

Mailchimp newsletter

- 1) Choose to signup with mailchimp.com:
 - a. Create an account and logon.
 - b. Select the free plan.
 - c. Set up account details, as below then select "Continue" once done:
 - i. First name
 - ii. Last name
 - iii. Business name – this should be your site name
 - iv. Website url – this should be your deployed site link, check the "Import my brand" field
 - v. Phone number – optional field
 - d. Add address – used home address for this project, but when setting up for a real business, use the business address.
 - e. For "List of contacts" question – select "No" (as no subscribers yet).
 - f. "Best features" selection – choose most relevant features according to site content.
 - g. "Set up shop" question – choose most relevant answer about how business supplies its customers.
 - h. Select if you want to receive email marketing for Mailchimp.
 - i. Sign up complete.
- 2) From you workspace, select "Create a signup form".
- 3) Select "Sign up form > Embedded form".
- 4) Make a simple embedded form – by selecting "Required fields" which creates a form consisting of only the email address field.
- 5) Preview of form is shown on the right hand side.
- 6) Copy the form code that appears below the preview.
- 7) Add code to footer section of base.html file. Will need to format it slightly to align all "Div" containers.
- 8) Move Mailchimp "script" tags to bottom of base.html file.
- 9) Move Mailchimp "css" link into the head tag above the project root "css" file link and move any inline "css" into the project root "css" file.
- 10) Save and preview then re-format as required.
- 11) Test if the subscription form works on the deployed site by subscribing with another email address – a success message should result.
- 12) Go back to Mailchimp and check if the email address was added to the Mailchimp site contact list.
 - a. Logon to Mailchimp.
 - b. From the dashboard select "audience" > "all contacts".
 - c. Should see the list of subscribers of which one should be the email address used to create the Mailchimp account.