Mailchimp API Key Setup Guide

Yo!Coach offers the functionality to automate system newsletters and enables your platform's users to subscribe to your newsletters. This functionality is facilitated through **Mailchimp** as third-party API support. To integrate the API, configure the system keys from the **Manage Settings** > **General Settings** > **Third Party API** section.
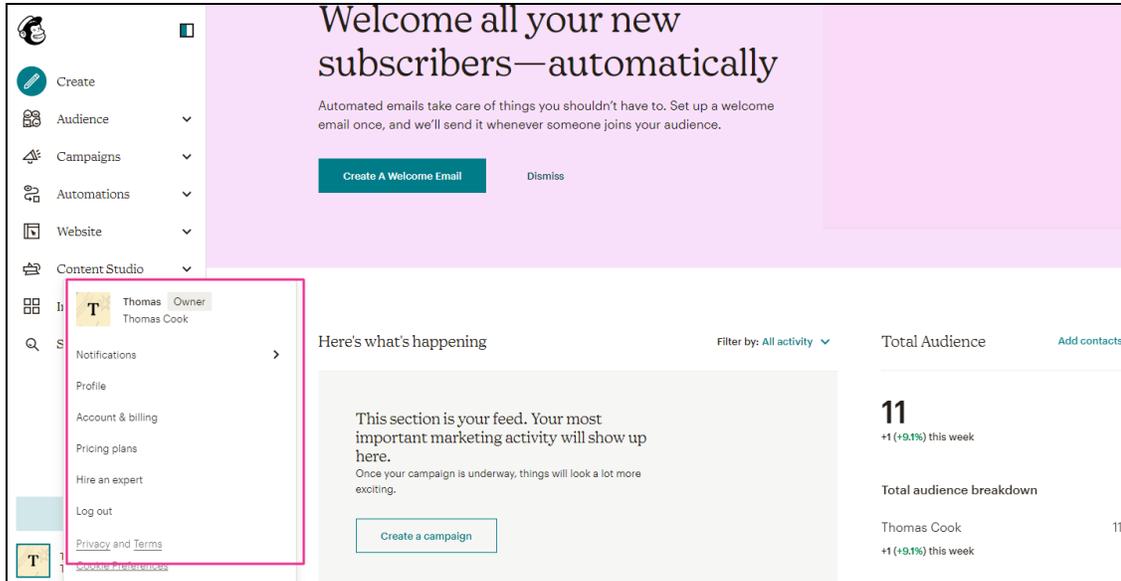

To collect these keys, follow these steps:

1. Log in to your Mailchimp account. If you don't have one, visit https://mailchimp.com/ to create a new account.

2. Once logged in, you are redirected to your Mailchimp account Dashboard. Click on the **Username** provided at the bottom-left corner which will open a drop-down list of options.
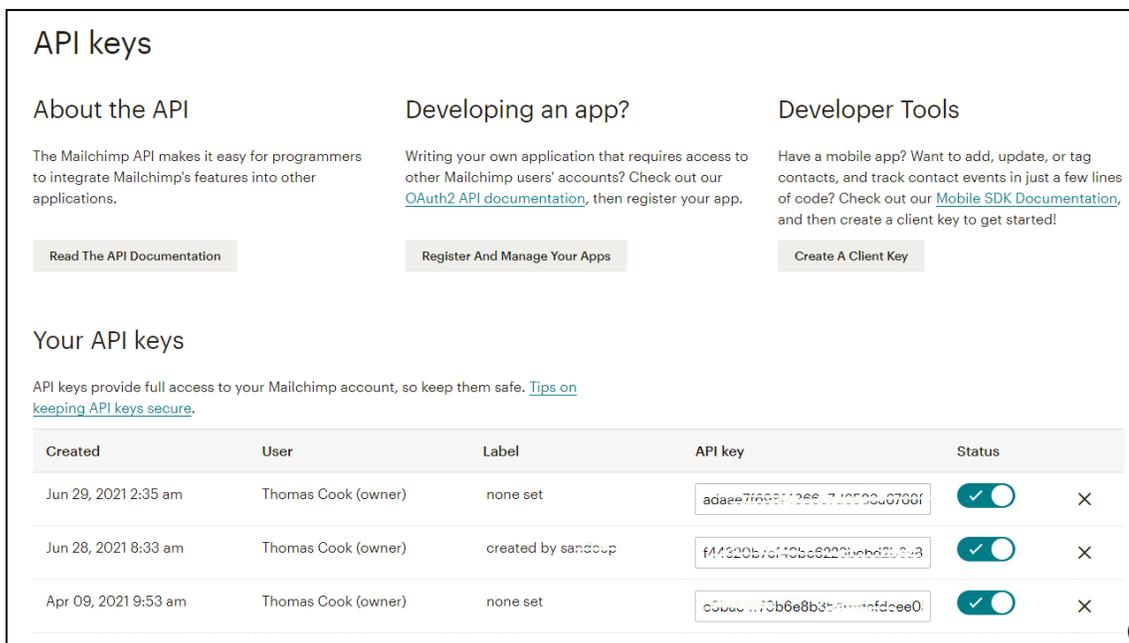
3. Click on **Account & Billing** and you are redirected to the **Account & Billing settings** page.
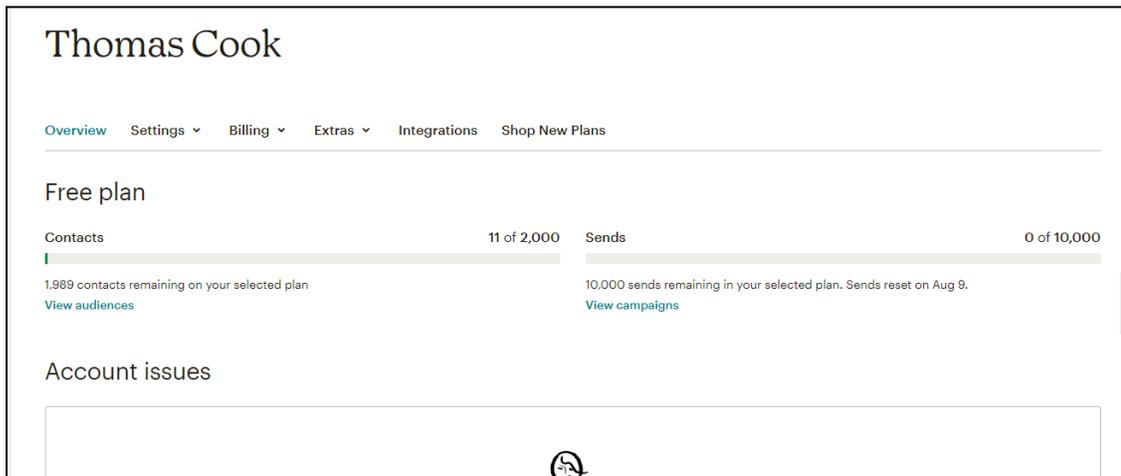
4. Click on **Extras** and select **API Keys from the dropdown.**
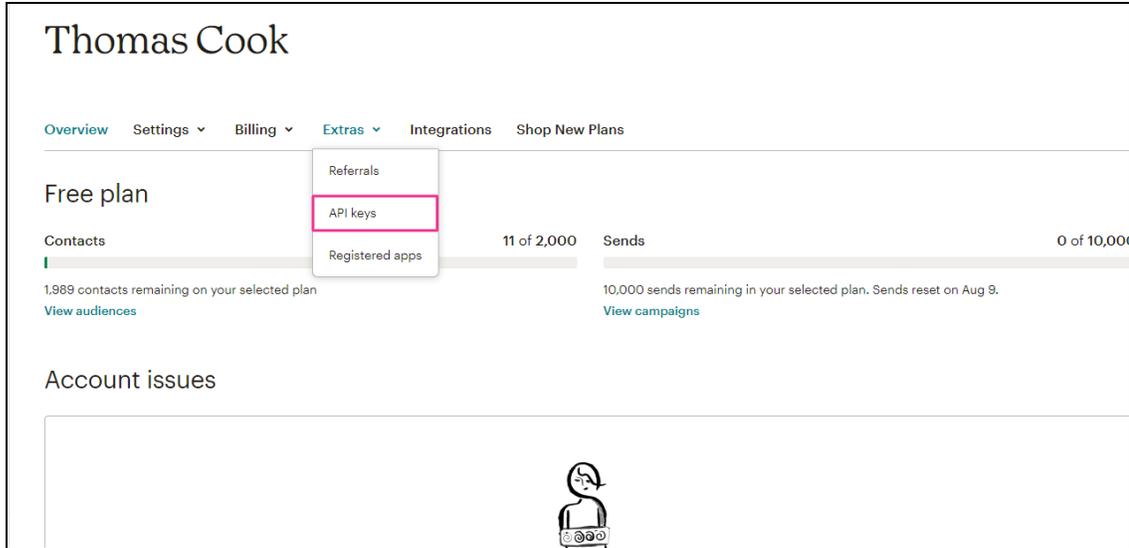
5. You are redirected to the **API Keys** page.

6. Click on **Create A Key** to create a new Mailchimp Key. Copy this API key. On your Yo!Coach panel, navigate through **Manage Settings** > **General Settings** > **Third Party** section. Paste the copied secret key in the **Mailchimp Key** field and click on **Save Changes.**

7. Move back to your Mailchimp account and click on **Audience** from the top header of the page. Click **All Contacts** and you are redirected to the **Audience** page.
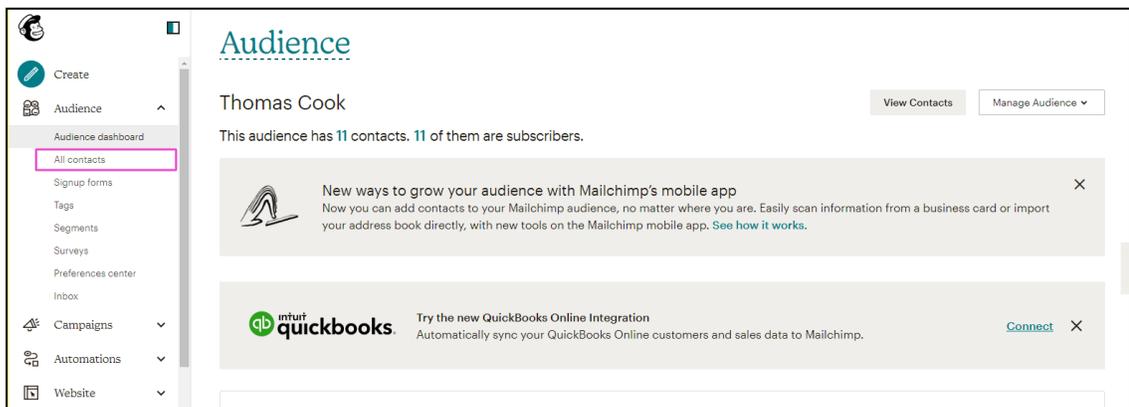
8. Click on **Audience Name and Defaults**.
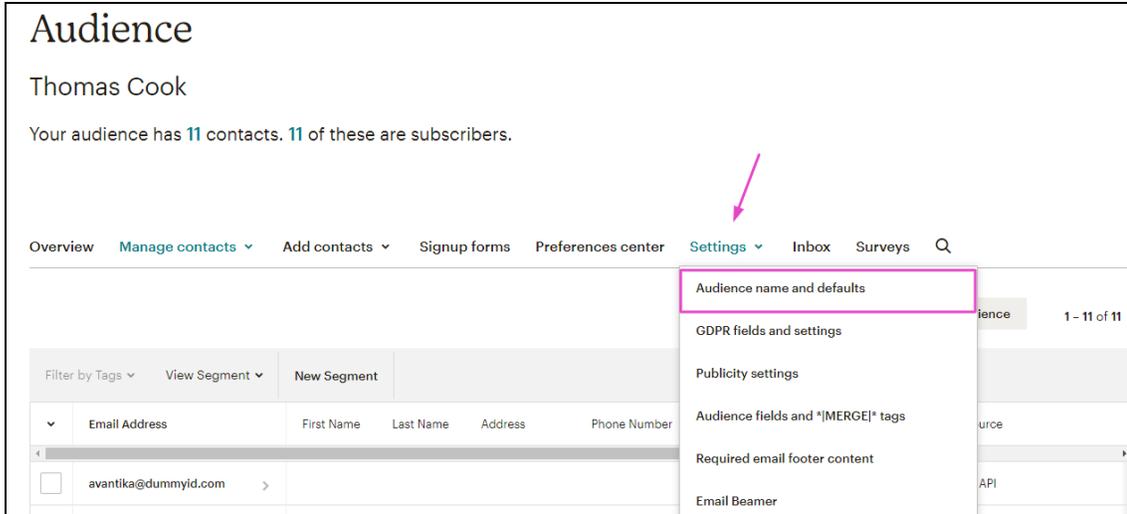
9. You are redirected to the **Audience Name and Campaign Defaults** page. From this page, copy the **Audience ID**. Head over to your Yo!Coach account and navigate through, **Manage Settings** > **General Settings** > **Third Party**. Paste the previously copied audience ID in the **Mailchimp List ID** field and click on **Save Changes**.
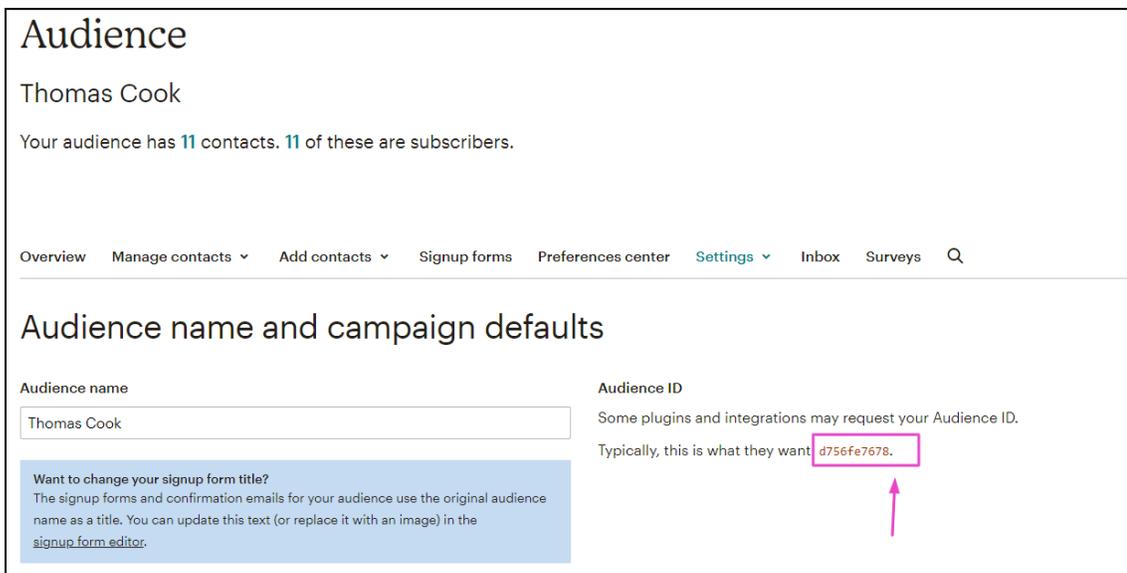
10. To add the **Mailchimp Server Prefix**, refer to the URL after logging into the Mailchimp account. The first section on the URL text before the

period(.) is your MailChimp prefix account. Copy this text from the URL field.
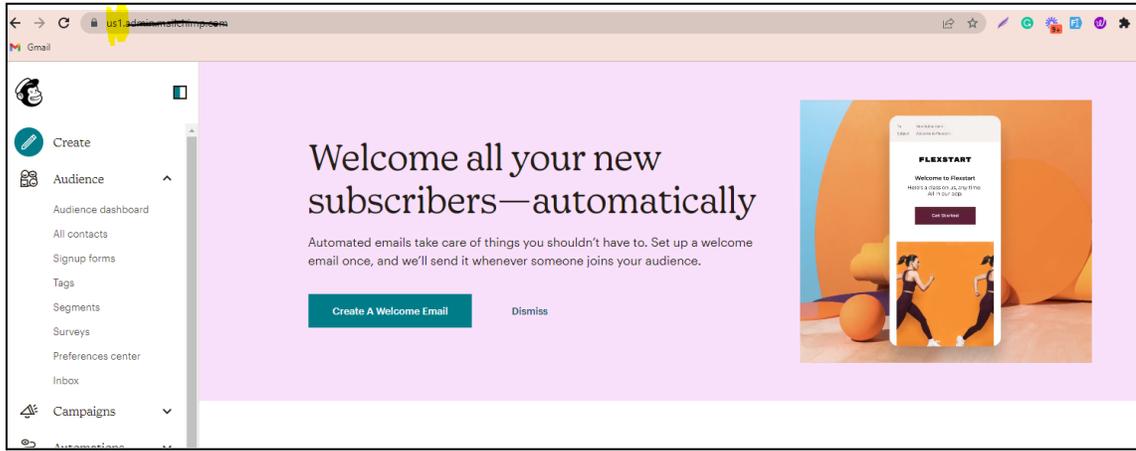
11. From your Yo!Coach account, navigate through **Manage Settings** > **General Settings** > **Third Party**. Paste the previously copied URL text into the **Mailchimp Server Prefix** field and click on **Save Changes**.

Once all the steps are followed through, Mailchimp is successfully configured on your system.