

SUNLAND VILLAGE EAST -- PERSON-TO-PERSON EMAIL GROUP

What is it? and Rules and Guidelines

Welcome to the "SVE--Person-to-Person" Group. This is a Google Group for Sunland Village East email users, so we can all communicate with one another using just one email sent to a mailing list.

This document contains a lot of information you need to know about the Group. Please take the time to read and print it to keep for reference.

The new email Group is hosted as a free Google Group. It is operated by SVE residents.

You can view archived messages on our Group's web page (<http://groups.google.com/group/sve-p2p>); but, most subscribers will prefer to have all Group messages sent and received by email, without the bother of website access. In order to visit the website and view the files, photos, and other information posted there, a free Google account (user id and password) must be created. If you use Gmail, you already have your userid and password. If not, you need to create a Google account.

To create a free Google account, go to <https://accounts.google.com/NewAccount> and follow the instructions. If you need help, contact us at mofretwell@gmail.com, and we'll help you create your account.

The default mode for receiving messages is individually. We suggest that you not use this approach if you don't want lots of emails. There is an alternative "digest format" in which you get one email a day with the indexed, numbered posts within that one message. The digest is compiled during the day that messages are sent and emailed to the subscriber at the end of the day. Digest subscribers can scroll through the index and see if there is anything they want to read, move down to that number and skip all the rest. Then the whole thing can be eliminated with one delete. This cuts down on the number of messages that you receive daily.

The great advantage of the digest is only one email per day. The disadvantage that you might miss some item being given away or being sold at a great price. It will be snatched up by persons who receive individual emails as soon as they are submitted to the Group. Such is life. You make your choices and then live with the consequences. But you get to make the choice.

One important thing to remember when responding to digest postings, posters need to write a new email addressed to sve-p2p@googlegroups.com. If the reply button is used, the complete digest -- of up to 25 messages -- is repeated either to the individual or back to the entire Group. This mistake will not make you popular.

When posting time sensitive information, such as club meetings, keep in mind that you will need to post several days ahead of time because the Digest postings are always received in the subscribers email box one day late.

We have learned through the experience of a similar email Group at Leisure World that the following items are the most important in the operation of our Group. Therefore, in Q and A format, here is a list of things to do:

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Q1: How do I post an email to the Group?

A1: Just use the "write" or "compose" part of your regular email program and put in the following address: sve-p2p@googlegroups.com. The email message must be sent from the email address with which you subscribed to the Group, or it won't be processed. If you have more than one email address that you use regularly, you can register both -- and you'll get posts to both. Or, you can remember to only post to the Group from the email address you registered. Also, remember that whenever you send a message to sve-p2p@googlegroups.com, your message will go to all the Group subscribers. So be sure you want everyone subscribed to receive that message.

Q2: What form should I follow in posting messages?

A2: This answer is in two parts.

- (1) Be sure to put a summary of your message in the subject line. That way, whoever is not interested in that subject can immediately delete it and not waste their time.
- (2) Be sure to sign your email with your full name, not just your first name and/or email address. Physical address is optional. Subscribers are entitled to know who is talking to them.

Q3: What if I just want to reply privately to the sender of an email on the Group?

A3: Just click on the reply feature (not the reply all) of your email program. Your response will go only to the sender of the email and not to the entire Group.

Q4: What should I **not** post?

A4: To make the experience enjoyable for everyone:

- (1) No religion or politics.
- (2) No bad language.
- (3) No jokes .
- (4) No commercial advertising or selling.

There are many personal services offered by SVE residents that would be of use to other SVE residents including but not limited to homes for rent, pet sitting, personal care, tax services, house sitting, clothing alterations, jewelry repair, painting, cabinetry, plumbing, locksmithing, massage, etc. SVE residents are permitted to post one ad a month offering these services. The subject line should read "Service Offered" and then list the service. Any outside service used by a SVE resident can be "recommended" on the post if excellent service was received by the person using the service, but only SVE residents may advertise their personal services. (Homes and condos for sale must include "for sale by owner.")

- (5) No bickering or personal attacks or "flaming." Flaming is defined as an e-mail message in which the writer attacks another participant in harsh, and often personal terms. Verbal attacks on the Group are poor netiquette and will not be tolerated. When appropriate, use private email instead of posting to the group.
- (6) No copied or pasted material; all messages must be original content. Do not reply to an earlier message to create your post. Do a new email.

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- (7) Pictures of items for sale are okay. Make your pictures large enough to show what you're selling, but not so big as to make them hard to download.
- (8) No forwarding of third-party messages of any kind. There are lots of messages floating around the Internet that we do **not** want on the Group. Examples are hoax warnings about viruses, chain letters, and sentimental "hug your friends" messages that are inappropriate for this Group. Anything that says to send it to everyone you know is 90-percent sure to be either a hoax, an urban legend (a false story) or pseudo-science. You can check out these items at the following addresses: <http://hoaxbusters.ciac.org/>, and <http://www.snopes.com>.
- (9) Please, do NOT send holiday greetings through the group. Please do not put on the Group any holiday stories, poems, jokes or similar material. Again, send it to your friends if you wish, but do it privately. If this Group grows as we expect it to, we would have hundreds of holiday messages to delete.

And now some general items:

Q5: What is the Group *for*?

A5: Primarily, it is used for (among other things) selling of unwanted items, meeting announcements, minutes of clubs and condo boards (if they choose to post them) club announcements and web links, tips about computers, favorite software, interesting websites, non-commercial buy and sell bulletins, updates to residents who are away, theater, restaurant, service, and/or movie recommendations.

Responses to previous posts may include applicable content from the original message.

Q6: Who can participate?

A6: The Group is primarily for owners, residents and renters in SVE but we will consider other interested parties on a case-by-case basis. Employees of SVE can subscribe.

Q7: Is the list moderated? (meaning censored)

A7: The list is fully moderated. We do this primarily to prevent spam, but also to prevent commercial advertising and improper postings, so that the Group is used only for its intended purpose.

Q8: Who operates the Group?

A8: The Group is provided by resident volunteers for the benefit of all SVE residents who have email capability and who wish to participate. You do not have to be a member of any SVE club or organization to be a member of the Group. The current owner is Marvin Fretwell.

Q9: How can someone join the Group?

A9: We have found it helps in keeping our own roster straight if the moderators enter all new subscribers. So send your name, physical SVE address, phone number and email address to mofretwell@gmail.com. We will send you a notification of your subscription by return email.

Q10: Can I unsubscribe if I want to?

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A10: Yes, anytime you wish. At the bottom of every email is directions for unsubscribing. Just send an email to sve-p2p+unsubscribe@googlegroups.com or to mofretwell@gmail.com.

Q11: What if I just want to change the way I receive the Group postings or to suspend mailings while I am away?

A11: If you have access to the SVE -- Person-to-Person web page (and we encourage you to learn how to do this) you can go to the site and make these changes yourself. If, however, you have not yet done this, please send an e-mail to mofretwell@gmail.com. DO NOT send an e-mail to sve-p2p@googlegroups.com because this information goes to the entire membership.

Q12: I have a friend (in SVE) who is interested in joining our email Group. What should I do?

A12: Tell them to send their full name, physical address, and email address to mofretwell@gmail.com, and he will verify their residency and then promptly subscribe them to the group and send them instructions for posting to the group.

Q13: If I go on vacation and haven't yet learned how to change my delivery mode to No Emails, whom do I contact?

A13: Send an email to mofretwell@gmail.com.

Q14: How should I ask for more information about a specific email post?

A14: First, ask yourself if all subscribers will be interested in the information you want, or if it is likely that very few others will be interested. If all, then use "Reply All" to post your question. If just you or just a few, then use "Reply" to post your question, which will reply only to the sender and not to every subscriber.

Q15: What if I post an advertisement and forget to add a picture, or my phone number?

A 15: We tightened up on this error. Too many subscribers were not reviewing their ads, and then correcting them one or more times. Now, you get one chance. All subsequent corrections will be deleted. So you'll just have to settle for folks contacting you through email. Hopefully this will help all members to remember to check their ads before sending them.

Policies of the "SVE -- Person-to-Person" Group regarding inappropriate messages.

Be aware these policies have been taken from the immensely successful Group at Leisure World, and they have evolved over time; we are most appreciative of their knowledge. However, these policies are not carved in stone, and are subject to revision at any time. By and large, this is how we operate:

1. We respond privately to virtually all inappropriate messages.
2. We respond privately and publicly to messages containing false information, i.e., hoax virus warnings and urban legends.
3. We respond privately and publicly if there is an infraction we want to bring to the attention of our subscribers. Also we respond publicly if a message contains something not yet listed in our guidelines, but we feel it should be added.

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4. All posts are moderated, but we may in the future relax that requirement. If, however, there are repeated instances of infractions from a particular e-mail address, we will continue to moderate messages from that address. That is, messages from that address are sent to one of the Group moderators to be approved before they are posted.
5. As a very last resort, we will remove any offending subscriber from the list, but suspension is for willful offenders. Most offenders are one-time offenders who did not read, simply forgot, or did not understand our guidelines. If you have any further questions, feel free to send them (as a "content-rule query") to: mofretwell@gmail.com.