How to transfer new subscribers from Mailvio Group to Meetvio Webinar using Mailvio Automation webhook feature

In this article, you will find step-by-step instructions on setting up the Mailvio Automation webhook. This will enable the automatic transfer of new subscribers from a specific Mailvio Group to your Meetvio Webinar account. Streamline your lead management process and maximize the potential of your webinars with this straightforward solution.

Let's get started and learn how to synchronize your new Mailvio Group subscribers with Meetvio Webinar using the Mailvio Automation webhook.

1. Goto settings page of app.meetvio.com --> https://app.meetvio.com/settings

2. Scroll down to the API access section and copy the Private API Key.

3. Now login to your Mailvio account and go to the Automation section --> https://mail.mailvio.com/cp/automation

4. Create new Automation from scratch.

5. Define your Workflow Trigger.

6. On the next step, click on the button and click on Webhook.

7. On the Webhook configuration modal, set Remote Url as `https://webinarkit.com/api/webinar/registration/{WebinarID}` OR `https://app.meetvio.com/api/webinar/registration/{WebinarID}`

You need to replace {WebinarID} with your webinar ID which can be found on the URL when you edit the webinar as shown in the below screenshot.

So your Remote URL will look something like this `https://app.meetvio.com/api/webinar/registration/65967f745dc80739db8af7cd`

8. Set your Method as POST on the webhook modal.

9. On Headers to send section set two headers like below

```
Content-Type application/x-www-form-urlencoded
Authorization Bearer {YOUR_API_KEY_FROM_STEP_2}
```

10. On the Body to POST section, add these values

```
email?{{SUB_EMAILADDRESS}}&date?2024-01-11T17:45:00.000Z
```


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URL:
upport.mailvio.com/content/9/81/en/how-to-transfer-new-subscribers-from-mailvio-group-to-meetvio-webinar-using-mailvio-automation-webhook-fea

You don't need to change the value for email, but for date, you need to set your webinar date in ISO 8601 format in UTC/GMT timezone. More about the ISO 8601 format is below.

11. So overall your webhook integration configuration should look like this

How to set the date in ISO 8601 format?

A. First get your webinar date where you'd like to register subscribers.

B. You can see above there are two webinar dates, pick the one where you'd like to register subscribers. I'll pick `2024-01-11 12:00 PM America/New_York` as an example.

C. Goto https://www.timeanddate.com/worldclock/converter.html and add your webinar timezone (i.e. New York in my case) by clicking on Add Location, and also add UTC.

D. Then edit the date and time to match the date and time that of your selected webinar.

E. You can see my date and time `2024-01-11 12:00 PM America/New_York` is converted to 2024-01-11 17:00 PM in UTC

F. Now again go to https://www.timestamp-converter.com/ and look for the UTC section and add your converted UTC date and time (i.e 2024-01-11 17:00 PM in my case)

G. Look for ISO 8601 value and copy this value (i.e 2024-01-11T17:00:00.000Z in my case)

H. This is the same value you will use on the date value of Step 10.

That's all, now just activate your automation, and any subscriber added to your group should be automatically added to your webinar on Meetvio.

If you have any further questions or need additional assistance, please don't hesitate to reach out to our support team here.

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