

MailChimp

Blue Form Builder plugin

User Guide

Version 1.0

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I) Introduction

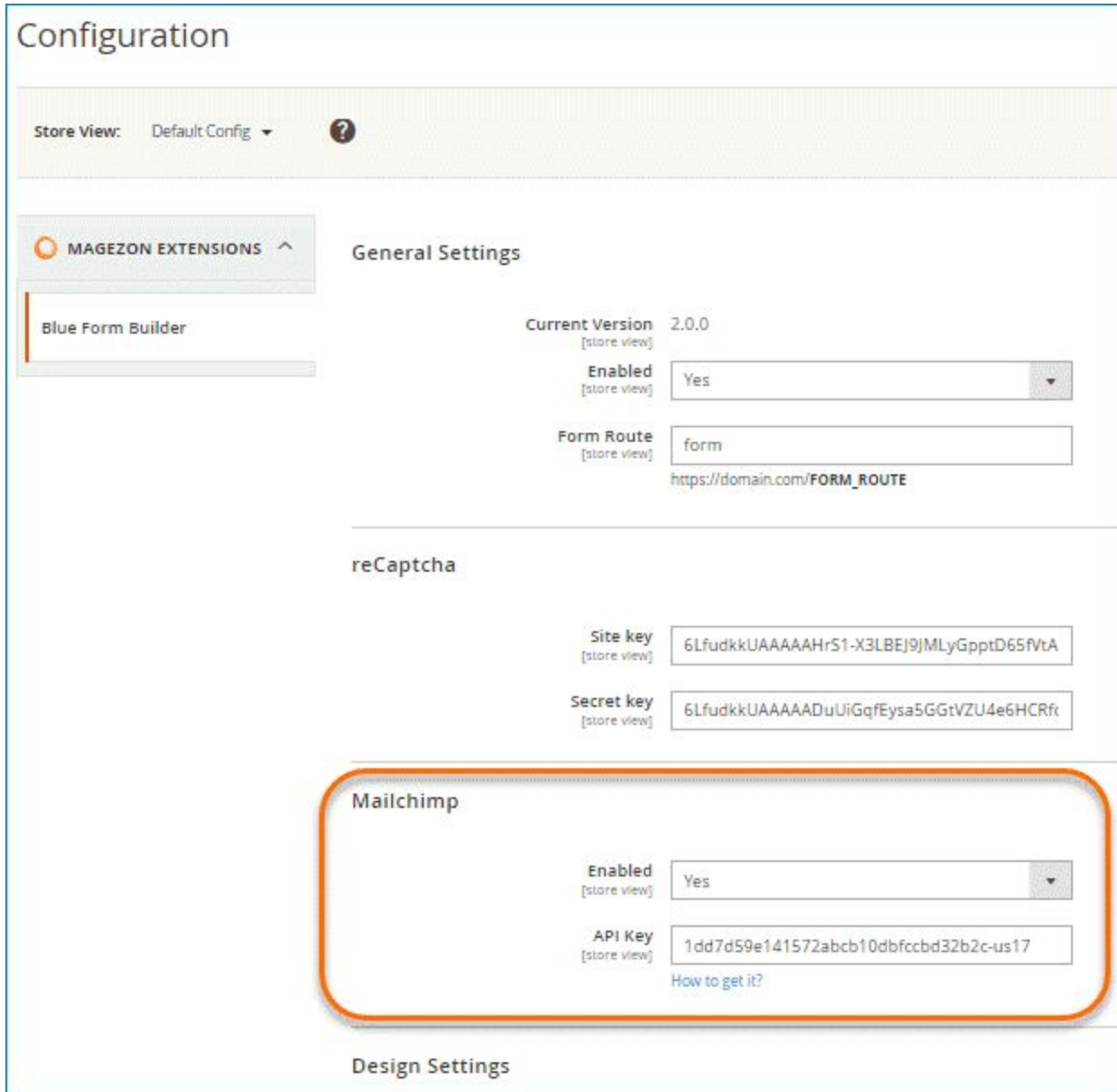
MailChimp plugin is a fast and easy tool to integrate your online forms with MailChimp email marketing service. Once a form is submitted, it will automatically add the subscriber to your MailChimp list. An effortless way to grow your email list!

- Seamless Integration
- Double Opt-in
- Conditional Logic

NOTE: **MailChimp** is a plugin of Magento 2 Blue Form Builder. Please pre-install [Blue Form Builder](#). After that, install **MailChimp** plugin and it will be integrated with existing Blue Form Builder on your website.

II) Activate Plugin

To activate the plugin, navigate to **Content > Blue Form Builder > Settings**. Then open **MailChimp** tab:



The screenshot shows the 'Configuration' page for the 'Blue Form Builder' extension. The 'Mailchimp' section is highlighted with an orange border and contains the following settings:

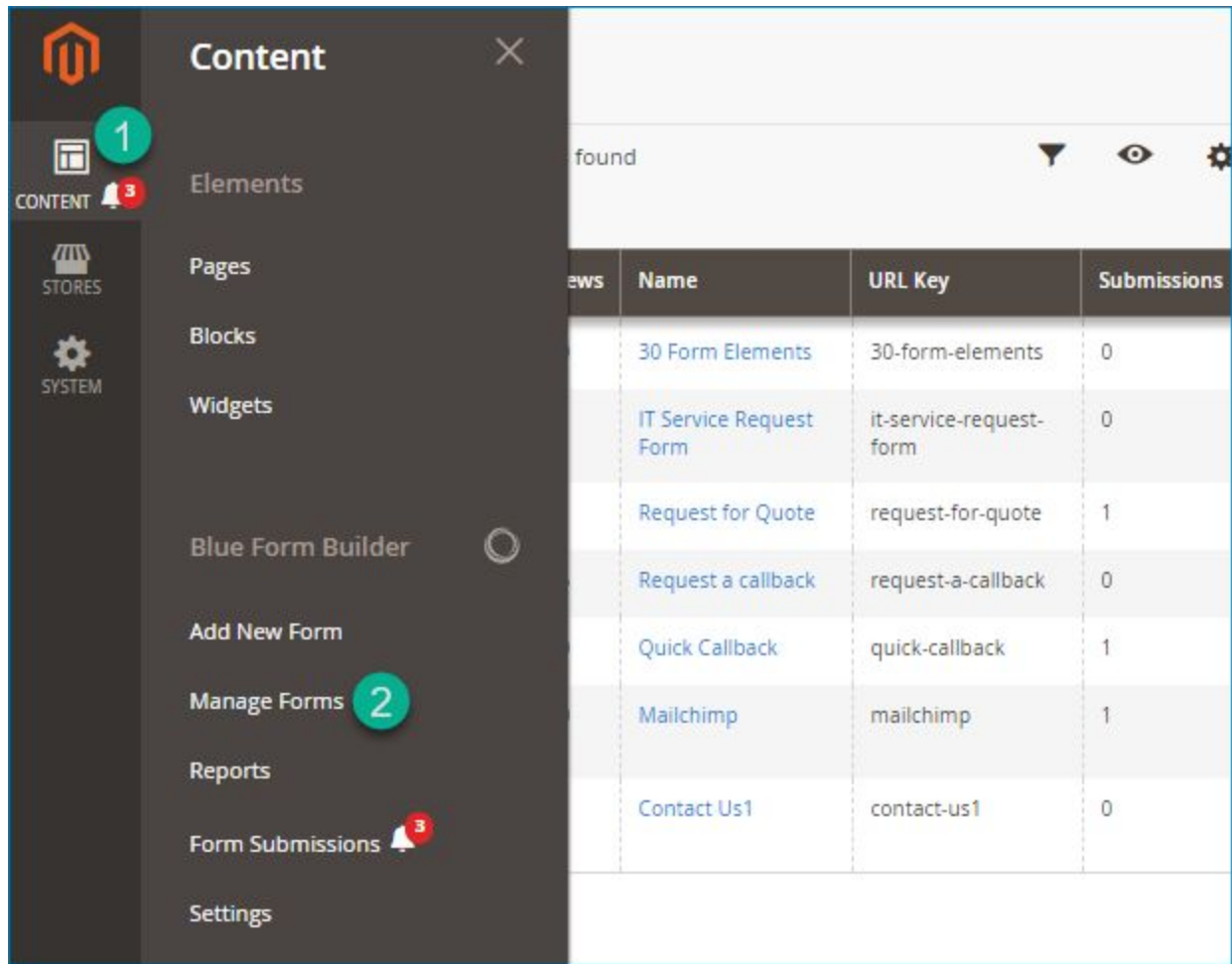
- Enabled:** A dropdown menu set to 'Yes'.
- API Key:** A text input field containing '1dd7d59e141572abcb10dbfccbd32b2c-us17'. Below the field is a link that says 'How to get it?'.

- **Enabled:** Choose “Yes” to activate the plugin.
- **API Key:** enter API key which allows our plugin to access your MailChimp account. To find or generate your API key, you can click [here](#).

III) Where to Find Plugin

After installing the plugin, you can find it in the edit page of every form.

- First, go to **Content > Blue Form Builder > Manage Forms**.



- Then find the form that you want to integrate with your MailChimp in the grid. You can click the form name in **Name** column or click **Select > Edit** in **Action** column to open its edit page.

<input type="checkbox"/>	13	Contact Us - Google Map	contact-us-google-map	22	5	ENABLED	Apr 17, 2019 6:51:53 AM	Select ▾
<input type="checkbox"/>	14	IT Service Request Form	it-service-request-form	23	3	ENABLED	Apr 17, 2019 6:51:55 AM	Select ▾
<input type="checkbox"/>	15	Request for Quote	request-for-quote	30	1	ENABLED	Apr 17, 2019 6:51:57 AM	Select ▾
<input type="checkbox"/>	16	Request a callback	request-a-callback	21	2	ENABLED	Apr 17, 2019 6:52:20 AM	Select ▾
<input type="checkbox"/>	17	Quick Callback	quick-callback	29	4	ENABLED	Apr 17, 2019 7:12:00 AM	Select ▾
<input type="checkbox"/>	18	Simple Contact Form2	simple-contact-form2	23	3	ENABLED	Apr 17, 2019 7:16:12 AM	Select ▾
<input type="checkbox"/>	19	Mailchimp	mailchimp	25	0	ENABLED	Apr 17, 2019 7:20:26 AM	Select ▾
<input type="checkbox"/>	20	Booking - Multiple Page	booking-multiple-page	22	0	ENABLED	Apr 19, 2019 12:45:42 AM	Select ▾

Edit
 Delete
 View

- Then open **Plugins > MailChimp**.

Mailchimp
← Back Delete View Reports

Magezon Blue Form Builder

Settings

Plugins **1**


- Conditional Form Fields

- GDPR

- MailChimp **2**

MailChimp List ▾

The plugin's settings will look like this:

 MailChimp

MailChimp List

MailChimp List Field	Form Field
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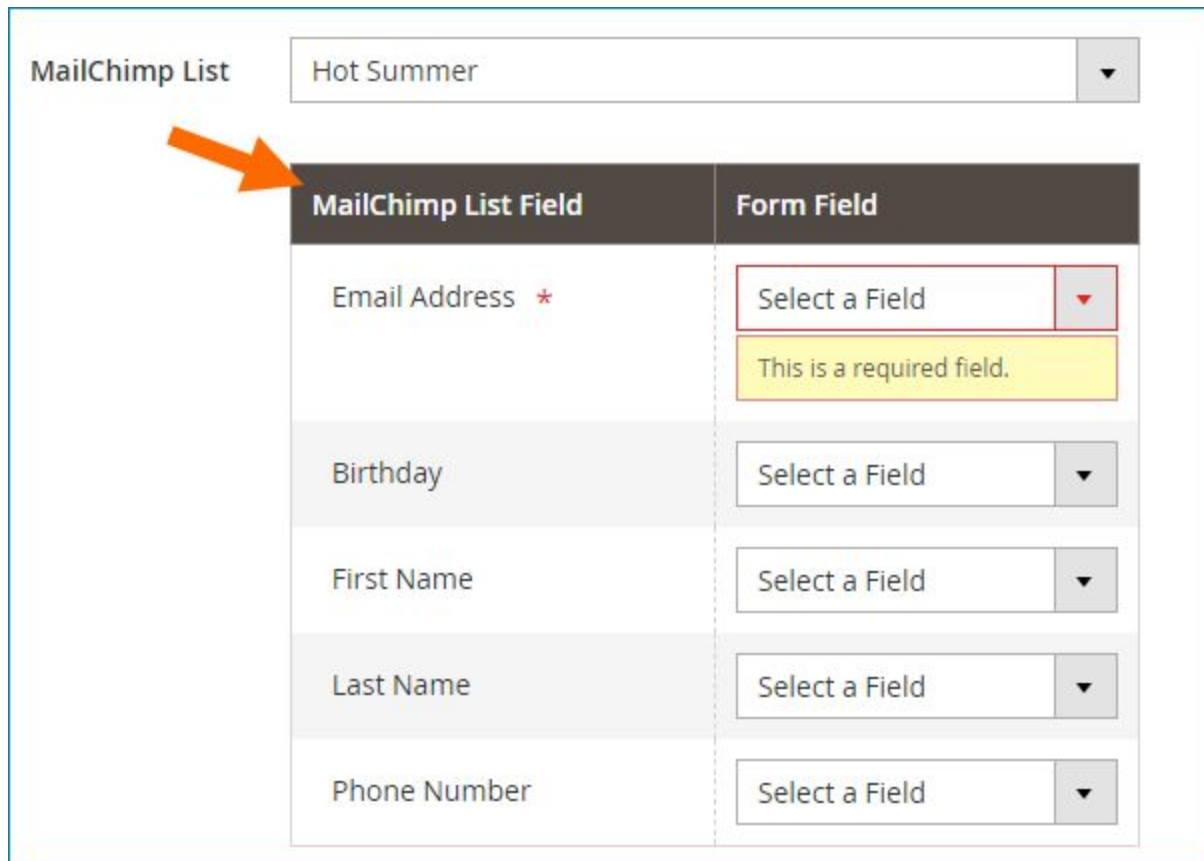
Conditional Logic

Form submissions will only be exported to MailChimp list when the conditions are met. Leave blank for all submissions.

Double Opt-In Yes
MailChimp will send a confirmation email to the user and will only add them to your MailChimp list upon confirmation

Mark subscriber as VIP No

1. MailChimp List: choose the MailChimp list that you want to add users to. Remember that these lists have already been created in your MailChimp service. After choosing a list, your MailChimp list fields will appear below, like this:

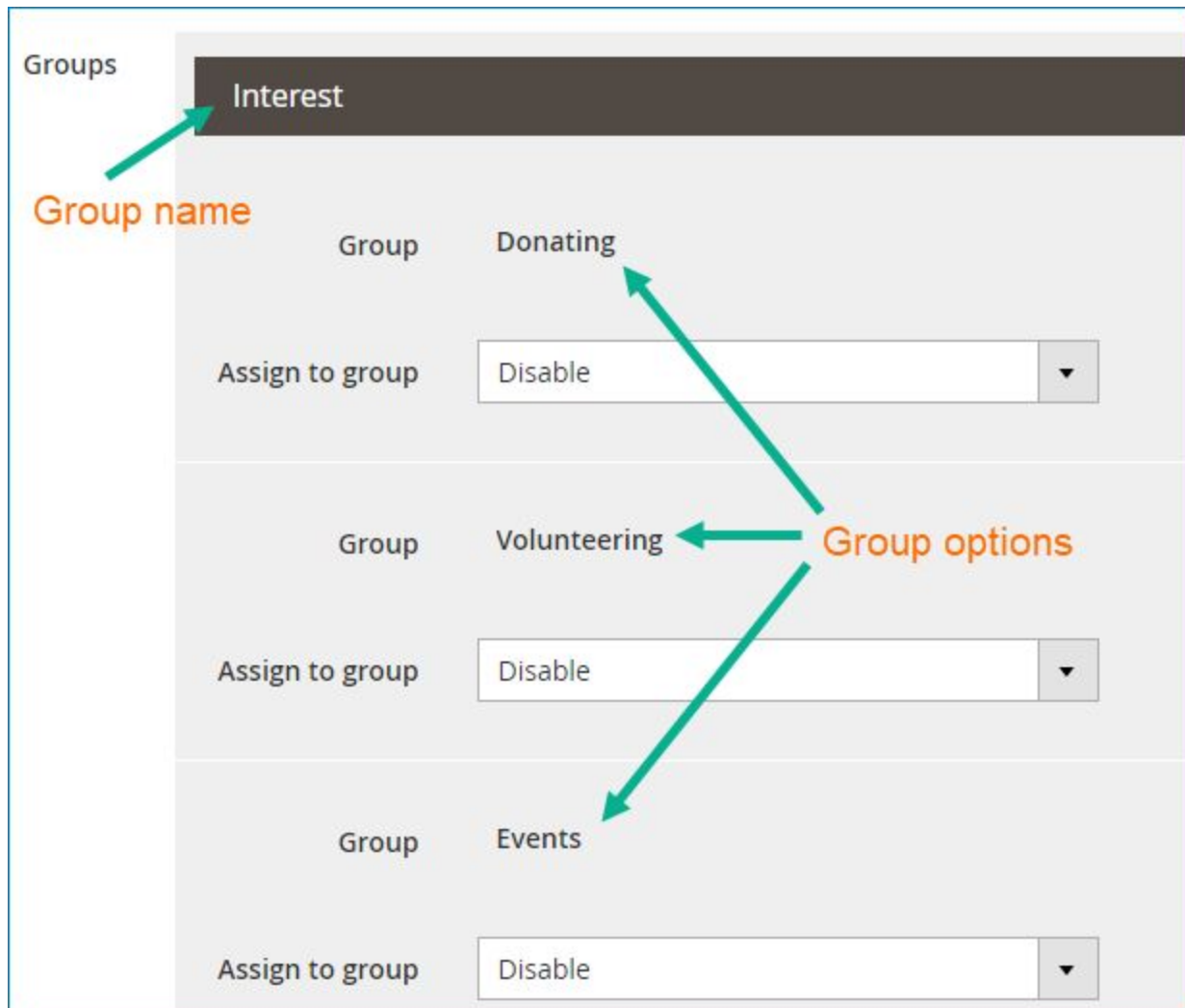


MailChimp List Field	Form Field
Email Address *	Select a Field <small>This is a required field.</small>
Birthday	Select a Field
First Name	Select a Field
Last Name	Select a Field
Phone Number	Select a Field

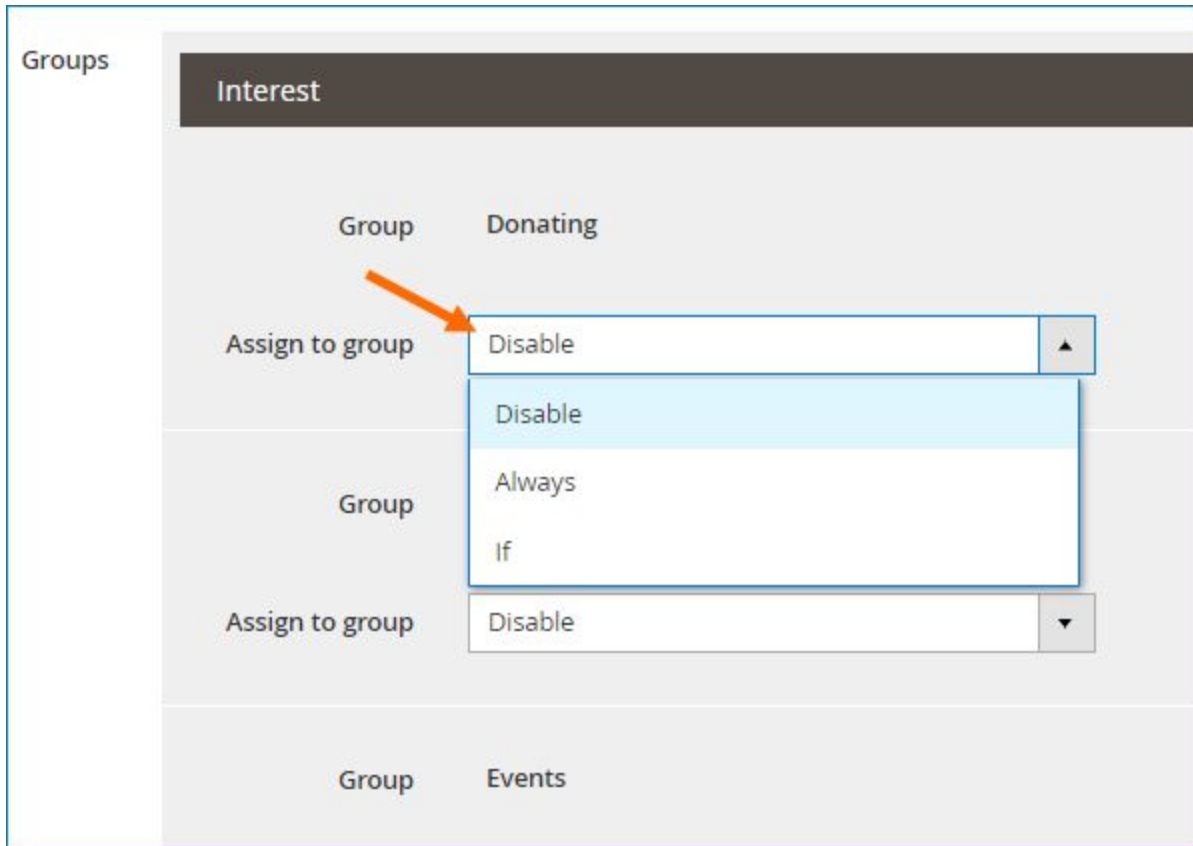
- As you can see in the image above, there are 2 columns: **MailChimp List Field** and **Form Field**. The first column contains list fields in your MailChimp. The second column contains form fields. What you need to do is choose relevant form fields for corresponding MailChimp fields from a drop-down list. This way, when a customer is subscribed to the MailChimp list, these MailChimp fields will be automatically filled with submitted data from corresponding form fields.

For example, with “Email Address” field in MailChimp, we select “Email” form field. So the email address that a customer fills in “Email” form field will be automatically filled in “Email Address” field in MailChimp when the customer is added to the list.

2. Groups: If you divide your MailChimp list into groups, these groups will appear in our plugin with group options.



In **Assign to group** below each group option, there is a drop-down like this:



- **Disable:** if you choose this, customers will only be added to the MailChimp list, not to group option.

- **Always:** customers will be added to this group option in addition to being added to the list.

- **If:** where you set conditions to add customers to group options.

First, you need to add group options in your form so that users can select, like this:

Address

Street Address

Address Line 2


City State/Prov/Region

Postal/Zip USA ▼

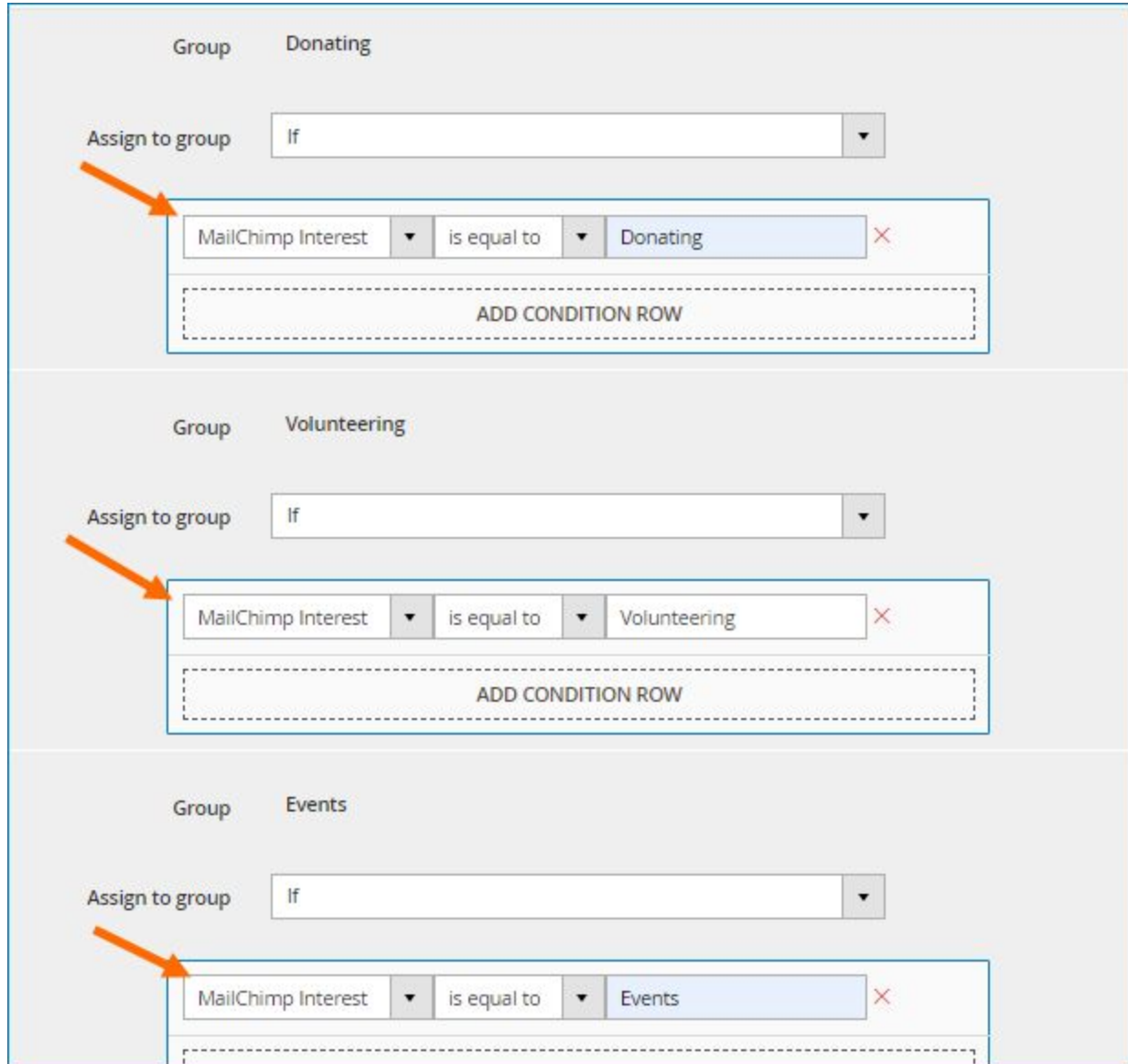
MailChimp Interest

Donating Volunteering Events

Are you a robot?

I'm not a robot  reCAPTCHA
Privacy - Terms

The next step is to set conditional logic, like this:



The image shows three separate configuration panels for MailChimp groups. Each panel has a 'Group' label and a name: 'Donating', 'Volunteering', and 'Events'. Below each name is an 'Assign to group' dropdown menu set to 'If'. An orange arrow points to a condition row in each panel. The condition row consists of a dropdown menu for 'MailChimp Interest', followed by 'is equal to', another dropdown menu, and a text field containing the group name. Below each condition row is a dashed box labeled 'ADD CONDITION ROW'.

- Donating Group:** Condition: MailChimp Interest is equal to Donating.
- Volunteering Group:** Condition: MailChimp Interest is equal to Volunteering.
- Events Group:** Condition: MailChimp Interest is equal to Events.

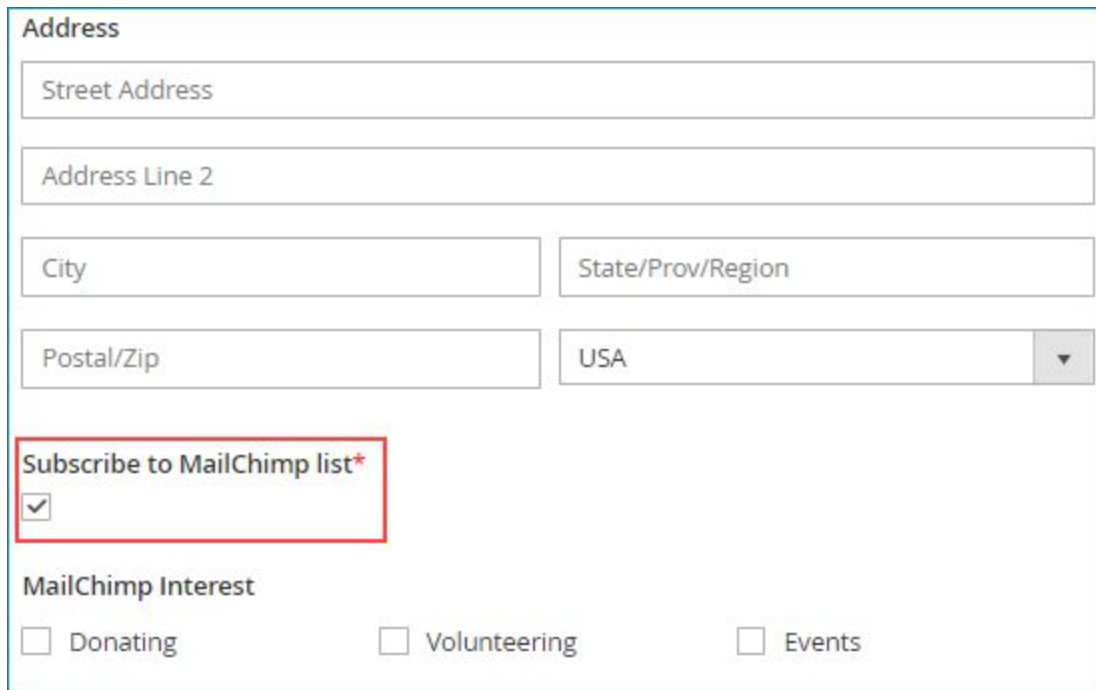
The logic above means that if in **MailChimp Interest** form field, customers select “Donating”, they will be added to “Donating” group options. If they select “Volunteering”, they will be added to “Volunteering”. If they select “Events”, they will be added to “Events”.

3. Conditional Logic

Where you set conditional logic to add customers to your MailChimp list. It means customers will be added to the list only when these conditions are met.

Leave blank to add all customers who submit the form to your MailChimp list.

For example, you have “Subscribe” form field like this:

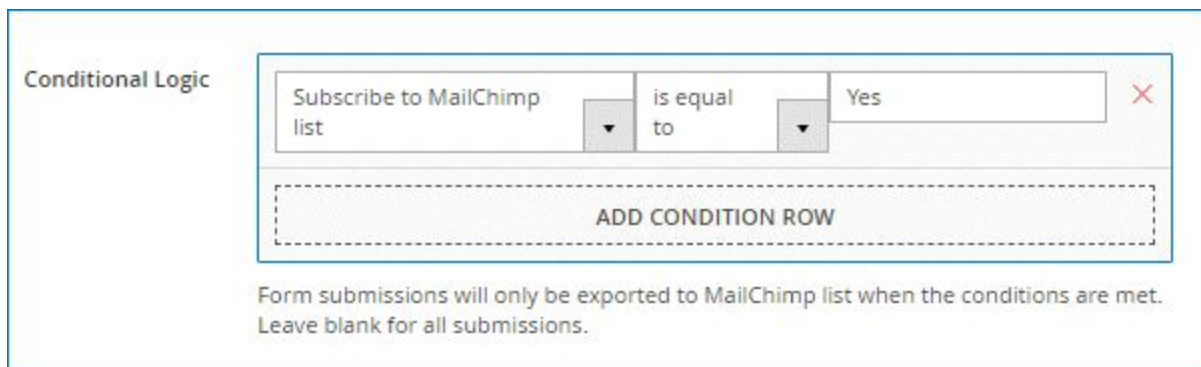


The form contains the following fields:

- Address section with fields for Street Address, Address Line 2, City, State/Prov/Region, Postal/Zip, and a dropdown menu currently set to USA.
- A checkbox labeled "Subscribe to MailChimp list*" which is checked.
- A "MailChimp Interest" section with three checkboxes: Donating, Volunteering, and Events.

If customers tick the checkbox, it means they agree to be added to your MailChimp list.

The condition will be like this:



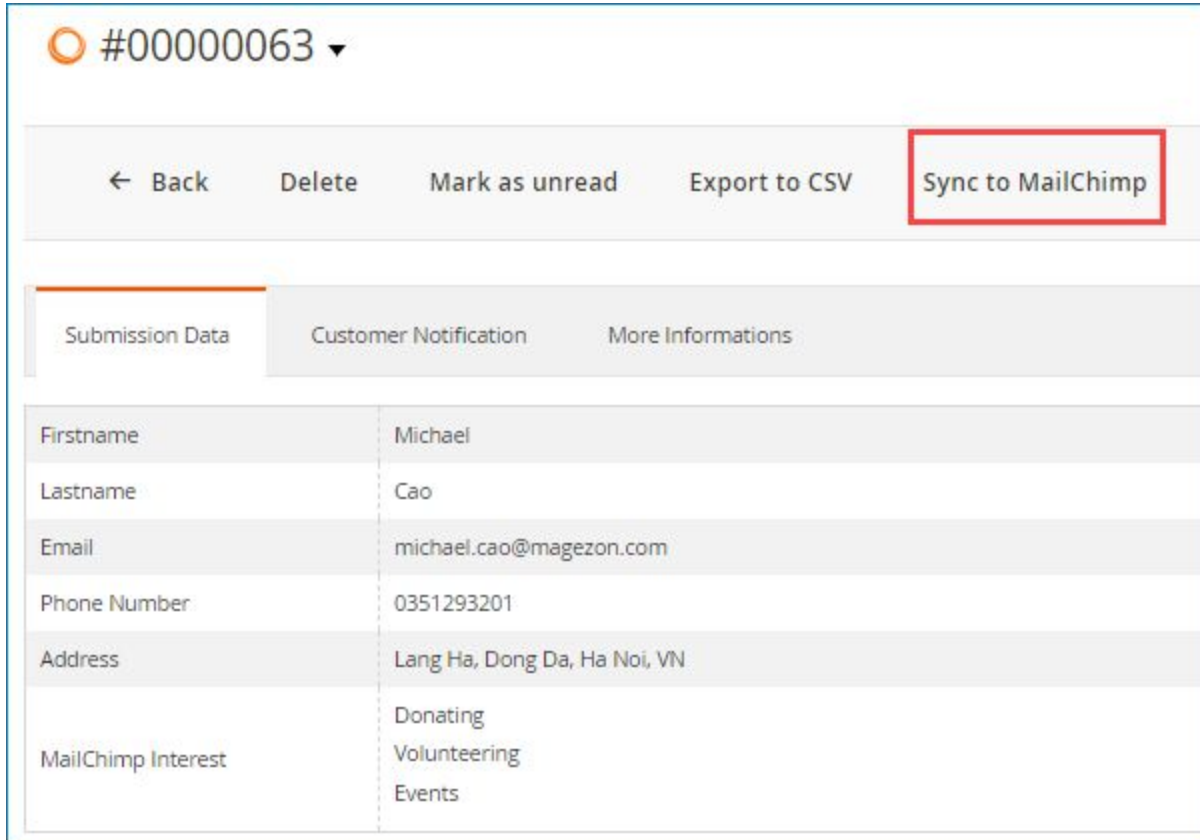
The Conditional Logic configuration shows a condition: "Subscribe to MailChimp list" is equal to "Yes". Below this is a dashed box labeled "ADD CONDITION ROW".

Form submissions will only be exported to MailChimp list when the conditions are met. Leave blank for all submissions.

- **Double Opt-in:** When enabled, double opt-in will prevent users from being automatically added to your Mailchimp lists. Instead, they'll receive an email asking them to confirm their subscription. The user will only be added to your mailing list after they've clicking the confirmation link in that email.
- **Mark subscribers as VIP:** turn on to mark subscribers of the form as VIP.

IV) Note

1. When opening a specific submission of a form to which you added MailChimp integration, on the top bar, click **Sync to MailChimp**.



#00000063 ▾

← Back Delete Mark as unread Export to CSV **Sync to MailChimp**

Submission Data Customer Notification More Informations

Firstname	Michael
Lastname	Cao
Email	michael.cao@magezon.com
Phone Number	0351293201
Address	Lang Ha, Dong Da, Ha Noi, VN
MailChimp Interest	Donating Volunteering Events

If you see a message like this image below, so the subscriber has been successfully added to the MailChimp list. You can open your MailChimp list for further check.

#00000063 ▾

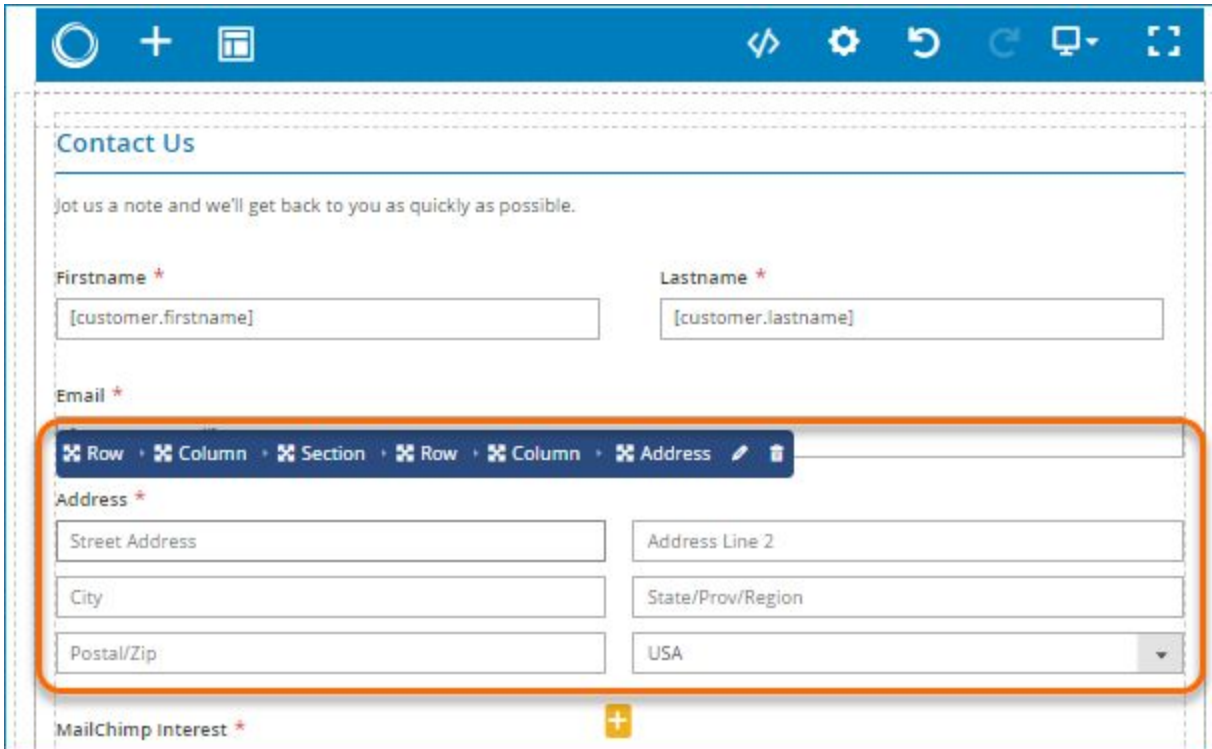
← Back Delete Mark as unread Export to CSV Sync to MailChimp

✓ michael.cao@magezon.com was imported sucessfully to the MailChimp list **Contact List**

Submission Data Customer Notification More Informations

Firstname	Michael
Lastname	Cao
Email	michael.cao@magezon.com
Phone Number	0351293201
Address	Lang Ha, Dong Da, Ha Noi, VN
MailChimp Interest	Donating Volunteering Events



2. To add submitted data of address into MailChimp list, you have to insert **Address** element into your form. If you use other elements, such as Single Line Text, for Address form field, the submitted data will not be added to Address field in MailChimp.



The screenshot shows a contact form titled "Contact Us" with the following fields:

- Firstname * (with placeholder [customer.firstname])
- Lastname * (with placeholder [customer.lastname])
- Email *
- Address * (highlighted with an orange border, containing a sub-menu with options: Row, Column, Section, Row, Column, Address, and a trash icon)
- Street Address
- Address Line 2
- City
- State/Prov/Region
- Postal/Zip
- USA (dropdown menu)
- MailChimp Interest * (with a plus icon)

3. Go to **Content > Blue Form Builder > Form Submissions**. If there is a MailChimp icon in **MailChimp** column in the grid, it means that the submission has been synchronized into your MailChimp account.

<input type="checkbox"/>	ID	Action	Form	Customer Name	Customer Email	IP Address	Store View	Status	MailChimp	Created
<input type="checkbox"/>	00000046	View	Contact Form	Guest		127.0.0.1	Main Website Main Website Store English	READ		2019-06-24 23:02:47
<input type="checkbox"/>	00000050	View	Contact Form	Guest		127.0.0.1	Main Website Main Website Store English	READ		2019-06-24 19:44:11
<input type="checkbox"/>	00000054	View	Contact Form	Guest		127.0.0.1	Main Website Main Website Store English	READ		2019-06-24 23:30:33
<input type="checkbox"/>	00000068	View	Contact Form	Guest		127.0.0.1	Main Website Main Website Store English	READ		2019-06-22 04:29:33

V) Support

If you have any questions or need any support, feel free to contact us by following ways.

We will get back to you within 24 hours since you submit your support request.

- Submit [contact form](#).
- Email us at support@magezon.com.
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us via live chat on our [website](#).