

Gmail Email List Description and Maintenance (5/2/2016)

How to get Gmail access to the club account.

Access to the club email account is restricted for security reasons. Contact the club president if you need access. The club has traditionally limited access to a select few leaders, in order to control the amount of email the club generates.

How to use the Gmail groups?

When sending an email, put the desired group names in the "BCC" address block (See exception for the car pool list emails). The names of available Gmail groups usually pop up to select after you've typed a few characters. Using BCC keeps email addresses hidden from recipients, and avoids "reply all" syndrome. Unless the leadership actively monitors our club Gmail account (currently we don't), include a message in your email that recipients should not reply directly to the email, and if they have questions/comments, they should reply to your personal email address.

The current club Gmail Groups are:

"Attending Cadets" contains members of all current classes (e.g., 2016-2019). At the end of each academic year, the oldest attending class is deleted from "Attending Cadets" and moved into "Alumni".

"Alumni" includes MA families and/or cadets that have graduated from West Point

"Boosters" are VIPS and other good folks who have asked to be included in club correspondence. They need not be copied on all correspondence. Leaders should use their discretion when to include. "Boosters" group is not embedded in any other group. You have to add this group to your email if you want them included.

"Class of XXXX" contains only members of that class.

"Leaders" are club leaders. This group is used when you want to direct an email only to Club Leaders. If your email already includes "Attending Cadets", don't add "Leaders", as that will cause a double email to them.

"Cadet Candidates" have received and/or accepted an appointment to West Point.

"CarPool List" are folks that have opted in to our list of those who occasionally seek or offer rides to other club families.

Email List Maintenance Procedures:

Add a New Contact - Click the "New Contact" button in the upper left of the Contacts page, and populate the desired data fields. Be sure to follow the following contact naming convention:

Graduation Year (2 digits) CADET LAST NAME & FIRST NAME, Parent First Name(s)
(Hometown).

Example: 19 KENT CLARK, Jor-L & Lara (Krypton)

Contact Address changes - simply change the data in the contact.

Contact requests deletion from all or some Gmail groups - If they are requesting to be deleted from all emails, delete the contact. No change to any group is required. If they request to be deleted from a specific group, follow similar instructions to below, but deselect instead of select.

Add person/people to a group - click the box to the left of each contact. Go to the "group" pull down at the top, and assign the person/people to the group. Be sure to hit "Apply" after you select/deselect the applicable groups. This will save your changes.

Add a new family, or new class - enter all the new contacts into the contact list. Go to the "group" pull down above, and select "create new group". Label the new group "Class of XXXX". Click the box near each new contact. Go to the "group" pull down above, and assign the new families to the new group you just created. If the new contacts/families are candidates from a new class prior to R-Day, enter them into the group called "Cadet Candidates".

Delete New Cadets (but not Parents) after R-Day - Simply delete any contact that is not a parent from the "Cadet Candidate" list. When done, rename this Gmail group "Class of XXXX".

Graduation Time - Click box near each contact from the graduating class (contacts are in class order). Go to the "group" pull down at the top, and de-assign them from "Attending Cadets" and "CarPool List", and assign them to "Alumni". If any of these contacts were leaders, do the same process to de-assign them from the "Leader" group.

You notice a bounced email in our Gmail account - Retry with a test email to only the bounced contact. If it still bounces, delete the contact. The person has changed their email address, or is blocking WPPC-MA. If the address relates to an attending cadet, notify the Club president and membership chair.

Find new members to add - Periodically scan the in-box of the club gmail for new members. A new member will generate a paypal receipt in the in-box. You can alternately run a member report from the club website. Add new members to the appropriate gmail group. Also gather the list of attendees at the annual Hail and Farewell event for cadet candidates, and add those names to the Cadet Candidate gmail group.

Update New Cadets after A-Day - As soon as possible after A-Day, identify those new cadets that were not accepted into the Corps of Cadets, and delete them from the Class of XXXX gmail group. There are often 1-2 each year. If any have paid for club membership already, delete them from the website membership roster. Contact the treasurer to determine if a refund will be granted.

Contacts ▾

NEW CONTACT

▾ My Contacts (200)

Starred

Alumni (32)

Attending Cadets (1...

Boosters (7)

Cadet Candidates (3...

CarPool List (46)

Class of 2012 (1)

Class of 2014 (14)

Class of 2015 (16)

Class of 2016 (24)

Class of 2017 (36)

Class of 2018 (25)

Class of 2019 (38)

Leaders (11)