

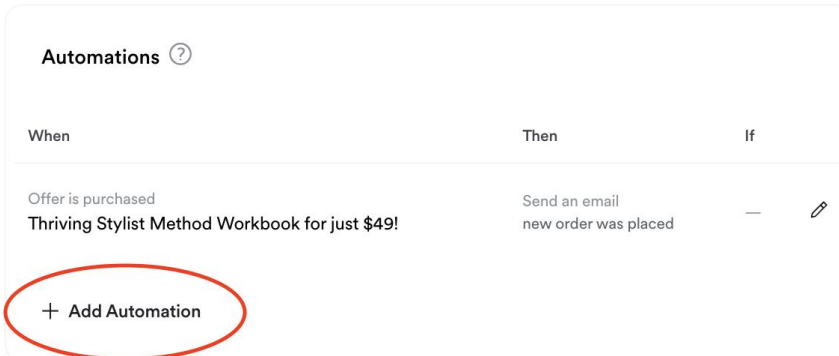
Kajabi Order Automation for Vervante

Step 1:

- Create your offer in Kajabi ([How to Create a One-Time Payment Offer](#))

Step 2:

- Create an automation for that offer ([Kajabi Automations Overview](#))
- Scroll down to the automation section of the offer, click 'add automation'

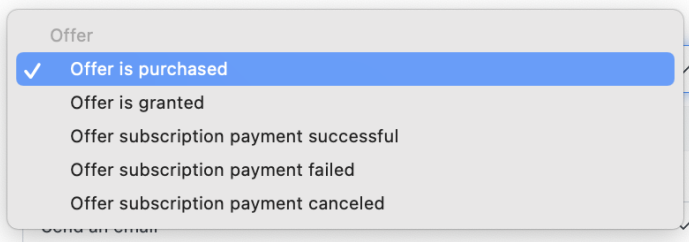


- Click the dropdown for 'WHEN' and select 'offer is purchased' (*if you are having this be triggered when someone purchases the offer. If you are having this be triggered for a different cause, then choose the best option for that*).

Edit Automation

Created August 29, 2022 11:20 AM (PDT)

Updated August 31, 2022 08:26 AM (PDT)



- Click the dropdown for 'THEN' and select 'send and email'
- Choose the 'to my team' option
- Recipient email is: **orders@orders.vervante.com**
- Subject line is: **new order was placed**

THEN

Send an email

To the person

To my team

Recipients

orders@ord... x

Subject

new order was placed

- You will then fill in the body of the email using the information from Vervante's 'TEXT ONLY EMAIL FORMAT FOR AUTOMATIC ORDER PROCESSING' document
 - Using the Kajabi 'personalize' option fill in the information into the email body

- **EXAMPLE (these are the Kajabi fields we use for our order)**

- (VERVANTE PART NUMBER) X 1
- *Add additional Vervante part number(s) if you are shipping multiple items*
- fname: {{first_name}}
- lname: {{custom_45}}
- address1: {{address_line_1}}
- address2: {{address_line_2}}
- city: {{address_city}}
- state: {{address_state}}
- zip: {{address_zip}}
- country: {{address_country}}
- email: {{email}}
- shipmode: first_class_package

Body

<> Paragraph ▾ **B** *I* U A ▾ 12pt ▾ ☰ ▾ ☰ ☰ ☰

🔗 + 📎 🖼️ Personalize ▾ ⌨️

(~~XXXXXXXXXX~~) X 1

(~~XXXXXXXXXX~~) X 1

fname: {{first_name}}

lname: {{custom_45}}

address1: {{address_line_1}}

address2: {{address_line_2}}



city: {{address_city}}

state: {{address_state}}

🖥️ Preview In Browser ➤ Send Test Email

- Click 'save' for the automation

- You should now see it appear on your automation list like so:

Automations 			
When	Then	If	
Offer is purchased Thriving + Scaling Workbooks for just \$89!	Send an email new order was placed	—	

- Click 'save' for the offer

Step 3:

- Test!