



## Membership Listserv Guidelines

### CRD Listserv

This is an unmoderated email discussion group for community college resource development topics. Membership is voluntary and includes nearly 800 members.

### CRD Alumni Listserv

This is an unmoderated email discussion group for topics in community college alumni development.

BASIC COMMANDS	
To subscribe to the CRD Listserv	Send an email to <a href="mailto:crd-subscribe@lists.crdnet.org">crd-subscribe@lists.crdnet.org</a> and leave the body of the message blank
To unsubscribe to the CRD Listserv	Send an email to <a href="mailto:crd-unsubscribe@lists.crdnet.org">crd-unsubscribe@lists.crdnet.org</a> and leave the body of the message blank
To subscribe to the CRD Alumni Listserv	Send an email to <a href="mailto:alumni-subscribe@lists.crdnet.org">alumni-subscribe@lists.crdnet.org</a> and leave the body of the message blank
To unsubscribe to the CRD Alumni Listserv	Send an email to <a href="mailto:alumni-unsubscribe@lists.crdnet.org">alumni-unsubscribe@lists.crdnet.org</a> and leave the body of the message blank

To subscribe or change your preferences: Send an email to: <a href="mailto:listserv@lists.crdnet.org">listserv@lists.crdnet.org</a>		
Message Command (in subject line or body)		Result
CRD Listserv	CRD Alumni Listserv	
SET crd NOMAIL	SET alumni NOMAIL	Suspend subscription – receive no mail
SET crd DIGEST	SET alumni DIGEST	Receive compilation of messages once per day
SET crd SUMMARY	SET alumni SUMMARY	Receive a summary of postings by subject line with links to messages
SET crd MAIL	SET alumni MAIL	Return to normal reception mode

**OR YOU CAN MANAGE YOUR SUBSCRIPTIONS BY VISITING [HTTP://LISTS.CRDNET.ORG/LISTS](http://lists.crdnet.org/lists)**

- ★ Enter your email address and password.
  - You can click “Request Password” if you forgot your password or need to create one.
- ★ Click “subscriber options” to update your name and subscription mode (digest, normal, no mail for vacations, etc.).
- ★ Click “preferences” to update your email address.



## Membership Listserv Guidelines

### TO ACCESS THE LISTSERV ARCHIVES

- ★ Visit <http://lists.crdnet.org>.
- ★ Enter your email address and password.
  - You can click "Request Password" if you forgot your password or need to create one.
- ★ Log in.
- ★ Choose crd list on the left side of the screen.
- ★ Click "Archive" link on the left side of the screen.
- ★ To manage your subscription, click "Subscriber Options" on the left side of the screen.

### GUIDELINES

- Remember that this is an unmoderated email discussion list.  
*Messages cannot be recalled*
  
- Composing a message to the listserv
  1. Include your contact information – including your email address
  2. Use a descriptive subject line that begins with the topic area (i.e. Grants, Foundation, Alumni)
  
- Please do not reply to the list with "me too" or "I am also interested"  
*It is good Listserv etiquette to share responses with the entire list whenever possible.*
  
- The listserv is not intended for the following purposes
  1. To express personal opinions
  2. Promote or advertise specific products or services
  3. Announce gifts/grants received by your institution
  
- Posting job openings
  1. You may post the position yourself – include 'position opening' in the subject line
  2. Email to CRD staff to distribute
  
- Messages intended for an individual or small group of individuals should not be posted to the list.
  
- If you can't be brief, consider another medium.
  
- Be civil and respectful.

*The list administrators reserve the right to delete subscribers who chronically ignore the guidelines set forth above.*