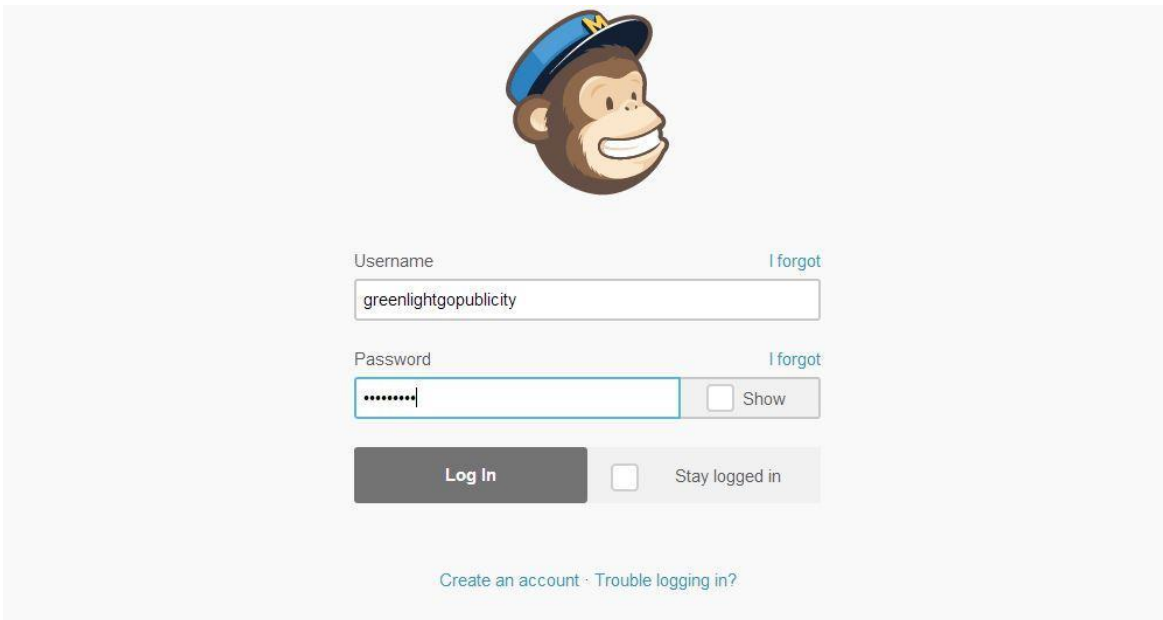


Mailchimp Import Instructions to the Big List (Green Light Go PR Artist Updates)

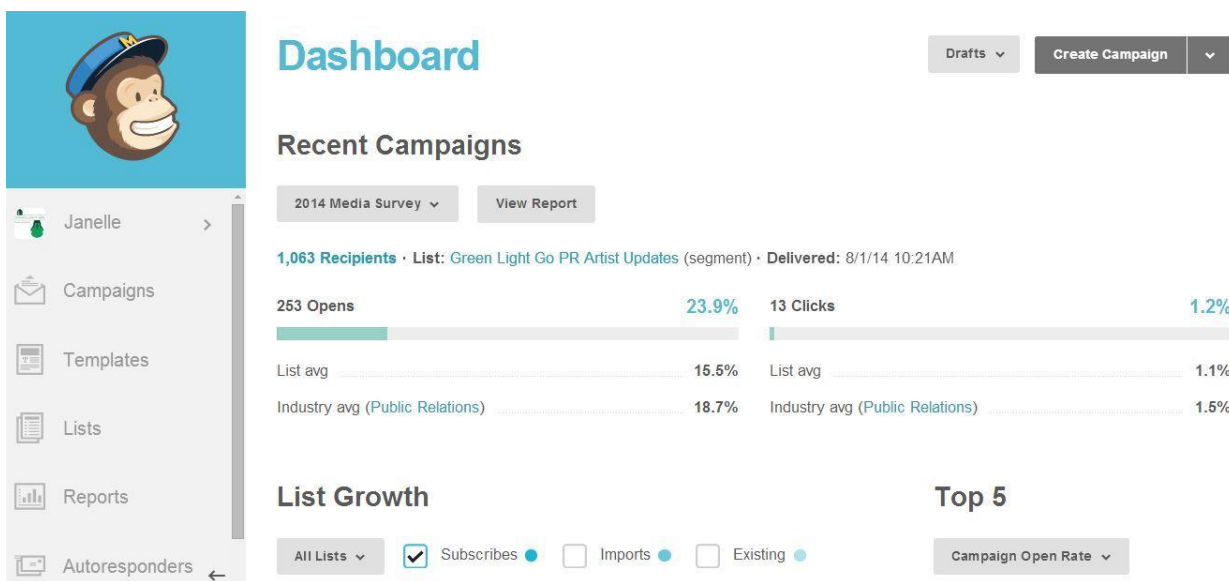
Part 1

1. Open MailChimp



The image shows the Mailchimp login page. At the top center is the Mailchimp monkey logo wearing a blue cap with a yellow 'M'. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'greenlightgopublicity'. To the right of the 'Username' field is a link that says 'I forgot'. Below the 'Password' field is a 'Show' button with a checkbox. To the right of the 'Password' field is another link that says 'I forgot'. Below the password field is a 'Log In' button and a 'Stay logged in' checkbox. At the bottom of the login area are two links: 'Create an account' and 'Trouble logging in?'.

2. Enter the login and password provided to you



The image shows the Mailchimp dashboard. On the left is a sidebar with the Mailchimp monkey logo at the top, followed by a user profile for 'Janelle'. Below the profile are menu items: 'Campaigns', 'Templates', 'Lists', 'Reports', and 'Autoresponders'. The main content area has a 'Dashboard' header. Below the header are buttons for 'Drafts' and 'Create Campaign'. The 'Recent Campaigns' section shows a campaign titled '2014 Media Survey' with a 'View Report' button. Below this, it shows '1,063 Recipients' and 'List: Green Light Go PR Artist Updates (segment)' with a 'Delivered' status of '8/1/14 10:21AM'. The campaign performance is shown with two progress bars: '253 Opens' at '23.9%' and '13 Clicks' at '1.2%'. Below the progress bars are two rows of data: 'List avg' at '15.5%' and 'List avg' at '1.1%', and 'Industry avg (Public Relations)' at '18.7%' and 'Industry avg (Public Relations)' at '1.5%'. The 'List Growth' section has a dropdown for 'All Lists' and three checkboxes: 'Subscribes' (checked), 'Imports', and 'Existing'. The 'Top 5' section has a dropdown for 'Campaign Open Rate'.

3. Once logged in, select the “Lists” tab on the left hand side of the screen.

Part 2

1. Once on the List page, scroll down and click “Green Light Go PR Artist Updates”

Lists [Create List](#)

Sort By: **Name** ↓

	Subscribers	Opens	Clicks	
☐ Abbie Barrett List Created Jul 02, 2014 09:12 am ★★★★☆	106	26.0%	5.7%	+0 Stats ▼
☐ Armand Margjeka Created Jun 02, 2014 01:19 pm ★★★★☆	124	20.7%	1.1%	+0 Stats ▼
☐ Earmilk Twitter Fo F&TR Created Jul 05, 2014 01:29 pm No rating yet	23	20.0%	4.2%	+0 Stats ▼
☐ Eptionic Twitter People for Neil Created Jul 05, 2014 01:28 pm No rating yet	26	25.0%	3.8%	+0 Stats ▼

2. After clicking “Green Light Go PR Artist Updates,” you will be able to see a list of all your subscriber contacts. At the top of the page, select the “Manage Subscribers” drop down arrow
3. Click “Groups”

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

Green Light Go PR Artist Updates 1,064

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

View subscribers

- View subscribers
- Unsubscribe people
- Groups**
- Segments
- Subscriber Exports
- Delete all subscribers

Segments

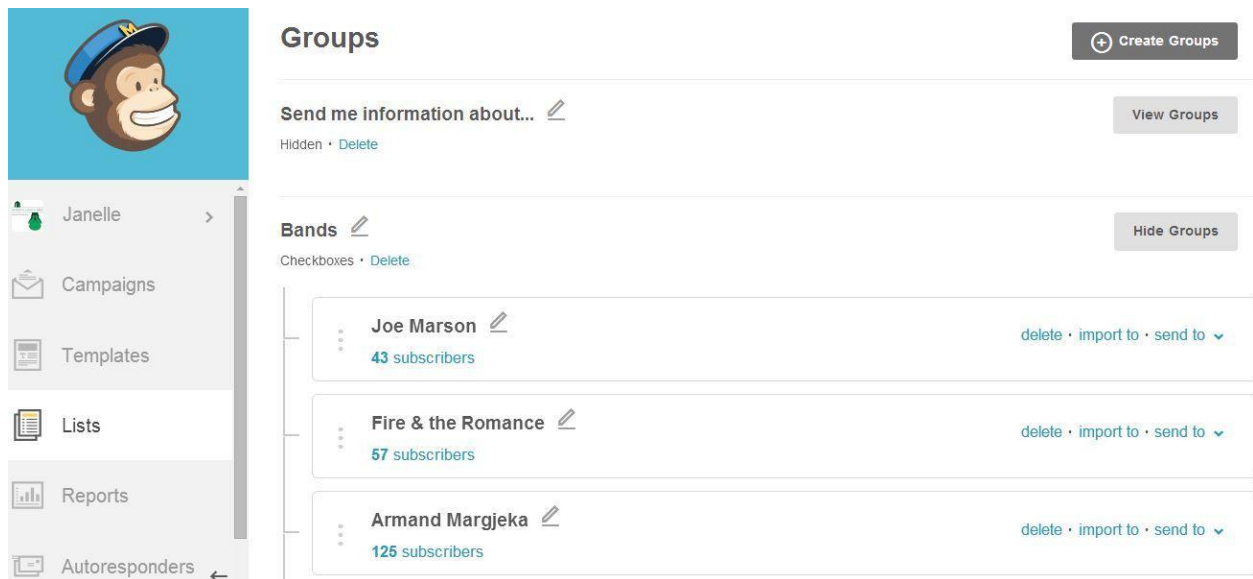
- Email Address
- charmin
- tomeri@allmusic.com

[Export List](#) [Toggle Columns](#)

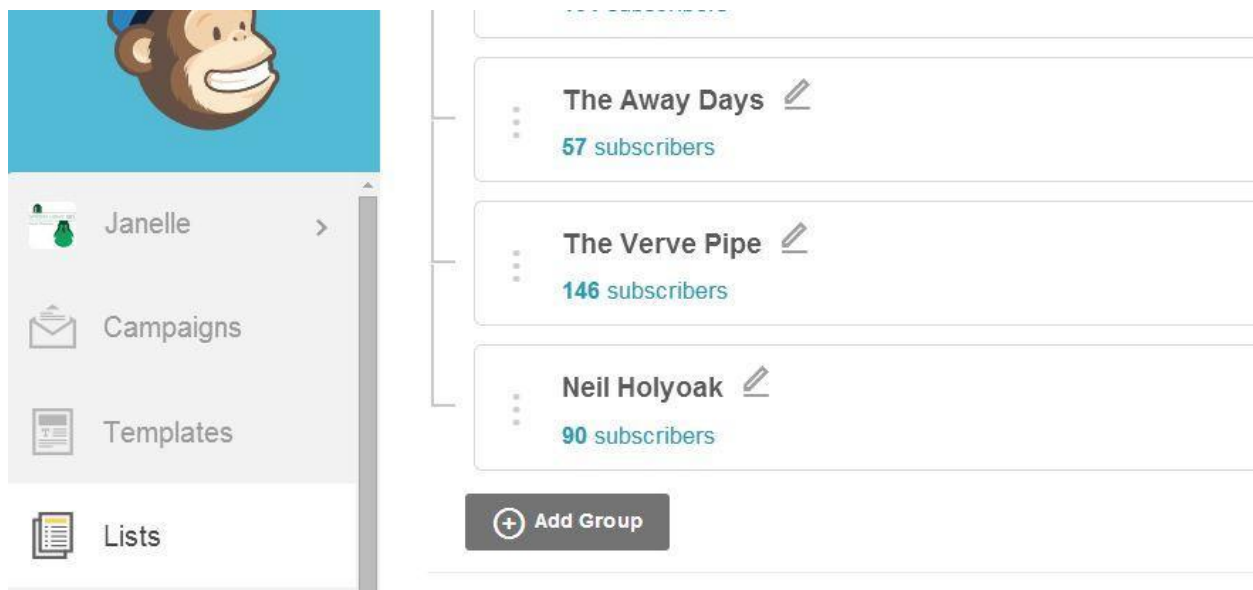
1 – 100 of 1,064

First Name	Last Name	Company	Send me information about
Paul Kerr	Kerr	The Devil Has The Best Tuna	Client News
Tom	Erlewine	All Music Guide	Client News

- Next, you'll be directed to the Groups page. Under the group labelled "Bands", select "View groups" on the right hand side of the page



- To add a new band's contact list, scroll to the end of the group and click "Add Group"



- Create a new group and title the group by Band name

Janelle 19

Campaigns

Templates

Lists

691 subscribers

Add another group:

Chi

Save Cancel

Part 3

1. Next, to import the contact list, click “Import to” on the right hand side of the new group created

0 subscribers

Everything 691 subscribers delete · import to · send to ▼

Chi 0 subscribers delete · import to · send to ▼

+ Add Group

2. Select import CVS or TXT file



Is my list allowed? Important

You can only import lists of people who sign up at your website. No third party lists, prospects, lists that you scraped from websites, chambers of commerce lists, etc.

[Learn more](#)

Latest import

07/29/14 - Uploaded/ Pasted File - 0 emails added

[View the import history for this list](#)

You can import **433** new email addresses before you'll be upgraded to the next monthly plan.

Janelle 19

Campaigns

Templates

Lists

Reports

Autoresponders

Search

Import from a CSV or TXT File

Copy/Paste from Excel





















3. Browse and import the new contact list



Janelle 19

Campaigns

Templates

Lists

Reports

Autoresponders

Search

Import from CSV file

Upload a file

Browse

Acceptable file types: CSV or tab-delimited text files.

Add imported subscribers to these groups

Send me information about...

☐ Joshua Worden
 ☐ The Away Days
 ☐ The Verve Pipe
 ☐ Client News

Bands

☒ Neil Holyoak
 ☐ Joe Marson
 ☐ Fire & the Romance
 ☐ Armand Margjeka
 ☐ Split Screens

Open

Segmented Client New -2 List

Search Segmented Client New...

Name	Date modified	Type
Abbie Barrett & The Last Date	7/28/2014 11:22 AM	Microsoft Excel C
Armand Margjeka	7/28/2014 11:38 AM	Microsoft Excel C
Autumn in June	7/28/2014 11:33 AM	Microsoft Excel C
Earmilk Twitter for F&TR	7/28/2014 11:31 AM	Microsoft Excel C
Eli August & The Abandoned Buildings	7/28/2014 11:12 AM	Microsoft Excel C
Eptionic Twitter People for Neil	7/28/2014 11:30 AM	Microsoft Excel C
Fire & The Romance	7/28/2014 11:09 AM	Microsoft Excel C
Joe Marson	7/28/2014 11:36 AM	Microsoft Excel C
Joshua Worden	7/28/2014 11:32 AM	Microsoft Excel C
Mike Wojniak	7/28/2014 11:03 AM	Microsoft Excel C
Neil Holyoak	7/28/2014 11:36 AM	Microsoft Excel C
Split Screens	7/28/2014 11:07 AM	Microsoft Excel C

File name: All Files

Open Cancel

4. Add contact to the selected group(s)

5. Scroll to the end of the list and check the Auto-Update my updated list

6. Click Upload List

- ☐ Buzz
- ☐ Established
- ☐ Everything

☒ Auto-update my existing list (Slows the Import process)

If MailChimp finds a subscriber in your import that is already on your list, it can update the subscriber's info for you. This is particularly useful if you have an existing list that you are trying to keep synced with an external list. Choosing this option will make imports on existing lists much slower, so only select it if you have new profile information that you need updated.

Upload List

Cancel

7. Once the list is upload, format the cells and click "Complete Import" below



Janelle 19

Campaigns

Templates

Lists

Reports

Autoreponders

Search

Stats
Manage subscribers
Add subscribers
Signup forms
Settings

Import Subscribers

Now let's match the columns in your uploaded list to your MailChimp list.

10 unmatched columns · [Skip all](#)

Column Name

Email Address

Save > Skip

Email Address

charming_man@yahoo.com

First Name

text field

Edit · Skip

First Name

Paul

Last Name

text field

Edit · Skip

Last Name

Kerr

company name

(unmatched column)

Edit · Skip

company name

The Devil Has The Best Tuna

☒ Show skipped columns