



Enterprise

Dashboard Training

16-Week Program

ENTERPRISE ACADEMY

*So Your Business Can...
Boldly Go Where
No Business Has
Gone Before!*

• Intro to Sign-up Doorways

Exercise 12B of 16

Mailing List Setup

- 1) Select Mass Mailing from Back Office
 - 2) Select Mailing Lists from left menu
 - 3) Click Create & Name Your List
 - 4) Click to Check Box for Member Doorway Signup if you want visitors to be able to sign up and sign in from the doorway
 - 5) Click the Automation Tab
 - 6) Click to check box for Create Automated Framework if you want automated emails for the doorway list
- Note: Make sure you Create Automated Framework before saving your list the first time.
- 7) Click Save

Create Doorway – Opt-in Page

- 8) Click Website
- 9) Click Create from top right menu
- 10) Select New Page
- 11) Click and Drag a Block onto the page
- 12) Click and Drag Member Doorway Signup Block into the first block
- 13) Select your new list from the list window
- 14) Click Save

Link a Doorway Continue url

- 15) Click Create from top right menu and create your thank you, confirmation or welcome page
 - 16) Click Save
 - 17) Copy the page url
 - 18) Go back to Mass Mailing → Mailing Lists in Back Office
 - 19) Select your new list, Click Edit and Paste the url for your continue page in the Website Popup Redirect url box under the List Name
- Note:** Only enter the url content after website.com/page; start with a forward slash (/). For surveys it will be /odoo/survey/rest of url for survey welcome page (add autoplay=1 to the end after the survey # if you want to skip survey welcome)
- 20) Click Save

Doorways are blocks that can be clicked and dragged onto pages and allow signing in or signing up from any page you put a doorway on

The Doorway will generate and display differently depending on the log-in state of the visitor

If an email is in the system, the Doorway will say “We Remember You” and will allow the user to set or reset their password with the link in the doorway

Doorways work great for protecting, yet allowing access to membership areas on websites

Once visitors pass through one doorway, future doorways are open and Clicking Continue will continue to the Website Popup Redirect url