

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:



1. Visit <u>https://mailchimp.com/</u> 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.



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

Username	
Password	👁 Sho
One lowercase characte	One special character Scherectere minimum
One number	 50 characters maximum
Sign Up	lon't want to receive emails about new Mailchimp oducts, best practices, or special offers.

Fig. 1.2: Welcome to Mailchimp

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



Log In	
Need a Mailchimp account? Create an ac	count
Username	
Password	Show
Log In	
Keep me logged in	1
Forgot username? • Forgot pa	ssword?

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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E	Create 🕶 Audience 👻 Campaigns	✓ Automations ✓ Website ✓ Conter	nt Studio Integrations	U	pgrade Now	F Fatb	^{it} ^ Help
		F-41-34		Notifications		>	
	GOOG MORTHING, Start your day off right with some accou	FatDit! nt stats and recommendations.		Profile			ampaign
				Account			
	Explore Mailchimp			Hire an expert			
		Audience Grow your audience	Campaigns Build your social followi	Log Out			
		Get more signups with a landing page that makes it easy to collect	Share a Facebook or Inst post and track its perfor	Privacy and Terms	10 Ac. 400) after
		new contacts.	alongside all your other marketing.		they visit your we page.	ebsite or	landing
		Create A Landing Page	Create A Social Post		Try A Retargeting	Ad	

Fig. 1.4: Mailchimp Dashboard

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

Create 🗙 Audience 🖌 Campaigns 🛩 Automations 🛩	Website 🖌 Conte	nt Studio Integrations	Upgrade Now	Fatbit - Help
IT				
Overview Settings • Billing • Extras • Inte	grations Transac	tional		
Contacts	16 of 2,000	Sends		0 of 12,000
• 1,984 contacts remaining until your plan requires an upgrade. <u>Learn</u>	more	Sends reset on Aug 31		
Upgrade Account				
Account issues				

Fig. 1.5: 'Account' Settings Page

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



M Inbox - navneet.kaur@fatbit: 🗙 🔥 Version 9.2.0 - Google Drive 🗴 📘 Adve	ertiser Module- V9, 23 ju 🗙 🗍 🚼 Mani	uals and Guides Record 🗙 🗍 🖬 Google Lo	ogin - Google Docs 🗴 📘 Mailchimp key setup guide -	x VolKart Multivendor Platfor: x C Account Mailchimp	× +	*
← → C 🔒 us12.admin.mailchimp.com/account/					Q 🕁 🗯 🚯	:
🔛 Apps 📓 Home FATbit Tech 📒 gmail account						
Create • Audience • Campaigns	 Automations 	Website 🖌 Content	t Studio Integrations	Upgrade Now F	Fatbit - Help Q	2
IT Overview Settings - Billing -	Extras - Inte	grations Transacti	onal			
	Referrals				Y	CK
Contacts		16 of 2,000	Sends		0 of 12,000	20
L	API keys				4	D D
1,984 contacts remaining until your plan requ	i Registered apps	<u>i more</u>	Sends reset on Aug 31		Ľ	Ľ
Upgrade Account						
Account issues						
		5	Į			
http://us12.admin.ma/chimp.com/account/api	Account Mailchimp	Google Hangouts - n	ool Ø Untitled - Paint		🔺 🏲 🖬 🍖 5.06 PM	

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

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



API keys							
About the API	Developing an app?			Developer Tools			
ne Mailchimp API makes it easy for programmers) integrate Mailchimp's features into other oplications.		Writing your own application that requires access to other Mailchimp users' accounts? Check out our OAuth2 API documentation, then register your app.			Have a mobile app? Want to add, update, or tag contacts, and track contact events in just a few lines of code? Check out our <u>Mobile SDK Documentation</u> , and then create a client key to get started!		
Read The API Documentation		Register And	Manage Your Apps		Create A Clien	t Key	
Your API keys API keys provide full access to y keeping API keys secure.	our Mailchimp account	;, so keep them s	afe. <u>Tips on</u>				
Created	User		Label	API key		QR Code	Status
Jul 31, 2020 5:29 am	Fatbit Campaigns (o	wner)	none set	d67475475245525252	020000001025	QR	
Apr 03, 2018 9:02 am	Fatbit Campaigns (o	wner)	none set	f422755527722//02	UCCCUCCUc29	QR	
Create A Key							

Fig. 1.7: API Keys Page

- 8. Admin must click on the '**Create A Key**' button which will create a new '**Mailchimp Key**'. Admin can copy and paste this API key in their portal.
- Admin must then click on 'Audience' provided on the top header of the page and then click on the 'All Contacts' button which will redirect them to the 'Audience' page as shown in figure 1.8.



Create	~ A	udience ¥	Campaigns 🖌	Automations 🛩	Website 🖌	Content Studio	Integrations	U	pgrade Now	Fatbit IT
	< Back	to audience	dashboard							
	Au	dienc	ce							
(Current	audience								
	Fun-Av	vay - GDPR Lis	t (Popup) 🗸							
,	Your a	udience ha	as 4 contacts	. 4 of these are	subscribers.					
0	Overvie	w Manage	e contacts 👻	Add contacts 👻	Signup forms	Settings ~	Conversations Surveys	Q		
								Toggle Columns 🗸	Export Audienc	e
	Filter b	iy Tags 🛩	View Segment 🗸	New Segment						
		Email Address		First Name L	ast Name Addre	ss Phone Numbe	r Tags Email Marketing	Source Co	intact Rating Dat	e Adde

Fig. 1.8: 'Audience' Page

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

Overvi	iew Manage contacts *	Add contacts	 Signup 	forms	Settings - Conversations Surveys	Q		
					Audience name and defaults	The state of the s	5	
					GOPR fields and settings	Toggle Columns •	Export A	uclience
Filte	r by Tags 👻 🛛 View Segment 👻	New Segment			Publicity settings			
	Email Address	First Name	Last Name	Address	Audience fields and "IMERGE " tags	Source	Contact Rating	Date Add
	test12@dummyid.com				Required email footer content	Popup Form	*****	6/5/18 2/
	test123@dummyid.com	,			Email Beamer	Popup Form	*****	6/5/18 2:
	test1@dummyid.com	,			Google Analytics on archive/audience pages	Popup Form	*****	6/5/18 2/
	test 0 dammaid own	0.000	Record		Webhooks	Admin Add		850814

Fig. 1.9: 'Audience Name and Defaults' Page

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



Audience	
Current audience	
Fun-Away - GDPR List (Popup) ¥	
Your audience has 4 contacts. 4 of these are subscribers.	
Overview Manage contacts Y Add contacts Y Signup forms	Settings V Conversations Surveys Q
Audience name and campaign defa	aults
Audience name	Audience ID
Fun-Away - GDPR List (Popup)	Some plugins and integrations may request your Audience ID.
	Typically, this is what they want: e62b62f477.
Want to change your signup form title?	
	\

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 (<u>figure 1</u>).