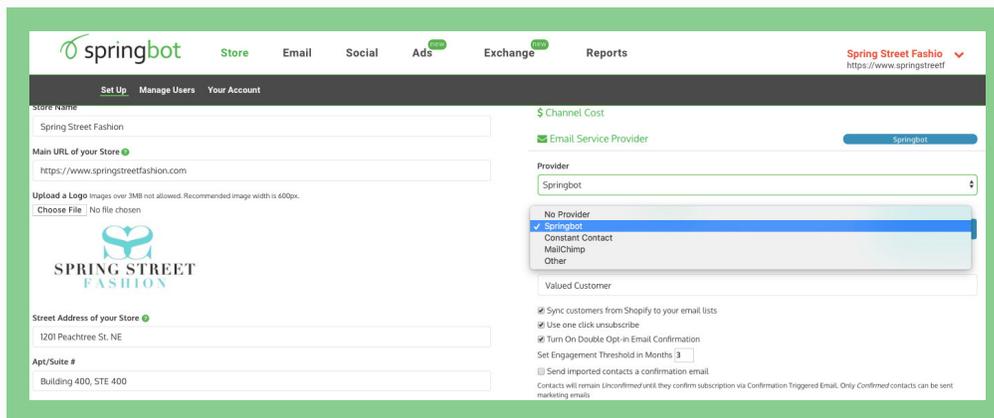
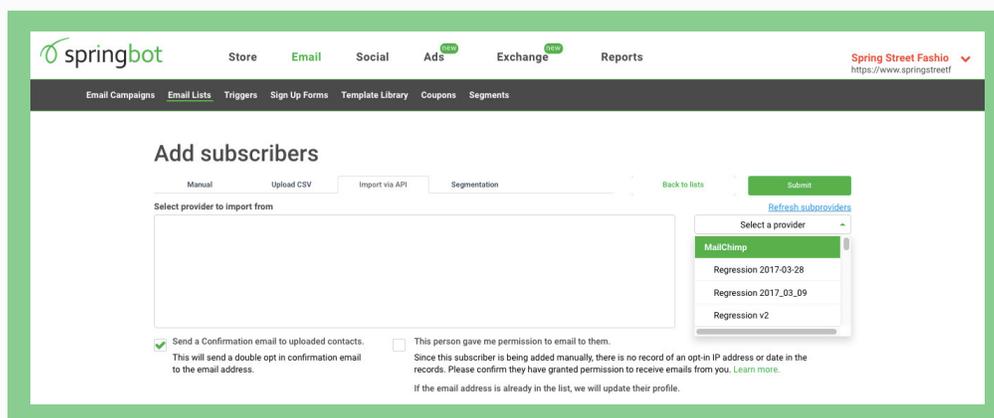


MAILCHIMP MIGRATION CHECKLIST

1. Install Springbot (data syncing from Shopify begins immediately).
2. Log in to Springbot.
3. Click the **Store** tab:
 - a. Click **“Email Service Provider”** and select Mailchimp.
 - b. Check the box to sync email lists.
 - c. Once you have successfully synced your lists, switch your Provider back to Springbot.



4. Click the **Email** tab:
 - a. Select **“Email Lists”** and import your lists using the Import Via API option.
5. Before pushing any campaigns or automations live, turn off all automations and pop-up forms that are running in Mailchimp.



Additionally, our Activation Services team will create the following content matched to your store’s look and feel: one email template, seven personalized triggered emails and one signup form. Once you meet with your Onboarding Specialist, this content can be customized further to your liking and be prepared for launch.

Questions? Email us at help@springbot.com. For additional resources click below:

[Connecting Mailchimp Lists](#)
[Configure Account Settings](#)
[Import via API](#)