Guidelines for Requesting a Listserv for Your Committee

Access the listserv request form at:
https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/TicketRequests/NewForm?ID=E9e8t-DsNRU_&RequestorType=Service

Decide who should be the **List Owner**. This person will be able to add and delete members, and will receive error messages related to the listserv.

Decide whether to have additional owners. These people will be able to add and delete subscribers, but will not receive error messages related to the listserv.

Please enter me (Barbara Brown) as an additional owner. This will enable me to help you with your listserv. After your list is active, I will change my status to “Quiet owner” which will mean that I don’t receive notifications, but can still help in case of emergency, and can change the listserv owner name as needed when new chairs or listserv managers are needed. My being an owner on your listserv (“Quiet” or otherwise) enables me to update your listserv when new members are appointed. I will not receive postings unless I am also listed as a member of the listserv (which I prefer not to be).

**List name, description, affiliation.** If your RAC has an acronym that it uses (e.g., AACON), I suggest you use that as the name, followed by –L (to indicate that it is a listserv). When you get to “List Affiliation,” enter “USG.” List University System of Georgia under “Institution” and “Regents’ Advisory Committee” under “Department.”
Type of list and more. My suggested responses are filled in below. Under “Choose type of list,” select “Discussion List.” Under “Choose who can join the list,” select “Private.” Under “Confidentiality of the list,” select “Confidential.” This way your listserv will not appear in lists of listservs. Hopefully this will avoid the occasional random person asking to join your listserv. Under “Archives,” select “No.”

Initial Subscribers

You can add or change the subscriber list later, but it is helpful to start with a list. You can get a list of names and emails of people on the official committee list at: https://www.usg.edu/committees/committees/ Make sure you enter the information in the requested format!
Your BOR University System Office Liaison should be included on the listserv.

Click to “Request” to submit the form. Your listserv should be created within a few days.

**After Your List is Created**

You will manage your listserv by going to https://listserv.uga.edu/. Click on “Log In” (top right of screen.) The first time you access your list, you will have to create a password. (Your userid/login is your USG email address.)

If you need technical help with a listserv, please email helpdesk@uga.edu.

When you go to the listserv management page, you will see the navigation bar on the left.

Click on the triangle to the right of List Management to see the List Management options:
Click on “List Configuration.” You will then be asked to select the list you want to work with. If you only “own” one list, that will be the only choice. If you are an owner on more than one list, you will have to choose the one you want to work with.
Click on the “Administrators” tab.

You should be listed as an owner, along with any additional owners. You may add owners if you wish.

**REALLY important:** In the owner section, there is a section for “Quiet” owners. Please enter the following information exactly as I have listed it below. This will allow the USG helpdesk to assist you if you get locked out or have problems with the listserv. UGA manages these listservs and by default, they have owner access. (For example, the previous owner is long gone, and you need to get made the new owner.) The “Quiet” owners will not get error messages, and will intervene only on request.

![Quiet Owners](image)

You should not need to do anything else on this page. But before you leave the page, scroll down and click the “Update” button on the bottom right of the page. You need to do this to save your changes.

To See a List of Subscribers

There are three ways to see a list of subscribers:

1. In the “List Management” drop-down, click on the “Subscriber Reports” button on the navigation bar.
Click on “Select List” near the top of the page to select your list. (It’s a drop-down.)

As soon as you have selected your list, you should see the complete listing displayed. You can copy the listing and paste into a spreadsheet if you wish.

You can also add subscribers to your list by filling out the requested information at the top of the page and clicking on the “Add Subscriber” button.
You can delete subscribers by checking the box in front of their names and clicking on the “Delete Subscribers” button at the bottom of the page.

Before you leave the page, scroll down and click the “Update” button on the bottom right of the page to save your changes.

2. Click on the “LISTSERV Command” button on the navigation bar. A new window will open up. Under “Sample Commands:” click on the Review [listserv name] button. Your membership list will pop up in a nice concise format in a new window.

3. Again, click on the “LISTSERV Command” button on the navigation bar. A new window will open up. Under “Send over Email:” click on “List of [listserv name] Subscribers. Your membership list will be sent to you via email. (May take a moment.)
Adding and Deleting Subscribers

You can also add, delete, or modify subscriber information on a page specifically designed for this.

Go to https://listserv.uga.edu/.

In the “List Management” drop-down, click on the “Subscriber Management” button on the navigation bar.
Select your list, if you have ownership of more than one.

You will get a screen that looks like the one below. This particular one is for the FLAAC (Foreign Language RAC) listserv.

If you want to delete or correct information for an individual subscriber, use the “Search for Subscribers” box. Fill in the information you have. Click the “Search Button.” A list of people on the listserv that match the criteria will appear. If there is more than one, select the one you want to work with. A new window will appear.

You only have a few choices to make here, but they are important.
If you are **correcting a listing**, choose “Send email notification” at the top. Make your corrections to Name and Email Address just below that, and choose “Update Settings” at the bottom of the screen. You are done and the person will receive an email that you have fixed their listing.

If you are **deleting a listing**, you probably want to select “Do Not Notify the User” at the top. (This is important if the person is no longer at the institution. If you don’t click “Do Not Notify the User” you may get several days’ worth of error (undeliverable) messages.) At the bottom of the page, click on “Delete.” You are done.

If you want to **add someone to the listserv**, use the lower box on the Subscription Management window. Enter the email address and name in the format shown. Make sure the “Send Email Notification” button is checked so that the person will get a notice that they are on the listserv, along with instructions on how to access the listserv. Click on the “Add Subscriber” button at the bottom. You are done. You and the person you added should both receive email notifications about the update to the listserv.
Sending Email to Your Listserv

Your list address will be listname@listserv.uga.edu (ie.: ACME-L@listserv.uga.edu).

Does Your RAC Already Have a Listserv?

Listservs currently exist for the following RACs:
- Academic Advising (RACAD-MEMBERS-L)
- Adult Learners (RACAL-L)
- Biological Sciences (BSAC-L)
- Data Science (RAC-DS)
- Distance Education (RACDE-L)
- eCore (ECORE-L)
- Educator Preparation (EDURAC-L)
- Effectiveness and Accreditation Executive Committee (RACEA-EXECOMM-L)
- Effectiveness and Accreditation Members (RACEA-MEMBERS-L)
- English (BORAACE)
- Foreign Languages (FLAAC-L)
- Geological Sciences and Geography (USGGEOL)
- Humanities (HUMRAC)
- Learning Support (LEARNSUP-L)
- Mathematics (ACMS-L)
- Psychology (RAC-PSYCHOLOGY)
- Sociology (SOCIRAC-L)
- Transfer Officers (TRANSFER-RAC-L)