

Mail Chimp For WP Documentation

Introduction

MailChimp for WordPress lets you create a highly customizable sign-up form which you can display wherever you want it to display using a simple shortcode, widget or template function. You can also add sign-up checkboxes to various forms on your site, like your comment or contact forms.

The MailChimp logo is written in a dark grey, cursive script font.

Source: <http://wordpress.org/plugins/mailchimp-for-wp/>

Installation

Automatic Installation

- Login to your WordPress admin panel, go to **Plugins > Add New**
- In the search field type “MailChimp for WordPress” and click **Search Plugins**
- Once you’ve found the plugin, install it by simply clicking **“Install Now”**

Manual Installation

- **Download** the plugin to your computer. <http://wordpress.org/plugins/mailchimp-for-wp/installation/>
- **Unzip** the file.
- Using an FTP program, or your hosting control panel, upload the unzipped plugin folder to your WordPress installation’s **wp-content/plugins** directory.
- **Activate** the plugin from the Plugins menu within the WordPress admin.

Note: Set your MailChimp API key in the plugin settings.

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Configuring Sign-Up Checkboxes

1. Go to MailChimp for WP > Checkboxes
2. Select at least one list to subscribe visitors to.
3. Select at least 1 form to add the checkbox to, eg your comment form.

MailChimp for WordPress: Checkbox Settings

To use the MailChimp for WP sign-up checkboxes, select at least one list and one form to add the checkbox to.

List Settings

Lists ☐ MailChimp for WordPress *Select the list(s) to which people who check the checkbox should be subscribed.*
☐ List for testing purposes
☐ A list with many merge fields
☐ Dannyvankooten.com Newsletter

Double opt-in? ☒ Yes ☐ No *Select "yes" if you want subscribers to have to confirm their email address (recommended)*

Checkbox settings

Add the checkbox to these forms ☐ Comment form *Select to which forms a sign-up checkbox should be added.*
☐ Registration form
☐ MultiSite forms
☐ Easy Digital Downloads checkout
☐ BuddyPress registration
☐ WooCommerce checkout
☐ bbPress

Checkbox label text
HTML tags like `` and `` are allowed in the label text.

Pre-check the checkbox? ☒ Yes ☐ No

Load some default CSS? ☐ Yes ☒ No *Select "yes" if the checkbox appears in a weird place.*

[Save all changes](#)

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Configuring Sign-Up Form(s)

1. Go to MailChimp for WP > Forms
2. Select at least one list to subscribe visitors to.
3. (Optional) Add more fields or dynamic content to your form using the add field tool.
4. Show the form in pages or posts by using the [mc4wp_form] shortcode.
5. Show the form in your widget areas using the plugin widget.
6. Show the form from your template files by calling mc4wp_form()

The screenshot displays the 'MailChimp for WordPress: Forms' interface. At the top, there are tabs for 'Forms & Settings' and 'Custom Form Styling'. Below these, a table lists existing sign-up forms:

Form	Shortcode	List(s)	Last edited
Footer form	[mc4wp_form id="16"]	MailChimp for WordPress DannyvanKooten.com Newsletter	2013-12-03 21:37:42
Detailed form	[mc4wp_form id="15"]	MailChimp for WordPress	2013-12-03 21:37:32
Short form	[mc4wp_form id="14"]	MailChimp for WordPress	2013-12-03 21:37:18
Sign-Up Form #1	[mc4wp_form id="4"]	List for testing purposes	2013-12-03 13:29:23

Below the table, there are sections for 'General form settings' and 'Form settings'. The 'General form settings' section includes options for 'Load styles or theme?' (set to 'No') and 'Select Color' (with a 'Select Color' button). The 'Form settings' section includes 'Lists this form subscribes to' (with checkboxes for 'MailChimp for WordPress', 'List for testing purposes', 'A list with many merge fields', and 'DannyvanKooten.com Newsletter'), and an 'Add a new field' section with a 'First Name' dropdown and a 'Label (optional)' input field. A 'Save all changes' button is located at the bottom left of the settings area.

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Further Support

Once again, thank you so much for purchasing this theme. If you have any further questions be sure send an email via <http://themeforest.net/user/tokopress>, and I will get back to you as soon as possible (Monday-Friday)! If you have an idea for theme improvement, let me know, and if possible I will do my best to implement it as a free update.