

Configuring your Mailchimp Settings

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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*

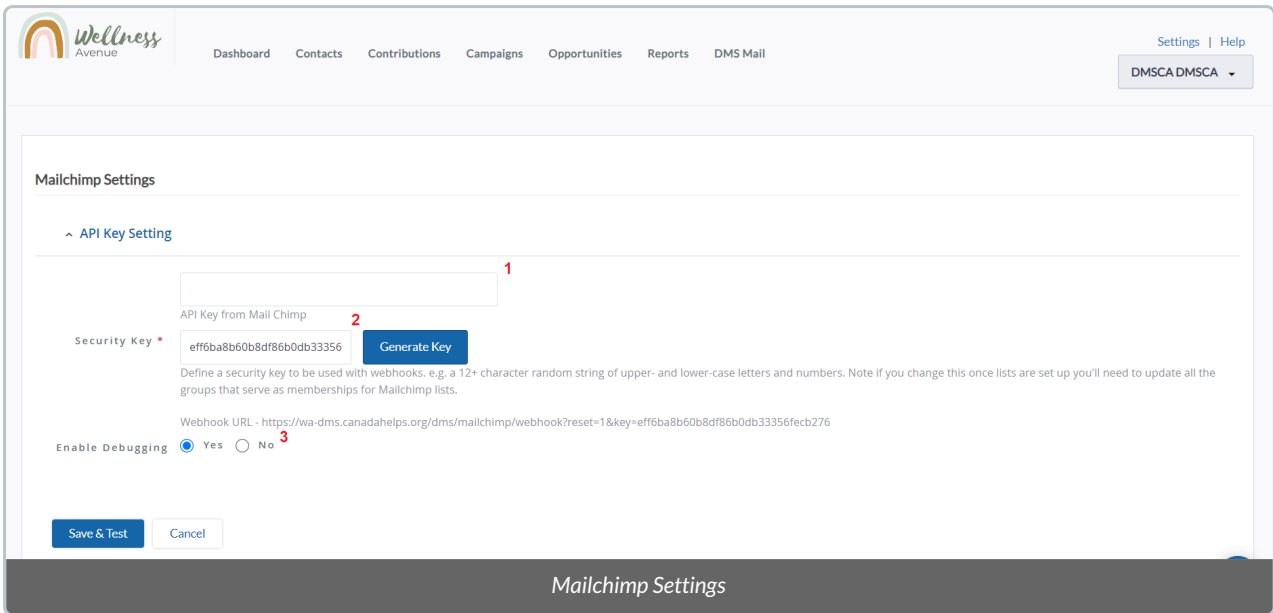
The screenshot shows the Wellness Avenue admin dashboard. The top navigation bar includes 'Dashboard', 'Contacts', 'Contributions', 'Campaigns', 'Opportunities', 'Reports', and 'DMS Mail'. A 'Settings' link is highlighted with a red box in the top right corner, next to a 'Help' link. Below the navigation bar, the 'Administer CanadaHelps DMS' section is visible, containing various configuration options such as 'Customize Data and Screens', 'Website Forms', 'Activity Types', 'Communications', 'Localization', 'System Settings', and 'DMS Mail'. The 'DMS Mail' link is highlighted with a red box. At the bottom of the page, a breadcrumb trail reads 'Settings > Mailchimp Settings'.

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

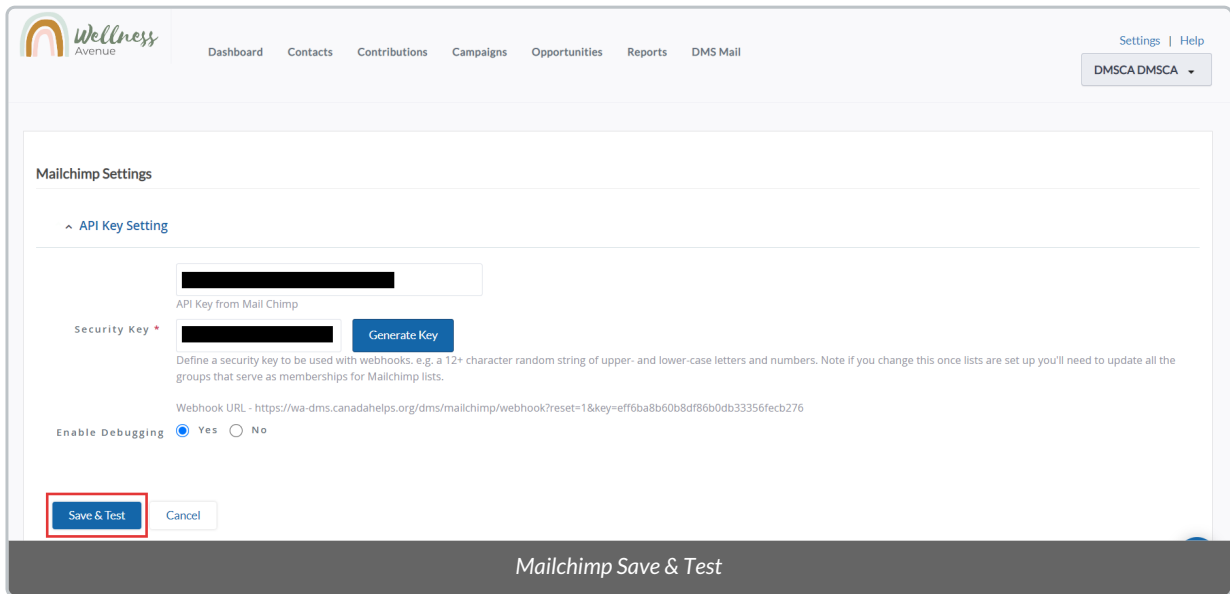
(1) **API Key from Mailchimp**: you can find your Mailchimp Account's API Key by [following these steps](#).

(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.



4. Once you're finished, select **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.

The screenshot shows the 'Mailchimp Settings' page in the Wellness Avenue DMS. The navigation bar includes 'Dashboard', 'Contacts', 'Contributions', 'Campaigns', 'Opportunities', 'Reports', and 'DMS Mail'. The main content area is titled 'Mailchimp Settings' and contains an 'API Key Setting' section with a text input field, a 'Security Key' section with a 'Generate Key' button, and an 'Enable Debugging' section with radio buttons for 'Yes' and 'No'. A 'Webhook URL' is displayed as 'https://wa-dms.canadahelps.org/dms/mailchimp/webhook?reset=1&key=eff6ba8b60b8df86b0db33356fecb276'. At the bottom, there are 'Save & Test' and 'Cancel' buttons. A dark grey banner at the very bottom reads 'Mailchimp Successful Configuration'. A modal window in the top right corner, titled 'Continue | Mail', displays account information: 'Account Name: [REDACTED]' and 'Account Email: [REDACTED]'.

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](#).