



Setting Up a Mandrill Account

Mandrill allows customers to be able to send transactional emails for Custom Club.

Mandrill is owned by MailChimp, a marketing email platform. You will need to create a MailChimp account in order to use Mandrill. V360 uses Mandrill's API to send out emails to your custom club members.

To begin you will want to go to MailChimp and create an account. <https://login.mailchimp.com/signup/>

Next, you will receive an email from MailChimp verifying you created the account. Click on the link in your email to confirm your MailChimp account.

In MailChimp, you will want to navigate to your profile in order to set up and pay for a monthly account, starting at \$10. Click on your Profile→Account.

The screenshot displays the MailChimp account setup interface for 'KLH Consulting'. At the top, a navigation bar includes links for Campaigns, Templates, Lists, Reports, and Content, alongside a 'Create' button and a user profile dropdown for 'Ashley KLH Consulting'. Below this, the 'Forever Free plan' is highlighted, showing progress bars for 'Subscribers' (1 of 2,000) and 'Sends' (0 of 12,000). A blue banner at the top of the main content area prompts the user to help improve recommendations with a survey. The page also includes a 'Help' link and a 'Learn more' link regarding the subscriber limit.

Click on Billing → Monthly Plans or Credits

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Overview Settings **Billing** Extras Integrations Transactional

Help us make better recommendations. It'll just take a minute to... [Ok, Let's Do It](#) [Not right now](#)

Forever Free plan

Subscribers 1 of 2,000 Sends 0 of 12,000

Select "Monthly" subscription and enter in payment method. Disregard this step if you are already paying for a MailChimp Account.

***If you decide to use MailChimp, the more subscribers you have the higher your monthly rate will become.**

Overview Settings **Billing** Extras Integrations Transactional

Edit your billing plan

Select a plan

☐ **Forever Free**
If you have fewer than 2,000 subscribers, you can send up to 12,000 emails per month absolutely free. No expiring trial, contract, or credit card required.

☒ **Monthly**
A once-per-month charge based on the highest number of subscribers and transactional recipients in your account during a 30-day billing period.

You currently have 1 subscribers which places you in a \$10.00 monthly plan. [Estimate future cost](#)

Estimated monthly charges	\$10.00
Autopay starting December 29, 2018	
Monthly Plan	\$10.00
1 subscribers	
Subtotal	\$10.00
Value-added tax	\$0.00
Total	\$10.00
Due now	\$10.00

Your account doesn't have any billing information
[Add a payment method](#)

Once your MailChimp account is set up you will want to click on Transactional and click on Launch Mandrill to add a Mandrill account.

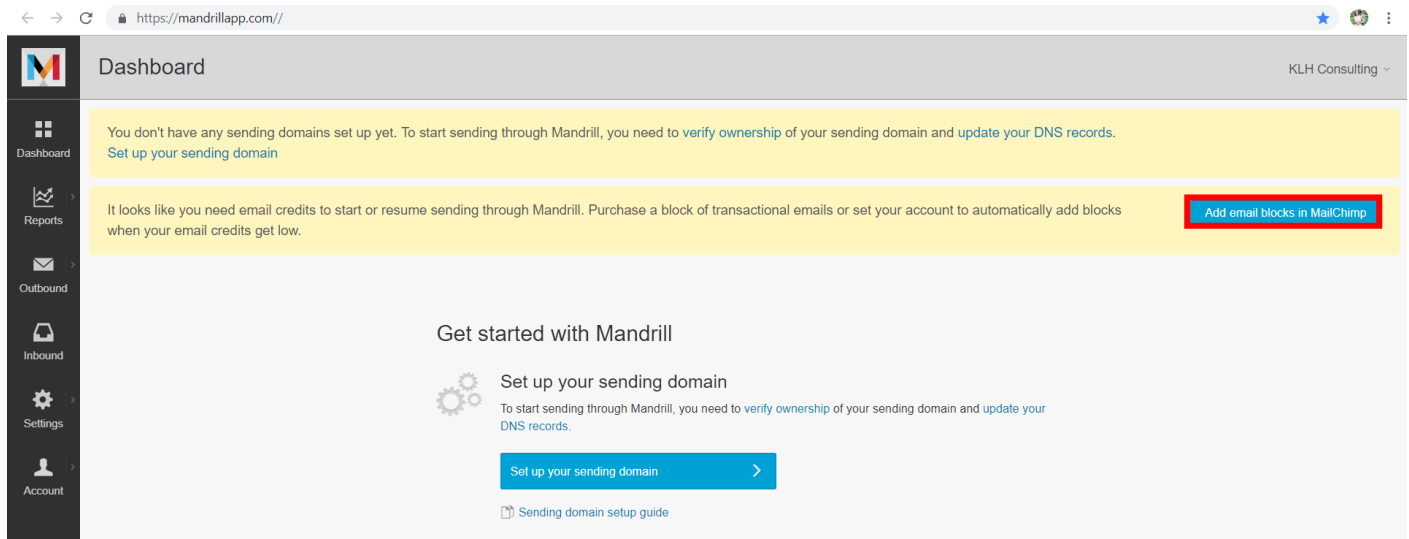
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Overview Settings Billing Extras Integrations **Transactional**

You do not currently have a monthly Mailchimp plan. In order to send transactional emails, please purchase a monthly Mailchimp plan and then purchase a monthly transactional plan. [Upgrade](#)

Mandrill
Mandrill is Mailchimp's transactional API. It's ideal for sending event-driven emails, including targeted e-commerce and personalized one-to-one messages. [Launch Mandrill](#)

From there you will need to add blocks for your Mandrill account. Blocks refer to the amount of emails you plan to send out.

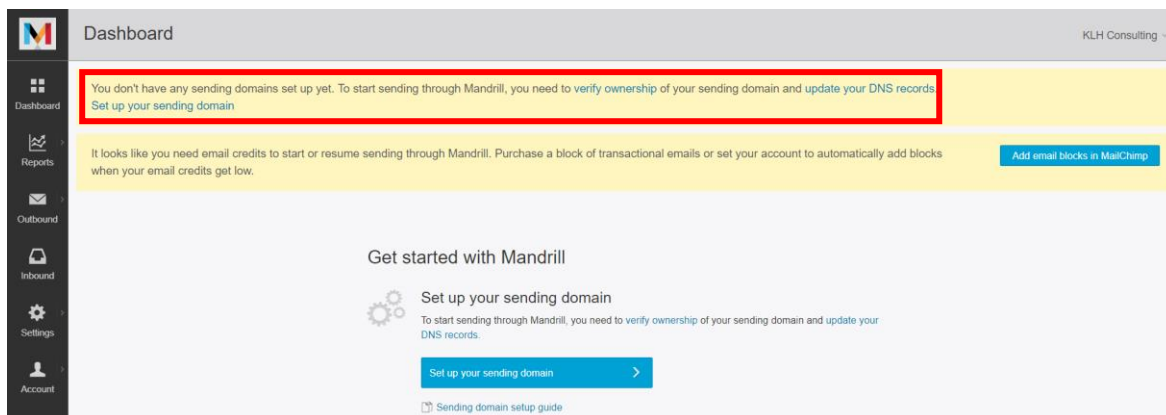


Below is the breakdown of blocks.

Each block is a credit for 25,000 emails		
\$20/block	1-500k emails	1-20 blocks
\$18/block	500k-1m emails	21-40 blocks
\$16/block	1m-2m emails	41-80 blocks
\$14/block	2m-3m emails	81-120 blocks
\$12/block	3m-4m emails	121-160 blocks
\$10/block	4m+ emails	161+ blocks

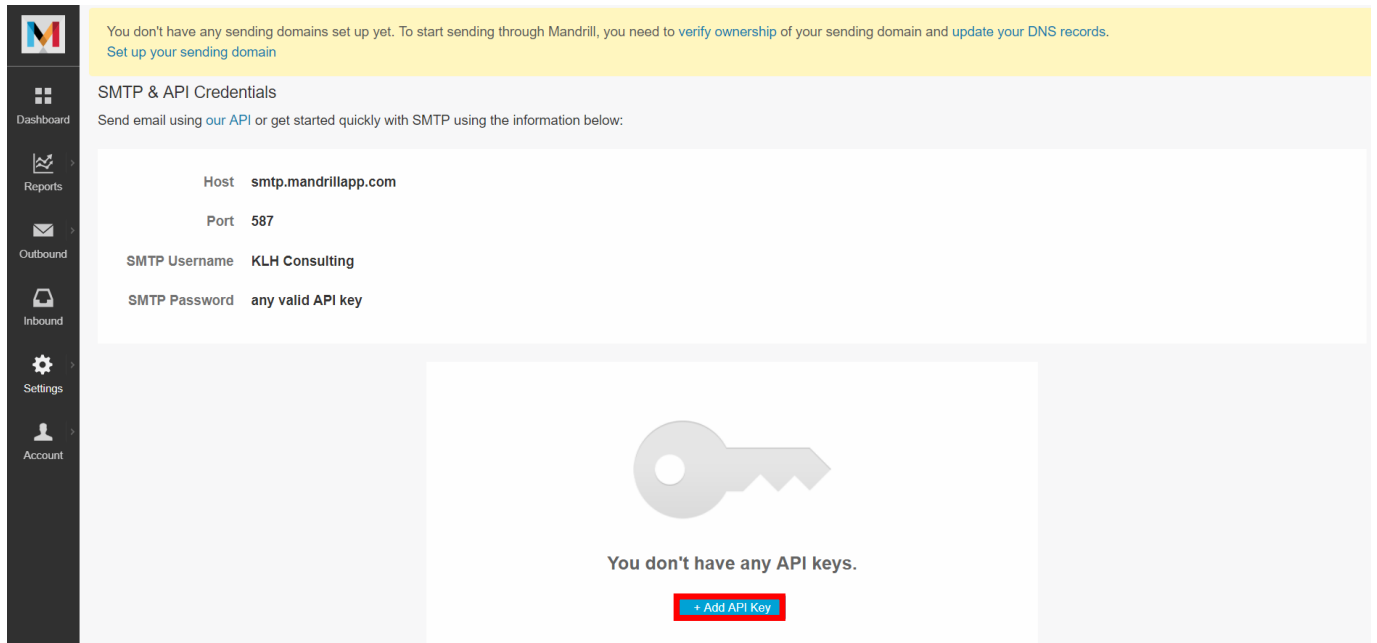
Add your billing information, credit card and pay for your block.

Next you will need to verify ownership (which is an email sent to your account), update your DNS records and set up your sending domain. (KLH or your IT team will need to assist)



Once these steps are done, you will want to configure V360 with the Mandrill API.

Go to Settings→API→Add API Key→ Copy API Key



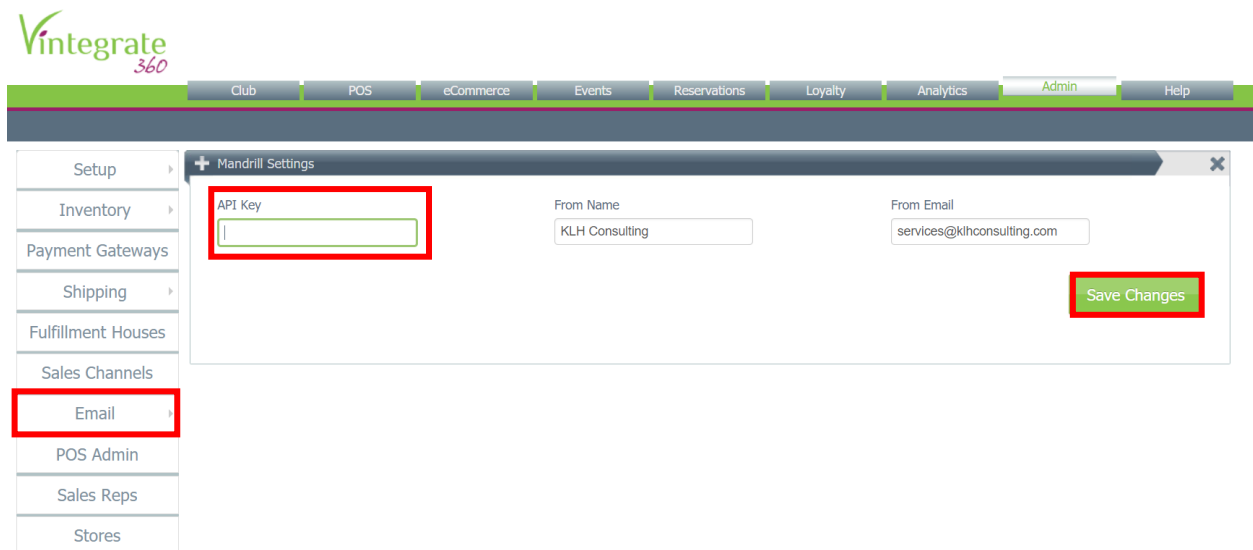
You don't have any sending domains set up yet. To start sending through Mandrill, you need to [verify ownership](#) of your sending domain and [update your DNS records](#).
[Set up your sending domain](#)

SMTP & API Credentials
Send email using [our API](#) or get started quickly with SMTP using the information below:

Host **smtp.mandrillapp.com**
Port **587**
SMTP Username **KLH Consulting**
SMTP Password **any valid API key**

You don't have any API keys.
[+ Add API Key](#)

Pull up your V360. Go to Admin→ Email → Mandrill Settings → Paste API Key→ Save.



Vintegrate 360

Club POS eCommerce Events Reservations Loyalty Analytics Admin Help

Setup Inventory Payment Gateways Shipping Fulfillment Houses Sales Channels **Email** POS Admin Sales Reps Stores

Mandrill Settings

API Key

From Name

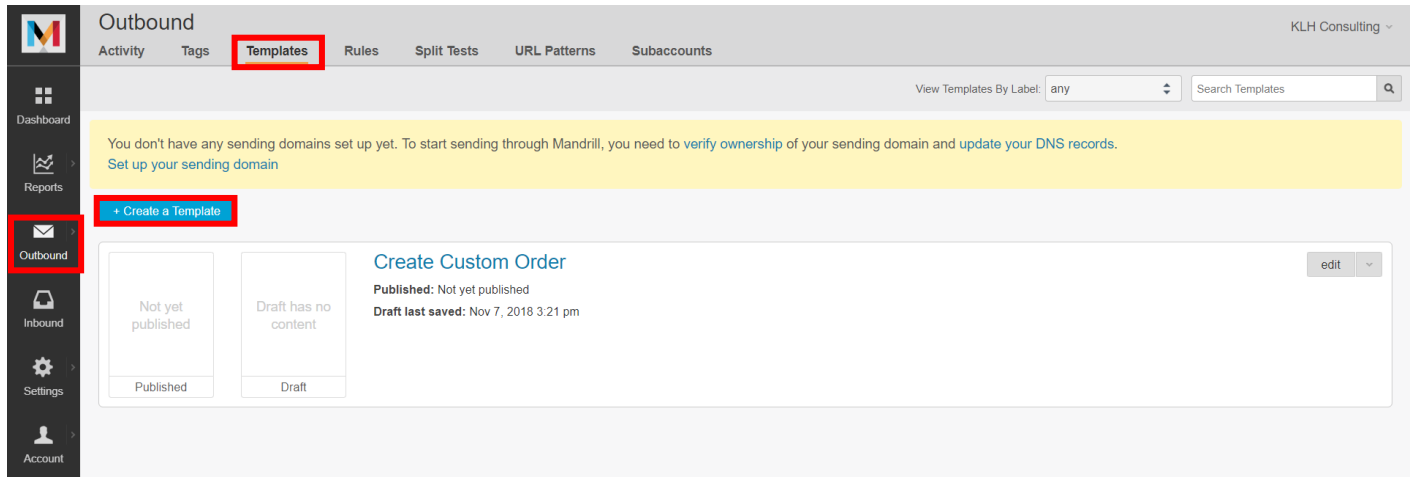
From Email

[Save Changes](#)

Creating Email Templates in Mandrill

You will want to create email template(s) for your custom club customers. This will notify them that their order is ready to customize.

Go to Mandrill→ Outbound Messages→ Templates→Create a Template



All templates need to be coded in HTML. Here is a basic HTML custom club email that you can use and customize to your liking.

` ---Adding Logo Photo to Email Template`

`<div style="font-family: Calibri, 'Calibri Light', Arial; font-size: 11pt;">`

`<p>Hello {{ $order$contact_first_name }} {{ $order$contact_last_name }},</p>`

`<p>Your wine club order is available for review. Review Order</p>`

`<p>Thank you!</p>`

`<p>Winery Name</p>`

`</div>`

***You can create as many templates you would like- it is recommended you use one template to keep things simple for when creating your custom club shipments.**

See the Custom Club Help Doc for further information pertaining to setting up your custom club and selecting your email template in V360.