

# Sitelok Mailchimp Plugin



V1.3

## **Sitelok Mailchimp Plugin**

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# Chapter 1 Introduction

## What is the Sitelok Mailchimp plugin?

The Sitelok Mailchimp plugin is an add on for Sitelok that allows users to be automatically added to Mailchimp lists when they are added to Sitelok. This saves the user having to fill in the Mailchimp form separately. Users can be added to a default list or a list associated with the usergroup they join.

# Chapter 2 Installation

## Installing for the first time or upgrading

- 1) Extract the contents of the zip file to your PC.
- 2) Upload the plugin\_mailchimp folder to your existing Sitelok slpw folder using FTP. There are no special permissions required on most servers.
- 3) Login to the Sitelok control panel.
- 4) Open the following URL in the browser

[http://www.yoursite.com/slpw/plugin\\_mailchimp/install.php](http://www.yoursite.com/slpw/plugin_mailchimp/install.php)

which will start the installation process. If all is well you will be taken to the plugin preferences page where you will see the plugin listed.

If you have any problems with installation please let us know so that we can help you.

## Getting your Mailchimp API Key

Before Sitelok can submit users to Mailchimp we need to generate an API key which is used connect with your account.

- 1) Login to your Mailchimp admin and go to the **Account Settings** page.
- 2) In the **Extras** menu click **API keys**
- 3) Click the **Create A Key** button
- 4) Copy the API key to the clipboard for later.

## Disabling the Plugin

To disable the Mailchimp plugin select **Plugin Preferences** in the **Plugin** menu option of Sitelok. Uncheck the enable box for the plugin and click the **Save** button. You can enable it again in the same way.

## Uninstalling the plugin

To permanently remove the plugin and its settings follow these steps.

- 1) Disable the plugin as above.
- 2) Click the delete icon next the plugin in the disabled plugins section.
- 3) Confirm the action in the alert box.

If the plugin is uninstalled successfully you will be returned to the plugin preferences page.

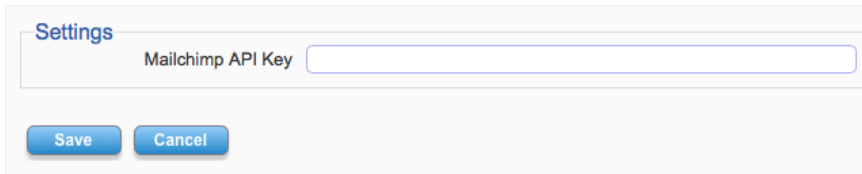
# Chapter 3 Using the plugin

## Configuring the plugin

Before you can use the plugin we need to set the API key and also define which lists users should get added to.

You can access the Mailchimp plugin configuration by selecting **Mailchimp** from the **Plugins** menu. Initially you will be asked to enter the API Key from the Mailchimp account,

### Mailchimp Plugin



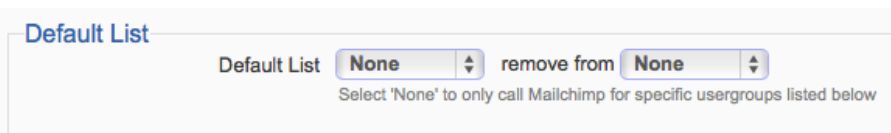
The screenshot shows a configuration window titled "Settings" for the Mailchimp plugin. It features a text input field labeled "Mailchimp API Key" which is currently empty. Below the input field are two buttons: "Save" and "Cancel".

Paste in the API Key and click **Save**. If the key is valid you will then be able to select the lists to add users to. Of course you must make sure you have at least one list created in Mailchimp.

### Default List

This is the list to add users to by default. If you want to only have users added to usergroup specific lists then you can leave this set to **None**.

You can also set a list to remove users from when they are added to SiteLok.



The screenshot shows a configuration window titled "Default List". It contains two dropdown menus. The first is labeled "Default List" and is set to "None". The second is labeled "remove from" and is also set to "None". Below the dropdowns is a note: "Select 'None' to only call Mailchimp for specific usergroups listed below".

### Usergroup specific lists

Here you can define Mailchimp lists specific to each Sitelok usergroup if you wish. Just select the required list name or set to **None** to do nothing.

You can also have a user unsubscribed from a list when they join as well if required.

**Usergroup Specific Lists**

When a user is added to Sitelok you can subscribe them to usergroup specific lists in Mailchimp and also have them removed from another list if required. Note that this only happens when a user is first added to Sitelok so users are not moved between Mailchimp lists if their usergroup membership in Sitelok changes.

|        |                                   |             |                                   |
|--------|-----------------------------------|-------------|-----------------------------------|
| BRONZE | <input type="text" value="None"/> | remove from | <input type="text" value="None"/> |
| CLIENT | <input type="text" value="None"/> | remove from | <input type="text" value="None"/> |
| GOLD   | <input type="text" value="None"/> | remove from | <input type="text" value="None"/> |
| SILVER | <input type="text" value="None"/> | remove from | <input type="text" value="None"/> |

Note that a user is only added to a list when they first get added to Sitelok so users are not moved between Mailchimp lists if their usergroup membership in Sitelok changes.

### Include users added by admin

Check the box if you want users to be added to Mailchimp even when you enter them manually via the admin panel.



## Chapter 4 Support

Hopefully if you have followed this manual carefully everything will be working fine. However sometimes things don't go quite so smoothly so if you have any questions or problems then please check the FAQ on the support page or email us.

Support area: <http://www.vibralogix.com/support/>

Email: [support@vibralogix.com](mailto:support@vibralogix.com)