

1. Follow the mail chimp tutorial to create code for a sign up form

<https://mailchimp.com/help/add-a-signup-form-to-your-website/>

2. Get the 1) Action Url 2) User Key 3) User ID 4) Button ID from the code you have created in step 1) - see details below and the examples in highlighted in **RED** on the next page

Action Url id : form action =“.....”.list-manage

User Key : u =“.....”&

User ID: id = “.....”

Button ID: name =“.....”

3. Add the User Key, User ID and Button ID where indicated and choose the type of form you want on the website

Mailchimp

Do you want mailchimp to generate subscription form? ☒ Yes ☐ No

Select Form Type *

Condensed

Action Url Id *

<https://torchgallery.us7>

User Key *

3386a1c19b462e0713c14f903

User Id *

3eb97395b4

Button Id *

b_3386a1c19b462e0713c14f903_3eb97395b4

Example Code with User Key, User ID and Button ID highlighted in RED

```
<!-- Begin Mailchimp Signup Form -->
<link href="//cdn-images.mailchimp.com/embedcode/classic-10_7.css" rel="stylesheet"
type="text/css">
<style type="text/css">
    #mc_embed_signup{background:#fff; clear:left; font:14px Helvetica,Arial,sans-serif; }
    /* Add your own Mailchimp form style overrides in your site stylesheet or in this style
block.
```

We recommend moving this block and the preceding CSS link to the HEAD of your HTML file. */

```
</style>
<div id="mc_embed_signup">
<b>form action="https://gmail.us20</b>.list-manage.com/subscribe/post?
<b>u=d84cf0b5a27aeba304d9b73e5<b>&amp;id=dcbfcb6540" method="post" id="mc-embedded-
subscribe-form" name="mc-embedded-subscribe-form" class="validate" target="_blank"
novalidate>
    <div id="mc_embed_signup_scroll">
        <h2>Subscribe</h2>
<div class="indicates-required"><span class="asterisk">*</span> indicates required</div>
<div class="mc-field-group">
    <label for="mce-EMAIL">Email Address <span class="asterisk">*</span>
</label>
    <input type="email" value="" name="EMAIL" class="required email" id="mce-
EMAIL">
</div>
<div class="mc-field-group">
    <label for="mce-FNAME">First Name </label>
    <input type="text" value="" name="FNAME" class="" id="mce-FNAME">
</div>
<div class="mc-field-group">
    <label for="mce-LNAME">Last Name </label>
    <input type="text" value="" name="LNAME" class="" id="mce-LNAME">
</div>
<div class="mc-field-group size1of2">
    <label for="mce-BIRTHDAY-month">Birthday </label>
    <div class="datefield">
        <span class="subfield monthfield"><input class="birthday " type="text"
pattern="[0-9]*" value="" placeholder="MM" size="2" maxlength="2"
name="BIRTHDAY[month]" id="mce-BIRTHDAY-month"></span> /
        <span class="subfield dayfield"><input class="birthday " type="text"
pattern="[0-9]*" value="" placeholder="DD" size="2" maxlength="2"
name="BIRTHDAY[day]" id="mce-BIRTHDAY-day"></span>
        <span class="small-meta nowrap">( mm / dd )</span>
    </div>
```

```
</div> <div id="mce-responses" class="clear">
    <div class="response" id="mce-error-response" style="display:none"></div>
    <div class="response" id="mce-success-response" style="display:none"></div>
</div> <!-- real people should not fill this in and expect good things - do not remove
this or risk form bot signups-->
    <div style="position: absolute; left: -5000px;" aria-hidden="true"><input type="text"
name="b_d84cf0b5a27aeba304d9b73e5_dcbfcb6540" tabindex="-1" value=""></div>
    <div class="clear"><input type="submit" value="Subscribe" name="subscribe" id="mc-
embedded-subscribe" class="button"></div>
</div>
</form>
</div>
<script type='text/javascript' src='//s3.amazonaws.com/downloads.mailchimp.com/js/mc-
validate.js'></script><script type='text/javascript'>(function($) {window.fnames = new Array();
window.ftypes = new
Array();fnames[0]='EMAIL';ftypes[0]='email';fnames[1]='FNAME';ftypes[1]='text';fnames[2]='
LNAME';ftypes[2]='text';fnames[3]='ADDRESS';ftypes[3]='address';fnames[4]='PHONE';ftypes
[4]='phone';fnames[5]='BIRTHDAY';ftypes[5]='birthday';})(jQuery));var $mcj =
jQuery.noConflict(true);</script>
<!--End mc_embed_signup-->
```