



# Using the Member Listserv

The National Guild email listserv is where news, advocacy issues and opportunities are announced and members exchange advice and ideas. Available to Full members only, it is a private, moderated electronic mailing list service fostering community and facilitating networking among peers in the field.

Member schools may add email addresses for all interested staff, trustees and volunteers to receive and post listserv messages.

## **SUBSCRIBING**

Request that an email address or addresses be added by emailing a request to [clairewilmoth@nationalguild.org](mailto:clairewilmoth@nationalguild.org). She will confirm your school's Full membership status and pass the request along to our listserv manager.

## **UNSUBSCRIBING**

If you ever want to remove yourself from the listserv, you can send mail to [Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu) with the following command in the body of your email message:  
unsubscribe ngcsa-l

or from an account other than the email address currently subscribing:  
unsubscribe ngcsa-l (email address here--no parentheses)

If you ever need to get in contact with the owner of the list, (if you have trouble unsubscribing, or have questions about the list itself) send email to [owner-ngcsa-l@lists.colstate.edu](mailto:owner-ngcsa-l@lists.colstate.edu)  
This is the general rule for most mailing lists when you need to contact a human.

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## **1 PRIVACY NOTICE**

Participation in this list is closed to all except National Guild Full members. For security and privacy, the software for this list has been configured to block postings from any e-mail address which has not been officially subscribed.

## **2 POSTING AND REPLYING TO THE MAIL LIST**

Any message you want to send to other members of the list should be addressed to:  
[NGCSA-L@lists.colstate.edu](mailto:NGCSA-L@lists.colstate.edu)

Messages sent to this address will, upon approval of the list moderator, be duplicated and forwarded to all mail list subscribers.

To reply to a message you receive from the list, use the "reply" feature of your mail client. The address of this list will automatically be entered into the "To:" field of your outgoing message. The sending and receiving features operate the same for mail list messages as for all your other e-mail messages, with the main difference being that the entire mail list community sees your response.

## **3 MAIL LIST COMMUNITY ETIQUETTE**

### **3A) IDENTIFYING YOUR E-MAIL**

Only your email address is automatically added to the bottom of your messages by the list software. Always sign your full name, the name of your institution, city, state, phone number, and street address at the bottom of your message. This identifying information is necessary so we all can know who sent the message. For example, there are several subscribers with the name "Peggy".

### **3B) BEING CONSCIOUS OF YOUR COMMUNITY**

Whenever you reply to the mail list, everyone reads your response to one person's inquiry. You can continue direct communication with someone outside of the mail list community by selecting the sender's e-mail address signature at the bottom of the message instead of automatically selecting "Reply" in your mail client. A new mail message will open to the individual sender and not to the whole mail list community. For example, National Guild staffers send administrative business across the mail list, which may not pertain to the whole mail list community and may be answered personally. Please reply directly to individuals if your response is pertinent only to the sender instead of broadcasting to the entire mail list community.

### **3C) UPDATING SUBSCRIBERS**

Please inform the National Guild's office IMMEDIATELY of any changes to your email address. That way you can remain in contact with the mail list community.

Inform the office of any additional e-mails you want to add to the mail list. You can subscribe up to six e-mail addresses from your respective institution. We also request prompt notification of any changes to secondary contacts' emails.

## **4 RECEIVING MAIL**

Each mail list subscriber will receive a copy of all messages posted to the list. Messages are usually forwarded within minutes after they are approved by the list moderator. Please allow up to five business days for a new message to go out to the list.

## **5 HELP!**

If you encounter any difficulties, have trouble understanding any aspect of this list, or if you have any questions regarding use of this mail list, please contact the owner/manager of the service. He will be happy to explain anything regarding the use and features of this mail list.

Steve Clark  
Executive Director, Columbus State University Music Conservatory, Columbus, GA  
[Clark.Steve@ColState.EDU](mailto:Clark.Steve@ColState.EDU)  
(706) 649-7364

If you have any questions about this membership benefit or any other of the National Guild's membership services please contact:

Andy Behrens  
Membership & Marketing Manager  
National Guild of Community Schools of the Arts  
[andybehrens@nationalguild.org](mailto:andybehrens@nationalguild.org)  
(212) 268-3337 x 10

## **6 MAJORDOMO: FAMILIARIZING YOURSELF WITH THE ADMINISTRATIVE SOFTWARE**

In items of administration (subscribing, unsubscribing, obtaining the list archives, finding out who else is a subscriber to the mail list, etc.), send all commands as the sole body text and address all your mail to [Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu)

The word "majordomo" is a Latin word referring to a person who is in charge of managing one's household affairs. The software managing the affairs of this list is called "Majordomo". This is version 1.94.5 of the Majordomo mailing list management system. If you're familiar with mail servers, an advanced user's summary of Majordomo's additional commands appears in item 8 of this welcome message.

You can interact with the Majordomo software by sending it commands in the body of mail messages addressed to "Majordomo@lists.colstate.edu". Do not put your commands on the subject line; Majordomo does not process commands in the subject line.

You may put multiple Majordomo commands in the same mail message with each command on a separate line.

If you use a "signature block" at the end of your mail, Majordomo may mistakenly believe each line of your message is a command; you will then receive spurious error messages. To keep this from happening, either remove your signature file before sending your message, or put a line starting with a hyphen ("-") before your signature, or put a line with the following word in the same place: end. This will stop the Majordomo software from processing your signature as bad commands.

## **7 MAIN ADMINISTRATIVE COMMANDS**

### **7A) RETRIEVING NGCSA MAIL LIST ARCHIVE FILES**

All postings to the NGCSA-L since its inception are archived. The NGCSA-L archives are organized into monthly files. In addition to providing a record of NGCSA-L, the archives may be used to retrieve lost or

accidentally deleted email messages. The archive function allows you to conserve your own computer storage space. NGCSA-L archives are available at any time of the day or night and are only retrievable by mail list subscribers.

Retrieving archival files is done by sending a command to the administrative e-mail address following. Send your message only containing the command in the body of the text to [Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu)

For example, a sample archive file name for the month of July, 2006:  
ngcsa-l.0607

Archive file names use only lower case letters. The seventh character in the file name above is a lower case letter "l", for "list", not the number "one". Retrieve archive files by using the "get" command followed by the name of the list, followed by the name of the archive file.

For example, the command requesting the archived files for July, 2006 would be:  
get ngcsa-l ngcsa-l.0607

Similarly, a request of the archive file for the month of August, 2006 would be:  
get ngcsa-l ngcsa-l.0608

Both the list name and the archive file name contain the same letters. Therefore, "ngcsa-l", must appear twice in the command. The file name differs from the list name with the addition of the date in a two digit indication of the year (06) and then the month (07). Always include the dot "." in the filename before the date or the archive won't recognize your command.

After you send the command to the administrative e-mail address, the software will see if it recognizes you. Only after being recognized as an official subscriber will the command be executed. You will then receive an automated reply from the mail list software with the subject "Majordomo results and the archive file requested."

## **7B) FINDING OUT WHO'S SUBSCRIBED TO THE NGCSA MAIL LIST**

A listing of the email addresses of all mail list subscribers is available only to mail list subscribers. To get the roster of the NGCSA-L subscribers, send a message to [Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu) with the "who" command in the body of the text, followed by the name of the list:  
who ngcsa-l

## **7C) OTHER MAIN ADMINISTRATIVE COMMANDS**

Listed below are some main commands, which you may employ to manage your NGCSA-L mail. All of these commands must be addressed to [Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu). Enter any commands directly into the body of the e-mail message.

HELP - Sends one line summaries of available commands.

INFO NGCSA-L - Sends an introduction to NGCSA-L (another copy of this message)

LISTS - Shows all mail lists available from this Majordomo server.

UNSUBSCRIBE NGCSA-L - Removes your email address from the mailing list. (This command may fail if your provider has changed the way your address is shown in your mail. In this case, please contact the list moderator to have your email address removed from the list roster.)

INDEX NGCSA-L - Gives a listing of all files in the NGCSA-L Archives. These files are organized monthly. ngcsa-l.0607, ngcsa-l.0608, and ngcsa-l.0609 refer to July, August, and September of 2006 respectively.

GET NGCSA-L <filename> - Mails a file named <filename> from the NGCSA-L archive. All file names use lower case letters. See the "Archives" section above for more complete information on the archives.

## **8 SUMMARY OF ADDITIONAL MAJORDOMO COMMANDS FOR ADVANCED USERS**

Here are some additional things you can do using Majordomo.

There is a Web interface for this Majordomo server available at:  
<https://lists.colstate.edu/cgi-bin/majordomo>

In the description below items contained in angle brackets, such as <address>, are meta-symbols that should be replaced by appropriate text without the angle brackets.

Majordomo software understands the following commands:

unsubscribe <list>  
Unsubscribe your address from the named <list>.

"unsubscribe \*"  
Removes your address from all mail lists on this majordomo server.

get <list> <filename>  
Get an archive file related to <list>.

index <list>  
Return an index of archive files which you can "get" for <list>.

which  
Determines which mail lists your address is subscribed to on this majordomo server

who <list>  
Returns as list of email addresses for the named list <list>.

info <list>  
Retrieve the general introductory information for the named <list>.

lists  
Show the lists served by this Majordomo server.

help  
Retrieve automated help message.

end  
Stop processing commands (useful if your mailer adds a signature).

Administrative commands should be sent as the sole text in the body of an email message to  
[Majordomo@lists.colstate.edu](mailto:Majordomo@lists.colstate.edu)

Multiple commands can be processed provided each occurs on a separate line. Commands in the "Subject:" line are NOT processed.

## **9 ADMINISTRIVIA**

This list is maintained as an in-kind service to the National Guild of Community Schools of the Arts and receives non-monetary support and encouragement from Columbus State University. Any constructive comments or suggestions are welcome and may be sent directly to list moderator, Steve Clark.

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