



## 1<sup>st</sup> Bookham Scouts Mailing List Guide

### **Overview**

This is basically a brief document explaining how to use the new mailing list system (also called mass mailing), if you need any more help feel free to contact us on [mailing-admin@1stbookhamscouts.org.uk](mailto:mailing-admin@1stbookhamscouts.org.uk) and one of us (Laurence Devereux, Richard Mayhew or Robin Crosson) will get back to you.

It has been decided to move away from the Google Groups system and move to a new system making use of software available on the 1<sup>st</sup> Bookham Scouts website. If you are interested the software is called Mailman, it is a customisable mailing list program available for free.

There have been new lists created for each of the sections and a few extra lists:

<b>Members Lists</b>	<b>Leaders Lists</b>	<b>Extra Lists</b>
heron-beavers	heron-leaders	marketing
puffin-beavers	puffin-leaders	exec
ash-cubs	ash-leaders	fundraising-exec
oak-cubs	oak-leaders	leaders
greville-scouts	greville-leaders	members
hutchison-scouts	hutchison-leaders	
explorer-members	explorer-leaders	

For further descriptions of the lists please see the end of this document.

The basic principle is that:

- no one in the members lists can send an email without being checked.
- leaders can send emails to their relevant members lists.
- leaders can send emails within their own list.
- anyone in the exec and fundraising-exec lists can send an email to their own list.
- the leaders and members lists can be used to send an email to all the leaders or all the members.
- only certain users (currently Chris S, Christine W and Geoff T) can send an email to the leaders, members or marketing lists. They can also send an email to any of the other lists.
- anyone wishing to send an email to another list or the extra lists should contact us to be temporarily added to an allowed\_posters group.
- all membership is restricted apart from the marketing list which anyone can sign up to and all members of the other lists are automatically added too.

The lists will be updated each term after the membership database has been updated.

### **Sending an Email**

To send an email to a list all you have to do is put the name of the list followed by @1stbookhamscouts.org.uk . eg. [heron-beavers@1stbookhamscouts.org.uk](mailto:heron-beavers@1stbookhamscouts.org.uk) or [heron-leaders@1stbookhamscouts.org.uk](mailto:heron-leaders@1stbookhamscouts.org.uk)

If you are allowed to send to the list the email will be sent to each of the members of the list

instantly.

IF you are NOT allowed to send to the list you will get an instant reply saying that your email has been send for 'Moderation'. This means that your email must first be approved by one of us or a moderator for the list.

At time of writing this no other moderators have been added to the lists but in due course leaders may be added as moderators depending on how things work and how well used these lists are. In the mean time if you want to be added as a moderator please get in contact and we can sort that out.

### **Extra Info**

We have created a simple web form at <http://www.1stbookhamscouts.org.uk/mailling-enquiry.htm> which anyone can fill into request a change of details or to be removed from a list.

There is an overview of all the lists at: <http://www.1stbookhamscouts.org.uk/mailling.htm> from this page it is also possible for anyone to sign up to the marketing list. A table with the main content of this page is also attached to the end of this document.

If you need any further help or advice, or have any comments or suggestions please feel free to contact us on [mailling-admin@1stbookhamscouts.org.uk](mailto:mailling-admin@1stbookhamscouts.org.uk)

**List descriptions taken directly from mailing page on website**

<b>List Name</b>	<b>Description</b>
<a href="#"><u>Marketing</u></a>	Anyone can join this list if you wish to find out about upcoming fund-raising events, general information and articles relating to group activities. Click on the list name to sign up, or change your options if you are currently a member. <i>Only a few people can send emails to the members of this list. If you wish to send a message to the list please contact mailing list admin on: <a href="mailto:mailing-admin@1stbookhamscouts.org.uk">mailing-admin@1stbookhamscouts.org.uk</a></i>
<a href="#"><u>heron-beavers</u></a>	List for Heron beaver parents. <i>Only Heron section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#"><u>heron-leaders</u></a>	List for Heron beaver leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
<a href="#"><u>puffin-beavers</u></a>	List for Puffin beaver parents. <i>Only Puffin section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#"><u>puffin-leaders</u></a>	List for Puffin beaver leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
<a href="#"><u>ash-cubs</u></a>	List for Ash cub parents. <i>Only Ash section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#"><u>ash-leaders</u></a>	List for Ash cub leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
<a href="#"><u>oak-cubs</u></a>	List for Oak beaver parents. <i>Only Oak section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#"><u>oak-leaders</u></a>	List for Oak beaver leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
<a href="#"><u>greville-scouts</u></a>	List for Greville scouts parents. <i>Only Greville section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#"><u>greville-leaders</u></a>	List for Greville scouts leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>

<a href="#">hutchison-scouts</a>	List for Hutchison scouts parents. <i>Only Hutchison section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#">hutchison-leaders</a>	List for Hutchison scouts leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
<a href="#">explorer-members</a>	List for Explorer scouts members. <i>Only Explorer section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#">explorer-parents</a>	List for Explorer scouts parents. <i>Only Explorer section leaders and a few others can send emails to this list. If you believe you should be a member of this list please contact your section leader or the mailing list admin</i>
<a href="#">explorer-leaders</a>	List for Explorer scouts leaders. <i>If you are a leader and should be a member of this list please contact the mailing list admin</i>
members	Umbrella list for 1st Bookham members. <i>This list will send emails to all the other sections mailing lists. Only a few people can send emails to this list.</i>
leaders	Umbrella list for 1st Bookham leaders. <i>This list will send emails to all the other leaders mailing lists. Only a few people can send emails to this list.</i>
<a href="#">exec</a>	List for the Exec members. <i>If you are a member of the exec and not a member of this list please contact the mailing list admin.</i>
<a href="#">fundraising-exec</a>	List for the Fundraising Exec members. <i>If you are a member of the fundraising exec and not a member of this list please contact the mailing list admin.</i>