

Please be SURE to read the following 'rules & use' information BEFORE you attempt a post. Failure to follow these rules will result in your future postings be 'moderated' BEFORE they are released for posting. Pay particular attention to the following items as these appear to be the issues that cause moderation:

1. Section A. 2. The rule including your name and email address IN THE BODY of EVERY message you post.
2. Section B: The 3 rules regarding making of post of something you want to sell. ESPECIALLY repeat posting of the items B.3.

3/21/21 version

Rules & Use document for using the SSV Forum
You MUST read this BEFORE you make a post

Once Groups.io 'accepts' you for the ssv forum you will get an email from them welcoming you., YOU DO NOT NEED TO JOIN GROUPS.IO to use the SSV Forum.

A. **HOW TO POST A MESSAGE:**

1. To post messages to the listserv simply enter ssvforum@groups.io in the "to" section of your email. Then, do whatever you normally do to send ANY email message from your system.
2. BE SURE that at the end of your message-IN THE BODY OF THE MESSAGE- you put BOTH your name AND email address. **BOTH ARE REQUIRED.** Also, on ANY replies to your original message be sure to include BOTH name/email address IN YOUR message.

EXAMPLE of correct way to insert required name and email address (phone is optional), Please put at the END of the message:

John Doe
johndoe@bestmail.com
480.000.000 (phone # is OPTIONAL)

3. You Do NOT NEED TO go to Groups.io to send a message.

B. **POSTING ITEMS FOR SALE:**

1. SSV Forum PREMIUM members are allowed to post items for sale as long as the posting complies with the SSV Forum rules requirement of including name and email address in the body of the message. This posting privilege applies to individuals as well as those who have a professional business that involves sales. Professional businesses can post their services NO more than once a week.

2. No more than 3 'sales' postings can be made in a 24-hour period. You may include as many items in each posting as you like. When you post that an item HAS sold, those postings do NOT count toward your '3 per day' quota, BUT do NOT repeat-list any items-that did NOT sell or you are in violation of B.3.
3. Once you post a 'for sale item' INITIALLY, do NOT repost ANY version of that item for 72 hours—no adding pictures, phone numbers, price adjustments- NOTHING- (NOT 3 days, but 72 hours FROM the time of the original post).

C. **INFORMATION REGARDING MAKING A 'REPLY' TO A MESSAGE POSTED ON THE FORUM:**

1. The test of whether to reply to the whole forum or to **just the individual** who made the post IS:
 - a. Can ONLY the original poster answer my question or take the action I'm requesting. (reply only to ONE person). Example a reply message asks a specific question about something specifically about what the poster put on the forum for sale ---ONLY the original poster has the needed information so the reply should go to ONLY that one person.
 - b. If you start your message with a person's name, then the reply IS personal and should go to JUST that one person. (reply to only ONE person)
2. As of 3/21/21, If you make a reply to a message, the default is for the reply to go to THE ENTIRE FORUM, NOT to just the original poster as has been the case prior.

C. **GENERAL:**

1. The SSV Forum is NOT a website; it is NOT JUST a place to sell or buy items—read CAREFULLY the information below as to WHAT the SSV forum IS BEFORE you decide to accept the invite and join.
2. Please KEEP this document for future use as it gives you instructions on what to do if you want to temporarily STOP forum emails, how to make posts, what NOT to do, how to handle a change of email address for your forum email, the difference between 'individual post' and 'digest option', AND special instructions if you are a GMAIL subscriber.
3. The purpose of this listserv is to provide an additional forum for people who are interested in Sunland Springs Village issues or interests. The listserv is hosted by [Groups.io](https://www.groups.io)

4. FOR any SSV Forum 'operations issue' please email ME direct. DO NOT SEND THE ISSUE TO THE ENTIRE SSV FORUM. (hsteinle@hbsteinle.com or alternative email harlansteinle@gmail.com) **VIA EMAIL, NOT via phone calls.**
5. This listserv is NOT affiliated with Sunland Springs Village Home Owners Association, the Farnsworth Company, or any other organization. It is simply provided as a service to the SSV community. Content of postings to the listserv are entirely the opinion of the person doing the posting and not that of any other entity.
6. *By accepting registration for the SSV Forum you ARE agreeing to the conditions outline in this document and the rules and use as determined by the owner/moderator including any modifications the owner determines needs to be made to your posts.* If you do NOT want to agree to these conditions, then you should UNSUBSCRIBE.
7. Periodically you will receive a revision of this document and you will be able to tell the most current document based on the version date printed at the beginning of the document.
8. There are two types of messages. PREMIUM members have a choice of Individual OR Digest. INDIVIDUAL means you get posts AS they are made. DIGEST is the REQUIRED option for BASIC members. **This option is NOT to be changed other than the moderator, or the result will be removal from the forum.** In DIGEST mode messages are grouped (usually every 12 messages) into ONE email and sent to you, usually later in the day. There are pros and cons to each method.
9. If you change your e-mail address, please notify the listserv administrator hsteinle@hbsteinle.com of the old AND new address so you can be unsubscribed from the old and re-subscribed under the new address
10. Content to be posted to this listserv should be information pertaining to issues regarding Sunland Springs Village. As a rule, please do not forward jokes or chain e-mail messages. Unmoderated member's postings are USUALLY not edited, and the person posting is entirely responsible for the posting content. If it is determined that postings are inappropriate, the offending poster may lose posting privileges or may be put on a 'moderator review only' status in which postings are reviewed prior to being released to the Forum. From time to time it may be determined that a particular subject is not appropriate for bandwidth usage on this listserv and a message will be sent to the membership notifying them to refrain from posting of that particular topic.
11. The SSV Forum is NOT to be used for **PARTISAN** political based messages or the debate of religious issues. There are other forums and listservs where you can post a message regarding a particular political or religious view.

12. When leaving for the summer months, or for ANY period of time in which you do NOT want mail from the SSV Forum—contact me at hsteinle@hbsteinle.com and request 'Special Notice' status until you later notify me to put you back on 'regular mail' status. Another option is to request 'digest' formatted email until you want to return to regular 'individual' posts. Requests for 'no mail' status are acted upon IMMEDIATELY and **cannot be pre/post dated requests**.
13. Do NOT use unsubscribe if you are just wanting to stop email for a certain period of time but intend to again receive emails at some time in the future.
14. Any BASIC forum member who UNSUBSCRIBES then later wants back on the forum must resubscribe as a PREMIUM member. Basic membership no longer would be an option.
15. If you have been receiving SSV Forum messages OK, BUT then all of a sudden you are no longer getting forum postings or if SSV Forum messages from Groups.io suddenly start to appear in your junk or spam folder INSTEAD of your in-box it means your email provider has classified one or more messages from groups.io as junk or spam. Most email providers provide you with a way to make certain senders as 'safe' which stops them being put into the junk/spam folders.

You may need to contact your email provider (gmail, Hotmail, AOL, etc) to ask them HOW you can make messages from group.io or the sender, ssvforum@groups.io as "safe" or 'white listed'.

Sometimes the email provider allows you to open a message that should NOT be in the junk/spam folder then with one of their 'drop down' menus, make selections that might say something like 'not junk', 'make safe', or similar wording which may help the situation.

16. RECEIVING A 'BOUNCE' MESSAGE FROM GROUPS.IO-Sometimes YOUR email provider will start to 'bounce' messages FROM groups.io related to the SSV Forum, which basically means they think the messages are an attempt at 'spam'. When this happens, you will get a 'bounce notice' similar to the one below. You will NOT receive any future messages from the SSV Forum UNTIL you follow the instructions in the 'bounce message' you get and **CLICK THE ENCLOSED LINK THEY PROVIDE**. If you do nothing and your messages keep 'bouncing' groups.io will remove you from the SSV Forum.

If your email provider continues to randomly put messages from groups.io in a 'bounce' situation, you SHOULD contact your email provider and let them know that Groups.io IS a safe sender and not 'spammer oriented' and email FROM ssvforum@groups.io should NOT be rejected.

++Following is an example of the message you will get from Groups.io++

From: Groups.io [mailto:noreply@groups.io]

Sent: Tuesday, May 01, 2018 1:36 PM

To: john.doe@sunlandsprings.xm

Subject: Your Groups.io Account Is Bouncing

Hello,

Recently, emails sent to you have bounced back to us.

We have suspended email delivery to you. This means you will no longer receive messages from the groups you are subscribed to, including:

ssvforum@groups.io

You must take action to restore your account, or we will unsubscribe you from all of the groups you are a member of.

To unbounce your account, go to the following link:

[https://groups.io/unbounce?email=john](https://groups.io/unbounce?email=john.doe@sunlandsprings.xm&cookie=5425120924618958626)

[doe@sunlandsprings.xm&cookie=5425120924618958626](https://groups.io/unbounce?email=john.doe@sunlandsprings.xm&cookie=5425120924618958626)

Thank you,

The Groups.io Team

++end of example++

17. SPECIAL RULE REGARDING 'NEED PLACE TO RENT' POSTINGS:

- A. If a person is CURRENTLY, or has at some point in the past, rented in SSV. Then you can NOT make a 'wanting a rental' posting for them. They can contact me for information on how to make their own post regarding seeking a rental, or look at using the Village Voice as a source.
- B. If the person has NEVER rented in SSV, AND if you are a PREMIUM member you can make a post FOR them as a 'go-between'. This means:
 - a. You can NOT reference the potential renter by name, their email address, or their telephone number.
 - b. You must direct anyone who has a place to rent to contact YOU and you can determine how best to forward the information.

18. Premium members can NOT:

- a. Make a posting on behalf of a BASIC (read only) member.
- b. Make a post of a 'for sale' item for anyone other than household membership.
- c. Make a post for someone who lives in SSV but does NOT have a SSV Forum Membership.

D. IF YOU ARE USING GMAIL, PLEASE READ THE FOLLOWING:

- 1. The normal setting for Gmail doesn't display your own posts in your own inbox. If you want to see your own post, you can go to the left side of Gmail and click on sent mail or at the bottom of the menu list, you can click on "More" and then select "All Mail" and you will see it. Or as an alternative you can simply put your

OWN gmail address in the cc or bcc part of the message and that will ensure you'll get a copy of your posting.

E. **ONE LAST POINT:**

1. **Every now and then ALL of us will make a 'posting Error' in violation of the SSV Forum rules. When that happens, I WILL send you a PERSONAL email indicating what you "did wrong". PLEASE take that message in the manner which it is intended---simply as a reminder of what the rules are. DO NOT become offended, as that is NOT the intent of the message**

Harlan Steinle
SSV Forum Owner/Moderator
[hsteinle@hbsteinle.com`](mailto:hsteinle@hbsteinle.com)