'. Let them know:

- Your Kiosk User name
- Your domain name
- You have pointed your DNS to - NS1.WWKIOSK.COM and NS2.WWKIOSK.COM

Once they have set up your hosting account they'll email you with the relevant details which will include the User Name and the Password to access the server. You'll need this information to upload your files and web site to the wwkiosk server.

4. Step 3: FTP (File Transfer Protocol)

After creating your web site you'll need to upload the files to your server. Remember that your web site home page will have to be named '**index**'. It could be index.html or index.htm . You'll also need to upload any graphics that are on your web site to the server. These graphics could be in gif, jpg or other format.

You'll need a FTP software to do the uploading. There are many FTP softwares available. For the purpose of our illustration we are going to use a FREE Version – WS_FTP LE. This version had been discontinued but for the purpose of this illustration you can download it here:

http://www.xtimm.com/ws_ftple.exe

OR you can purchase the latest versions here:

<http://www.ftpplanet.com/download.htm>

Before downloading you'll be prompted where you'll like to save it to? Choose any folder in your computer. Remember where you save it to!

You'll need to install it to your computer. Search in the folder you save the WS_FTP LE to. You'll see the icon below. To install to your computer, just double click on the icon and follow the instructions.

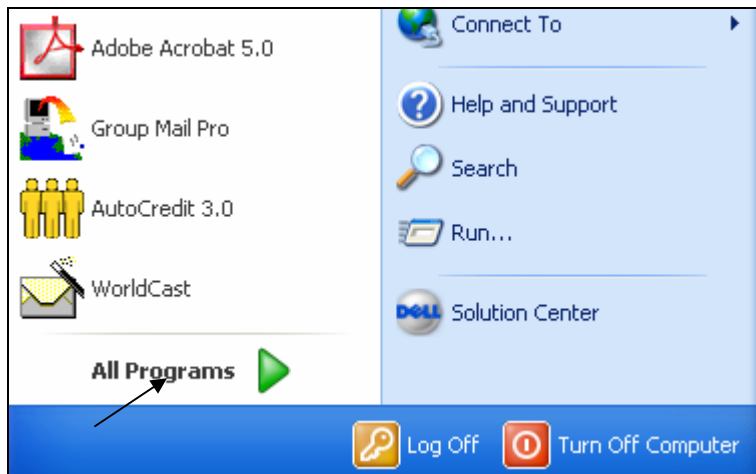


Once you install WS_FTP LE it will appear in your '**start menu**'.

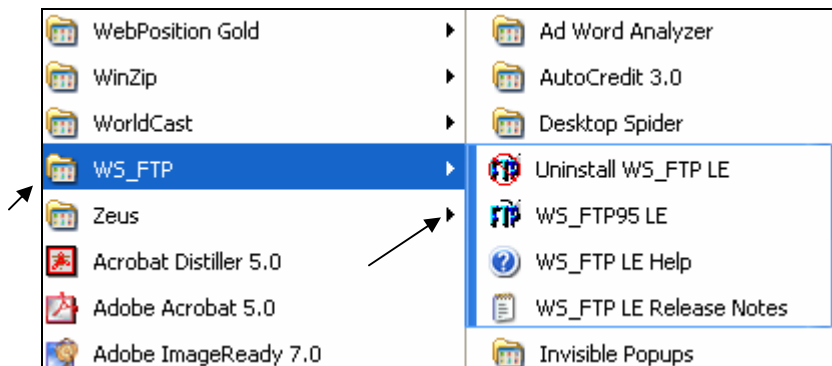
Click on '**START**' at the bottom left hand corner of your computer screen.



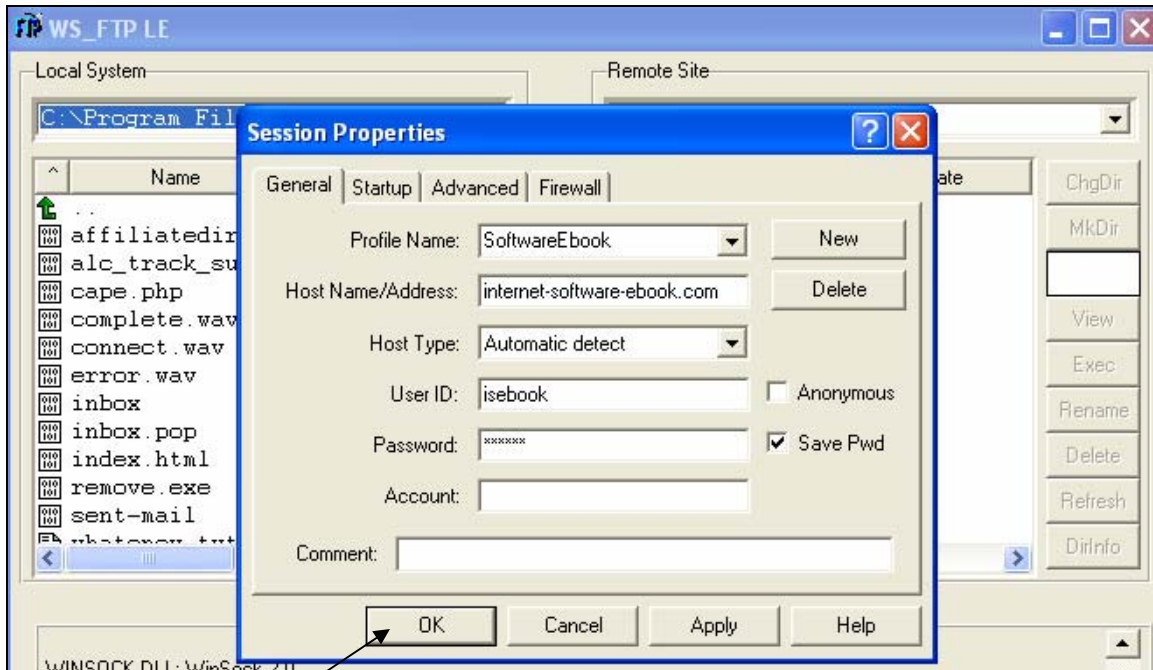
You'll then be presented with this screen.



POINT at '*All Programs*' and scroll to WS_FTP.



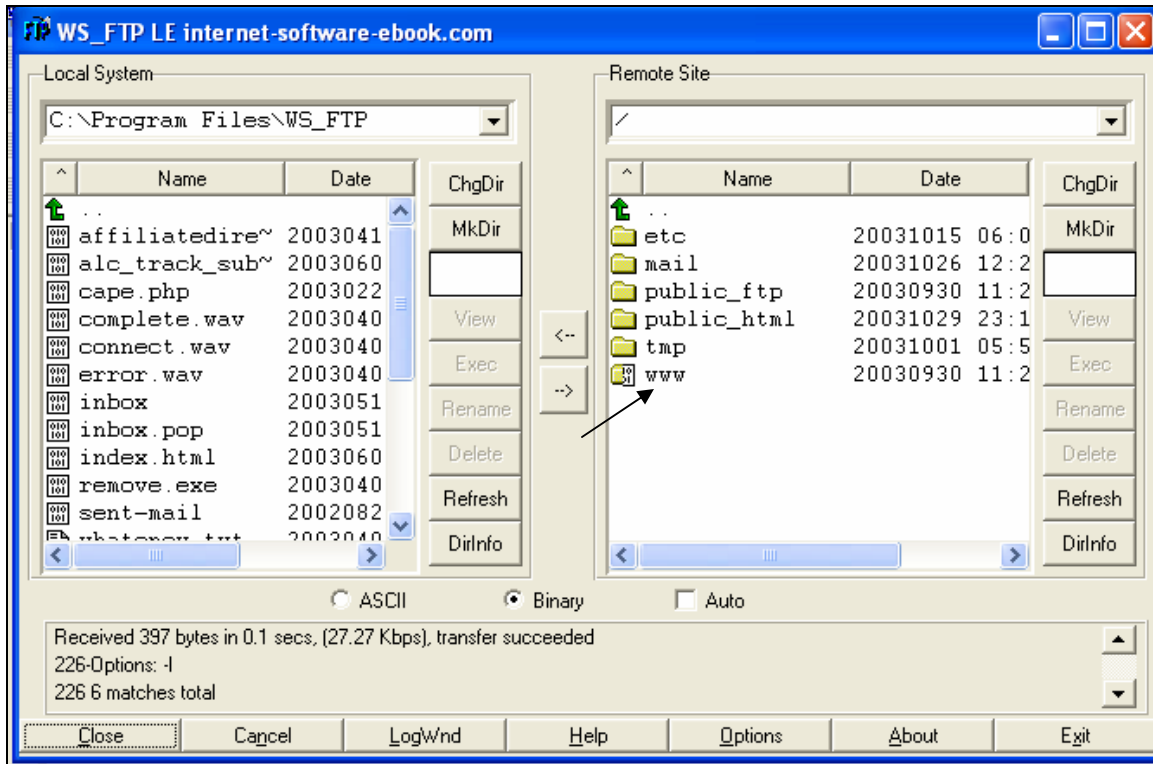
POINT at WS_FTP and Click **on 'WS_FTP95 LE'**. Mine is '95' but yours could be another version.
After clicking on '**WS_FTP95 LE**' you'll see this screen.



Here are the details you'll need to fill in.

- Profile Name: Any name you choose.
- Host Name/Address: enter your domain name. In the illustration the domain name is internet-software-ebook.com . Please note that there is **NO** www. in front.
- Host Type: set to 'Automatic Detect'.
- User ID: this will be given by your hosting company.
- Password: this will be given by your hosting company.
- Check mark 'Save Pwd'.

Then Click '**OK**'.



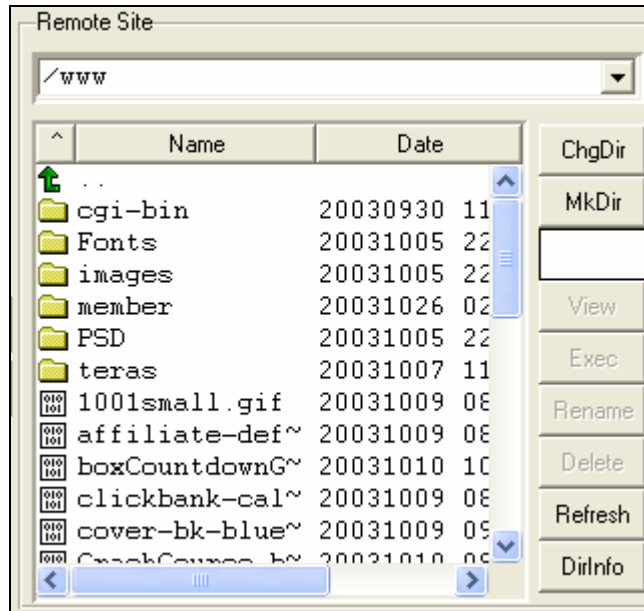
The screen is divided into 2 parts:

1. **Local System.** This is the contents of your computer disk.
2. **Remote Site.** This is the contents of your server.

To upload you'll need to transfer the relevant files from the Local System to the Remote Site. Here is how you are going to do it.

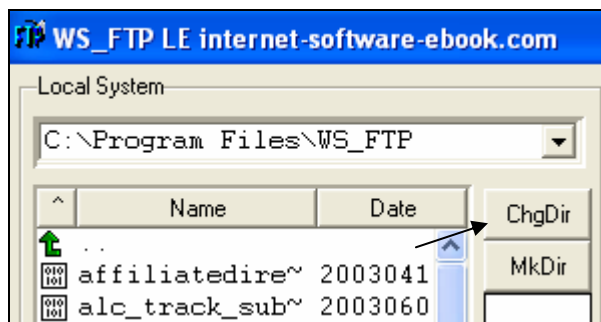
In the Remote Site – double click on the folder '**www**'.

This will bring you to the screen below.

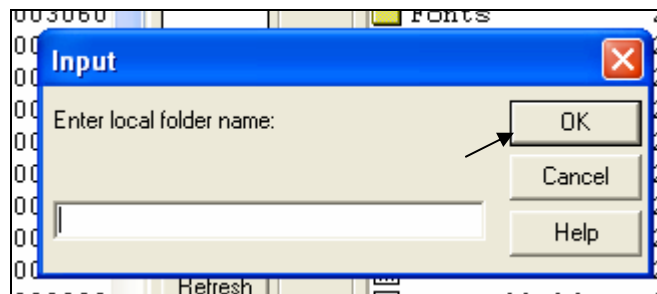


These will show you all the **files and folders on your server**.

Now you'll need to locate the file in your '**Local System**' that you'll like to upload to the server (Remote Site). You can do this by clicking on '**ChgDir**' in the 'Local System' section.



You'll be presented with this screen.

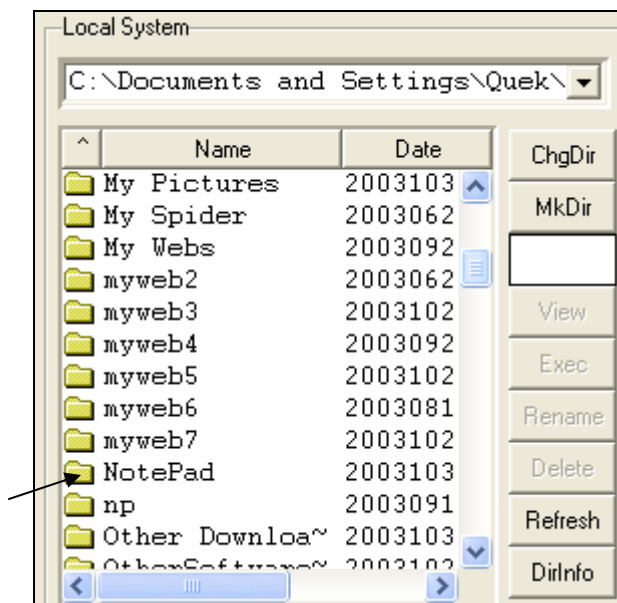


Enter the location of the folder where the files (to be uploaded) are located.

It will look something like this:

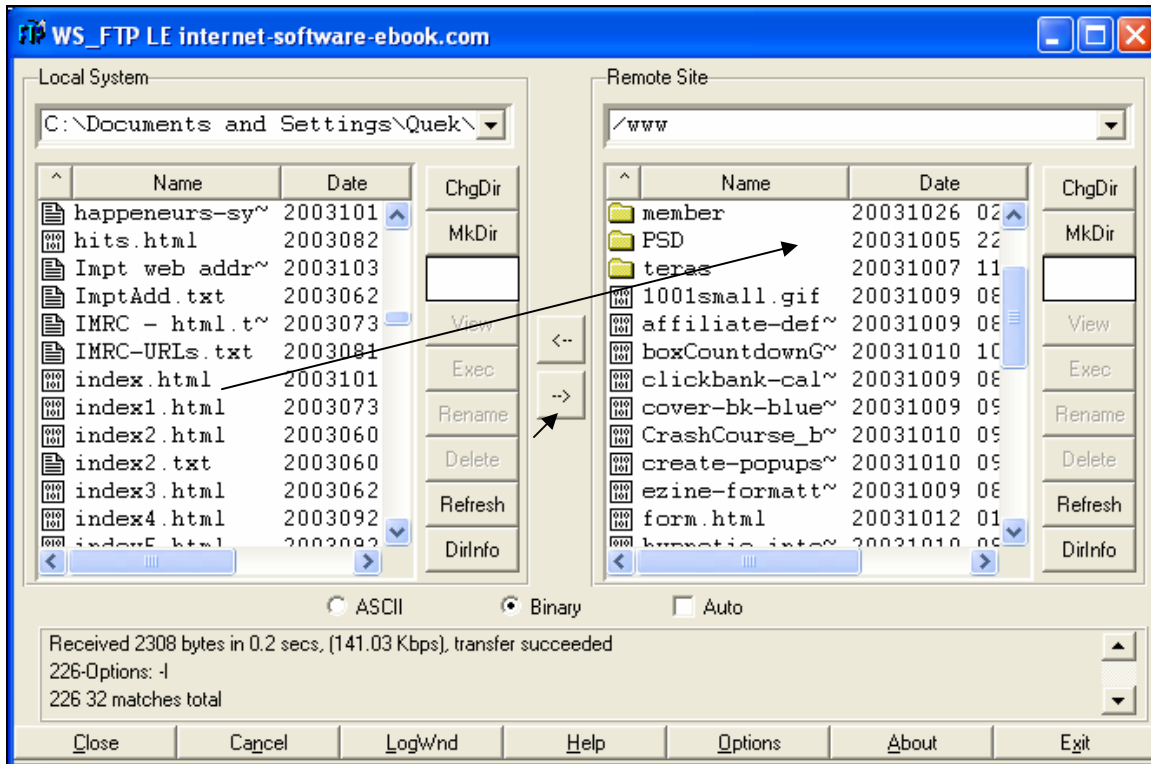
C:\Documents and Settings\Quek\My Documents

Then click '**OK**'. You'll then be presented with the contents of the files or folders in your hard disk.



If your file is in '**NotePad**' just double click on it.

This will bring you to the next screen.



Let's say your web site home page is ***index.html*** – just point your cursor on it and ***left click*** on it (hold on to it and don't let go). Drag it to any empty space on the right hand side, ie the ***Remote Site*** (your server) and then 'let go'. Alternatively, highlight the file (index.html) and click on the arrow pointing to the remote site. That will transfer the file from the Local System to the Remote Site. That's it!! You have succeeded in doing an FTP to your server.

Just remember to set the option to '***Binary***' mode.

5. Step 4: FFA (Free for All Sites)

We are going to learn how to use the FFA.

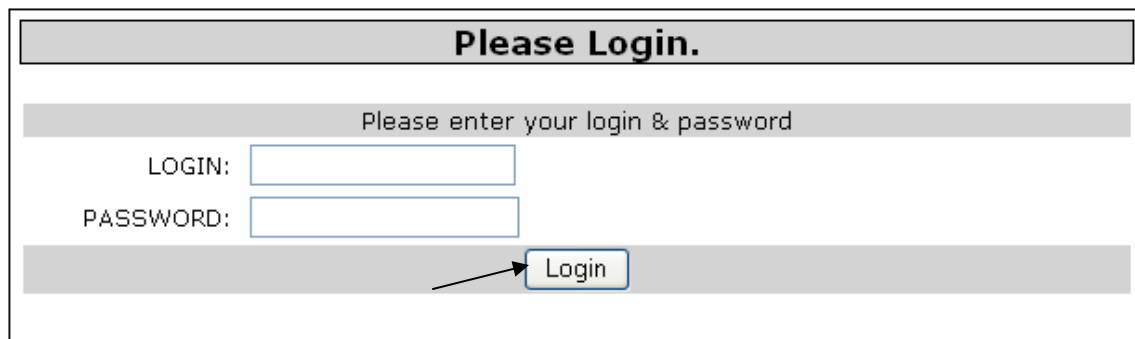
If you are not yet a wwkiiosk member, you can join here:

<http://www.wwkiiosk.com>

If you're a wwkiiosk member, let's login into your member area.

Click: <http://www.wwkiiosk.com/docs/members.html>

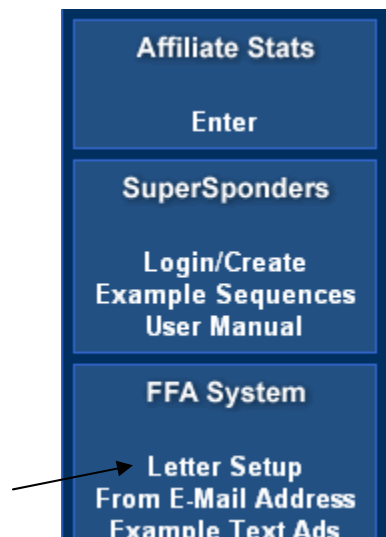
Click on, 'Members Login'



The image shows a login form with a grey header bar containing the text "Please Login.". Below the header is a light grey bar with the text "Please enter your login & password". Underneath, there are two input fields: "LOGIN:" followed by a text box, and "PASSWORD:" followed by a text box. At the bottom right of the form is a button labeled "Login". An arrow points to the "Login" button.

Fill in your user name and password and click '**Login**'.

On the left hand side of the next page you'll see this screen.



Under the heading 'FFA', click on '**Letter Setup**'.

This will bring you to the next page.

Edit your Kiosk.ws FFA E-mails

You can edit / change your ad copy here anytime you wish. No HTML format email is allowed on this mailer, it will not work.

Your ad will go out to your **daily emails** through our servers on the **delay date** you set here.

Set Your Delay:

Current Setting 2 ▼

You can set a delay from 1 to 60 days

Set your delays

This is the '**number of days**' from the day the prospects posted their ads to your FFA site. Choosing '2' means that, your message will be sent to those prospects who posted their ads 2 days ago. It will be advisable **NOT** to send your message immediately. This is because most people will be sending their messages to the same prospects at the same time.

However, do not leave it too long because they may have forgotten that they posted their ad to your FFA site and may blame you for Spamming.

My advice is to set it between 3 to 10 days. Use the drop down menu to make your choice.

Note: When prospects post their ad to your FFA site, you are allowed to send a confirmation message to them. This is not considered as Spamming.

Scroll down and you'll be able to write your message.

Subject line for your ad : (100 characters including space)
Subject line is crucial to get your ad noticed. Choose a subject related to your product but try to make it interesting enough for people to open your email ad. Giving something away for free always works well for us.

Ad Copy ** : (permitted 60 lines, 90 characters per line. [CLICK HERE](#) to auto format your ad.)

Enter your 'Subject Line' and type in your message.

Note: Please make sure that the URL in the message is correct. Test it by copying and pasting the URL to your browser and accessing it on the Internet.

Sales letter : Your sales letter is the most important piece of information when trying to created a sale.
Your ad should be well written, clean and to the point. The main idea is to get your prospect back to your web site. Make sure however, that your web site is set up properly to maximize sales potential. We only allow "text based" emails and do not support "HTML based" emails.

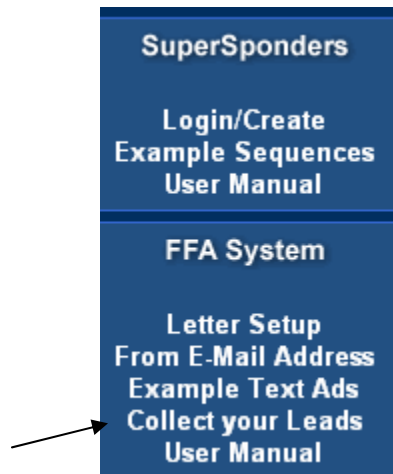
Once you are happy with your message, click '**Save your Ad**'.

That's all the steps to set up your message. Your message will be automatically delivered to the 'list' at the setting (interval of days) that you chose.

You can change the above setting, subject line and text message whenever you like. Just remember to click '**Save your Ad**' after the change.

Collect Leads

For those who wish to send messages on their own you can arrange to collect the leads.



Click on '**Collect your Leads**'.

You'll see this page.

Download your Kiosk.ws Collected Leads

To download your leads choose the number of days delay you want them for, choose the delimiter and click Get Your Leads. You can then copy your leads into your favorite bulk mailer. If you do not have one you can get a great mailer at <http://www.infacta.com> Remember, if you do not want to mail the leads yourself use our servers by clicking on "FFA letter set up"

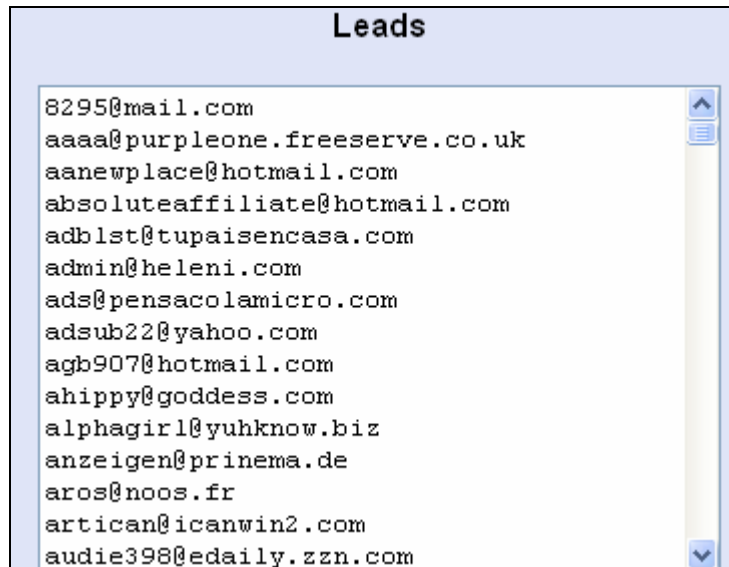
Delay: Choose your Delimiter:

Set your delay from the drop down menu. Again remember to set it between 3 to 10 days.

Leave the 'Delimiter' as it is – 'Comma'.

Click '**Get Your Leads**'.

Here are your leads.



Copy and paste the leads to your Note Pad.

Use any Group Mail software to send your message out manually. If you would like to check out, I would recommend INFAC TA.



CLICK on the logo to visit the web site.

Note: Remember to include a disclaimer at the top of your email message.

Here is an example you could use.

```
= = = = =  
"Thanks for posting to my FFA page at  
http://www.wwkiosk.com/members/xxxxxxx/ffalinks.html"  
= = = = =
```

Replace the xxxxxxx with your wwki osk User Name.

That's all you need to know about setting up your FFA.

6. Step 5: Safelist

In this session we are going to learn how to set up your wwkiosk safelist on 'Auto Email Mode'.

If you are not yet a wwkiosk member, you can join here:

<http://www.wwkiosk.com>

To begin -

Click here: <http://safelist.kiosk.ws/members/index.cgi>

This will bring you to this page.

The screenshot shows a web page with a yellow header bar. The header bar contains the text "Current Member Count 8393" and "View Category Count Advertising 4397 Members" with a dropdown arrow. Below this, it says "Total of Categories 39912". A yellow banner below the header reads "It's Time To Make REAL MONEY On The Internet!". On the left side, there is a red-bordered box containing the text "Join Kiosk.ws Safelist for free and start increasing sales and traffic now - Signup for FREE". Below this box, there is text that reads "Create the most highly targeted lists of your best sales leads ...so you can increase your income, sales and traffic while reducing your marketing expense." On the right side, there is a yellow box titled "Login Here" containing a "Username:" field, a "Password:" field, and a "Login" button. An arrow points to the "Login" button.

Enter your wwkiosk User Name and Password and click '**Login**'.

On the next page, scroll to the screen below.

Current Vacation Mode is
On ☒ **Off** ☐

Switch Vacation Mode

Current E-mail Mode is
AutoEmail ☒ **One Click Email** ☐

Switch Email Mode

Set the mode as shown above. Remember to click '**Switch Vacation Mode**' and the '**Switch Email Mode**' to update.

Scroll down to where you can see the screen below.

Track your ads
Here you can Add, Edit or View Stats for tracking Urls.

Edit Your E-mail Message
This is for the Automatic e-mail

E-mail Members
Here you can e-mail Members by Category.

Click on '**Edit Your E-mail Message**'.

On the next page you'll see this screen.

Choose Category to send this message to

** : Current Setting Affiliate_Programs ▼

Subject line for your ad ** :

Ad Copy ** : (1500 characters or less)

From the drop down menu choose the categories you wish to send your message to.

Enter your subject line and write your text message. Remember to test your URL to make sure that it is entered correctly.

Click '**Edit your Ad**' when you have completed the above steps. Every time you make any changes you'll need to click 'Edit Your Ad'.

Scroll down further and you'll see a similar screen as above. You are allowed to place 2 different ads. Therefore, enter your details following the same steps above.

If you have **only ONE ad**, enter the same one. Remember to click '**Edit your Ad**' when finished.

That's it! You have successfully set up your safelist on Auto Email Mode. Your messages will be sent out to the safelist automatically every 48 hours. Your 2 ads will also be rotated automatically.

7. Step 6: Autoresponder

In this session we are going to learn how to set up your autoresponder. For illustration purposes I'm going to use the autoresponder at WWKiosk.

I'm assuming that you are a wwkiosk member. If you would like to join, here is the URL:

<http://www.wwkiosk.com>

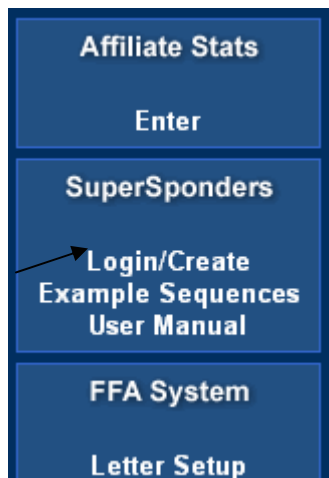
If you're already a member let's login into your member area. Click on:

<http://www.wwkiosk.com/docs/members.html>

Click on 'Member Login'

Enter your User Name and Password and click '**Login**'.

Look at the left hand side of the screen and you'll see the menu below.

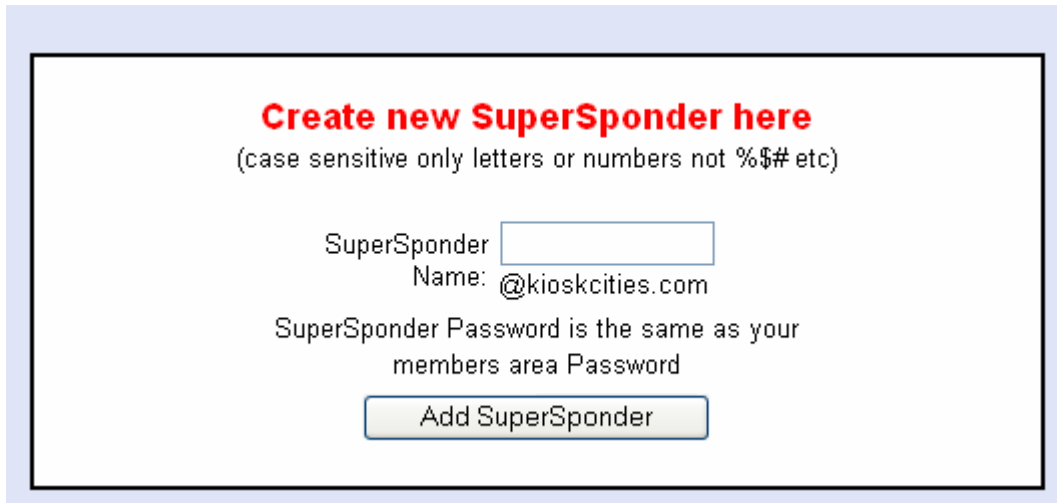


Under 'SuperSponder', click on '**Login/Create**'.

You will be presented with the next page.

If this is your first time here, you'll need to set up your autoresponder.

Scroll down to the bottom and you'll see this menu.

A screenshot of a web form titled "Create new SuperSponder here" in red text. Below the title is a note in parentheses: "(case sensitive only letters or numbers not %\$# etc)". The form contains a text input field for the "SuperSponder" name, followed by the text "Name: @kioskcities.com". Below this is a note: "SuperSponder Password is the same as your members area Password". At the bottom of the form is a button labeled "Add SuperSponder".

Create new SuperSponder here
(case sensitive only letters or numbers not %\$# etc)

SuperSponder
Name: @kioskcities.com

SuperSponder Password is the same as your
members area Password

Creating your first autoresponder

Choose a name for your autoresponder. If you enter '**hero**', then your autoresponder email address will be:

hero@kioskcities.com

After entering your autoresponder name, click '**Add Supersponder**'. That's it!! You have created your first autoresponder account. You'll receive an email from wwkiosk confirming that your autoresponder has been set up.

Now we are going to configure our autoresponder. Login, into your wwkiosk member area again. Follow the same steps as outlined above.

Under SuperSponder, click on '**Login/Create**'.

You will see this page.

Login For SuperSponders created **BEFORE Jan 6th 2003**

SuperSponder Name: @kiosk.ws

SuperSponder Password:

Login For SuperSponders created **Between Jan 6th 2003 and July 8th 2003**

SuperSponder Name: @freesupersponder.com

SuperSponder Password:

These 2 supersponders - @kiosk.ws and @freesupersponders were hosted on the older servers. You have set yours up on the **new server**, ie **@kioskcities.com**

Scroll down to the bottom and you'll see it.



Login For SuperSponders created **AFTER July 8th 2003**

SuperSponder Name: @kioskcities.ws

SuperSponder Password:

Now enter the **User Name** you chose, when you set the autoresponder up. In the above example we use **'hero'**. Enter your **Password** – this is the same password that you used to login into your wwkiosk member area. Then click **'Login'**.



This is how your autoresponder admin menu will look like.

 Autoresponder Owner Admin Menu	
Choose an option below to continue or click on  for help Quick Stats: Signups last 24 hours: 1, last 7 days: 29	
To setup your account, do these functions now! <ol style="list-style-type: none"> 1. Setup / Edit Autoresponder Message Sequence 2. Set *From:* E-Mail Parameters 3. Set-up Thank you page 4. Edit E-Mail Reject Filter 5. Set E-Mail Auto-Remove Choices 	Manage Your List <ul style="list-style-type: none"> Test Message Sequence Manually Add E-Mail Address Delete All Subscribers Edit a Subscriber Resubscribe Personality Settings Manually Send Message to List Manually Delete E-Mail Address Reprocess Archived Contacts


Setting up your messages

Click, on '**Setup / Edit Autoresponder Message Sequence**'.

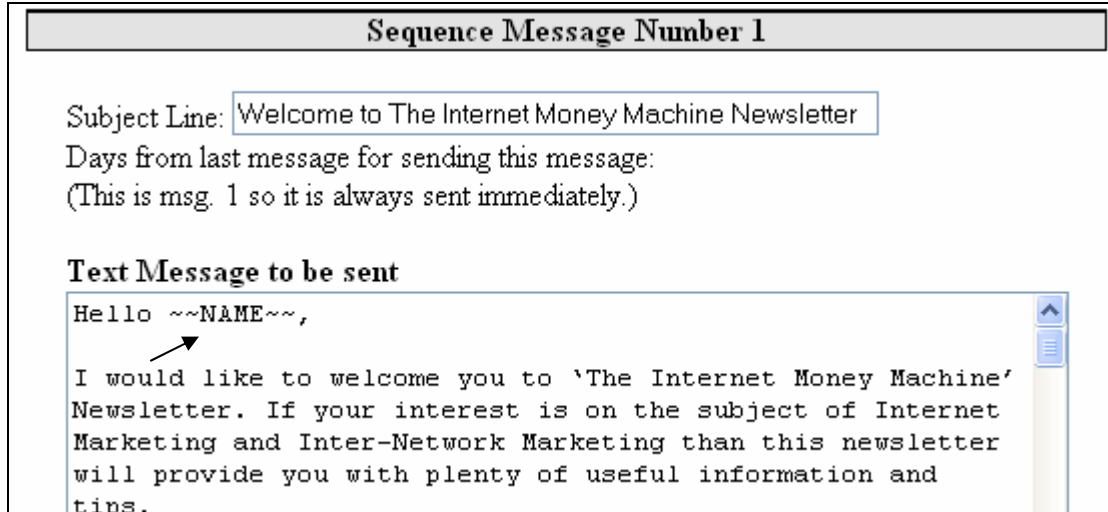
You'll see this screen.

 Please Select Viewing Option
Please choose Messages Per Page <input type="text" value="25"/>  <input type="button" value="Go"/>
Return to Main Menu

Click on '**Go**', and you'll see the screen below.

 Modify / Edit Message Parameters
<p>Modify the Message Sequence that will be sent to your customers. Please input the subject that appears in the subject field of the emails that are generated, the message to be sent to customers and the time delay from the last message (in days) to send out the new message. You can choose a Text Version, HTML or Both. Entering Both are for people who don't have HTML when receiving email. They will receive the text version instead.</p> <p>Personalize your auto-response messages. To insert their name, put: ~NAME~ To insert their email address, put: ~EMAIL~ To insert their mailing address use: ~ADDRESS1~ ; ~CITY~ ; ~STATE~ ;</p>

Scroll down and you'll see this on the screen.



The screenshot shows a web form titled "Sequence Message Number 1". It contains the following fields and text:

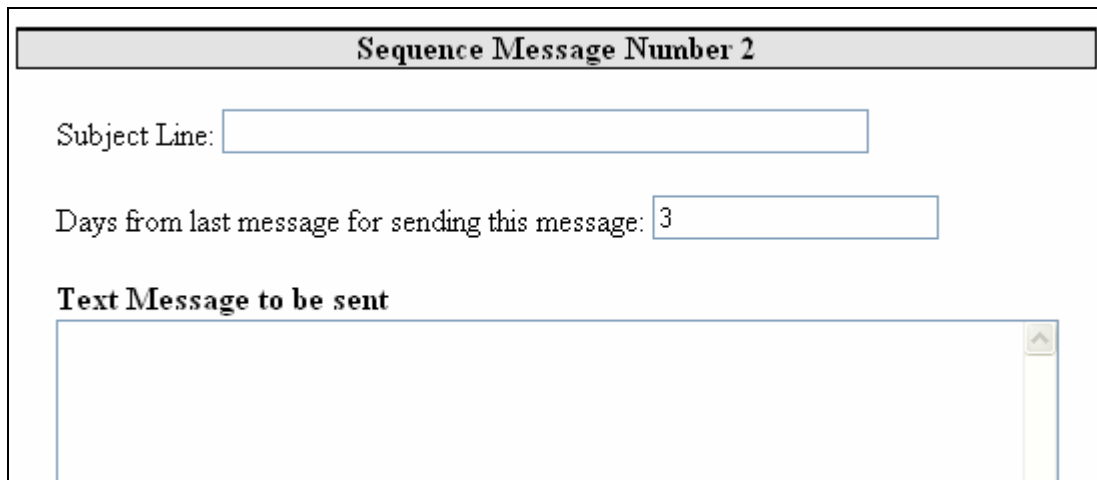
- Subject Line:** A text box containing "Welcome to The Internet Money Machine Newsletter".
- Days from last message for sending this message:** A text box containing "1". Below it, a note says "(This is msg. 1 so it is always sent immediately.)".
- Text Message to be sent:** A large text area containing the following text:
Hello ~~NAME~~,
I would like to welcome you to 'The Internet Money Machine' Newsletter. If your interest is on the subject of Internet Marketing and Inter-Network Marketing than this newsletter will provide you with plenty of useful information and tips.

You'll need to fill in your first message.

Fill in the '**Subject Line**' and the '**Text Message**'. Noticed that I used ~~NAME~~. When you include this in the message it will personalize the message by automatically inserting the recipient's 'First Name'.

Scroll down to set up your next message.

Note: Please ignore the HTML Message unless you are capable to set up your messages in HTML.



The screenshot shows a web form titled "Sequence Message Number 2". It contains the following fields and text:

- Subject Line:** An empty text box.
- Days from last message for sending this message:** A text box containing "3".
- Text Message to be sent:** A large empty text area.

This will be the second message in your autoresponder sequence.

- Fill in the 'Subject Line'.

- Set the 'Days from last message'. In this example I set it to 3 which mean that this message will be automatically sent out 3 days after the first message. You can choose your own setting.
- Write your text. Remember to personalize it using the ~~NAME~~.

Scroll down and set up the other messages. Once you have set up all the messages, scroll to the very bottom of the page and click '**Update Message Sequence**'. You can edit all the messages whenever you like but always remember to click 'Update Message Sequence' after the change.


Congratulation! You have learnt how to set up your text messages.

Now we are going to look at some of the available features of the autoresponder.

Set ***From*** E-Mail Parameters



Click on '**Set *From* E-Mail Parameters**' You will see the screen below.

 **Edit Response (FROM:) E-Mail Parameters**

Modify the E-mail parameters used by the system below. Above each box is a description of its function.

Enter your "FROM" E-Mail address. This is the address that will appear in the from field of the reply messages the system will send out on your behalf. It is recommended that it be different than the autoresponder email address being used by this account.

Enter your email address.

Scroll down the page and you'll see this.

Enter your "FROM" Name. This is the name that will appear in the from field of the messages the system will send out on your behalf.

Enter your "SIGNUP" E-Mail address. This is the address that will be used by the Autoresponder administrator to contact you with periodic updates to the system, etc. It was already entered when you signed up for you autoresponder but is available for edit in case you need to change it.

Enter your **'From Name'**

Enter your **email address**. It can be the same email address as the one you entered above.

Scroll down to the bottom and you'll see this.

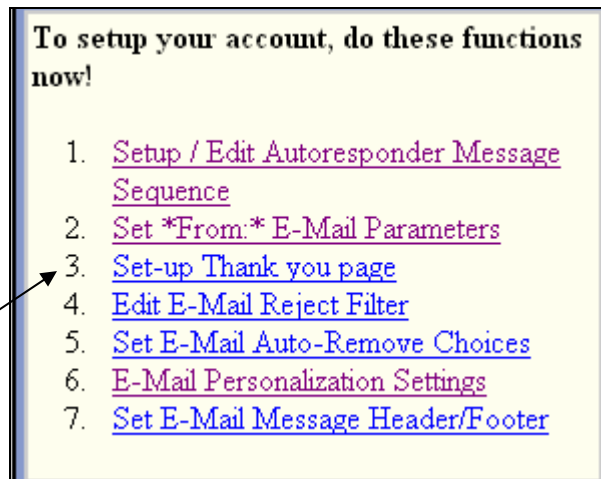
Do you wish to receive a confirmation email to your SIGNUP E-Mail address every time a person signs up for your autoresponder (the default is no)?

Yes ☒ No ☐


Leave it as **'Yes'**. Once all has been completed click **'Update Response E-Mail Address'**.

Thank You Page

We are now going to set the 'Thank You Page'. This will be used when you have a web form on your web site. When someone fills in the form and click 'Subscribe' they will be directed to your 'Thank You Page'. You can set any page as your 'Thank You Page'.



Click on '**Set-up Thank you page**'. This will bring you to this page.

 **Edit Thank You Page Parameters**

Modify the Thank You parameters used by the system below. Above each box is a description of its function. Note that you have the option to use either a redirect link to a page that you created or to allow the system to create the page for you based on the header/footer/message parameters.

Enter your redirect link if you wish to use one. It must be a full url path (i.e. <http://www.yourdomain.com/thankyou.html> as an example.) Also note that the length of the URL is restricted to 80 characters.

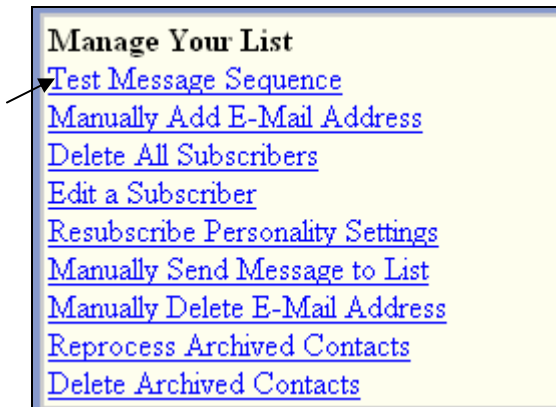
Redirect URL:

Enter the URL of the 'Thank You Page' here.

Scroll down to the bottom of the page (ignore all the rest) and click '**Update Thank You Parameters**'.

Test Message Sequence

We are going to test the messages that were set up earlier.



Now, click on '**Test Message Sequence**'.

Scroll down to the bottom of the page and you'll see this.

Please Enter the Start and End Message Number to receive

Start Message

Last Message

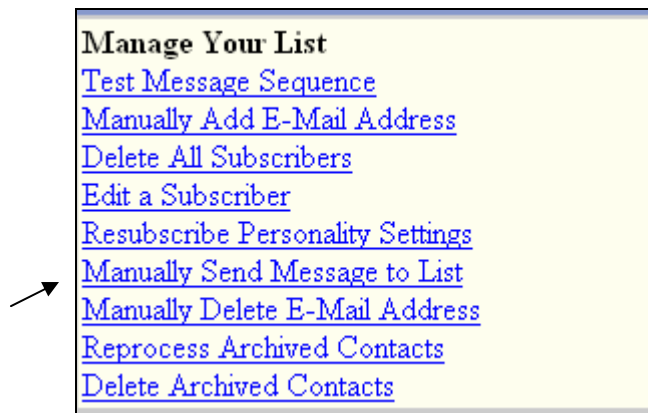
Enter an alternate email to receive the test messages below if you wish.

Alternate Email

Enter '**1**' for the start message. Enter the number of your last message sequence and put in the email address you wish to receive the test messages. Finally click '**Test Messages Now**'. You'll receive all the 'set-up' messages at the above email address.

Manually send message to your list

We are now going to learn how to manually send message to your list.



Click, on '**Manually Send Message to List**'.

A screenshot of a web form titled 'Compose Message To Send To List'. The form has a grey header bar with a question mark icon and the title. Below the header, there is a paragraph of text explaining the function. Then, there are three input fields: a dropdown menu for 'Which group do you wish to contact?' with 'Entire List' selected, a dropdown menu for 'When do you want to send this?' with 'Now' selected, and a button labeled 'Test Now' next to the text 'Do you want to test this now?'.

If you wish to send your message to the **entire list**, leave it as it is. If you want to send you message '**Now**', leave it as it is.

If you wish to test this message by first sending it to yourself, click '**Test Now**'. Of course test it only after you have written your message!

Here is where you will write your 'text' message.

Subject :	
Body :	<p style="color: red; font-size: small;">* Please enter your text message below</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

ization Codes

☒ Include Remove Link
☐ NO Remove Link

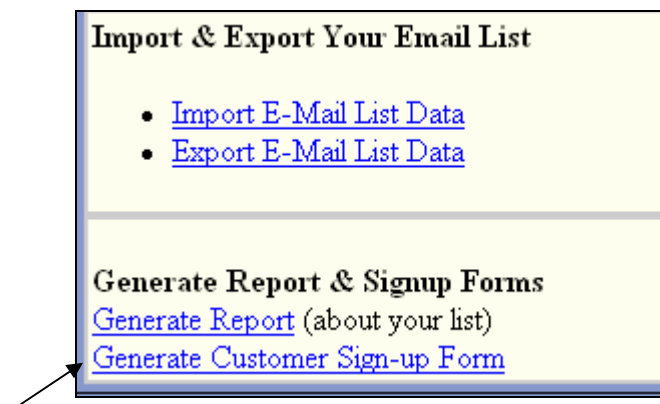
Contact Autoresponder Subscribers

Leave the '**Include Remove Link**' checked.
 Once you are happy with your message, click '**Contact Autoresponder Subscribers**' to send the message to all your subscribers.

Wait until the message is sent to all the subscribers. This will take some time, depending on the number of subscribers on your list.

Generate Customer Sign Up Form

You'll need to put a web form on your web site in order to collect your opt-in-list. This will activate and send out your autoresponder messages.



Click on '**Generate Customer Sign-up Form**'.

You will be presented with this page.

<i>Select the items you wish to appear on your customer form.</i>	
E-Mail	<input checked="" type="checkbox"/> E-Mail is Always Selected.
First Name	<input type="checkbox"/>
Last Name	<input type="checkbox"/>
Address	<input type="checkbox"/>

Checked mark the details that you require on your web form. Note that the E-Mail address is automatically selected. I'll suggest that you checked the 'First Name'. Make it easy for your prospects to fill in the form!

Finally click '**Create Form**' at the bottom of the page.
This is how your web form will look like on your web site.

E-Mail	<input type="text"/>
First Name	<input type="text"/>
<input type="button" value="Subscribe"/>	

At the bottom of the page you'll see the HTML codes for the above form.

```
<form method="post" action="http://freesupersponder.com/cgi-bin/maxuseradmin.cgi" >

<table width="590" border="0" cellpadding=4 cellspacing=1
align="center" bgcolor="#000000">
  <tr>
    <td width="236" valign="top" bgcolor=white>
      <div align="right">E-Mail</div>
    </td>
    <td width="354" valign="top" bgcolor=lightyellow>
      <input type="text" name="email" size="40" maxlength="70">
    </td>
  </tr>
</table>
```

You'll now need to copy the HTML codes and paste it to your web site. Paste it in HTML mode and at the location on your web site that you wish.

These are all the basic steps in setting up your autoresponder. Please test out all the other features at your own convenience.

8. Step 7: Getting Support

Should you need any assistance you could send a support request to WWKiosk in your member area.

Go to your member login page:

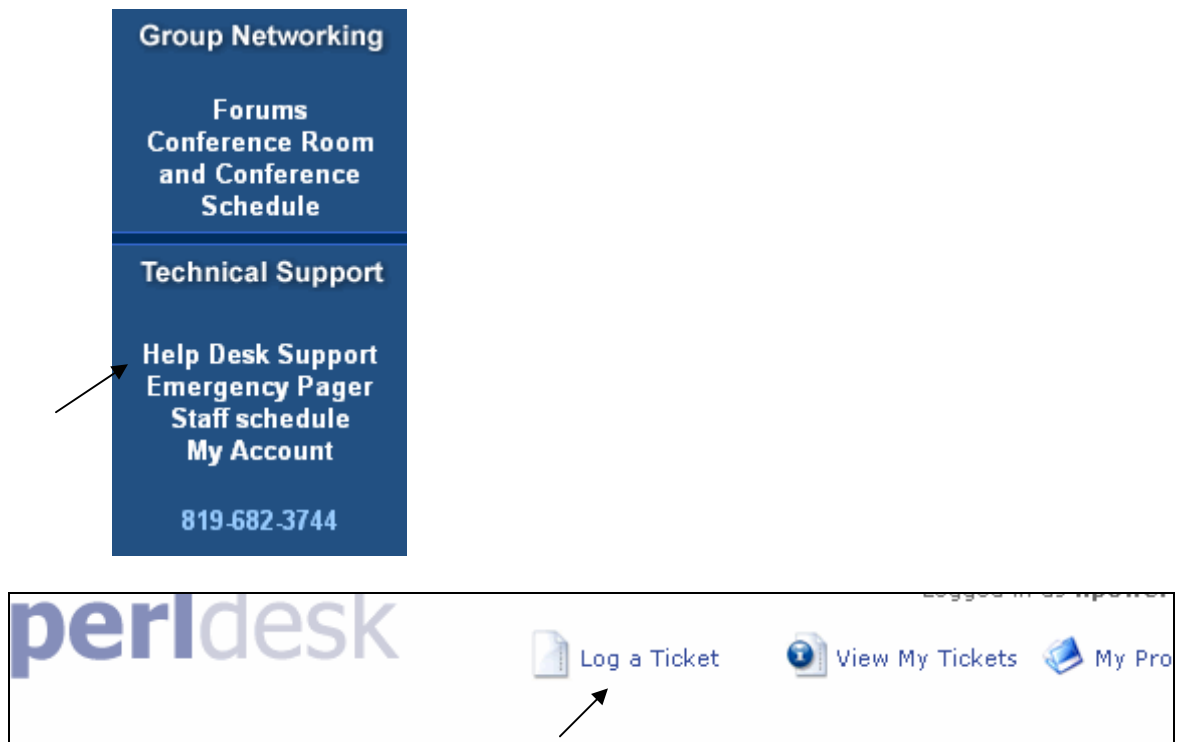
<http://www.wwkiosk.com/docs/members.html>

Click on 'Member Login'.

Enter your User Name and Password and Click, '**Login**'. The User Name and Password was the ones that you chose during the sign-up process.

On the left hand side, scroll down to the bottom and you'll see the '**Technical Support**'.

Click, on '**Help Desk Support**'.



Click on '**Log a Ticket**'.

Fill in whatever details that you have. I would suggest that you only fill in:

- Supersponder Email Address - if you are getting support on your autoresponder.
- General reason for inquiry.
- Membership type.
- Leave the priority level at '3'.

Name	<input type="text" value="Richard Quek"/>
Kiosk Website URL	<input type="text"/>
CPanel/FTP Username	<input type="text"/>
CPanel/FTP Password	<input type="text"/>
Supersponder email address	<input type="text" value="something@something.com"/>
Supersponder Password	<input type="text"/>
General reason for inquiry	<input type="text"/>
Membership type	<input type="text"/>
Email Address	<input type="text"/>

Subject	<input type="text"/>
Comments	<div><div></div><div></div></div>
File Attachment	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Submit"/>	

Fill in the 'subject' and write your message. Leave the 'File Attachment' as it is, unless you wish to send an attachment. After completing your message, Click '**Submit**'.

WWKiosk will send you an email that your support request had been received. When they answer your request you'll receive another email from them.

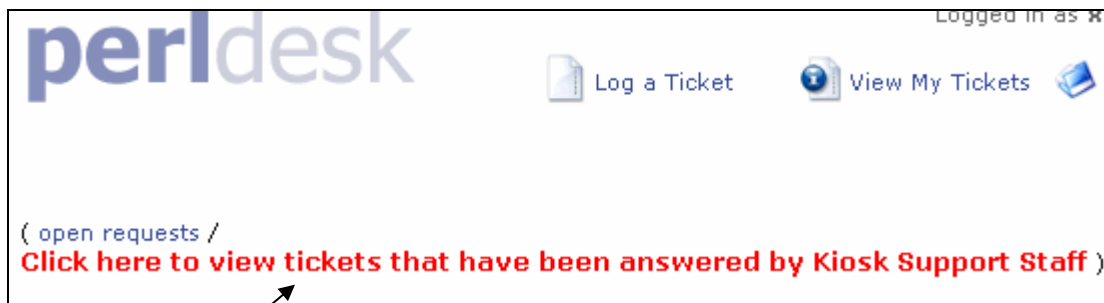
Checking Response

Login your wwkiosk member's area as shown above.








To check the response from wwkiosk, click on, '**View My Tickets**'.

You will then see the screen below.



'Click Here' and you'll see the screen below.

Call ID	Status	Priority	Subject
 3356	CLOSED	3	Supersponder Problem?
 3003	CLOSED	3	Account Hacked
 2897	CLOSED	3	Supersponder
 2361	CLOSED	3	Hosting Account
 2189	CLOSED	3	Commission Payment

Then click on your request that you'll like to view. In this example if I would like to view my request on 'Supersponder Problem?' I'll need to click on '**3356**'.

You'll be able to view the response from wwkiosk on this page. If you wish to follow-up on the response, just click on '**Need to reply to this issue?**'

Need to reply to this issue? click here	
Request Details	
Call ID	3356
Status	ANSWERED
Logged	26-10-2003-10:40
Priority	3

RESPOND TO TICKET	
DETAILS	<div></div>
	<input type="button" value="Submit"/>

Type in your message and click '**Submit**'.

That's all that you need to do to get support from wwkiosk. You'll normally get their response within 24 hours.

Should you need any support or information please email us at:
info@internetmarketingtrainer.com

9. Other Tips

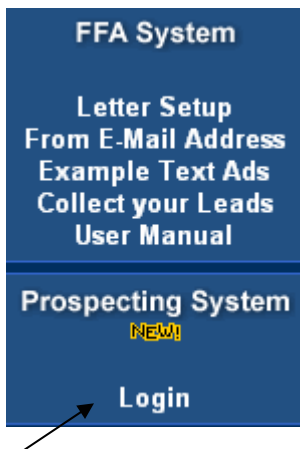
1. Prospecting System

This lead capture system has been set up by Kiosk to assist you to promote the Kiosk affiliate program. By using this effective system you'll be able to build a long term income with Kiosk.

You need to login into your member area here:

<http://www.wwkiosk.com/docs/members.html>

Once you are in your member area you will see '**Prospecting System**'.



Click on 'Login'.

Please read the instruction here.

There are 2 capture pages that you could use:

This page will invite prospects to join the conference room.

<http://www.wwkiosk.com/members/xpower/conference.html>

(replace xpower with your Kiosk User name)

When prospects click on the above link they will be directed to the capture page where they are required to fill in a 'capture form'.

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-Mail	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/postal code	<input type="text"/>
Phone Number	<input type="text"/>
Time to contact you	<input type="text" value="Select Option"/>
Monthly income goal for you	<input type="text" value="Select Option"/>

Once a prospect fills in the form and submit you'll receive a notification from Kiosk with all the above details. Kiosk has also set up a follow-up message to the prospect on your behalf. This will enable you to build your opt-in list as well. You can add additional follow up messages of your own via the 'admin area'.



KIOSK.ws YOUR ONE STOP RESOURCE CE

[Click here for your administration area](#)

The Kiosk.ws prospecting system is made for you to get REAL people contact you directly.

How it works
You can promote your personalized information capture page. It is here:

<http://wwwkiosk.com/members/xpower/conference.html>
or a different twist with free hosting can be found at
<http://wwwkiosk.com/members/xpower/myfreehosting.html>

This page will invite prospects for the Free Hosting.

<http://wwkiosk.com/members/xpower/myfreehosting.html>

(replace xpower with your Kiosk User name)

This is another capture page and works on the same way as the first one above.

Please fill out this form and I will give you a free hosting account today

Name: E-Mail:

Best regards,

What you need to do is promote any one of these pages and you'll begin to build your opt-in list and also make commissions from your referrals. (those who join Kiosk through your links)

2. Conference Room

Kiosk has set up a conference room to assist you to communicate with the company and also with other kiosk members. There are regular scheduled trainings on how to use the kiosk system and also on other related Internet marketing topics.

To get more information, please login to your kiosk member area:

<http://www.wwkiosk.com/docs/members.html>



Click on '**Conference Room and Conference Schedule**'.
You'll be directed to the page below.

Click here to continue: <http://teambuilding.kiosk.ws>

To be notified of our conferences via email please fill out this form

Name: E-Mail:

Conference schedule

**COMING SOON! SEPTEMBER 1ST 2004 MEET OUR STAFF
ANYTIME IN THE CONFERENCE ROOM
FROM 11AM EST TO 6 PM EST!!**

I suggest that you fill in the form and 'submit'. This will allow kiosk to update you on all the scheduled conference.

To enter the conference room you need to click on this link:
<http://teambuilding.kiosk.ws>

You will be directed to this page.

WELCOME TO THE KIOSK.WS / HOTCONFERENCE / TEAMBUILDING CONFERENCE ROOM

Here are instructions to have access to the room

You will find our conference room not only very informative but also very friendly but allot of fun. When entering the room if you are already a member of Kiosk please put a T in front of your name when entering the room. This will designate you as an existing Kiosk Team member. If you are a guest please put a G in front of your name, that way we will know you are a guest for the first time.

Please read the instruction on this page. Then scroll to the bottom of the page to download the conference room software.

**[CLICK HERE TO DOWNLOAD OUR
CONFERENCE ROOM SOFTWARE](#)**

Once you download the software you'll be able to access the conference room in the future.

10. Useful Resources

If you have completed all the previous steps, I am sure that you'll have a good idea on how to set up your own Online Business. I would like to take this opportunity to congratulate you for your effort and achievement.

Please feel free to contact us should you need any assistance.

I would like to include a few resources that I found to be useful and I am confident that you'll greatly benefit from it.

1. The Internet Money Machine

This ebook is written by me to assist newbies to have a better knowledge on Internet marketing. It is a simple step-by-step ebook on the Internet marketing strategies for Online marketing Success. Here is the web site:

[CLICK HERE](#)

2. EXPOSED

This is another ebook written by me. It will reveal to you the various ways of driving massive traffic to your web site. If you want to have any chance of making any sale on the Internet you need to be able to drive traffic to your web site and EXPOSED will show you the various ways. For more information –

[CLICK HERE](#)

3. ZOOM to Super Success

This is another ebook written by me. It is a compilation of the success strategies of more than 50 top Internet marketers in the world. The contributors include Internet marketers like Joe Vitale, Mark Hendricks, Michael Green, Willie Crawford, Rosalind Gardner, etc.
For more information-

[CLICK HERE](#)

4. The Insider Secrets to Internet Marketing

Only one Internet "guru" has outsold all of his competitors for three years straight, attracting more referrals from his customers and more hits to his web sites than any of his competitors, using the same strategies you're about to discover...

"Make \$10.42 for Every \$1 You Invest in Online Marketing...

Quickly, Easily, and Automatically While You Sleep"

Here is the web site:

[Click Here](#)

5. Instant Internet Profits

Find Out How A Self-Proclaimed "Computer Dunce" From Maryland "Stumbled Into" The Perfect Internet Business that Made Him Rich, One That You Can Start Too With a few Spare Hours a Week and For as Little as \$125. Even if You Can't Stand Computers.

Here is the web site:

[Click Here](#)

6. 378 Internet Marketing Predictions

This fantastic ebook is written by my good friend Mike Mograbi.
Discover the future of Internet Marketing!
Time-Sensitive Information for Internet Marketers Looking for
Outrageously Profitable Opportunities!
Here is the web site:

[CLICK HERE](#)

7. SiteSell

This is the site of Ken Evoy.
Since 1997, **SiteSell.com** books and software have empowered
over 100,000 entrepreneurs and small businesses to outperform
larger, well-financed competitors. They will do the same for *you*.

[ClickHere](#)

8. Super Affiliate Generator

One of the most important factors for success on the Internet is being
able to leverage your effort through an army of Affiliates.
The SAG is one of the best Super Affiliate finder software in the market
today. It is simple to use but have tons of useful features to assist you
in automating your task of looking for super affiliates.
Here is the web site:

[Click Here](#)

I hope that you'll find this ebook useful. If you would like to have this
ebook rebranded with your name and referral links please go to this
web site for details:

<http://www.internetmarketingtrainer.com/rebrand.htm>

Finally as a way of saying thank you, please download your FREE copy
of this ebook, '**How to create killer mini-sites**'.

<http://www.supertimm.com/HotMiniSites.exe>

It's jam packed with PROVEN techniques and TESTED strategies to help you create any Killer Sales Copies.

Thanks again for your time.

Best wishes and God Bless.

Richard Quek