

# Tracking Sent MailChimp Emails in the DMS

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## Donor Management System

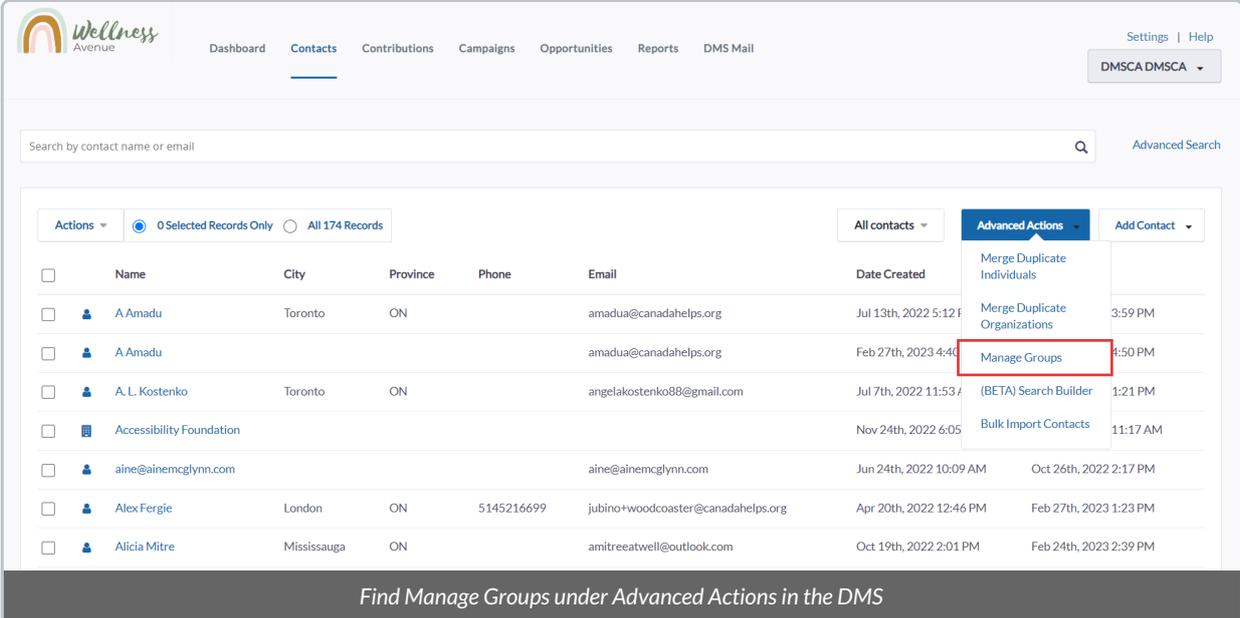
Once you've finished [syncing your DMS Groups with your desired MailChimp Audiences and/or MailChimp Groups](#), your DMS-Mailchimp integration is complete! **Now you can start to track the emails sent from MailChimp directly in your DMS.**

## 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**



The screenshot shows the 'Contacts' tab in the DMS. The interface includes a search bar, a table of contacts, and an 'Advanced Actions' dropdown menu. The 'Manage Groups' option is highlighted in red.

Name	City	Province	Phone	Email	Date Created	
<input type="checkbox"/>	A Amadu	Toronto	ON	amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	3:59 PM
<input type="checkbox"/>	A Amadu			amadua@canadahelps.org	Feb 27th, 2023 4:46 PM	8:50 PM
<input type="checkbox"/>	A. L. Kostenko	Toronto	ON	angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	1:21 PM
<input type="checkbox"/>	Accessibility Foundation				Nov 24th, 2022 6:05 PM	11:17 AM
<input type="checkbox"/>	aine@ainemcglynn.com			aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
<input type="checkbox"/>	Alex Fergie	London	ON	5145216699 jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Feb 27th, 2023 1:23 PM
<input type="checkbox"/>	Alicia Mitre	Mississauga	ON	amitreatwell@outlook.com	Oct 19th, 2022 2:01 PM	Feb 24th, 2023 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**

Wellness Avenue | Dashboard | Contacts | Contributions | Campaigns | Opportunities | Reports | DMS Mail | Settings | Help | DMSCA DMSCA

### Manage Groups

[Add Group](#)

Update Smart Group Counts ⓘ

Show 25 entries | First | Previous | 1 | 2 | 3 | 4 | Next | Last

Name	Count	Created By	Description	Group Type	Visibility	Mailchimp Sync	Actions
<\$1000 Donors - All Time (Smart Group)	unknown	John Bonjovi			User and User Admin Only		Contacts Settings More!
\$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!
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!
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!

*Manage Groups page in the DMS*

3. Select **All Records** in this group

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### Contacts in Group: 2021 Engaged Year-End Donors

[Add Contacts To 2021 Engaged Year-End Donors](#) | [Edit Group Settings](#)

Search by contact name or email | Advanced Search

0 Selected Records Only
  All 14 Records

All contacts | Advanced Actions | Add Contact

Status	Name	City	Province	Phone	Email	Date Created	Last Modified
Added	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Mar 1st, 2023 9:20 AM
Added	Anderson Ada	Burlington	ON	333-555-8888	anderson.a@test.com	Oct 21st, 2021 11:52 AM	Feb 24th, 2023 1:40 PM
Added	Andy Forms	Toronto	ON	4161112222	andyf+testua00@canadahelps.org	Jul 12th, 2022 11:00 PM	Feb 3rd, 2023 10:49 AM
Added	Andy Lo	Test Town	ON	6472871065	andyf+testua00@canadahelps.org	Jul 7th, 2022 10:30 AM	Jan 26th, 2023 2:02 PM

*Select All Records*

4. Select the **Actions** menu and then **Add activity**

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Settings | Help

DMSCA DMSCA

Contacts in Group: 2021 Engaged Year-End Donors

+ Add Contacts To 2021 Engaged Year-End Donors Edit Group Settings

Search by contact name or email   [Advanced Search](#)

0 Selected Records Only  All 14 Records

All contacts Advanced Actions Add Contact

Name	City	Province	Phone	Email	Date Created	Last Modified
Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Mar 1st, 2023 9:20 AM
Anderson Ada	Burlington	ON	333-555-8888	anderson.a@test.com	Oct 21st, 2021 11:52 AM	Feb 24th, 2023 1:40 PM
Andy Forms	Toronto	ON	4161112222	andyI+testua00@canadahelps.org	Jul 12th, 2022 11:00 PM	Feb 3rd, 2023 10:49 AM
Andy Lo	Test Town	ON	6472871065	andyI+test00@canadahelps.org	Jul 7th, 2022 10:30 AM	Jan 26th, 2023 2:02 PM

Actions in the DMS

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.

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Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail

Settings | Help

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### Group Members

Activity Type: Mailchimp Mailing

Added by: DMSCA DMSCA

With Contact: Alex Fergie, Anderson Ada, Andy Forms, Andy Lo, Anne Lee, Arnold Schwarzenegger, 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-

Subject: Spring Fundraiser Call for Volunteers

Campaign Group: -select Campaign Group-

Engagement Index: -select option-

Location:

Date: 03/01/2023 01:41 PM

Duration: Minutes

Activity Status: Completed

Details: Source, B I U S x x, I x, Styles, Format

Priority: Normal

Schedule Follow-up

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.