

Short Notice Email List (SNEL) Procedures for Trip Leaders

What Can Be Sent Via SNEL?

1. Last minute changes to a Show and Go activity listed in ActDB.
2. Activities, especially trips involving monetary outlay, which have not been filled, or are in danger of canceling because of a shortage of participants.
3. Chapter events posted to ActDB.

Procedure to Request SNEL

- Your activity must be posted to the AMC Activities Database (ActDB). Note that we will check that your activity 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 activity Do not use the link from your logged in account. Find your activity at <https://activities.outdoors.org/search/> and copy the link from there.
 - The activity committee, e.g. Hiking, Cape Hiking, etc.
 - Your info to convey (e.g., last minute change or cancel, activity with open spots)
 - Copy of the ActDB listing text or a portion of it (optional, but nice)

Note, your text will be cut and pasted as submitted to us; it will not be cleaned up for you.

Leaders that may use the short notice list should also be signed up on the short notice list.

Notification of last minute updates pertains to "Show and Go" activities because leaders do not have a list of participants. For activities requiring registration, leaders should notify participants through ActDB functionality.

Leaders, please note that the SNEL distribution list is not restricted to SEM, or even to AMC members. Anyone is permitted to register for the list. As always, it is the Leader's responsibility to screen participants appropriately.

Administrators

Diane Simms (Chapter Chair), Paul Brookes (Hiking Chair), and Robin McIntyre (Cape Hiking Vice Chair) are the SNEL administrators. Generally Paul will send the SNELs for Hiking, Robin for Cape Hiking, and Diane for all others. SNELs will be sent out as soon as possible after the request is received. However, please be aware that at times the administrators may not be able to respond instantly to requests.

History

SEM uses a free email service, Google Groups (groups.google.com), to run this service. Prior to December 2020, SEM used Yahoo Groups. Erika Bloom was the creator and moderator of the Yahoo email group/list. 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 last minute updates, and inform folks of activities with openings.

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