

 digitaltools

THE KNIGHT SCHOOL OF COMMUNICATION AT QUEENS



EMAIL NEWSLETTERS WORKSHOP

Digital Media Workshops
Knight School of Communication
February 2015



Do You Need a Community Newsletter?

Questions to ask before starting a community newsletter

- What unites your audience?
- What do they need to know?
- What type of information do they find useful?
- Do community members have email accounts?
- How do we reach members without an email account?
- What's a reasonable distribution schedule ?

Advantages of a community newsletter

- Allows you to “push” information to community
- Allows community members to be involved as contributors
- Tells the story of a community and its people
- Readers receive information at the same time
- Newsletter can be emailed or printed (print to pdf) – avoids the need to create two versions
- Community members can access via email or smartphone
- Can be archived for future use
- Online version can include links to videos and other content

Challenges of a community newsletter

- Will require more than one editor to sustain (at least 2)
- Every community member will not have access to email
- Requires consistent schedule for publication
- Requires ongoing content – newsworthy information and photos
- Need a process to update distribution list as people move in and out
- Print edition does not allow access to videos and hyperlinked information

Community newsletter content

- Guest columns - school assignments by middle and high school students, police department, community members (Candy's Column)
- Yard of the Month
- Safety information
- Real estate
- Community events
- Homeowner Association Information
- Cite all sources (give sources credit for information)

Setting up an email newsletter

- Train more than one person to serve as editor
- Consider a common workspace to save content and photos (e.g., Dropbox)
- Distribute on a regular basis – consistent schedule
- Take and use photographs
- Invite community members to provide story ideas, content and photos.

Setting up an email newsletter

- Gather email addresses (can add before creating newsletter or at the time you send)
- Identify and secure street editors or block captions
- Choose an easy-to-use template
- Create content and style guidelines

Email newsletter tools



Constant Contact	Emma	MailChimp
Waltham, Mass., 500k customers	Nashville, 40k customers	Atlanta, 8 million customers
\$12/mo up to 500 addresses	\$21/mo up to 1,000	Free up to 2,000
+ Established, widely used, coaching	+ Hip designs, mobile- optimized, support	+ Free, simple, widely used, support forums
- Oldest, most complex	- Priciest	- Basic designs
constantcontact.com	myemma.com	mailchimp.com

MailChimp Terms

- **Dashboard** - The *Dashboard* is the first screen you see when you log in to MailChimp. It gives an overview of recent campaigns, lists, and subscriber activity. Once you've sent a campaign, the standard dashboard displays information about your campaigns and lists.
- **Campaign** - An email you send to your list. Each bulk email that is sent to the list is considered a separate campaign.
- **Subscriber** - Someone who has opted in to your list in order to receive emails from you (can also be added manually).

How to create a MailChimp account

Go to: www.mailchimp.com



Features

Pricing

Support

Blog

More

Sign Up Free

Log In



Send Better Email



Email, username & password..



Get Started with a Free Account

Sign up in 30 seconds. No credit card required. If you already have a MailChimp account, [log in](#).

Email

What's your email address?

Username

Password

 Show

- One lowercase character
- One uppercase character
- One number
- One special character
- Eight characters minimum

Create My Account

By clicking this button, you agree to MailChimp's [Anti-spam Policy](#) & [Terms of Use](#).

Done? Activate your account!



Thanks for signing up!

Please check your email and click **Activate Account** in the message we just sent to glory.chant@hotmail.com.

What happens after I activate my account?

If you're planning to purchase a [monthly plan](#) or buy [email credits](#), we need to make sure your account follows [spam best practices](#).

You can get started on an email campaign and create a mailing list now, and we'll look over your account to make sure everything looks good.

This [getting started guide](#) will help you move onward and upward.

© 2001–2014 MailChimp. All Rights Reserved. *Love what you do.*

[Terms of Use](#) · [Privacy Policy](#) · [Copyright Policy](#)

Google Site Stats - [learn more](#)

Activate your account..

Outlook.com | + New Reply | Delete Archive Junk | Sweep Move to Categories |

Search email

Activate your MailChimp account.



Just one more step...

ghadeer

Click the big button below to activate your MailChimp account.

[Activate Account](#)

© 2001-2014 MailChimp®, All Rights Reserved.
512 Means St. • Suite 404 • Atlanta, GA 30318 USA

Left sidebar (Outlook.com):
Folders
Inbox 5102
Junk 14
Drafts 32
Sent
Deleted
Orders
New folder

Confirm humanity, type the digits..



Confirm Humanity

Before we get your account set up, we need to confirm you are a human (it's a spam prevention thing). Type the phrase from the reCAPTCHA below and click the "confirm signup" button.



Enter the two words or numbers:

Confirm Signup

Fill in the required information..



Let's Get Started

About You

First name

Last name

Email address

Your email address will remain private. [Our privacy policy](#)

Organization Information

These questions will help us tailor MailChimp to you in the future.

Your organization's information are required, too!

Organization Information

These questions will help us tailor MailChimp to you in the future.

About how many people
are in your organization?

Select ▼

About how old
is your organization?

Select ▼

Do you have a list of emails
to import into MailChimp?

Select ▼

Are you setting this up
for a client?

Select ▼

The following information will help us automatically build your email footers to
comply with the [CAN-SPAM Act](#) and [International spam law](#).

Company / organization

Website URL

[No website?](#)

Address 1

If you don't have a website...

Have a blog?

If you have a [WordPress](#), [Blogger](#), or [Tumblr](#) account (or another blogging service), you can link to your blog. For example: <http://thenameofyourblog.wordpress.com> or <http://yourblogname.blogspot.com>

Create a personal page

Some services offer a quick personal landing page that functions like an online business card. You can quickly create a personal page with a service like [About.me](#) or [Flavors.me](#).

Got the creative bug?

If you want your own website but aren't a designer, [Squarespace](#) and [Virb](#) are website publishing tools that empower everyone to be their own web designer.

[Give Feedback](#)

Translate

Select Language ▾

Powered by [Google Translate](#)

Tagged
[website](#)

Be careful! The address will appear in the newsletter!

The following information will help us automatically build your email footers to comply with the [CAN-SPAM Act](#) and [International spam law](#).

Company / organization

Website URL

[No website?](#)

Address 1

Address 2

City

State / Province / Region

Zip / Postal code

Country

Your industry

Here you go! Start a campaign..



G Ghadeer >

 Campaigns

 Templates

 Lists

 Reports

 Automation

 Search

Dashboard

Create Campaign



Get started



Create and send a campaign

Campaigns are emails sent to subscribers in a list. Try your hand at email design by creating and sending a test campaign. [learn more](#)

Create A Campaign



Create a list

Lists are where you store your contacts (we call them subscribers). Create one master list, then use segments and groups to email select people. [learn more](#)

Create A List



Start building your audience

Signup forms let people subscribe to your list. When you create a list we'll automatically build a signup form to customize for your website, Facebook, iPad and more. [learn more](#)

Create A List

Choose a type of campaign..



Campaign Builder

Choose a type of campaign to send:

Regular ol' Campaign

Send a lovely HTML email along with a plain-text alternative version.

Select

Plain-Text Campaign

Send a simple plain-text email with no pictures or formatting.

Select

A/B Split Campaign

Send to two groups to determine the best subject line, from name, or time/day to send campaigns.

Select

RSS-Driven Campaign

Send content from an RSS feed to a list.

Select

Email Beamer

Did you know you can send campaigns directly from your favorite email client?

Type your campaign info..



Untitled

Help

Save and Exit ▾

Campaign Info

Name your campaign

Internal use only. Ex: "Newsletter Test#4"

Email subject 150 characters remaining

[How do I write a good subject line?](#)

From name 100 characters remaining

Use something subscribers will instantly recognize, like your company name.

From email address

Use Conversations to manage replies Paid accounts only

When enabled, we'll generate a special reply-to address for your campaign. We'll filter "out of office" replies, then thread conversations into your subscribers' profiles and display them in reports.

Personalize the "To:" field

Include the recipient's name in the message using [merge tags](#) to make it more personal and help avoid spam filters. For example, `*|FNAME|* *|LNAME|*` will show "To: Bob Smith" in the email instead of "To: bob@example.com". This is more personal and may help avoid spam filters.

Specify `*|MERGETAGS|*` for recipient name

Tracking

< Back

Recipients > **Setup** > Template > Design > Confirm

Next >

Select your tracking preferences..



Untitled

Help | Save and Exit ▾

Tracking

- Track opens**
Discover who opens your campaigns by tracking the number of times an invisible web beacon embedded in the campaign is downloaded. [Learn more](#)
- Track clicks** Required on free accounts
Discover which campaign links were clicked, how many times they were clicked, and who did the clicking.
- Track plain-text clicks** Required on free accounts
Track opens and clicks in the plain-text version of your email by replacing all links with tracking URLs. [Learn more](#)
- Google Analytics link tracking**
Track clicks from your campaigns all the way to purchases on your website. Requires [Google Analytics](#) on your website.
- Ecommerce360 link tracking**
Track visitors to your website from your MailChimp campaigns, capture order information, and pass that information back to MailChimp. Then you can view purchase details, conversions, and total sales on the reports page. You can also set up segments based on your subscribers' purchase activity. [Learn more](#)
- ClickTale link tracking**
Gain insight to how subscribers interact with your email content. Requires [ClickTale](#) on your website.
- Goal tracking** Paid accounts only
Track where subscribers go on your site, then trigger automations or segment your list based on what pages they've visited.
- Track stats in Salesforce or Highrise**
First, [enable Salesforce or Highrise](#) in Account > Integrations.

Social Media

< Back

Recipients > **Setup** > Template > Design > Confirm

Next >

Click “Next”..

 Untitled Help Save and Exit ▾

links with tracking URLs. [Learn more](#)

Google Analytics link tracking
Track clicks from your campaigns all the way to purchases on your website.
Requires [Google Analytics](#) on your website.

Track stats in Salesforce or Highrise
First, [enable Salesforce or Highrise](#) in Account > Integrations.

Social Media

Auto-tweet after sending
[Connect To Twitter](#)

Auto-post to Facebook after sending
[Connect To Facebook](#)

More options

Auto-convert video
Turn this on and we'll attempt to scan your content for embedded videos (which don't always render properly in email apps), then auto-convert them to use our email-friendly [video merge tags instead](#).

Authenticate campaign
Authentication is sort of like a license plate for your email. It provides a trackable identifier which indicates you're probably legit. [Learn more](#)

< Back Recipients > Setup > Template > Design > Confirm Next >



Select a template for your campaign..



Hello Vanilla

Help

Save and Exit ▾

Select a Template

Basic

Themes

Saved Templates

Recently Sent

Code Your Own



1 Column
Drag and drop

Select



1 Column - Banded
Drag and drop

Select



1:2 Column
Drag and drop

Select



1:2 Column - Banded
Drag and drop

Select



1:3 Column
Drag and drop

Select



1:3 Column - Banded
Drag and drop

Select



2 Column
Drag and drop

Select



2 Column - Banded
Drag and drop

Select

< Back

Recipients > Setup > **Template** > Design > Confirm

Next >

To add a photo, click “Browse”..

MailChimp Lovers

Help | Preview and Test | Save as Template | Save and Exit

Use this area to offer a short preview of your email's content. [View this email in your browser](#)

Drop an image here
or
Browse

Designing Your Email

Creating an elegant email is simple

Now that you've selected a template to work with, drag in content blocks to define the structure of your message. Don't worry, you can always delete or rearrange blocks as needed. Then click "Design" to define fonts, colors, and styles.

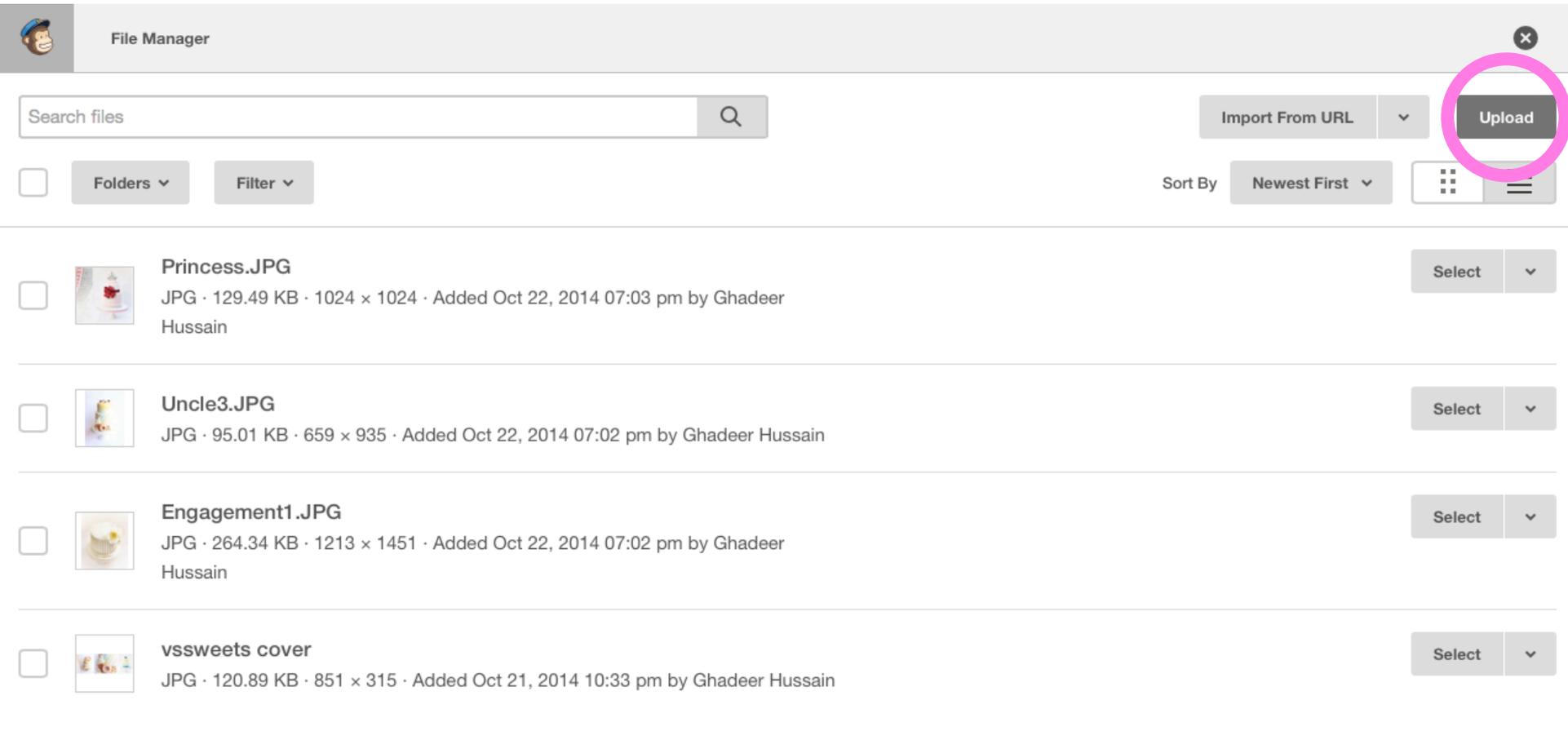
Need inspiration for your design? [Here's what other MailChimp users are doing.](#)

Content | Design | Comments

Drag any of the blocks below into the campaign preview on the left. Go ahead, try dragging a **text block** to the top of your campaign.
[Skip these messages](#)

- Text
- Boxed Text
- Divider
- Image
- Image Group
- Image Card

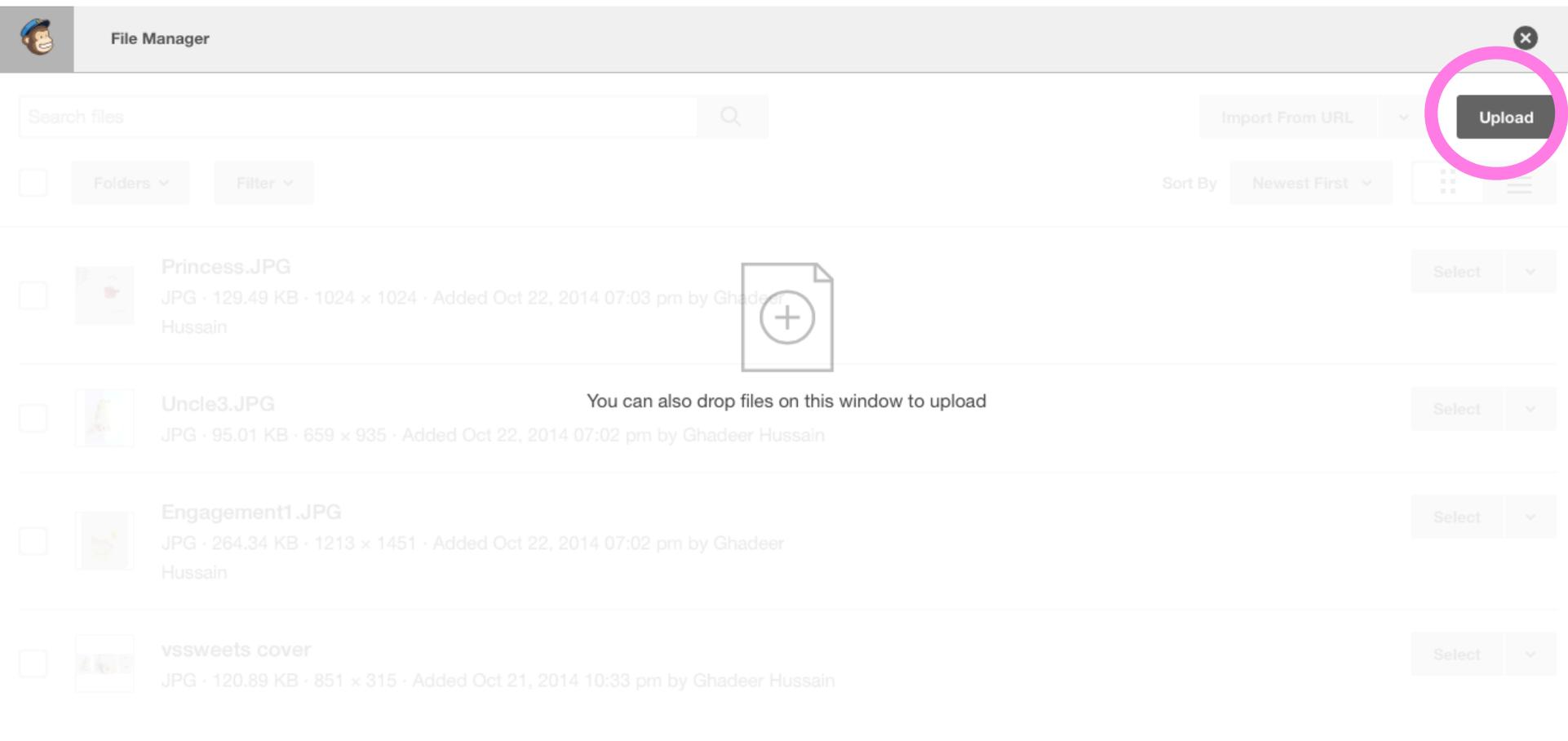
Choose one of your previously uploaded photos or upload a photo from your device by clicking “Upload”..



The screenshot displays a 'File Manager' interface. At the top left is a profile icon and the text 'File Manager'. A search bar labeled 'Search files' is on the left. On the right, there are buttons for 'Import From URL' and 'Upload', with the 'Upload' button circled in pink. Below these are 'Folders' and 'Filter' dropdowns, and a 'Sort By' section set to 'Newest First'. The main area contains a list of four files:

File Name	Format	Size	Dimensions	Added	By	Action
Princess.JPG	JPG	129.49 KB	1024 x 1024	Oct 22, 2014 07:03 pm	Ghadeer Hussain	Select
Uncle3.JPG	JPG	95.01 KB	659 x 935	Oct 22, 2014 07:02 pm	Ghadeer Hussain	Select
Engagement1.JPG	JPG	264.34 KB	1213 x 1451	Oct 22, 2014 07:02 pm	Ghadeer Hussain	Select
vssweets cover	JPG	120.89 KB	851 x 315	Oct 21, 2014 10:33 pm	Ghadeer Hussain	Select

Drop files or click “Upload”..



The screenshot displays a web-based File Manager interface. At the top left, there is a user profile icon and the text "File Manager". Below this is a search bar labeled "Search files" with a magnifying glass icon. To the right of the search bar are buttons for "Import From URL" and "Upload". The "Upload" button is highlighted with a pink circle. Below the search bar are "Folders" and "Filter" dropdown menus. To the right, there is a "Sort By" dropdown menu set to "Newest First" and a view toggle button. The main area contains a list of files:

File Name	Format	Size	Dimensions	Added	By	Action
Princess.JPG	JPG	129.49 KB	1024 x 1024	Oct 22, 2014 07:03 pm	Ghadeer Hussain	Select
Uncle3.JPG	JPG	95.01 KB	659 x 935	Oct 22, 2014 07:02 pm	Ghadeer Hussain	Select
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vssweets cover	JPG	120.89 KB	851 x 315	Oct 21, 2014 10:33 pm	Ghadeer Hussain	Select

In the center of the file list, there is a large icon of a document with a plus sign and the text: "You can also drop files on this window to upload".

Click the textbox to edit your text..

MailChimp Lovers

Help | Preview and Test | Save as Template | Save and Exit

Use this area to offer a short preview of your email's content. [View this email in your browser](#)



Designing Your Email
Creating an elegant email is simple

Now that you've selected a template to work with, drag in content blocks to define the structure of your message. Don't worry, you can always delete or rearrange blocks as needed. Then click "Design" to define fonts, colors, and styles.

Need inspiration for your design? [Here's what other MailChimp users are doing.](#)

Text

Content | Style | Settings

B I U [Link] [Image] [List] [Table] [Clear Styles] [Undo] [Redo]

Styles | Font | Size | [Color] [Background Color] [Text Color] [Link]

Merge Tags | [Text] [Text] [Text] [Text] [Text] [Text] [Text] [Text]

Designing Your Email

Creating an elegant email is simple

Now that you've selected a template to work with, drag in content blocks to define the structure of your message. Don't worry, you can always delete or rearrange blocks as needed. Then click "Design" to define fonts, colors, and styles.

Need inspiration for your design? [Here's what other MailChimp users are doing.](#)

Save & Close We'll autosave every 20 seconds

< Back | Recipients > | Setup > | Template > | **Design** > | Confirm | Next >

Here are your photos and text!

MailChimp logo | MailChimp Lovers | Help | Preview and Test | Save as Template | Save and Exit

Use this area to offer a short preview of your email's content. [View this email in your browser](#)



Cake is Art. Art is Cake!



Text

Content | Style | Settings

B I U | | | | | | | Clear Styles | |

Styles | Font | Size | | | |

Merge Tags | | | | | | | | |

Cake is Art. Art is Cake!

Save & Close | autosaved 8:06PM EDT 10/22/14

< Back | Recipients > | Setup > | Template > | **Design** > | Confirm | Next >

Click “Design” to edit your design’s page, header, mobile styles and more..

The screenshot shows the MailChimp design editor interface. At the top left, the account name "MailChimp Lovers" is displayed. The top right navigation bar includes "Help", "Preview and Test", "Save as Template", and "Save and Exit". Below the navigation bar, there are three tabs: "Content", "Design" (highlighted with a pink circle), and "Comments". The main preview area shows a preview of the email content with the heading "Cake is Art. Art is Cake!". The preview includes three images of cakes: a yellow cake with red berries, a rainbow cake with a swirl of white frosting and donuts, and a blue and white cake with a blue swirl. Below the heading, there are two more images of cakes: a white cake with a yellow rose and a yellow cake with red berries. On the right side, a sidebar menu lists various design elements: Page, Preheader, Header, Body, Columns, Footer, Mobile Styles, and MonkeyRewards. At the bottom, a navigation bar shows the workflow: "Back", "Recipients", "Setup", "Template", "Design" (highlighted), "Confirm", and "Next".

MailChimp Lovers

Help | Preview and Test | Save as Template | Save and Exit

Content | **Design** | Comments

Use this area to offer a short preview of your email's content. [View this email in your browser](#)

Cake is Art. Art is Cake!

< Back Recipients > Setup > Template > **Design** > Confirm Next >

Click “Preview and Test” to enter preview mode..

The screenshot shows the MailChimp email editor interface. At the top left, the logo for 'MailChimp Lovers' is visible. The top right navigation bar includes 'Help', 'Preview and Test' (highlighted with a pink circle), 'Save as Template', and 'Save and Exit'. A dropdown menu is open under 'Preview and Test', listing several options: 'Enter Preview Mode' (1), 'Send a Test Email' (2), 'Push to MailChimp Mobile' (3), 'Open Link Checker' (4), 'Social Cards' (5), and 'Run Inbox Inspection'. The main content area displays a preview of an email with the heading 'Cake is Art. Art is Cake!' and several images of cakes. The bottom navigation bar shows the current step as 'Design' in the sequence: '< Back', 'Recipients >', 'Setup >', 'Template >', 'Design >', 'Confirm', and 'Next >'.

MailChimp Lovers

Help | **Preview and Test** | Save as Template | Save and Exit

Use this area to offer a short preview of your email's content. [View this email in your browser](#)

Cake is Art. Art is Cake!

< Back Recipients > Setup > Template > **Design** > Confirm Next >

Preview Mode – email and mobile formats

MailChimp Lovers Preview mode **Email** [View header info](#)

Use this area to offer a short preview of your email's content. [View this email in your browser](#)



Cake is Art. Art is Cake!



Mobile Phone [View header info](#)

Use this area to offer a short preview of your email's content. [View this email in your browser](#)



Cake is Art. Art is Cake!



We'll automatically add [your contact info](#) into the email footer. [learn more](#)

Rotate • This is an *approximation*

If your newsletter is ready, click “Next” to send it..

MailChimp Lovers

Help | Preview and Test ▾ | Save as Template | Save and Exit ▾

Use this area to offer a short preview of your email's content. [View this email in your browser](#)

Cake is Art. Art is Cake!

Content | Design

- Dashboard
- Campaigns
- Templates
- Lists
- Reports
- Automation
- Account
- Log Out

< Back | Recipients > | Setup > | Template > | **Design** > | Confirm

Next >

Check your settings and click “Send”..

MailChimp Lovers Custom - Cake is Art, saved from 1:2 Column Help Preview and Test Save and Exit

You're all set to send!

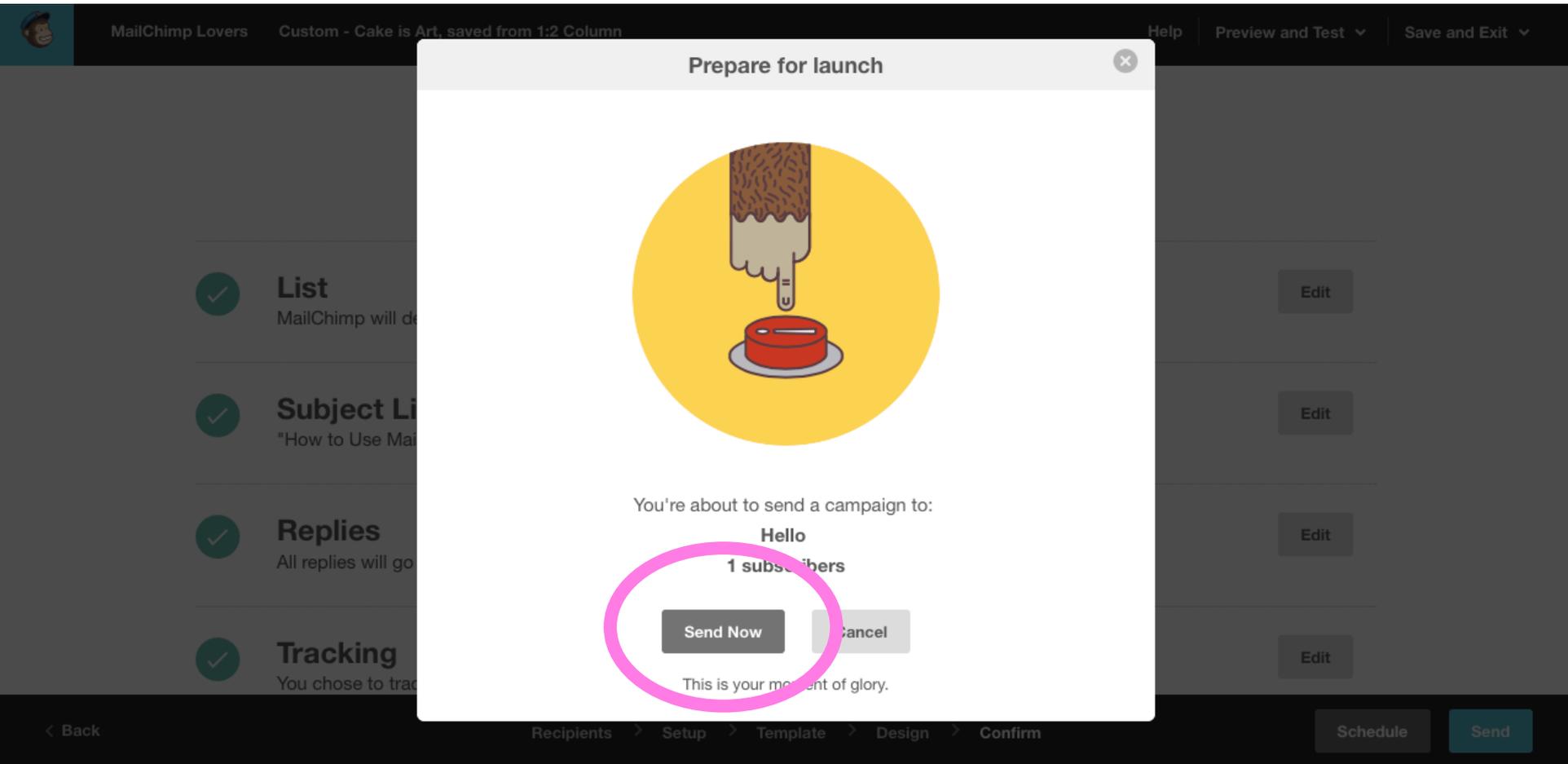
Review the feedback below before sending your campaign.

- List**
MailChimp will deliver this to the Hello list. [\(1 recipient\)](#) Edit
- Subject Line**
"How to Use MailChimp?" - [Test your subject line](#) Edit
- Replies**
All replies will go to Ghadeer <glory.chant@hotmail.com>. Edit
- Tracking**
You chose to track clicks and opens in the HTML email and clicks in the plain-text email. Edit

< Back Recipients > Setup > Template > Design > Confirm Schedule **Send**



Click “Send Now”..



MailChimp Lovers Custom - Cake is Art, saved from 1:2 Column Help Preview and Test Save and Exit

Prepare for launch



You're about to send a campaign to:

Hello
1 subscribers

Send Now Cancel

This is your moment of glory.

Back Recipients Setup Template Design Confirm Schedule Send

List MailChimp will do
Subject Line "How to Use MailChimp"
Replies All replies will go to
Tracking You chose to track

To create and manage your subscribers' lists..



Dashboard

Create Campaign



Get started

G Ghadeer >

Campaigns

Templates

Lists

Reports

Automation

Search



Create and send a campaign

Campaigns are emails sent to subscribers in a list. Try your hand at email design by creating and sending a test campaign. [learn more](#)

Create A Campaign



Create a list

Lists are where you store your contacts (we call them subscribers). Create one master list, then use segments and groups to email select people. [learn more](#)

Create A List

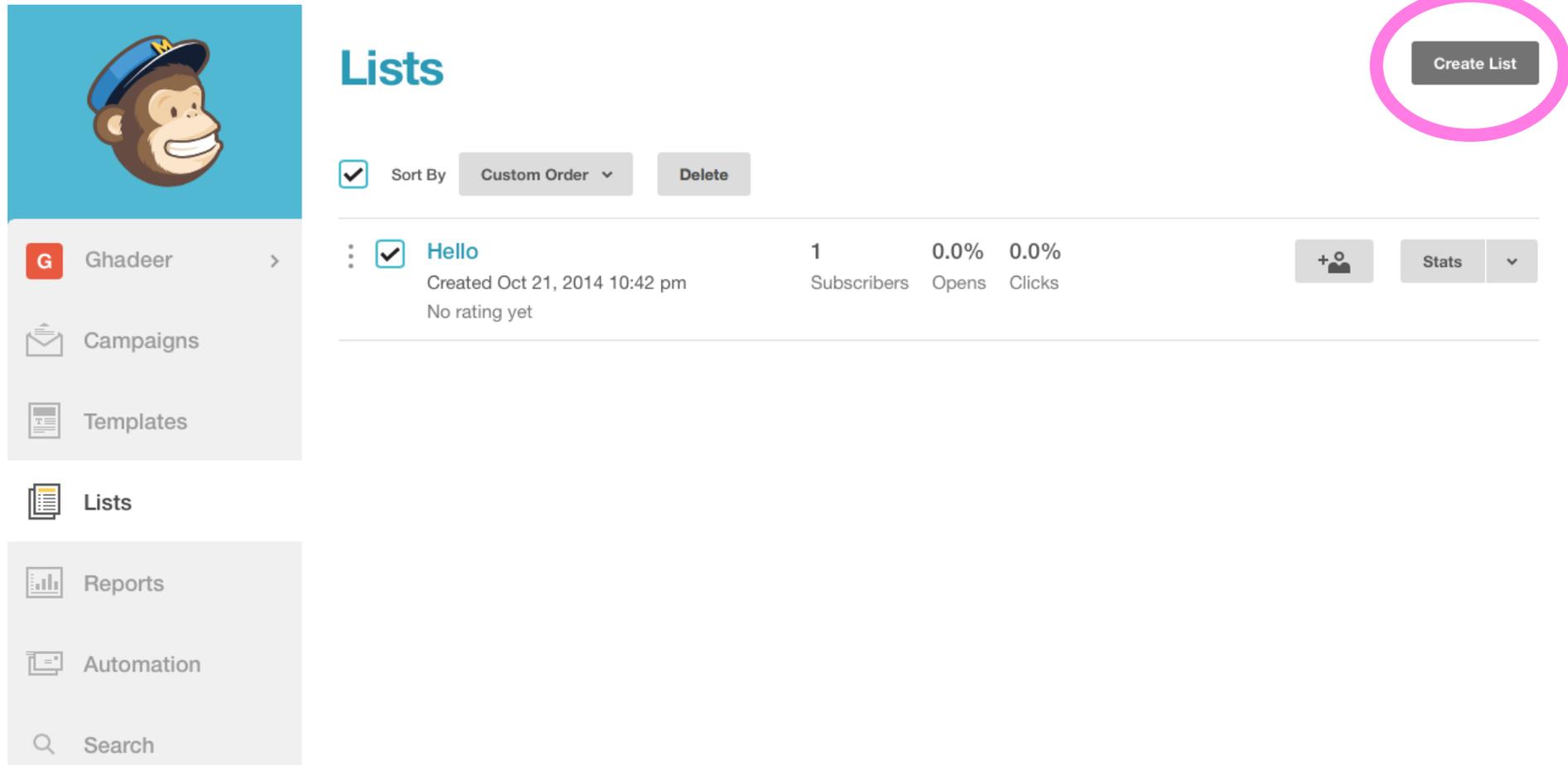


Start building your audience

Signup forms let people subscribe to your list. When you create a list we'll automatically build a signup form to customize for your website, Facebook, iPad and more. [learn more](#)

Create A List

Click “ Create List” to create a subscribers’ list



Lists

Sort By **Custom Order** Delete

	<input checked="" type="checkbox"/> Hello	1	0.0%	0.0%	
	Created Oct 21, 2014 10:42 pm	Subscribers	Opens	Clicks	
	No rating yet				<input type="button" value="+"/>

Navigation: Ghadeer, Campaigns, Templates, **Lists**, Reports, Automation, Search

Fill in the list's info..



Lists

Create List

List details

List name

Default "from" email

Default "from" name

Remind people how they got on your list

Write a short reminder about how the recipient joined your list.

Contact information for this list · [Why is this necessary?](#)

G Ghadeer >

 Campaigns

 Templates

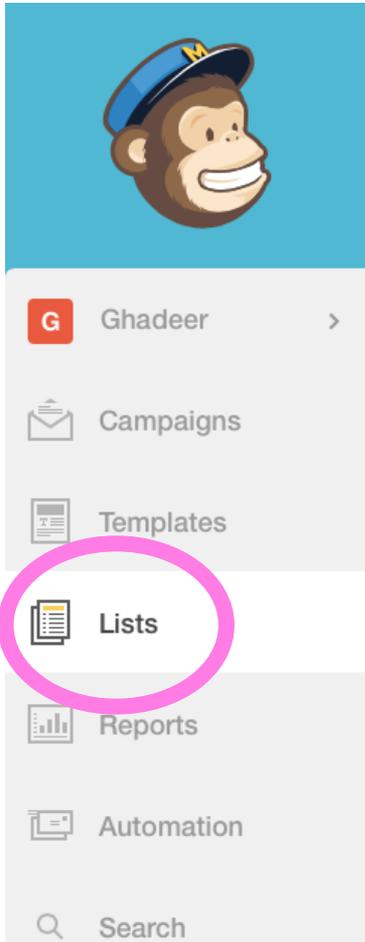
 Lists

 Reports

 Automation

 Search

You can manage your subscribers..



Stats ▾ [Manage subscribers](#) ▾ Add subscribers ▾ Signup forms Settings ▾

Manage subscribers

[View all subscribers](#)

View all the subscribers in your list.

[Add subscriber](#)

Add a subscriber to your list.

[Unsubscribe people](#)

Unsubscribe people from your list.

[Groups](#)

Divide your list into groups that subscribers can opt-in to for more tailored content.

[Segments](#)

Target specific subscribers in your list and save them in a segment to reuse later.

[Delete all subscribers](#)

Delete all the subscribers in your list. **This can't be undone.**

You can add subscribers..

Excellent! You have a brand new list.

Lists

Hello

Stats ▾ [Manage subscribers](#) ▾ **Add subscribers** ▾ Signup forms Settings ▾ 

View subscribers



You have no subscribers

[Import subscribers](#) or [setup a signup form](#) to get the ball rolling.



 Ghadeer >

 Campaigns

 Templates

 Lists

 Reports

 Automation

 Search

Fill in the subscriber's info..



Add subscriber

Want to subscribe more than one person at a time? [Import a List](#)

Note: This person will **not** receive a confirmation email from MailChimp. Since you're adding this recipient manually, they won't have an opt-in IP address or date in your records, so be extra sure you have permission first.

Email Address *

First Name

Last Name

This person gave me permission to be added to my list. [What's this?](#)

Subscribe

G Ghadeer >

 Campaigns

 Templates

 Lists

 Reports

 Automation

 Search

You can manage your publicity settings..



Lists Hello

Stats ▾ Manage subscribers ▾ Add subscribers ▾ Signup form **Settings ▾** 🔍

Publicity Settings

Promote my campaigns

MailChimp wants to build tools and services that help more people discover you and subscribe to your newsletters and campaigns. When we build these tools, would you like to be discovered?

Yes, my campaigns are public, and I want them discovered

My email campaigns are meant to be seen by the public. The more the merrier, in fact. If/when MailChimp builds tools that help people discover me and sign up for this list, I'd like to take part in that.

No, my campaigns for this list are not public

My email campaigns to this list are meant to be seen only by my subscribers and

G Ghadeer >

📧 Campaigns

📄 Templates

📄 **Lists**

📊 Reports

📄 Automation

🔍 Search

Printing your newsletter

- When you create a campaign in MailChimp, it's saved and stored as an HTML file. If you want to convert it to PDF or print a copy, you can do that from the [campaign archive](#) page by clicking on the *view in browser* link in the email.
- Once the campaign is saved as a PDF you can print directly from that document. There may be additional printing functions available depending on the software or web browser you're using

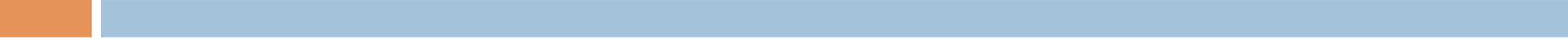


Now, let's play!

Questions?



MailChimp



Additional Information

To view your campaigns report..



Dashboard

Create Campaign



Get started

G Ghadeer >

Campaigns

Templates

Lists

Reports

Automation

Search



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Create A List

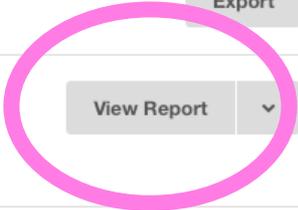
Choose the campaign..



Reports

[Campaigns](#) [Automation](#) [Inbox Inspections](#)

<input type="checkbox"/>	Folders ▾	Filter ▾				Export
<input type="checkbox"/>	MailChimp Lovers		1	100.0%	0.0%	View Report ▾
	Regular · Hello		Subscribers	Opens	Clicks	
	Sent on Wed, Oct 22, 2014 08:08 pm					
<input type="checkbox"/>	Hello Vanilla		1	100.0%	0.0%	View Report ▾
	Regular · Vanilla Sky Sweets Test List		Subscribers	Opens	Clicks	
	Sent on Wed, Oct 22, 2014 07:39 pm					



G Ghadeer >

Campaigns

Templates

Lists

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Here you go! You can print and share the report!



Reports ▾

MailChimp Lovers

[Overview](#) [Activity ▾](#) [Links](#) [Social](#) [E-commerce](#) [Conversations](#) [Advanced](#)

1 Recipient

List	Hello	Delivered	Wed, Oct 22, 2014 08:08 pm
Subject	How to Use MailChimp?	View Email	Download · Print · Share

Open rate	100.0%	Click rate	0
List avg	0.0%	List avg	0.0%
Industry avg (Arts and Artists)	27.4%	Industry avg (Arts and Artists)	3.1%

Navigation: Ghadeer > Campaigns > Templates > Lists > **Reports** > Automation > Search

You can create signup forms..



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Excellent! You have a brand new list.

Lists

Hello

Stats ▾ [Manage subscribers](#) ▾ Add subscribers ▾ **Signup forms** Settings ▾ 🔍

View subscribers



You have no subscribers

[Import subscribers](#) or [setup a signup form](#) to get the ball rolling.

Select a type for your form..



Lists Hello

Stats ▾ Manage subscribers ▾ Add subscribers ▾ [Signup forms](#) Settings ▾ 🔍

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General forms

Build, design, and translate
signup forms and response
emails.



Embedded forms

Generate HTML code to
embed in your site or blog to
collect signups.



Form integrations

Add a signup form to
WordPress or build super
custom forms.

You can build the form, design it and even translate it into **MANY** languages!



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Create Forms

Forms and response emails

Signup form ▾

Let subscribers pick email format (plain-text or HTML)  Info

Signup form URL

  QR

Build it

Design it

Translate it

Hello

click to add a message

Email Address

First Name

[add a field](#) field settings

Text

Number

Radio Buttons

Check Boxes

Drop Down

Date

This is how your form's translation into Spanish looks like..



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Spanish (Mexico)	Default English Translation
Haga clic aquí para actualizar sus preferencias	Click here to update your profile
HTML	HTML
indica que es obligatorio	indicates required
ya está suscrito a esta lista	is already subscribed to list
Formato preferido	Preferred format
Suscribirse a la lista	Subscribe to list
Texto	Text
Hay errores abajo	There are errors below
Esta página ha sido traducida automáticamente.	This page has been automatically translated.
Ver en el idioma original	View in the original language

Save Translation Settings

[Reset defaults](#)

 digitaltools

THE KNIGHT SCHOOL OF COMMUNICATION AT QUEENS