

# **RADIUS Kids Parent News Mailchimp Directions & Template**

## **Instructions to create a Mailchimp Audience:**

1. Log in to Mailchimp > click Audience
2. Find a "Free to Use" Audience (these are old and no longer in use) OR click Manage Audiences and create a new one. example audience name: PE Kids | Parent News

## **Instructions to create a signup landing page:**

1. Click Form on the lefthand side menu bar. Choose "other forms" > click create signup landing page
2. after designing and formatting > copy the url (this is what you'll use to make the QR code)

## **Instructions to create your first Parent News Email:**

1. Click campaign on the lefthand side menu bar. Choose "Campaign"
2. Make sure your drop down menu at the top is the correct audience (ex: PE Kids | Parent News)
3. Click the blue button (up right) that says "create" > regular email > give it an internal name (something with the date it will go out)
4. click blue "begin" button
5. click "saved template" and choose "RADIUS Kids Parent News Template"

## **Parent News Template link if needed:**

[https://us4.admin.mailchimp.com/templates/share?id=8811309\\_bcea5988e86ead16ead0\\_us4](https://us4.admin.mailchimp.com/templates/share?id=8811309_bcea5988e86ead16ead0_us4)