



Email Lists Assembler and Mass Email Sender Position Descriptions

by Bob Gruber

In Unit 547, the Ventura Unit, the Email Lists Assembler is responsible for maintaining mass e-mailing lists for the purposes of:

1. Notices to membership / club game players,
2. Notices to members of Southern California Units (547 included) about the Unit's open Sectional, and
3. Notices to members of Southern California Units (547 included) about the Unit's 499er Sectional(s) (if any).

There is Kingston flash drive that is an integral part of the Unit's historical archive; under *Sectionals*, it has a directory named: *Units xxx E-mail Addr Lists*. That directory has e-mail lists in 2 sub-directories: total e-mails and 499er e-mails. Each of these sub-directories has several (Excel) files identified by Unit number.

The lists on the flash drive will almost always be out of date. A newly appointed Email Lists Assembler should obtain the lists from the outgoing Email Lists Assembler.

Another write-up concerning mass e-mailings, namely, *Email Blasts*, appears in the *Units xxx E-mail Addr Lists* directory. [Email Blasts](#) details how to (easily) perform a privacy respecting e-mail blast.

To keep these e-mail lists up to date, the Email Lists Assembler needs to receive the monthly In-and-Out Report. Even that is not quite enough. Those just joining the ACBL (for the first time), obviously, have zero (0) points and belong on the (547) lists for the:

499er Sectional and Open Sectional

Transfers into the Unit may have too many points for the 499er category. For a transfer (or rejoin), a Director will need to provide the Masterpoints held by that person. For that reason a Director within the Unit is a good choice for the Assembler position. Having a director added to ACBL's distribution list of the In-and-Out Report is usually not a problem.

Mass E-mail Sender

The E-mail List Assembler maintains the multiple lists, but is not responsible for the mass e-mailings. That task falls to the Mass Email Sender, who receives the lists from the Assembler.

The Sender responds to requests from say, the Open Sectional Tournament Manager, the 499er Sectional Tournament Manager, the Promotions Chair, and the Membership Chair and performs the actual mass e-mailing. The [Email Blasts](#) write-up provides a guideline on how to carry out a mass e-mailing from the Excel spreadsheet lists.



Open Sectional Lists

For the open Sectional, there are 11 (Excel) lists:

- | | | |
|------------------------|------------------------------|--------------------|
| 1) 532 (Thousand Oaks) | 5) 556 (Antelope Valley) | 9) 562 (West LA) |
| 2) 542 (Santa Barbara) | 6) 557 (Long Beach) | 10) 568 (Torrance) |
| 3) 547 (Ventura) | 7) 559 (Pasadena) | 11) Unit Unknown |
| 4) 553 (Glendale) | 8) 561 (San Fernando Valley) | |

499er Sectional Lists

For the 499er Sectional(s), there are 5 (Excel) lists:

- | | | |
|------------------------|------------------|----------------|
| 1) 532 (Thousand Oaks) | 3) 547 (Ventura) | 5) Multi Units |
| 2) 542 (Santa Barbara) | 4) 562 (West LA) | |