Configuring your Mailchimp Settings

Donor Management System

To start using the DMS Mailchimp Integration, you'll simply need to connect your Mailchimp account with your DMS following the steps below.

—> **If you've already connected your Mailchimp account, the next step is to**sync your DMS Groups with it.

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Configuring your Mailchimp Settings in your DMS

1. Visit your *administrative Settings*
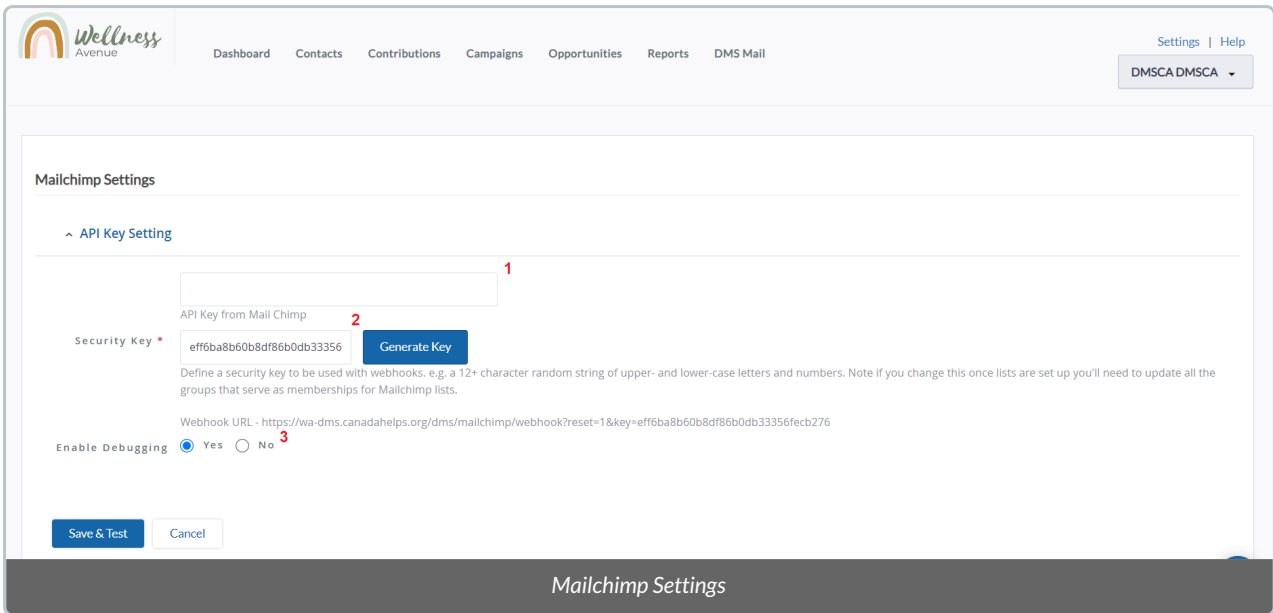
2. Under *DMS Mail*, select *Mailchimp Settings*

Settings > Mailchimp Settings

3. On the next page, you'll need to enter the following **information from your Mailchimp Account**:

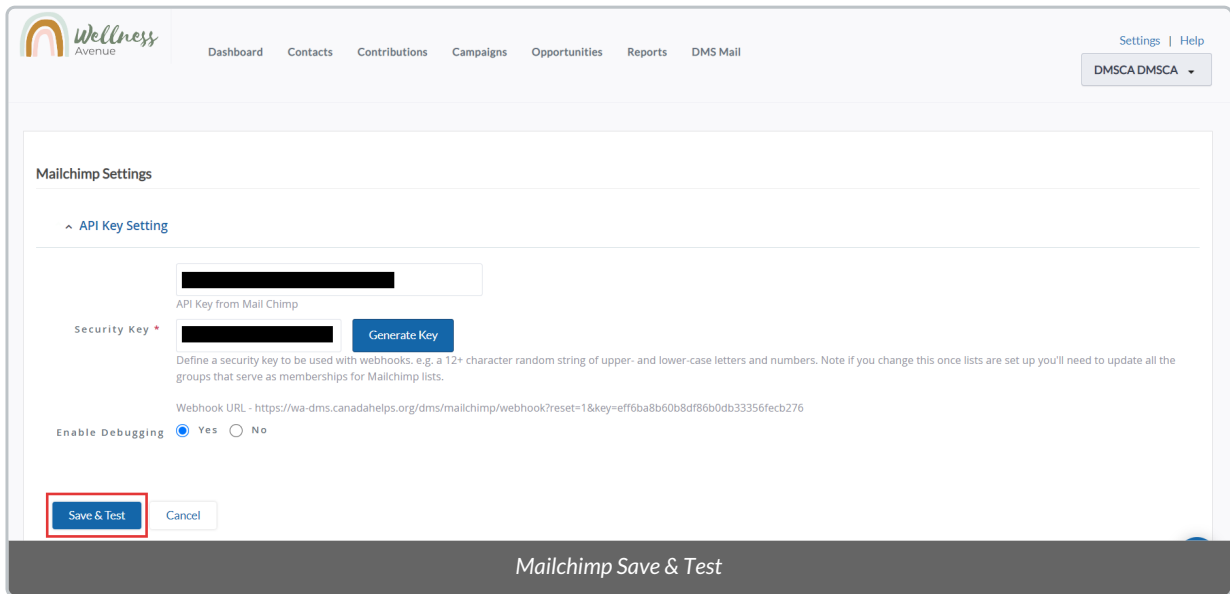**(1) API Key from Mailchimp:** you can find your Mailchimp Account's API Key by following these steps.

(2) Security Key: this field is mandatory. You can either a) Create your own Security Key, or b) Use the 'Generate Key' button to have the system create a default security key for you.

(3) Enable Debugging: leave this checked as **Yes** for easier backend troubleshooting.

Mailchimp Settings

4. Once you're finished, select **Save & Test**

Mailchimp Save & Test

5. **If everything was set up properly**, you'll see a confirmation message with your Mailchimp login information in the top right of your screen.

Mailchimp Successful Configuration

What's Next?

Now that you've connected your Mailchimp account to the DMS, the next step is to sync your DMS Groups with it.