

SILVERCREEK TRIBUNE



1

Upload your database list as an "audience" in Mail Chimp; 500 people max in a free account

Audience --> Audience Dashboard --> Manage Audience --> Import contacts

2

Login to Silvercreek Media and click on "Silvercreek Tribune"
Login to MailChimp and open template. Find this in the future in Mail Chimp under "Campaigns" --> "Email Templates"

3

Edit necessary sections of the template by clicking on the section and editing in right hand side bar

4

Add a featured listing with photo from your computer and your own text. This can be your listing or a listing you have permission to advertise.

5

"Save & Close" template & click on the chimp head in top left corner to go to home dashboard

6

Click on "Content" --> "Email Templates". From your Silvercreek Tribune template, click the drop down menu and select "create campaign." From there, complete each of the sections and schedule or send (in the top right corner).