

When to Use

Site Availability: Dynamic and Hybrid page and pagelet.

This page allows you to provide a preformatted subscription form for a page, set of pages, or topical area on your website. Add a link from any page to the subscription page, or add an Email Updates pagelet to provide the form directly on a page. Using the page settings you determine if updates are provided on a daily or weekly basis.

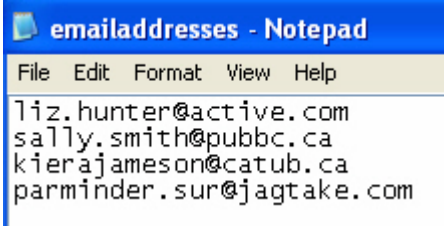
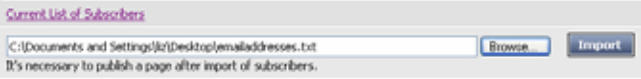
Site visitors now have the opportunity to self subscribe and unsubscribe to receive emails when the page(s) they've subscribed to are updated. The system sends subscribers an email with a list of page links for updated and new pages with the date and time of the update.

Examples of How to Use

- ▶ You may have product pages on your site where you indicate Special Offers or sale items. Each time you update your Special Offers, subscribers are notified of the update.
- ▶ You can create an email notification feature on your site's event calendar to update subscribers when your calendar events are updated.

Email Updates Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
List of Links	New – Internal Link	<p>You must save the page before adding these links.</p> <ol style="list-style-type: none"> 1. Click on the Select Page link to add a link. 2. From the Site drop-down, select the site that contains the page you want to link to. 3. Click on the page to link to and click OK. 4. Click Save.
	New – Group of Child Links	<ol style="list-style-type: none"> 1. Click on the Parent Page: <<Select Page>> link. 2. From the site drop-down, select the site that contains the pages you wish to link to. 3. Click on the page you want to link to. All of the child links will be available for the updates email. 4. Click OK. 5. In the How many children section, select if you want all child pages to be included or just a certain number of pages. 6. In the Ordering section, select the ordering type and whether you want them in ascending or descending order.

Page Section	Field Name/Item	Description of usage
	Archive	Check this checkbox to remove a link or set of links from the Email Updates page. Once removed, changes to the page will no longer initiate an email notification.
Thank You Message for Subscribe	n/a	The text entered in this editor window is displayed when visitors to your site complete the subscription process. Once they click Subscribe the thank you text is displayed.
Thank You Message for Unsubscribe	n/a	The text entered in this editor window is displayed when subscribers remove themselves from the Email Updates subscription. Once they click Unsubscribe the thank you text is displayed.
Schedule	Send Email Updates every	Select the days of the week and the time at which you wish to send out email updates to your page subscribers.
Subscribers	Current List of Subscribers	Click this link to see a list of individuals who are currently subscribed to the page.
	Upload a List of Subscribers	<p>Use this feature to import an existing list of subscribers.</p> <p>The import file must be a .txt file containing one email address per line as in the following example:</p> 
	Browse/Import	<p>Use the Browse button to locate the .txt file containing email address to import. Once you have selected the file, click the Import button to import the addresses.</p>  <p>Note: You must publish the page in order for the email addresses to be added to the list of subscribers.</p>

Advanced Layout Options

The Advanced Layout Options allows you to format the layout of the View mode page, and the Subscribe, Unsubscribe and Update emails.

You can also use the Advanced Layout Options to add text instructions or other text above the subscription boxes. In the sample below, text (“Subscribe now to our Special Offer...”) has been added above the standard Subscribe fields:

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 ADVANCED LAYOUT OPTIONS

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VIEW MODE LAYOUT

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<p><strong>Subscribe now to our Special Offer Notification. We will send
you updates on all Product Specials as they occur.</strong></p>
<table>
<tr><td>Subscribe:</td><td></td></tr>
<tr><td>Email
Address</td><td><IRONPOINT>EmailUpdatesSubscribeEmail</IRONPOINT></td></tr>
<tr><td></td><td><IRONPOINT>EmailUpdatesSubscribeButton</IRONPOINT></td></tr>
<tr><td>UnSubscribe:</td><td></td></tr>

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Email Updates Page Tips!

- ▶ When update emails are sent to registered subscribers, the Teaser text for each updated page is also sent as part of the email. Make sure your Teaser text is relevant. In the image below, you can see that the Teaser text appears below the name of the updated page.

The following pages have been updated:

[ACM Knowledgebase](#) - *Thursday, September 28, 2006 11:01 AM*
This is the ACM Knowledgebase Teaser text field contents.

[E-Document Catalogue](#) - *Thursday, September 28, 2006 11:01 AM*
This is the E-Document Catalogue Teaser text field contents.