1. Create a MailChimp account

On your computer, go to www.MailChimp.com and create a new account (unless of course you already have one). *All you need is an email address!*

Once your account is created, you will need to verify your email address by clicking the link in the welcome email you receive.

2. Create a new contact list

From your home page, click Lists in the left hand column, then click Create List in the top right corner. Now fill in the information needed to create your new list.

quick tips

YOUR CONTACT LISTS

• Your list name should be relevant to a specific time or event

• Create a new list for each sign up form you make

• Keep in mind that by default your fan will be able to see the name of the list they are on

3. Set up your response email
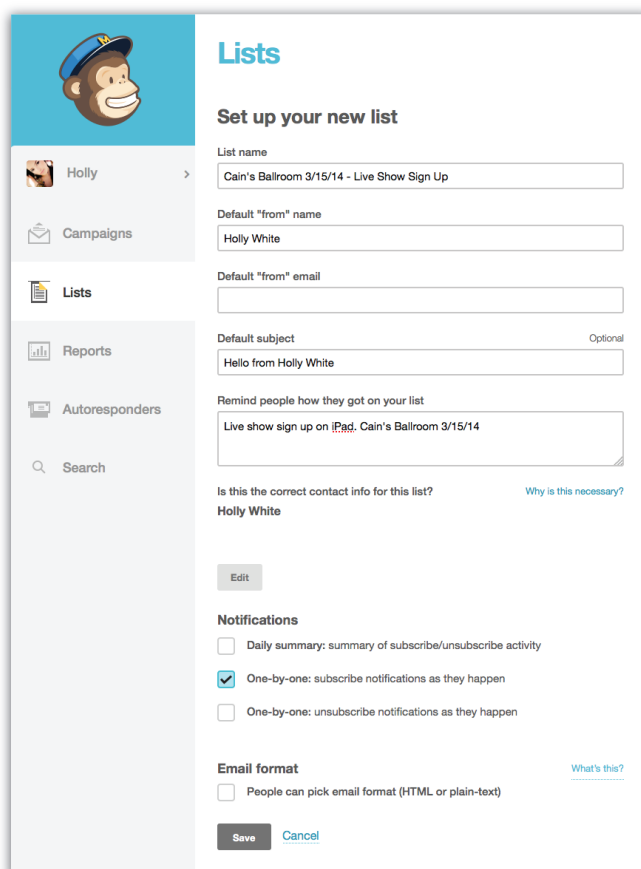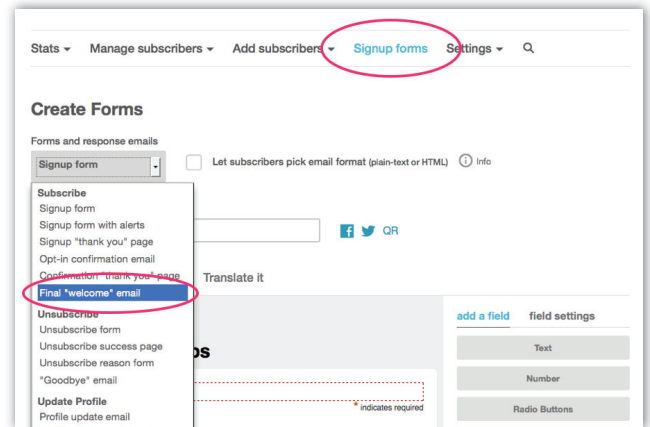
After you set up your list, click the Signup forms tab. Then select General forms, and from the dropdown menu, select Final welcome email. This is the confirmation email your fan will receive after subscribing to your email list.
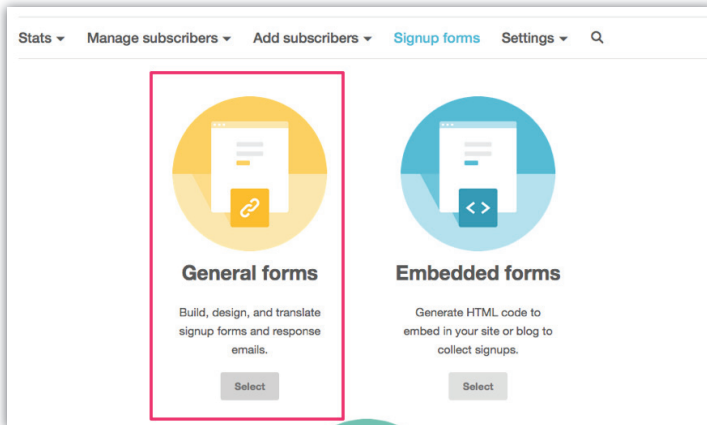
Here you will be able to customize your email by adding images and text.

quick tips

• Always test your sign up forms before using them, and make sure your emails are working properly.

• Use your welcome email to share your social media and website links!
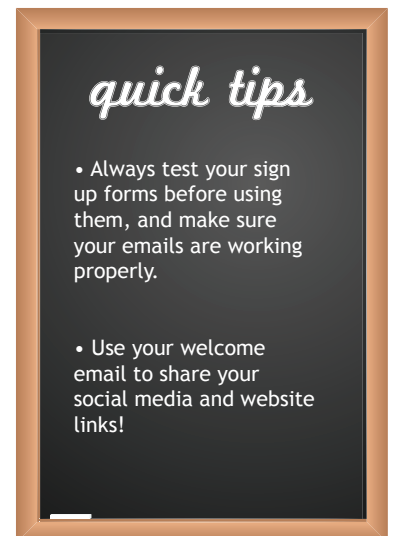
4. Get the Chimpadeedoo app on your tablet

In the app store on your iPad, search MailChimp. Download the MailChimp and Chimpadeedoo apps.
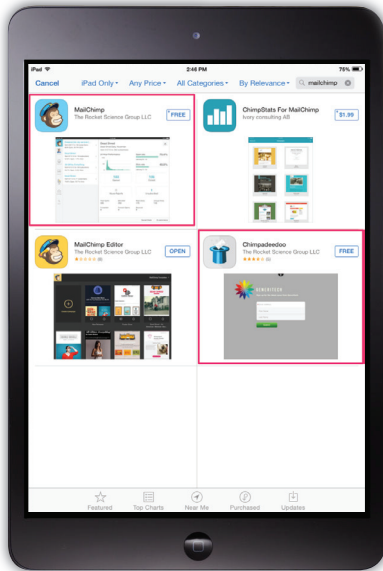
5. Get started on your first sign up form

Open the Chimpadeedoo app and log in using your MailChimp log in information. Once you are logged in, you will be prompted to enter settings for your form.

6. Customize your sign up form

Now you're all set to design your form. Use the tools on the top left of your screen to add images, customize colors and add text to your form. *Don't have images on hand?* You can choose from a selection of default backgrounds and logos.
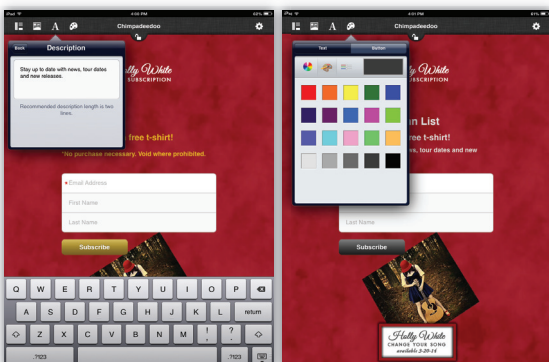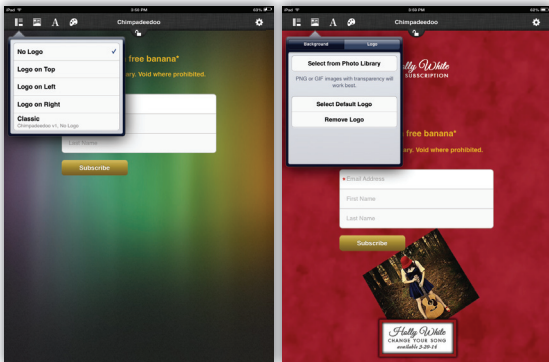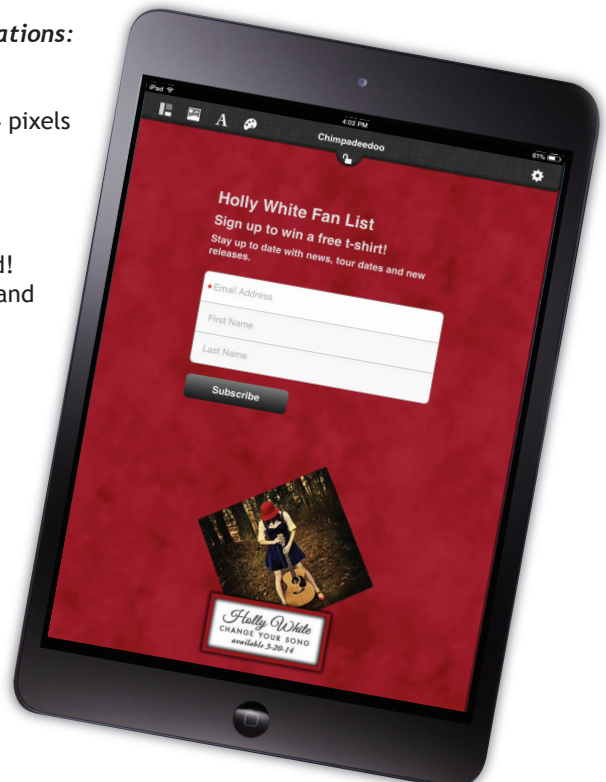
Image Size Recommendations:

Logo: 300 X 300 pixels
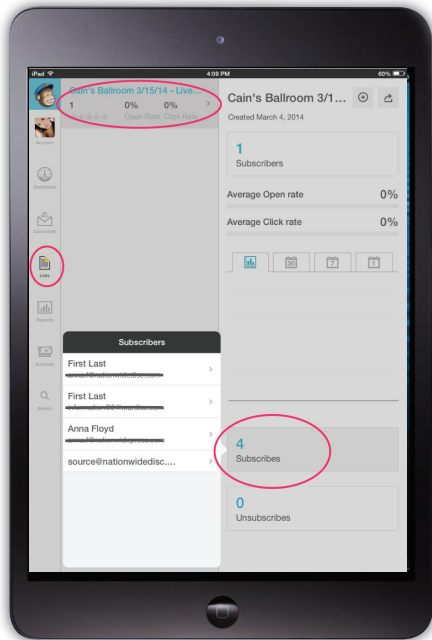Background: 1024 X 1024 pixels

Helpful tip:
Keep your iPad protected! There are many holders and stands available at: www.displays2go.com
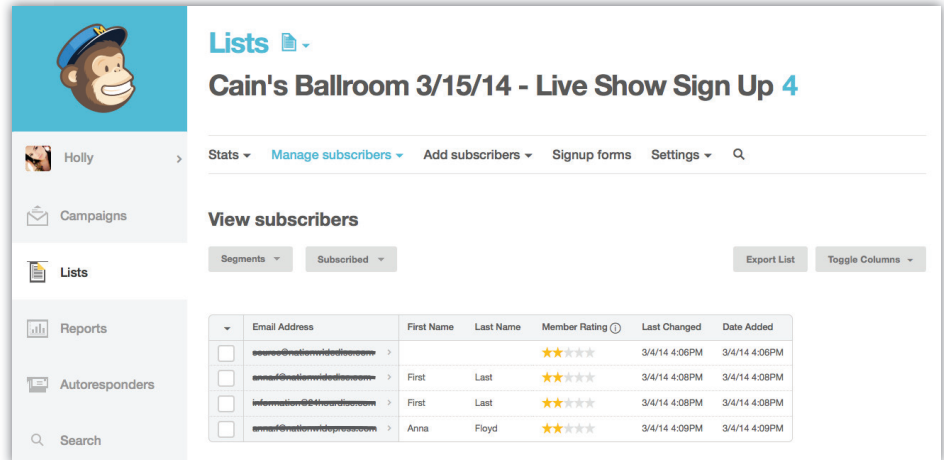
© Source.NationWideDisc.com

7. See Results!

Now that you have your fans signing up, you can check for new fans anytime on the MailChimp app on your phone or tablet or at www.MailChimp.com from your computer!

On your phone or tablet:

On your computer:

8. Create more sign up forms

Now that you are getting email addresses in person you need to start getting them online, too! MailChimp gives you the ability to add sign up forms to your website, Facebook page, and more. Here's how to add it to your Facebook page:

On your computer, log in to your MailChimp account. From your account page, select Extras/Integrations. You will see the Facebook Sign Up Form option. Enter your Facebook information, and a form will be added to your page!