

ASTC Mailing List options – REVISED 14-OCT-2021

The email address members@theatreconsultants.org is used for group email discussions. Emails sent to this address will go to the entire ASTC membership. The purpose of this email list is to facilitate communications between members and has been active since July-2012.

Below is a quick refresher on how to update any settings:

You can access a web interface to manage your subscription to the group and to review group email discussion in a web format.

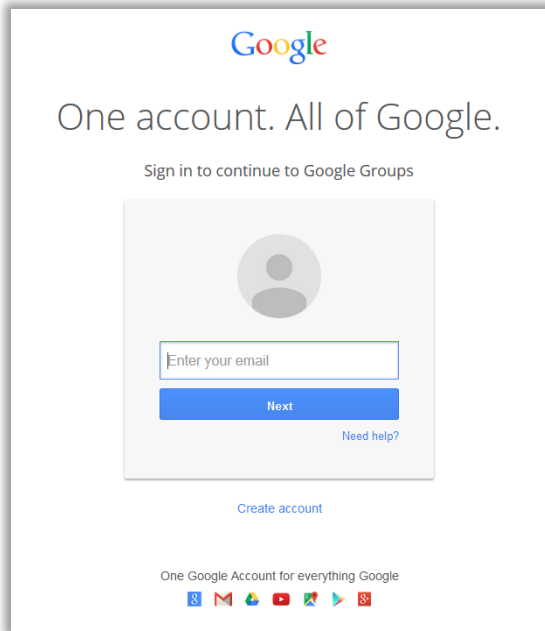
Your subscription options include:

- No email: web-only participation (NOT RECCOMENDED AT THIS TIME)
- Abridged Email: one summary email of new activity per day
- Digest Email: A single bundle of up to 25 full new messages in a single email, sent at least daily
- Each Email: send each message as it arrives (RECCOMENDED AND DEFAULT SETTING)

To change these settings, please go to the following link:

<https://groups.google.com/my-groups>


You will arrive at a webpage asking for a login that looks like this:



Login to a Google Account with the email address that you use for the ASTC Mailing List. For example, I use: jkovalick@schulershook.com


After you log in, you should see something that lists all of the ASTC Mailing Lists that you are a member of (in addition to any others that you are subscribed to with this email address:

My groups 3 groups


<input type="checkbox"/> Groups ↑	Join date	Subscription
 ASTC Members members@theatreconsultants.org Welcome to the new ASTC Member Group Email List. The email address "members@t...	Jul 11, 2018	Each email ▾

To the right of your name is a drop down menu that will allow you to change your Mailing List Subscription Options. The menu looks like this when you click on it:

My groups 3 groups

<input type="checkbox"/> Groups ↑	Join date	Subscription
 ASTC Members members@theatreconsultants.org Welcome to the new ASTC Member Group Email List. The email address "members@t...	Jul 11, 2018	Each email ▾

My groups 3 groups

<input type="checkbox"/> Groups ↑	Join date	Subscription
<input type="checkbox"/> ASTC Members members@theatreconsultants.org Welcome to the new ASTC Member Group Email List. The email address "members@t...	Jul 11, 2018	<div data-bbox="1436 1049 1677 1313"><ul style="list-style-type: none">Each email  Each message delivered as it's postedDigestAbridgedNo email</div>

Select the subscription option that you would like.

You can then sign out from the upper right profile settings. If you have any questions or problems, please let me know.