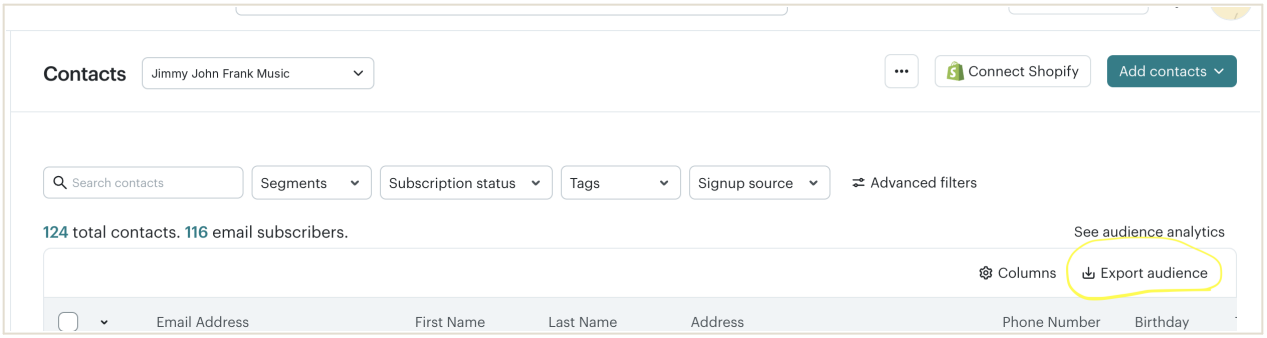
How to Move Your Fans from Mailchimp to Dispatch

Bringing your list over takes about two minutes. You'll download your contacts from Mailchimp, then upload them into Dispatch.

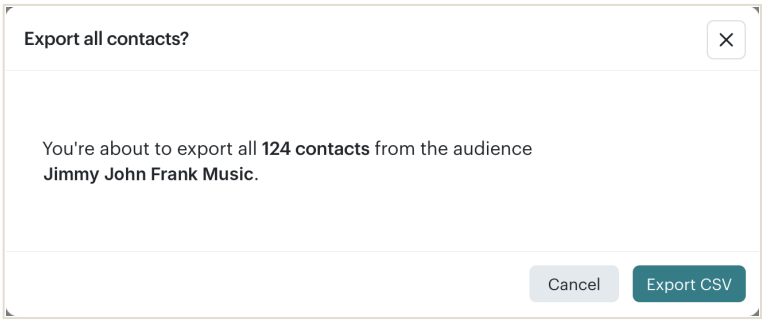
PART 1 · IN MAILCHIMP

1. Log in to Mailchimp and go to **Audience**. You'll land on your **Contacts** page.

2. Above your contacts table on the right, click **Export audience**.

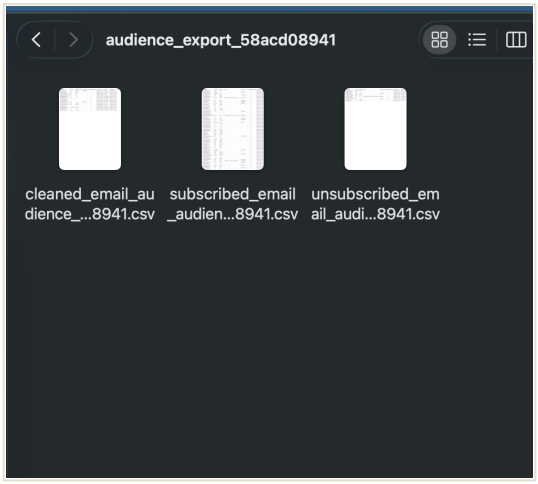


3. A box will pop up asking "Export all contacts?" Click **Export CSV**.



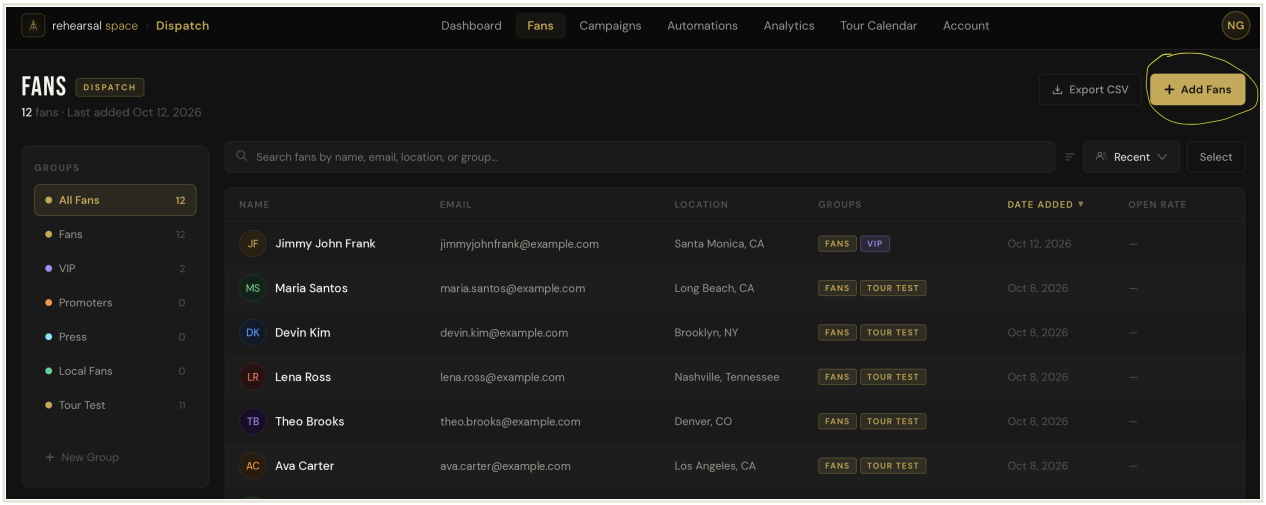
4 Your download is a ZIP file. If it opened as a folder on its own, you're set. If not, double-click the ZIP to unzip it. Inside you'll find three files:

- **subscribed_email_audience…csv** is the one you want.
- **unsubscribed_email_audience…csv** holds people who opted out. Leave this one behind.
- **cleaned_email_audience…csv** holds addresses that bounced and no longer work. Leave this one behind too.

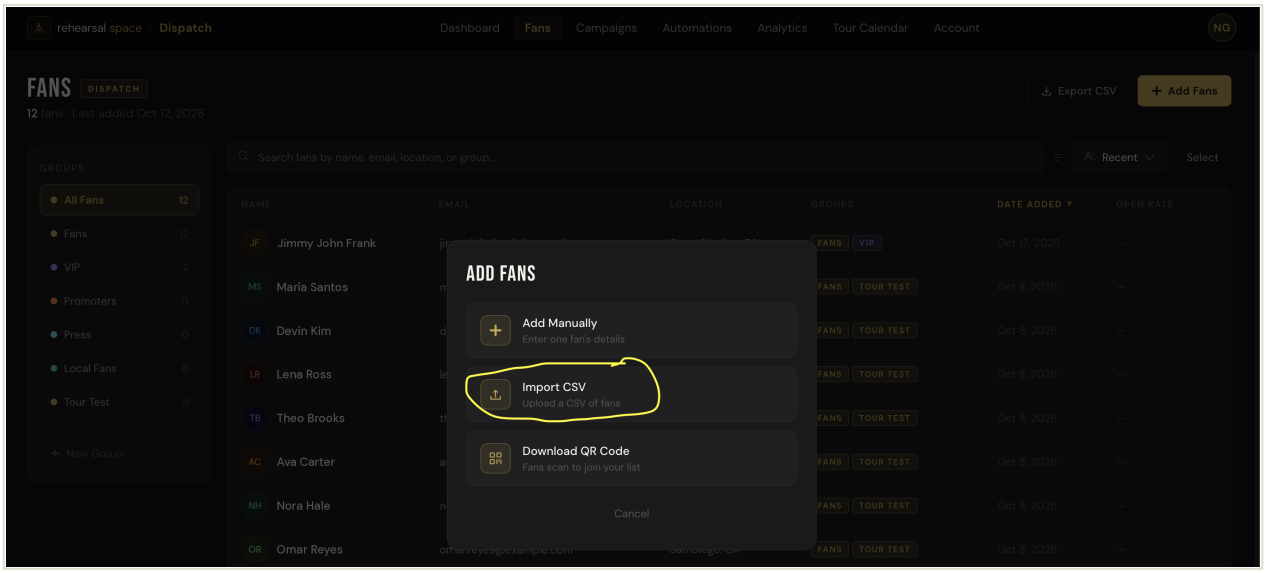


PART 2 · IN DISPATCH

5 Open Dispatch, go to **Fans**, and click **+ Add Fans** in the top right.



6 Choose **Import CSV**.

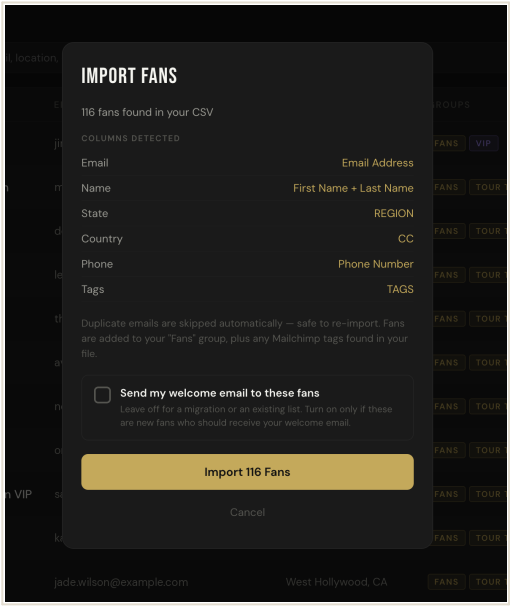


7 Find your **subscribed** file and select it.

8 **Review and import.**

Dispatch reads your file and shows you what it found: how many fans, and which Mailchimp columns it matched (email, name, state, country, phone, and tags).

Duplicate emails are skipped automatically, and everyone is added to your **Fans** group, along with any Mailchimp tags in your file.



> **Leave "Send my welcome email to these fans" unchecked** when you're moving an existing list. Turn it on only if these are brand-new fans who should get your welcome email.

Then click **Import Fans** (the button shows your fan count). That's it. Your fans are home.