

WCA/DC Listserve Guidelines

To: WCA/DC Members:

From: Katie Weaver, President, WCA/DC

As part of our new communications plan, WCA/DC has introduced a listserve for announcing chapter events and member shows. It will also serve as a forum for discussion of art related topics. The information below describes WCA/DC's yahoo group works and gives you info on how to join. If you have questions about the listserve, please contact Publicity Chair Sharon Burton at sharon@geminivisionsart.com

STAY CONNECTED VIA THE WCA/DC YAHOO GROUP

Now WCA/DC members can communicate and share information on exhibits, activities, meetings, and other matters with chapter members immediately.

Group Name and E-mail

The group's name is "WCADC" . The group is an invitation-only group with a moderator, Sharon Burton. The address for the group is wcadc-owner@yahoogleroups.com.

Our group is not listed on the Yahoo Group lists, therefore, the listserve is "closed" and can only be accessed by members. This avoids spammers and nonmembers accessing the emails or information.

BASIC INFORMATION ABOUT THE WCA/DC YAHOO GROUP

Yahoogroups

Many of you are familiar with Yahoogroups. It is an e-mail communication tool for groups. When a group member sends a message to wcadc-owner@yahoogleroups.com all of the group members will receive it at the same time. When a member responds to the e-mail and sends the response to the group, everyone will also receive the response. Messages from the group will appear in your e-mail just like any other message. The messages will come from wcadc-owner@yahoogleroups.com.

Joining the WCA/DC Yahoogroup

You can only join the WCA/DC Yahoo Group by invitation.

- You will receive an e-mail from "wcadc moderator" wcadc-owner@yahoogleroups.com inviting you to join the group.
- The title line of the e-mail will read, "Yahoo! Groups: You're invited! Join the WCADC Yahoo Group today."
- You can join the group by clicking on the "Join This Group" button in the email.
- When you click the button, an invitation to join the group will come up.
- Under the heading, "Would you like to join the group?" click on **Join** and then click on **Continue**.
- You will then go to WCADC Yahoogroups page. Follow the instructions and click on **Join**.
- Next, you will see a "Membership Confirmed" page.
- Finally, you will receive an e-mail from "wcadc Moderator" wcadc-owner@yahoogleroups.com with the subject line, "Yahoo! Groups: Welcome to wcadc. Visit today!" which will tell you how to access the group.

You are not a member of the group and will not receive e-mails from the group until you receive this e-mail.

IMPORTANT NOTE: Please respond to the e-mail inviting you to join the group within 30 days or it will be invalid and you cannot use it. Advise sharon@geminivisionsart.com if you were not able to respond within 30 days so she can send you another invitation.

To view messages in Yahoo groups

Type in <http://groups.yahoo.com/group/wcadc/> on internet address line. You can also post a message on this page instead of emailing it.

NOTE: You will have the option to receive e-mails from the WCA/DC Yahoo group daily, weekly, or each time a message is posted.

Yahoo Group Ground Rules (Most of them suggested by other Yahoo group members)

E-mail Etiquette

E-mails should be short and to the point. Sign your e-mails with your full name so group members will know who sent the e-mail. It is not always possible to determine the sender of the message from the e-mail address.

Modify E-mail Subject Lines and "Trim Responses

We ask you to modify the subject lines in your e-mail replies so that they accurately reflect the comment or content. Delete info from your responses that does not relate to the topic you are discussing to avoid having lengthy emails.

Tone of Messages

Issues and responses should be appropriate in tone to encourage information sharing. Members should discuss issues without using a negative or judgmental tone.

Purpose of Messages

Send e-mails to the yahoogroup that reflect the group's purpose. Also, matters discussed in group e-mails should be of interest to the whole group. If you wish to communicate with one or two group members, please e-mail your message to them directly, not through yahoogroups.

You can also send information about exhibitions and art related activities that you are interested in sharing with the group. Be mindful that by sending this information, you are implying that entire membership is welcomed to attend.

Attachments

Many yahoogroup members may opt to put their receipt of group emails on daily or weekly "digests" (which allows users to receive one group email instead of every email that is sent out on the listserve). Because of this many of members will not receive attachments that you send. Therefore, it's best to avoid attachments and instead, cut and past the contents of the attachment in the email or direct readers to a website link where they can view the details.