

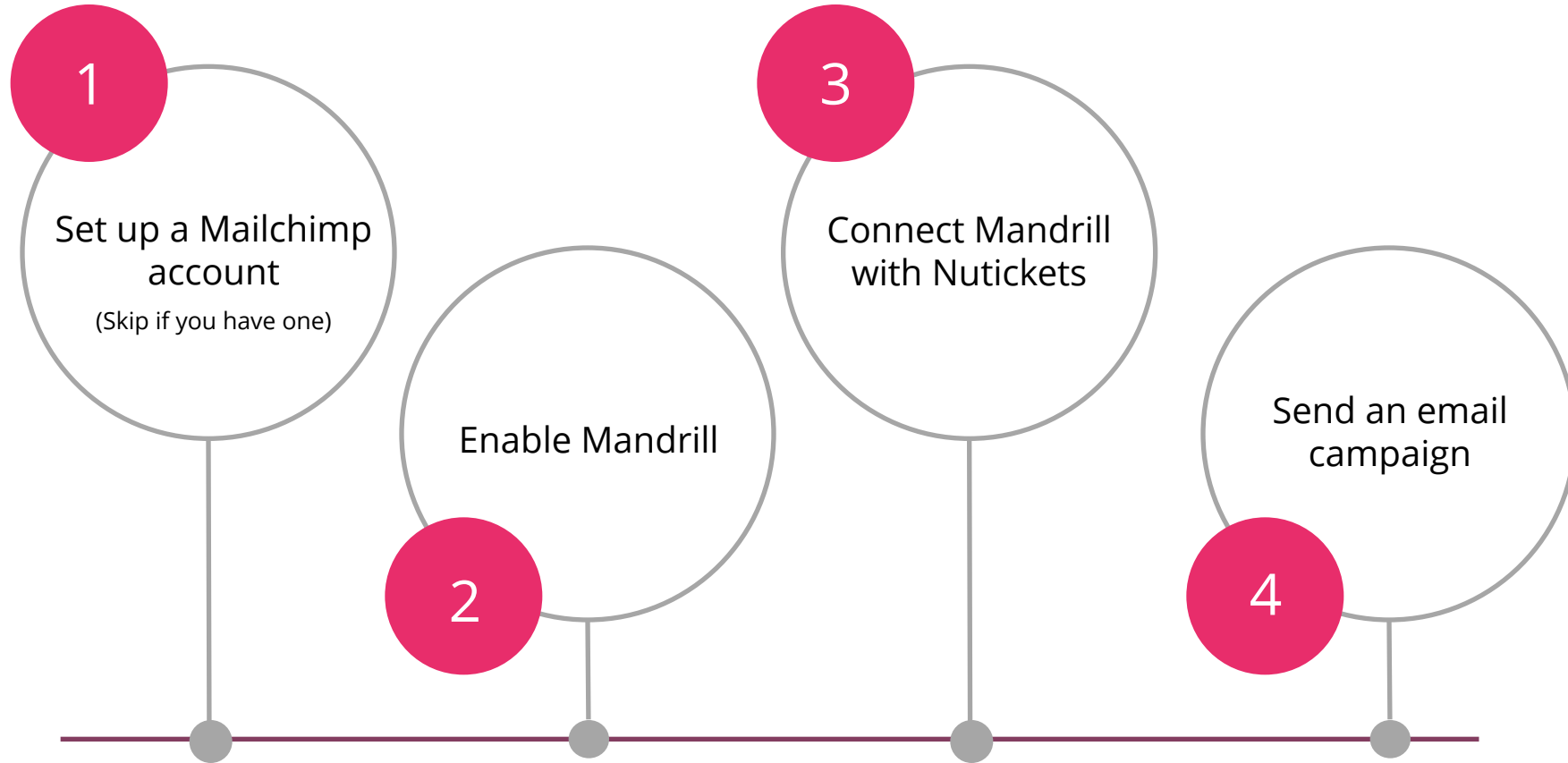
Nutickets user guide

Add a Mandrill by Mailchimp account





Add a Mandrill account in 4 steps to send marketing campaigns via Nutickets





1. Set up a Mailchimp account

- If you **don't have** a Mailchimp account yet, set up a new account via:
<https://login.mailchimp.com/signup/>



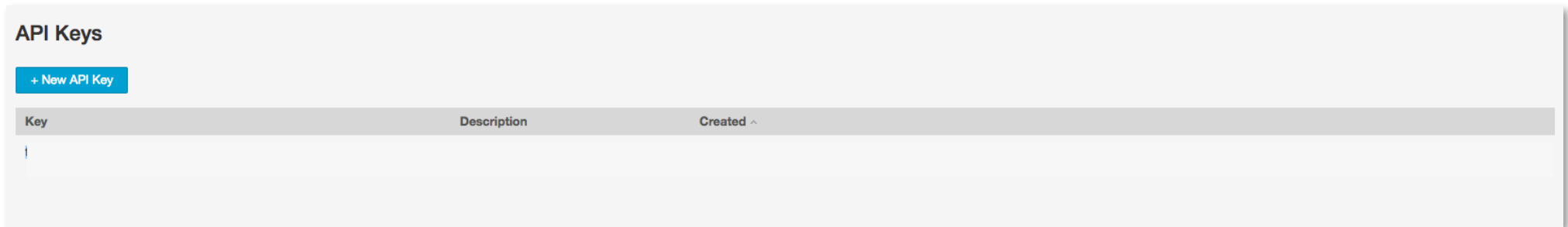
2. Enable & set up a Mandrill account

- If you **have** an existing Mailchimp account, log in via <https://login.mailchimp.com/>
- **Add Mandrill** to your Mailchimp account by following these steps:
<https://mailchimp.com/help/add-or-remove-mandrill/>
- **Verify** your domain and add DKIM and SPF records by following these steps:
<https://mandrill.zendesk.com/hc/en-us/articles/205582277-How-do-I-add-DNS-records-for-my-sending-domains->
- **Top up** your Mandrill account with credits to send email campaigns



3. Connect Mandrill with Nutickets

- Go to **Settings** on your Mandrill dashboard
- Select the first tab called **SMTP & API Info**
- Generate a new key by clicking on **+ New API Key**
- Once generated, **copy it**





Paste the Key into the Nutickets dashboard

- Go to My Account > Email Settings > Click Add Email Account
- Select Mandrill as your Email Provider
- Fill in your details and paste in the API key

The screenshot displays the Nutickets dashboard interface. At the top, a dark red navigation bar contains the following menu items: Dashboard, Events, Sales, Promotion, Online Shop, Cashless, Artists, and My Account. Below this, the 'Account Settings' section is visible, with a sub-menu containing: My Details, Company Details, Box Office Settings, Payment Settings, SMS Provider, Email Settings (highlighted in red), and Integrations. The 'Email Account' section is active, featuring a red button labeled '+ Add Email Account'. To the right of this section, a text box provides information: 'All transactional and promotional emails are sent using Nutickets' own email provider by default. If you wish to select a different email provider, please make your selection or if your email provider is not displayed, please contact us. Click to open an account with: Mandrill, Sparkpost, and Mailgun. If you want to use any other Email provider please contact us.'



4. You're ready! Now send an email campaign.

- Go to Promotions > Event Promotions
- Select the event you want to promote
- Click **Add Email Campaign**
- You can analyse the success of your campaign in this section, once it's sent

Got a question?



support@nutickets.com



+44 161 226 4344



support.nutickets.com