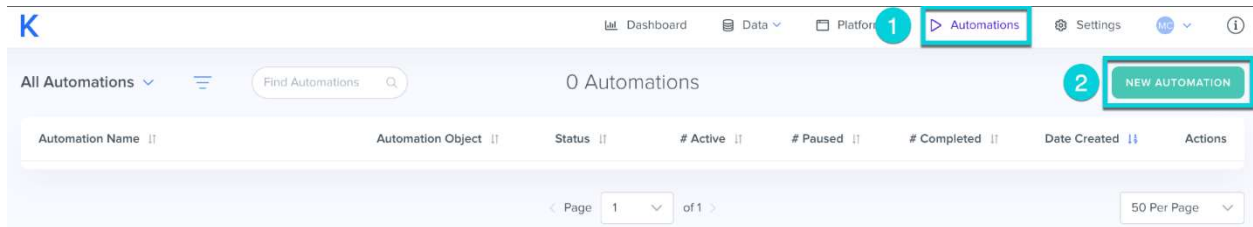


Add New Automation

To add an Automation, follow these steps:

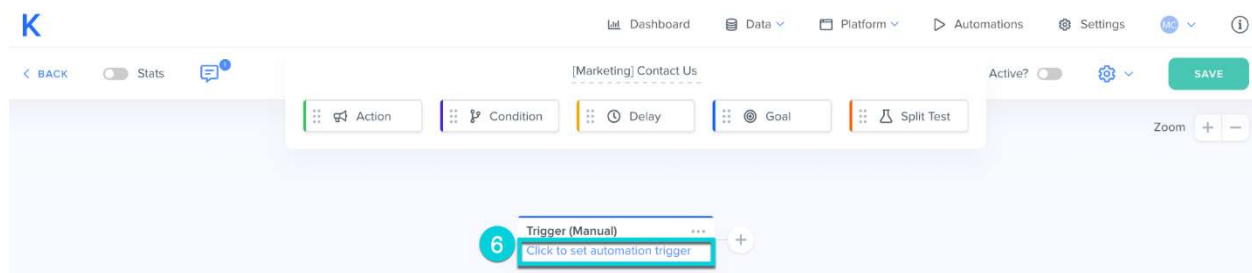
1. Click **Automations** from top menu bar
2. Click **New Automation**



3. Enter the **Automation Name**
4. **Choose Automation Object** (for most automations, you will choose **Contacts**)
5. Click **Save**

A screenshot of the 'Add Automation' form. The form has a title 'Add Automation' and a close button (X) in the top right. It contains two main input fields. The first field is labeled 'Automation Name' and contains the text '[Marketing] Contact Us'. A red circle with the number 3 is next to this field. The second field is labeled 'Choose Automation Object' and contains the text 'Contacts'. A red circle with the number 4 is next to this field. At the bottom right of the form, there is a 'SAVE' button. A red circle with the number 5 is next to this button. The form is styled with a light gray background and red highlights for the input fields and the save button.

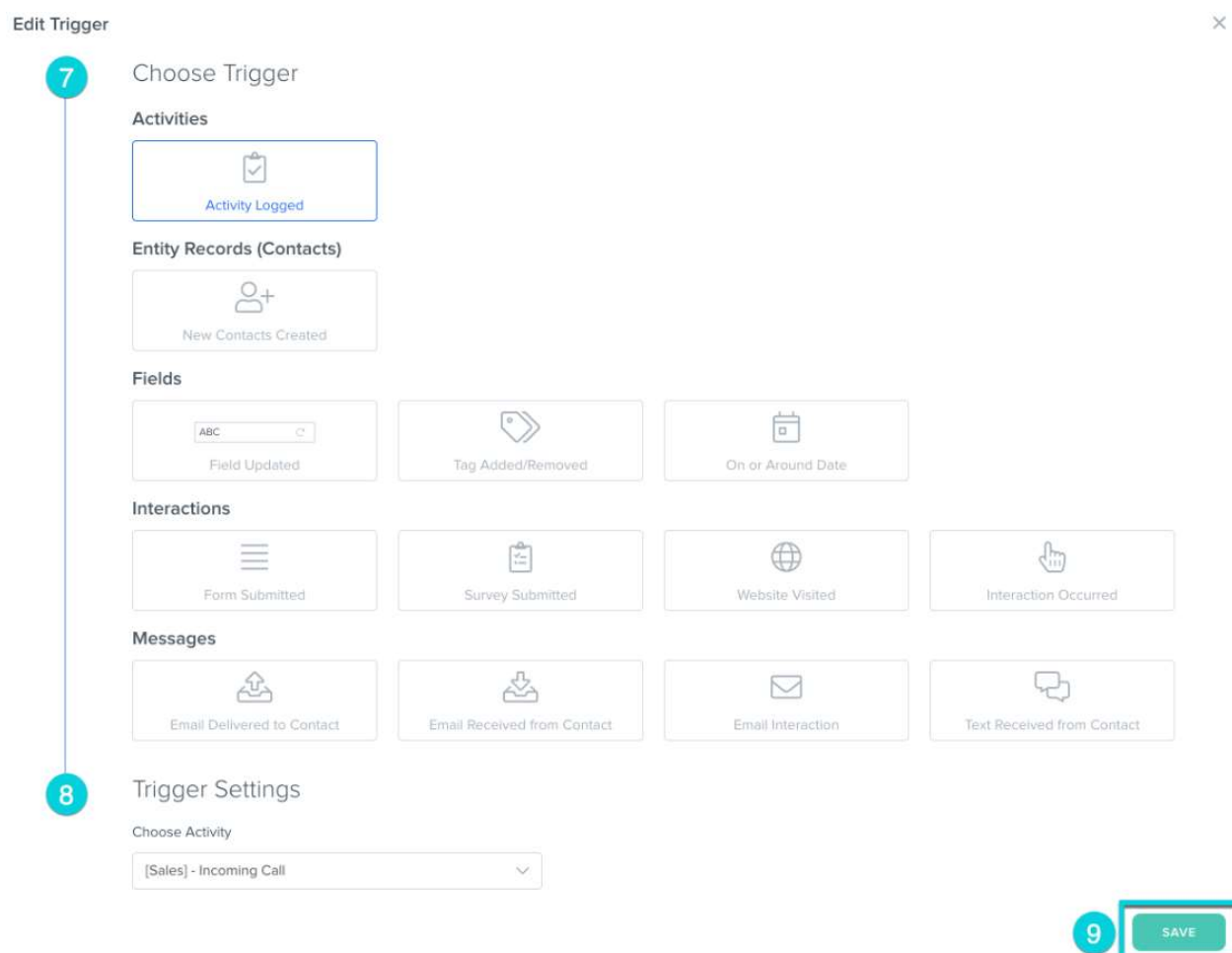
6. In the [Trigger](#) step, select **Click to set automation trigger**



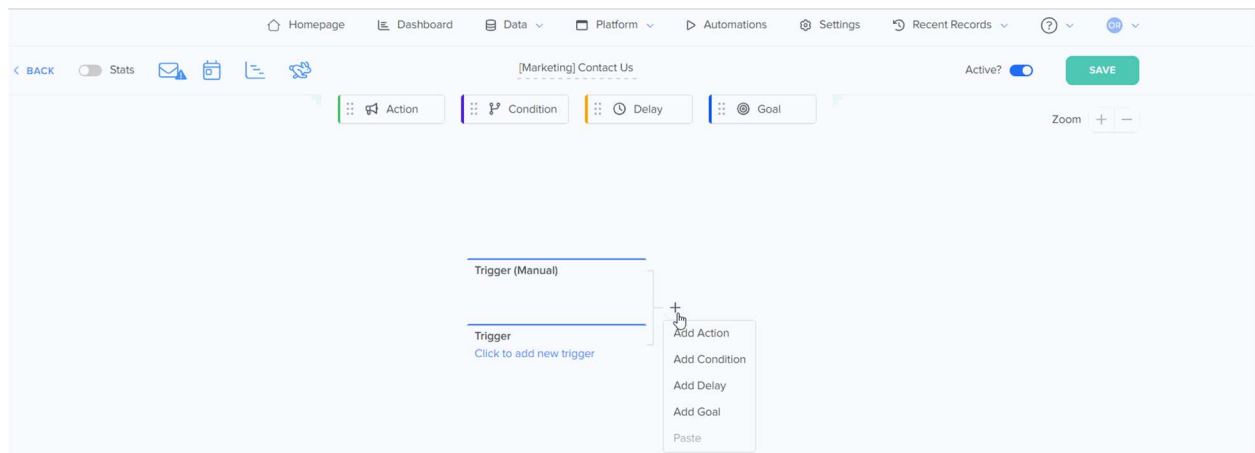
7. Choose the Trigger you would like to pair with the automation

8. Complete the **Trigger Settings** (the available options will differ based on the trigger you have chosen)

9. Click **Save**



10. Build out your Automation by clicking the "+" or clicking and dragging [Actions](#), [Conditions](#), [Delays](#), [Goals](#)



11. When the automation is complete, click **Save**

12. Once you are ready for your automation to run, update the **Active?** Toggle

Note: Until you activate your automation, it will be saved, but will not run

