

Short Notice Email List (SNEL) Procedures

What Can Be Sent Via SNEL?

1. Last minute changes to a Show and Go activity listed in ActDB as Registration “Not Required”.
2. Activities which have not been filled, or are in danger of canceling because of a shortage of participants.
3. Chapter events posted to ActDB.

Use SNEL for these purposes. Do not use for other messages. Inappropriate use of SNEL may result in loss of privileges.

Notification of last minute updates pertains to “Show and Go” activities because leaders do not have a list of participants. Note that Show & Go participants may not be subscribed to SNEL. Leaders that post Show & Go activities should get advice from their Activity Chairs on best practices for posting their activities. For activities requiring registration, leaders should notify participants through ActDB functionality.

Who Sends SNELs

SEM Leaders can request access to send their own SNELs. Email the Activity Chair or Activity Vice Chair to request access. Email addresses for all Activity Chairs are located at <http://amcsem.org/officers.html>.

If a leader is not comfortable sending their own SNELs, they may ask if the Activity Chair/Vice Chair is willing to do so. Each Activity Chair may determine the level of support they will provide.

How to Send SNEL

- Before sending SNELs, you need to be a member of the SEM SNEL Google Group and have requested access to send SNELs.
- Post your activity to the AMC Activities Database (ActDB). (Do not promote an activity through any means that is not yet posted to ActDB.)
- Go to <https://groups.google.com/g/sem-snel>
- Click + **New conversation**
- In the Subject line, type SNEL - Committee - xxxxx where Committee is the name of your committee and xxxxx is a brief description of the activity. For example, **SNEL - Cape Hiking Oct 25 Truro Cancellation**.
- In the text:
 - Copy the 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/> or <https://activities.outdoors.org/search/index.cfm?grp=10> and copy the activity link from there.
 - Specify the reason for the SNEL, e.g. last minute change or cancel for Show & Go, activity with open spots.
 - Copy the relevant portion of ActDB listing text.
 - Add your name at the end.
- At the bottom of the page, click **Post Message**.

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. If you do not want your email address displayed, click **From** and select "sem-snel@googlegroups.com".

Updating SNEL Privileges

The Chapter Chair or designee should give new Activity Chairs access to update SNEL privileges. Activity Chairs should give new Vice Chairs access to update SNEL privileges.

To update privileges:

- Go to <https://groups.google.com/g/sem-snel/members>
- Find the person to be updated (you can sort by Member or Email column headings)
- For a leader, use the dropdown arrow to update Posting to "Allowed"
- For an Activity Chair/Vice Chair, use the Role dropdown arrow to update Role to "Manager"
- For a Chapter Chair/Designee, use the Role dropdown arrow to update Role to "Owner"

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.

ActDB was updated May 2020 to allow for online registration in support of COVID restrictions. Registration was required until COVID restrictions were eased about a year later. Many leaders now use online registration which is the easiest means for communicating with participants. Some also use email registration in which they have the participant contact info. Some leaders continue to not require registration (Show & Go) so they do not have a list of participants to notify of changes or cancellations.

Procedure changed August 2022 to allow authorized leaders to send their own SNELs.

Increased use and higher membership of Meetup makes that an attractive option to promote activities.

Revised 8/2022 DS