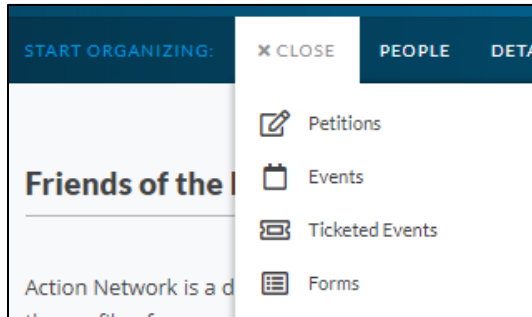


Find me online at <https://actionnetwork.org/groups/friendsoftheearth>



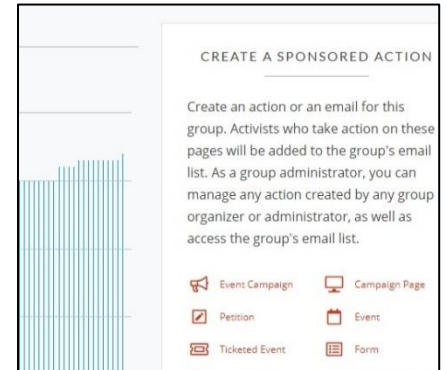
## Creating a sign-up page

A sign-up page is an easy way for people to join your email list. Here's how to create one.



Choose **Forms** from the **Actions** menu.

Or from the **Create a sponsored** action menu on the right-hand side of your group's main hub page select **Form**



On the next screen you can put your page together.

TITLE OF YOUR ACTION \*  
Sign up to the mailing list

ADD BANNER IMAGE (OPTIONAL)

HTML Format Align B / S Lists Image Video Table Link Line

WHY IS THIS IMPORTANT? \*  
Keep up to date with what's happening with Climate Action Bromsgrove.

ACTION BY  
ADD CREATOR

SPONSORED BY  
Climate Action Bromsgrove

ADD GOAL SLIDER

FORM HEADING \*  
SIGN UP TO MAILING LIST

First Name Sample

Last Name Sample

Email \* Sample

Zip/Postal Code \* Sample

Not in the US?

EDIT FORM

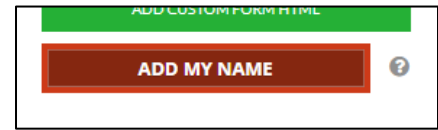
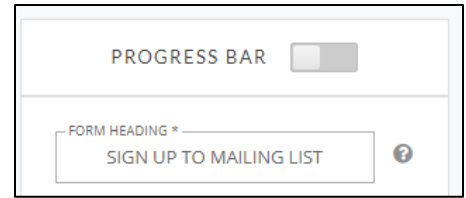
ADD CUSTOM FORM HTML

SIGN ME UP

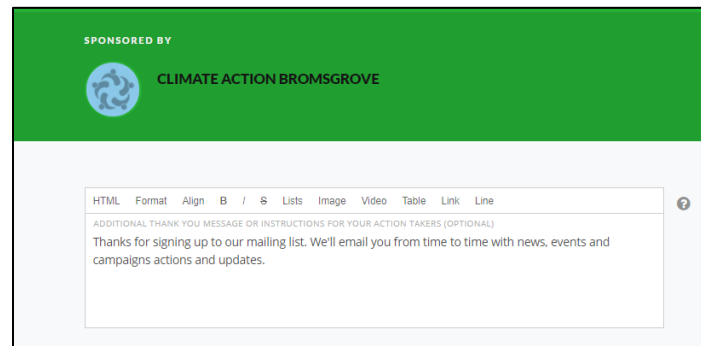
- Pick your title e.g. Sign up to the mailing list
- Add in image, if you want to
- Add some information about your list in the box below e.g. [Keep up to date with what's happening with Climate Action Bromsgrove.](#)

Find me online at <https://actionnetwork.org/groups/friendsoftheearth>

- We suggest leaving the Progress Bar off
- Add a heading e.g. SIGN UP TO MAILING LIST
- Customise the red button e.g. SIGN ME UP or ADD MY NAME
- Save and go to the next step



On the next screen, add a few lines in the text box to tell people what will happen next, before clicking on **Save and publish** e.g. [Thanks for signing up to our mailing list. We'll email you from time to time with news, events and campaigns actions and updates.](#)



Once your page is published you'll be returned to its management page. From here, we'd suggest making one change, to help people who fill it in.

Click on the **Responses** option on the management page.

Scroll down to the **Auto-response email**. You can turn this off if you want to, but if you leave it on here are some suggested changes.

- The default [info@email.actionnetwork.org](mailto:info@email.actionnetwork.org) address is an unmonitored inbox. Swap this for an address you have access to.
- Replace the middle section of the email with something like

[Thanks for signing up to emails from us. We'll be in touch soon.](#)

Then delete the content under your group name, so it looks like this

```
{{ FirstName | default: "Friend" }}
```

[Thanks for signing up to emails from us. We'll be in touch soon.](#)

[Climate Action Bromsgrove](#)

