INTEMPT ACADEMY

Market

The 14 steps to send the right message at the right time, from your first journey to a booking page people can use. Tick them off as you go.

- [ ] 1. Go to Journeys and click Create journey; the builder opens with a trigger already on the canvas. — Lesson 4.1
- [ ] 2. Open the trigger: set Who enters this journey? and, under How often should users enter this journey?, choose Once, Once within a time period or Multiple. — Lesson 4.1
- [ ] 3. Click + on a connector and add a Condition with one message step on each branch. — Lesson 4.1
- [ ] 4. Switch to the Settings tab, turn on Set goal in the Goal card, then choose an option in Exit Rules. — Lesson 4.1
- [ ] 5. In the same Settings tab open Deliverability and set a Daily limit and a Time gap. — Lesson 4.2
- [ ] 6. Turn on Send in recipients timezone and set Send at, Send on and a fallback timezone. — Lesson 4.2
- [ ] 7. Open an email, SMS or push step and turn on Override journey deliverability to give that one step its own sending rules. — Lesson 4.2
- [ ] 8. In Asset library click Create asset and save one Email, one SMS, one Push and one Slack item. — Lesson 4.3
- [ ] 9. Preview the email with a Liquid variable and click Send Test to check the received copy. — Lesson 4.3
- [ ] 10. Open a Send email step, set a destination in the Send via pill, check its dot is green, then pick your asset in Message. — Lesson 4.4
- [ ] 11. Click Edit template to confirm the step opens the same asset from the Asset library. — Lesson 4.4
- [ ] 12. Go to Meetings, Schedule and click Create a booking; set Event name, Duration and Meeting Hours. — Lesson 4.5
- [ ] 13. Set Event Type to Round Robin (rotate hosts) and select a team; note Individual (one-on-one) needs no team. — Lesson 4.5
- [ ] 14. From the row menu use Copy link, then Embed to see Inline Embed, Floating Button, Element Click and Email Embed. — Lesson 4.5

YOU ARE DONE WHEN

- Pre-publish checklist shows trigger, goal and steps ready.
- Deliverability shows a daily limit, time gap and recipient-timezone window.
- The same asset appears in the Asset library and in the Send email step's Message picker.
- A test email arrived with the Liquid variable rendered.
- Your booking link opens a public page and Round Robin demanded a team.

CORE STACK

- **Intempt console (Journeys, Asset library, Meetings)** This is where every lesson in this course happens
- **Journeys** This is how you send the right message when someone does something
- **Deliverability** This is how you cap sends and pick send windows so you never flood an inbox
- **An email destination (Gmail, SendGrid or Amazon SES)** This is what actually delivers your emails. Pick one before your first send
- **Scheduling** This is how people book time with you, with no back and forth

OPTIONAL UPGRADES

- **Twilio** This is what sends your text messages. Only needed for SMS
- **Google Calendar** This is how bookings check your real availability
- **Gmail / Google Workspace** This is how you send from more than one inbox
- **Liquid personalization** This is how every message greets people by name and more
- **Intempt desktop app** This is how you manage bookings from your Mac

---

Your first 10K emails, 1K texts and 1K pushes a month are covered. Round Robin booking is on the Organization plan. · intempt.com/docs/academy