

Short Notice Email List – Procedure

Instructions:

- Enter your trip in the AMC Online Trip Listing System, and wait until it is approved.
- Send an email to snel.admin@amcsem.org including:
 - Put "SNEL" in the subject line so we open it immediately!
 - The OLTL url link of the approved trip.
 - Your info to convey (e.g., "Please SNEL", canceled, different trailhead, etc.)
 - Copy of the OLTL text/images (optional)
 - For *time critical messages*, such as short notice cancellation of a Show & Go hike, please also call (Erika 508-951-1001, Bob: 508-238-7732, or Cheryl 508-668-4698).

Note:

- 'New' trip listing will be sent as in the Online Trip Listing System.
- For changes, etc, your text will be cut and pasted as submitted; 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 Online Trip Listing 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 AMC Online 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. Bob Vogel and Cheryl Lathrop serve as assistants. Trips will be sent out as soon as possible after approval 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.

Leaders, please note that the SNEL distribution list is not restricted to SEM, or even 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 almost 1200 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) New Short Notice Trip Listings.
- 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 @ snel.admin@amcsem.org.)

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