Communication/Mass Email Service in MOHID™ - User Guide

Step by step instructions

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ABSTRACT

Detailed instructions for enabling Communication functionality in MOHID™ to send Mass Email to Donors and Members

Sign up Mailchimp™

Setup a new account with Mailchimp

From MOHID™ dashboard
Go to **Settings** click
Module Settings and then
Communication Settings.

Click **Mailchimp Signup**
Button

On Mailchimp website
click on **Signup** button and
create an account
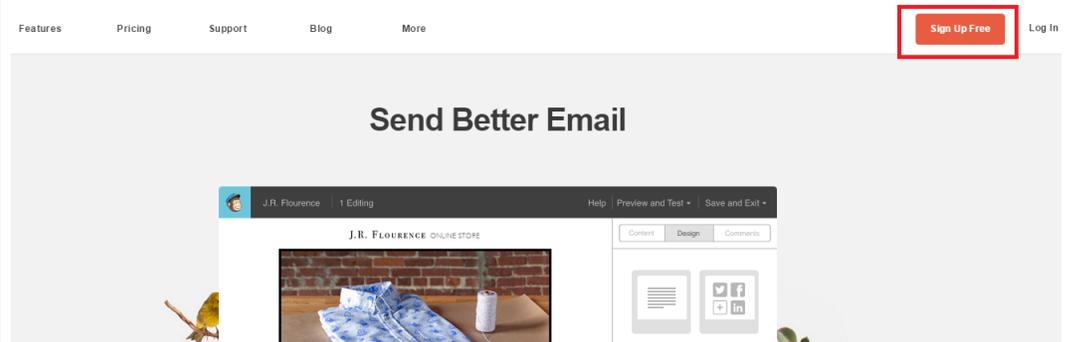
Retrieve API Credentials

Get the API Key

After signing in to your account Click on **NAME** or 'Down arrow' sign on top right corner and click on Account Tab
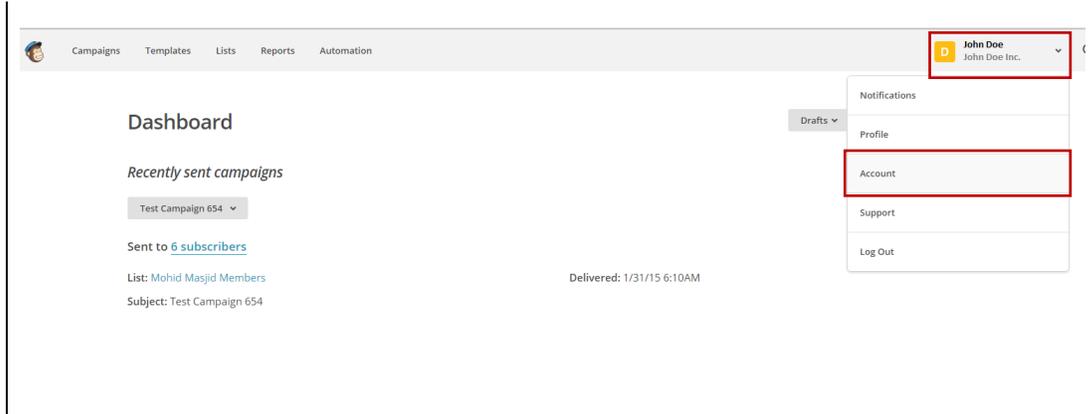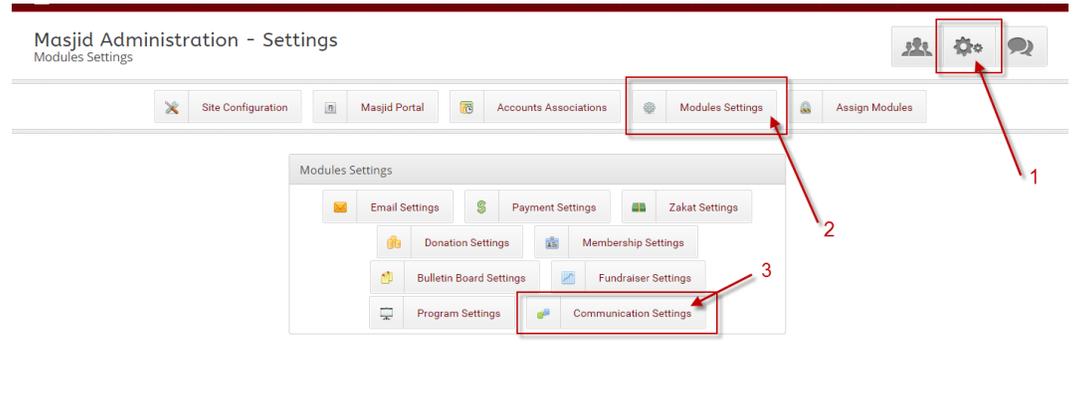

In Account section, Click on **Extras** and then **API Keys**

Here you can Create new key by clicking Create A Key button.
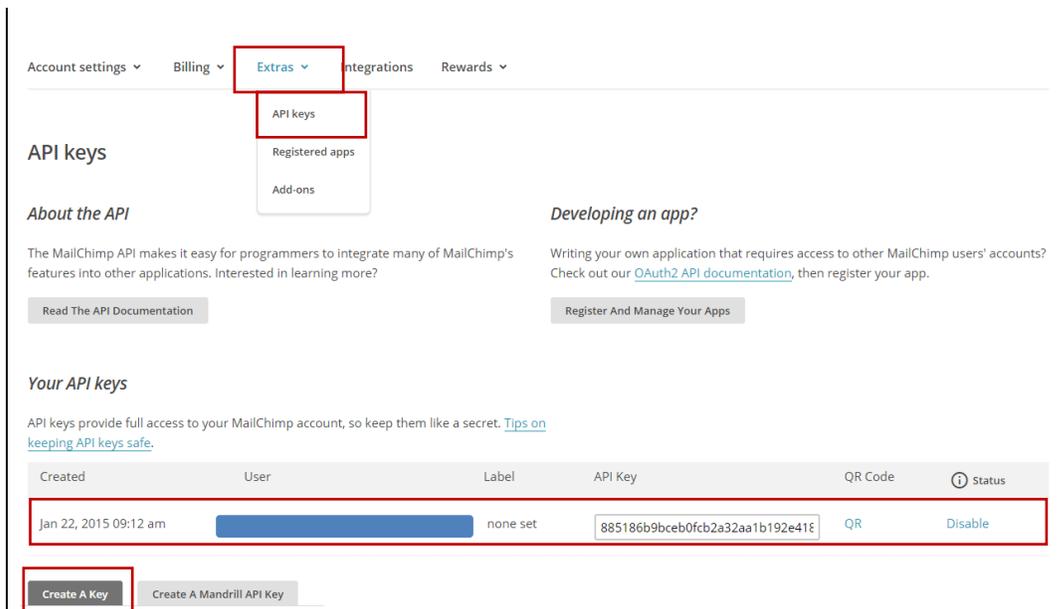
Enable Communication service in MOHID™

Login to MOHID and click
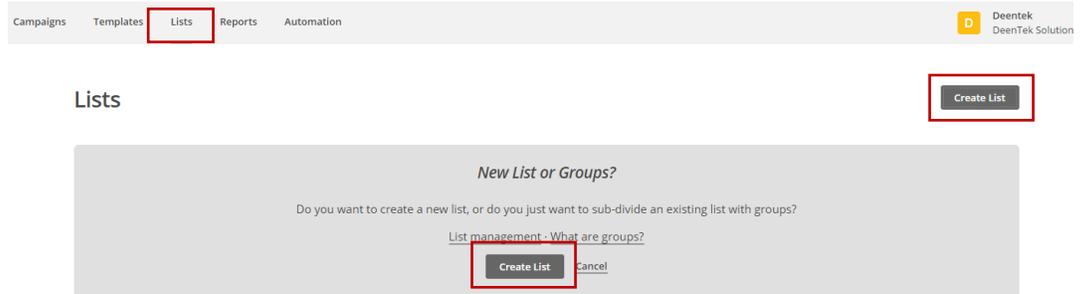**Settings** -> **Module Settings**
-> **Communication Settings**

Enter Mailchimp
account **API Key** that
was retrieved in
previous Step

Create Subscriber's List in Mailchimp

Go to your Mailchimp account's dashboard:

Lists -> Create List

| Campaigns | Templates | Lists | Reports | Automation | | D Deentek DeenTek Solution |

Lists

Create List

New List or Groups?

Do you want to create a new list, or do you just want to sub-divide an existing list with groups?

List management · What are groups?

Create List   Cancel

See your newly created list in Lists section

Lists

Create List

Sort By   Custom Order

Sample List
Created Jan 29, 2015 06:42 am
No rating yet

4 Subscribers   0.0% Opens   0.0% Clicks

Stats

Another Sample List
Created Jan 29, 2015 03:05 am
No rating yet

3 Subscribers   0.0% Opens   0.0% Clicks

Stats

Go to the list **Settings**

Lists

Create List

Sort By   Custom Order

Mohid Masjid Members
Created Jan 27, 2015 06:22 am
No rating yet

7 Subscribers   26.7% Opens   0.0% Clicks

Stats

Manage subscribers

Signup forms

Settings

Import

Exports

Replicate list

In settings click on List name & defaults

Settings

List name & defaults
Change the name of your list, and where to send subscribe and unsubscribe notifications.

Publicity settings
Tell MailChimp how "discoverable" you'd like campaigns to be.

List fields and *|MERGE|* tags
Add fields to your list database, and adjust the merge tags associated with them.

In List name and Campaign defaults make sure that following fields are properly filled:
- List Name
- Default from name
- Default from email
- Default Subject line *(it is Optional)*

List name and Campaign defaults

List name

Sample List

Want to change your signup form title?
The signup forms and confirmation emails for your list use the original list name as a title. You can update this text (or replace it with an image) in the signup form editor.

Campaign defaults

Default "from name"

CarryBig

This is who your emails will come from. Use something they'll instantly recognize, like your company name.

Default "from" email

msheraz@live.com

This is the address people will send replies to. Make sure someone actually checks this email account. (i) Learn Why

Default "subject line" (Optional)

Keep it relevant and non-spammy. (i) Info

New subscriber notifications

One by one

Get quick, email alerts when subscribers join or leave this list (*not recommended for large lists*). See an example.
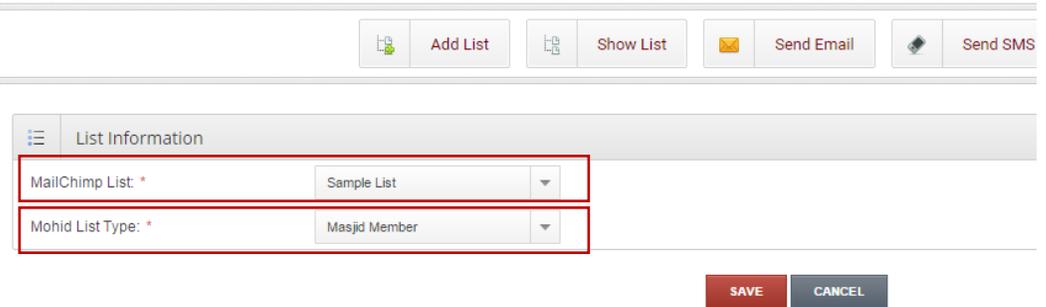
Email subscribe notifications to:

Email unsubscribe notification to:

Save List And Campaign Defaults

Adding/Synchronizing Lists in MOHID™

Go to **Communication Management** -> and click **Add List**. And then select **Mailchimp list** that you have recently created in previous section (it should be visible here in drop down select box), then select **Member's List type** i.e. **Community Members**, **Masjid Members** or **Donors**

Communication Management | Subscribers List
Add List

Add List	Show List	Send Email	Send SMS

List Information

MailChimp List: *   Sample List

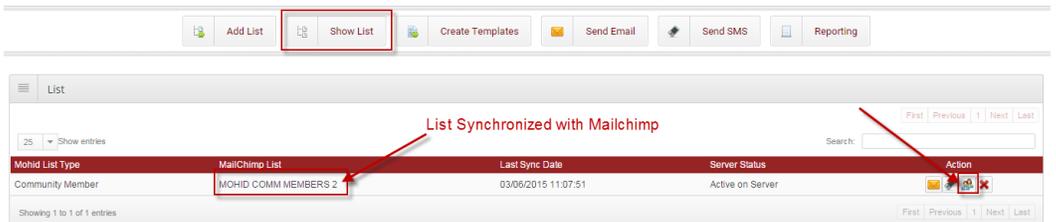Mohid List Type: *   Masjid Member

SAVE   CANCEL

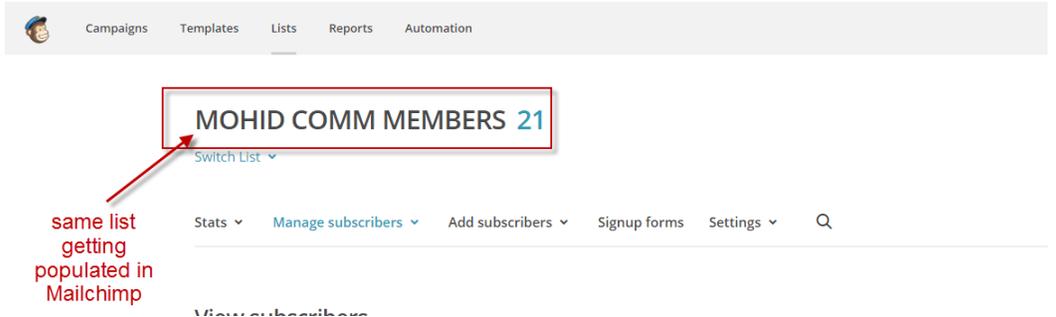This will create a new list in Mohid and will be visible in **Show List** section.

You can see members in this list by clicking on Members 👥

All the content of newly created list will be **automatically synced with your Mailchimp account** and you can see same list getting automatically updated in Mailchimp

Communication Management | Communications List
List

Add List	Show List	Create Templates	Send Email	Send SMS	Reporting

List

25 ▾ Show entries   Search:

List Synchronized with Mailchimp

Mohid List Type	MailChimp List	Last Sync Date	Server Status	Action
Community Member	MOHID COMM MEMBERS 2	03/06/2015 11:07:51	Active on Server	✉ 🔃 ✖

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

Campaigns   Templates   Lists   Reports   Automation

MOHID COMM MEMBERS 21
Switch List ▾

same list getting populated in Mailchimp

Stats ▾   Manage subscribers ▾   Add subscribers ▾   Signup forms   Settings ▾   🔍
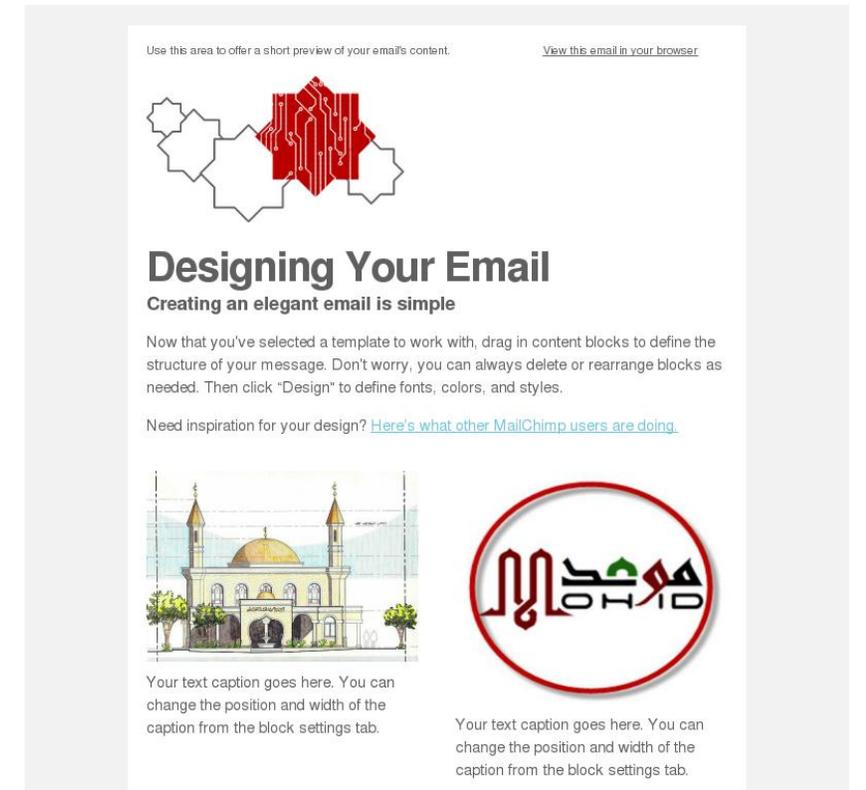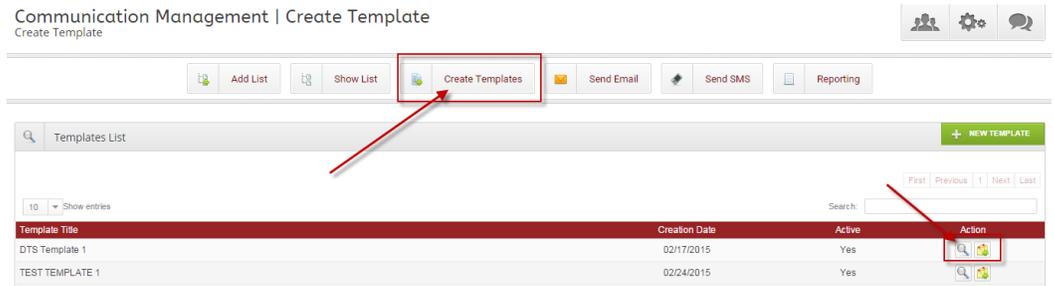
View subscribers

Create Templates

Templates can be created in MailChimp™ and they will be automatically imported in MOHID
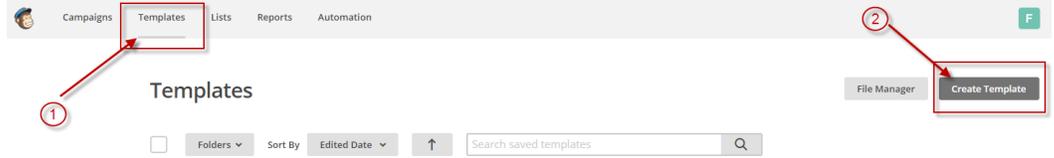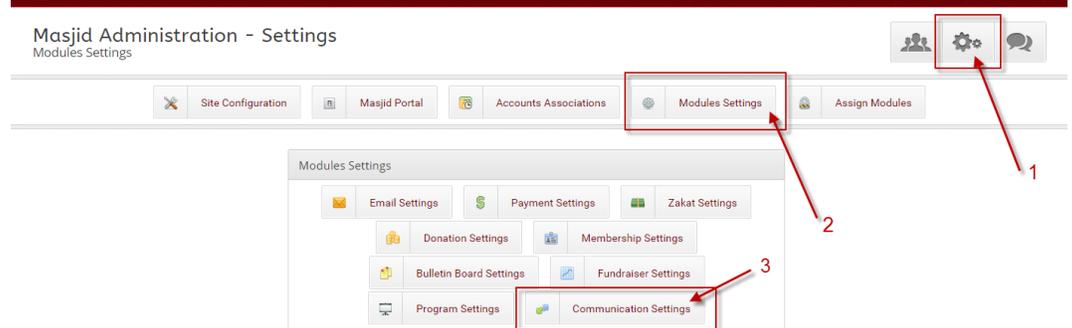
Log in to MOHID Communication Module

Click Preview Icon 🔍 for existing template preview and Replicate Icon 📋 to replicate and create new version of template using its existing content.
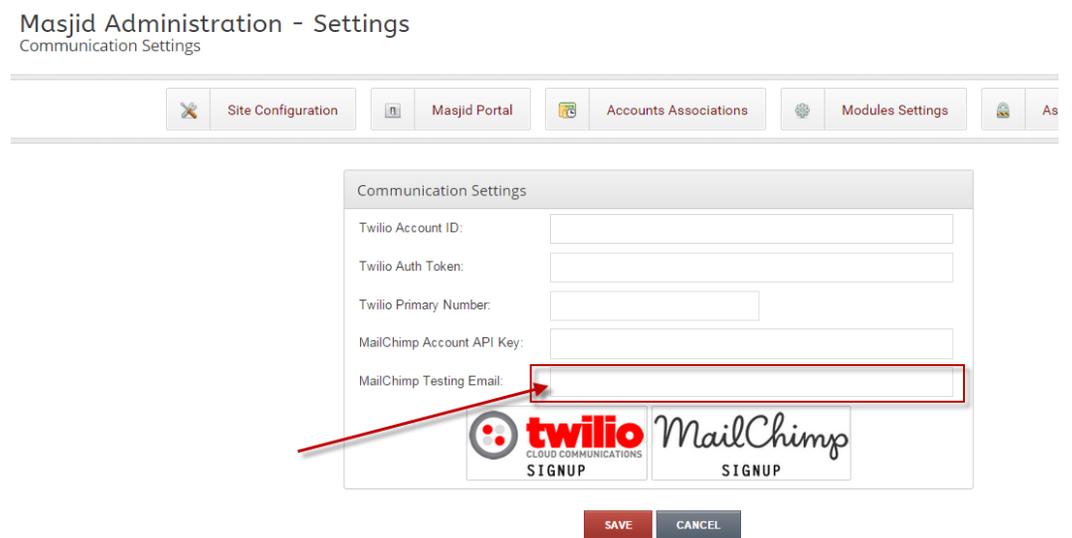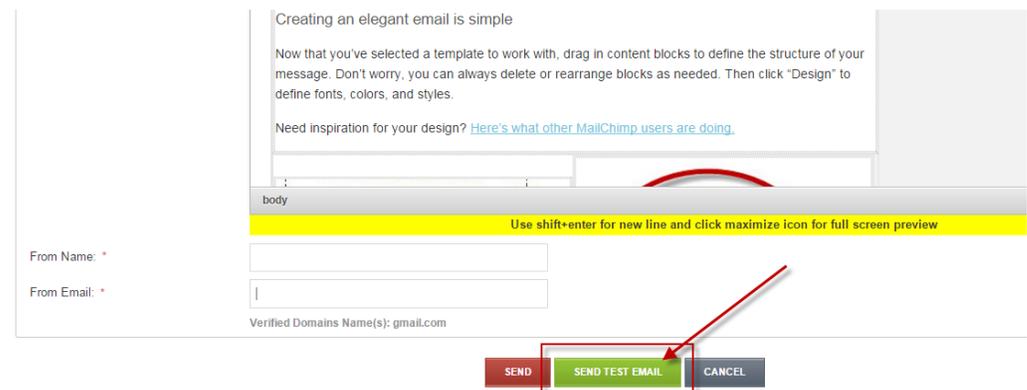
Sending Test Email to verify template

Login to MOHID and click
Settings -> **Module Settings**
-> **Communication Settings**

Masjid Administration - Settings
Modules Settings

| Site Configuration | Masjid Portal | Accounts Associations | Modules Settings | Assign Modules |

1

Modules Settings

Email Settings	Payment Settings	Zakat Settings
Donation Settings	Membership Settings
Bulletin Board Settings	Fundraiser Settings
Program Settings	Communication Settings

2

3

Enter Mailchimp Test Email address

Masjid Administration - Settings
Communication Settings

| Site Configuration | Masjid Portal | Accounts Associations | Modules Settings | As |

Communication Settings

Twilio Account ID:

Twilio Auth Token:

Twilio Primary Number:

MailChimp Account API Key:

MailChimp Testing Email:

twilio
CLOUD COMMUNICATIONS
SIGNUP

MailChimp
SIGNUP

SAVE   CANCEL

Click on **Send Test Email** after creating Campaign (Refer to next section for How to Create Campaign) to send a test email

Creating an elegant email is simple

Now that you've selected a template to work with, drag in content blocks to define the structure of your message. Don't worry, you can always delete or rearrange blocks as needed. Then click "Design" to define fonts, colors, and styles.

Need inspiration for your design? Here's what other MailChimp users are doing.

body

Use shift+enter for new line and click maximize icon for full screen preview

From Name: *

From Email: *

Verified Domains Name(s): gmail.com

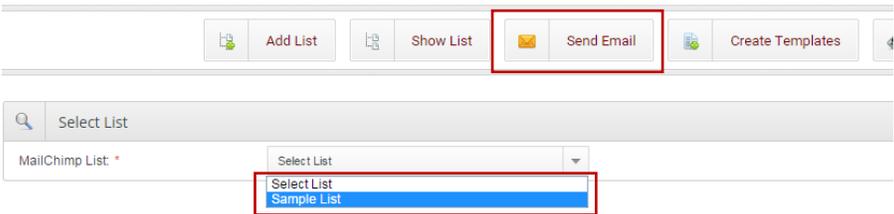SEND   SEND TEST EMAIL   CANCEL

Sending mass Email/Newsletter to members in list

Go to **Communication Management** -> and click **Send Email** [Send Email]

Select your recently created list

OR

Go to **Communication Management** -> and click **Show List** [Show List]

Click envelope icon in front of list [envelope icon]
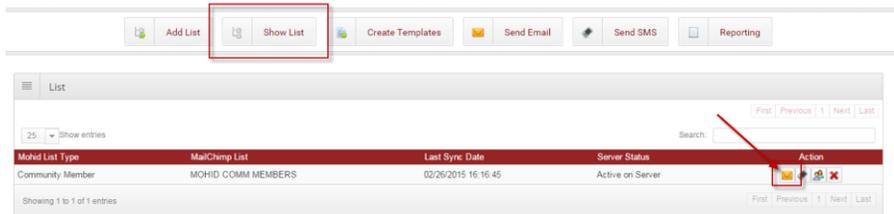
Type **New campaign name** in text box **Or Select from existing campaigns** that you have **saved** previously.
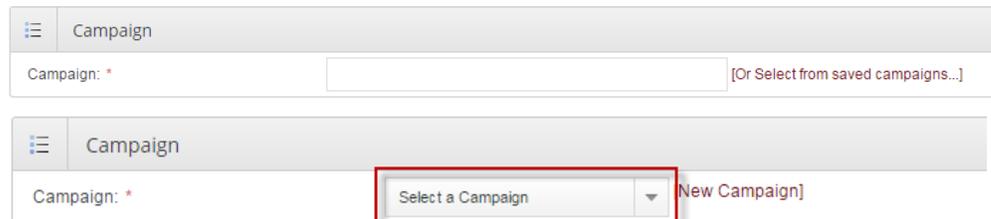
Select Template from Template Drop Down, enter **Campaign Subject**. Modify **From** Name and **Email** if required.

To send immediately to members click **Send** or **Save the campaign** to send it later.