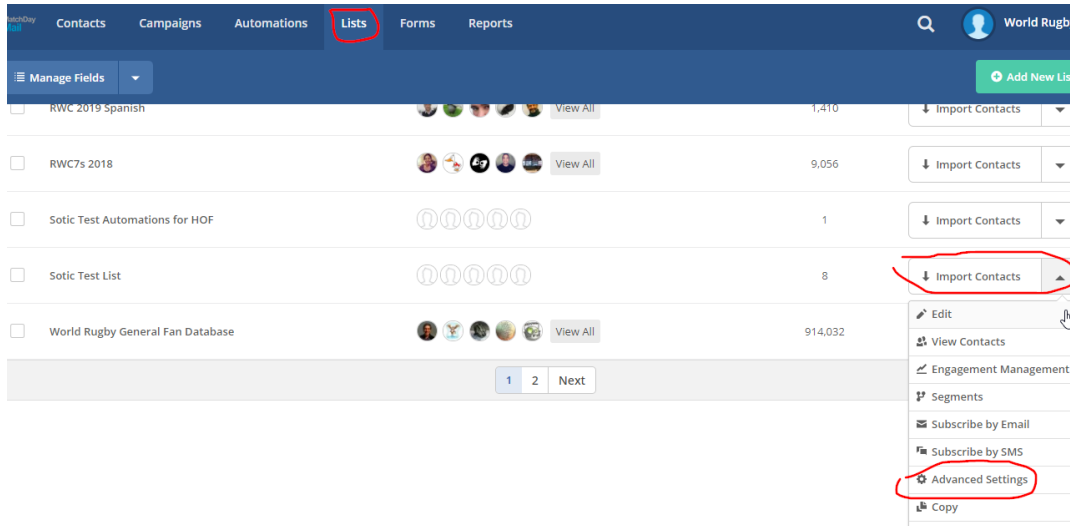


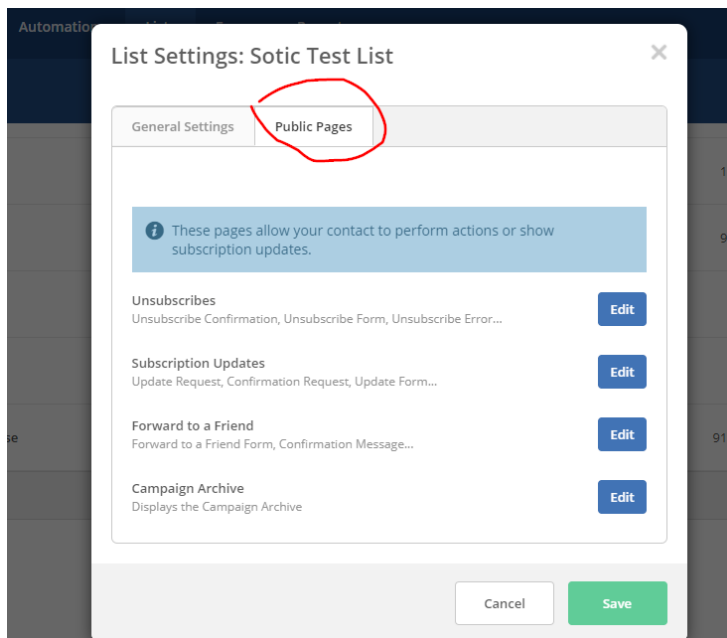
## LISTS – UPDATING SUBSCRIPTION & UNSUBSCRIBE FORMS

The unsubscribe/updates details forms are found within the LISTS tab and will be specific to each of your lists.

1. Click LISTS from the top menu and alongside the list for which you want to edit the forms, click the arrow on the right hand side (alongside Import contacts). This will open up some options and you want to select ADVANCED SETTINGS



2. By using the edit buttons (see below) you will be able to edit the forms your subscribers will see when they try to unsubscribe or update their details.



- To edit these forms click EDIT for the relevant form and you will come to a screen where you will see your current form.

MatchDay MailCloud

Contacts Campaigns Automations Lists Forms Reports

World Rugby

### Integration settings for list

Sotic Test List

Save

Unsubscribes Subscription Updates Forward to a Friend Campaign Archive

Unsubscription completed confirmation Default unsubscription form Unsubscription error

This is the result message that your contacts will see when they confirm their subscription. [Redirect to URL instead](#)

Build your page

Header Free form HTML Image

Theme & style options

WORLD RUGBY

**You have been unsubscribed from this World Rugby list**

You have been unsubscribed from these emails. Please take a moment and let us know why you unsubscribed.

I no longer wish to receive these emails

The emails are no longer for content that I originally signed up

- In this screen you can add free text and imagery and the fields associated with your list will be on the left-hand side – you can drag and drop these where you want them to appear on the form.

You can also move around the sections on the form by dragging and dropping within the form.

Please note, you have limited ability to change much of the details on the unsubscribe form – you can't edit the reasons why someone may want to subscribe.

- You can use the tabs to select which form you want to edit

### Integration settings for list

Sotic Test List

Unsubscribes Subscription Updates Forward to a Friend Campaign Archive

Unsubscription completed confirmation Default unsubscription form Unsubscription error

This is the result message that your contacts will see when they confirm their subscription.

6. Don't forget to click SAVE in the top right hand corner when you are finished

### Integration settings for list

Sotic Test List ▾ Save

**Unsubscribes** | Subscription Updates | Forward to a Friend | Campaign Archive

Unsubscription completed confirmation | Default unsubscription form | Unsubscription error

This is the result message that your contacts will see when they confirm their subscription. [Redirect to URL instead](#)

**Build your page**

Header | Free form HTML

