## Tracking Sent MailChimp Emails in the DMS

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**Donor Management System** 

Once you've finished syncing your DMS Groups with your desired MailChimp Audiences and/or MailChimp Groups, your DMS-Mailchimp integration is complete! Now you can start to track the emails sent from MailChimp directly in your DMS.

## Adding a Mailchimp Email as a Contact's Activity

Unfortunately, at the moment, the MailChimp platform doesn't allow any API Integrations (such as the DMS) to automatically track emails sent through Mailchimp. In other words, emails currently sent through Mailchimp won't automatically log in your DMS.

However, you can still track this activity manually by adding Activities against your Contacts in bulk.

1. To do so, visit the *Contacts* tab

## 2. Under Advanced Actions, select Manage Groups

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Avene	Dashboard		Contributions	Campaigns Opp	ortunities Reports DM5 Mail			DMSCA DMSCA 🗸	
earch by conta	act name or email						٩	Advanced Sea	
Actions -	O Selected Records On	nly 🔿 All 174 Rec	ords			All contacts 💌	Advanced Actions 👻	Add Contact 👻	
	Name	City	Province	Phone	Email	Date Created	Merge Duplicate Individuals		
□ ▲	A Amadu	Toronto	ON		amadua@canadahelps.org	Jul 13th, 2022 5:12 F	Merge Duplicate Organizations	3:59 PM	
□ ♣	A Amadu				amadua@canadahelps.org	Feb 27th, 2023 4:40	Manage Groups	4:50 PM	
□ ▲	A. L. Kostenko	Toronto	ON		angelakostenko88@gmail.com	Jul 7th, 2022 11:53 /	(BETA) Search Builder	1:21 PM	
	Accessibility Foundation					Nov 24th, 2022 6:05	Bulk Import Contacts	11:17 AM	
□ ▲	aine@ainemcglynn.com				aine@ainemcglynn.com	Jun 24th, 2022 10:09	AM Oct 26th, 20	22 2:17 PM	
□ ▲	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46	PM Feb 27th, 20	23 1:23 PM	
□ ▲	Alicia Mitre	Mississauga	ON		amitreeatwell@outlook.com	Oct 19th, 2022 2:01 F	PM Feb 24th, 20	23 2:39 PM	
Find Manage Groups under Advanced Actions in the DMS									

2. Find your the synced DMS Group or Smart Group that you'd like to record an Activity for, and select Contacts

Avenue	Dasł	nboard Contacts	Contributions Campaigns Opportunil	ties Repo	rts DMS Ma	ĩI	Settings   He DMSCA DMSCA -
Manage Groups							
Add Group							
							Update Smart Group Counts 🦷 😧
Show 25 💌 en	tries						First Previous 1 2 3 4 Next Last
Name 🔺	Count 👙	Created By $\Leftrightarrow$	Description	Group Type 👙	Visibility 🖨	Mailchimp Sync	
<\$1000 Donors - All Time (Smart Group)	unknown	John Bonjovi	1		User and User Admin Only		Contacts Settings More I
\$500 and Above (Smart Group)	unknown	John Bonjovi	Donors who have made donations more than \$500	, Mailing List,	User and User Admin Only		Contacts Settings More!
0-100 donors (Smart Group)	unknown	DMSCA DMSCA	Contribution Amount - greater than "0" AND less than "100"	, Mailing List,	User and User Admin Only		Contacts Settings More I
2021 donors (Smart Group)	unknown	DMSCA DMSCA	Date Received is This calendar year (between Jan 1st, 2021 12:00 AM and Dec 31st, 2021 11:59 PM)	, Mailing List,	User and User Admin Only		Contacts Settings More i
2021 Engaged Year-End Donors	2	DMSCA DMSCA	Donors who engaged with an email and made a donation between November 1 and December 31, 2021.	, Mailing List,	User and User Admin Only		Contacts Settings More I
			Manage Grou	ips page	e in the D	MS	

3. Select All Records in this group

Avenue	か	Dashboard	Contacts	Contributio	ns Campaign:	s Opportunities	Reports DMS Mail			DMSCA DMSC/
ntacts in Grou	p: 20	21 Engaged Year-I	End Donor	5						
• • • • •		0004 F 114 F	10	frag	<i>e</i>					
Add Contac	cts To :	2021 Engaged Year-Ei	nd Donors	📕 Edit Gro	oup Settings					
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arch by contact h	anne u	/ email							- 4	/ avancea sea
⊘Actions ◄		O Selected Record	rds Only 🔘	All 14 Records	]			All contacts 👻	Advanced Actions 👻	Add Contact
<ul><li>⊘Actions ▼</li><li>] Status</li></ul>		O Selected Record	rds Only 🔘	All 14 Records	Province	Phone	Email	All contacts 👻 Date Created	Advanced Actions +	Add Contact •
<ul> <li>⊘Actions ▼</li> <li>Status</li> <li>Added</li> </ul>		O Selected Record Name Alex Fergie	rds Only	All 14 Records City	Province ON	Phone 5145216699	Email jubino+woodcoaster@canadahelps.org	All contacts - Date Created Apr 20th, 2022 1	Advanced Actions    Last Mod 2:46 PM Mar	Add Contact
Actions  Construction Construc		0 Selected Record Name Alex Fergie Anderson Ada	rds Only 🔘	All 14 Records City London Burlington	Province ON ON	Phone 5145216699 333-555-8888	Email jubino+woodcoaster@canadahelps.org anderson.a@test.com	All contacts ~ Date Created Apr 20th, 2022 1 Oct 21st, 2021 1	Advanced Actions  Advanced Actions  Last Mod Advanced Actions Last Mod Advanced Actions Last Mod Advanced Actions Advanced Advanced Actions Advanced Advanced Actions Advanced	Add Contact • lifted : 1st, 2023 9:20 AM 24th, 2023 1:40 PM
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Contractions Contraction Cont		O Selected Record Name Alex Fergie Anderson Ada Andy Forms	rds Only ()	All 14 Records City London Burlington Toronto	Province ON ON ON	Phone 333-555-8888 4161112222	Email jubino+woodcoaster@canadahelps.org anderson.a@test.com andyl+testua00@canadahelps.org	All contacts   All contacts   Date Created  Apr 20th, 2022 1  Oct 21st, 2021 1  Jul 12th, 2022 11	Advanced Actions  Last Mod Last Mod 2:46 PM Mar 1:52 AM Feb 2 :00 PM Feb 3	Add lified - 1st, 202 24th, 202

4. Select the Actions menu and then Add activity

- Avenue	Dashboard Co	ontacts Contribu	tions Campaig	gns Opportunitie	es Reports DMS Mail		Settings   Help DMSCA DMSCA ~
Contacts in Group: 2	2021 Engaged Year-End	Donors					
Add Contacts	To 2021 Engaged Year-End D	onors 🖌 🗲 Edit	Group Settings				
Search by contact nam	e or email						Q Advanced Search
	O Selected Records O	hulur 🔿 All 14 Dece				All contacto	Antions Add Context
		All 14 Reco	rus			All contacts + Advanced	Actions + Add Contact +
Q							
Add Activity	Name	City	Province	Phone	Email	Date Created	Last Modified
Add Activity	Name Alex Fergie	<b>City</b> London	<b>Province</b> ON	Phone 5145216699	Email jubino+woodcoaster@canadahelps.org	Date Created Apr 20th, 2022 12:46 PM	Last Modified Mar 1st, 2023 9:20 AM
Add Activity Add Activity Group Group	Name Alex Fergie Anderson Ada	City London Burlington	Province ON ON	Phone 5145216699 333-555-8888	Email jubino+woodcoaster@canadahelps.org anderson.a@test.com	Date Created           Apr 20th, 2022 12:46 PM           Oct 21st, 2021 11:52 AM	Last Modified Mar 1st, 2023 9:20 AM Feb 24th, 2023 1:40 PM
Add Activity Add Activity Contacts to Group Add Contacts to	Name Alex Fergie Anderson Ada Andy Forms	City London Burlington Toronto	Province ON ON ON	Phone           5145216699           333-555-8888           4161112222	Email jubino+woodcoaster@canadahelps.org anderson.a@test.com andyl+testua00@canadahelps.org	Date Created           Apr 20th, 2022 12:46 PM           Oct 21st, 2021 11:52 AM           Jul 12th, 2022 11:00 PM	Last Modified Mar 1st, 2023 9:20 AM Feb 24th, 2023 1:40 PM Feb 3rd, 2023 10:49 AM
Add Activity Add Activity Group Add Contacts to Smart Group	Name       Alex Fergie       Anderson Ada       Andy Forms       Andy Lo	City London Burlington Toronto Test Town	Province ON ON ON ON	Phone           5145216699           333-555-8888           4161112222           6472871065	Email jubino+woodcoaster@canadahelps.org anderson.a@test.com andyl+testua00@canadahelps.org andyl+test00@canadahelps.org	Date Created           Apr 20th, 2022 12:46 PM           Oct 21st, 2021 11:52 AM           Jul 12th, 2022 11:00 PM           Jul 7th, 2022 10:30 AM	Last Modified Mar 1st, 2023 9:20 AM Feb 24th, 2023 1:40 PM Feb 3rd, 2023 10:49 AM Jan 26th, 2023 2:02 PM

5. On the next page, under Activity Type, select MailChimp Mailing and add any relevant details about this Activity.

**Tip:** We recommend filling out the *Subject* line and *Details* with the respective information from your Mailchimp email.

Wellness Avenue	Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail DMSCA	tings   Help DMSCA +
Group Members		
Activity Type	Mailchimp Mailing 👻	
Added by *	DMSCA DMSCA -	
With Contact	Alex Fergie     Anderson Ada     Q.       Andy Forms     Andy Lo       Anne Lee     Arnold Schwarzeneighger	
	Avya Shah     Bernadette Love       Bridget Jones     C Nancy       Celina Bernal TesT     Elize Farley       Fred Jones     Wallace Julie	
Activity Separation	Create separate activities for each contact     Create one activity with all contacts together	
Assigned to	- select Contact - Q	
	A copy of this activity will be emailed to each Assignee.	
Subject	Spring Fundraiser Call for Volunteers	
Campaign Group	- select Campaign Group - v	
Engagement Index	- select option - 👻 👂	
Location		
Date*	03/01/2023 🗎 01:41PM	
Duration	Minutes	
Activity Status *	Completed -	
Details	B       I       1       4       ★       *	
Priority*		4
<ul> <li>Schedule Follow</li> </ul>	Normal × ×	
Save Cancel		
	Activity Type menu	

6. When you're ready, select *Save* at the bottom. This will **record a MailChimp Activity** under the Contact Profile of all the Synced Contacts in this group.