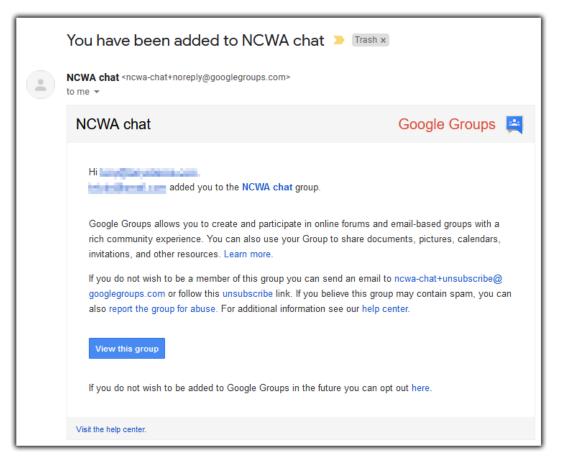
# NCWA-chat mailing list

Instructions for joining, and our Code of Conduct

Thanks for your interest in the NCWA-chat mailing list, we're happy to have you! By joining this list, you agree to read and abide by the **NCWA-chat Code of Conduct** (see below). Please read it, as it also contains tips and advice for how you can get the most use out of the list.

Instructions for subscribing

- 1. Send mail to the list admins (<u>ncwa.chat.help@gmail.com</u>) asking to be added to the list. To keep verification simple, send mail from your email address listed in the member roster.
- 2. Once you've been added to the group (admins might be busy, so give us a bit of time), you should receive an email that looks similar to this:



3. The "View this group" button may or may not work for you, but don't worry, you're still subscribed!

#### Sending mail to the list

Simply send mail to <u>ncwa-chat@googlegroups.com</u> to start a conversation or reply to someone else.

#### Receiving email from the list

- Emails sent will automatically have "[ncwa-chat]" at the beginning of the subject line for easy filtering.
- If you're not receiving emails, check your spam folder! If they're going to spam and you don't know how to fix it, check with your nearest tech-savvy person to see if they can help :)

#### Too much email?

Emails go to the list as they are sent. If you feel like you're getting too much email in a day, contact the admins, we can change you over to a "once a day digest" style email instead.

#### Unsubscribing from the list

Send an email to <u>ncwa-chat+unsubscribe@googlegroups.com</u> to be unsubscribed, or just email your request to the admins at <u>ncwa.chat.help@gmail.com</u>. Please refrain from sending admin requests to the list.

# Code of Conduct - please read before joining

#### An open and welcoming environment

We (the NCWA board and the list admins) are committed to providing a friendly, safe and welcoming environment for experienced and aspiring woodworkers, regardless of gender, gender identity and expression, sexual orientation, ability, physical appearance, body size, race, age, or religion.

The purpose of our Community Code of Conduct is to ensure that all participants have the best possible experience, while fostering an open and welcoming environment.

# The spirit of the list is to share knowledge and help others in a friendly, positive, and non-judgmental atmosphere.

Some people are experts in one area, but novices in another. Some are just beginning their careers, others are in the middle of very distinguished ones. But everyone here has something to offer, and respect should be given accordingly -- this is a level playing field!

#### List topics

The general guideline for discussions is to keep topics limited to woodworking, the woodworking community, or the NCWA (e.g. please refrain from emails that wouldn't be considered on-topic). The best use of the NCWA-chat mailing list is when it adds value to people's lives. As a brief example of "included but not limited to", feel free to use the following as a guideline:

- General woodworking knowledge sharing
- Asking questions and offering advice
- Safety tips
- Woodworking news
- Buying/selling woodworking tools or materials
- Announcements (classes, self-promotion, sales, gatherings, conferences)

Announcements of various types (product updates, other user group meetings, classes, etc) are also welcome on the list as long as they are intended to provide timely information that may be of significant interest to members. This includes special promotions for tools or other woodworking materials. If in doubt, contact the admins first!

# Do not collect personal information

Collecting email addresses and sending unsolicited messages to list members for commercial or marketing purposes is grounds for removal.

# Feedback, both good and bad

We rely on feedback from members like you to make sure that people are satisfied with all aspects of the list. If at any time you have something positive or negative to say about the list, or if you have concerns about something that is posted — or a particular person who posted it (including the admins) — email us. We will either discuss the issue with you directly, take action, or introduce a topic for discussion back to the list so that a general consensus can be made.

If you care enough about something in a positive or negative way so much that it is influencing how you feel about the list, please send us feedback. Positive feedback is just as important as negative feedback.

# Need help?

You can reach the admins at <u>ncwa.chat.help@gmail.com</u>. Mail sent to this address will go to all the active admins of the mailing list. If you are bothered by a thread, post, or another member, please do not step in to moderate a person or thread. Instead, write to the admins directly so that we can address any issues on your (anonymous) behalf if necessary.