



# Integrating Mailchimp and Sage CRM

Mailchimp is an email marketing solution that is integrated with Sage CRM to let you create online campaigns, send emails, and track results.

Integrating Mailchimp with Sage CRM makes email marketing easier and more effective.

- No need for multiple contact databases Sage CRM contacts are pushed to Mailchimp.
- A new email campaign starts with Sage CRM and launches directly into Mailchimp no need to jump back and forth.
- Campaign results data from Mailchimp is written back to the contact records in Sage CRM.
- An email service provider (ESP) protects your servers from potentially getting blacklisted.

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## 1. Overview

#### How it works

- The System Administrator logs on to Sage CRM and integrates Sage CRM with Mailchimp.
   This involves creating a Mailchimp account and adding a Mailchimp API key and List ID to Sage CRM so they can communicate with each other.
- The System Administrator specifies how frequently campaign statistics are synchronized from Mailchimp to Sage CRM.
- The System Administrator grants Mailchimp access rights to Sage CRM users.
- The user logs on to Sage CRM and sends information about the Sage CRM contacts to be used in a new Mailchimp campaign to the Mailchimp server.
- The user creates a Mailchimp campaign. This involves designing a template, adding text, and specifying a recipient group.
- The user sends the emails, schedules them to be sent at a specified time, or saves the campaign for future use.
- The Mailchimp server sends campaign emails to the specified recipient group.
- The recipient interaction with the campaign email (opens, clicks, unsubscribes) is returned to the Mailchimp server. The recipient can choose to opt out from the campaign.
- Data from all campaigns is synchronized from the Mailchimp server to Sage CRM.
   Communication records are created in Sage CRM for each recipient. Recipients who have opted out are flagged and do not receive any further campaign emails.
- The user receives the campaign analysis data.

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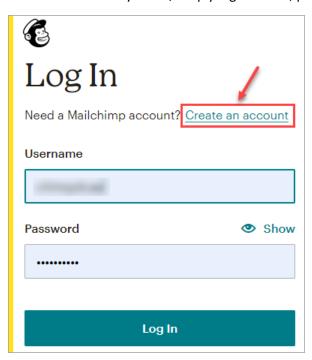


## 2. Mailchimp Set Up

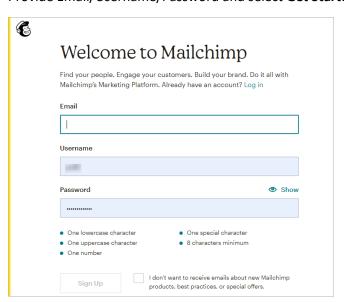
For a brief overview, please watch this video: <a href="https://www.screencast.com/t/vdbkfc9Nci8w">https://www.screencast.com/t/vdbkfc9Nci8w</a>

## Log In/Create a Mailchimp Account

If an account already exists, simply log in. If not, please select **Create an account** as follows:



Provide Email/Username/Password and select Get Started!



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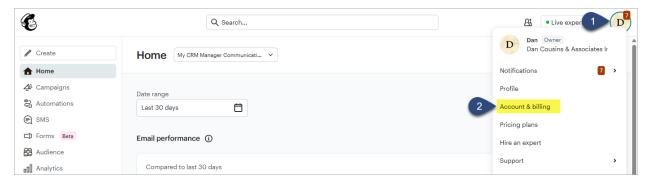
### Mailchimp Pricing

\*There are four types of Mailchimp pricing plans. On the free plan, you can send 12,000 emails to 2,000 subscribers per month. If you need to send more emails or have more subscribers, you can upgrade to a paid plan. For more information, see <a href="Mailchimp.com/pricing/">Mailchimp.com/pricing/</a>.

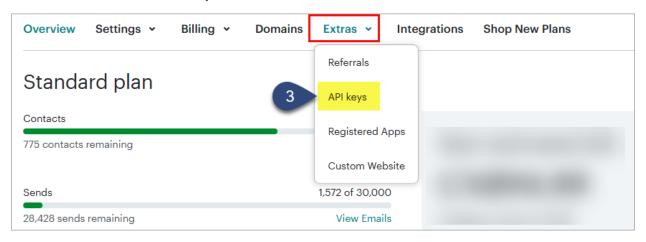
## Create an API key

From the profile circle . . .

- 1. Select the circle
- 2. Select Account & billing



3. From Extras tab, select API keys:

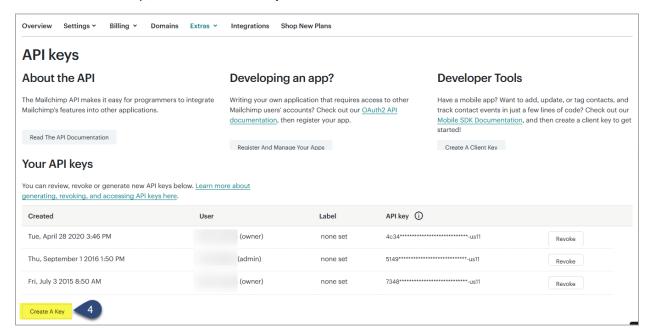


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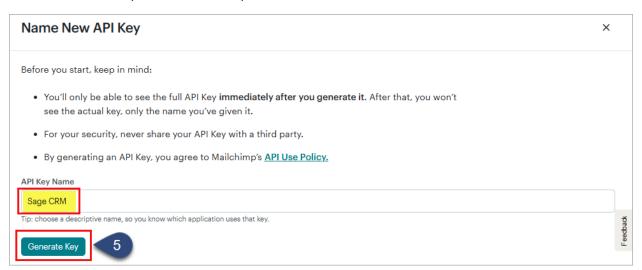


#### 4. Under Your API keys, choose Create A Key:



Note: if you already have an API key, you will have to create another one specifically for the CRM integration.

#### 5. Name New API key and Generate Key

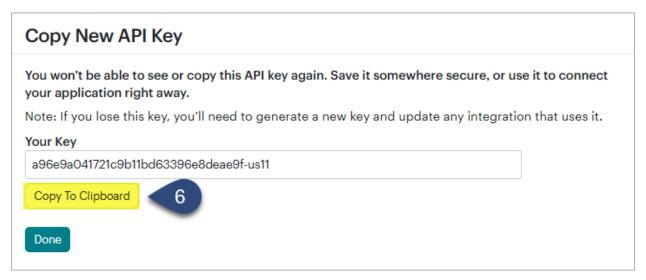


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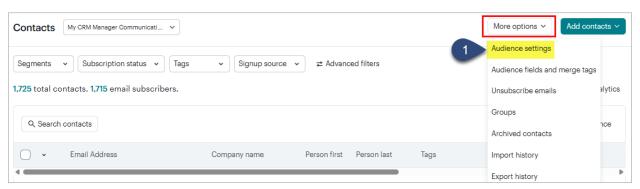
### 6. Copy API key (paste to Notepad)



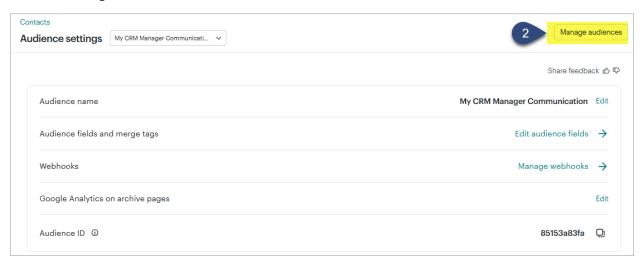
#### Create an Audience ID

#### From More Options,

## 1. Select Audience settings



### 2. Select Manage audiences

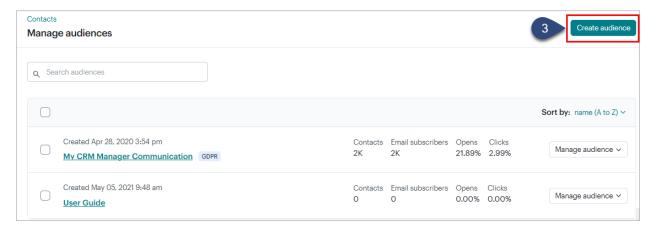


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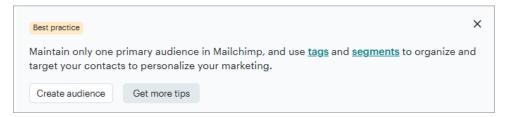




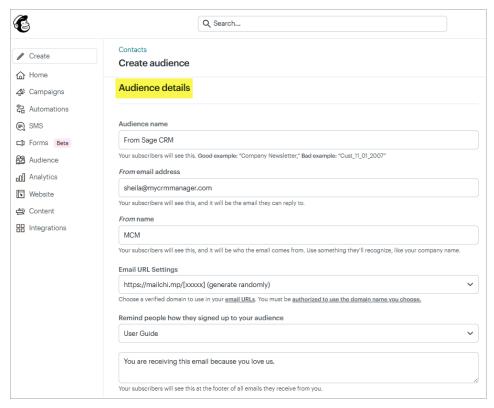
#### 3. Select Create audience



If you already have an audience, you may see this 'Best practice' message:



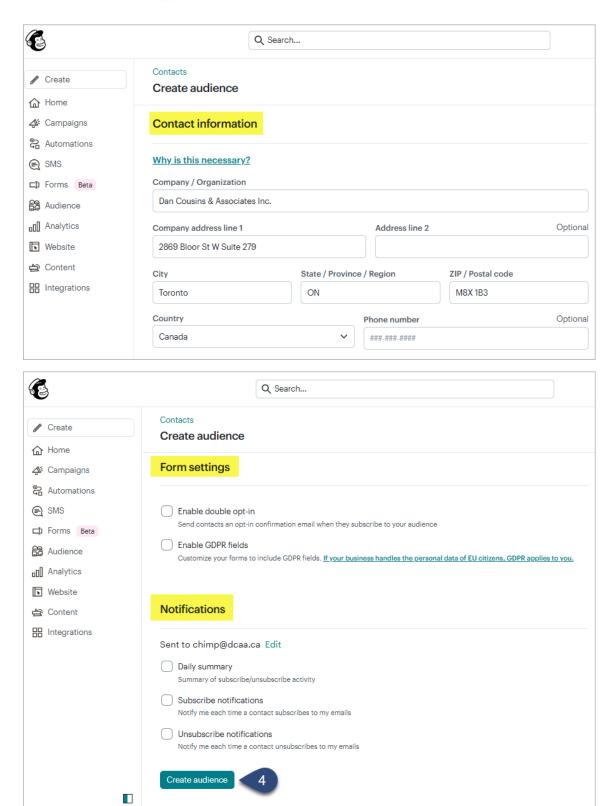
4. Complete the Audience details, Contact information, Form settings, Notifications, and select **Create** audience



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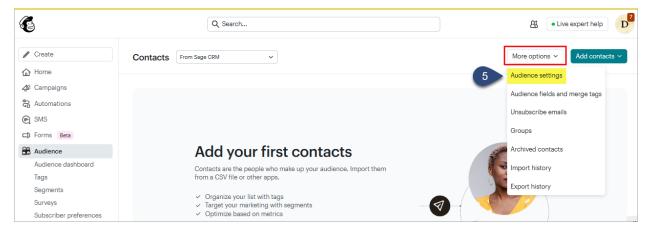


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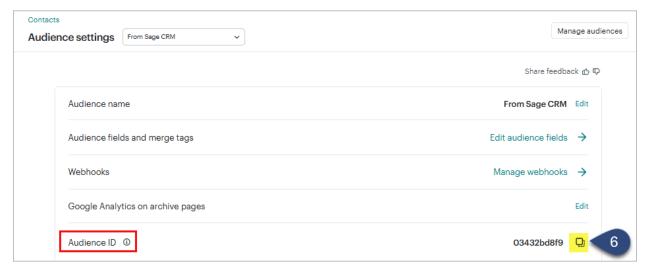




5. From Manage audience (of new audience), select Audience settings



6. Copy Audience ID (paste to Notepad)



#### Paste to Notepad:



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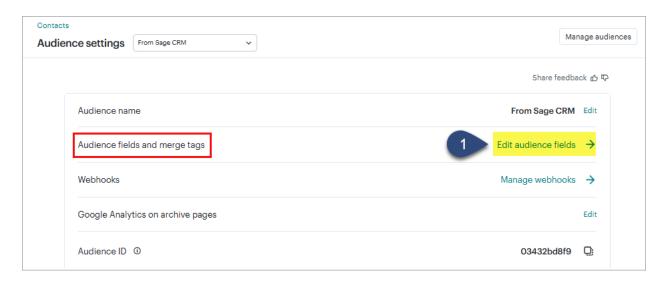




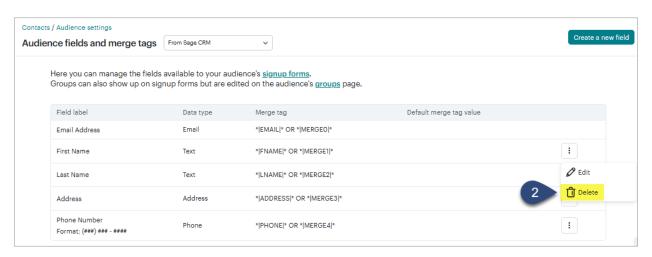
## Remove existing default audience fields

Before leaving the screen, delete all \*|MERGE|\* fields in the Mailchimp Audience

## 1. Select Edit audience fields



2. Delete ALL existing Merge tags (except for read only Email Address)

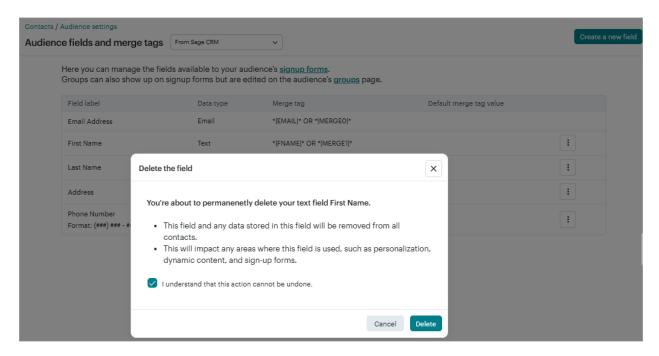


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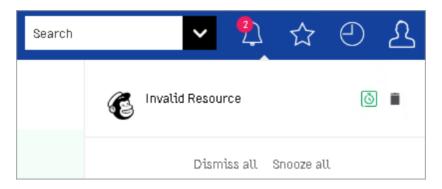
To delete a field, confirm the deletion by checking the box and selecting Delete



When all merge tags have been deleted, the screen should look like this:



If you do not do this, you will receive the following error in CRM when attempting to send data from CRM to Mailchimp:



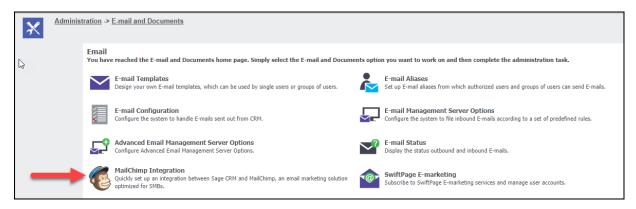
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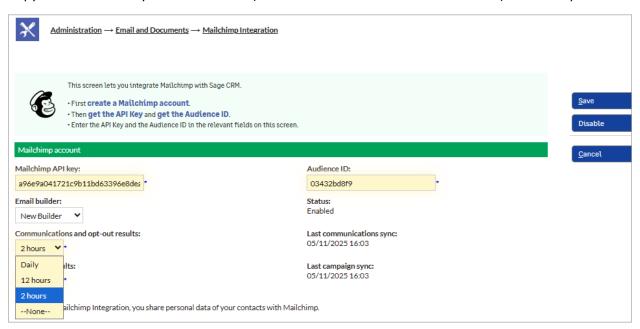
## 3. CRM Set Up

### Go to Administration > Email and Documents > Mailchimp Integration



## Add API Key and Audience ID

Copy and Paste API Key and Audience ID (referred to as List ID in 2019 R1 and back) from Notepad –



#### Set synchronization frequencies:

- a. **Communications and Opt out results** specify how often a communication record is created for each email recipient and how often opt out messages are applied to remove recipients from a campaign.
- b. **Campaign results** specify how often campaign statistics are synchronized from Mailchimp to CRM.

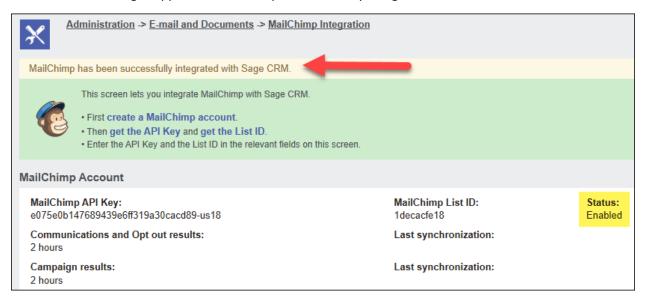
#### Save

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Confirmation messages appears if Mailchimp is successfully integrated with CRM:



Note: After you've integrated Sage CRM and Mailchimp, you can change the Audience/List ID. If you change it to another Audience/List ID on the existing Mailchimp account, all campaigns remain active. However, if you change it to an Audience/List ID on a different account, all campaigns are disabled and campaign statistics are not updated automatically or manually. You can't revert to the old Audience/List ID. This means that if campaigns are disabled, you can't re-enable them.

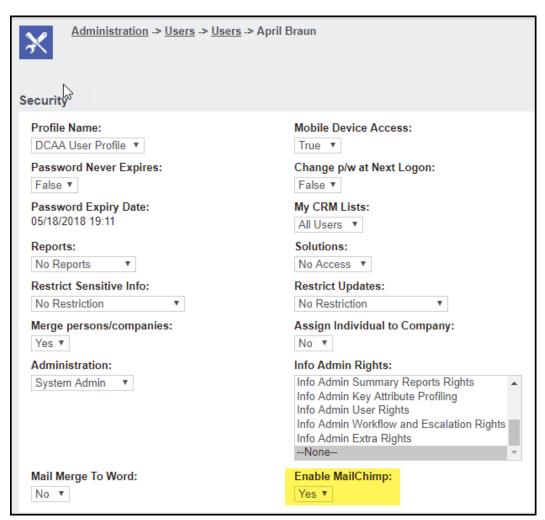
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## Enable Mailchimp in the User Profile

Go to the individual user in the Administration – User section and choose Yes from Enable Mailchimp:



Save

User must have access to Lead entity (security profile).

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# 4. Working with Mailchimp and Sage CRM

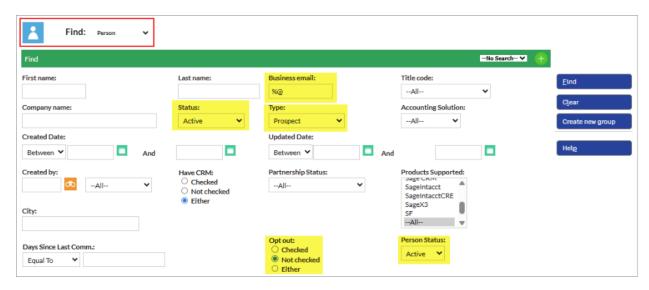
Remember – you must be logged into your Mailchimp account before you send from CRM to Mailchimp.

## Create Sage CRM Group

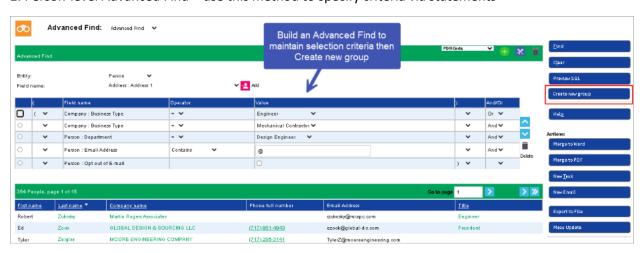
Create/access group to which email will be sent.

The easiest way to create a group is via a search:

#### 1. Find > Person



2. Person-level Advanced Find – use this method to specify criteria via statements

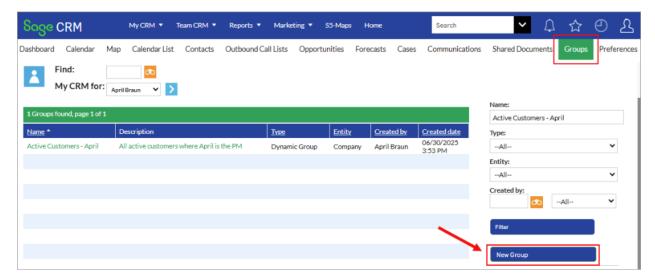


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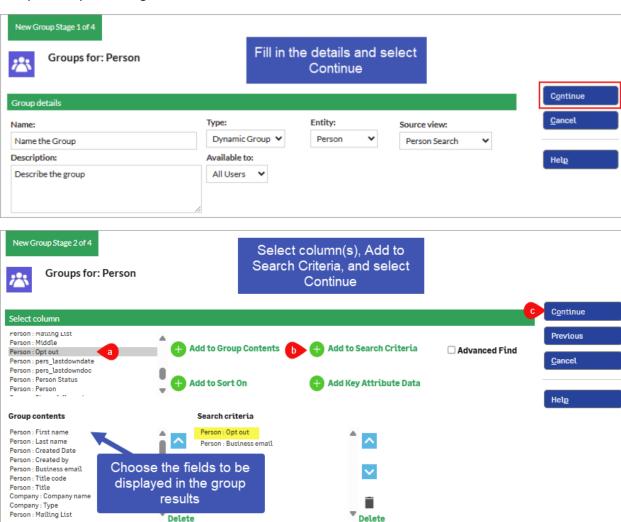




#### Groups can also be created from the **Groups** tab (**MyCRM > Groups**):



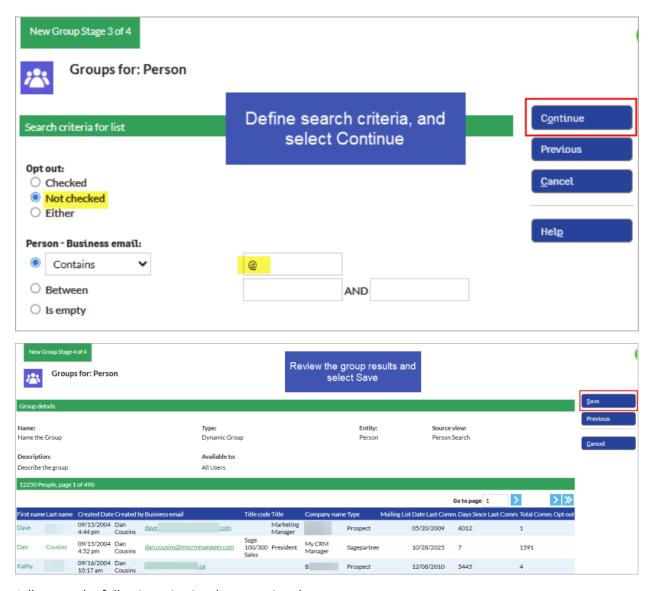
## Complete steps 1 through 4:



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Adhere to the following criteria when creating the group:

- Group 'Name' cannot exceed 80 characters
- Group contents must include Person Email Address
- Person Email Address field must contain '@'
- Person Opt Out must be unchecked

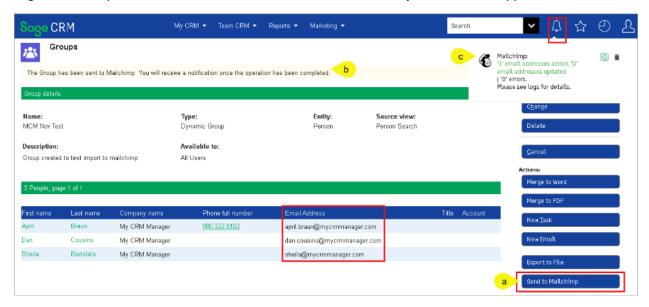
Note: if you use a *static* group, you can't add new people to the group. Most groups are typically *dynamic* so the group updates when a new person that meets the criteria is added to CRM.

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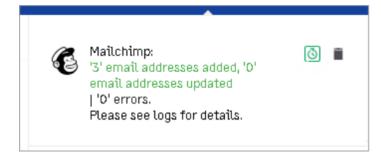


### Sage CRM Group must include Email column or Send to Mailchimp button won't appear



- a. Select Send to Mailchimp
- b. See confirmation that group has been sent to Mailchimp
- c. Receive notification once the operation is complete.

Sample message of successful operation notification:



Sample message of failed send:

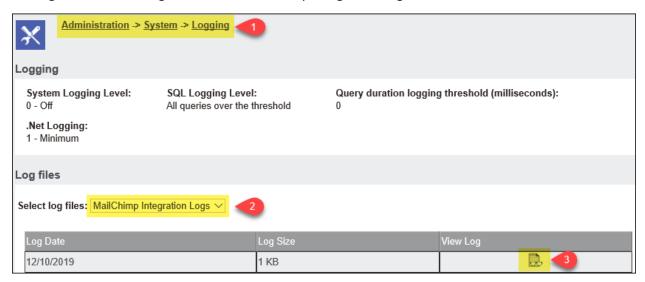


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To diagnose error messages, select the Mailchimp Integration Logs:



#### Sample error log info:

The ASMITH@MINNOWASKO.COM is duplicate email from the Group name BDNY Contacts
The CHINTAN1983@HOTMAIL.COM is duplicate email from the Group name BDNY Contacts

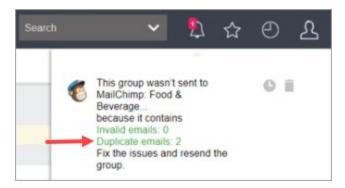
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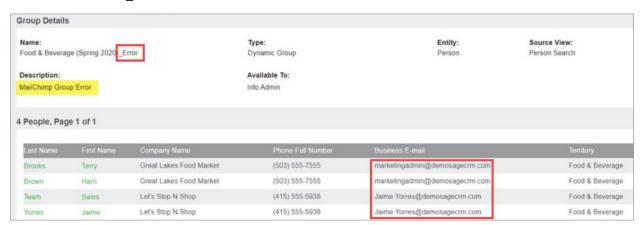


## **Duplicate Emails**

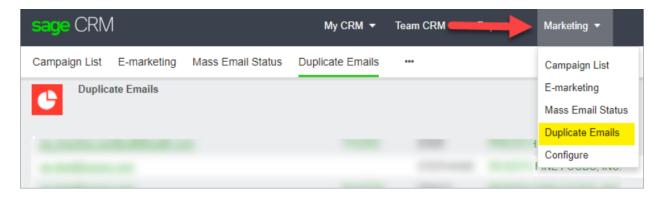
If you attempt to send a group to Mailchimp that contains duplicated email addresses, you will get a notification:



Click on the 'Duplicate emails' hyperlink to view a new dynamic group that has been created containing the records with the duplicate email addresses. The group is called the same name as the original group, but with the suffix '\_error'.



To see all duplicate emails detected in CRM, go to Marketing > Duplicate Emails



Screen lists all Company, Person and Lead records that have the same email address.

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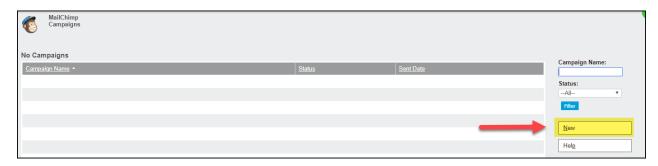




## Create Mailchimp Campaign

## Go to My CRM > Mailchimp Campaigns

#### Select New



## Enter campaign details:

Enter **Campaign Name** – do not use special characters

Enter From Email Address = address from which the campaign will email

Enter From Name = sender name

Choose **Segment** = group to which emails will be sent in Mailchimp

\*Only groups that have been sent to Mailchimp will display as segment options.



## Select Create Campaign

Mailchimp opens in new browser. (If you don't see this, check your browser pop up blocker.)

- 1. Choose campaign template
- 2. Add details
- 3. Send

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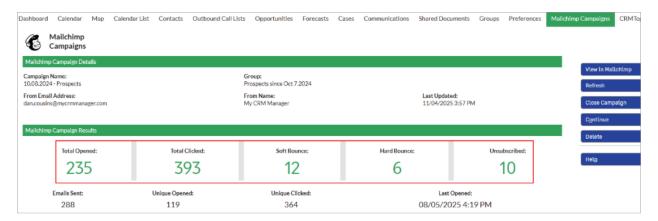




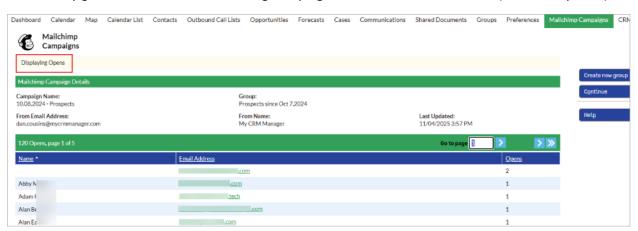
## View Campaign Results in CRM

Once the campaign has been sent, view the results of the campaign in CRM. Results are limited to those records that are Type = Customer or Prospect

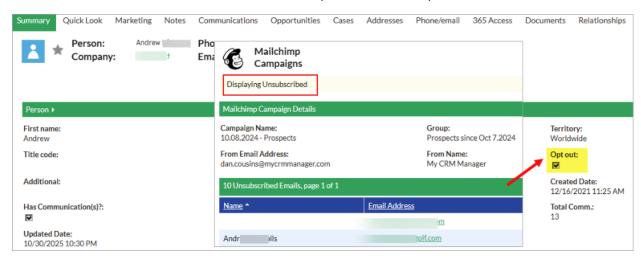
## Go to My CRM > Mailchimp Campaigns



#### Click on any green number in the Marketing Campaign Results to see more details (ex. Total Opened):



#### Unsubscribed – when someone unsubscribes, their person record is updated in CRM:



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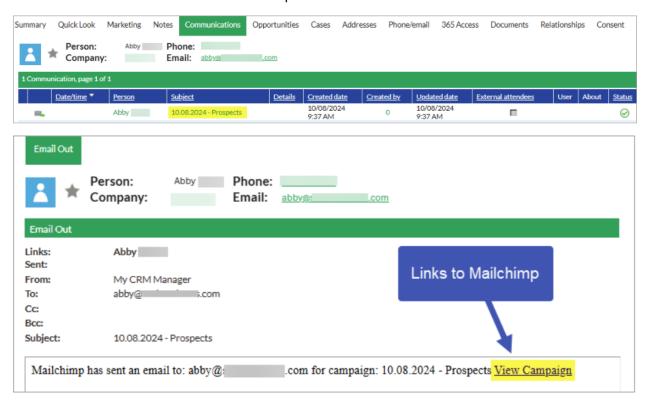




See other Mailchimp campaign specifics under the person-level 'Communications' and 'Marketing' tabs.

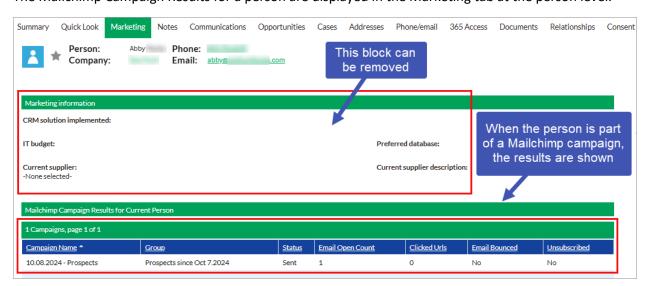
#### Communication Record

A communication record is created in the recipient's Communication tab.



### Marketing tab

The Mailchimp Campaign Results for a person are displayed in the Marketing tab at the person level.

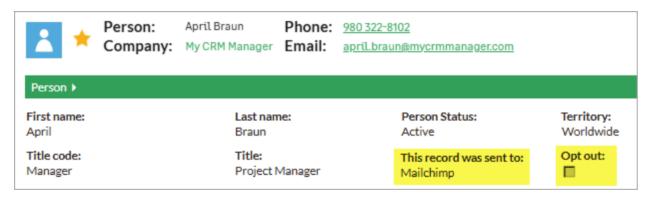


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See the highlighted fields below to identify where a person's record was sent to Mailchimp and they have not unsubscribed:



If the person unsubscribes, 'This record was sent to' field will be blank and 'Opt out' will be checked.



# 5. Support

The Mailchimp website is a great tool for learning how to create attractive email templates and content. See the Mailchimp knowledgebase page for information and videos: <a href="https://kb.Mailchimp.com/">https://kb.Mailchimp.com/</a>

If any assistance is required during the integration set up between Mailchimp and Sage CRM, please contact My CRM Manager.

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