Systeme SMARTStart™

Atkinson Hyperlegible

Step-by-Step help for. Systeme.io onboarding.

Quick Start Guide:Systeme STARTSmart™

Welcome

Welcome to your guided journey into Systeme.io!

This guide is designed specifically for beginners who want a smooth, stress-free start with Systeme.io. Whether you're creating your first funnel, launching a product, or simply setting up the basics, Systeme STARTSmart™ is here to walk you through each step with clear explanations and simple instructions.

📣 A Quick Note About Systeme.io

Systeme.io is always growing and improving. That means the buttons or layout you see might occasionally look a little different than what's described here—and that's totally normal!

If something doesn't match what you're seeing on your screen, just ask Systeme STARTSmart™ to check the latest version. I'll research it and guide you with up-to-date steps.

You're not doing anything wrong—this is just part of using a fast-moving platform. I've got you covered.

1. Explore the Dashboard

Skills You Will Learn:

- Navigating the Systeme.io interface

- Understanding menus, shortcuts, and feature locations

Why It Matters:
 Getting comfortable with the dashboard will help you move confidently through every other task.

Steps:

1. Log in to your Systeme.io account

2. Explore the main menu on the left: Funnels, Emails, Automation, Products, etc.

3. Locate your settings menu and profile at the top right

2. Connect a Custom Domain

Skills You Will Learn:

- How to link your own domain

- Basic DNS settings

Why It Matters:
 Using your own domain builds trust and looks more professional.

Steps:

1. Go to "Settings" > "Custom Domains"

2. Add your domain and follow the DNS instructions

3. Wait for it to verify and connect

3. Verify Your Sending Email Address

Skills You Will Learn:

- How to authorize your personal or business email

- Understanding sender identity and verification

Why It Matters:
 You can't send campaigns or automations until this step is done.

Steps:

1. Go to "Settings" > "Mailing Settings"

2. Add your desired sending email

3. Check your inbox and click the confirmation link

4. Set Up Email Lists and Tagging

Skills You Will Learn:

- Creating and naming lists

- Adding tags for organizing contacts

Why It Matters:
 These are the foundation of your audience. All email marketing begins here.

Steps:

1. Go to "Contacts" > "Lists" and click "Create"

2. Add any tags you want for later sorting or automation

3. Use lists and tags when creating forms or automations

5. Add Payment Gateways

Skills You Will Learn:

- Connecting Stripe or PayPal

- Preparing to collect payments

Why It Matters:
 If you're selling anything (products, memberships, courses), this is required.

Steps:

1. Go to "Settings" > "Payment Gateways"

2. Choose Stripe or PayPal and follow connection prompts

3. Confirm your gateway is active

6. Build a Funnel with a Lead Magnet to Capture Contacts

Skills You Will Learn:

- Creating a funnel to build your list

- Delivering a lead magnet automatically

Why It Matters:
 Funnels are essential for growing your audience and offering free value.

Steps:

1. Go to "Funnels" and click "Create"

2. Choose "Build an Audience" and select a template

3. Add a form connected to your email list

4. Upload your lead magnet file and link it to a thank-you email or page

7. Create an Email Campaign and Send Your First Email

Skills You Will Learn:

● Writing and sending broadcast emails

● Using the email editor

Why It Matters:
 This is your direct line to your contacts for updates, value, or sales.

Steps:

1. Go to "Emails" > "Campaigns" and click "Create"

2. Add your first email and edit the content

3. Send a test email and then send to your list

8. Launch a Simple Automation

Skills You Will Learn:

- Using Automation Rules

- Triggering actions based on events

Why It Matters:
 Automation saves time and lets you nurture your audience hands-free.

Steps:

1. Go to "Automation" > "Rules"

2. Create a new rule (e.g., "when someone subscribes...")

3. Add an action (e.g., send an email, add a tag)

9. Create a Course or Membership Area

Skills You Will Learn:

- Building course modules

- Uploading content

- Locking lessons for members

Why It Matters:
 Perfect for delivering paid or gated content in a structured way.

Steps:

1. Go to "Products/Sales" > "Courses"

2. Click "Create" and set your course or membership title

3. Add modules, upload videos or PDFs, and publish

You're All Set!

With these nine foundational steps, you're ready to start using Systeme.io with confidence. You've set up your workspace, email tools, product options, and even your first audience funnel.

When you're ready for deeper tools and strategies, Systeme Expert Coach™ can take you even further. But for now, you've done a great job laying your foundation.

Systeme STARTSmart™ is here whenever you're ready to take the next step.