

AADPRT ListServ Instructions

Training Director AADPRT ListServ (RESERVED FOR TRAINING DIRECTORS ONLY)

Address an email message to <u>listserv@lists.aadprt.org</u> that includes in the body of the message: SUBSCRIBE AADPRT-LIST-L **your name**

Program Administrator AADPRT ListServ (RESERVED FOR PROGRAM ADMINISTRATORS ONLY)

Address an email message to listserv@lists.aadprt.org that includes in the body of the message: SUBSCRIBE AADPRT-PROGRAM-ADMINISTRATORS-L your name

You will receive a confirmation email. Click on the link in the email to complete your subscription.

You will receive a welcome message with information. Please SAVE THIS MESSAGE as it contains important information.

Additional AADPRT Listservs are below. Simply substitute name of listserv in email body.

Setting your password:

- 1. Go to: http://lists.aadprt.org/SCRIPTS/WA-AADPRT.EXE?GETPW1=
- Enter a password and click on the "Register Password" button.

To post a message to the AADPRT Listserv:

- 1. Address an email message to: aadprt-list-l@lists.aadprt.org
- 2. Enter an appropriate title in the "Subject" field of your email program. Compose your message and send it.

To send a reply to the author of a posting to the ListServ:

- 1. Copy the email address of the sender in the "From" field of the incoming email.
- 2. Click the reply button in your email software and paste the sender's address in the "To" field.
- 3. Compose your reply and send it.

To send a reply to the ListServ:

1. Click the reply button in your email software.



- 2. Enter AADPRT-LIST-L@lists.aadprt.org into the "To" field.
- 3. Compose your reply and send it.

To read the ListServ archives:

- 1. Go to: http://lists.aadprt.org/scripts/wa-aadprt.org/scripts/wa-aadprt.exe? AADPRT.exe?INDEX&X=05B1E52F03045042DE&Y
- 2. Enter your email address and password.
- 3. Click on the link of the message you wish to read.

Note: you can post and reply to messages from AADPRT-LIST-L from the web archive page and there are several options for browsing and searching the archive.

To unsubscribe from the AADPRT-list:

- 1. Go to: http://lists.aadprt.org/scripts/wa-aadprt.exe?subed1=aadprt-list-l
- 2. Click on the button labeled "Unsubscribe (AADPRT-LIST-L)

Listing of all AADPRT ListServs (Reserved for Training Directors only) You can subscribe to any of these. The above instructions apply to all of these lists.

Assistant/Associate TDs: AADPRT-LIST-AA

Child/Adolescent TDs: AADPRT-LIST-CHILDPSYCH

Region I-VII: AADPRT-LIST-REGION-1 (just change the numeral for other

regions)

Small Programs: AADPRT-LIST-SP

VA: AADPRT-LIST-VA