

Create Mailchimp Mailing Lists

20 Steps [View most recent version](#) 

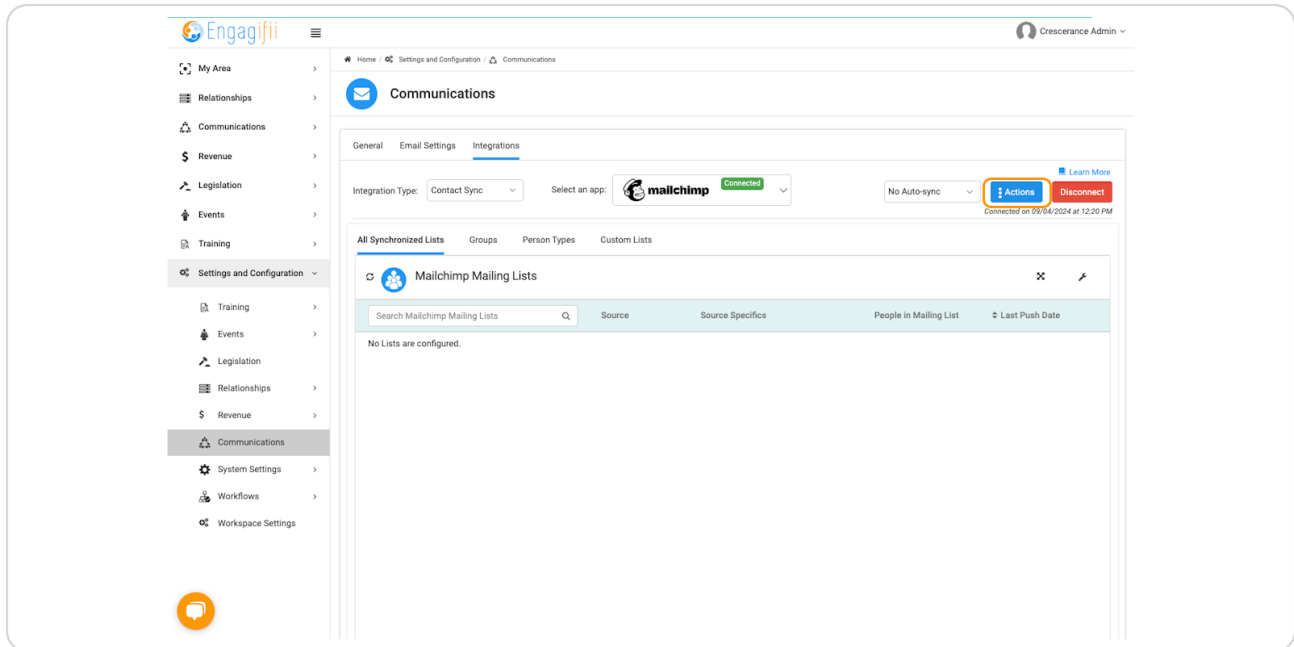
Created by
Engagifii Inc.

Creation Date
Sep 04, 2024

Last Updated
Sep 04, 2024

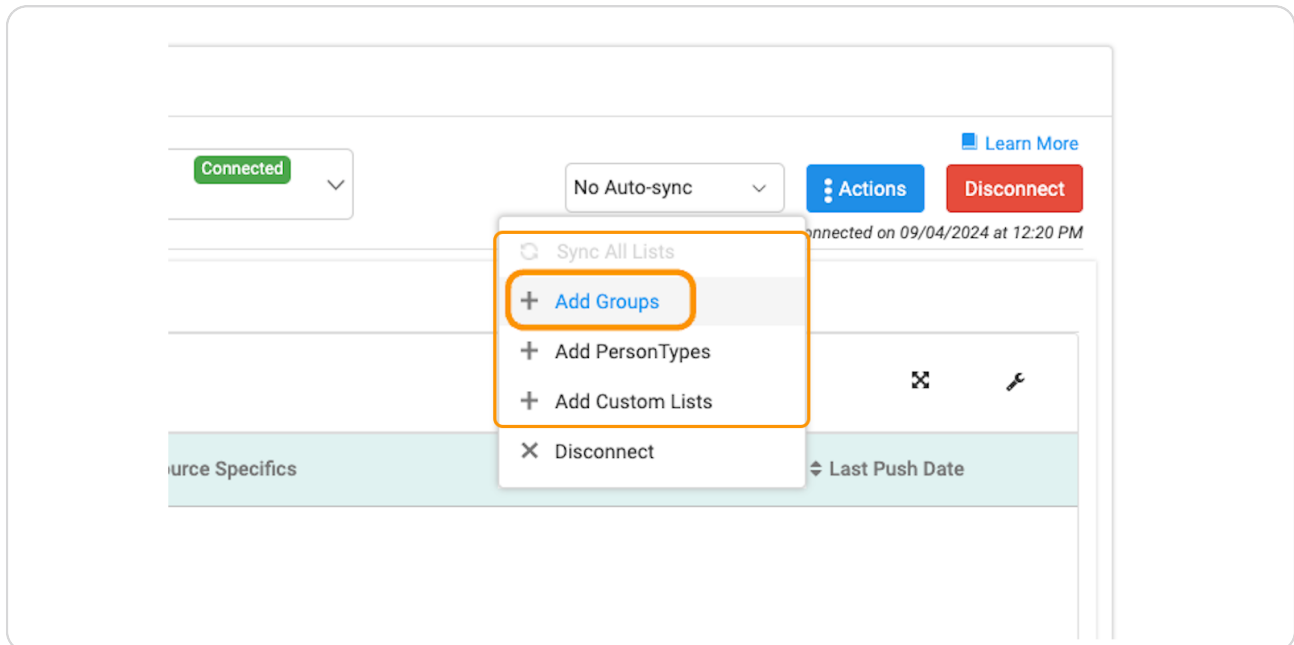
STEP 1

Click on the Actions button to create lists to sync



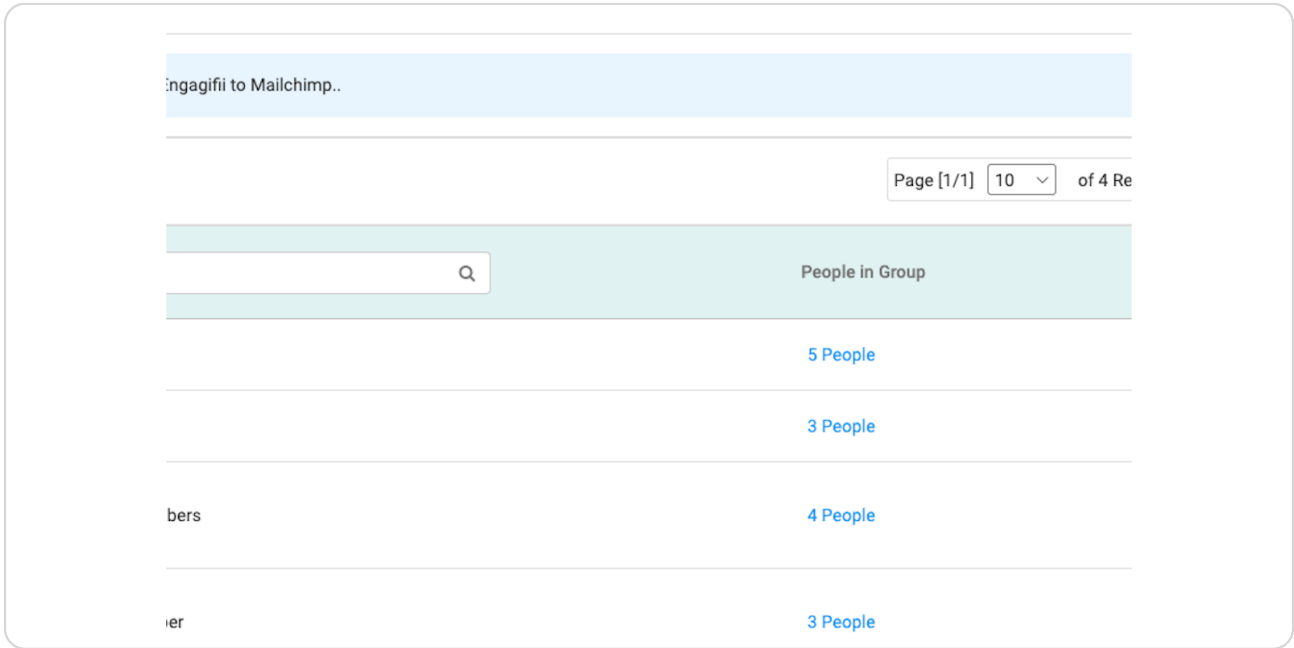
STEP 2

Select the criteria for the list you wish to create. You can create lists from Groups, Person Types or create a Custom List.



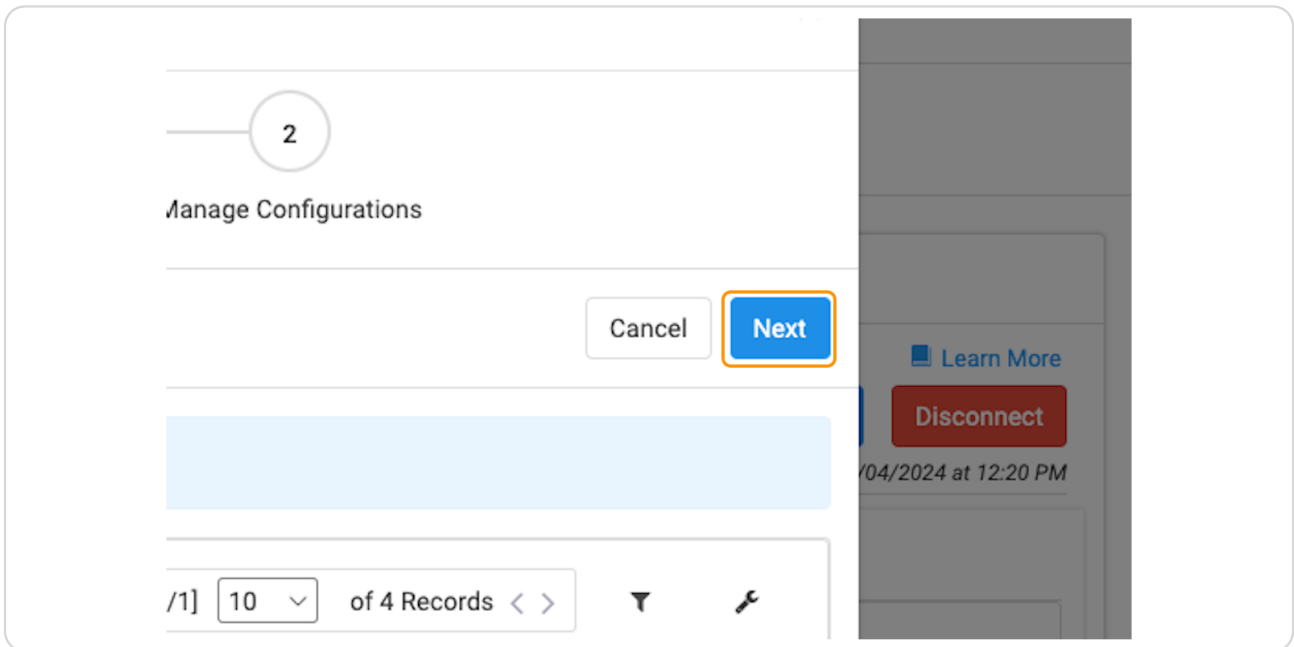
STEP 3

Since Groups was selected, a pop up window opens where you can select the group you wish to sync. Please note, you can only sync one group at a time.



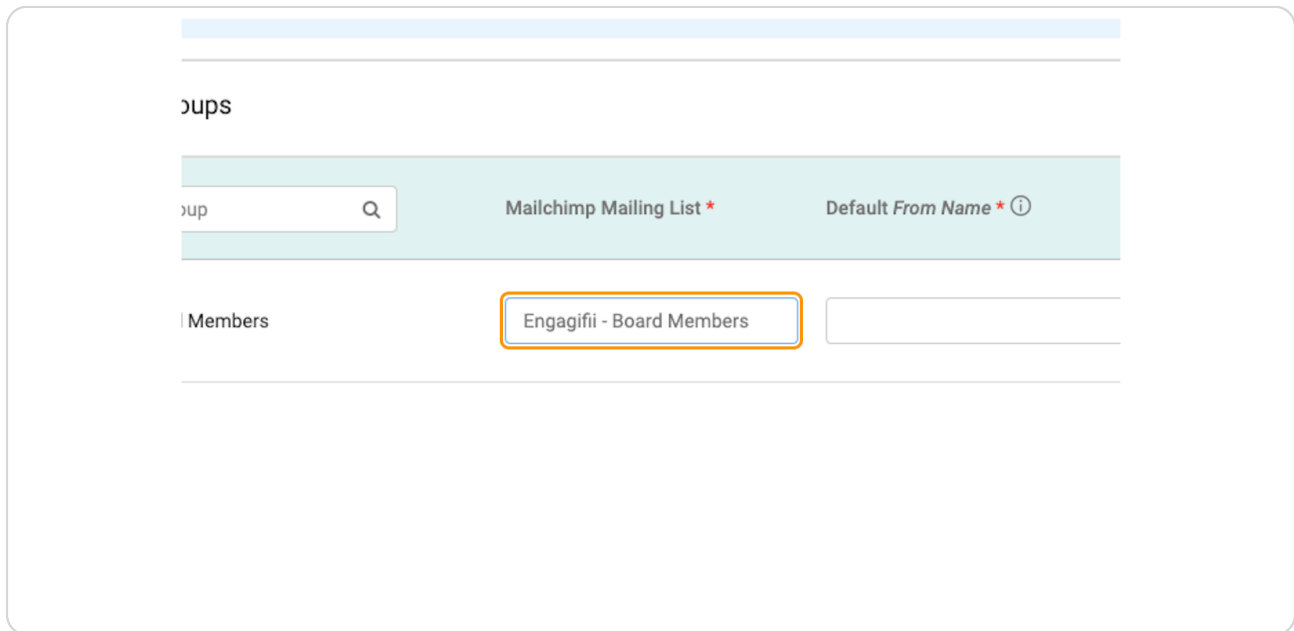
STEP 4

Click on Next



STEP 5

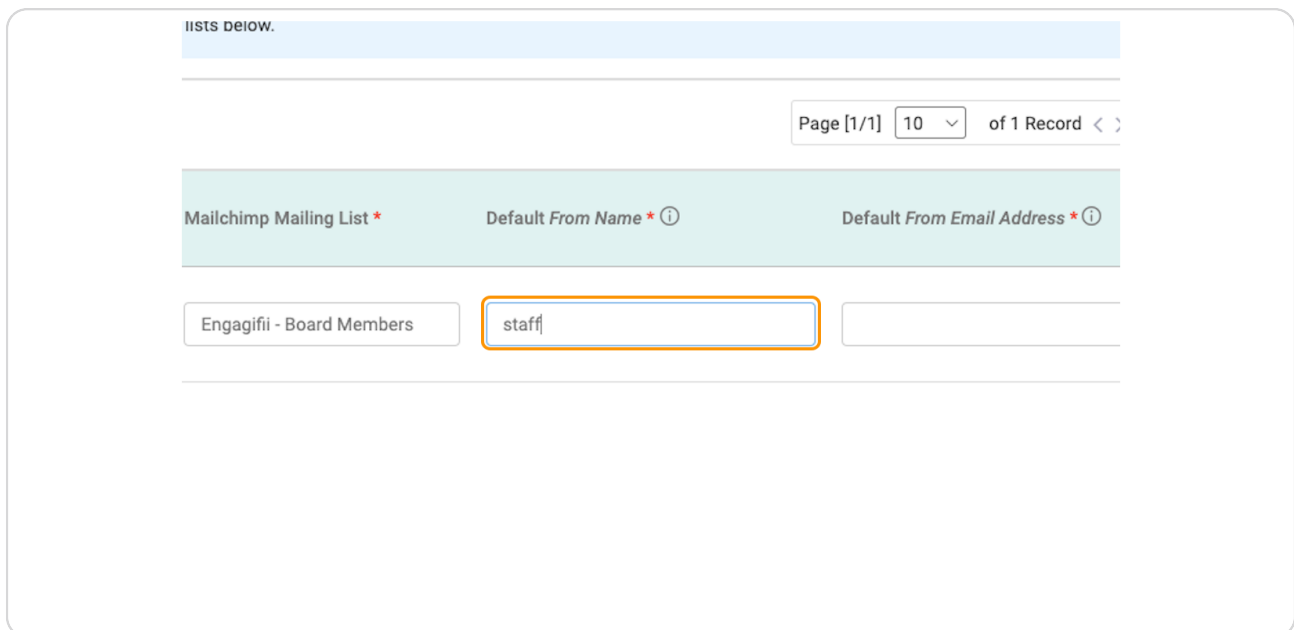
Give the list a name that will appear in your Mailchimp mailing lists. Please note, that the name needs to be unique than any other list that exists in your Mailchimp account.



A screenshot of the Mailchimp interface during list creation. At the top, a light blue header bar contains the text "Groups". Below this, a search bar with the text "Group" and a magnifying glass icon is visible. To the right of the search bar, the text "Mailchimp Mailing List *" and "Default From Name * ⓘ" are displayed. Below the search bar, a table with one row is shown. The first column of the table is labeled "Members" and contains the text "Engagifii - Board Members", which is highlighted with an orange border. The second column of the table is empty.

STEP 6

Enter a default from name



A screenshot of the Mailchimp interface during list creation. At the top, a light blue header bar contains the text "Lists below.". Below this, a pagination bar shows "Page [1/1] 10 of 1 Record < >". Below the pagination bar, a table with three columns is shown. The first column is labeled "Mailchimp Mailing List *" and contains the text "Engagifii - Board Members". The second column is labeled "Default From Name * ⓘ" and contains the text "staff", which is highlighted with an orange border. The third column is labeled "Default From Email Address * ⓘ" and is empty.

STEP 7


Enter a default from email address

Page [1/1] 10 of 1 Record

<i>Default From Email Address</i>	Sync Automatically
<input type="text" value="staff@engagifii.com"/>	<input checked="" type="checkbox"/>

STEP 8

Click on Save

 Manage Configurations

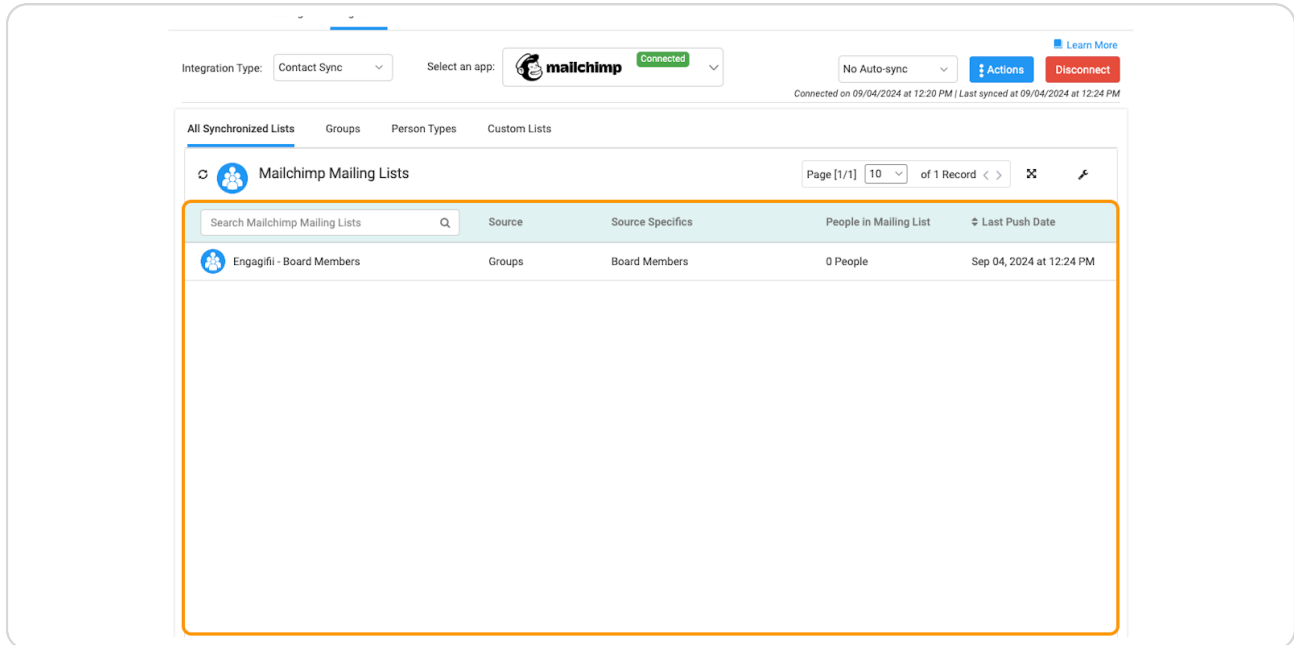
Previous **Save**

1/1] 10 of 1 Record

[Learn More](#)
Disconnect
04/2024 at 12:20 PM

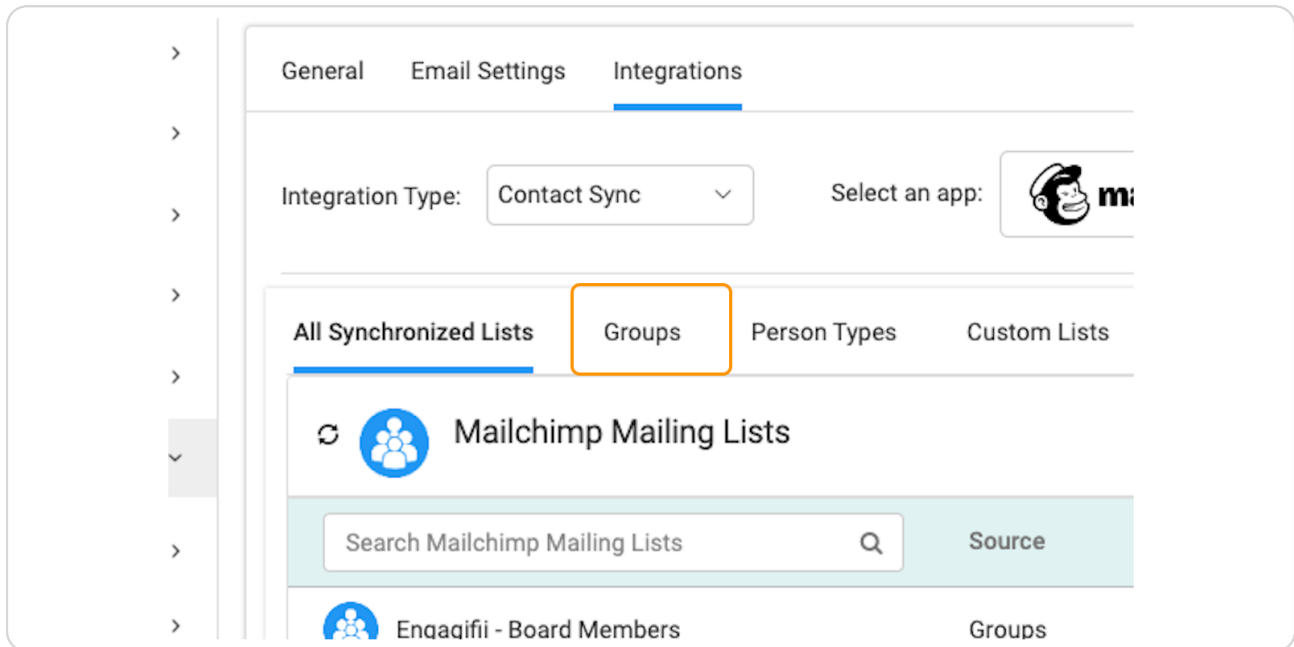
STEP 9

Your new list will now appear in the Mailing Lists section



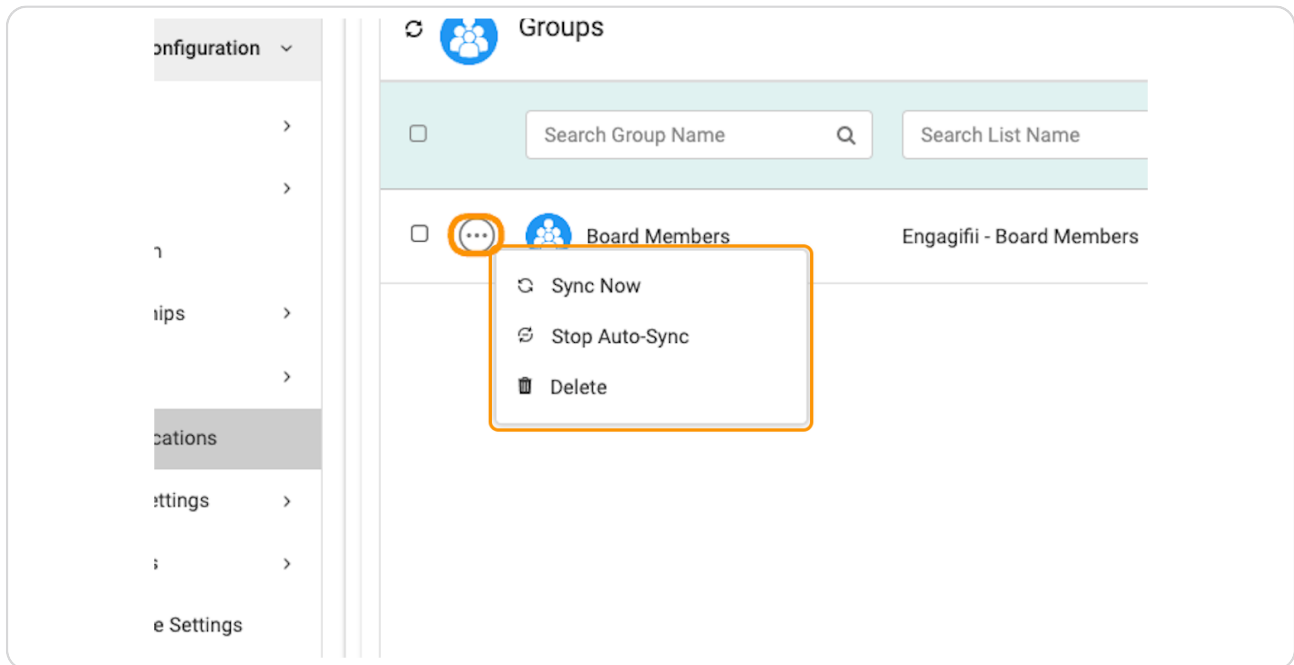
STEP 10

Click on Groups to view group mailing lists or make any edits to existing synced lists.



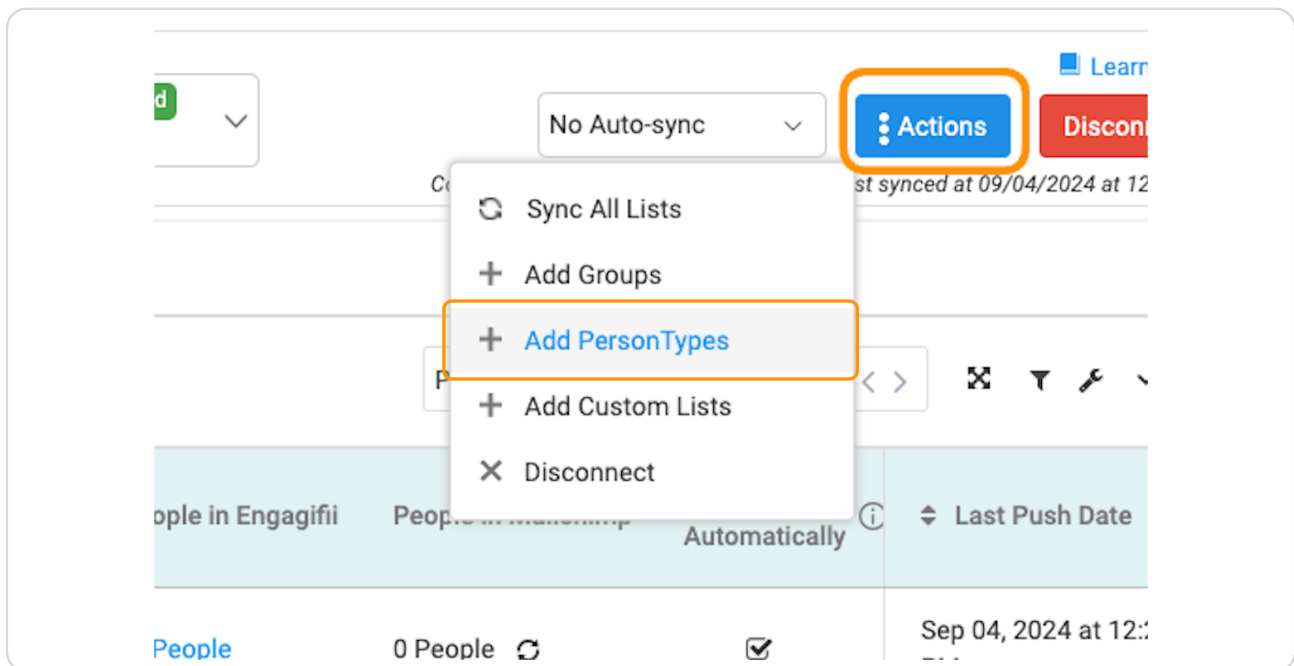
STEP 11

Click on 3 dots to perform a manual sync, stop the sync or delete the list



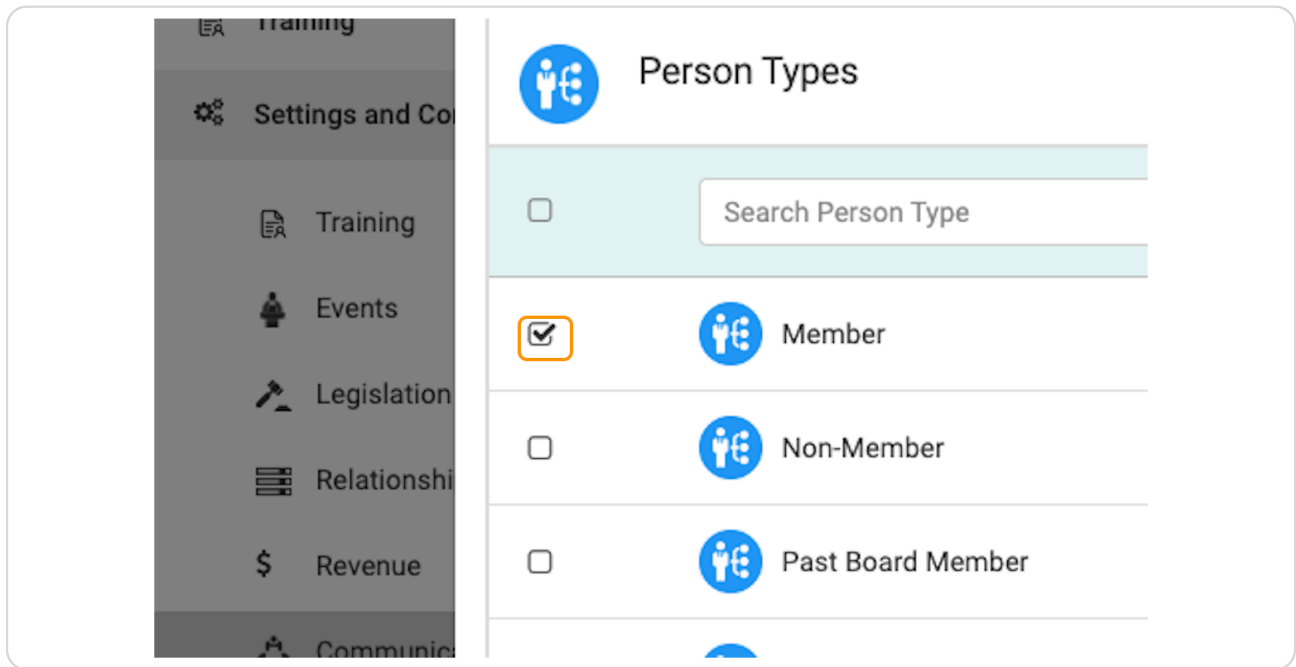
STEP 12

Click on Actions to create another type of list sync



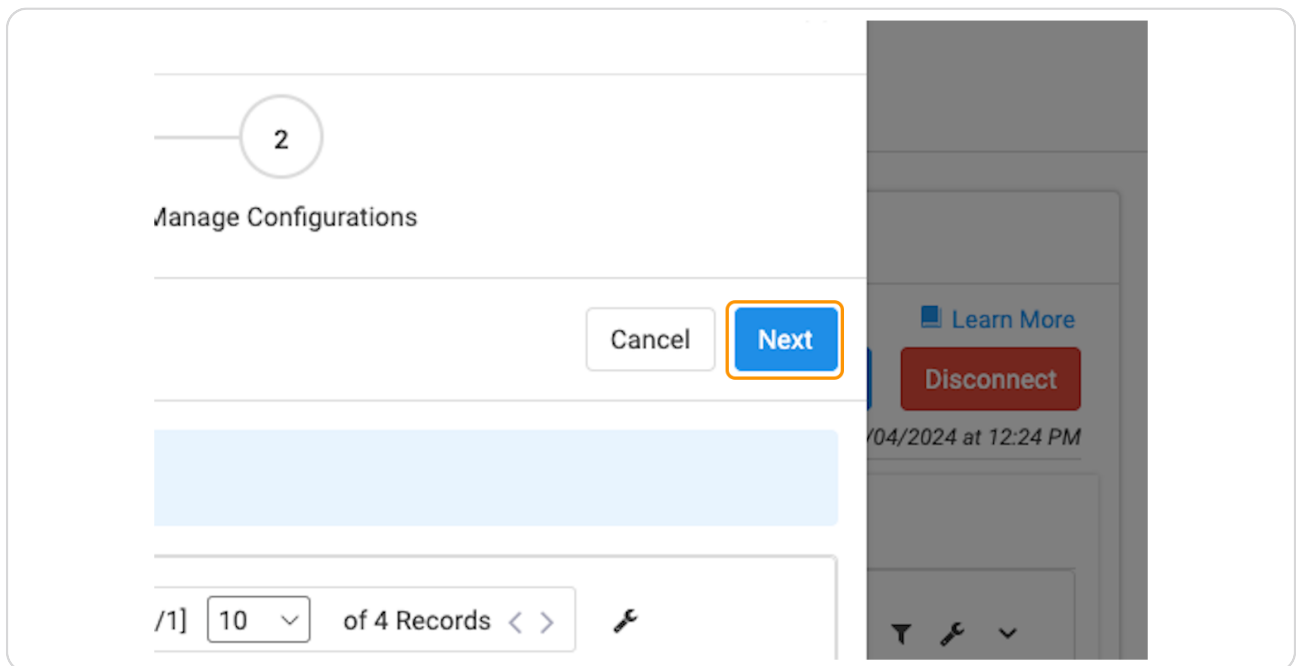
STEP 13

Check on the person type to create the list



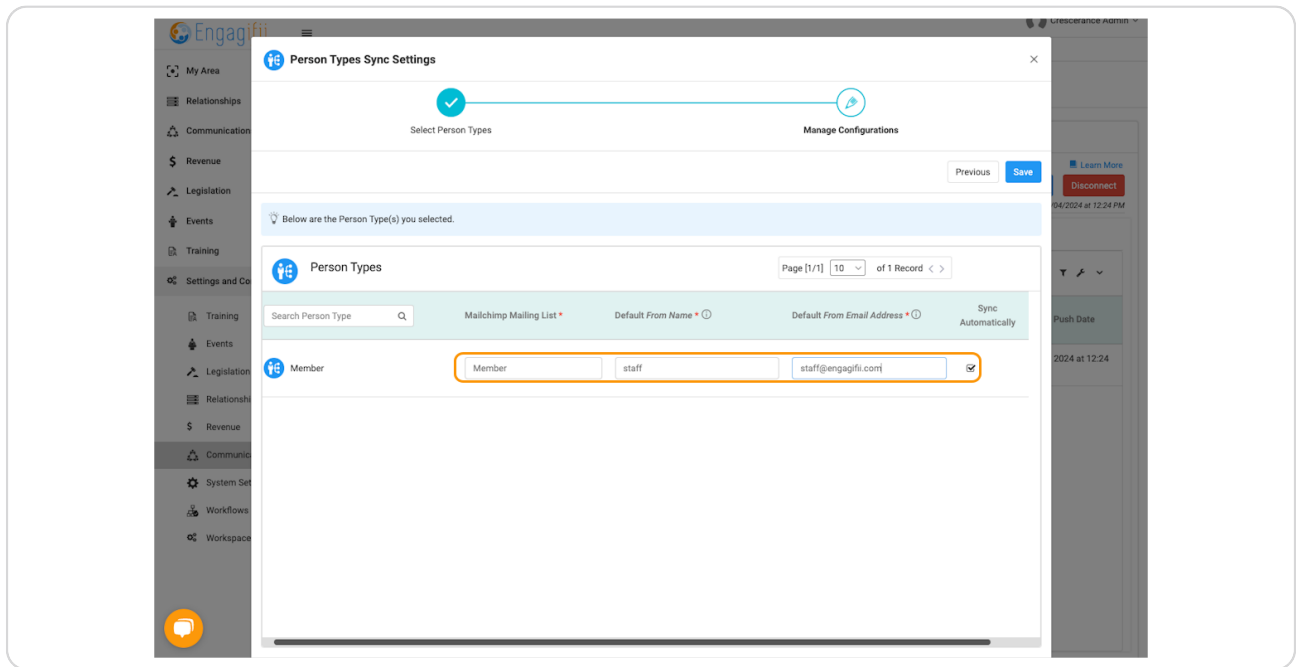
STEP 14

Click on Next



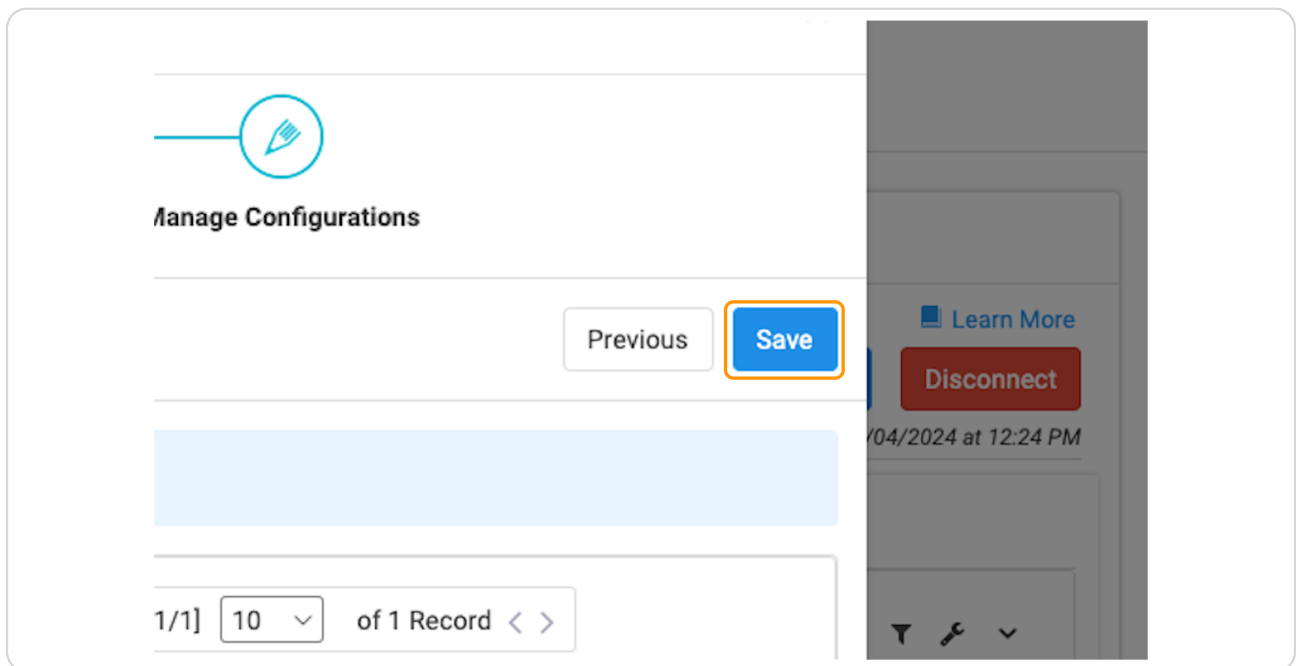
STEP 15

Input the required field details



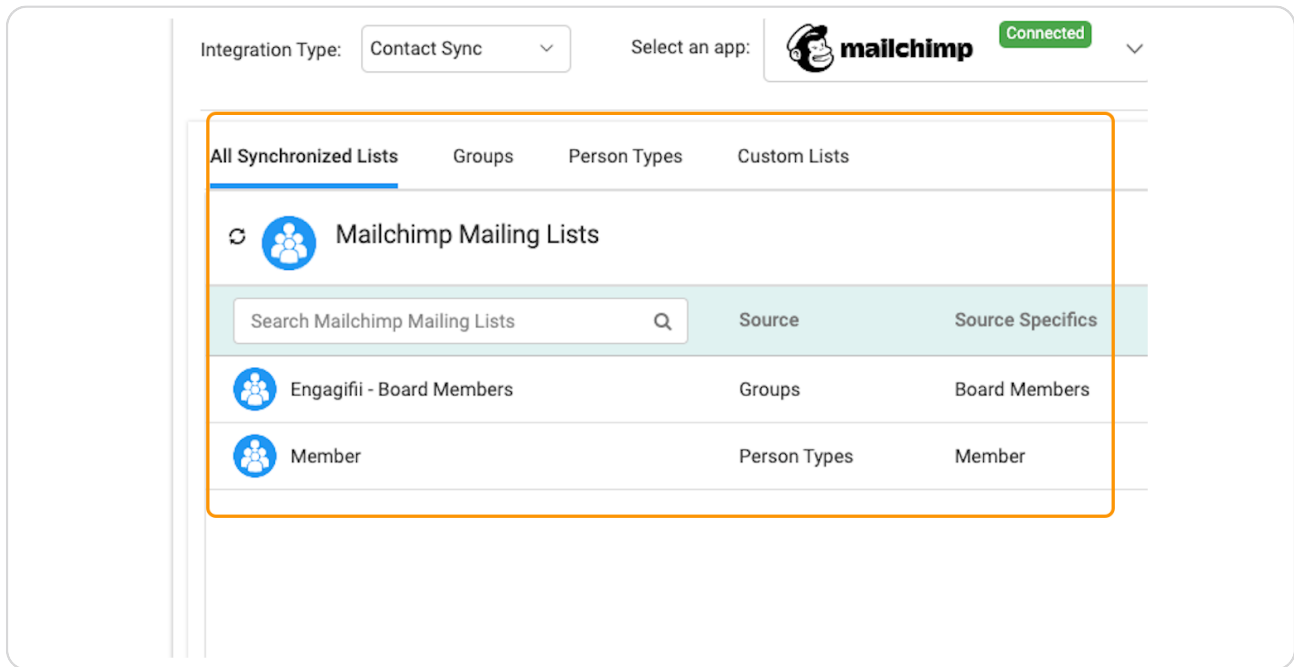
STEP 16

Click on Save



STEP 17

You will see all of your saved lists from the All Synchronized Lists tab

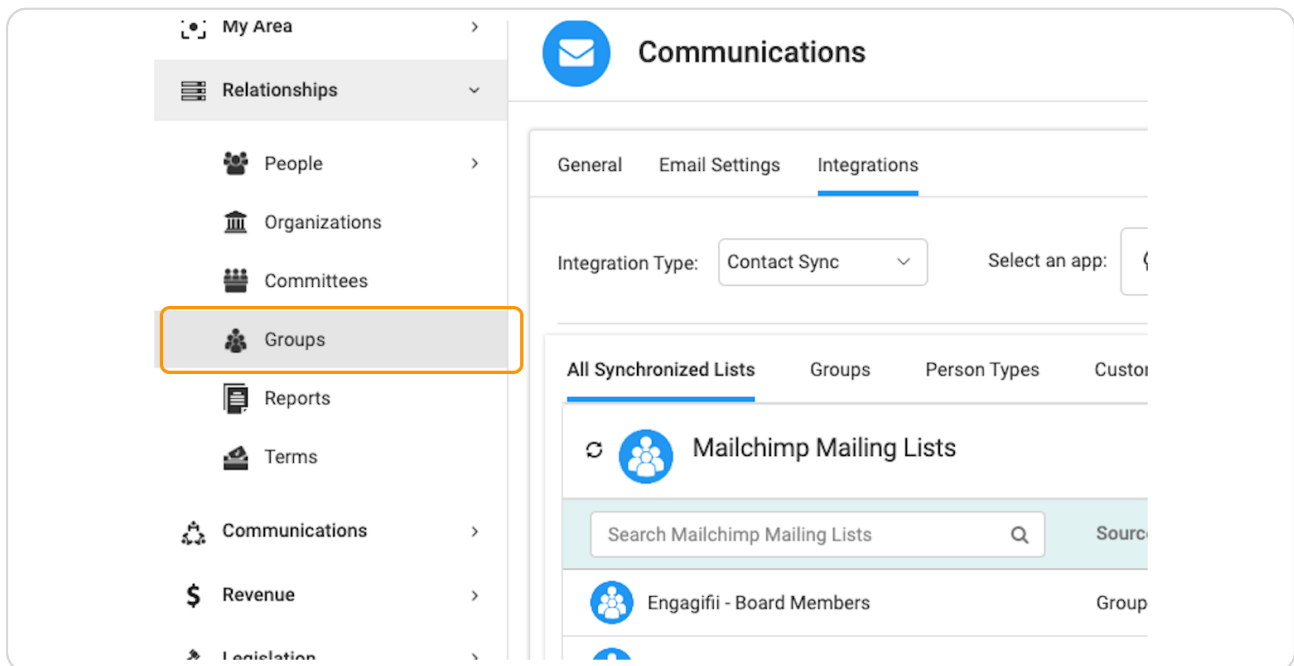


The screenshot shows the Mailchimp integration interface. At the top, there is a dropdown for 'Integration Type' set to 'Contact Sync' and a 'Select an app:' section with the Mailchimp logo and a 'Connected' status. Below this, there are four tabs: 'All Synchronized Lists' (selected), 'Groups', 'Person Types', and 'Custom Lists'. The 'All Synchronized Lists' tab displays a table with a search bar and three columns: 'Source', 'Groups', and 'Source Specifics'. The table contains two entries: 'Engagifii - Board Members' (Group) and 'Member' (Person Types).

Source	Groups	Source Specifics
Engagifii - Board Members	Groups	Board Members
Member	Person Types	Member

STEP 18

Click on Groups

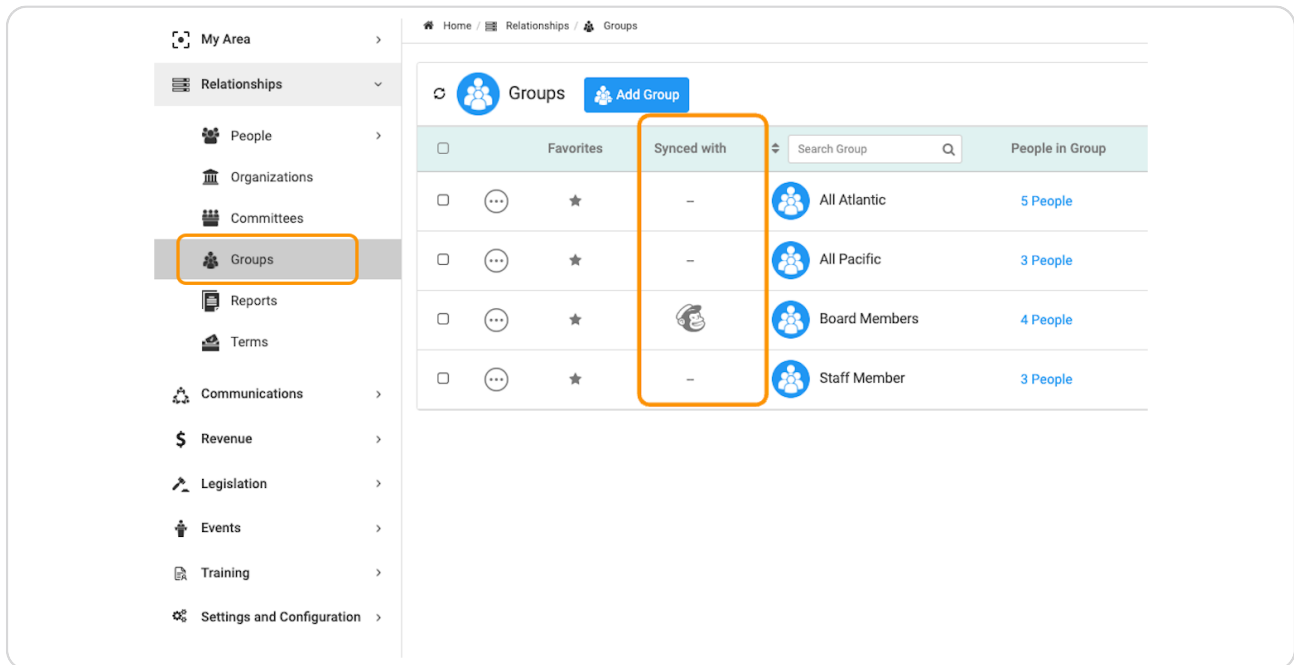


The screenshot shows the Engagifii interface. On the left, there is a navigation menu with items: 'My Area', 'Relationships', 'People', 'Organizations', 'Committees', 'Groups' (highlighted with an orange box), 'Reports', 'Terms', 'Communications', 'Revenue', and 'Legislation'. The main content area is titled 'Communications' and has three tabs: 'General', 'Email Settings', and 'Integrations' (selected). Below the tabs, there is a dropdown for 'Integration Type' set to 'Contact Sync' and a 'Select an app:' section. The 'Integrations' tab displays a table with a search bar and three columns: 'Source', 'Groups', and 'Source Specifics'. The table contains one entry: 'Engagifii - Board Members' (Group).

Source	Groups	Source Specifics
Engagifii - Board Members	Group	

STEP 19

From the Groups menu, you can view all of your synced groups

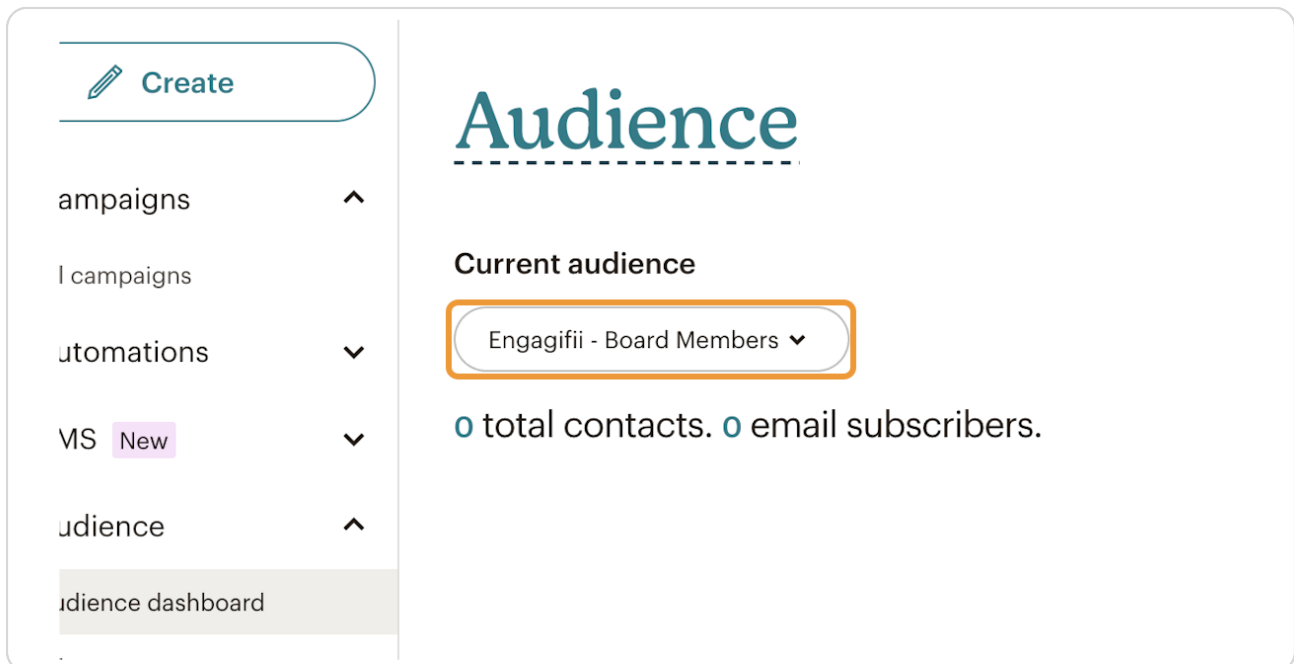


The screenshot shows the Engagifii interface. On the left is a navigation menu with 'Groups' highlighted. The main content area shows a 'Groups' page with a table of synced groups. An orange box highlights the 'Synced with' column and the 'Add Group' button.

	Favorites	Synced with	Search Group	People in Group
<input type="checkbox"/>	★	-	All Atlantic	5 People
<input type="checkbox"/>	★	-	All Pacific	3 People
<input type="checkbox"/>	★		Board Members	4 People
<input type="checkbox"/>	★	-	Staff Member	3 People

STEP 20

From the Audience dashboard on Mailchimp, you can view your synced lists



The screenshot shows the Mailchimp Audience dashboard. On the left is a navigation menu with 'Audience' selected. The main content area shows the 'Audience' title and 'Current audience' section. An orange box highlights the 'Engagifii - Board Members' dropdown menu.

0 total contacts. 0 email subscribers.

