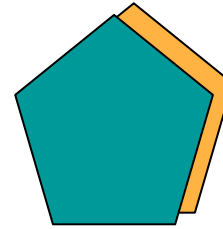**Systems Starter Academy**

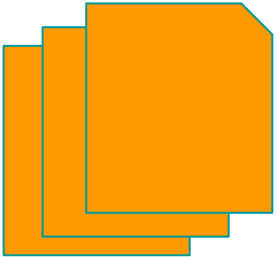# MAILCHIMP PREP SHEET FOR MIGRATION TO CONVERTKIT

FROM AUTOMATIONS
Copy of all your messages setup in any automations
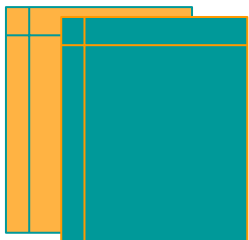
Note - subject lines
Note - time to be sent

A COPY OF FILES IN YOUR FILE MANAGER

In case you have not stored these somewhere else, ensure you have downloaded these files as you may have referenced them in the messages.

FROM SIGNUP FORMS
Copy of all your signup form "thank you" messages and "confirmation" emails

Note - subject lines

FROM LISTS
Copy of all your lists in separate CSV files
Rename the CSV files to the *List Name*