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.

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/](https://mailchimp.com/) and the login homepage will open as shown in figure 1.1.

![Mailchimp Login Homepage](image1.jpg)

**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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2. 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.

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**Fig. 1.2: Welcome to Mailchimp**
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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5. The admin must click on ‘Account’ which will redirect them to the ‘Account’ settings page as shown in figure 1.5.

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

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

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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.

9. 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.

**Fig. 1.7: API Keys Page**

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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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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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