

Mailchimp API Key Setup Guide

To enable 'Newsletter Subscription' and run it successfully, the admin must update settings for the system to be used for Email marketing.

Newsletter Subscription

Activate Newsletter Subscription Yes No

Email Marketing System Mailchimp Aweber

Please Select The System You Wish To Use For Email Marketing.

Mailchimp Key

This is Mailchimp's Application Key Used In Subscribe And Send Newsletters.

Mailchimp List Id

This Is The Mailchimp's Subscribers List Id.

Aweber Signup Form Code

Enter The Newsletter Signup Code Received From Aweber

Fig. 1: Admin Third-Party API Settings

As shown in figure 1, the admin must select any one of the Email Marketing Systems from the two options provided: 'Mailchimp' or 'Aweber'.

The admin needs to enter the 'Mailchimp Key' and 'Mailchimp List Id' to update the mailchimp settings.

To access the keys, the admin must follow the steps given below:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

1. Visit <https://mailchimp.com/> and the login homepage will open as shown in figure 1.1.

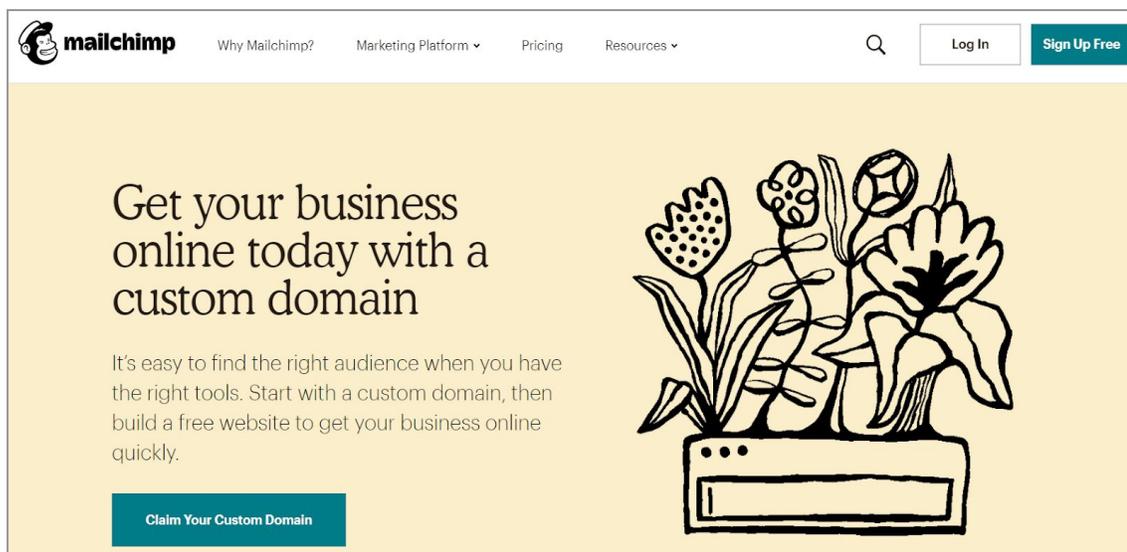


Fig. 1.1: Mailchimp Login Homepage

If the admin does not have a mailchimp account, they can sign up by clicking on the 'Sign Up Free' button and filling up the necessary details in 'Welcome to Mailchimp' form as shown in figure 1.2 below.

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Welcome to Mailchimp

Find your people. Engage your customers. Build your brand. Do it all with Mailchimp's Marketing Platform. Already have an account? [Log in](#)

Email

Username

Password [Show](#)

- One lowercase character
- One uppercase character
- One number
- One special character
- 8 characters minimum
- 50 characters maximum

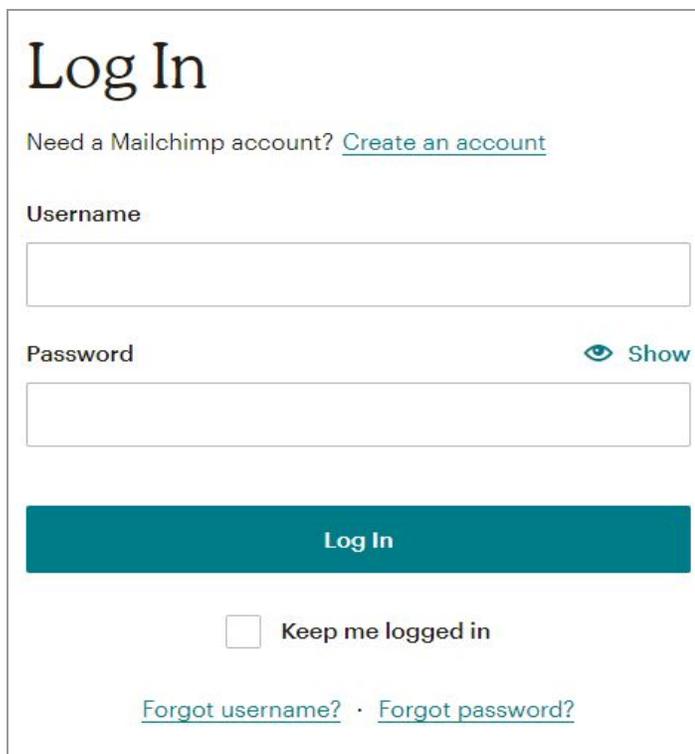
I don't want to receive emails about new Mailchimp products, best practices, or special offers.

By clicking the "Sign Up" button, you are creating a Mailchimp account, and you agree to Mailchimp's [Terms of Use](#) and [Privacy Policy](#).

Fig. 1.2: Welcome to Mailchimp

2. If the admin already has an account, they must login by clicking on the '**Log In**' button and filling up their credentials in mailchimp login form as shown in figure 1.3.

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The screenshot shows a login form with the following elements:

- Log In** (large heading)
- Need a Mailchimp account? [Create an account](#)
- Username** label above a text input field.
- Password** label above a text input field, with a **Show** link and an eye icon to the right.
- A teal **Log In** button.
- Keep me logged in**
- [Forgot username?](#) · [Forgot password?](#)

Fig. 1.3: Login Mailchimp Account

3. The admin needs to verify their email address before logging in. The verification code is forwarded on the registered email address and the admin must enter the verification code and click on **'Submit Verification'** button to proceed to the next step.
4. Once logged in, the admin will be redirected to mailchimp Dashboard. The admin must click on **'Username'** provided at the top-right corner which will open a drop-down list of options as shown in figure 1.4.

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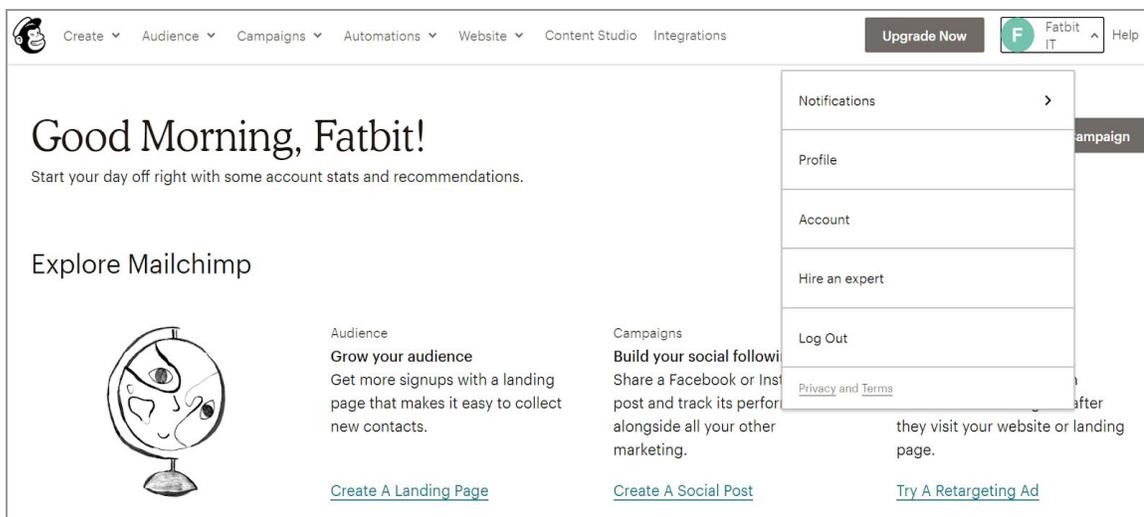


Fig. 1.4: Mailchimp Dashboard

- The admin must click on **'Account'** which will redirect them to the 'Account' settings page as shown in figure 1.5.

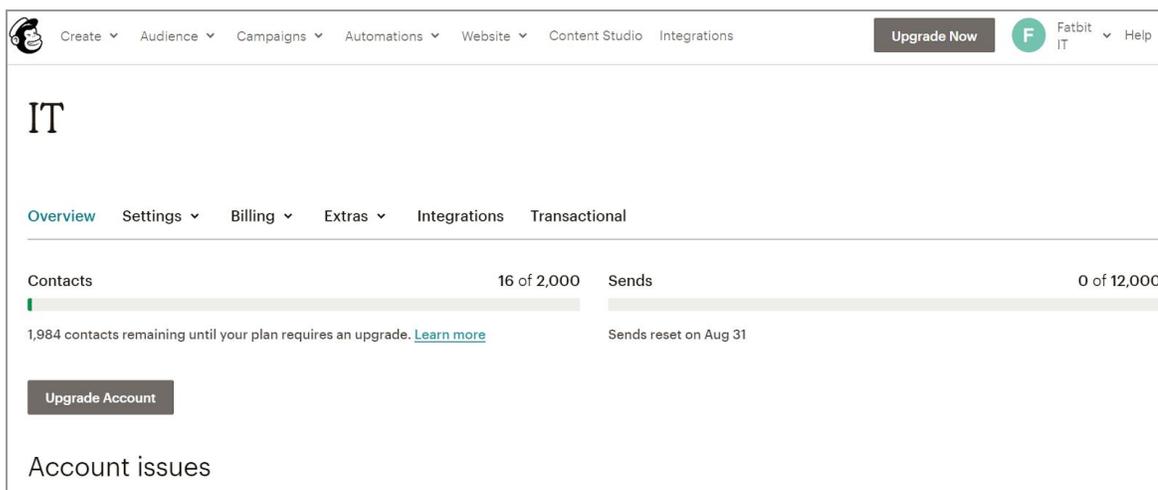


Fig. 1.5: 'Account' Settings Page

- The admin must click on **'Extras'** which will open a drop-down list. Admin must click on **'API Keys'**.

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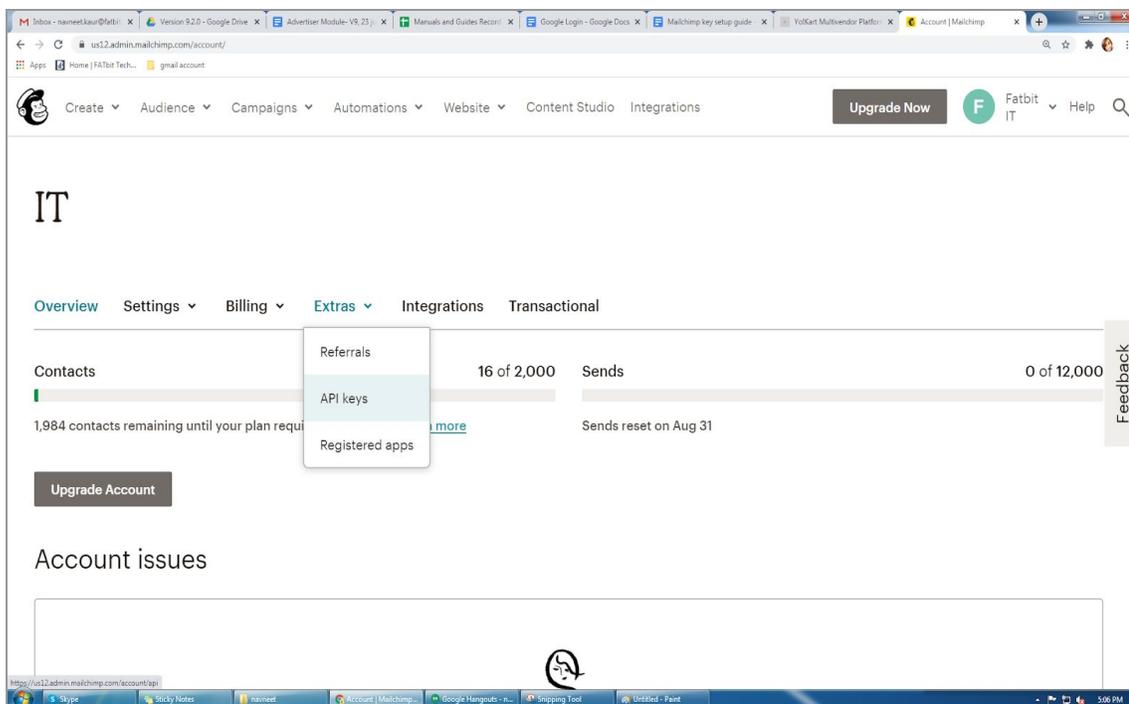


Fig. 1.6: 'Extras' from 'Account' Settings Page

7. This will open the 'API keys' page as shown in figure 1.7.

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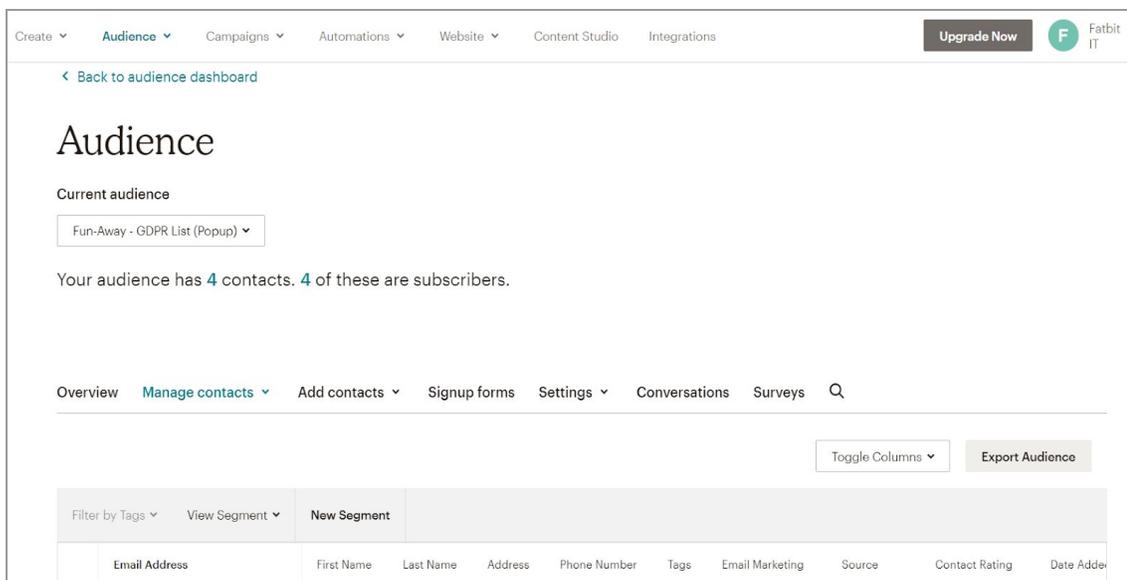


Fig. 1.8: 'Audience' Page

10. Admin must click on 'Audience Name and Defaults' as shown in figure 1.9.

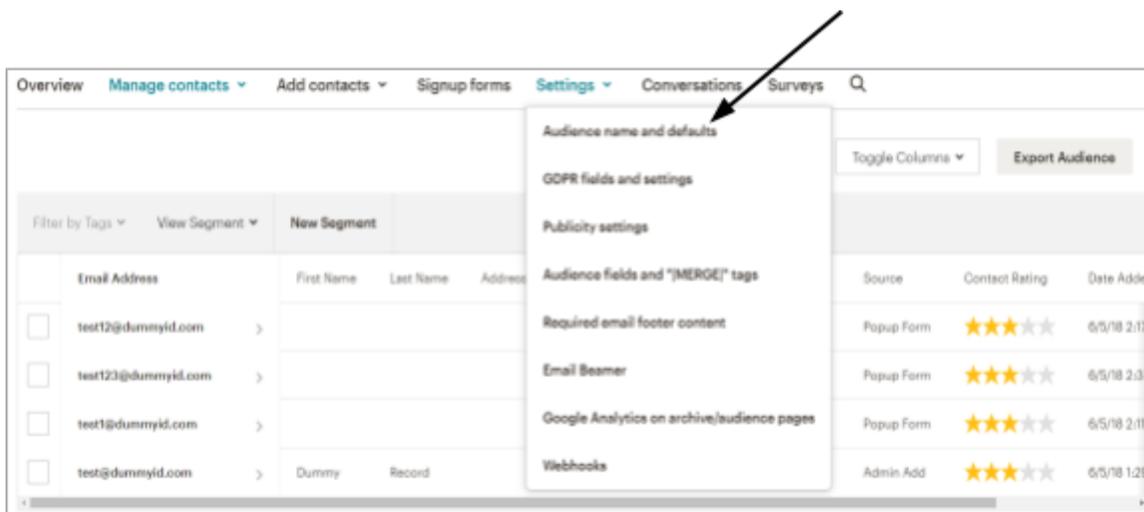


Fig. 1.9: 'Audience Name and Defaults' Page

11. This will redirect admin to the 'Audience Name and Campaign Defaults' page.

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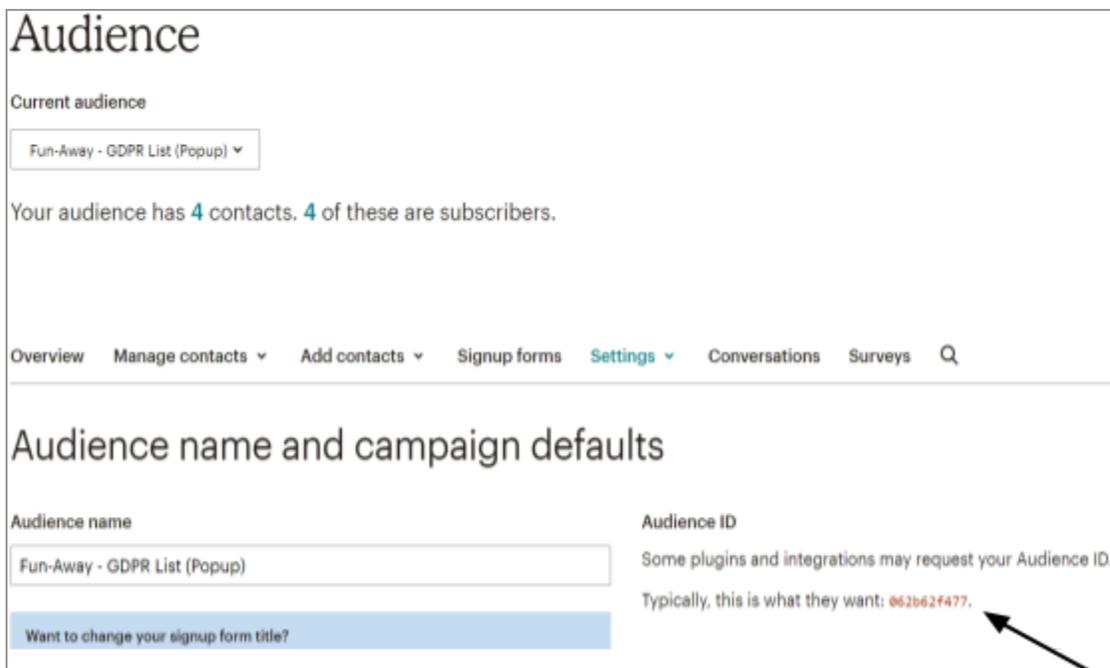


Fig. 1.10: Audience ID

On this page, an '**Audience ID**' is mentioned as marked with an arrow in figure 1.10. The admin must copy this ID and paste it in the '**Mailchimp List ID**' input field ([figure 1](#)).

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