# SNEL Sign Up Procedures

Short Notice Email List (SNEL) has several purposes. SNEL is used to notify group members of (1) last minute cancellations or changes of Show and Go activities, (2) upcoming activities that have open spots, and (3) chapter events posted to ActDB.

Sign up for SEM SNEL emails through Google Groups. You will need a Google account. It does not need to be gmail. You can use any email address to create a Google account. You can also link a non-Gmail email address to an existing Google Account. Find out more about joining Google Groups without a gmail address or linking to another email address here. Google Group has various collaboration functions; SEM SNEL uses Google Groups only to send emails.
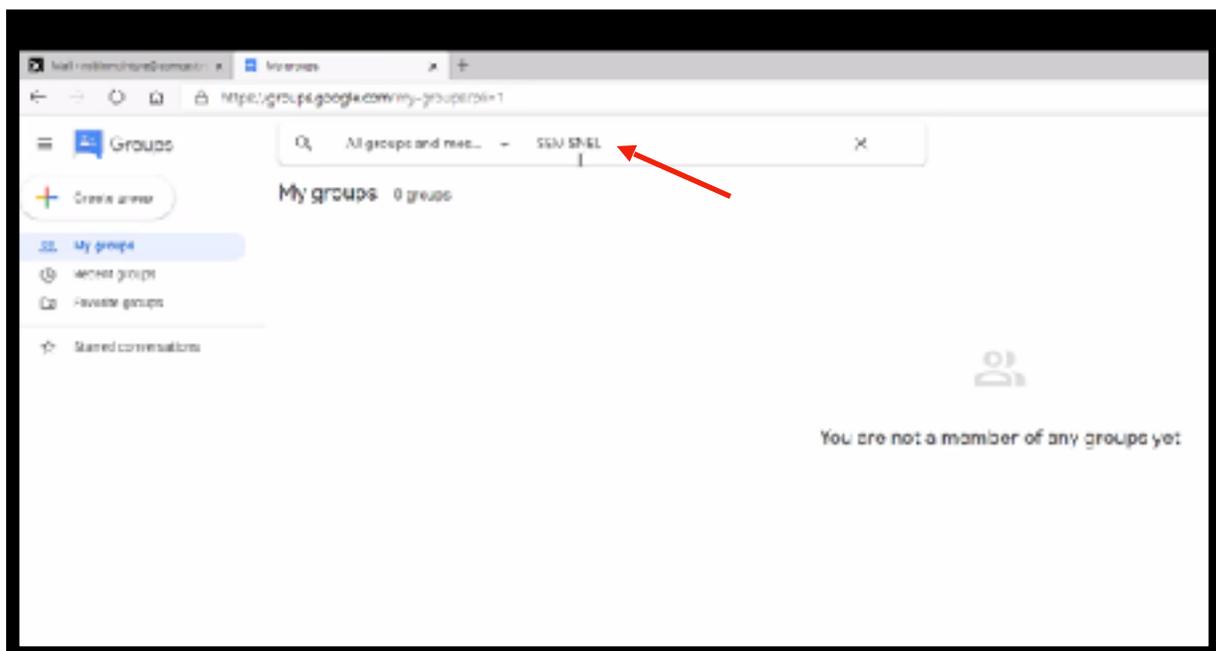
These are the steps to join the SEM SNEL group:

Note, the screens may look different on a tablet or smart phone but the commands are similar.
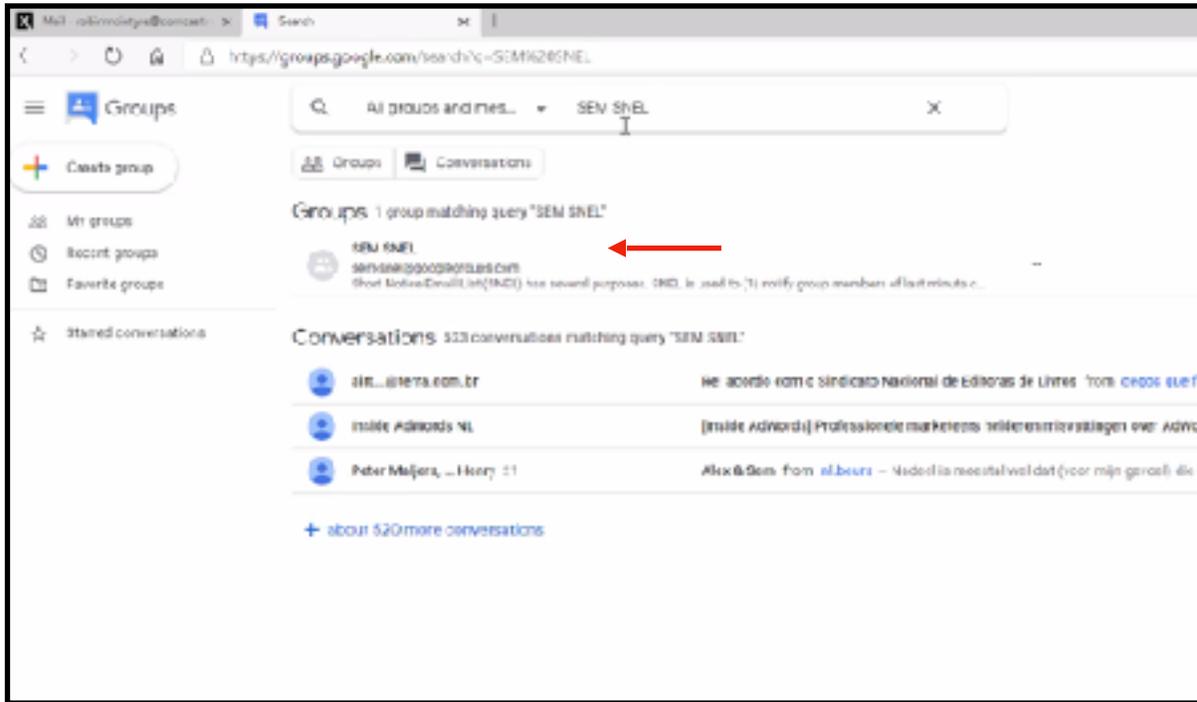
• Log into your Google account.
• Go to groups.Google.com
• Click on the magnifying glass drop down at top center of screen.
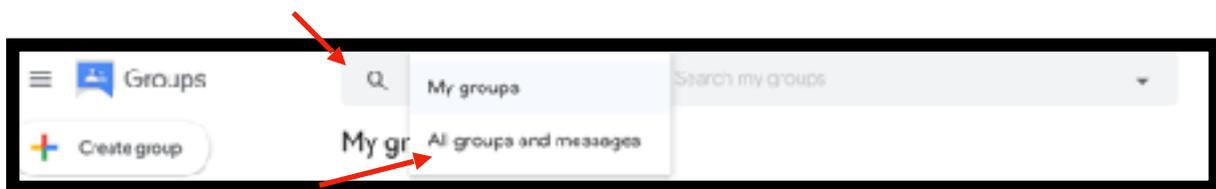
• Select **All groups and messages**.
• In the Search box, enter **SEM SNEL**. Press **Enter**.

- The screen will show SEM SNEL as a group. Click the **SEM SNEL** group.

- If you have linked other emails to your Google account, you may have the option to choose an email account. This is the email account that will receive SEM SNEL emails. Click **Join Group**.
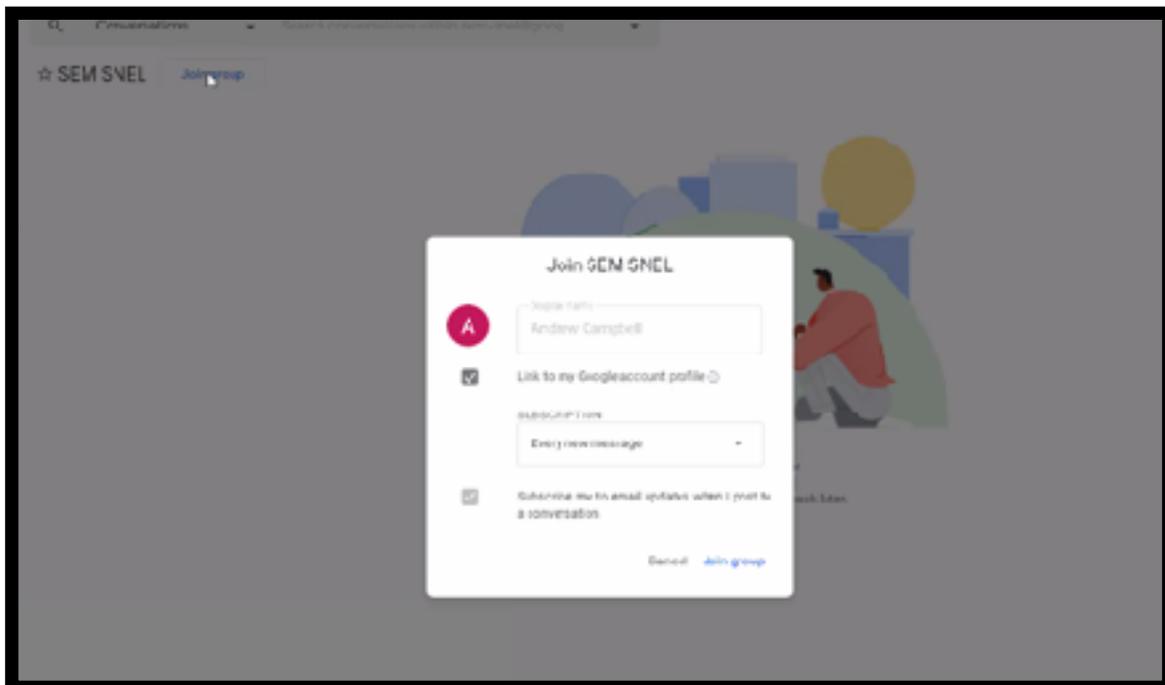
- You are now part of the SEM SNEL group! You can click "My groups" in the left panel to see your groups, including SEM SNEL. You will **not** receive a separate notification that you have joined the group.
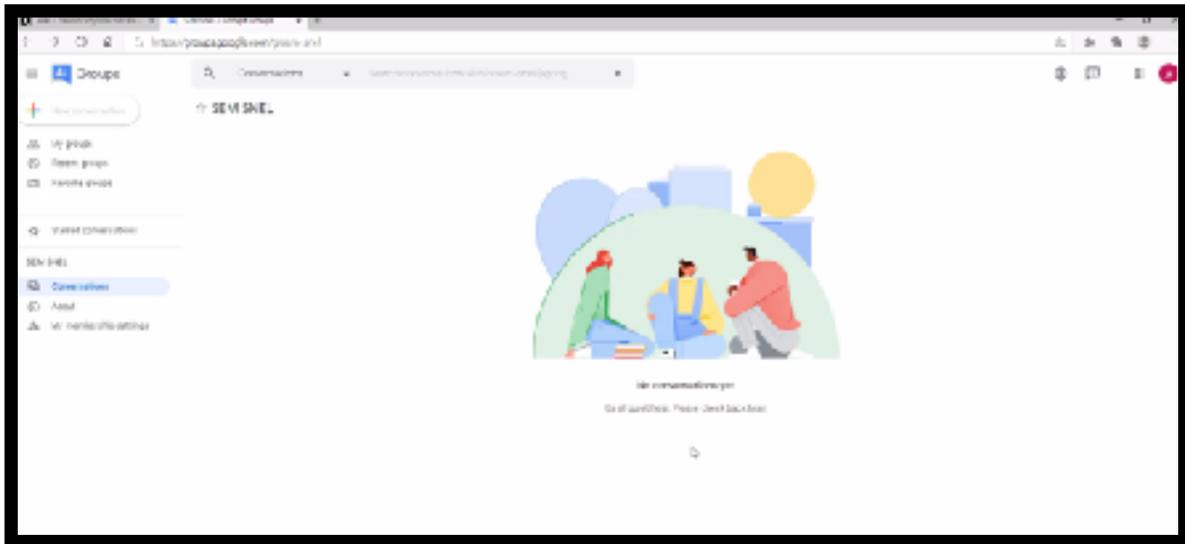
- You can unsubscribe at any time. Click the unsubscribe link on the bottom of a SNEL email or email sem-snel+unsubscribe@googlegroups.com.

- Difficulties? Email snel.admin@amcsem.org.

Updated: DS 11/2/2020