**How to Create "Collecting Emails" Popups in the Upload Design**
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Collecting Emails templates allow you to create overlays that include input fields. You can use this type for customer subscriptions or email collection for direct contact.

You can create a Collecting emails overlay by following these instructions:

1. Under the ***Templates*** category on the left side of the dashboard, click on the ***Upload Design***. Type in the name of the template you want to create on the text box. Click on the ***Collect Email*** overlay type. Click the ***Next Step>*** button.

2. Click the ***Upload Image*** button to upload a custom image from your computer, or choose from our free designs on the ***Select design*** dropdown box. Your selected image should appear on the screen. Click the ***Next Step>*** button.
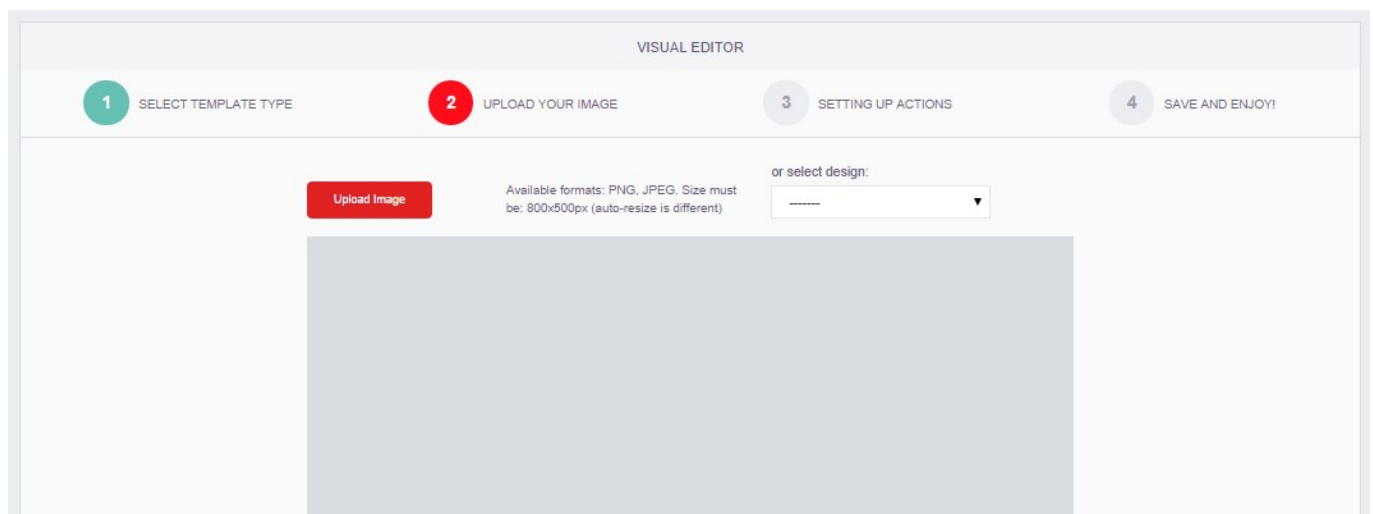

Three boxes will appear on your screen.

The **Green box** (labeled *Redirect Button*) represents your template's "Submit" button – which will be the one users can click in order to be brought to another page or to show them a custom message you can define later.

The **Red box** (labeled *Cancel Button*) represents your template's "Cancel" button – which will close the popup. You can disable the Cancel area by ticking off the ***Show Cancel Area*** checkbox.

The **Yellow box** (labeled *Email input*) represents the area of your template where users can enter their email address.
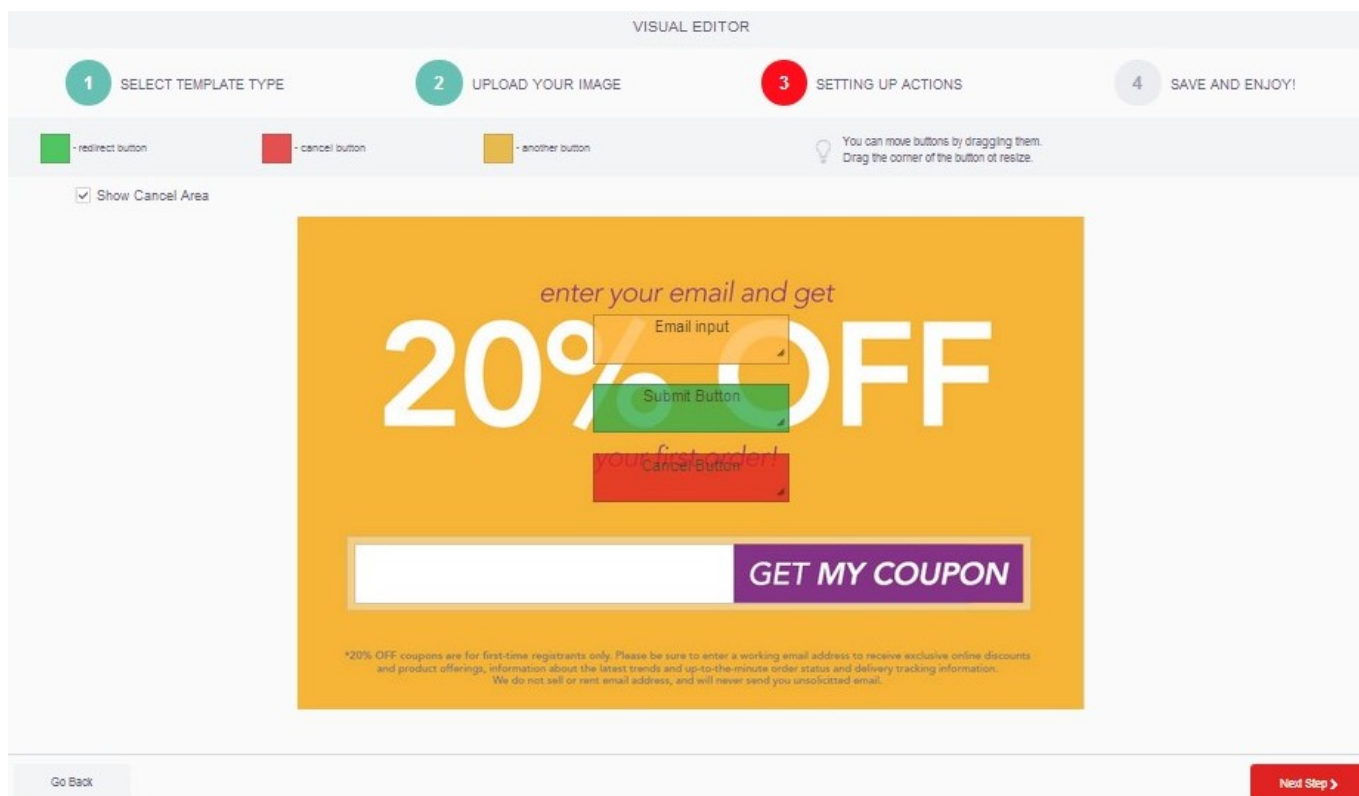
1. Drag the green box, red box and the yellow box to the area of the template that you wish to use as a **Submit** button, **Cancel** button and **Email Input** field respectively. You can resize the boxes using the arrow on its lower left corner. Once you're done, click on the **Next Step>** button.
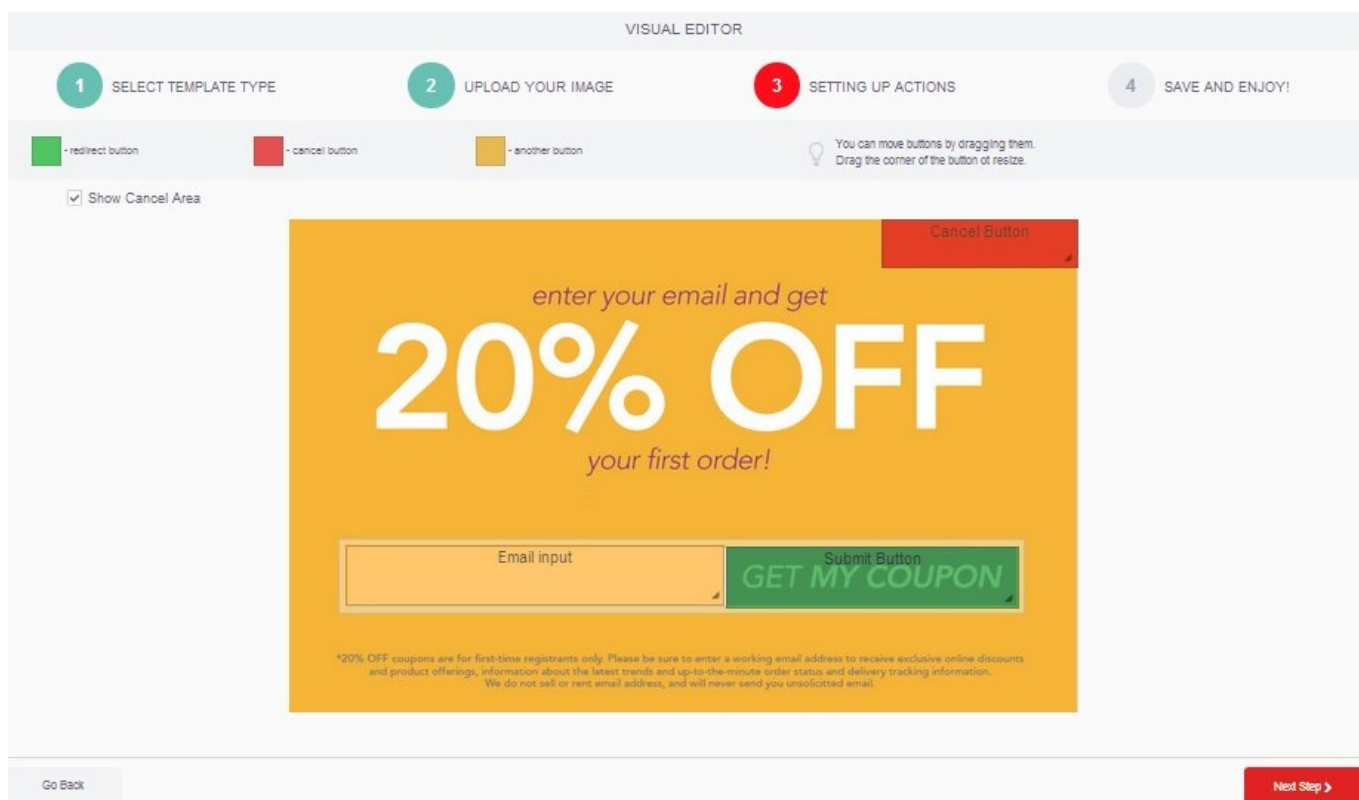
1. Fill out the **Collecting email options***:* field with a default value that will appear on the Email Input box you specified in the previous step. If you want users to be redirected to another link/page, when they click the "Submit" button, select the **Redirect** radio button and type in the URL of the link you want to redirect to. Instead, if you want to show a custom message, when users click the "Submit" button, select the **Show Message** radio button and enter the message you want to show. Click **Create**.

1. To see your newly created template, you will be redirected to the **Available Templates** screen. Click the **Preview** button beside the name and status of the template you want to view.

AVAILABLE TEMPLATES					
NAME	STATUS		DISABLE CLOSE BUTTON		
Test	Approved	Preview	☐		Delete
Collecting Email Template	Approved	Preview	☐		Delete
Collect Email template	Approved	Preview	☐		Delete
				First Previous 1 Next Last	

The preview should popup on your screen.
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