

Import eine .CSV-Datei in Mailchimp

1. Erstellen einer .csv-Datei mit folgenden Attributen. (Beispiel)

Anrede	Herr
Vorname	Max
Nachname	Mustermann
Bundesland	Wien
E-Mail	test@test.at
Land	Österreich
Einverständnis	Ja

Es ist möglich eine .csv-Datei oder eine .txt-Datei zu importieren!



Lists

1. Klick auf **CREATE LIST**.

Create List

Sort By Name ▾ ↓

<input type="checkbox"/>	Newsletter Lebenskonferenz Created 20 Feb 2014 09:14 am ★★★★☆	370 Subscribers	81.8% Opens	20.0% Clicks		Stats ▾
<input type="checkbox"/>	TEST_LIST_KLD Created 15 Apr 2014 02:27 pm No rating yet	1 Subscribers	60.0% Opens	0.0% Clicks		Stats ▾

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Lists

Create List

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New List or Groups?

Do you want to create a new list, or do you just want to sub-divide an existing list with groups?

[List management](#) · [What are groups?](#)

2. Klick auf **CREATE LIST**

Create List

[Cancel](#)

Sort By Name ▾ ↓

<input type="checkbox"/>	Newsletter Lebenskonferenz Created 20 Feb 2014 09:14 am ★★★★☆	370 Subscribers	81.8% Opens	20.0% Clicks		Stats ▾
<input type="checkbox"/>	TEST_LIST_KLD Created 15 Apr 2014 02:27 pm No rating yet	1 Subscribers	60.0% Opens	0.0% Clicks		Stats ▾



Lists

Create List

List details

3. Ausfüllen der geforderten Daten.
4. Anschließend auf SAVE (unten) klicken.

List name

Test Liste

Default "from" email

mustermann@kld-web.com

Default "from" name

Max Mustermann

Remind people how they got on your list

TEST_LIST_KLD

TEST_KLD

Company / organization

Verein Lebenskonferenz

Address

Boltzmanngasse 9 1090 Wien, Österreich

City

Wien

Zip/postal code

1090

Country

Austria

Phone

Optional

Notifications

Sent to newsletter@lebenskonferenz.at · [Edit](#)

- Daily summary
Summary of subscribe/unsubscribe activity
- One-by-one
Subscribe notifications as they happen
- One-by-one
Unsubscribe notifications as they happen

Save

[Cancel](#)

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Test Liste

5. Nun auf **SETTINGS** und im Dropdown-Menü auf **LIST FIELDS AND MERGE TAGS** klicken.

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Stats [Manage subscribers](#) Add subscribers Signup forms **Settings**

View subscribers

- List name & defaults
- Publicity settings
- List fields and *|MERGE|* tags**
- Required email footer content
- Email Beamer
- Google Analytics on archive/list pages
- Webhooks

You have no subscribers

[Import subscribers](#) or [setup a signup form](#) to get the ball rolling.



Lists

Test Liste

Hier werden die Importfelder, (E-Mail, Anrede, Vorname,...) die zuvor als .csv-Datei angelegt worden sind, definiert, damit es beim Import zu keinen Fehlermeldungen kommt.

6. Auf ADD A FIELD klicken.

Stats Manage subscribers Add subscribers Signup forms [Settings](#)

List fields and ***|MERGE|*** tags

Field label	Field type	Required?	Visible?	Put this tag in your content:	Delete
<input type="text" value="Email Address"/>	email	ALWAYS	ALWAYS	* EMAIL * or * MERGE0 *	
<input type="text" value="First Name"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* <input type="text" value="FNAME"/> * or * MERGE1 *	
<input type="text" value="Last Name"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* <input type="text" value="LNAME"/> * or * MERGE2 *	

Save

Add A Field

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7. Hier die gewünschten Felder eintragen (wie in der .csv-Datei) und anschließend auf SAVE klicken.

Stats ▾ Manage subscribers ▾ Add subscribers ▾ Signup forms Settings ▾ 🔍

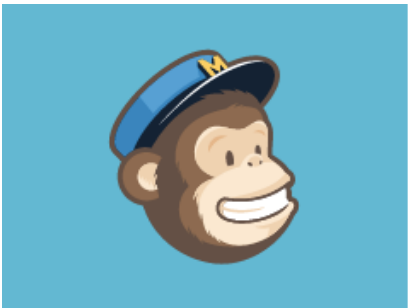
List fields and *|MERGE|* tags

Field label	Field type	Required?	Visible?	Put this tag in your content:	Delete
<input type="text" value="E-Mail"/>	email	ALWAYS	ALWAYS	* EMAIL * or * MERGE0 *	
<input type="text" value="Anrede"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* ANREDE * or * MERGE1 *	✕
<input type="text" value="Vorname"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* VORNAME * or * MERGE2 *	✕
<input type="text" value="Nachname"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* NACHNAME * or * MERGE3 *	✕
<input type="text" value="Bundesland"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* BUNDESLAND * or * MERGE4 *	✕
<input type="text" value="Einverständnis"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* EINVERSTN * or * MERGE5 *	✕
<input type="text" value="Land"/>	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* LAND * or * MERGE6 *	✕

Save

Add A Field

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Test Liste

8. Nun auf **ADD SUBSCRIBERS** und **IMPORT SUBSCRIBERS** klicken.

Stats ▾ Manage subscribers ▾ **Add subscribers ▾** Signup forms Settings ▾ 🔍

- Add a subscriber
- Import subscribers**

List fields and *|MERGE|

Field label	Field type	Required?	Visible?	Put this tag in your content:	Delete
E-Mail	email	ALWAYS	ALWAYS	* EMAIL * or * MERGE0 *	
Anrede	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* ANREDE * or * MERGE1 *	×
Vorname	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* VORNAME * or * MERGE2 *	×
Nachname	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* NACHNAME * or * MERGE3 *	×
Bundesland	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* BUNDESLAND * or * MERGE4 *	×
Einverständnis	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* EINVERSTN * or * MERGE5 *	×
Land	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* LAND * or * MERGE6 *	×

Import from a list or external application



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9. Auf **IMPORT FROM A CSV OR TXT FILE** klicken.

Stats ▾ Manage subscribers ▾ **Add subscribers ▾** Signup forms Settings ▾

Is my list allowed? Important

You can only import lists of people who sign up at your website. No third party lists, prospects, lists that you scraped from websites, chambers of commerce lists, etc.

[Learn more](#)

Latest import

You haven't imported any subscribers to this list.

Import from a CSV or TXT File

Copy/Paste from Excel



Lists

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10. auf **BROWSE** klicken, die csv-Datei wählen und anschließend auf **UPLOAD LIST** klicken.

Stats  Manage subscribers  [Add subscribers](#)  Signup forms Settings  



Import Disclaimer

We'll **automatically clean** duplicate instances of email addresses from the list. Importing does **not** send any confirmation emails to your list, because we trust you've already received permission. Make sure everyone on your list actually signed up for it and granted you permission to email them.

Import from CSV file

Upload a file

IMPORT_TEST-test.csv

Browse

Acceptable file types: **CSV** or **tab-delimited text files**.

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11. Nun auf **COMPLETE IMPORT** klicken. Fertig.

Stats ▾ Manage subscribers ▾ **Add subscribers ▾** Signup forms Settings ▾ 

Import Subscribers

Now let's match the columns in your uploaded list to your MailChimp list.

Hooray! All columns have been matched. Click "Complete Import" below to finish.

Show skipped columns

Column Name			
E-Mail ▾	Anrede text field Edit • Skip	Vorname text field Edit • Skip	Nachname text field Edit • Skip
E-Mail	Anrede	Vorname	Nachname
beatniked@gmail.com	Herr	Max	Mustermann

Complete Import

[Cancel](#)

Keyboard Shortcuts:



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