How-To Set Up Your Email Account On The WA1RR Web Site

The following describes how to set up an account on CTRI web site that will permit you to use the LISTSERVE capability allowing you to both add a posting to the website AND send emails out to other members. With some exceptions, it will provide the same capabilities as a Yahoo group or Mailman reflectors. *If you do not wish to participate in the "Post by Email" capability, then you do not need to do anything. The capabilities for browsing, posting, and commenting that you have now will remain.*

What follows are the instructions for setting up your WordPress "account" and obtaining a **special email address** that will be assigned to you by the setup program for you to use to send an email to the LISTSERVE for broadcast to other Members and be posted on the website.

OVERVIEW

After accessing the CTRI website (WA1RR.org), you will have to create an account with WordPress.com, which will then generate the special email address for you to use when using the LISTSERVE Category to post a message or send an email to other members. This email address is yours and only yours. Each person who creates an account will receive a unique email address to use. This address is NOT for receiving emails, but to be used to send emails to the website for further processing. You will need to use a new user name and password to create this account.

STEPS

1. Log on to website.

2. Go to your Profile. There are 2 ways to get to your profile. In the top dark menu bar on the left, mouse over "WA1RR Member Site" and click on "Dashboard" & select "Users>Your Profile." OR… at the right end of the bar, mouse over "Howdy {your log in ID}" and select "Edit My Profile." Either of these actions will take you to your profile web page.
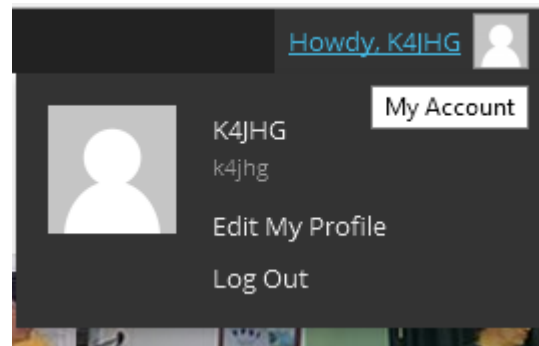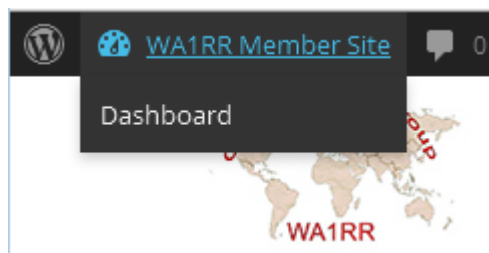
3. You need to do a couple of things on your Profile page. Note the item below your Personal Options called **"Post by Email."** You will come back to that later, but first continue scrolling down the page until you come to **"Postmatic Subscription Information."** There are 2 check boxes that you should check in order to be sent email notifications. For now, please check both boxes.

Postmatic Subscription Information

Site Subscriptions:

☑ Please send all new posts to me by email.
☑ Please send me all new comments by email. Even ones on posts to which I have not subscribed.

Classifieds Contact Information

Phone Number

Address

Country*

[Update Profile]

4. Now scroll back up to the **"Post by Email"** section. This is where you will create a special email address that you will be able to use to SEND an email to the website for posting and forwarding (like a reflector) to other members who have set their Profiles to accept emails like you did in step 3 above. To do this you must set up a WordPress.com account by clicking in the box containing **"Link account with WordPress.com."**
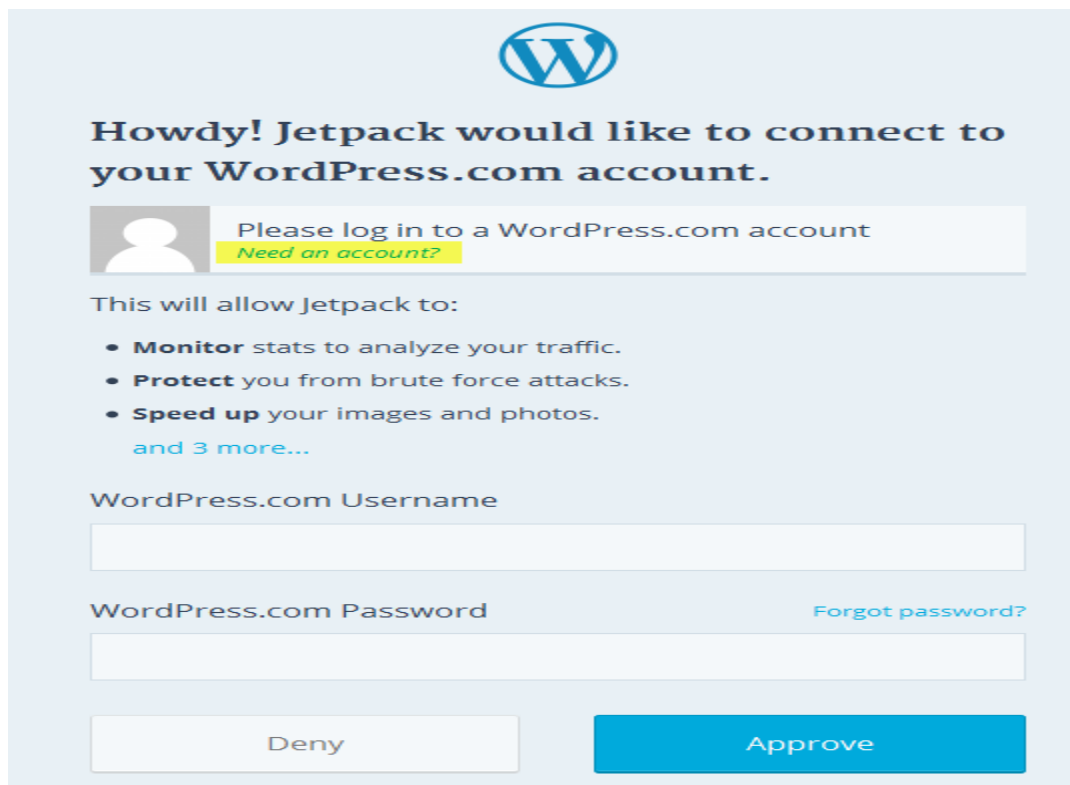
Post by Email

Global avatar.

[Manage]

Email Address

To use Post By Email, you need to link your **WA1RR** Mem WordPress.com account.
If you don't have a WordPress.com account yet, you can sign up for free in few seconds.

[Link account with WordPress.com]
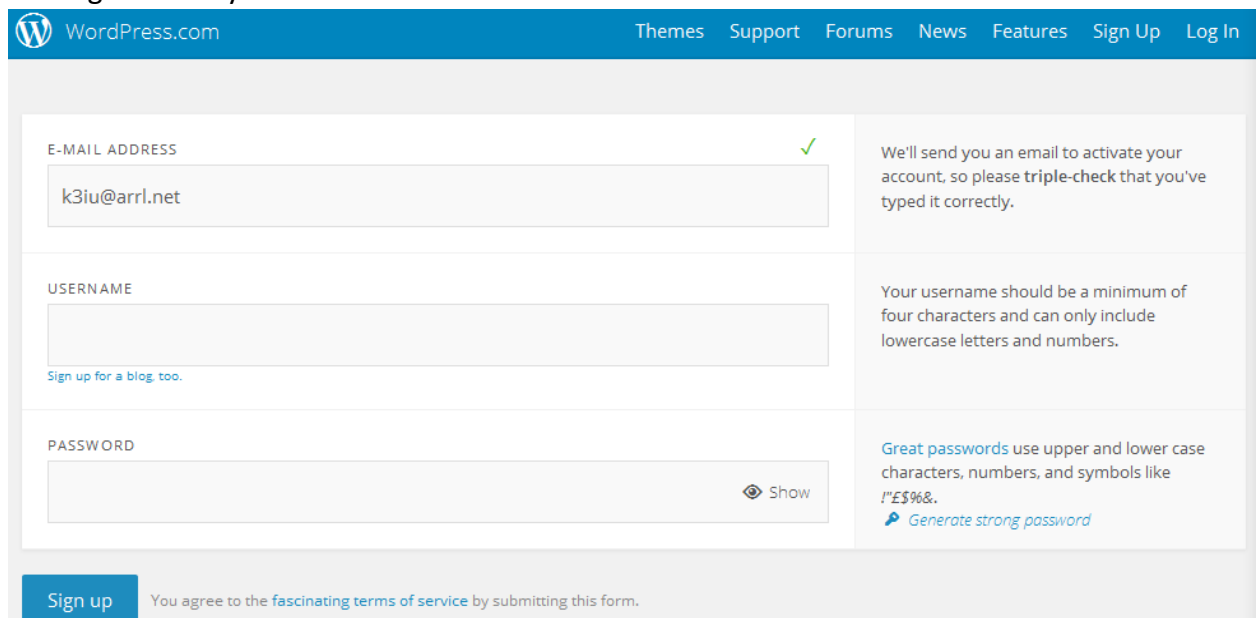
Click on **"Need an account?"** shown below.

Clicking will take you to…

You will be asked for an email address to which they will send an email to you to activate your account. My arrl.net address is shown. It may prefill the email address with the one you have used for the WA1RR web site. If you want to use another email address, then just enter it. You will then be asked to enter a User ID and password for this WordPress.com account. Note that this is NOT the same as the web site User ID and password. You can make it whatever you want so long as you satisfy their security requirements. Then click on the "Sign up" button in the bottom left. You will be sent an email with a button to click to confirm the email address. The body of the email will look like the image below. What is after "Howdy" will be **your** User Name that you entered above.
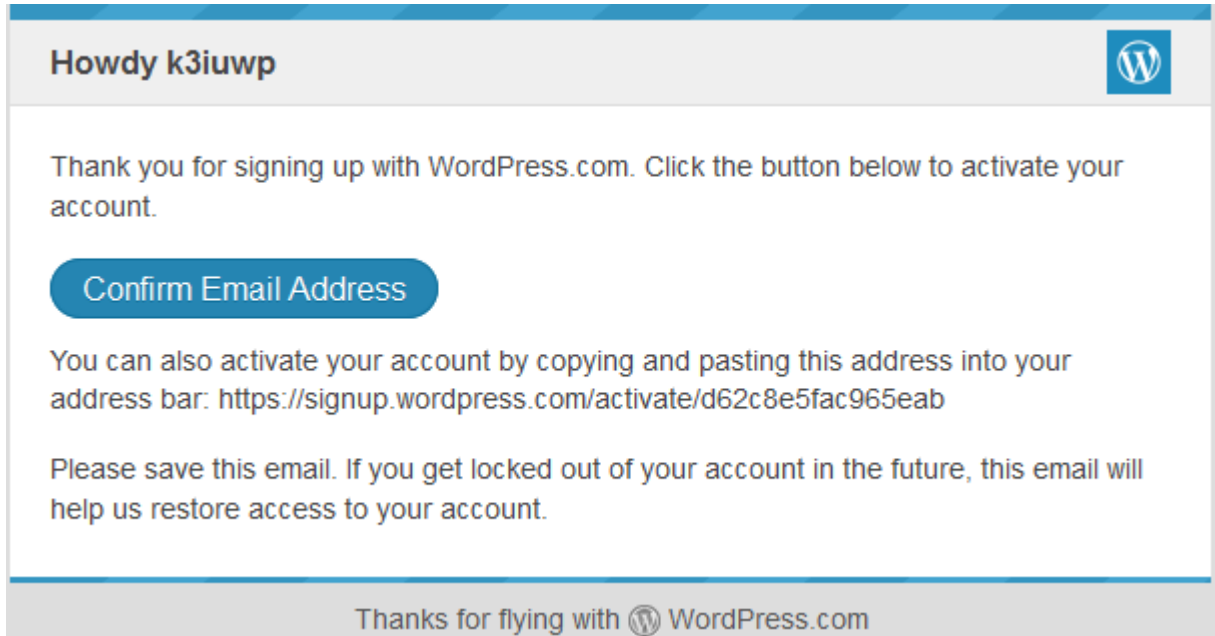
When you click on **"Confirm Email Address"** button, your browser will open a page with this…

Now click on the **"Approve"** button. This takes you back to your Profile Page where you will see this…

Click on the **"Enable Post By Mail"** button. You will then see…

THIS IS WHERE THE SPECIAL EMAIL ADDRESS APPEARS THAT YOU WILL USE TO POST TO OUR WEB SITE. **DON'T USE THE PARTICULAR ADDRESS SHOWN ABOVE. IT IS FOR ILLUSTRATION ONLY. USE THE EMAIL ADDRESS THAT APPEARS IN YOUR PROFILE.**

NOW… SCROLL TO THE BOTTOM OF THE PROFILE PAGE AND CHECK THAT THE POSTMATIC SUBSCRIPTION INFORMATION CHECK BOXES HAVE CHECK MARKS (IF NOT, PUT CHECK MARKS IN BOTH), AND CLICK ON THE "UPDATE PROFILE" BUTTON. PLEASE DON'T FAIL TO DO THIS.

This finishes the setting up of your capability to make postings by email and have emails sent to you whenever someone posts with the LISTSERVE as the Category.

5. When you have gotten this far, you can make postings by email. See below for How to USE this new created capability.

6. In step 4 you were told about the "special" email address created for you. This is the address that you, and only you, should use to send email TO the LISTSERVE on our web site. I saved mine to my address book with a label like "WA1RR Email Post" so that all I have to do is enter WA1RR in the To: address field in my email client and it will find the saved address associated with that name. In other words, you don't have to try to remember the "special" email address that was sent to you. But DO remember to save it to your address book!

How To USE this newly created capability…

First, nothing has changed in the way you may use the website to create postings as before. The change has simply created another way to create postings to the web site and the capability to submit the posting as an email using the LISTSERVE. One thing has changed, though, and that is the addition of the Category named LISTSERVE. Postings made to LISTSERVE will be sent by email to those members subscribed to the Postmatic Subscription Information in their Profile who have "all new posts sent to me by email" checked.

Earlier I said that LISTSERVE is now a Category. It is listed on the sub-menu bar on the right end. This is now the **default** Category for any posting whether sent by email or directly created on the web site. In case you did not know, the default used to be "NEWS."

Secondly, if you want to either make a posting or just send an email broadcast, you can send an email to the "special" email address you received. If you do not specify otherwise, it will go to the LISTSERVE "inbox" and be sent out as an email to those who have selected to receive emails. The Subj: in your email will become the title of the posting and the body of the email will become the posting less any special instructions (see next paragraph) you have included like "[Category Listserve]." Special Instructions will be scrubbed from the posting. This will then be sent to every member who has in their Profile selected the boxes to be sent emails.

Re: the [Category x,x,x,x] tag… In addition to "Listserve," you may include other categories, e.g., NEWS, CONTESTING or any other category currently in our web site and the email posting will appear on the web site in those categories when selected. For example, if you include [Category Listserve, News, Contesting, Front Page] in the body of your email, it will appear in all 4 of those categories on the web site and since Listserve is one of those in the tag, it will be sent to all members who have opted in their Profiles to receive the emails. This tag is removed from the posting once it gets to the website. One suggestion is to include the tag in your email signature. Don't forget… The **default** category is now LISTSERVE. If you do not include the category tag [Category x, x, x,…] your email will be handled by the Listserve. If you do use the category tag [Category x, x, x, …], the **default** will be over-ridden and your email or posting will go ONLY to those categories you specified.