

# Generating Email Distribution Lists

## **Background**

The troop's general email distribution list [troop783general@yahoogroups.com](mailto:troop783general@yahoogroups.com) provides a convenient way to send messages to all Scouts and adult members of the troop who have "subscribed" to it. However, there will often be a need to send messages to a specific subset of troop membership. For instance, a person who is organizing a troop activity will want to initially send information about it to the general distribution list but may later want to address messages to only those who have signed up for the activity.

The troop web site now contains the ability to generate email distribution lists from information extracted from the troop roster. For each troop member, the roster contains one or more email addresses that can be used to contact them. It also contains additional information that can be used to classify the member into natural groups. For instance:

- All Scouts will have a patrol (or pseudo-patrol) number assigned.
- Some Scouts will have one (or more) leadership positions listed in the roster column **Troop Pos.**
- Some adults will have one or more leadership / committee positions listed in the roster column **Troop Position.**

## **Generating a distribution list based on membership group**

1. Select the link titled **Select Troop Membership Group**. This will display a list of groups derived from the roster as described above. The groups for both adults and Scouts are listed together in simple alphabetical order.
2. Click the "radio button" next to the group for which you wish to generate an email distribution list, then click the **Display group members** button. This displays the names of the group members, listed in alphabetical order.
3. Click the check boxes next to the names of all and only the individuals who you wish to add to your distribution list. Use the **Check all** and **Uncheck all** buttons as needed. When you are ready, click the **Generate List of Email Addresses** button.

## **Generating an ad-hoc distribution list**

1. Select the link titled **Select from Troop Membership at large**. This displays the names of all troop members (Scouts first), listed in alphabetical order. Since this list is very large, it is recommended that you maximize your web browser's window when working with it.
2. Proceed as described in step # 3 above.

## ***What to do with your generated distribution list***

Each line in the generated list of email addresses has the format:

"LastName, FirstName(s)" <email\_address>,

The software tries to ensure that no email address is listed more than once.

This list can be copied and pasted into your email client's "To", "CC", or "BCC" input fields. Advantages of using "BCC" include:

1. If somebody forwards or replies to your message, the forwarded or quoted original message will not be cluttered with a potentially long list of original email recipients.
2. If somebody mistakenly "replies to all" to your message, their reply will be directed only to you as sender and not the others on your distribution list.
3. If you wish to hide the email recipients and their email addresses from each other for any other reason, this is the way to do it.

Currently the software does not provide a way for you to save your distribution list on the web site for future re-use. Until such a feature is implemented, you can "save your work" by copying & pasting the list of email addresses into a text document using Notepad or something similar.

## ***Caveats***

The information generated by these software utilities is only as good as the content of the current troop roster. Each troop member should periodically check the roster to ensure that it is accurate and complete.

The distribution lists that are generated by this software are not related to [troop783general@yahogroups.com](mailto:troop783general@yahogroups.com). Membership in that list is obtained by "subscribing" to the list and not the troop roster contents.