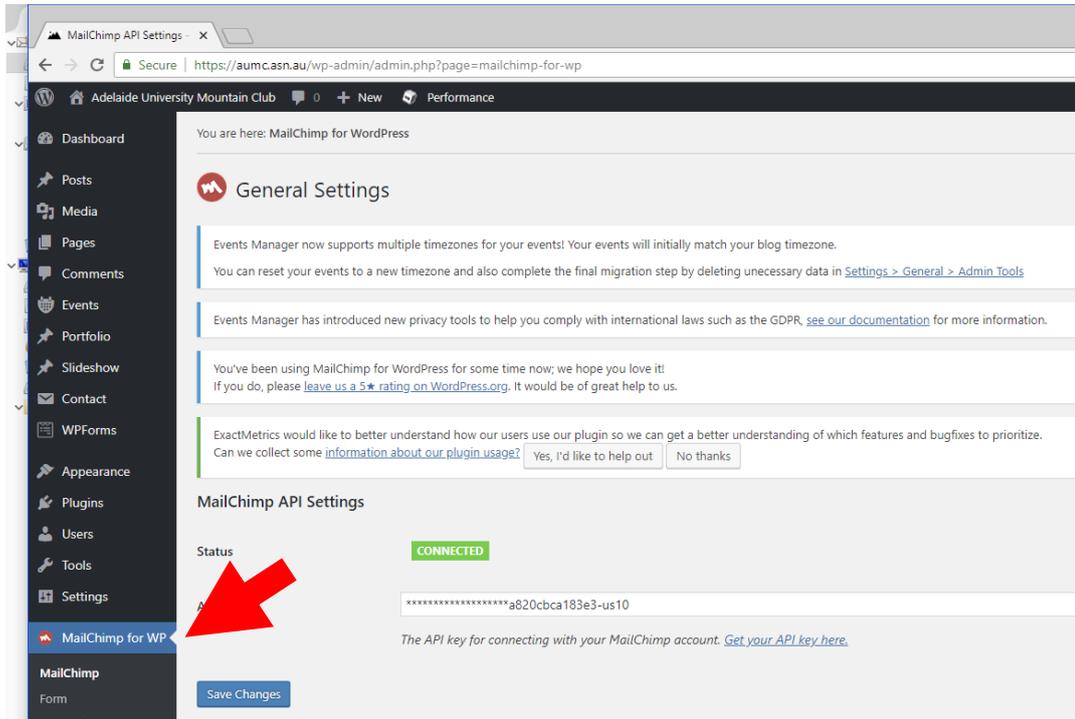
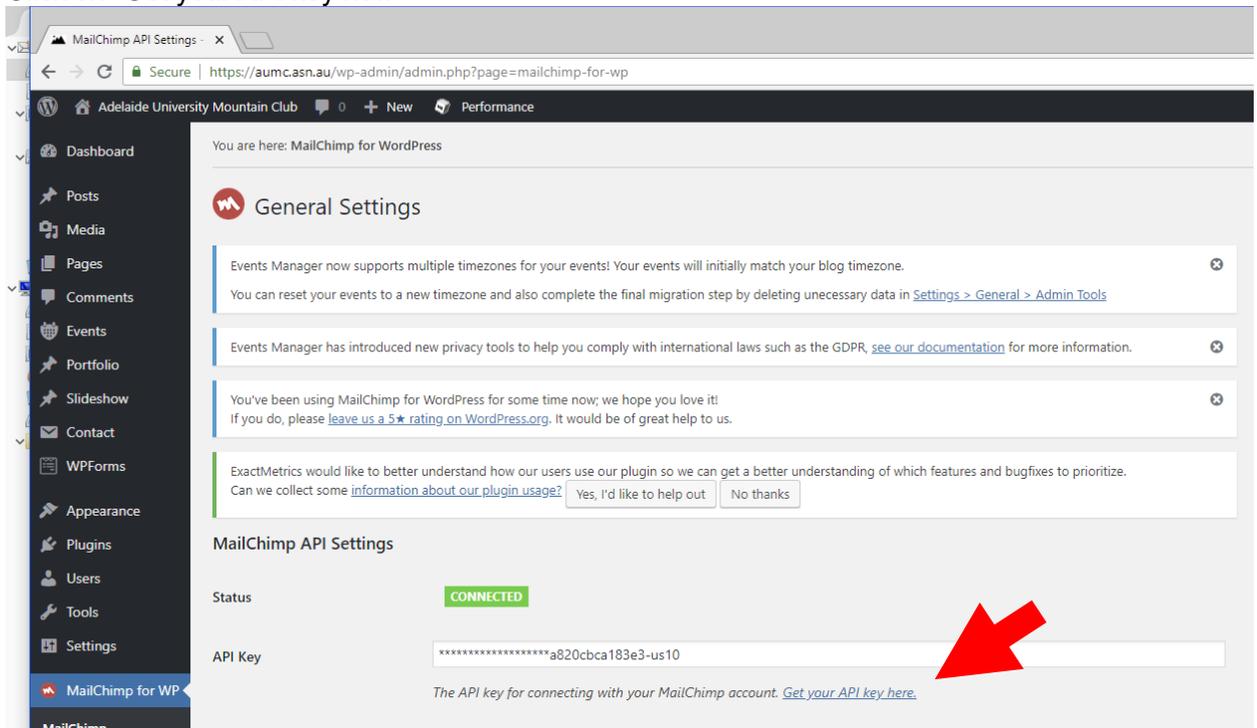


Instructions for sending emails from Events page:

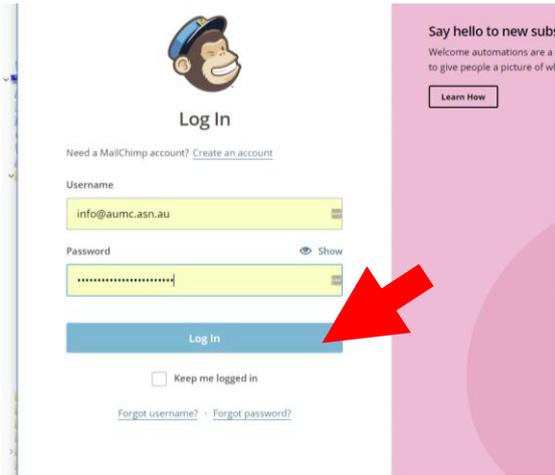
1. Click on MailChimp for WP on left sidebar on your dashboard



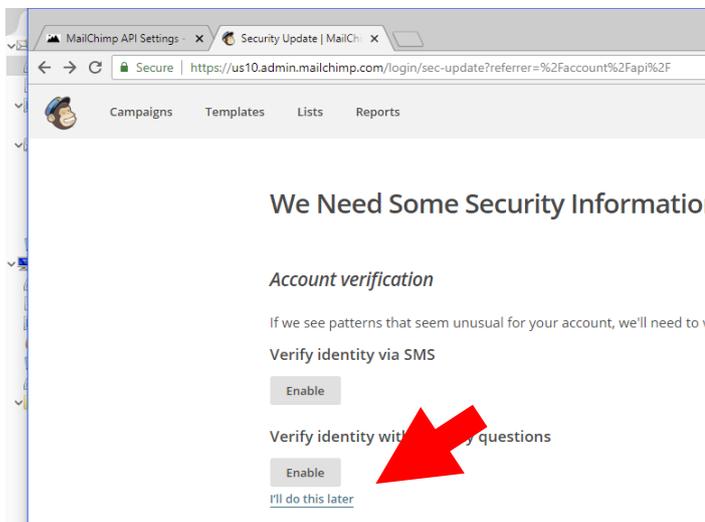
2. Click on "Get your API key now"



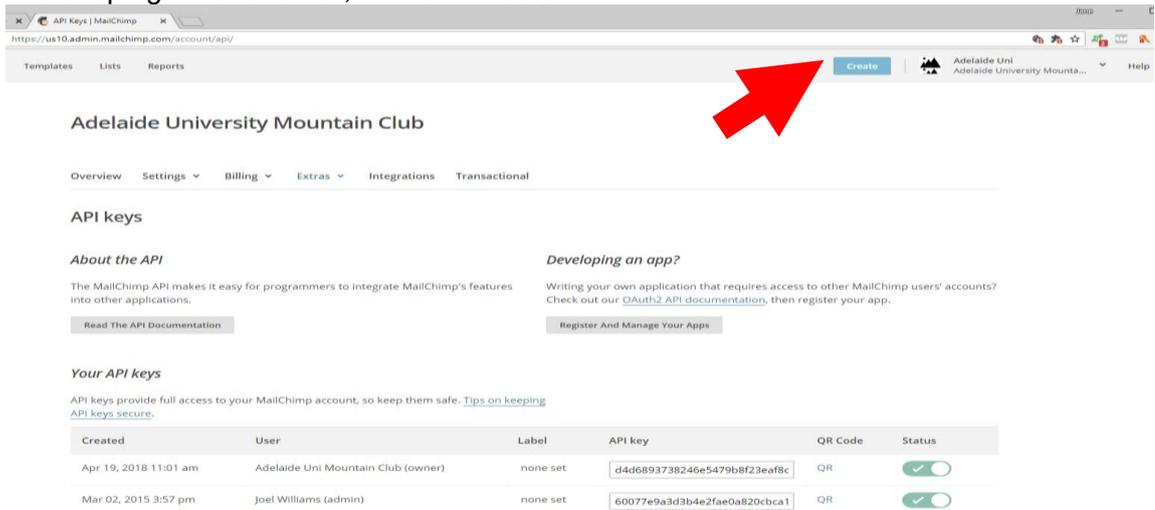
3. Click "Log in"



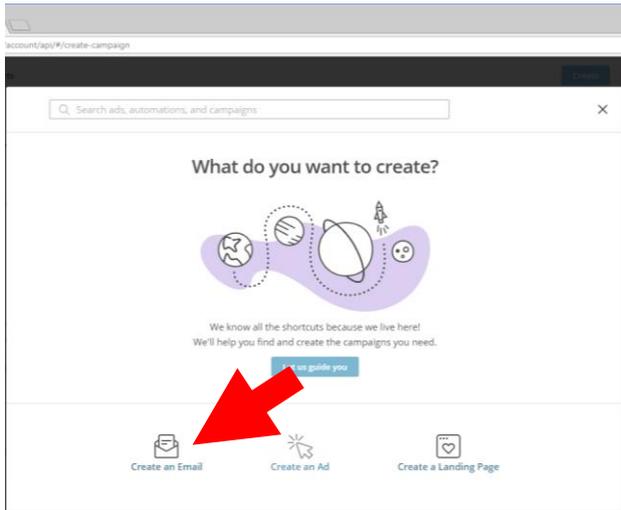
4. Click on “I’ll do this later”



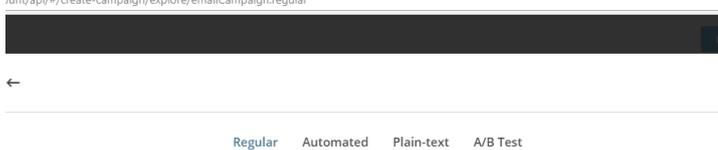
5. In the top right hand corner, click on “Create”



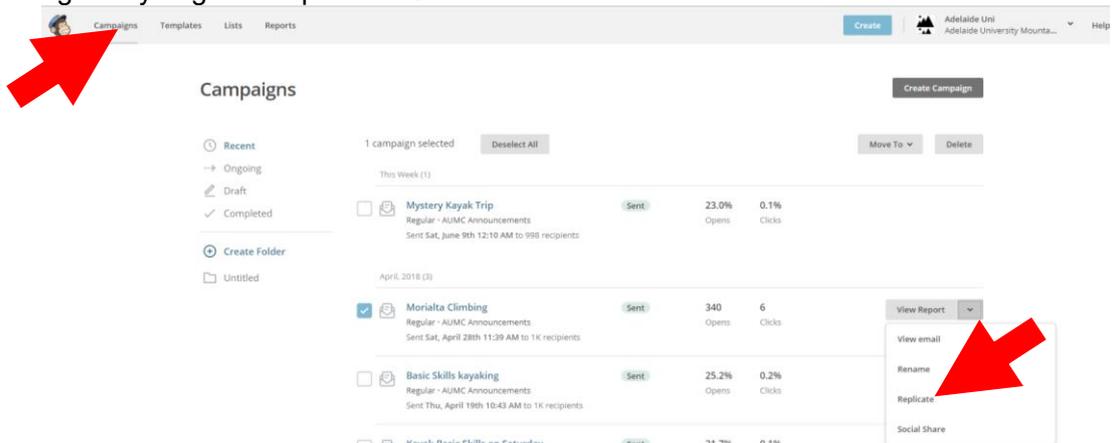
6. Click on “Create an Email”



7. Name your campaign and press “Begin”



8. Click on “Campaigns” (top left corner), then select an existing campaign or click on “Create Campaign”. It is easier to modify an existing campaign, by scrolling down on the right till you get to ‘replicate’. Click on this.



9. Edit the name if required. Click on “Edit design” and a new page will open.

Morialta Climbing (copy 01)

Edit name

To
All subscribed contacts in the list AUMC Announcements. 993 recipients
Your 'To' field is not personalized with merge tags. Edit Recipients

From
AUMC Announcements • info@aumc.asn.au Edit From

Subject
Morialta climbing Edit Subject

Content Edit Design



Adelaide University Mountain Club

Are you AUMC members?

A new event has been posted!

TOP ROPING AT MORIALTA

It's on! Adelaide University Mountain Club is excited to announce that we will be holding our top roping at Morialta. This event is open to all members of the club and is a great way to enjoy the outdoors and challenge yourself. The day will involve a morning of training, followed by a day of climbing. We will have experienced guides on hand to ensure your safety and provide you with the best possible experience. This is a great opportunity to meet other members of the club and to enjoy the outdoors together. Please see our website for more information: [http://www.aumc.asn.au](#)

Thanks, Adelaide

[Send a Test Email](#)

- ⓘ We'll add the required MonkeyRewards badge to your footer.
- ✔ A plain-text version of this email will be included automatically. [Edit](#)

[Enable Social Cards](#)

10. Click on the “edit” icon on the left side of the screen. Then edit the text in the content box on the right side of the screen. Add content blocks as required, always editing on the right hand side. When you are finished click “Preview and test” Press “Enter Preview mode” if you wish to preview. Press “Send a test email” if you wish to send a test email. Otherwise press “Save and close” From all the above screens you will come back to the campaign screen.

Press “Send” in the top right corner, and the email will miraculously send to the mailing list.

Campaigns | MailChimp x

mailchimp.com/campaigns/edit?id=1540881

ites Lists Reports Adelaide Uni Adelaide University I

Your email campaign is ready to send! Draft

[Finish later](#) [Schedule](#) [Send](#)

Morialta Climbing (copy 01)

Edit name

To
All subscribed contacts in the list AUMC Announcements. 993 recipients
Your 'To' field is not personalized with merge tags. Edit Recipients

From
AUMC Announcements • info@aumc.asn.au Edit From

Subject
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Content Edit Design



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