



BCCPAC Listserv FAQ's

1. What is a listserv?

The term "listserv" refers to the software used to set up an automatic emailing list whereby individual email addresses are registered and every email sent to the "listserv" email address is automatically redistributed to every registered email address. Listservs are usually subject orientated and provide a forum for member discussion. Only those who have signed up to be a member of the listserv can send and receive the email postings.

2. How do I subscribe to the Listserv?

To subscribe to the Listserv send an email to listservinfo@bccpac.bc.ca requesting membership, providing your Full Name, PAC/DPAC, School District & the email address you would like to use. Please note that you will not be able to send or receive listserv mailings from another email address other than that with which you subscribed. To change an email address, see point #14.

3. How do I unsubscribe from the listserv?

To unsubscribe from the listserv you can either follow the instructions shown at the bottom of all listserv emails. See example: To unsubscribe send a blank email to leave-2343839-22997999.980136a5842a632d821b97d93d1f629c@lists.bccpac.bc.ca or email listservinfo@bccpac.bc.ca and request to be removed.

4. How should I sign my emails?

You need to include your full name, your PAC or DPAC name and School District in your emails. We do not encourage anonymous posts. You may be removed if you continually post without signing your name.

5. How do I send a message to the listserv?

Once your email is registered with the listserv you are ready to send messages to the group. Send your message(s) to pacdpac@lists.bccpac.bc.ca. Include your full name, your PAC/DPAC name and School District. You must send your listserv email from the email address you have registered with. Unregistered email addresses will not be able to post or receive listserv mailings.



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6. How do I reply to the listserv?

Click the “reply” button within the email you wish to respond to. This will open a new email message with the listserv address already in the “To” line of the message. Type your reply into the body of the email. Remove any unnecessary information (only leave enough of the previous message so readers know what you are responding to – generally a couple of lines).

7. What is a “Post” on the listserv?

This is another term for an original email sent to the listserv or any reply to messages that are sent to the listserv email address.

8. What is “Unnecessary information”?

When you reply to a post, depending on how your computer settings are set up, your reply may contain many footers or multiple addresses. There may also be a long previous email or several previous emails automatically copied by your email program in the reply email. If these are not necessary and to ensure the context of your reply is understood, please remove as much of this as possible before sending.

9. How do I reply to an individual who sent a message and not the whole group?

If you want to reply to an individual and you know their email address, type it in the “To” field. Be sure to remove the listserv address. If you don't have their email address you can request it on the listserv. To obtain this information you may have to post your email address for them to contact you but this will be posted to all on the listserv.

10. If my opinion differs from that of the person who posted on the listserv, can I express that opinion?

Yes, the listserv welcomes differing opinions/points of view. The listserv is for sharing thoughts. Remember to keep your tone respectful. Type as though you are speaking to the person face to face. When responding, consider your opinions and how these can inform other members on the listserv.

11. What is considered private to the listserv and is not to be forwarded?

Personal comments may not be shared without approval of the author.



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12. What can be shared from the listserv?

Any publically available link or information can be forwarded as long as you do not include information identifying the person who posted it.

13. What is considered inappropriate use of the listserv? (This list is not exhaustive)

Inappropriate use of the listserv includes sending unsolicited bulk email (also know as spam) and sending general announcement of job vacancies, advertisements, notices and other general appeals.

Inappropriate use also includes harassing or embarrassing messages, sexually explicit images or content; racially, ethically or otherwise offensive material; and messages that violate any applicable local, provincial, federal or international laws. If emails of this nature are sent to the group, the sender may be removed from the list.

See Listserv Guidelines for more information.

<http://www.bccpac.bc.ca/UserFiles/file/ListServGuidelinesSept2009.pdf>

14. My email address has changed. How do I let the listserv know (without letting everyone know about it)?

If your email address changes, however slightly, please let the Listserv Administrator know and he/she will ensure you are able to continue using this service. Send a request via email to listservinfo@bccpac.bc.ca providing your old email address, the new email address, full name, PAC/DPAC and School District. You will receive a confirmation email when your details have been updated.

15. I've accidentally unsubscribed from the listserv, what shall I do?

Email the Listserv Administrator at listservinfo@bccpac.bc.ca requesting reinstatement, providing your Full Name, PAC/DPAC and School District. He/she will be able to reconnect you with the listserv. You will receive a confirmation email when your request has been completed.

16. I'm no longer receiving listserv postings, why?

This could be due to a couple of things. You may have accidentally unsubscribed to the listserv. See point #15 for further details or your spam filter may be rejecting the posts



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for some reason so it may be a good idea to check your junk box from time to time. Alternatively contact the listserv Administrator and he/she will take a look at your membership setting on the listserv database.

17. If I feel my privacy has been breached on the listserv, whom should I contact?

Email the Listserv oversight committee at listservinfo@bccpac.bc.ca detailing your concern. Your concern will be dealt with in confidence as soon as possible.

18. Is the listserv a good way to contact the Board of Directors or the BCCPAC Office?

No, this is not the appropriate way to contact the Board or the Office. It is however a great way to connect with other member parents. You can contact the Board via direct email. The email addresses are posted on the BCCPAC Website - <http://www.bccpac.bc.ca/aboutus/2008-09board.aspx> or you can contact them through the office by email at info@bccpac.bc.ca or through the post at 350-5172 Kingsway, Burnaby, BC V5H 2E8.