Step-by-Step Guide to Set Up Your Challenge Opt-In Page with MailChimp Free Account

(last updated July 15, 2020)

MailChimp is a beginner-level marketing automation platform and an email marketing service. It allows you to grow and manage your list, send emails, newsletters and automated responses, and create targeted campaigns.

Here is the overview of the steps:

STEP 1: Create an account

STEP 2: Setup Audience

STEP 3: Create a Signup Form

STEP 4: Set up an automated Welcome Email

STEP 5: Create a Thank You Page (important to create this BEFORE step 6)

STEP 6: Create an Opt-In Page

NOTE: *Don't get intimidated by the number of pages in this guide.* ☺
Once you have the images and copy for your challenge, this entire set up can be done in 30-60 minutes. And much faster the second time around.

Copyright BusinessSuccessEdge.com - Alina Vincent

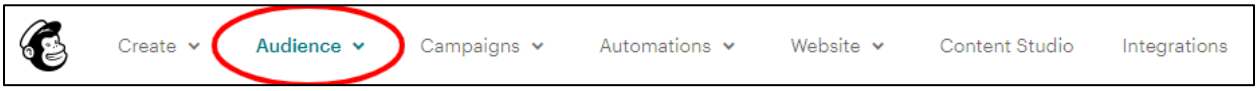
STEP 1: Create an account

MailChimp (Monthly plan – Free – $0/month)

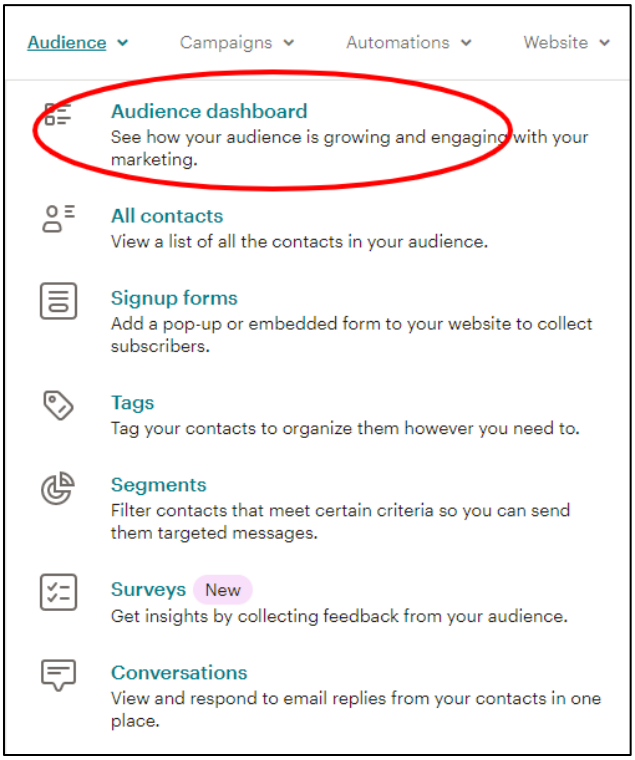
STEP 2: Setup Audience

1. Log in to your **MailChimp** account.

2. Click on the **Audience** dropdown on the top of the page.

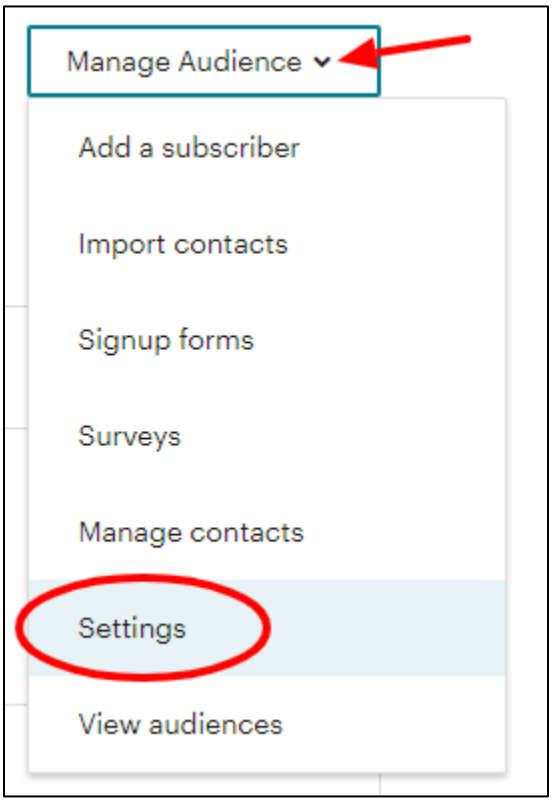


3. In the dropdown, click on **Audience dashboard**.

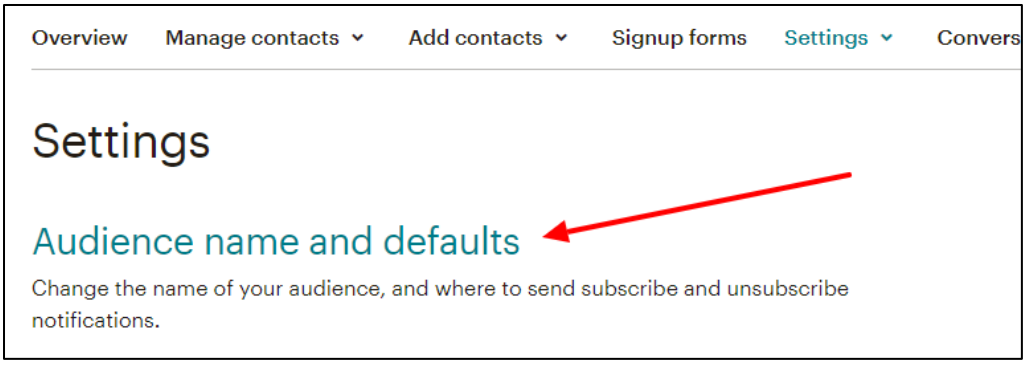


Copyright BusinessSuccessEdge.com - Alina Vincent

4. Open the dropdown in the top right under **Manage Audience** and click on the **Settings** tab.

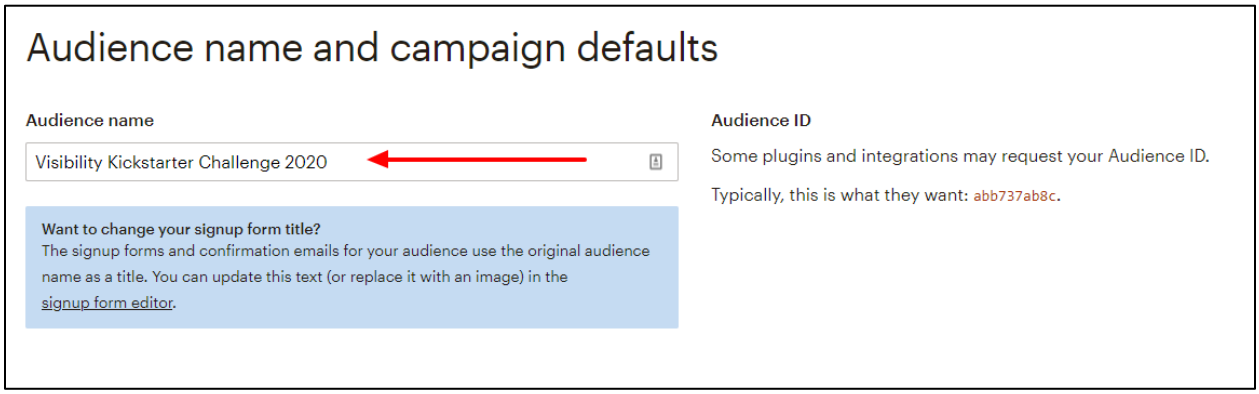


5. Click on **Audience name and defaults**.

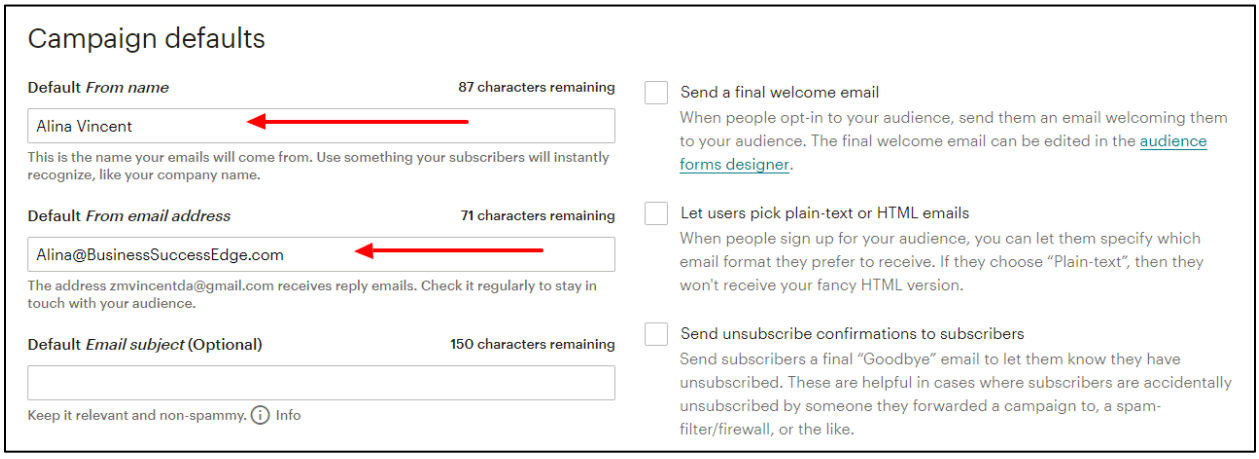


Copyright BusinessSuccessEdge.com ~ Alina Vincent

6. At the top of the page, fill in the name of your challenge as the audience name.



7. Scroll down and review the **Contact information for this audience** and edit if necessary.



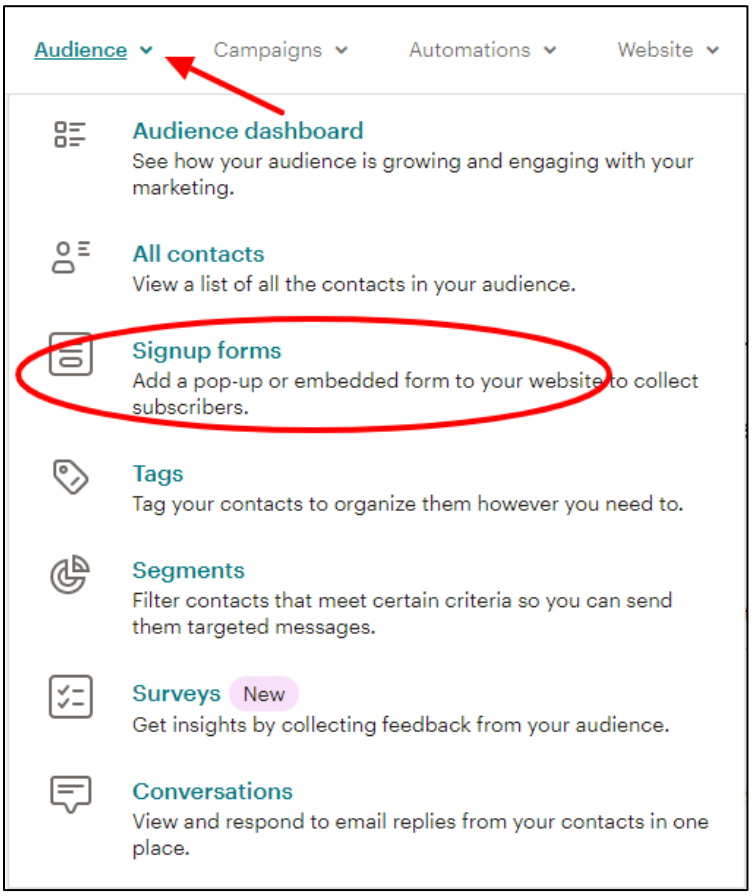
8. Choose how you want to be **notified** about new opt-ins.

9. Click **Save Audience And Campaign Defaults** at the bottom of the page.

Copyright BusinessSuccessEdge.com ~ Alina Vincent

STEP 3: Create a Signup Form

1. On the audience dropdown on the top menu bar, click on the **Signup forms** tab.



2. Select the **Form Builder** option.



Copyright BusinessSuccessEdge.com ~ Alina Vincent

3. Make sure that **Signup form** is selected on the "**Forms and response emails**" menu.

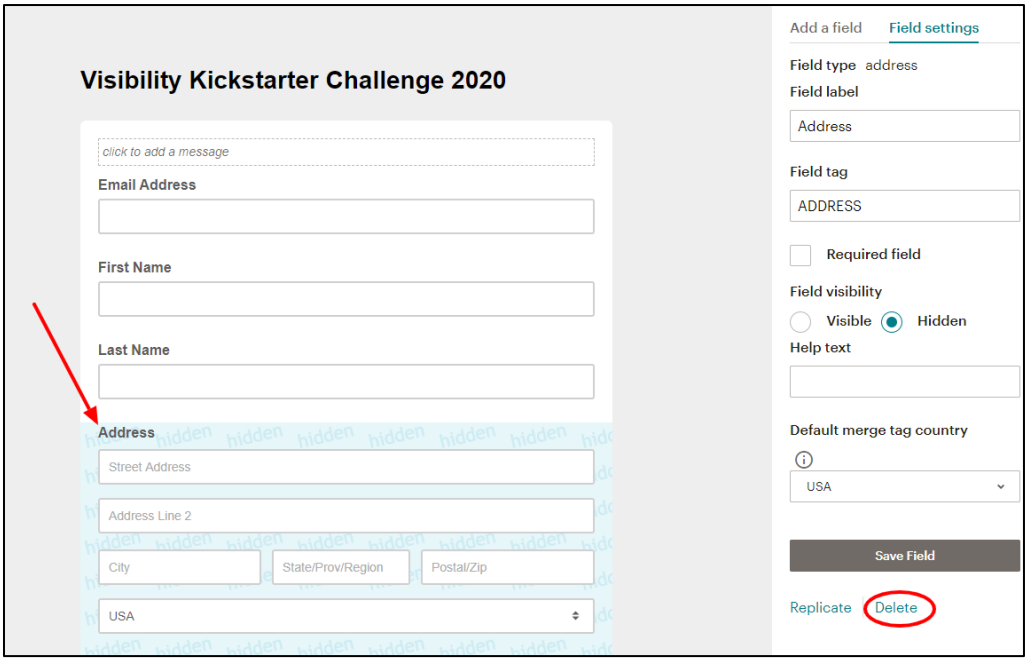


4. On the **Build it** tab, you can select what information you will request from people. Don't worry about looking at the other tabs… you can design your form later on your opt-in page.



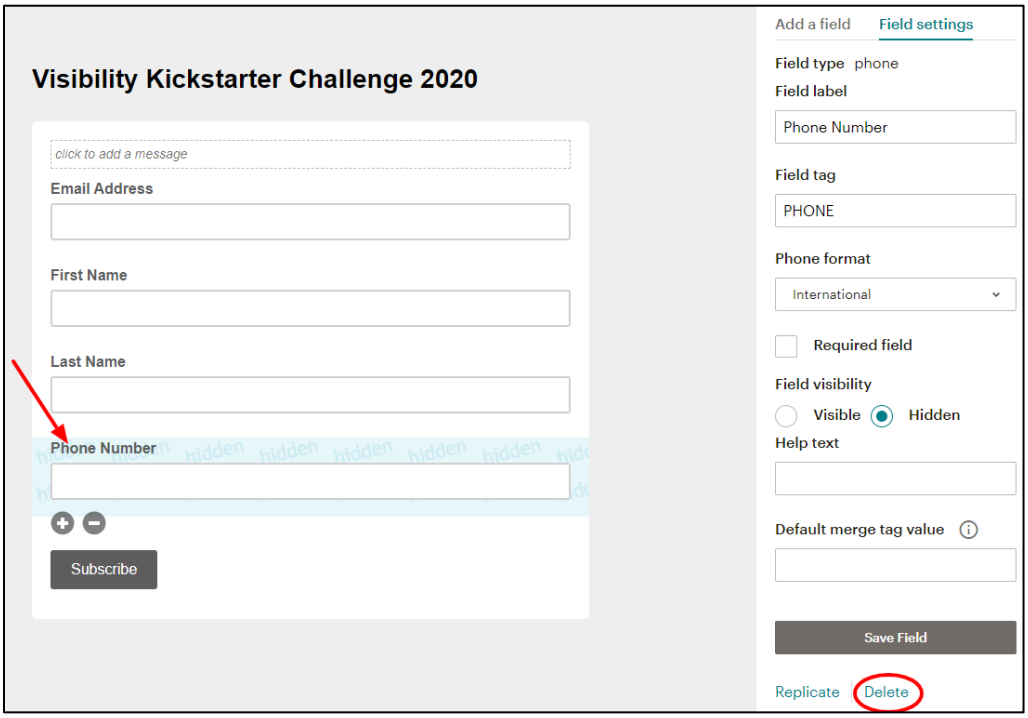
Copyright BusinessSuccessEdge.com ~ Alina Vincent

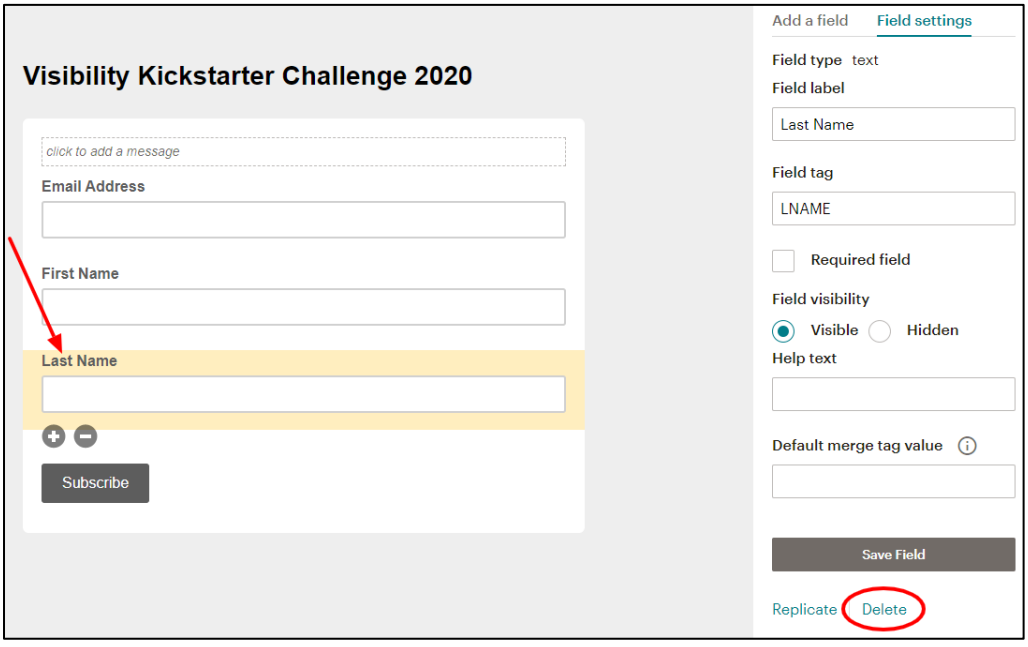
5. Click on the **"Address" field** on the form to highlight it and then **DELETE** it (you will be asked to confirm it). The less information you ask for, the more likely your prospects will complete the process. Ask for the minimal amount of information you will need – just First Name and Email.



Copyright BusinessSuccessEdge.com - Alina Vincent

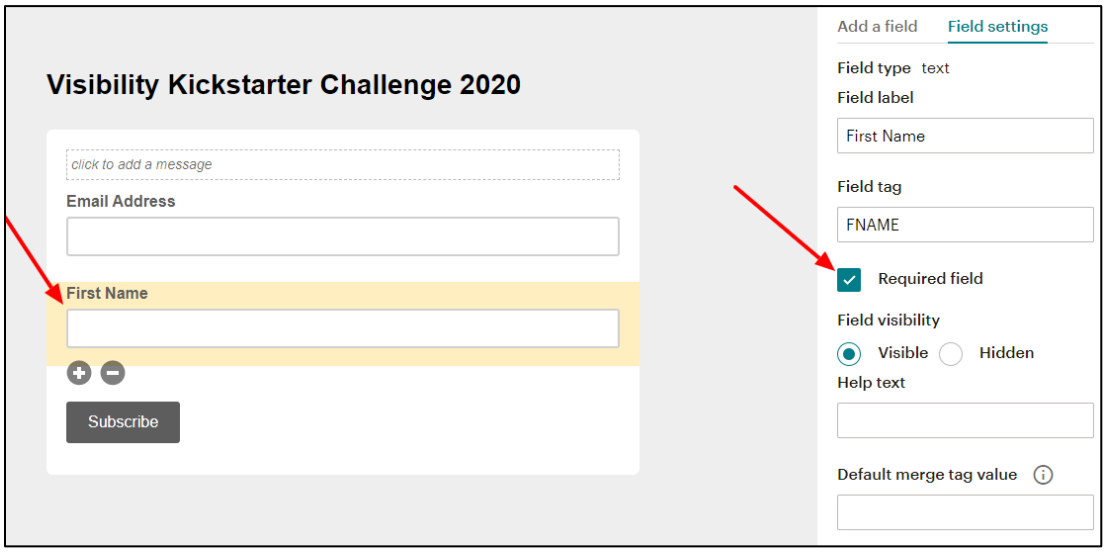
6. Repeat the process to delete the “Phone Number” field and the “Last Name” field (you will be asked to confirm both times).





Copyright BusinessSuccessEdge.com ~ Alina Vincent

7. Make the **"First Name" field** a required field. Click on the field to highlight it, and check the **Required field** option on the tab that will show up on the right side of the form.



8. Click **Save Field** to save the changes.

9. You are now done with setting up your Signup form

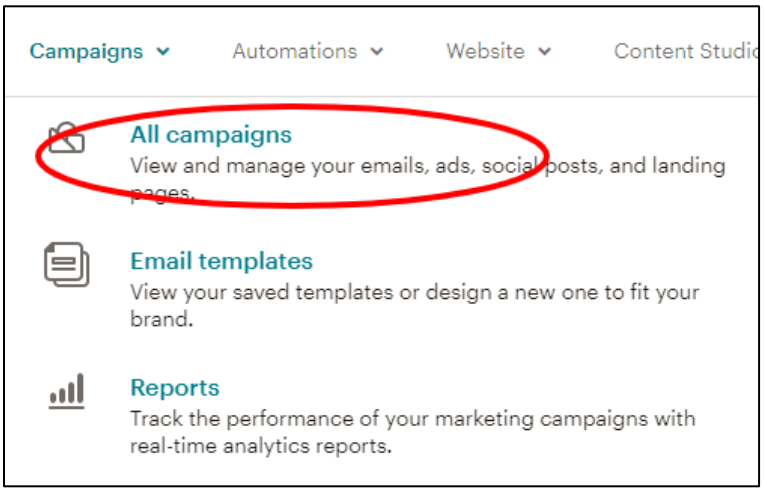
STEP 4: Set up an automated Welcome Email

1. Click on the **Campaigns** dropdown on the top of the page.



Copyright BusinessSuccessEdge.com - Alina Vincent

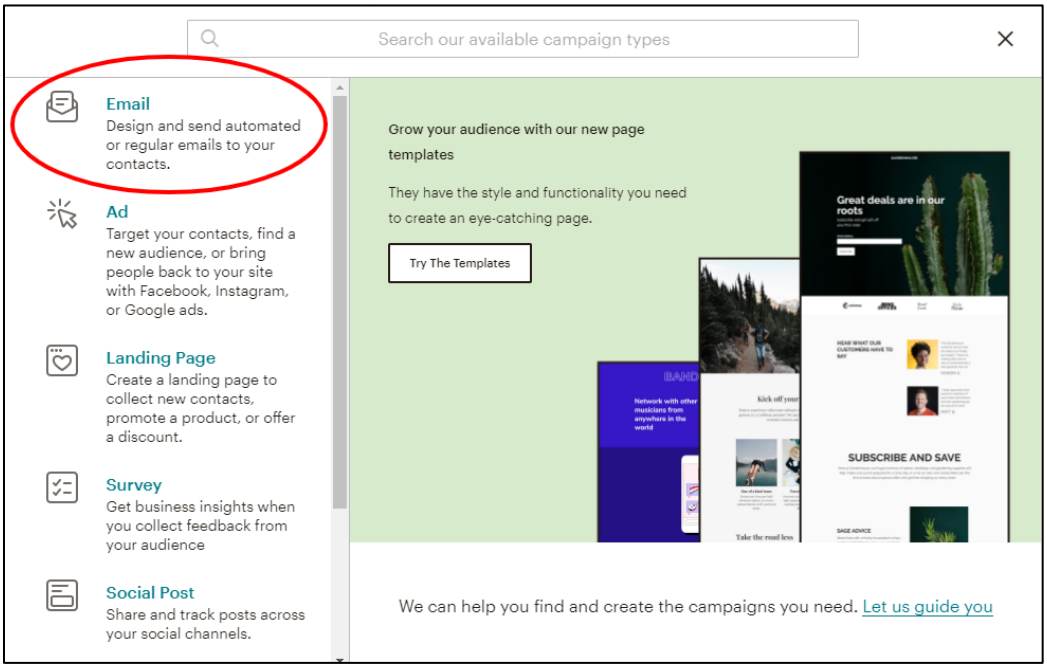
2. Click on the **All campaigns** tab.



3. Click **Create Campaign** at the top of the page

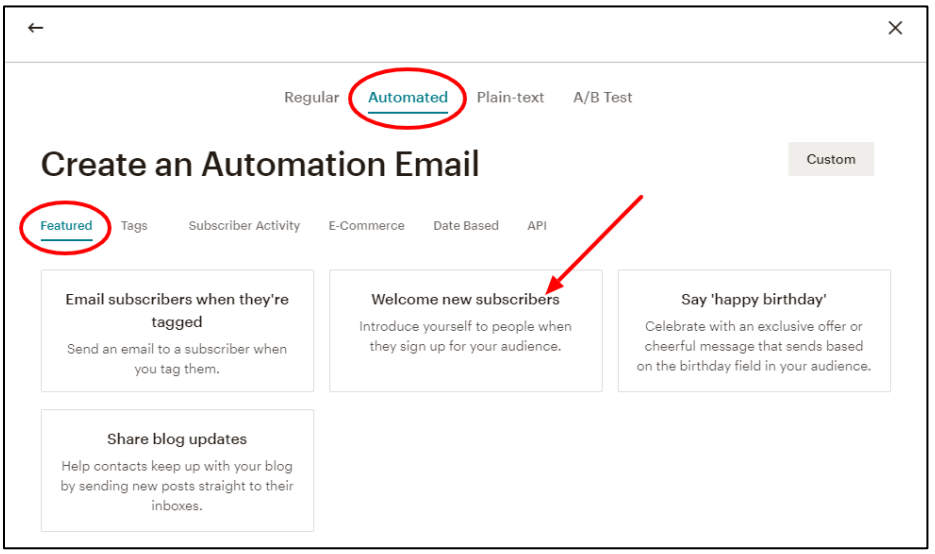


4. On the form that pops up, select "**Email**."

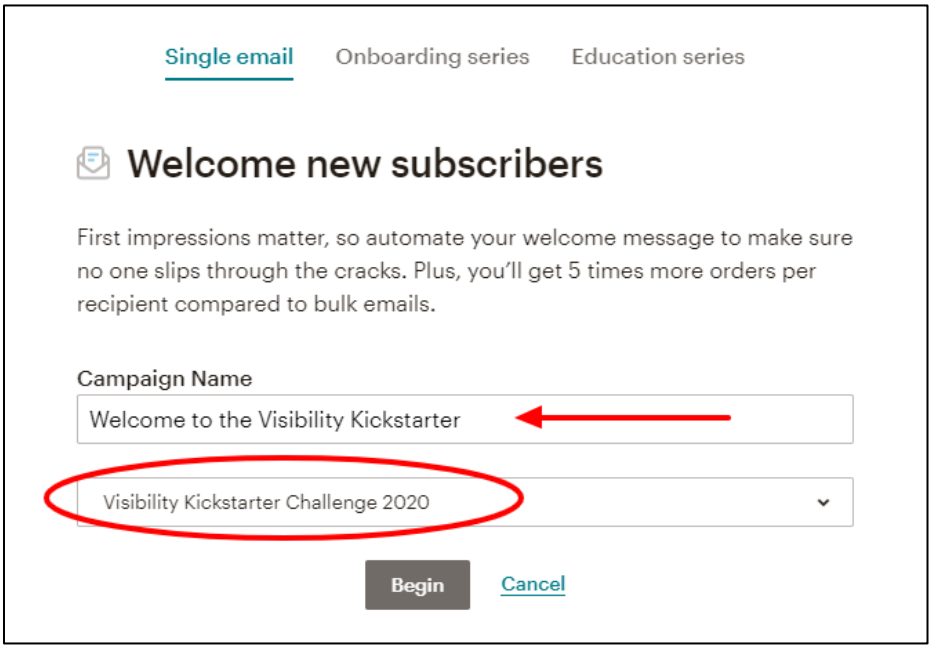


Copyright BusinessSuccessEdge.com ~ Alina Vincent

5. On the next page, go to the **"Automated"** tab and select **"Welcome new subscribers"** under the **"Featured"** tab.

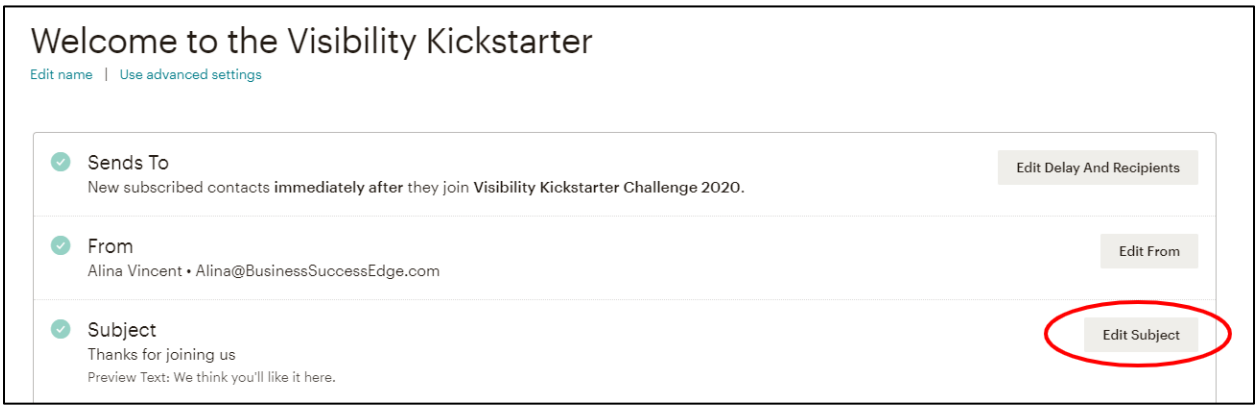


6. On the next page, **name** your automation and make sure that your audience is selected. Click **Begin** when done.

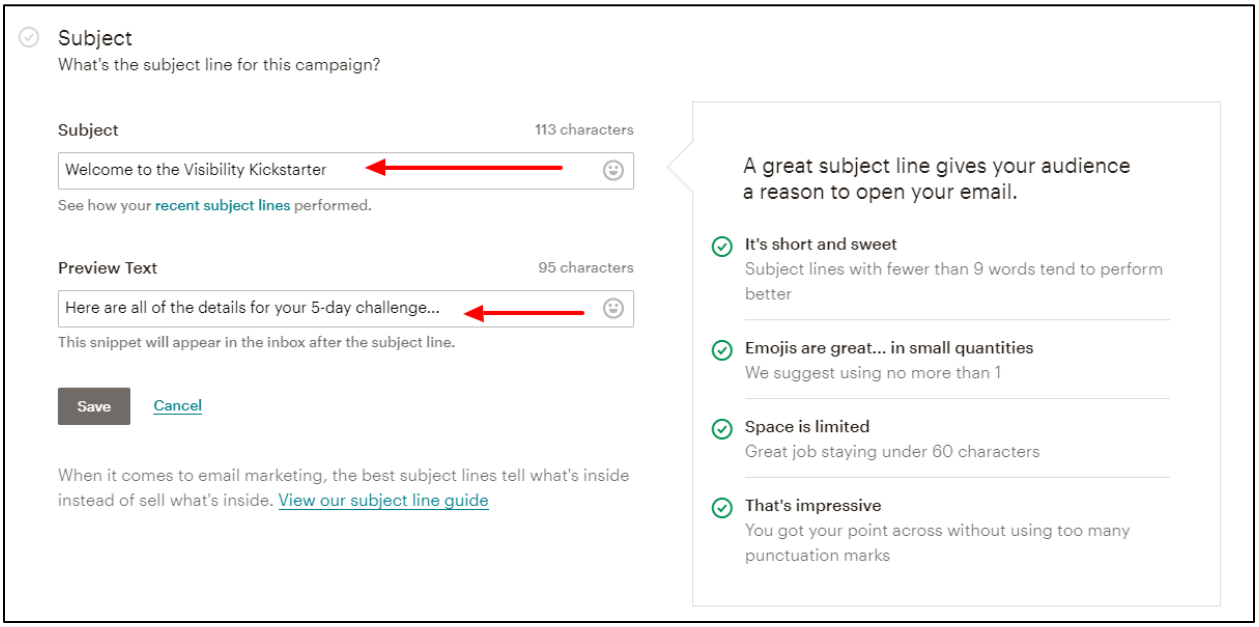


Copyright BusinessSuccessEdge.com - Alina Vincent

7. On the next page, edit your **Email subject** and **Preview text** by clicking **Edit Subject.**

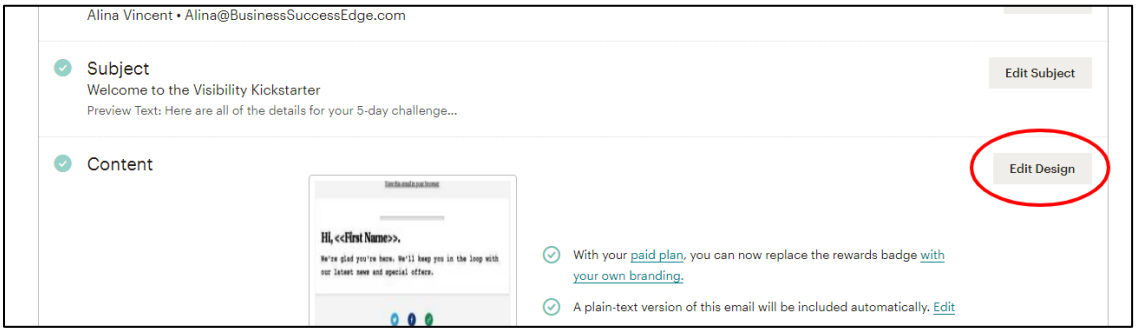


8. Enter your **Email subject** and **Preview text** and then click **Save.**

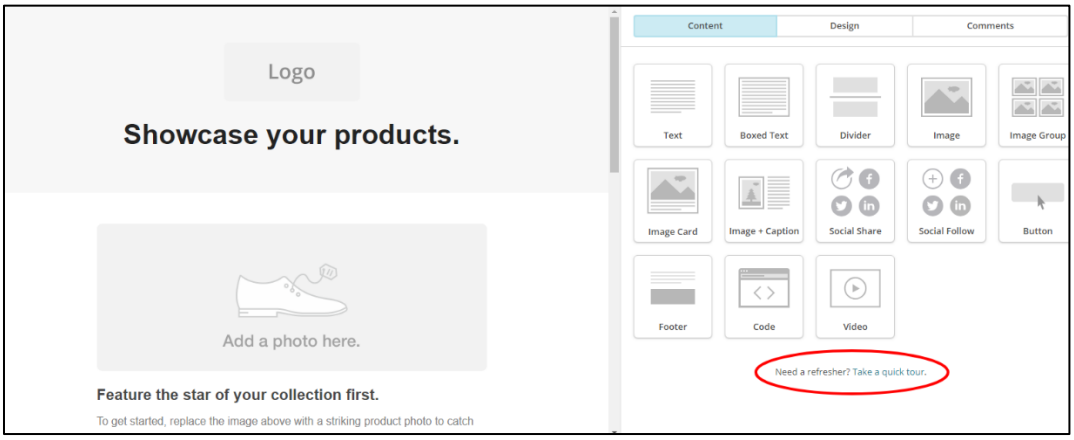


Copyright BusinessSuccessEdge.com ~ Alina Vincent

9. Next step is to design the actual welcome email. Click on the **Edit Design** button.



10. Customize your email using click and drag options, and add your copy for the Welcome to the Challenge email. If you need help with this step – watch the tour of all of the features.

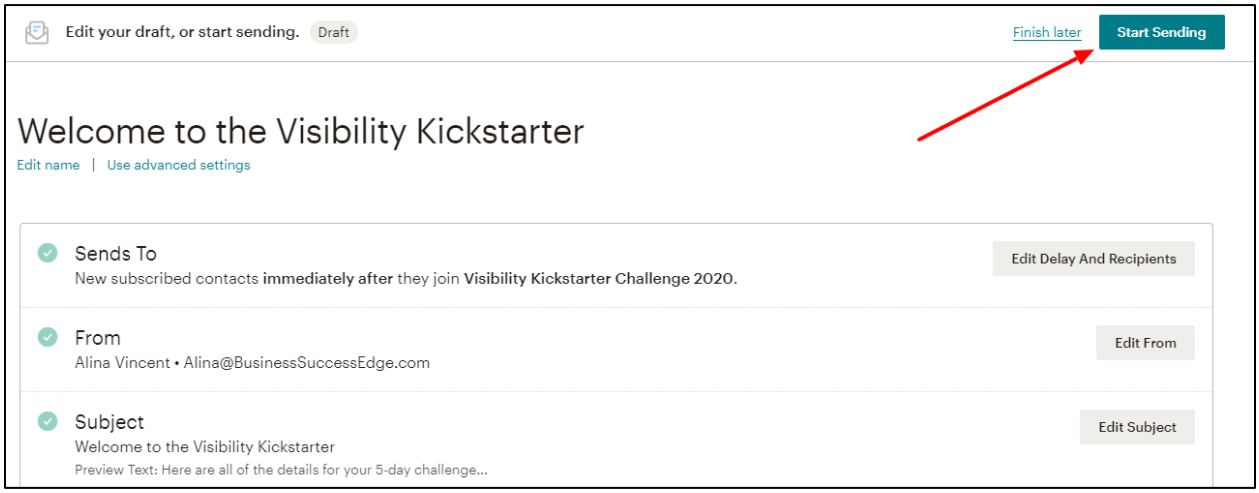


11. Once you are done, click **Save and Continue** at the bottom of the page.



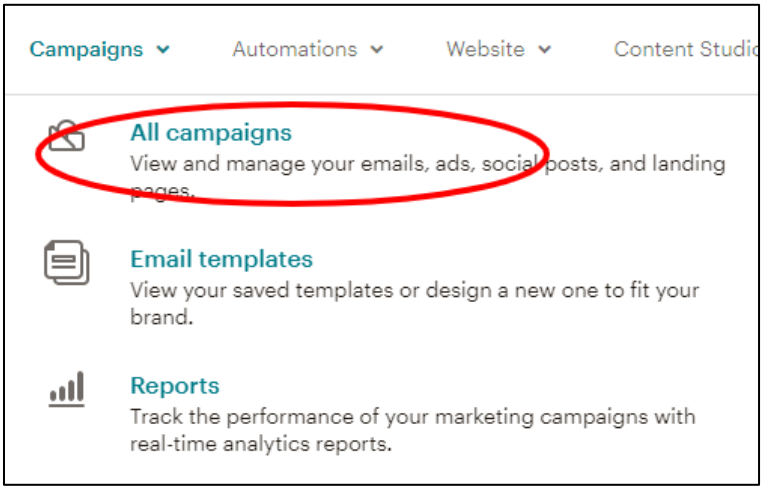
Copyright BusinessSuccessEdge.com ~ Alina Vincent

12. Click **Start Sending** to make the automation active. Don't miss this step!!!



STEP 5: Create a Thank You Page

1. Click on the **All campaigns** tab in the dropdown under **Campaigns** in the top menu.

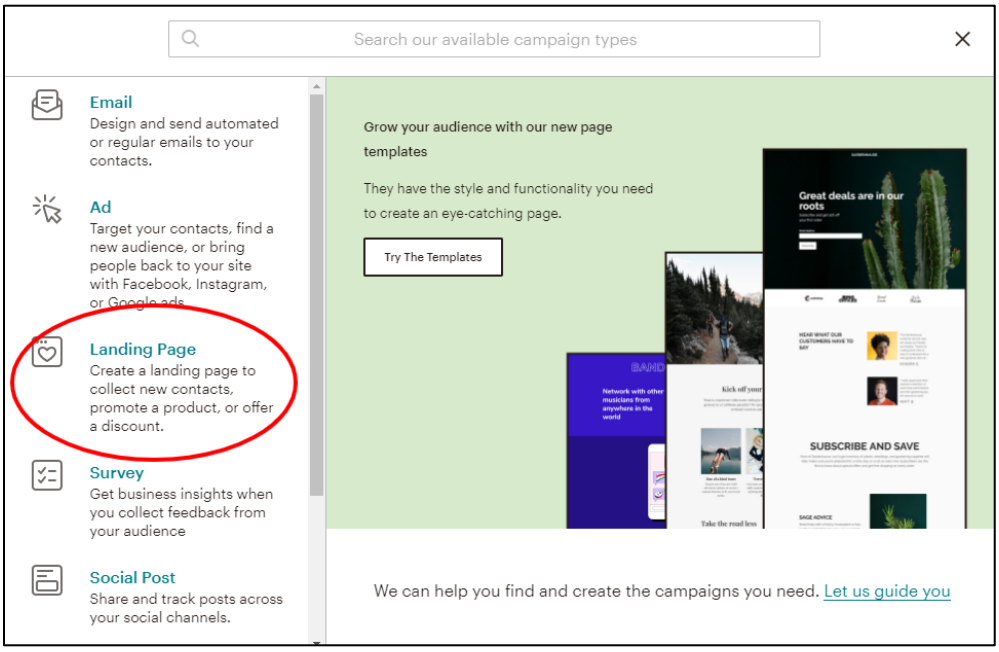


Copyright BusinessSuccessEdge.com ~ Alina Vincent

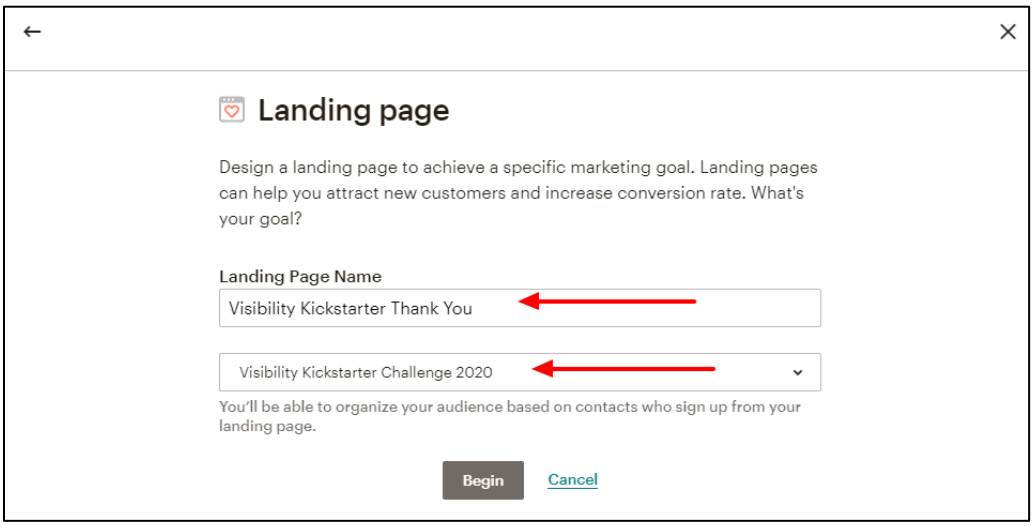
2. Click **Create Campaign**.



3. On the form that pops up, select "**Landing Page.**"

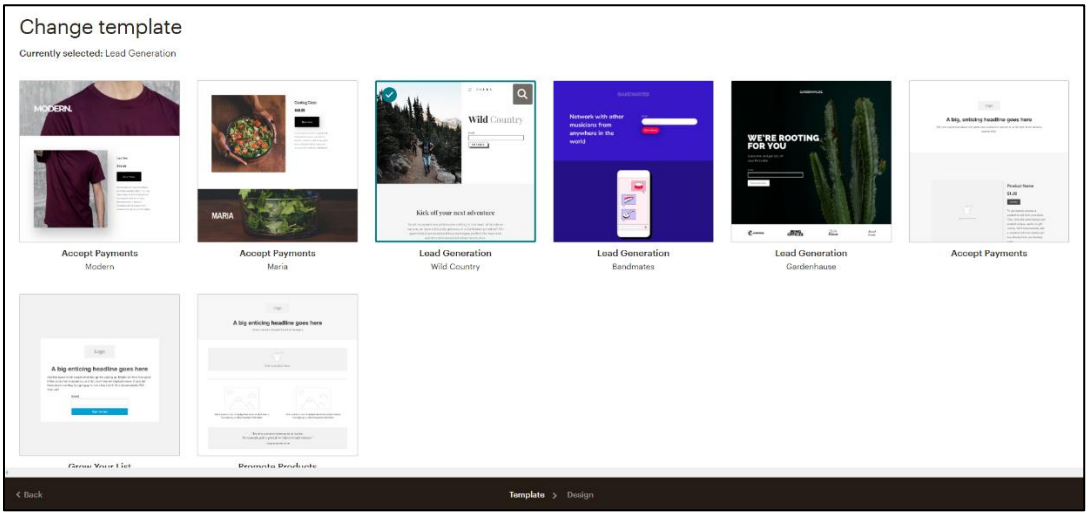


4. On the next page, enter a **Page Name** and on the dropdown, select the **Audience** that you just created. Then, click **Begin** to start designing.

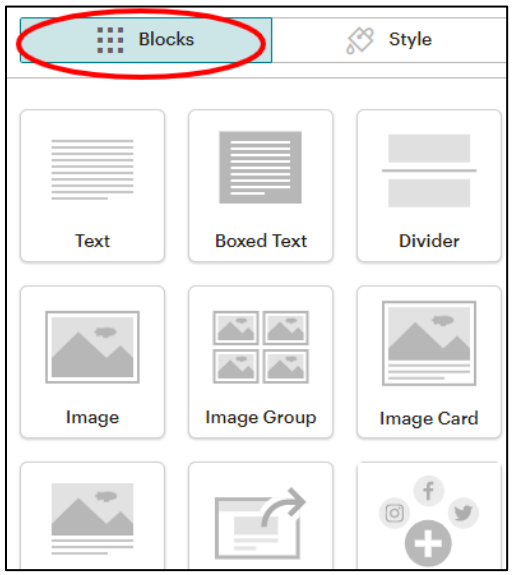


Copyright BusinessSuccessEdge.com ~ Alina Vincent

5. On the Template step of the Thank You Page, select any template you want to customize the look of your page. All layouts are fully customizable and elements can be added or removed.

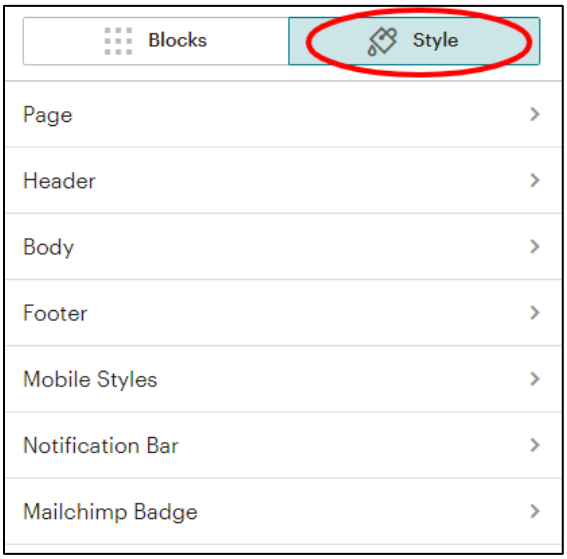


6. Customize your Challenge **Thank You** page.
    a. When an element is not selected, the right side bar has two tabs, **Blocks** and **Style**. The **Block** tab allows you to create new elements by dragging and dropping items onto your page.



Copyright BusinessSuccessEdge.com ~ Alina Vincent

b. The **Style** tab allows you to edit styles for the entire page, such as background colors, padding, width, and font styles.

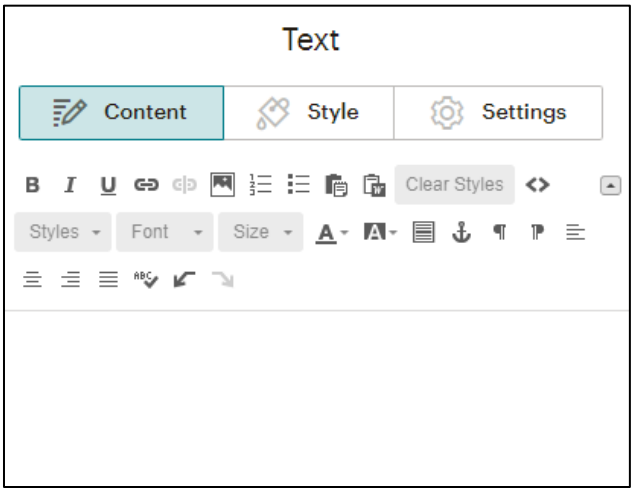


c. Every element on the page can be moved, edited, duplicated, or deleted. Hover over the element you want to change and the different options will appear (hovering over the buttons tells you which button does which).

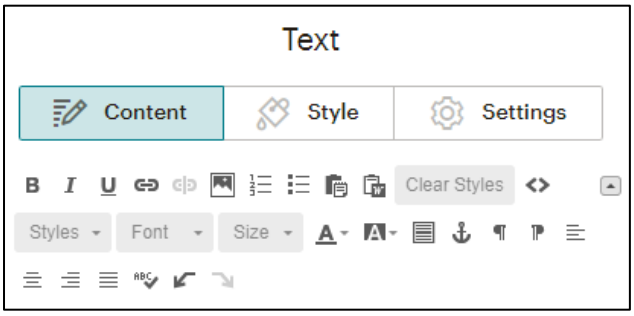


Copyright BusinessSuccessEdge.com ~ Alina Vincent

d. When you click the **Edit Button**, the editor will show up on the right side of the screen. For text, button, and form elements, there will be options for **Content**, **Style**, and **Settings**. Image elements will only have **Content** and **Settings** options.

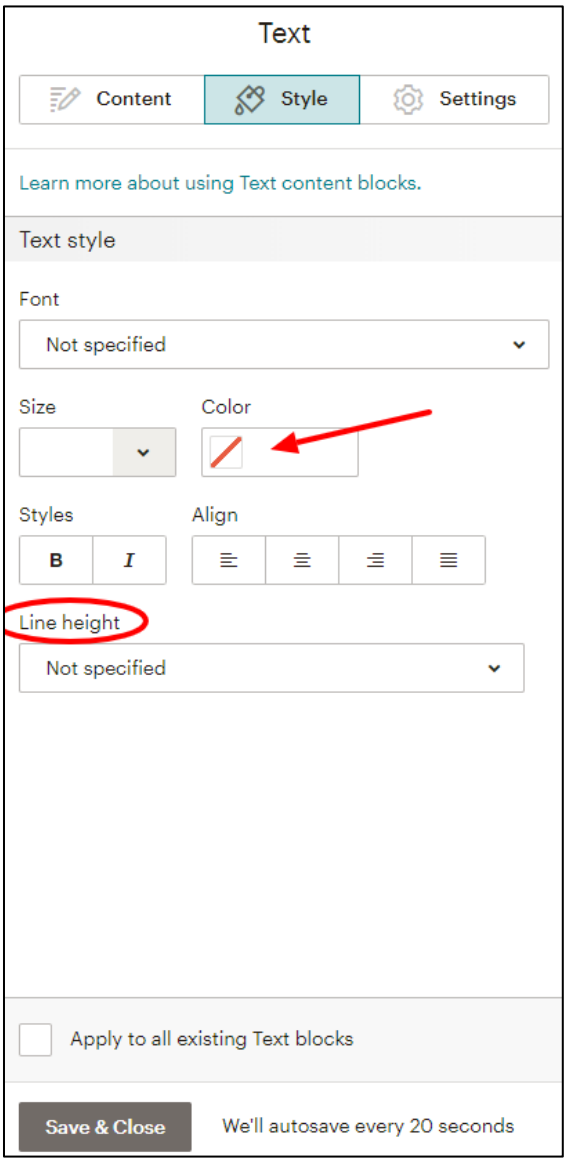


e. Use **Content** tab to edit the content (text, images, etc.) and some styles (text color, highlight, alignment, font, etc.).



Copyright BusinessSuccessEdge.com ~ Alina Vincent

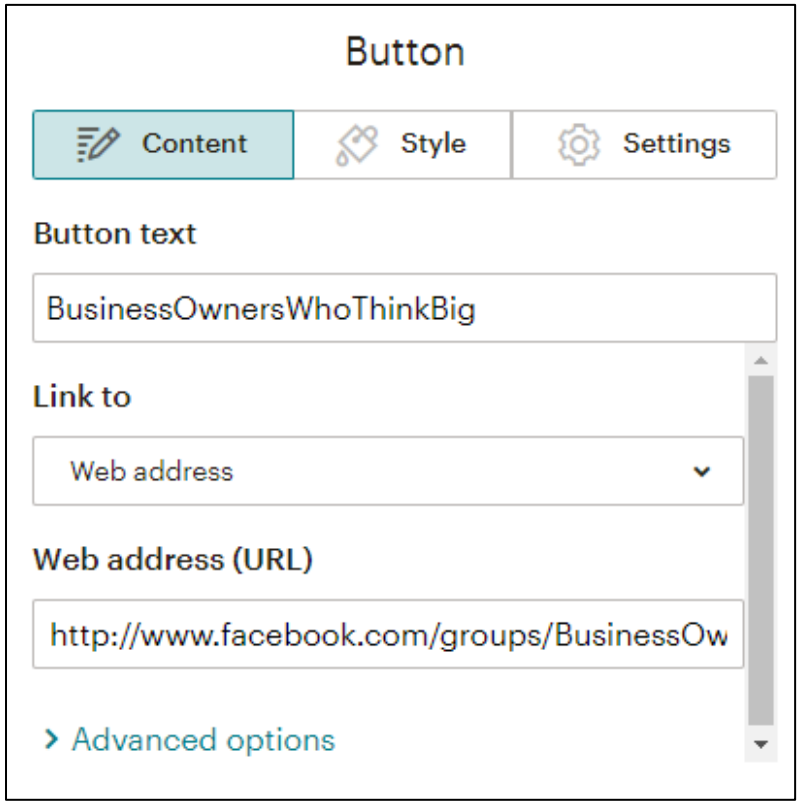
f. Use **Styles** tab to customize colors and line height.



Copyright BusinessSuccessEdge.com ~ Alina Vincent

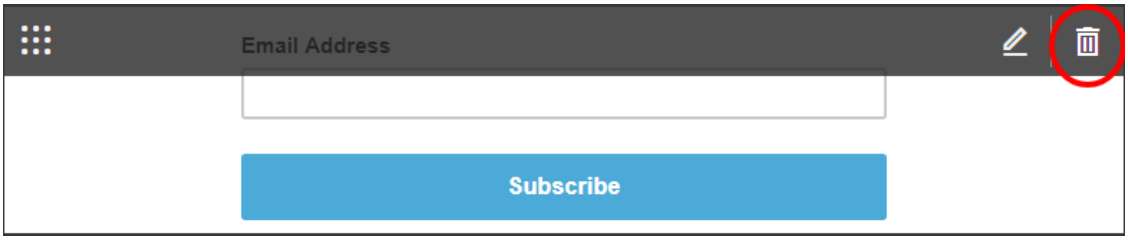
g. When editing buttons, you will see options to send a person to a web address, email address, anchor link, or a file. For the challenge Thank You page you will be using the **web address** to either:

1) Invite people to join your FB group.
2) Send people to your shopping cart to pay for the recordings.

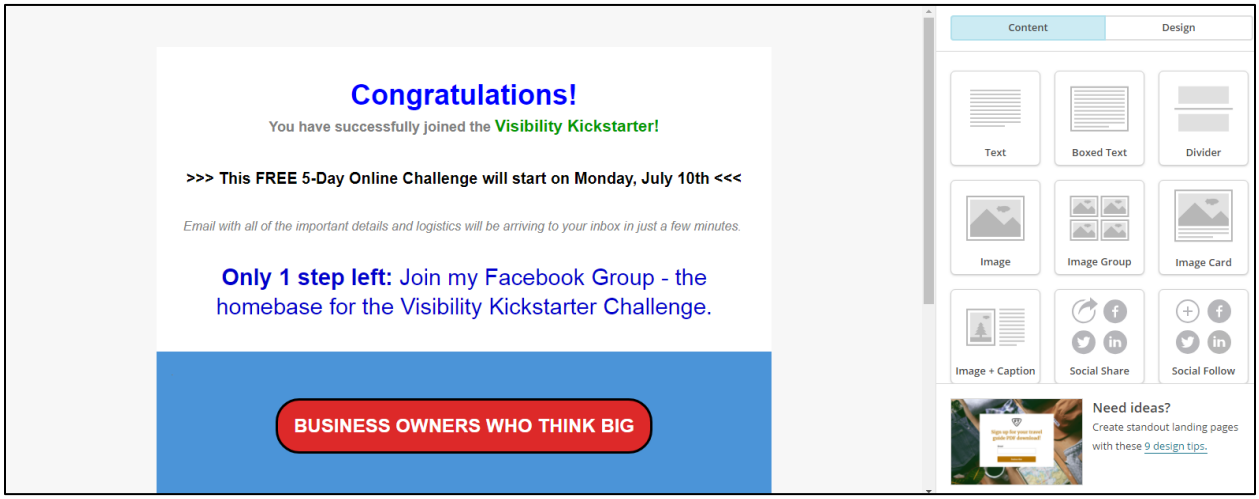


Copyright BusinessSuccessEdge.com - Alina Vincent

6. Since this is your Thank-You Page, make sure to **delete the opt-in form** that might appear on the bottom of the landing page (that will be on your opt-in page).



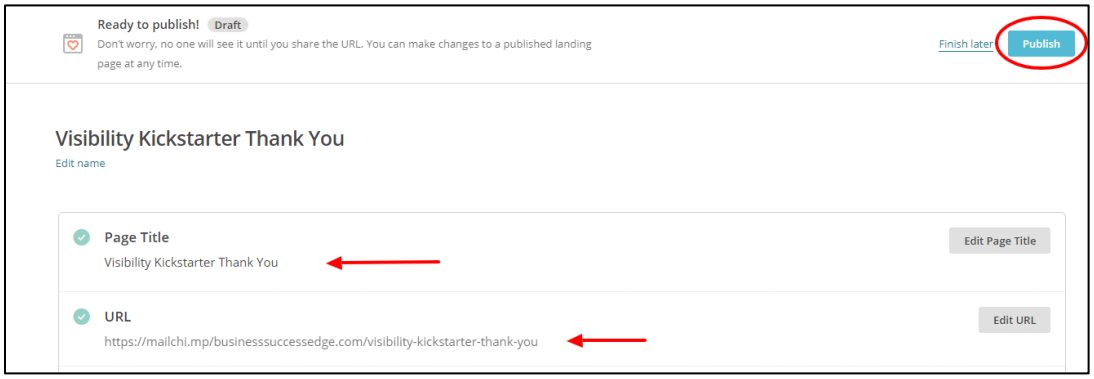
Here is an example of what it could look like AFTER you designed your page:



7. Click **Save & Close** (bottom right-hand corner) when you are finished making changes.

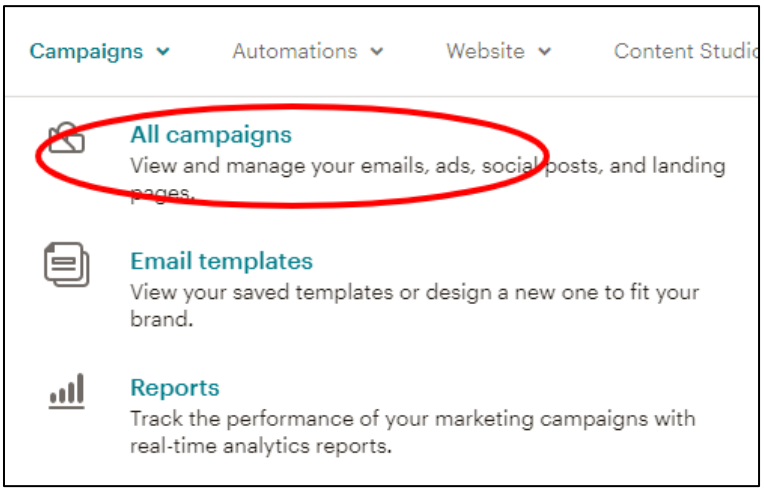
Copyright BusinessSuccessEdge.com ~ Alina Vincent

8. You will be asked to enter **Page Title** and **URL**. Name it after your challenge. Click **Publish** when finished.



STEP 6: Create an Opt-In Page

1. Click on the **All campaigns** tab in the dropdown under **Campaigns** in the top menu.

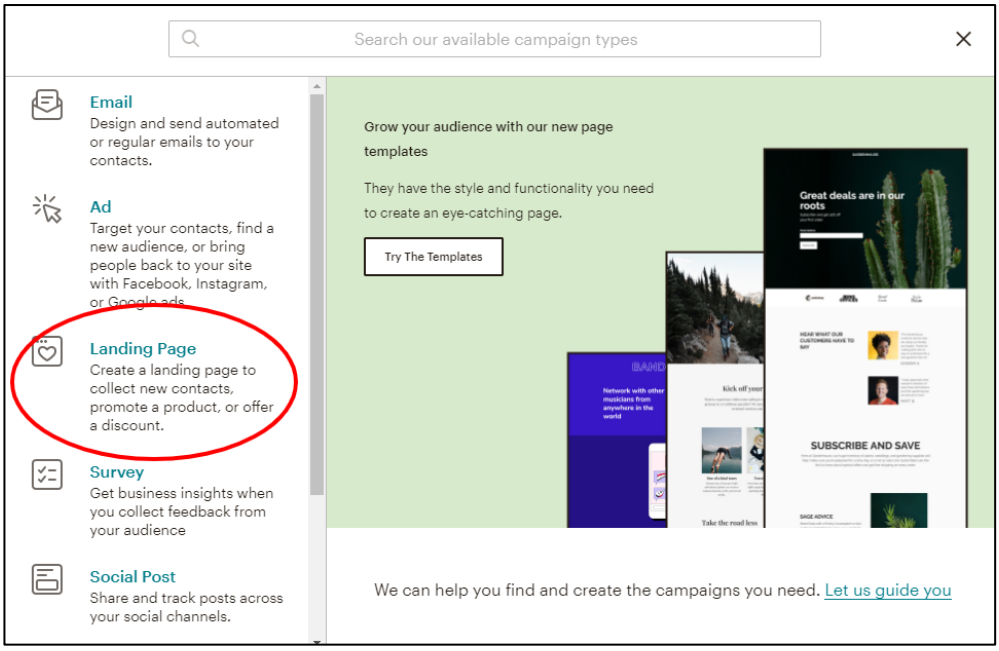


2. Click **Create Campaign**.

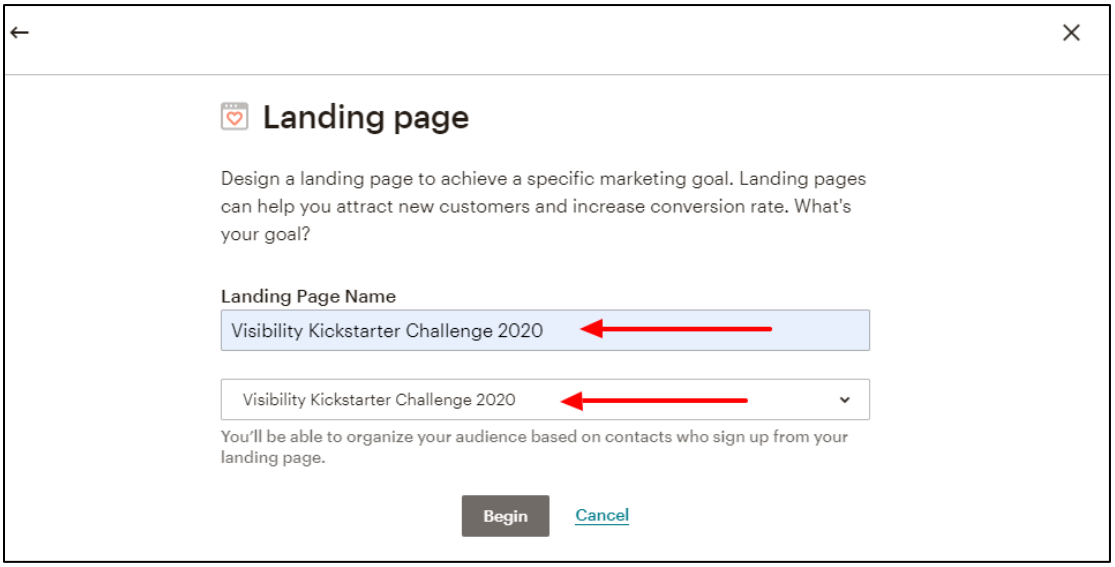


Copyright BusinessSuccessEdge.com ~ Alina Vincent

3. On the form that pops up, select "**Landing Page.**"



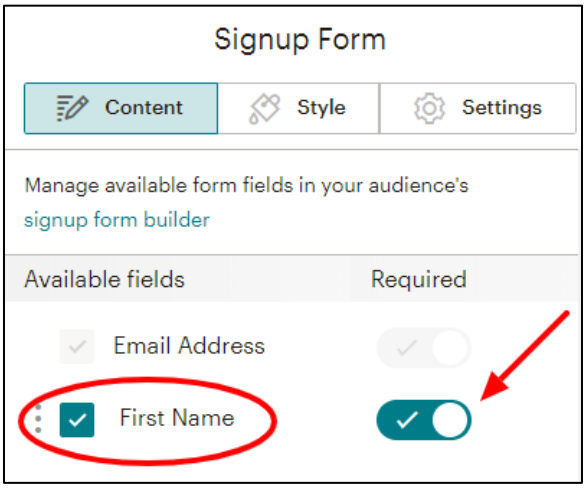
4. On the next page, enter a **Page Name** and on the dropdown, select the **List** that you just created. Then, click **Begin** to start designing.



Copyright BusinessSuccessEdge.com ~ Alina Vincent

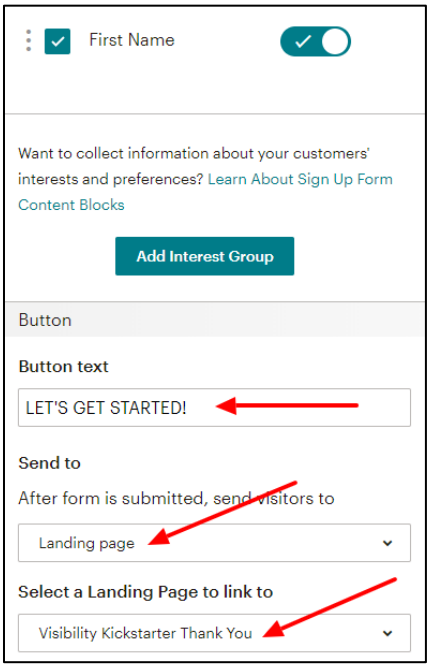
5. Customize your Challenge **Opt-In Page**. You can use the same instructions to style this page as you did your **Thank You Page**.

6. When editing the **signup form**, under the Content tab check the box next to "**First Name**" and change it to **Required.**



Copyright BusinessSuccessEdge.com ~ Alina Vincent

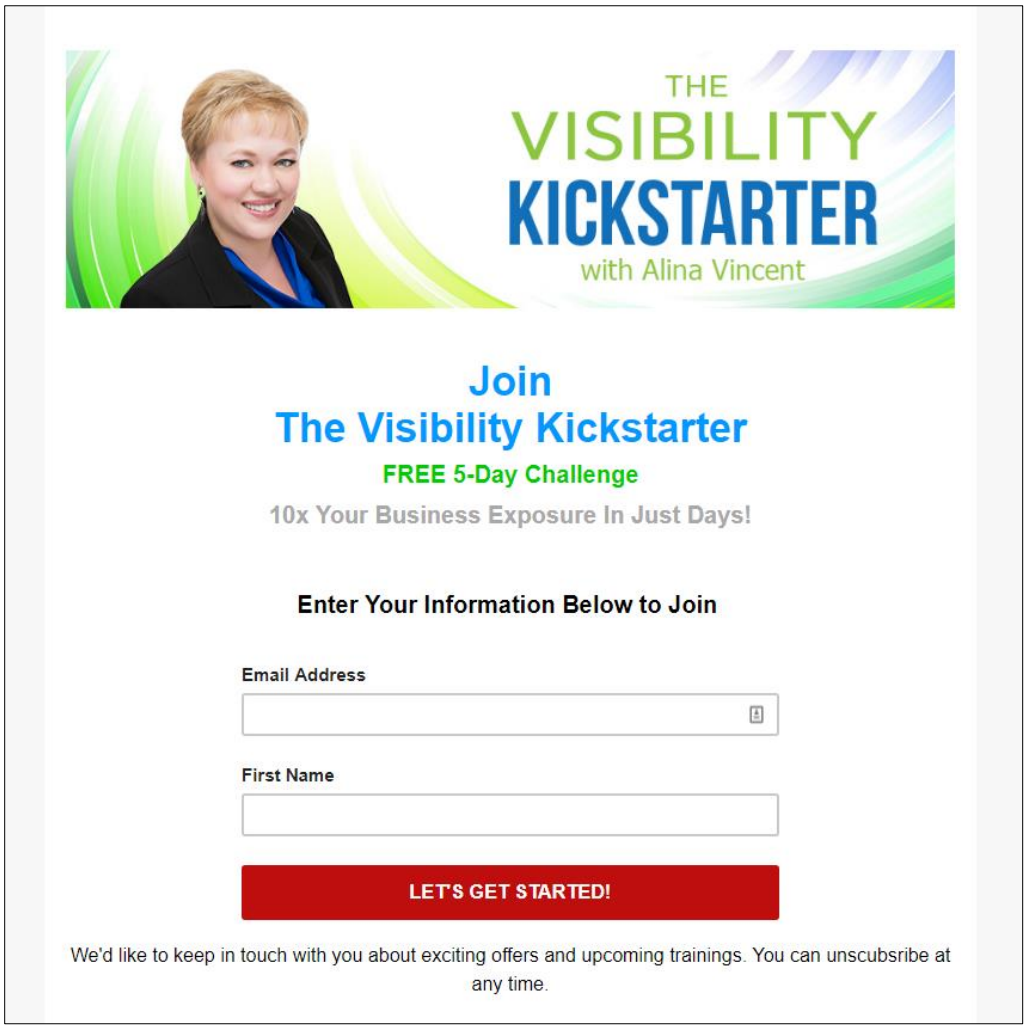
7. **VERY IMPORTANT: Connect the opt-in form to the Thank You Page.** Scroll down on the sidebar and change the "**Send to**" dropdown to "**Landing page**." Then, select the thank-you page you just created from the drop down list. You can also edit your button text here.



Copyright BusinessSuccessEdge.com ~ Alina Vincent

8. Once you are done designing your page, click **Save & Close** (in the bottom right-hand corner).

   Here is a quick example of what a very simple challenge opt-in page could look like:



Copyright BusinessSuccessEdge.com ~ Alina Vincent

9. Next you will be asked to enter **Page Title** and **URL**. **Write down the URL – this is the URL that you'll be using for testing and in all of your challenge promotions.** Click **Publish** when finished.



Testing Your Opt-In Page:

1. Go to your Challenge Opt-In page (you created it in STEP 6). Make sure the page looks good.

2. Opt-in to your Challenge. Make sure it takes you to the Thank You page.

3. Check your email – you should get a Welcome message within 5-10 minutes.

4. Check your MailChimp account – it should show 1 new subscriber to your list.

Copyright BusinessSuccessEdge.com ~ Alina Vincent