Maintaining an Organized Network Listserv December 2016

Functionality and Purpose

As CAN Coordinators, one of your roles and responsibilities is to disseminate policy and advocacy information CEC provides you to your Unit’s/Division’s grassroots networks. These networks include members of your CEC unit and division and other contacts you have made through professional relationships in your career field who have an interest in special education and early intervention policy and advocacy. Through this network you will send information such as:

- The Policy Insider Blog
- CAN Action Alerts
- Press Releases
- CAN Reports/Presentations
- Anything relevant to Special and Gifted Education and Early Intervention Policy!

Keep in mind your network is also a good source of information. If someone within your network shares something of interest in regards to special and gifted education and early intervention education policy, we encourage you to share with CEC and the rest of your network. But before you can send out any information, you will need to determine the best way to develop the listserv for your state/division.

How Do I Access the Emails of My State/Division CEC Membership?

On the 16th of each month Bryan Reynolds, CEC’s Membership and Database Manager, will send all identified CAN Coordinators a current list of members of your state or division. The list is available in an Excel format, which includes: the member’s state/division, name, email, and phone number.
Emailing Your Listserv

Once you have access to your membership list, you can begin to disseminate information to the emails provided in the list! The best method for transferring the list of emails to your email platform is through the "copy and paste" method. In Excel you will highlight the column with the emails in them. Once highlighted, right click "copy" (see image A. as example) and right click "paste" in your email platform, be it Outlook, Gmail, Yahoo Mail, etc. (see image B. as example). It is recommended you use the Blind Carbon Copy (BCC) section of your email as the Carbon Copy (CC) section will show all emails included in the email, resulting in a massive list to scroll down through before the body of the email.

Maintaining Your Listserv

It is important to use the most up to date list provided monthly by the Council for Exceptional Children.

When updating your listserv sheet, there are two options to keep your list current with the members of your state/division.

1. Create a folder in your documents or where you keep CAN related documents and title it CAN Network Listserv or something similar. Store the Excel sheet within this folder using the date you receive the list as the document (Ex. December 13, 2016). This will help you to keep track of when you last updated your list. This option will allow you to maintain a collection of all the lists you receive in one place.
2. The next option requires only using a single Excel Document. The first list you receive should be saved and you will continue to utilize that list until a new updated list becomes available. Once you have your NEW list, you will do a "save as" and replace the OLD list with the NEW list. It will not allow you to go and review older lists but it will keep a single document going to draw information from.

If you have other contact lists, we highly recommend you combine all your lists to keep the information in one place.

With your listserv ready to go, you can now successfully send information out to your networks while maintaining your contacts in an effective way.

Questions?
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