

Short Notice Email List (SNEL) Procedures for Trip Leaders

Instructions:

- Enter your trip in the AMC online trip listing system, the "Activities Database (ActDB)" and wait until it is approved and posted. (Note that we will check that your trip is in the ActDB!)
- Send an email to snel.admin@amcsem.org including:
 - "SNEL" in the email subject line so we open it immediately!
 - ActDB url link of the approved trip (not the 'admin' link, the 'everyone' link!).
 - Your info to convey (e.g., "Please SNEL", canceled, different trailhead, etc.)
 - Copy of the ActDB listing text (optional, but nice)
 - For very *time critical messages*, such as short notice cancellation of a Show & Go hike, please also call Erika 508-951-1001, Cheryl 508-668-4698, or Paul 508-369-4151 (call or text) to alert one of us to immediately read our email.

Note:

- Your text will be cut and pasted as submitted to us; it will not be cleaned up for you!

History:

We use a free email service, Yahoo Groups (groups.yahoo.com), to run this service. The SEM Short Notice Email List (SNEL) was established when listings were published in the Breeze and Outdoors, and before the ActDB system existed, and was intended to allow leaders to list trips without the lead-time of the print publications. Today all trips are listed in the ActDB system, so the SNEL serves to provide updates, and remind folks of trips. Erika Bloom is the creator and moderator of this Yahoo email group/list. Cheryl Lathrop and Paul Miller serve as assistants/backups. SNELs will be sent out as soon as possible after the request is received. However, please be aware that at times the administrators may be at work, on vacation, hiking/kayaking, or out of the country, and may not be able to respond 'instantly' to requests. When the Yahoo system is (infrequently) unresponsive, nothing can be sent out. When the Yahoo system is (infrequently) temperamental, SNEL messages can be delayed for hours.

Leaders, please note that the SNEL distribution list is not restricted to SEM, or even to AMC members. Anyone accessing the SEM homepage is permitted to register for the list. As always, it is the Trip Leader's responsibility to screen participants to assure they are a proper fit, and have the required equipment, for the intended AMC trip. There are over 1,000 people signed up to receive short notice trip listings

It is probably a good idea for all Leaders that may use the short notice list to also be signed up on the short notice list!

What can be published on the Short Notice Email List?

- 1) Any trip listed in the ActDB.
- 2) Trips, especially trips involving monetary outlay, which have not been filled, or are in danger of canceling because of a shortage of participants.
- 3) Special Events, e.g., Workshops, talks, etc.
- 4) Non-AMC events which may be of special interest to AMC members may be published with SEM Chapter Chair approval.
- 5) Last minute changes, or cancellations, to 'Show & Go' trips.
(Note: Unless there is a change in Leader for the trip, changes do not require Committee Chair approval, and should be sent directly to SNEL administrators at snel.admin@amcsem.org.)

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