

How to Add a Single Contact to Mailchimp

Learn how to manually input new subscribers into your Mailchimp audience list. This guide walks you through the necessary contact fields and verification steps to ensure your audience database stays updated.

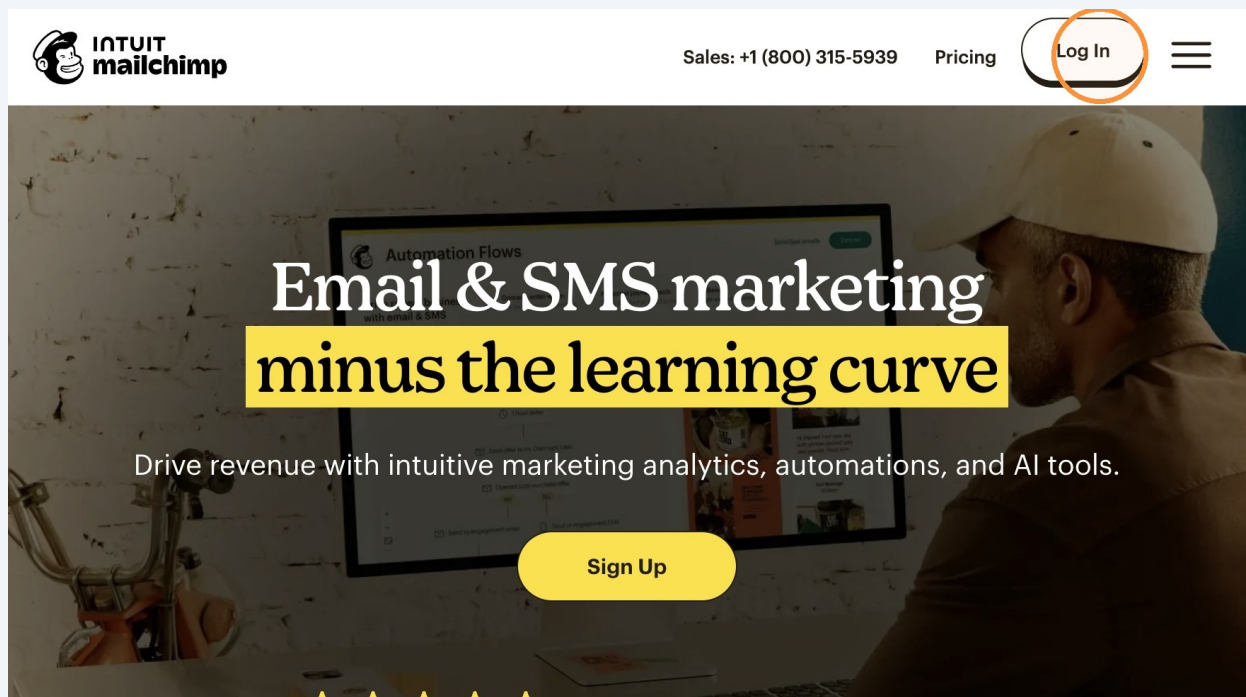
Account Authentication

1

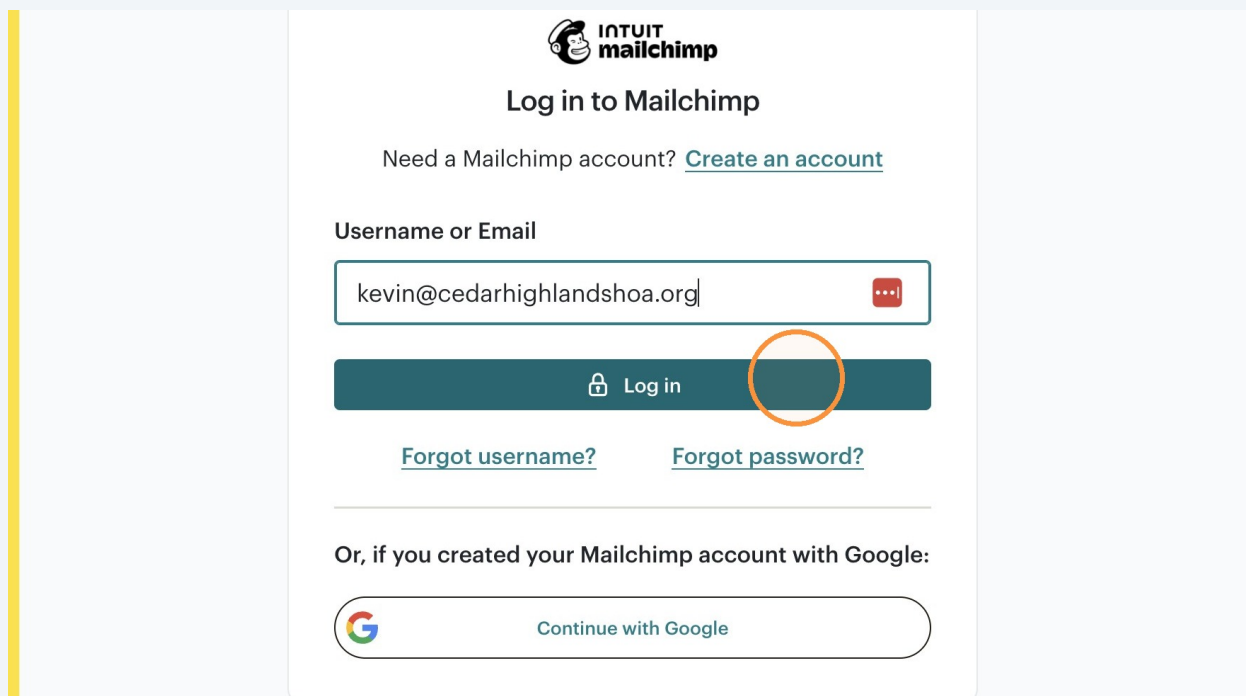
Navigate to <https://mailchimp.com/>



2 Click "Log In"



3 Enter your login credentials and click Log in.





Log in to Mailchimp

Need a Mailchimp account? [Create an account](#)

Username or Email

kevin@cedarhighlandshoa.org



Password

Show

.....



☐ Keep me logged in



Log in

[Forgot username?](#)

[Forgot password?](#)

4

Complete two-factor authentication to verify your identity and access your account.

2-factor authentication

We'll send an SMS authentication code to your phone number ending in **6294**.

Send code

[Need help?](#)

2-factor authentication

We've sent a code to the phone number ending in **6294**. Add it below to finish logging in.

Verification code

Just a heads-up, it may take up to 2 minutes for your SMS code to arrive. Thanks for waiting!

☒ Skip this for 30 days

Don't share your login details with anyone, or the code you receive. Our employees will never ask for this information.

Log in

2-factor authentication

We've sent a code to the phone number ending in **6294**. Add it below to finish logging in.

Verification code

Just a heads-up, it may take up to 2 minutes for your SMS code to arrive. Thanks for waiting!

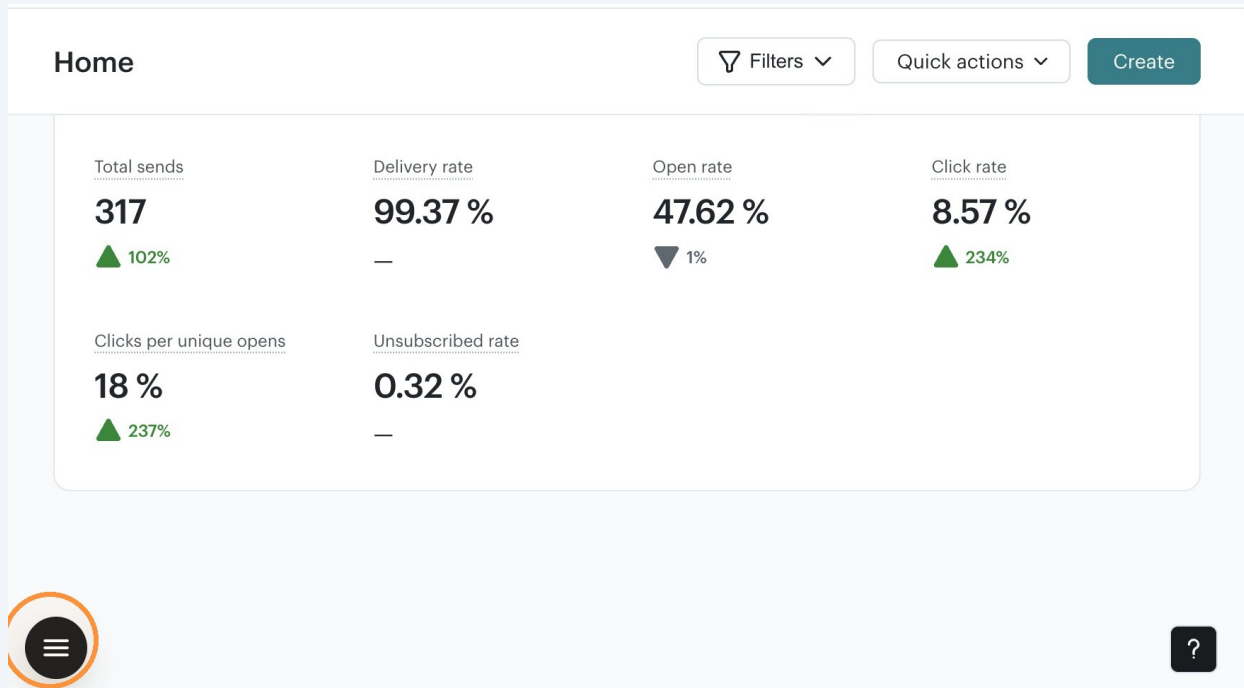
☒ Skip this for 30 days

Don't share your login details with anyone, or the code you receive. Our employees will never ask for this information.

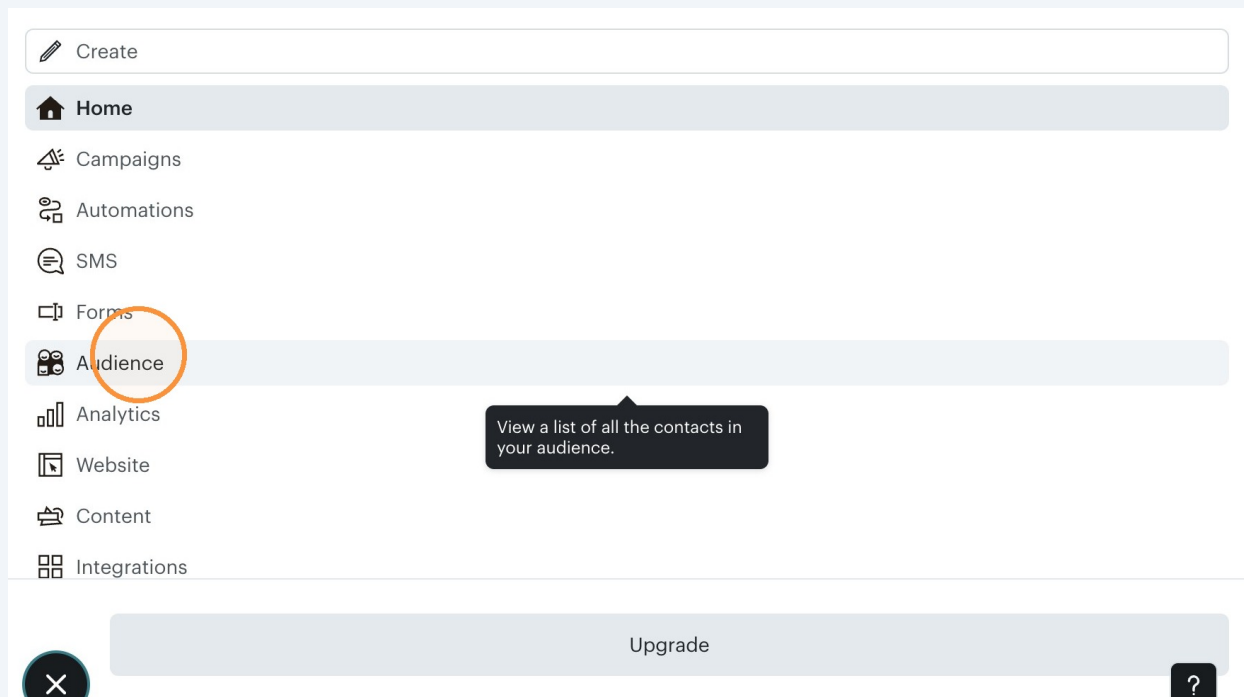
Log in

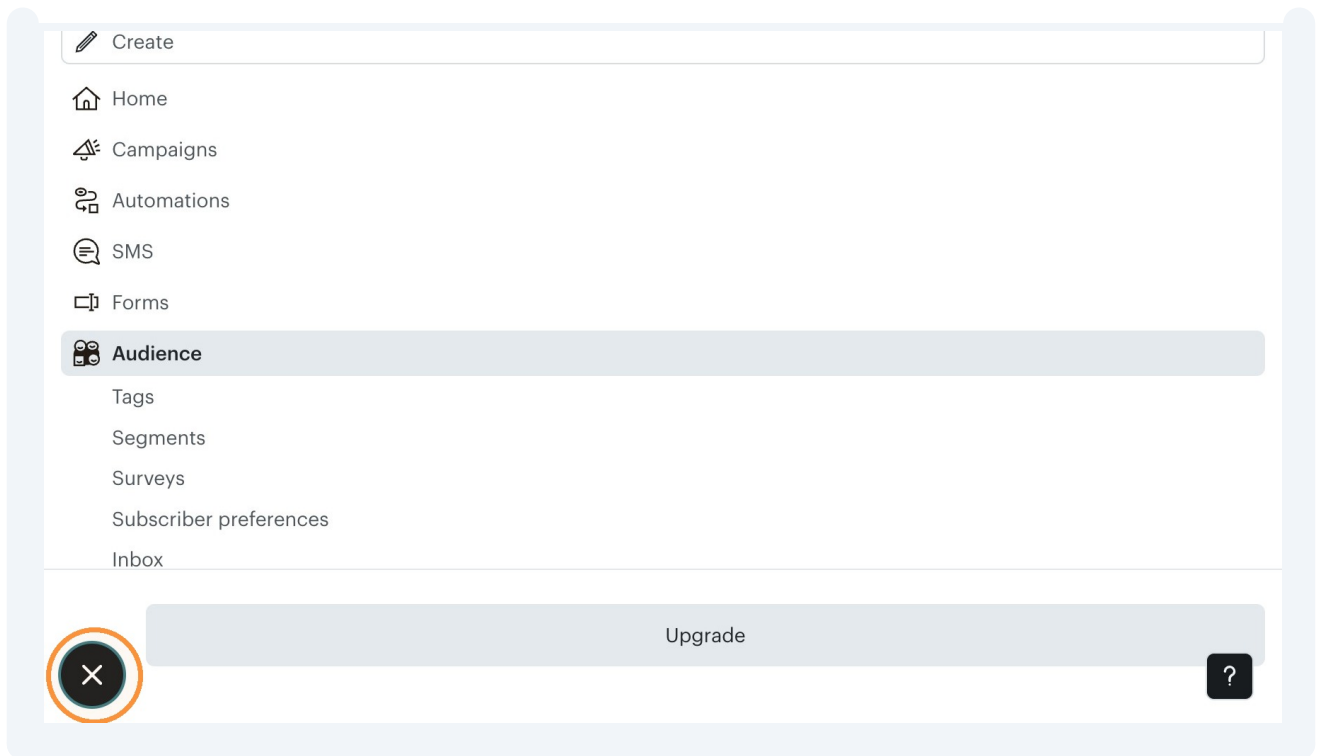
Audience Navigation

5 Click the menu icon in the bottom left to open the navigation sidebar.

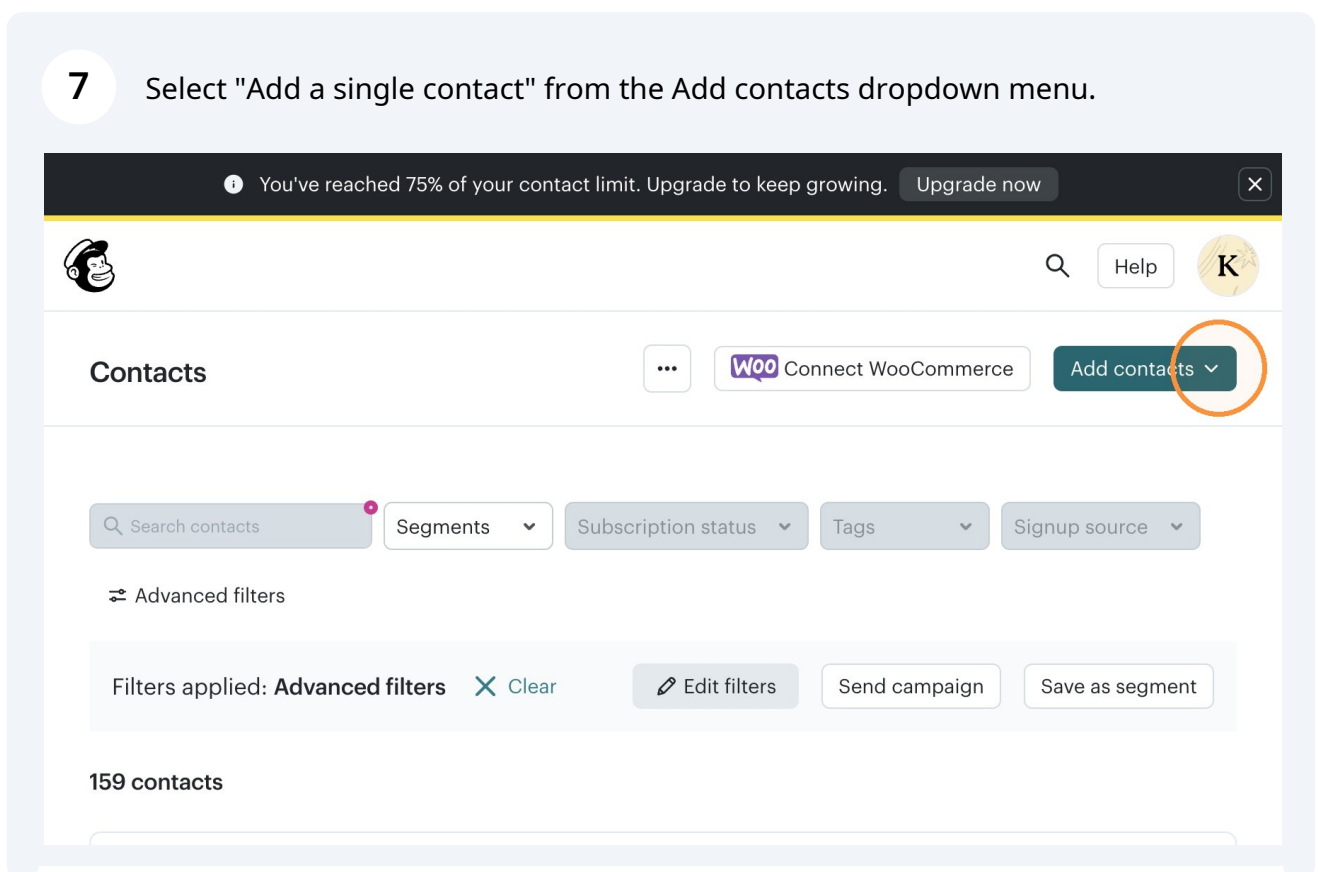


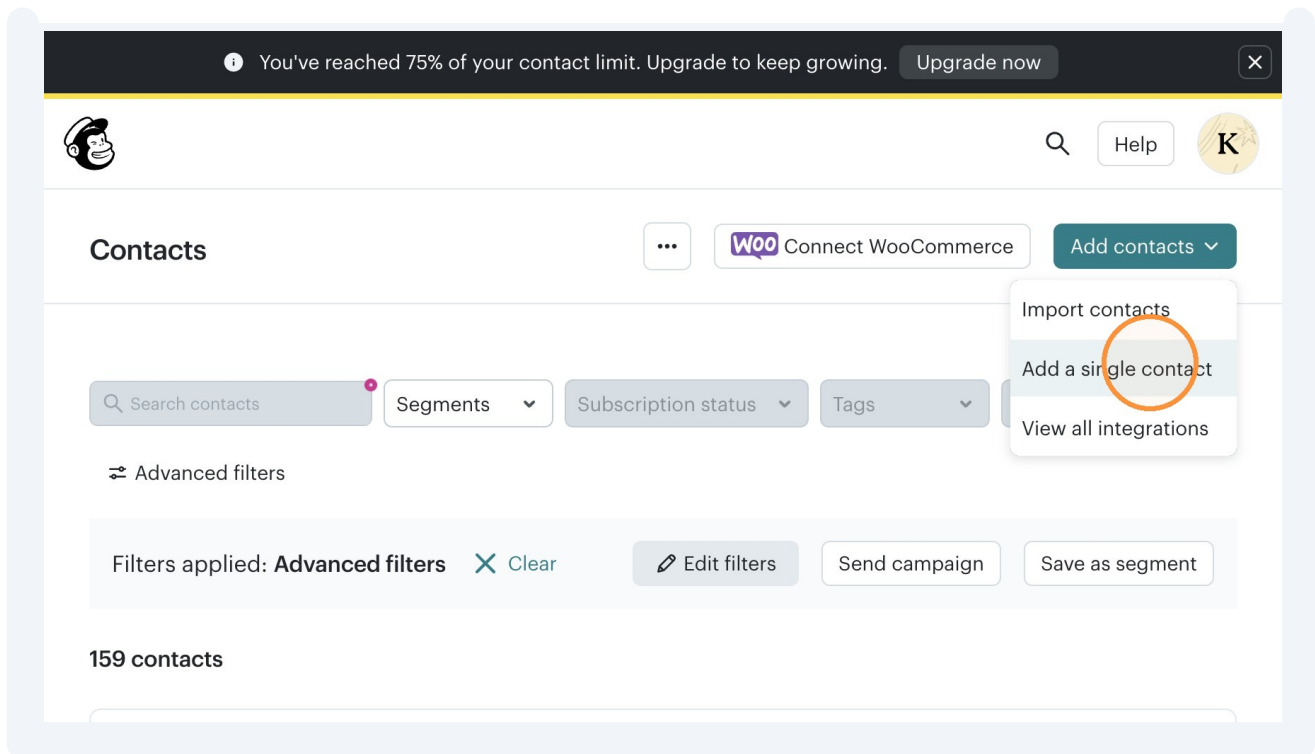
6 Navigate to the Audience menu in the sidebar.





7 Select "Add a single contact" from the Add contacts dropdown menu.





Contact Details

- 8 Enter the contact's email address in the Email Address field.

Contacts

Add a single contact [How to add a single contact](#) Import contacts

Marketing consent

To send marketing-related text messages with Mailchimp, you must comply with local laws and regulations and obtain opt-in consent from your contacts.

Email

*Email Address Required

☐ Email marketing consent
This person granted explicit consent to receive marketing-related emails. [Learn about the importance of permission.](#)

contact details

9 Check the "Email marketing consent" checkbox.

Contacts

Add a single contact [How to add a single contact](#) Import contacts

regulations and obtain explicit consent from your contacts.

Email

* Email Address Required

test@testing.com

☐ Email marketing consent
This person granted explicit consent to receive marketing-related emails. [Learn about the importance of permission.](#)

Contact details

First Name Last Name

Phone Number OwnerID

- ## 10
- Enter the contact's First Name.
 - Enter the contact's Last Name.
 - Scroll down to the Address section.
 - Enter the contact's Street Address.
 - Enter the contact's City.
 - Enter the contact's State/Province/Region.
 - Enter the contact's Postal/Zip code.

Contacts

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☒ Email marketing consent
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Contact details

First Name Last Name

Phone Number OwnerID

Address

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Contact details

First Name

Test

Last Name

Phone Number

OwnerID



Address



Address

Street Address

Address Line 2

City

State/Prov/Region

Postal/Zip

Country

Select a country



Add tags



Address

Street Address

Address Line 2

City

State/Prov/Region

Postal/Zip

Country



Add tags



Address

Street Address

Address Line 2

City

State/Prov/Region

Postal/Zip

Country



Add tags



Address

Street Address

1234 High Valley View Circle

Address Line 2

City

State/Prov/Region

Postal/Zip

Country

Select a country

Add tags

Address

Street Address

1234 High Valley View Circle

Address Line 2

City

Cedar City

State/Prov/Region

Pe

KB Kevin-Utah Home
Kevin J Bridges

More options...

Country

Select a country

Add tags

Address

Street Address

1234 High Valley View Circle

Address Line 2

City

Cedar City

State/Prov/Region

UT

Postal/Zip

C

KB

Kevin-Utah Home

Kevin J Bridges

More options...

Add tags

Address

Street Address

1234 High Valley View Circle

Address Line 2

City

Cedar City

State/Prov/Region

UT

Postal/Zip

5555551212

Country

Select a country

Add tags

Tags let you track insights about your contacts that are important to you. Use them to track where you acquired a contact, which campaigns lead to a contact's conversion and more. [Learn more about tags.](#)

Contacts

Add a single contact [How to add a single contact](#)

Import contacts

Address

Street Address

1234 High Valley View Circle

Address Line 2

City

Cedar City

State/Prov/Region

UT

Postal/Zip

5555551212

Country

Select a country

Add tags



Tags let you track insights about your contacts that are important to you. Use them to track where you acquired a contact, which campaigns lead to a contact's conversion and more. [Learn more about tags.](#)



11 Select the country from the dropdown menu.

Contacts

Add a single contact [How to add a single contact](#)

Import contacts

Address

Street Address

1234 High Valley View Circle

Address Line 2

City

Cedar City

State/Prov/Region

UT

Postal/Zip

84720

Country

USA

Add tags



Tags let you track insights about your contacts that are important to you. Use them to track where you acquired a contact, which campaigns lead to a contact's conversion and more. [Learn more about tags.](#)



Tags and Submission

12 Add the "Resident" tag to the contact from the Tags dropdown.

Contacts

Add a single contact

How to add a single contact

Import contacts

Add tags

Tags let you track insights about your contacts that are important to you. Use them to track where you acquired a contact, which campaigns lead to a contact's conversion and more. [Learn more about tags.](#)

Tags

☐ If this person is already in my audience, update their profile.

Add contact

Search

Help

K

Contacts

☐ Directory

☐ Former Resident

☐ Full-Time

☐ Part-Time

☐ Resident

Tags

☐ If this person is already in my audience, update their profile.

Add contact

You've reached 75% of your contact limit. Upgrade to keep growing. Upgrade now

Contacts

- ☐ Directory
- ☐ Former Resident
- ☐ Full-Time
- ☐ Part-Time
- ☒ Resident

Tags

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☐ If this person is already in my audience, update their profile.

13

Select the "Part-Time" tag and check "If this person is already in my audience, update their profile."

Contacts

- ☐ Directory
- ☐ Former Resident
- ☐ Full-Time
- ☒ Part-Time
- ☒ Resident

Tags

^

☐ If this person is already in my audience, update their profile.

14 Click "Add contact"

Contacts

Add a single contact  How to add a single contact

Import contacts

Add tags

Tags let you track insights about your contacts that are important to you. Use them to track where you acquired a contact, which campaigns lead to a contact's conversion and more. [Learn more about tags.](#)

Tags

Part-Time ×

Resident ×



☒ If this person is already in my audience, update their profile.

Add contact

