

'How To' Sheet to Accompany the Newsletter Workshop

Connecting Infoodle & Mailchimp:

1. Go to <https://us19.admin.mailchimp.com/account/api/>
2. Click 'Create a Key'
3. Copy the API Key
4. Go to Infoodle > Administration > System > Paste API Key

Send a Mailchimp newsletter through Infoodle:

1. Create the newsletter in Mailchimp and send it to yourself as a campaign
2. Go to the Email tab in Infoodle
3. Select 'Create from Mailchimp'
4. Find the campaign you want in the list (marked 'campaign' in green)
5. Select 'Use Content as Email'
6. Set 'To', Subject, Preview Text etc as usual in Infoodle

Connecting Gets Ready & Mailchimp:

Note: Some Gets Ready users may already have a simple template created by the team at Gets Ready. You can take text and individual graphic elements from the NSNZ Hapori newsletter and paste these into Gets Ready individually. Graphic files are being loaded into the Toolkit prior to the start of each month.

1. Create the newsletter in Mailchimp and send it to yourself as a campaign
2. In Mailchimp, go to 'Campaigns' and click the one you just sent yourself
3. Click HTML at the top
4. Select and copy all the code
5. Go to Gets Ready and into 'Create new Template'
6. Click View > Source code
7. A pop-up window will appear, paste the code into it and click save.
8. Delete excess space and cells at the top of the table.
9. Delete Mailchimp specific content at the bottom.



Get in touch with zelia@neighbourhoodsupport.co.nz if you have any questions or need help.