# Automatic Mailchimp Sync

Synchronize your shop's emails with Mailchimp automatically

USER GUIDE

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#### 1. WELCOME

Thank you for purchasing our product. We hope to guide you through all the aspects of the module installation and the module setup within this document. But if you have any questions that are beyond the scope of this documentation, please feel free to contact us for more help.

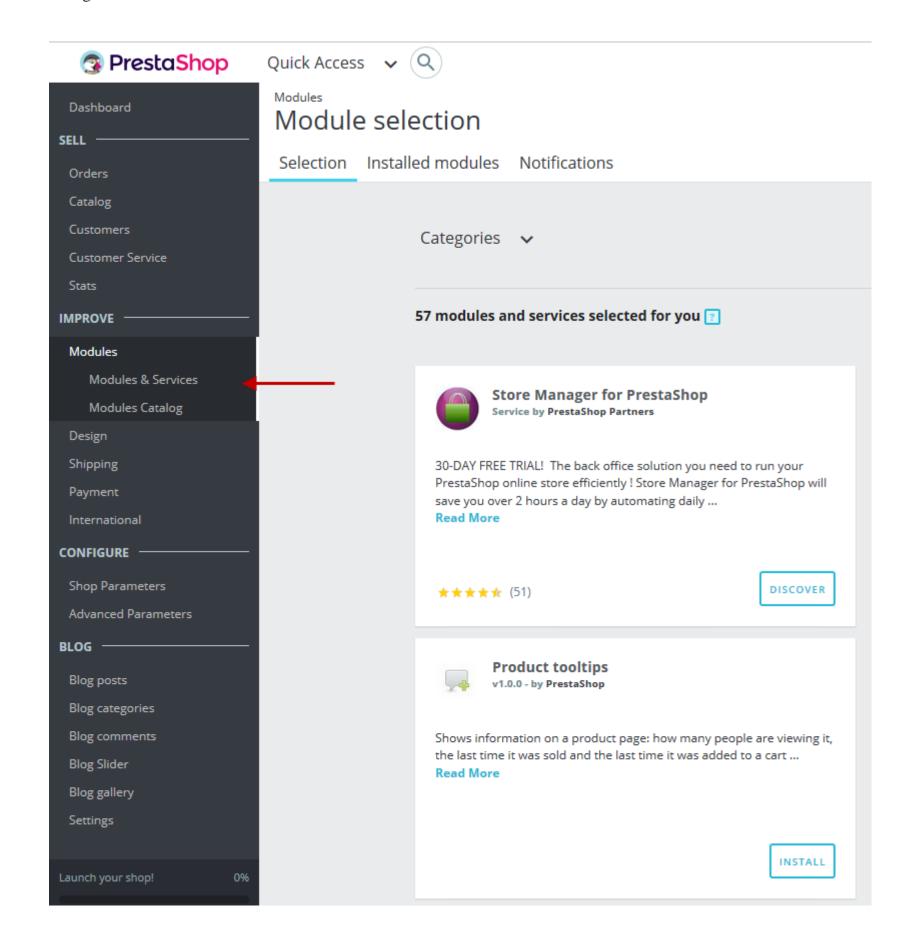
#### 2. REQUIREMENTS

- A working Prestashop website with Prestashop 1.5.x, Prestashop 1.6.x or Prestashop 1.7.x installed
- This module is compatible with Prestashop 1.5.x, Prestashop 1.6.x and Prestashop 1.7.x

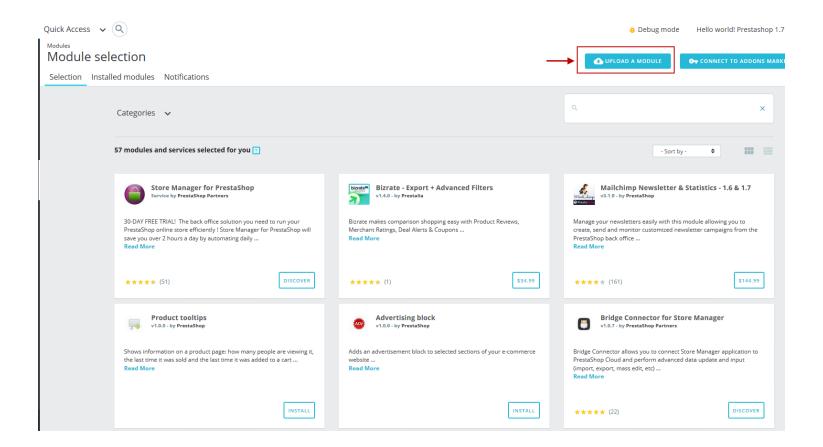
#### 3. INSTALLATION

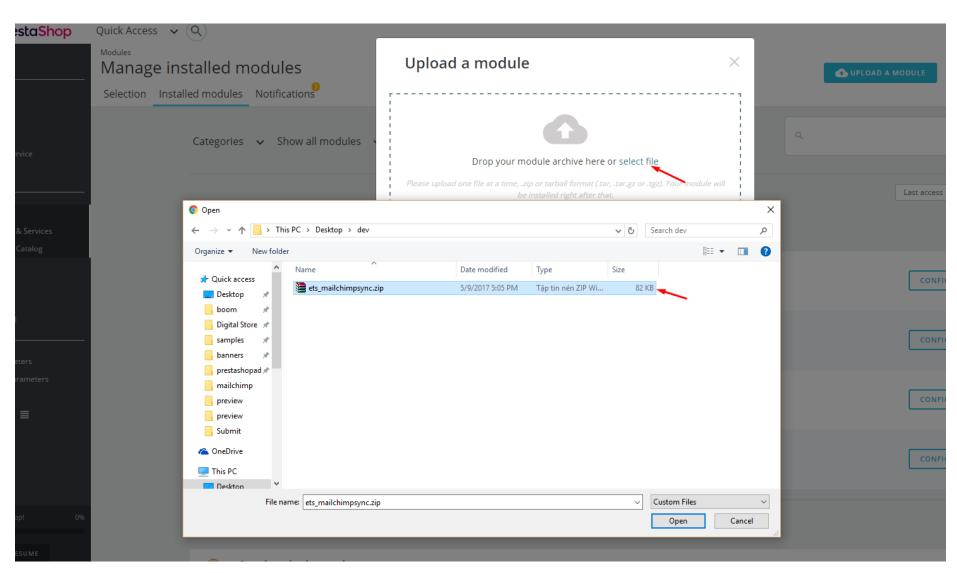
#### UPLOAD MODULE

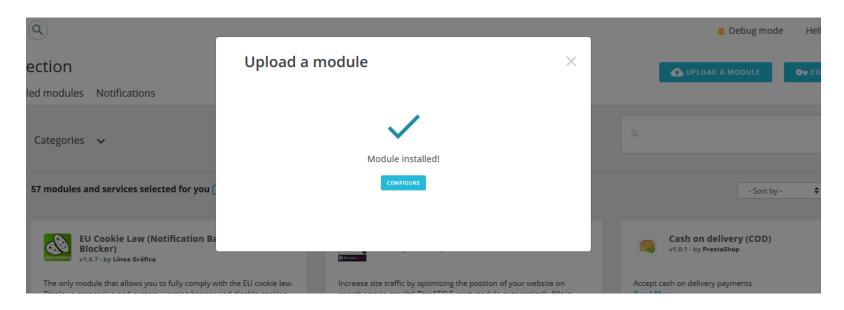
- Navigate to "Modules / Modules & Services":



- Click on "Upload a module" and select the module .zip file (named ets\_mailchimpsync.zip)

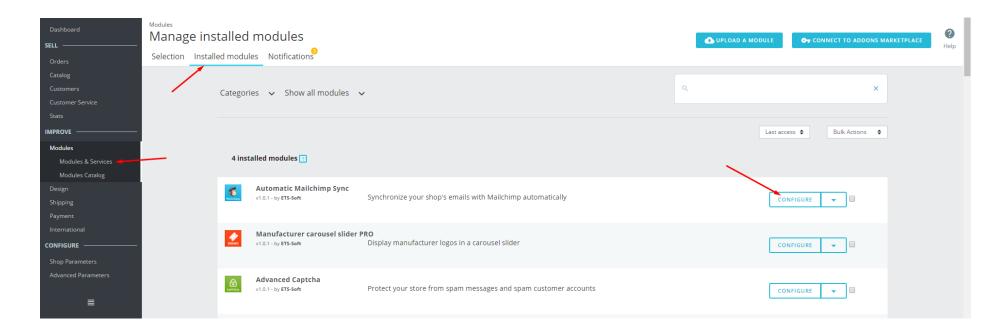




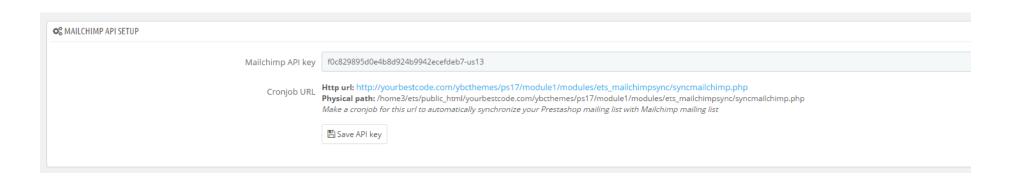


#### **❖** MODULE CONFIGURATION

- Navigate to "Modules/modules & services", Select "Installed module" tab then click on "Configure" of "Automatic Mailchimp Sync"

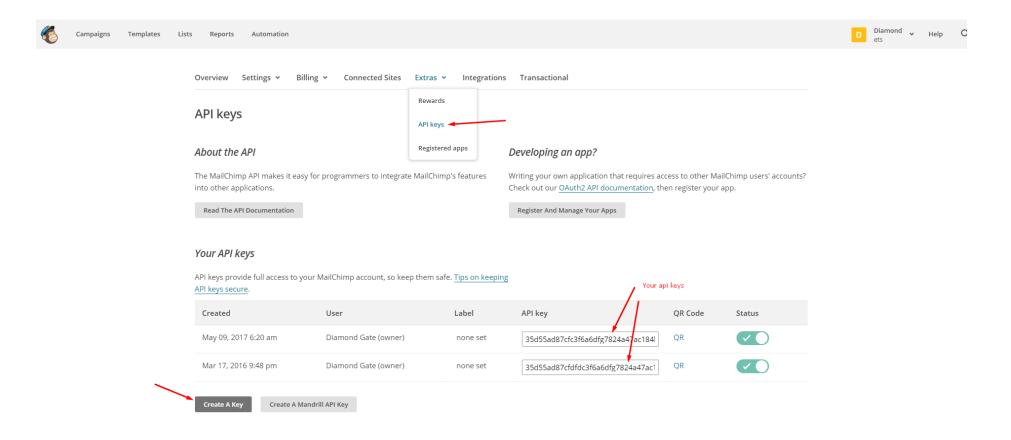


#### **❖** MAILCHIMP API SETUP



#### \* Note:

- In order to create a Mailchimp API key, you need to login to your Mailchimp account (<a href="https://login.mailchimp.com">https://login.mailchimp.com</a>) then navigate to your account profile page, under "Extras" tab select "API keys" and finally click on "Create A Key"



- Click on the "Http url" to manually synchronize all mailing lists with Mailchimp

#### **❖** WEBHOOK

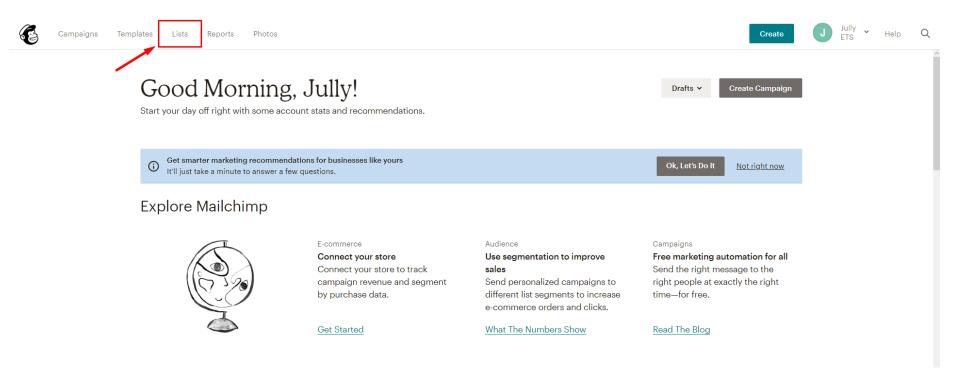
Webhooks allow you to collect information about events as they happen in near real-time. Once you provide a URL and select the type of information that you want to receive, Mailchimp'll send that data to you as the events take place.

#### **Configuring Webhooks**

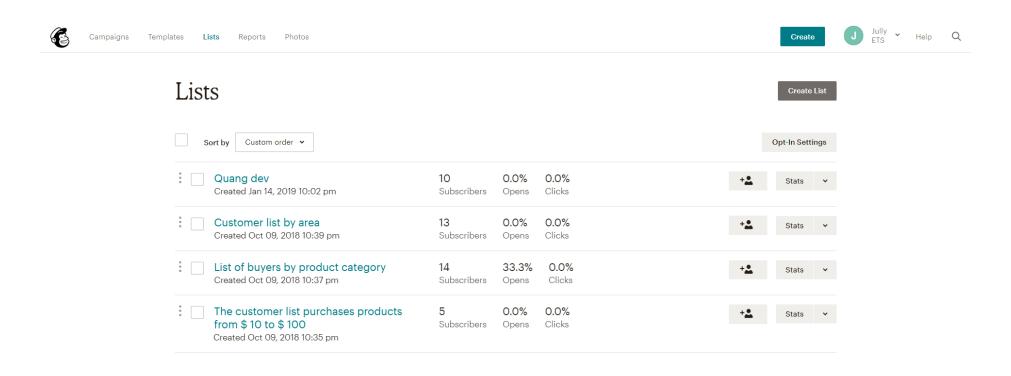
Webhooks can be created and managed in your Mailchimp account. To create a webhook in Mailchimp:

**Step 1:** Log in to your Mailchimp account.

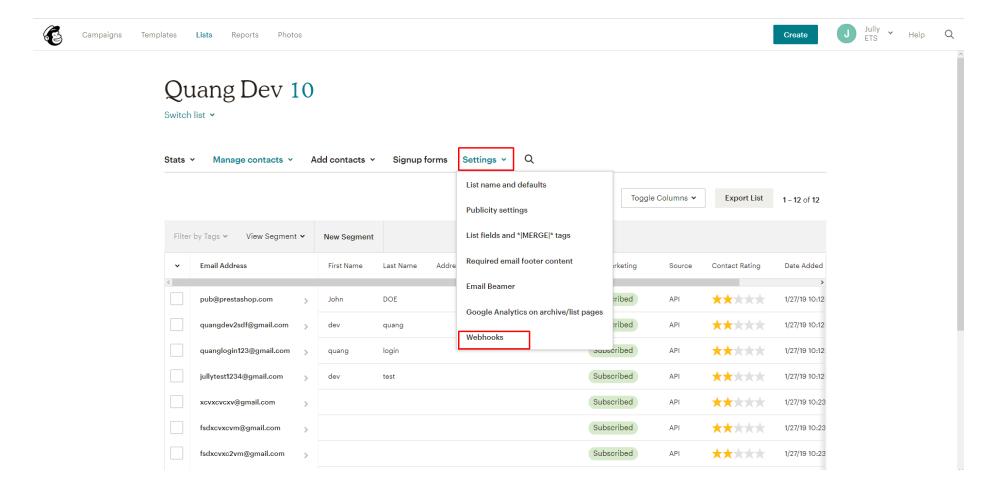
Step 2: Navigate to your Lists



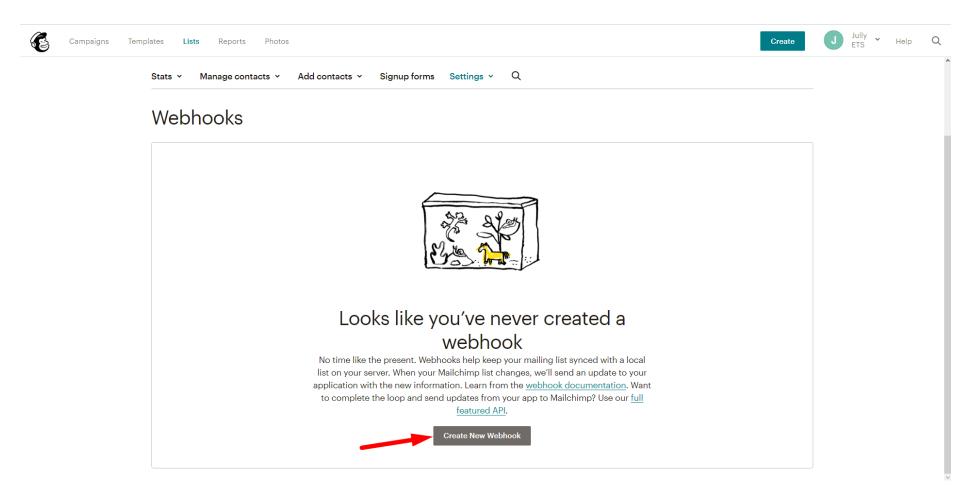
**Step 3:** Choose the list that you wish to configure



Step 4: Click the Settings menu option, then choose Webhooks



Step 5: Click "Create New Webhook"

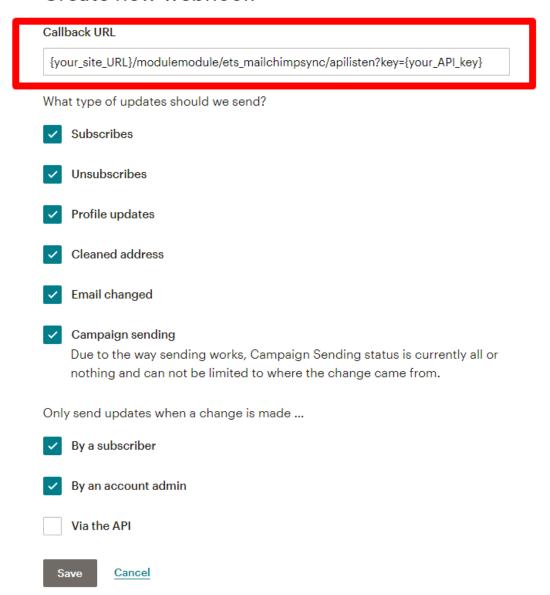


Enter the callback URL as the structure below:

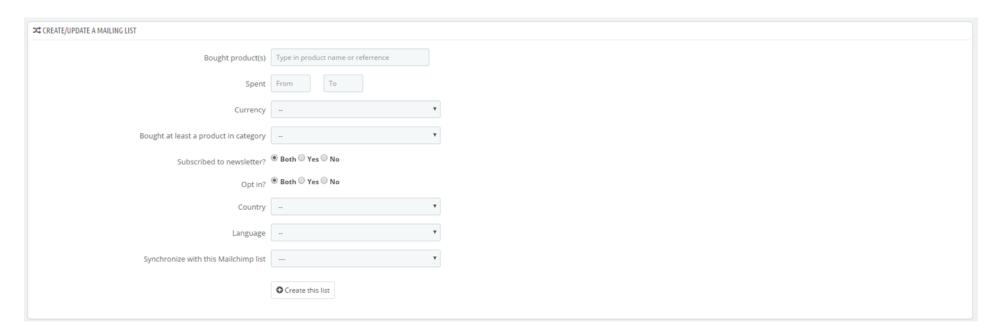
{your\_site\_URL}/modulemodule/ets\_mailchimpsync/apilisten?key={your\_API\_key}

Select the types of update you want Mailchimp to send then click **Save**.

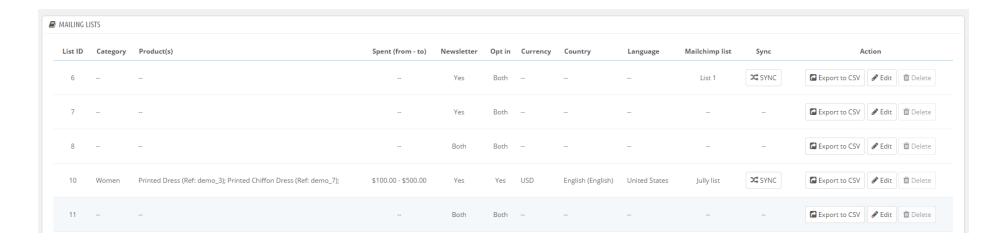
# Create new webhook



### ❖ CREATE/UPDATE A MAILING LIST



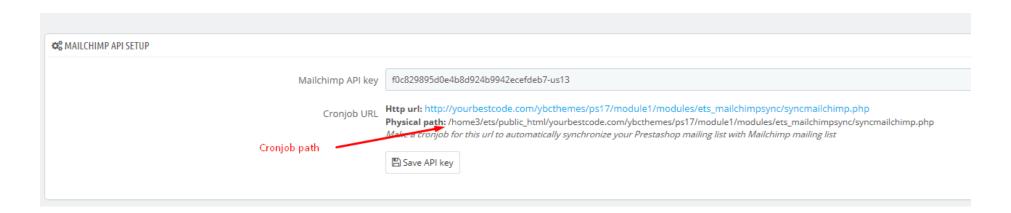
**❖** MAILING LIST



- You can edit or delete a mailing list by clicking on the respective buttons
- Click on "SYNC" buttons to manually synchronize a mailing list with the mailing list on your Mailchimp account
- Click on "Export to CSV" to export the list to a CSV file if you would like to download the list

#### ❖ SETUP CRONJOB FOR AUTO SYNCHRONIZATION

After you have installed the module and created your first mailing lists you can now manually synchronize your mailing lists with Mailchimp however you can also do the synchronization automatically by setting up cronjob for the given URL



\*Note: how to setup a cronjob depends on the server you're using for your website. You can refer how to do that on a Goddady hosting with Cpanel installed <a href="https://ca.godaddy.com/help/create-cron-jobs-16086">https://ca.godaddy.com/help/create-cron-jobs-16086</a>

## 4. THANK YOU

Thank you again for purchasing our product and going through this documentation. We hope this document is helpful and useful in the complete setup of your website.

If you do have any questions for which the answer is not available in this document, please feel free to contact us