

HOLE IN THE WALL PADDLING CLUB

Group Email List Instructions

*A **Google Group Email List** is available as a benefit for club members. Its purpose is to facilitate communication between club members about anything to do with KAYAKING. We encourage ALL club members to join.*

Benefits:

- Facilitates easy 2-way email “conversations” between club List members
- Great tool for organizing events and making group announcements
- Helpful tool to ask questions, plan a paddle, share info, and help each other

List Members can...

- Send & receive messages with club members using a single Group email address
- Receive each individual group messages OR subscribe to a daily digest summary
- Temporarily suspend participation in the Group at any time for vacation, etc.
- Send attachments with emails - photos, files, etc.

How it works:

- We use the free Google Groups service. You must apply to become a member of the List (see instructions below)
- Using Google Groups works best when you have a Google account and a use your own “**yourname@gmail.com**” address. If you want to create a free Google email address, click here: [CREATE GMAIL ACCOUNT](#)
- You can join whether or not you have a Google account. However, if you use a non-gmail.com address, you will NOT be able to: 1) access the group's website; 2) post messages via the group website; 3) search for topics; and 4) modify your membership settings.
- To **POST** an email message to the group, you have two options: 1) send an email via your own email software to: hitw-club@googlegroups.com; or 2) if you have a Google account, go to the Group's website and click on **New Topic**.
- To **VISIT** the Group's website, go to: <http://groups.google.com/group/hitw-club?hl=en> (NOTE: you must have a Google account to use the Group List website)

How to join:

- **IF you have a Google “gmail.com” address**, click here: <https://groups.google.com/d/forum/hitw-club> and click on the “**Apply to Join**” button.
- Fill in the info requested and submit your application. **PLEASE USE YOUR FULL NAME TO IDENTIFY YOURSELF.**
- The List Manager will verify your membership in the club and, assuming you are a current club member, your request will be approved.
- **IF you want to use a NON-Gmail address**, send an email request to join to the List Manager from your address by clicking here: [LIST MANAGER](#). You will be sent an email invitation to join.

Club List Ground Rules:

To ensure everyone's experience is enjoyable while participating on the club List, ALL members are asked and expected to honor the following List etiquette "Ground Rules"...

- **PLAY NICE** - Interact with courtesy and respect
- **BE OPEN MINDED** - Share your views... and be open to other's views
- **STAY FOCUSED** - Keep it focused on topics related to KAYAKING
- **NO ADS** - We do not support personal ads for goods or services on this List
- **"CLUB" PADDLES** - The club assumes responsibility only for paddle trips offered on the official club calendar. The club assumes NO responsibility for personal paddle trips discussed and/or arranged on this email List.

FAQ:

- **Does group membership require a Google "Gmail" address? NO.** You can use any email address when you join. However, having a Google account and using a Gmail address has certain benefits: 1) access the group's website; 2) post messages via the group website; 3) search for topics; and 4) modify your membership settings.
- **Does it work if I do not use a "Gmail" address? YES.** However, you can only send and receive emails via email software on your computer, iPad, or Smart Phone using the group email address. You cannot access the group's website.
- **Is a password required to send/receive email? NO.** A password is not required to send or receive emails to/from the group. (Note: a Gmail address and password ARE required to access a Google account and visit the group's website.)
- **Does joining the Group require installing software? NO.** Nothing is installed on your computer. Being a member only involves sending & receiving email either through your own email software or via your current browser.
- **Is it safe to participate in this Group List? YES.** Google takes security very seriously. Besides using a world class spam filter, they take precautions to hide email addresses on the website and prevent unauthorized people from accessing or abusing the Group member list.
- **Can I control the amount of email I receive? YES.** When you join, you have 4 choices: 1) no email; 2) an abridged email (one summary of new email activity per day); or 3) a digest email (up to 25 messages in a single email); or 4) regular email (each message is sent immediately). Later, if you wish to change how you receive messages, you can easily do so.
- **Is any Tech Support available? YES.** There is a Group List Manager and he/she is available to answer questions and help with membership issues. He/she will do their best to address your concerns.
- **Can I manage my membership settings? YES.** If you have a Google account, you can do it yourself by logging into the Group website and clicking on "My

Membership". If you do not have a Google account, you must send a request to the List Manager. To learn more about membership settings, click on: [Settings](#)

- **Can I unsubscribe at any time? YES.** You can opt out from the Group List at any time. Send email to: hitw-club+unsubscribe@googlegroups.com. If you do not have a Google account, contact the Group List Manager and ask to unsubscribe.
- **What happens if a discussion strays off-topic or someone violates one of the List etiquette ground rules?** It is our intention that participation in this Group List be a positive experience. We trust that if an incident occurs, it will likely resolve itself without any intervention. However, if an incident persists in a way that we feel is counter-productive to the club, the List Manager or a Board member has the right to intervene and politely remind the participant(s) that we expect everyone to honor the Ground Rules. If the pattern continues, the individual(s) will be politely and firmly warned to stop. If the warning goes unheeded, the individual(s) will be removed from the Group. We hope that kind of action is never needed.

Administration:

- The club List manager will manage the List and is available to answer questions and provide tech support.
- To modify your List membership settings (like switching to the Daily Digest version), go to the Group's website or, if you do not have a Google account, send a request to the List Manager.
- To **unsubscribe** from this group, send email to:
hitw-club+unsubscribe@googlegroups.com

To learn more about Google Groups:

- **Visit the Google Groups Help Center at:** [HELP CENTER](#)
- **You can learn more about Google Groups at:** <https://sites.google.com/site/tomihasa/google-groups-faq>. This FAQ document was created a few years ago by some Google email List participants. It contains lots of answers to frequently asked questions made in the official [Google Groups Help Forum](#) (which was closed and archived in Aug 2010). It is not intended to replace the official Google Groups [Overview](#), [Help Center](#), or [Visual Tour](#).

We look forward to chatting with you on the List. Happy paddling!

Mac Carter

HITW Group Email List Manager

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