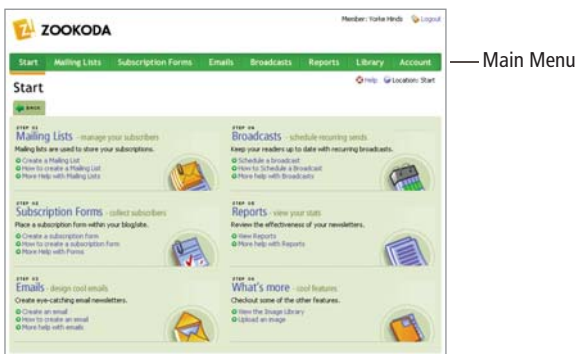


Zookoda Quick Guide

1 Register or Login at <http://www.zookoda.com>

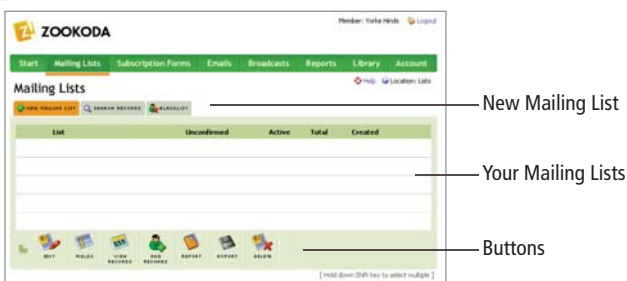
2 Start Page



Start using Zookoda by creating a mailing list. Mailing lists are used to store all your email subscribers. You have the option of manually adding records to your mailing list or creating a subscription form for your blog. A newsletter subscription form will automatically populate your mailing list.

Create a Mailing List - click MAILING LISTS in the main menu.

3 Mailing Lists



Use the New Mailing List button to create your first mailing list. Once you have created your mailing list, it will appear as a record in the mailing list section. You can then manage the mailing list by using the buttons.

Create a subscription form - click the SUBSCRIPTIONS FORMS in the main menu.

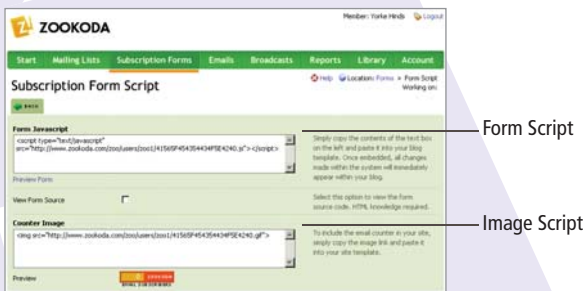
4 Subscription Forms



Subscription forms can be created and placed in your blog template to enable your visitors to subscribe to your email newsletter. Create a form using the New Form button. Manage your form with the buttons. To place the form on your blog - click the SCRIPT button.

Use the form script in your blog. Click the SCRIPT button.

5 Form Scripts for your Blog



Simply copy the form script and paste it into your blog template. The form will appear immediately after pasting the code, saving and refreshing your browser. (CTRL refresh may be required). Any changes you make to the form, within Zookoda, will have immediate effect. Visitors can now subscribe to your email newsletter, records will be automatically added to your list. Please note that all subscriptions are confirmed via email (double opt-in)

Create an email newsletter - click EMAILS in the main menu.

Zookoda Quick Guide

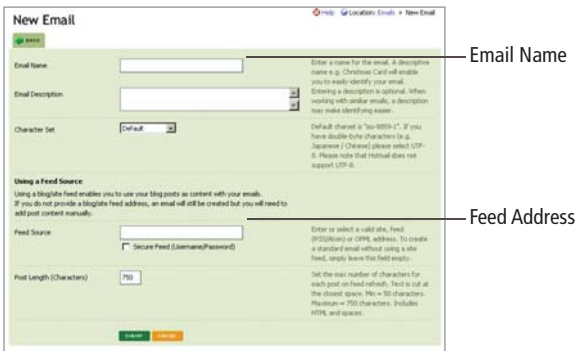
6 Emails



Create a new email by click the NEW EMAIL button. Once you have created an email, it will appear in the "Your Emails" section.

Create an email, using your blog rss/atom feed.

7 New Email - using rss/atom feed



Enter a name for your email. Enter the rss/atom feed address that you wish to use in your email. Please note: If you would like to create a stand-alone email that is not linked to a feed, simply leave this field empty.

Select a template for your email.

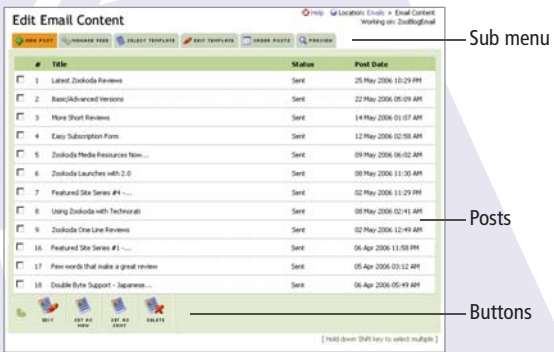
8 Select an email template



There are a number of email templates to choose from. Use the category drop down list to view other templates. Select a template you wish to use for your email and click submit.

Manage your blog posts within your email.

9 Managing your posts



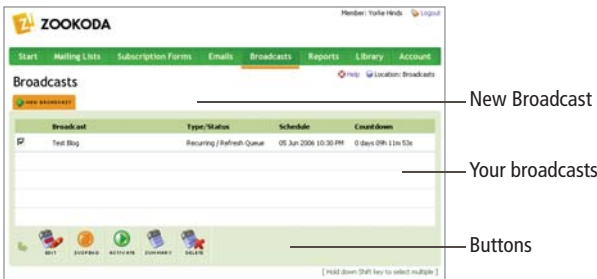
Once you have created your email, you now have complete control over all the posts from your blog. Use the sub menu to re-order posts, edit the template and preview your email. Use the buttons to manually add posts. Please note: once your email has been broadcast, the posts status will change to sent.

Schedule a recurring broadcast using your recently created mailing list and email.



Zookoda Quick Guide

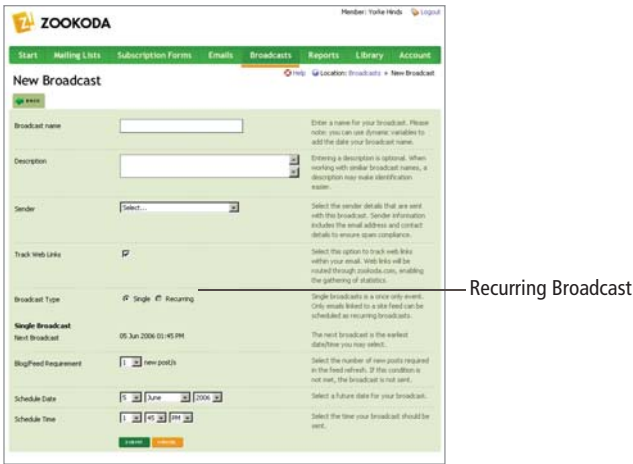
10 Broadcasts



Before you can schedule a broadcast, you need to have created a mailing list and email. A broadcast simply sends the email to the mailing list. If you would like to send an email each day with your latest blog posts, simply select the recurring broadcast option inside the NEW BROADCAST form.

Create a recurring broadcast.

11 Create a recurring broadcast



When scheduling a broadcast, complete the form, select recurring broadcast and select your desired delivery time. Zookoda will consume your blog feed (attached to the email) 3 hrs before broadcast. If there are new posts, your broadcast will be sent. If no new posts are found - the broadcast is rescheduled.

View Reports

12 Reports



Once your broadcast has been sent, the report will appear in the REPORT section (main menu). To view real-time metrics, select the report and click the VIEW button.

