

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 re-sends
- 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 it's own requirements for email formatting. You will create a template with just one format. ViralMailProfits will then format the email on the fly 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.)

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.

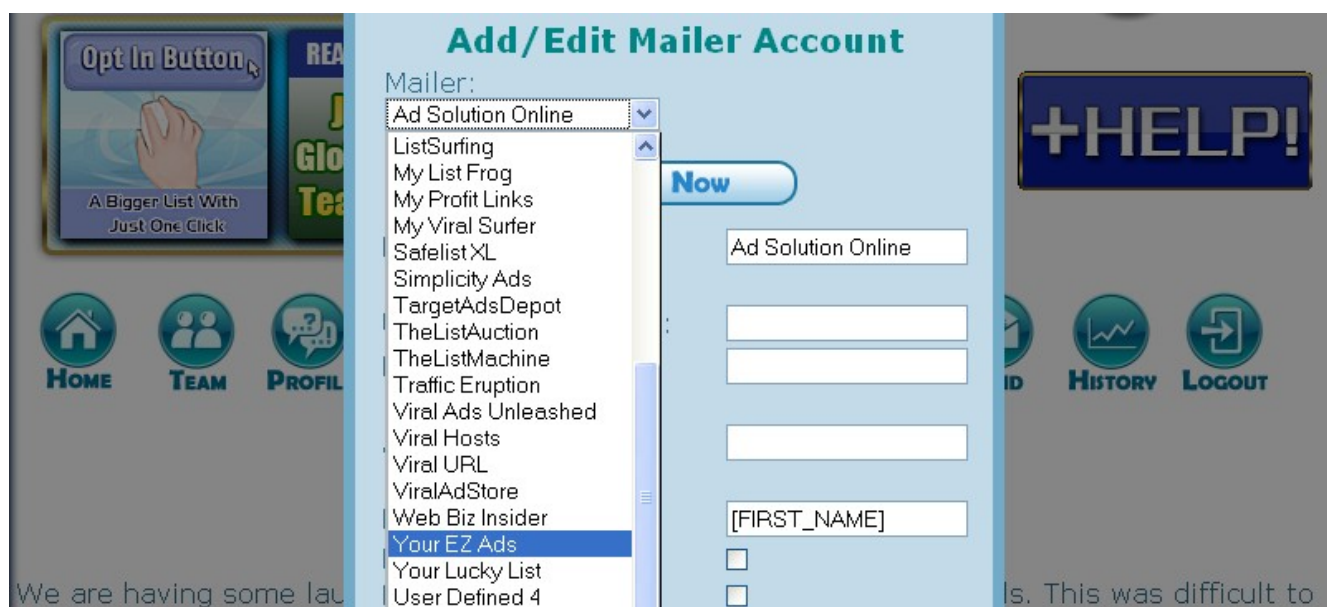


Mailers ?

You can click on the ? Icon for help, here and all through 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.

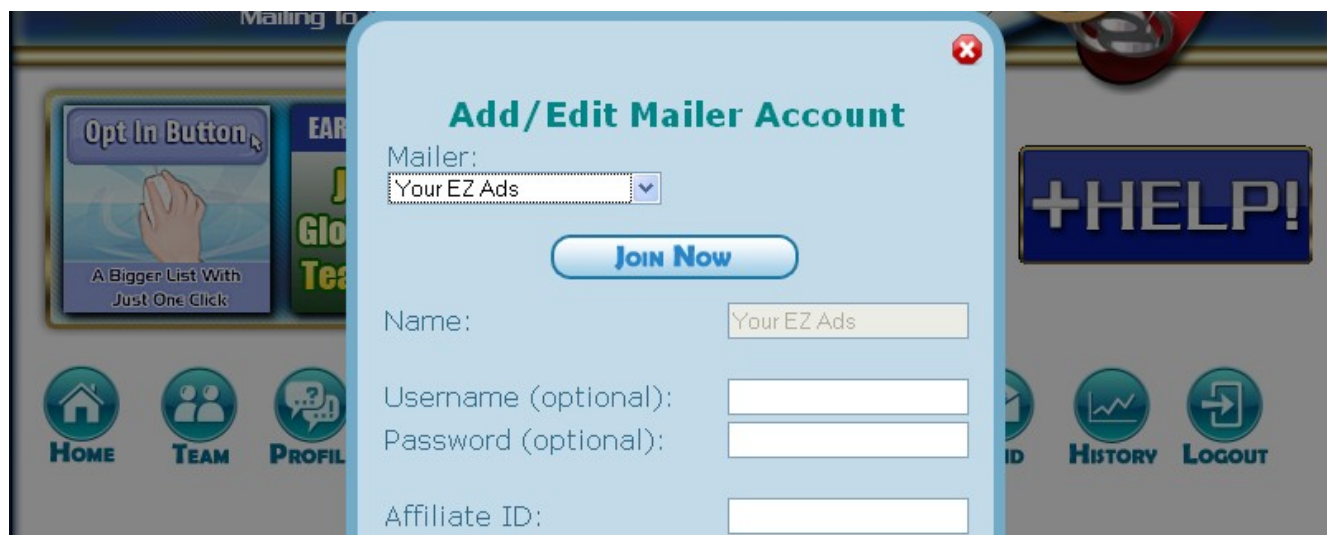


You will see all the programs directly supported by ViralMailProfits. Free members can have 7 programs in their list and Gold members can have 21.

Note: Some mailers will appear more than once. This is because they have more than one kind of mailing (for example random and downline, or in the case of GotSafelist, safelist mailer and desktop mailer). Make sure your details are entered in both places since your downline joining that program could join through either join link. Where 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. Free members can add 2 mailers, Gold members can add up to 6.

Now you will see the name of your new mailer displayed. You can (optionally) enter your Username, Password and Affiliate Id for 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.*



The screenshot shows a light blue modal window titled "Add/Edit Mailer Account" with a close button (red 'x') in the top right corner. The form contains the following fields and elements:

- Mailer:** A dropdown menu currently showing "Your EZ Ads".
- JOIN NOW:** A blue button with white text.
- Name:** A text input field containing "Your EZ Ads".
- Username (optional):** An empty text input field.
- Password (optional):** An empty text input field.
- Affiliate ID:** An empty text input field.

The background of the interface is partially visible, showing a navigation bar with icons for HOME, TEAM, and PROFIL, and a large blue button with a white plus sign and the text "+HELP!".

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 it's database.

You also need to tell the system if your mailer allows personalization for the subject, and for the email body. 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 that your subject and body look OK without the personalization entry.

Name macro:

Enable in Subject:

Enable in Body:

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

Days Between Mailings

Hours Between Mailings

Enable Reminder Emails

SAVE SETTINGS

Mailer	Days	Hrs	Sent	Tot Recip's	Tot Clks	Last Sent	Next Mail
ReactiveAdz	3	0	0	0	0	1969-12-31	h m

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

Now you will 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.

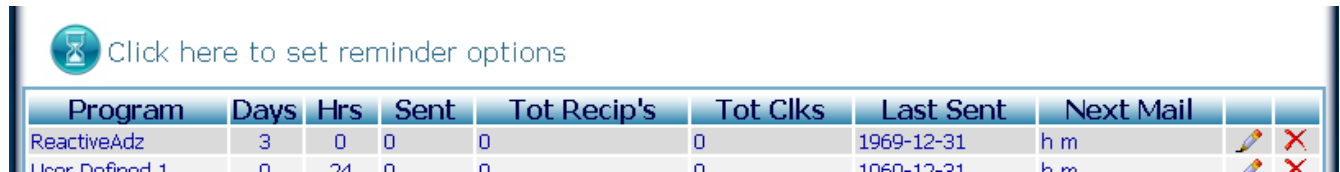
Editing or Deleting your Mailers

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 a mailer when you delete it.

Setting your Reminder Options

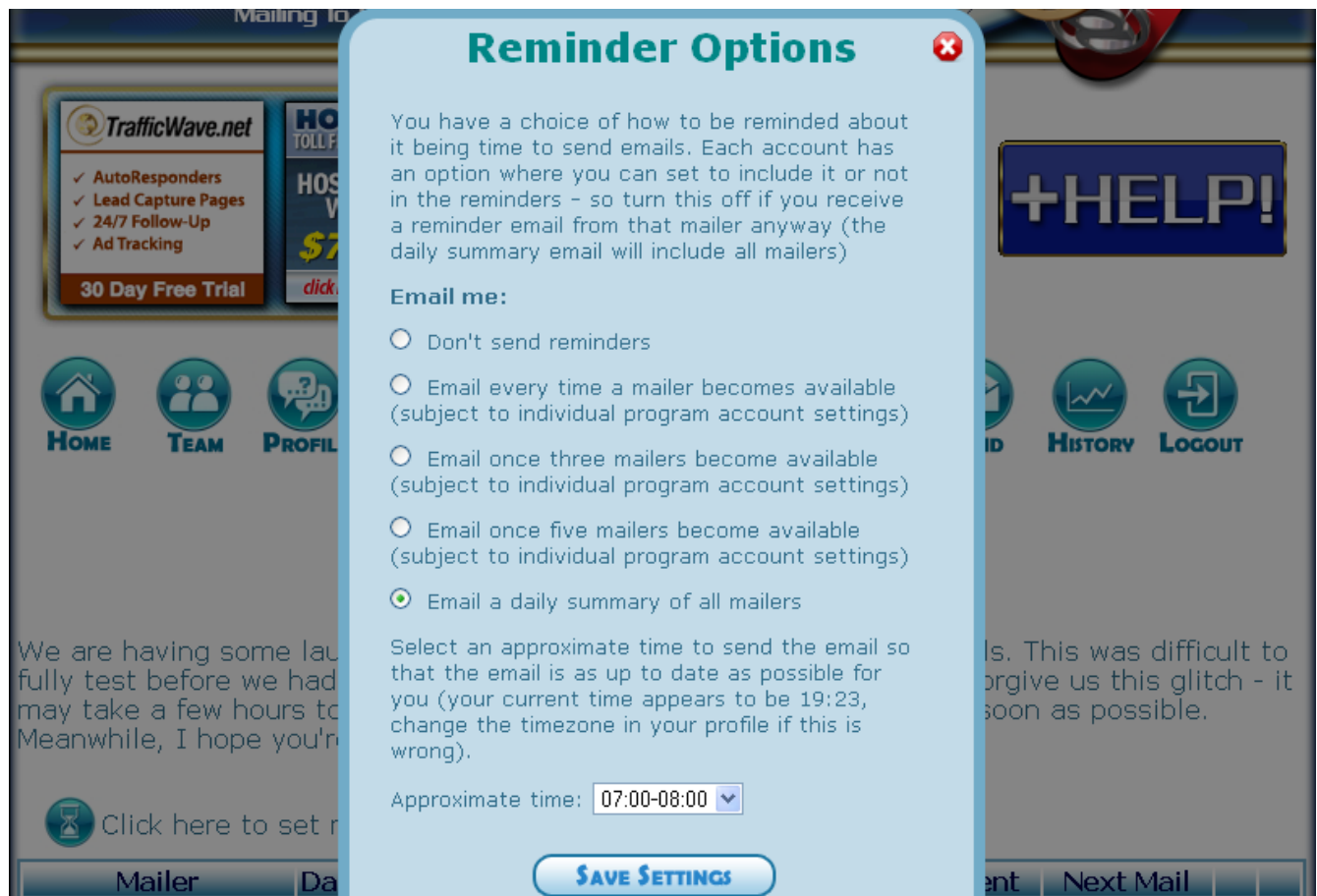
If you want to receive reminder emails about available mailings, click on the hour glass icon to set your reminder options.



Click here to set reminder options

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.



Reminder Options

You have a choice of how to be reminded about it being time to send emails. Each account has an option where you can set to include it or not in the reminders - so turn this off if you receive a reminder email from that mailer anyway (the daily summary email will include all mailers)

Email me:

- Don't send reminders
- Email every time a mailer becomes available (subject to individual program account settings)
- Email once three mailers become available (subject to individual program account settings)
- Email once five mailers become available (subject to individual program account settings)
- Email a daily summary of all mailers

Select an approximate time to send the email so that the email is as up to date as possible for you (your current time appears to be 19:23, change the timezone in your profile if this is wrong).

Approximate time: 07:00-08:00

SAVE SETTINGS

If you choose the option to be reminded about every mailer, select that option but 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 recommend these options.

Setting Up Your Email Subject Templates

Click on the **Templates** icon now.



Here you will prepare email subject line and body “templates”.

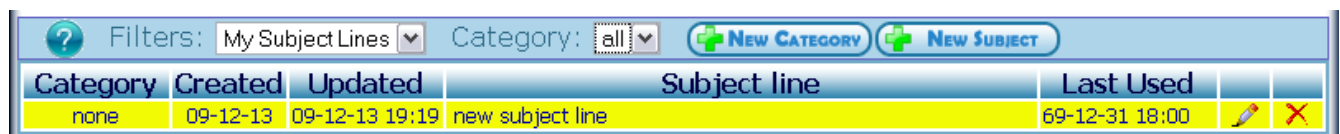
These are called templates because each mailer has it's own format for email personalization. You will create a template with just one generic format (#firstname#), which ViralMailProfits will then replace with the correct format ({firstname}, etc.) for each mailer you use.



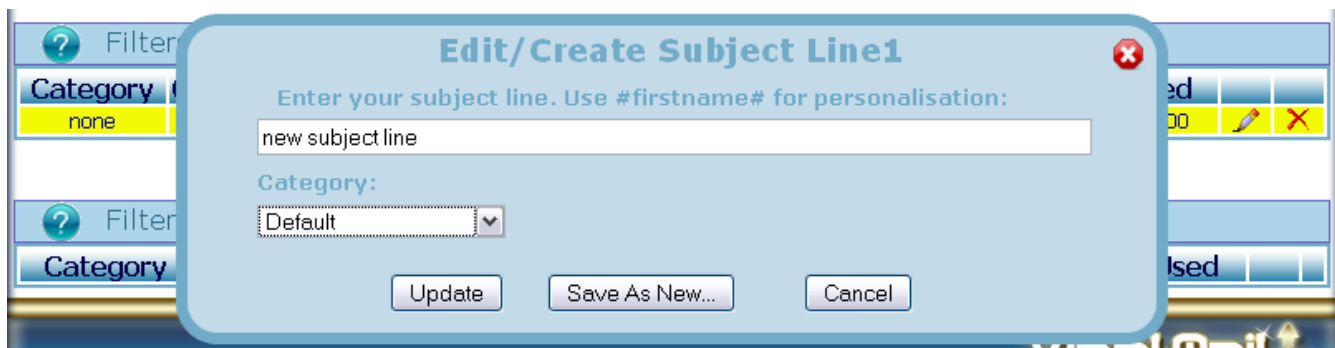
Note: the subject lines and email bodies which you set up here will be used by you in the Create Email section later. Right now you are just setting them up.

Creating your own Subjects

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



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



Here you will enter your subject line.

If you have set up Categories then you can choose a category from the drop-down menu, otherwise your Subject will have the Default category.

Click on the **UPDATE** button to save your changes.

If you want to save this as a new subject, click on the **SAVE AS NEW** button instead of the UPDATE button.

Use the **CANCEL** button if you do not want to save.

Now you will see your saved Subject.

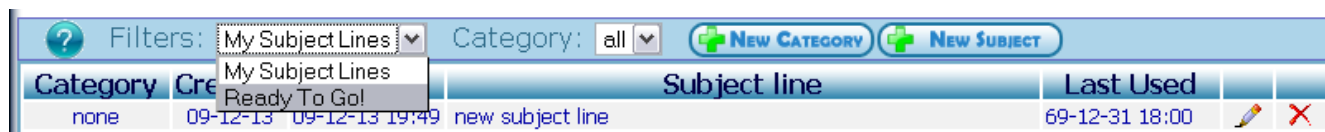
Category	Created	Updated	Subject line	Last Used
none	09-12-13	09-12-13 19:49	new subject line	69-12-31 18:00

You can click on the pencil to edit the Subject, or click on the **X** to delete it.

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!**.



The screenshot shows the subject line management interface. The 'Filters' dropdown menu is open, and 'Ready to Go!' is selected. The table below shows a list of subject lines.

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

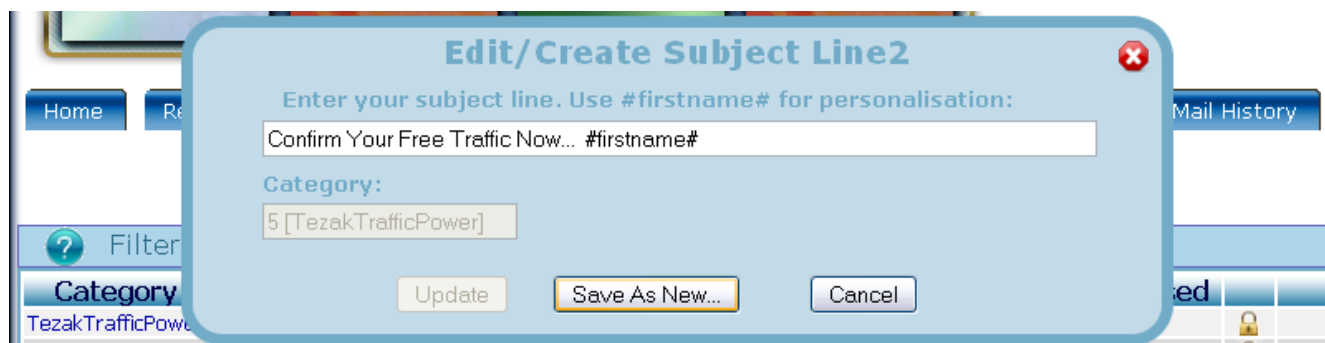
You will see subjects which have been created to help you advertise VMP and some popular products.



The screenshot shows the subject line management interface with the 'Ready to Go!' filter selected. The table below shows a list of predefined subject lines.

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.



The screenshot shows the 'Edit/Create Subject Line2' dialog box. The dialog box has a title bar with a close button. The main content area contains the following text and form elements:

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

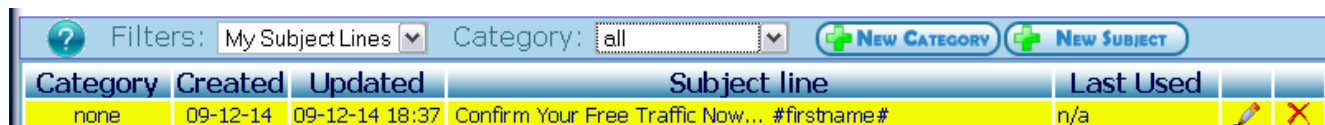
Confirm Your Free Traffic Now... #firstname#

Category:

5 [TezakTrafficPower]

Update Save As New... Cancel

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



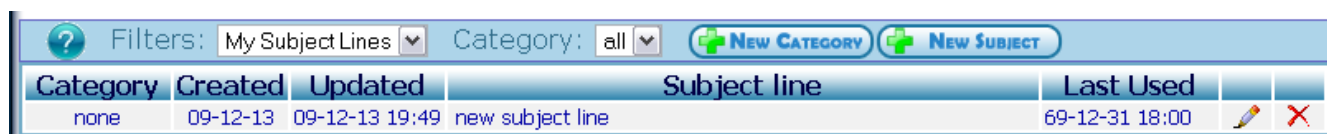
The screenshot shows the subject line management interface with the 'Ready to Go!' filter selected. The table below shows a list of subject lines.

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

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.

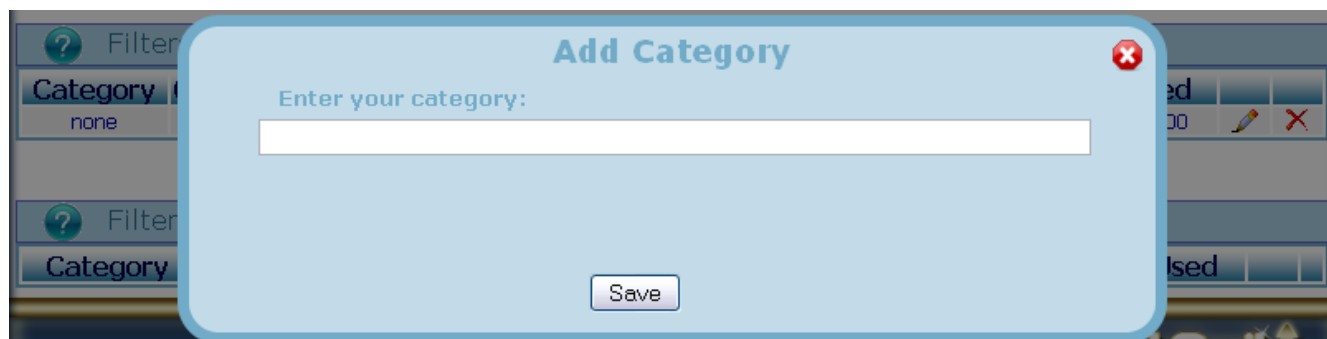
To create a category, click on the **+ NEW CATEGORY** button above your Subjects or Emails.



The screenshot shows a web interface with a table of subjects and a 'NEW CATEGORY' button. The table has columns for Category, Created, Updated, Subject line, and Last Used. The 'NEW CATEGORY' button is located above the table.

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

Now you will see the Add Category pop up box.



The screenshot shows the 'Add Category' pop up box. It has a title bar with a close button (X). The main area contains a text input field with the placeholder text 'Enter your category:'. Below the input field is a 'Save' button.

Enter a name for your category. This can be whatever you choose, for example the name of a product you are promoting.

Click on the **SAVE** button, or if you don't want to save, click on the **X**.

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.

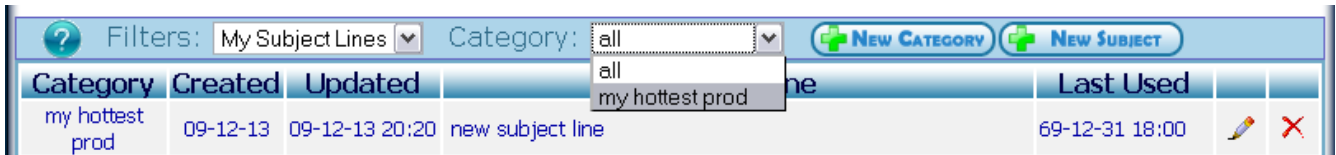
To assign to an existing subject, click on the pencil for that subject and assign the category in the edit pop up box.

Otherwise, assign the category to each subject when you create it.



Select your category from the Category drop-down menu before clicking on the **UPDATE** or **SAVE AS NEW** button.

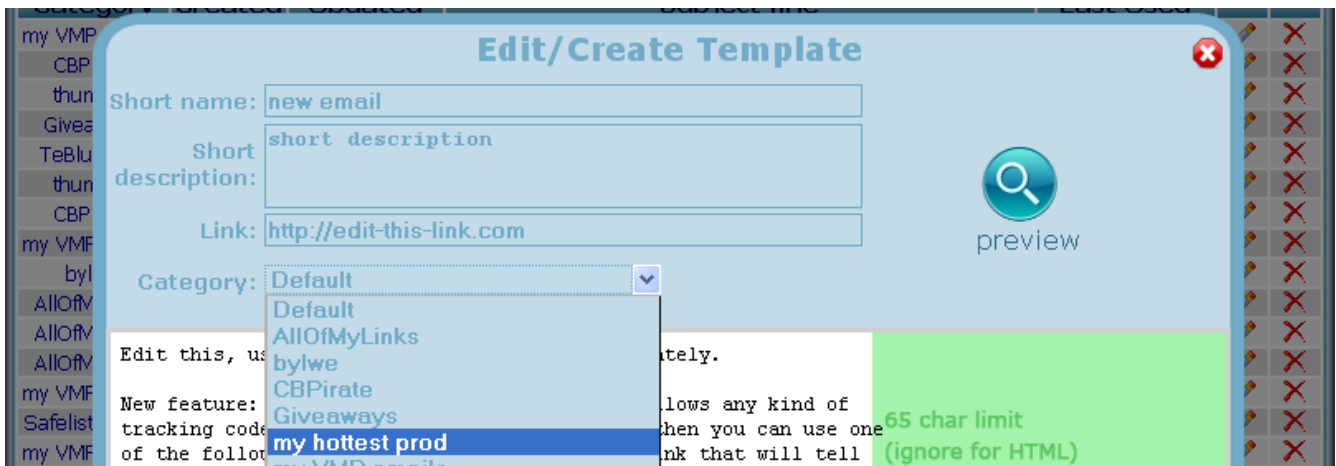
Now your subject will have it's category displayed in the list, and you will be able to select subjects by category. Simply choose the category you want from the Category drop-down menu and you will see all subjects in that category.



Assigning Categories to Emails

You can assign categories to new and existing Emails.

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.



Otherwise, assign the category to each email when you first create it.

Setting Up Your Email Body Templates

After entering your Subject template, you can enter your Email body template.



Creating your own Emails

Click on the **+ NEW EMAIL** button to create a new email template. You will see your new email highlighted in yellow.



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.



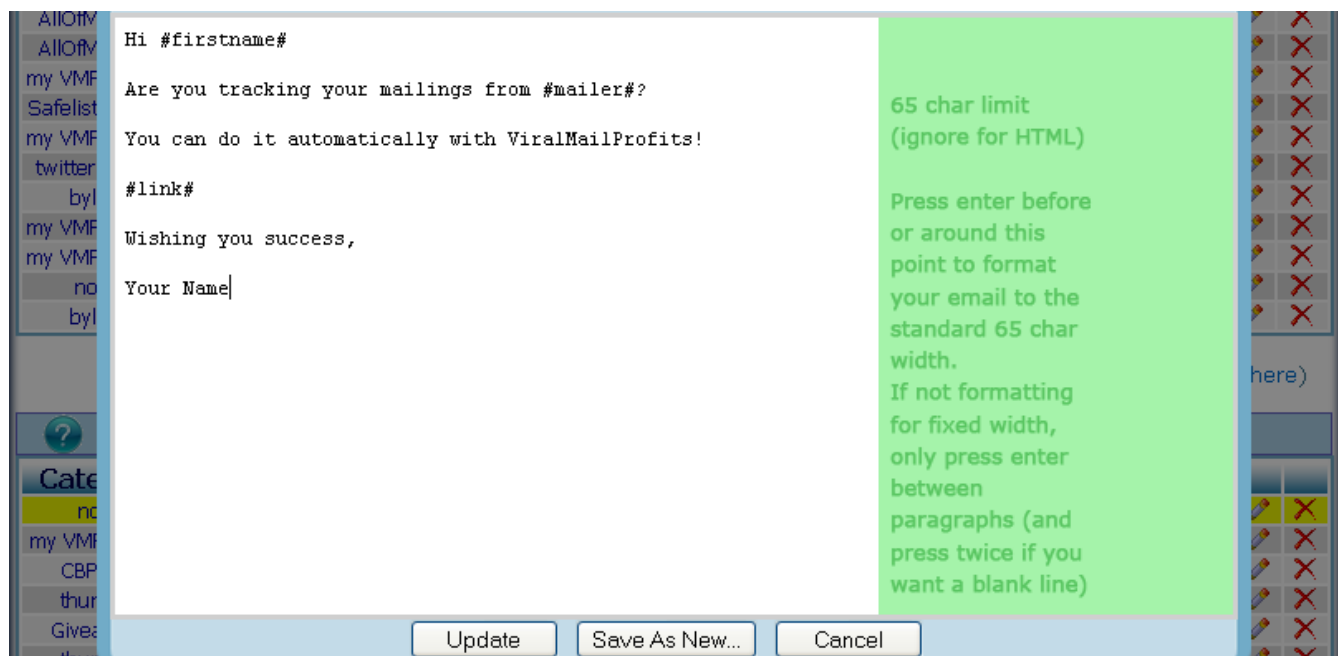
Remember that these are generic templates so don't format for a specific list builder. Use `#firstname#` and `#mailer#` (if you want to insert the name of the mailer), and use `#link#` where you want a trackable link to your site.

After adding your email text, use the **Preview** button to see how your email will look.

Text 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. In this case you are relying on your mailer to format the width correctly.



HTML Emails

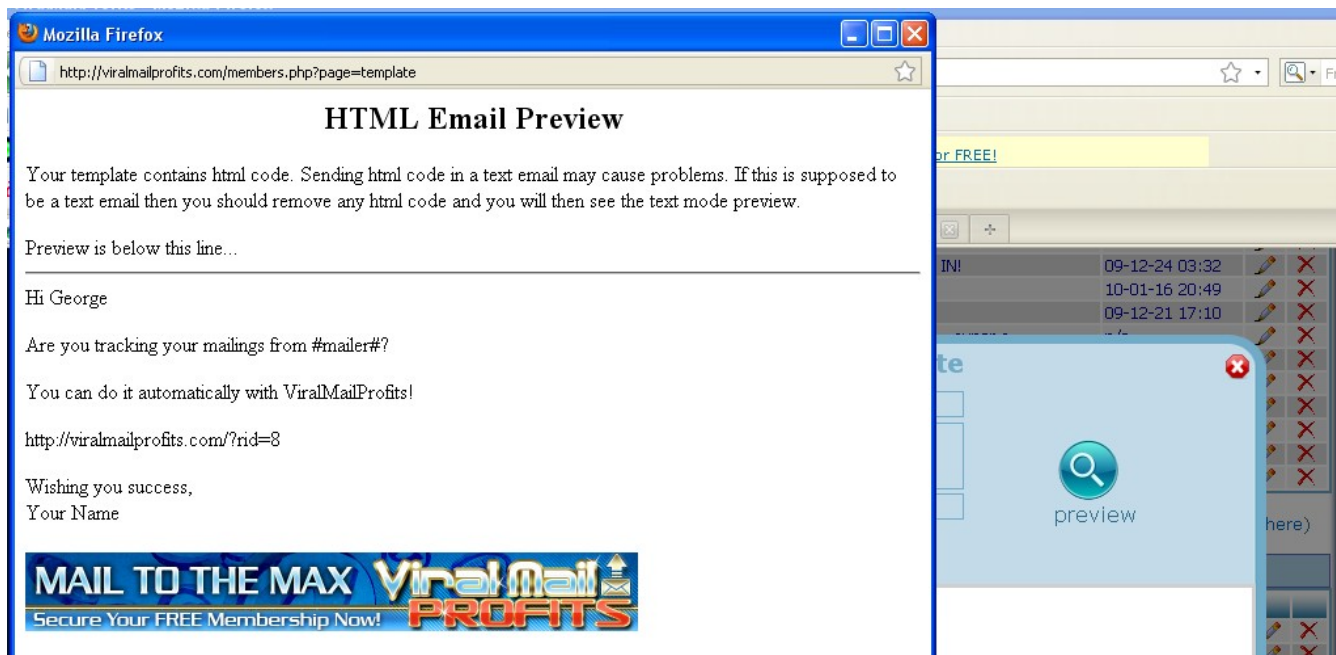
If you are creating an HTML email, you can go in to the green zone with your coding, as your HTML will determine the line breaks and paragraphs. Once the system detects that you are using HTML, the green zone will disappear.

If you are not familiar with HTML, you can use any HTML editor in any of your

mailers to set up the code.

```
Cate Hi #firstname#<br>
nc <p>
nc Are you tracking your mailings from #mailer#?
</p>
my VMI <p>
CBP You can do it automatically with ViralMailProfits!
thur </p>
Givea <p>
thur #link#
CBP </p><p>
my VMI Wishing you success,<br>
by Your Name<br><br>
ALLOrV <a href="http://viralmailprofits.com/?rid=8" target="_blank">
</a>
```

Use the **Preview** button to see how your HTML email will look when it is sent.



Here is some basic HTML:

<p> begin a paragraph

</p> end a paragraph

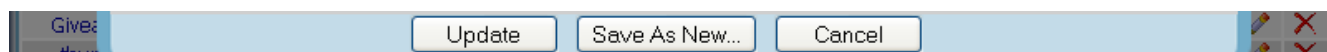
 line break

 inserts an image

<center> will center the following text, images, etc.

</center> will mark the end of the centered information

Saving Your Email Template



When you are done, 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 then click on the **CANCEL** button.

After saving you will see your new email template in the list. HTML emails will have **[html]** in front of their Description.

A screenshot of an email template list interface. At the top, there are filters: "Filters: My Emails" and "Category: all". There are two buttons: "NEW CATEGORY" and "NEW EMAIL". Below is a table with columns: Category, Name, Created, Updated, Description, and Last Used. The first row shows "my hottest prod" category, "new email" name, and a description starting with "[html] short description". The second row shows "my hottest prod" category, "new email 1" name, and a description "short description". Each row has a green link icon, a pencil icon, and a red 'X' icon.

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 use that Email.

Using Predefined Emails

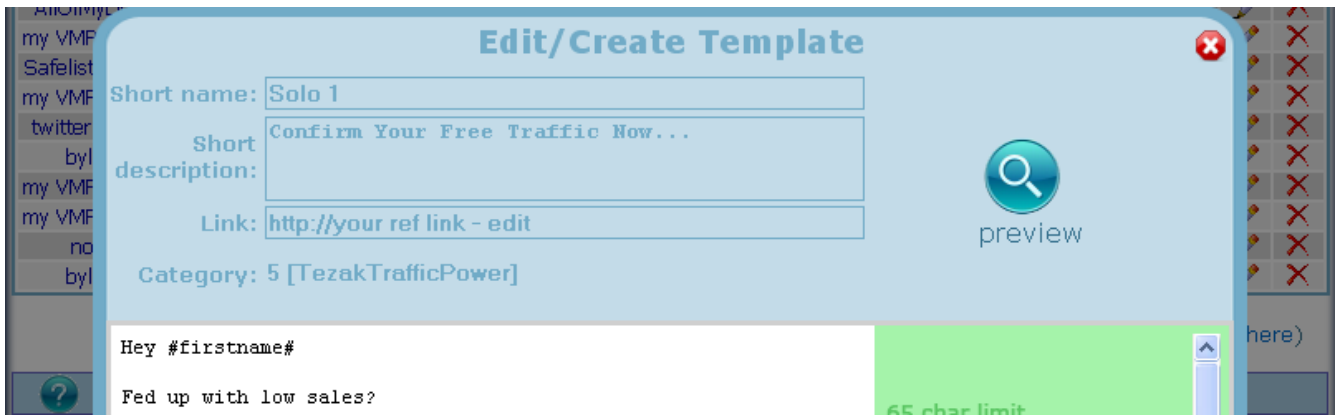
Click on the Filters drop-down menu and select **Ready to Go!**.

A screenshot of the email template list interface with the "Ready To Go!" filter selected. The table shows several predefined templates. The first row is "TezakTrafficPower" category, "Solo 1" name, "Confirm Your Free Traffic N...". The second row is "ReactiveAdz" category, "Solo 2" name, "Act Fast, Big Money!". The third row is "ReactiveAdz" category, "Solo 1" name, "A Killer Email Deserves Kil...". The fourth row is "TrafficSplash" category, "For matching subj...", "Are You Swimming With The F...". The fifth row is "TrafficSplash" category, "For matching subj...", "Turn splashes into floods!". Each row has a green link icon, a padlock icon, and a red 'X' icon.

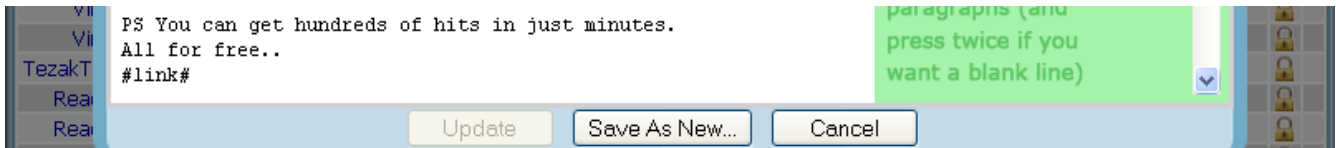
You will see subjects which have been created to help you advertise VMP and some other popular products.

A screenshot of the email template list interface showing predefined templates. The table has columns: Category, Name, Created, Updated, Description, and Last Used. The first row is "TezakTrafficPower" category, "Solo 1" name, "Confirm Your Free Traffic N...". The second row is "ReactiveAdz" category, "Solo 2" name, "Act Fast, Big Money!". The third row is "ReactiveAdz" category, "Solo 1" name, "A Killer Email Deserves Kil...". The fourth row is "TrafficSplash" category, "For matching subj...", "Are You Swimming With The F...". The fifth row is "TrafficSplash" category, "For matching subj...", "Turn splashes into floods!". Each row has a green link icon, a padlock icon, and a red 'X' icon.

You will see a padlock next to each email. 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 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 exactly the same way as you would any other email which you have 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 that 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_ or

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:

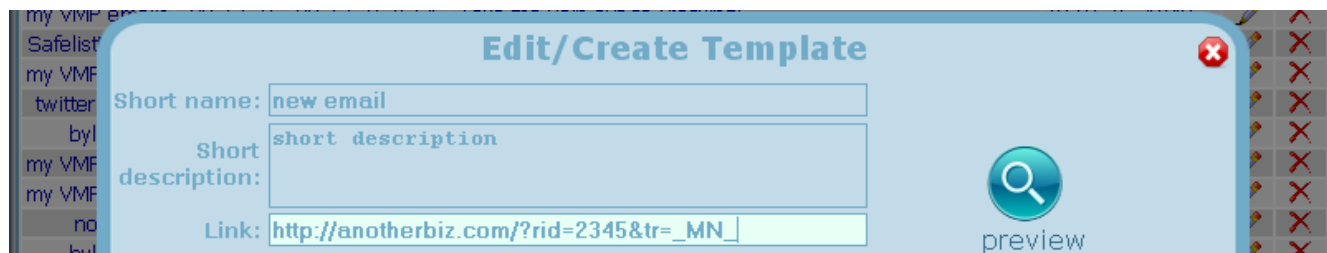
http://anotherbiz.com/?rid=2345&tr=_MID_ or

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_ or

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.

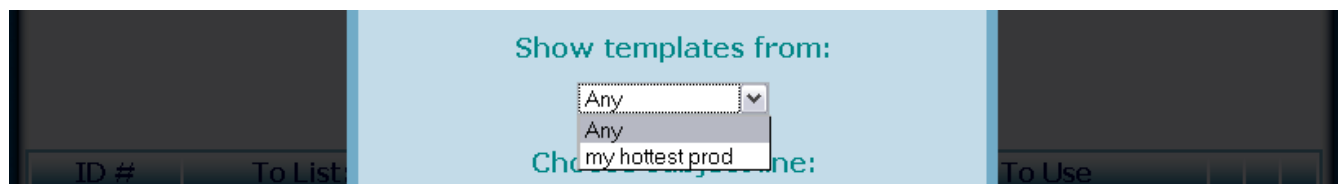
To get your email ready for a particular mailer and get a unique tracking link for this mailing, click the **+ ADD NEW** button.



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



Select a category from which you will choose a template.

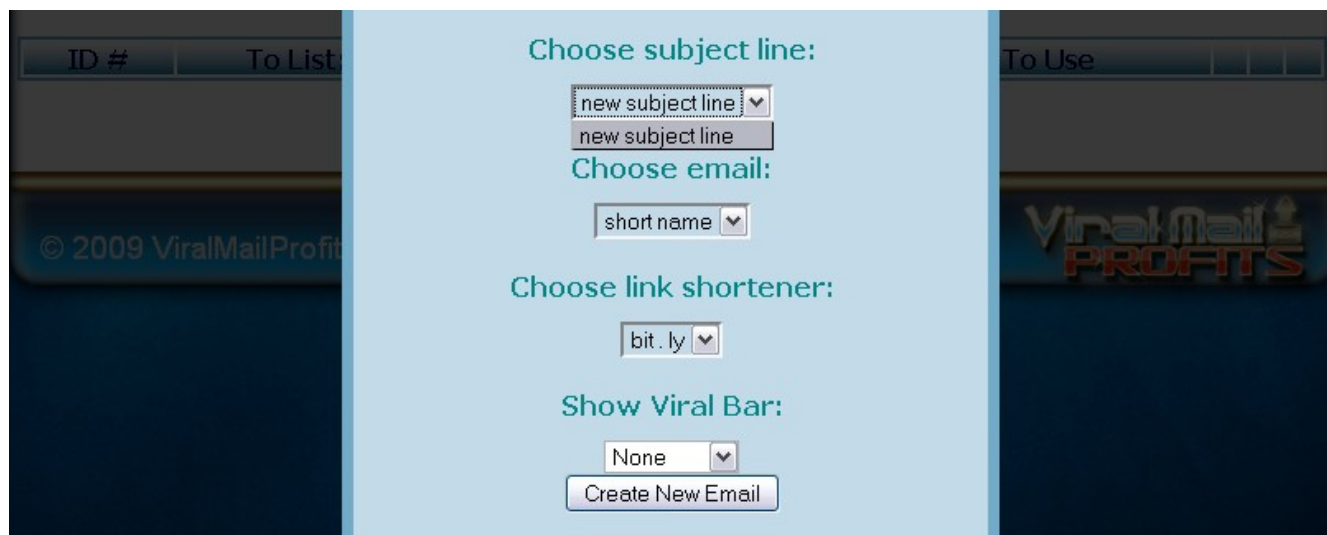


Now choose a subject line and email from the drop down boxes.

Choose a link shortener if you want.

Choose whether you want to show the Viral Bar or not (free 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.

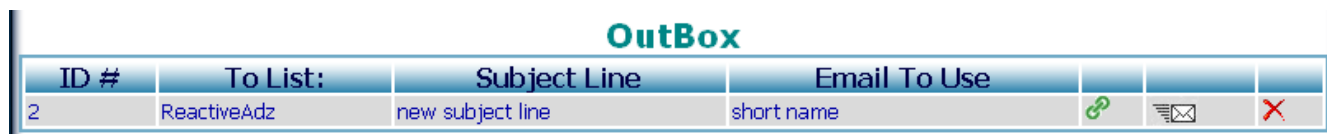





The screenshot shows a central light blue panel with the following options:

- Choose subject line:** A dropdown menu with 'new subject line' selected, and a text input field containing 'new subject line'.
- Choose email:** A dropdown menu with 'short name' selected.
- Choose link shortener:** A dropdown menu with 'bit.ly' selected.
- Show Viral Bar:** A dropdown menu with 'None' selected.
- A **Create New Email** button at the bottom.

Background elements include a table with columns 'ID #' and 'To List', a '© 2009 ViralMailProfit' watermark, and a 'ViralMail PROFITS' logo on the right.

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:

Now the system will begin to track the clicks on your mailing, and you will see the details in your [Mailing History](#) (see next page) and in your [Mailers](#) area.

Program	Days	Hrs	Sent	Tot Recip's	Tot Clks	Last Sent	Next Mail		
ReactiveAdz	3	0	1	1000	0	2009-12-14	54h 19m		

Your email will no longer appear in your Out Box.

The Auto-Clone Feature – Upgraded Members Only

If you save an email in your mailer and then re-send it from that mailer, ViralMailProfits will automatically detect this, and clone your tracking link for each re-send. You will then see the stats for each re-send separately.

This feature currently works for these mailers – ListJoe, ListJumper, ListQuik, ReactiveAdz, ListSurfing, TheListAuction, ListInsomnia, MyListFrog, Simplicity Ads, MyProfitLinks, YourEZAds, SafelistXL, AdSolutionLine, GlobalSafelist, ListBuildingMaximizer, EliteSafelist, GuaranteedResults4U, AdTactics, GotSafelist. Some mailers cannot support this feature, but we will continue to

add more mailers which do.

The stats for your cloned mailing will have AC in front of the mailing number, so you can easily detect the cloned link stats.

In the screenshot below, you can see the original mailing (#9622) and the cloned mailing (#9727) which has [AC 9622] in the Email Name column. (This information is found in the History area – see next chapter for details.)

To List	#	Email Name	Subject	Sent	To#	Clks	Clk%	
All				▲ ▼	▲ ▼	▲ ▼	▲ ▼	
GOT Safelist	9727	Y [AC 9622]	Y This tracks all my...	10-01-17	10000	12	0.12	
GOT Safelist	9622	Y VMP tracks automatically	Y This tracks all my...	10-01-17	10000	82	0.82	

If the system cannot tell which mailing or resend a particular click belongs to, it will be added to the stats for the most recent mailing.

The number of recipients will be the same as on the original email. If you want to change the number, click on the number in the **To#** column.

Auto-cloned emails will have the viral bar enabled by default.

Your Mailing History

Click on the **History** icon now.



This page is worth its 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.

To List	#	Email Name	Subject	Sent	To#	Clks	Clk%	
All				▲ ▼	▲ ▼	▲ ▼	▲ ▼	
	9727	Y [AC 9622]	Y This tracks all my...	10-01-17	10000	12	0.12	
	9622	Y VMP tracks automatically	Y This tracks all my...	10-01-17	10000	82	0.82	
[UD]	9446	Y Take pain out of tracking	Y Take the Pain out ...	10-01-16	10000	56	0.56	
[UD]	5679	Y Google Spider 1	Y [html] Google Spider Lang...	10-01-05	32576	172	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**, and 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. (This is handy for cloned emails.)

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.

More about Clks Statistics

This is an example of what you will see when you click on a number in the **Clks** column:

Email Click Statistics - #~~9238~~

Send Details

Sent 2010-01-15 12:48:51 to 2000 readers at [UD] ~~Viral Bar~~
~~Viral Bar~~

Link Clicks Summary

Total clicks: 69, Live clicks: 68, Unique live clicks: 49 (unique clicks based on IP address). First click 0.1 hours after sending, last click 47.8 hours

Total (cumulative) live clicks after:				
1 Hr	3 Hrs	1 Day	3 Days	7 Days
20	35	62	68	68

As this is a user defined mailer, no further information is available about recipients

Viral Bar Statistics

As a free member, the viral bar shows your affiliate link 50% of the time and an upline affiliate link 50% of the time.

Viral bar click stats: (from 69 showings)
Clicks for you: 5 (leading to 3 referrals)
Clicks for upline: 3 (leading to 2 referrals)

You will see details of when your email was sent, and which mailer it was sent to (or sent from, in the case of a cloned email).

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:



Mailing History ?

Alert: (message 7 of 7)

new: Click on the 'clicks' figure to open up a window with more details about your mailing

This alert box features a navigation bar with five icons: a left arrow, a double left arrow, a bell icon, a double right arrow, and a right arrow. A red 'X' icon is located in the top right corner of the box.

Here is an example of a useful Tip:



Templates ?

Tip: (message 1 of 6)

If you think you'll be creating templates for promoting more than 1 business then create some categories first. Categories help you find your templates easier when you need them.

This tip box features a navigation bar with five icons: a left arrow, a double left arrow, an information icon, a double right arrow, and a right arrow. A red 'X' icon is located in the top right corner of the box.

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.

Adding Your Banners (Upgraded Members Only)

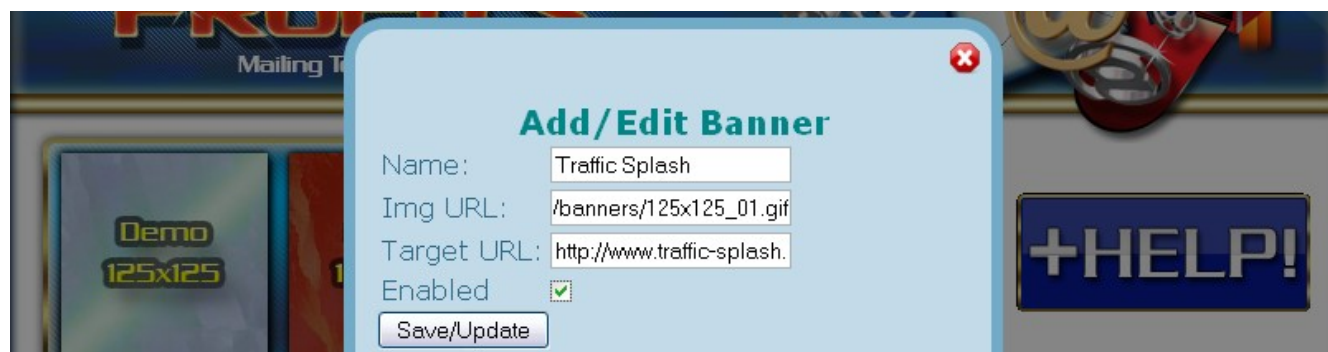
Click on the **Promote** icon.



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 to edit your banner, or click on the **X** to delete it.

Promoting ViralMailProfits

Click on the **Promote** icon now.



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

Your affiliate link is near the top of the page.

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

Your Referrals

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



Direct Referrals

First Name	Last Name	Date Joined	Total Sales	
[Redacted]	[Redacted]	18-Dec-2009	0.00	✉
[Redacted]	[Redacted]	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 and ClickBank id's 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**

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