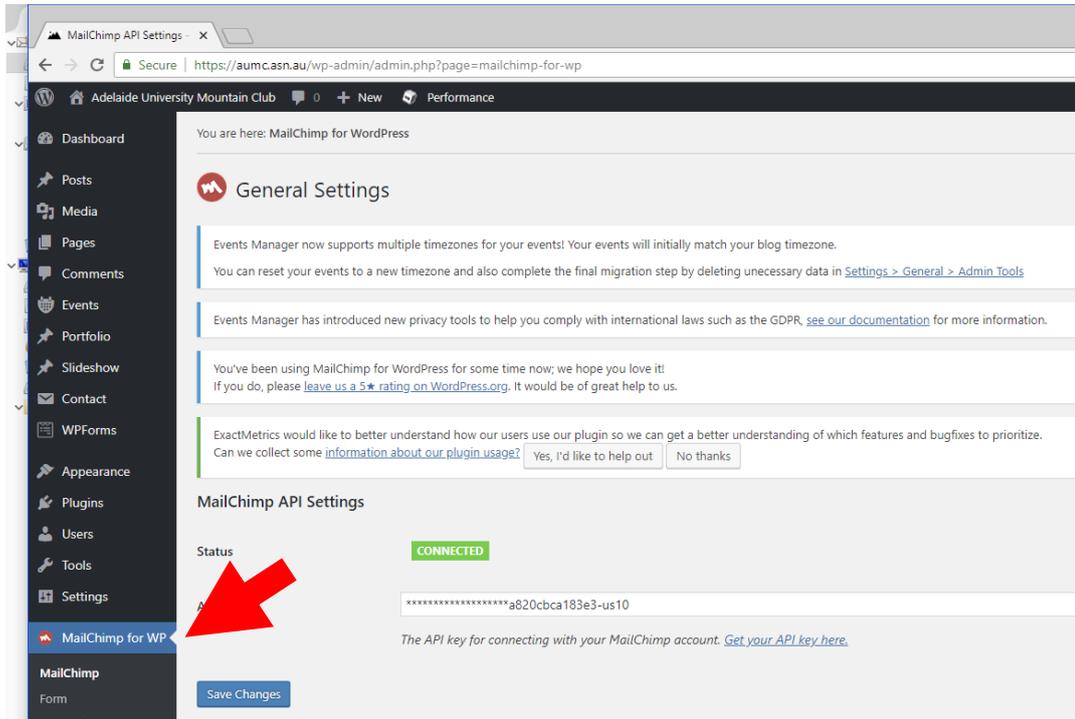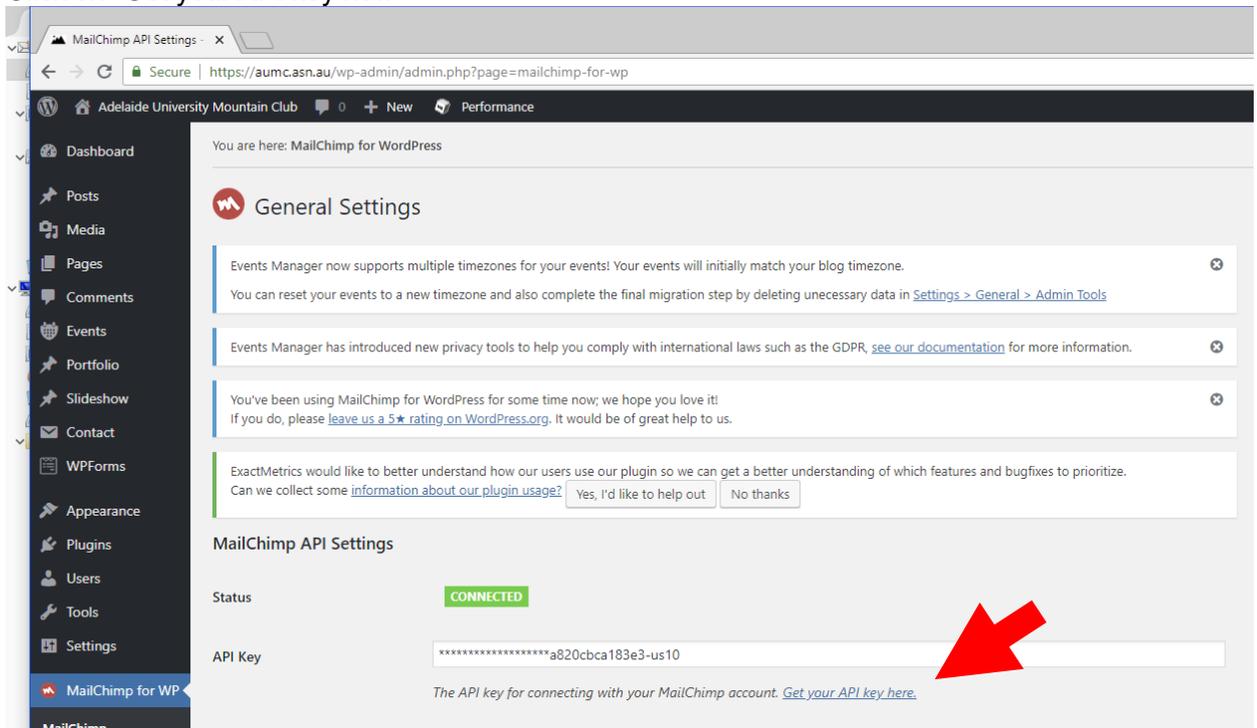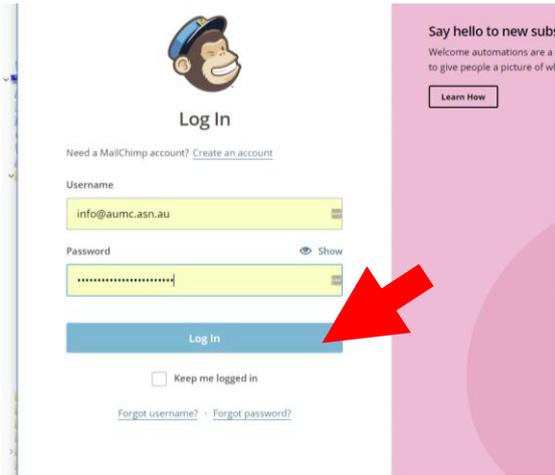Instructions for sending emails from Events page:

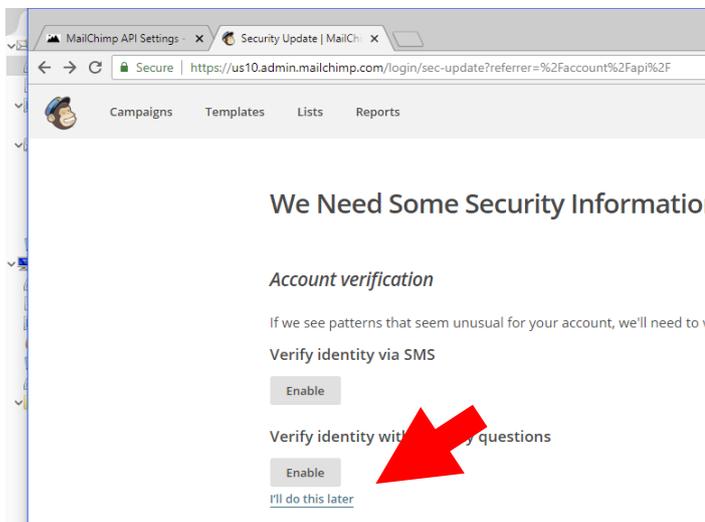1. Click on MailChimp for WP on left sidebar on your dashboard

2. Click on "Get your API key now"
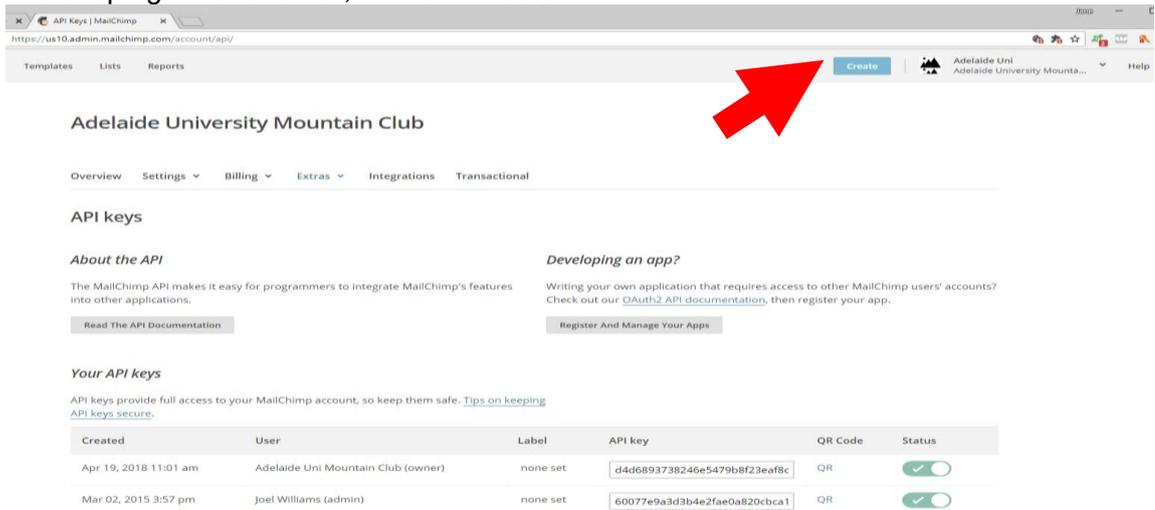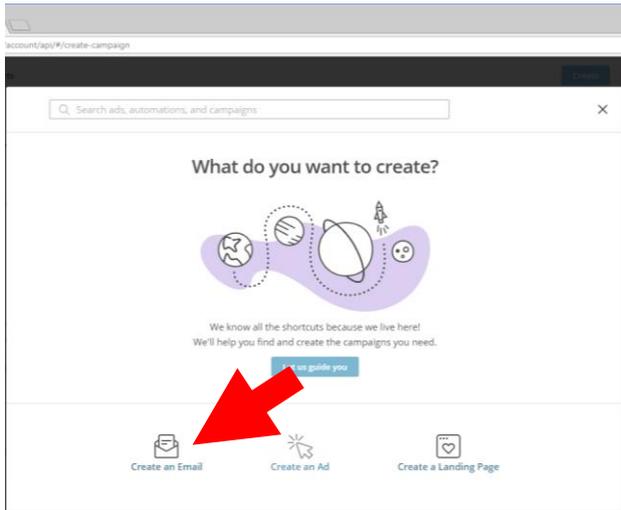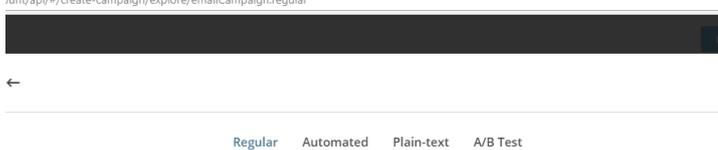

3. Click "Log in"

4. Click on "I'll do this later"

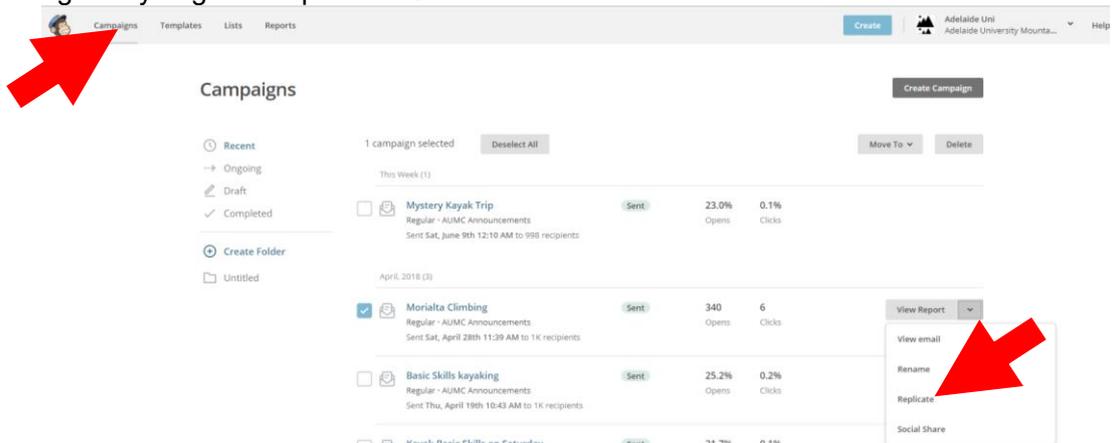5. In the top right hand corner, click on "Create"

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

10. Click on the "edit" icon on the <u>left side</u> of the screen. Then <u>edit the text in the content box on the right side of the screen.</u> 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.