



## WAA Listserve Information for Members

### Protocol

The WAA Chapter listserve is a communication (email) tool for Chapter officers to directly e-mail information to chapter members in regards to, but not limited to; meeting reminders, chapter newsletters, and upcoming educational opportunities. WAA Members can subscribe to their chapter listserve to receive these messages.

### Subscribing & Unsubscribing

The communication sent through the chapter listserve will go out to all chapter members that choose to receive messages.

**\*E-List subscription - If you would like to be added to the E-List, please follow the instructions below to subscribe.**

1. Log into the Members Only area and go to your profile

A screenshot of a web browser displaying the WAA website's login page. The browser's address bar shows 'www.waa.org/login'. The page features the WAA logo and a navigation menu with items like 'About Us', 'Calendar', 'Education', 'Join WAA', 'Chapters', 'Find a Member', 'Resources', 'Member Section', and 'Contact Us'. Below the navigation menu, there are input fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. To the right of the password field, a red arrow points to a blue 'Member Login' button. Further right, there is a green 'Become a Member' button. Below these buttons, there is a section titled 'Upcoming Events' with several links and dates, including 'Critical RTRP Updates', '1040 Tax Update &amp; Professional Ethics for EA's', and 'Federal Tax Update'.

## 2. Edit your profile and select the Chapter you are a member of and Save

Members Only - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
Members Only x Inbox - sarahluczyk@gmail.com - G... x Daily Timesheet x +  
www.waa.org/members-only  
MemberClicks TimeLedger Rackspace CII Google Group Group Health

**WAA**  
Washington Association of Accountants

About Us Calendar Education Join WAA Chapters Find a Member Resources Member Section Contact Us

### Welcome Members

**Welcome WAA:**  
You have reached the online "Members Only" section. We have created a number of tools to help you connect to other members, learn about upcoming events, manage your online profile and much more! Maximize the value of your membership by using this section to get the information you need. Everyone will reap the rewards of a strong, dynamic community of members that readily share and exchange information and other resources for their mutual benefit.

**Be sure to [go to your profile](#) and upload an image of yourself for the new member directory.**

[June 21, 2012 General Membership Meeting Packet](#)

Additional features will also be added soon, so be sure to check back to your "Members Only" online community frequently to see those developments as well.

**Quick Links**

- [My Profile](#)
- [Renew My Membership](#)
- [Member Directory](#)
- [Event List](#)
- [Chapter Officer Information](#)

**Become a Member**

**Member Logout**

**Upcoming Events**

**Critical RTRP Updates**  
- Check back often!  
[Prepare for RTRP Exam!](#)

December 3 & 4, 2012  
[1040 Tax Update & Professional Ethics for EA's](#)  
Auburn, WA

December 3 & 4, 2012  
[1040 Tax Update & Professional Ethics for EA's](#)  
Spokane, WA

January 11, 2013  
[Federal Tax Update](#)  
Renton, WA

Open Enrollment  
[The 2012 Tax Packet](#)

WAA Member - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
WAA Member x Inbox - sarahluczyk@gmail.com - G... x Daily Timesheet x +  
www.waa.org/index.php?option=com\_community&view=profile&userid=22015255  
MemberClicks TimeLedger Rackspace CII Google Group Group Health

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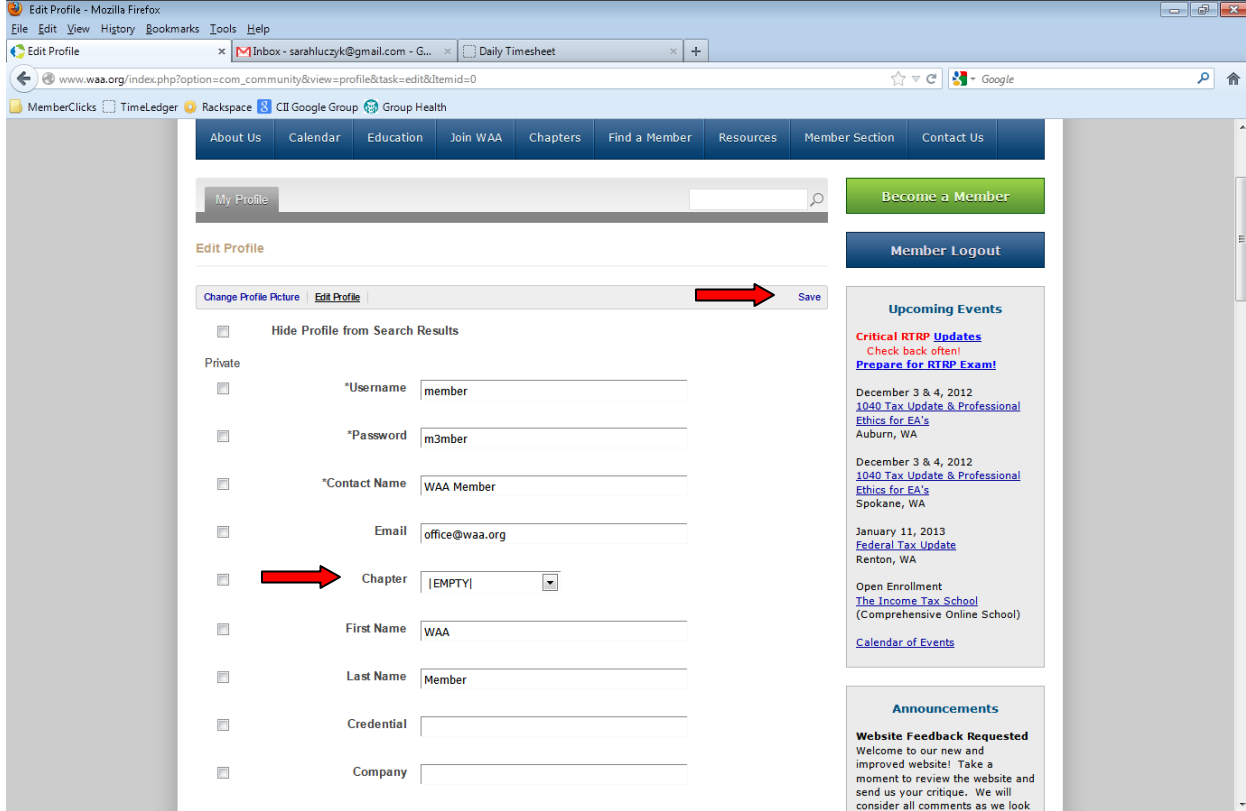
January 11, 2013  
[Federal Tax Update](#)  
Renton, WA

Open Enrollment  
[The 2012 Tax Packet](#)

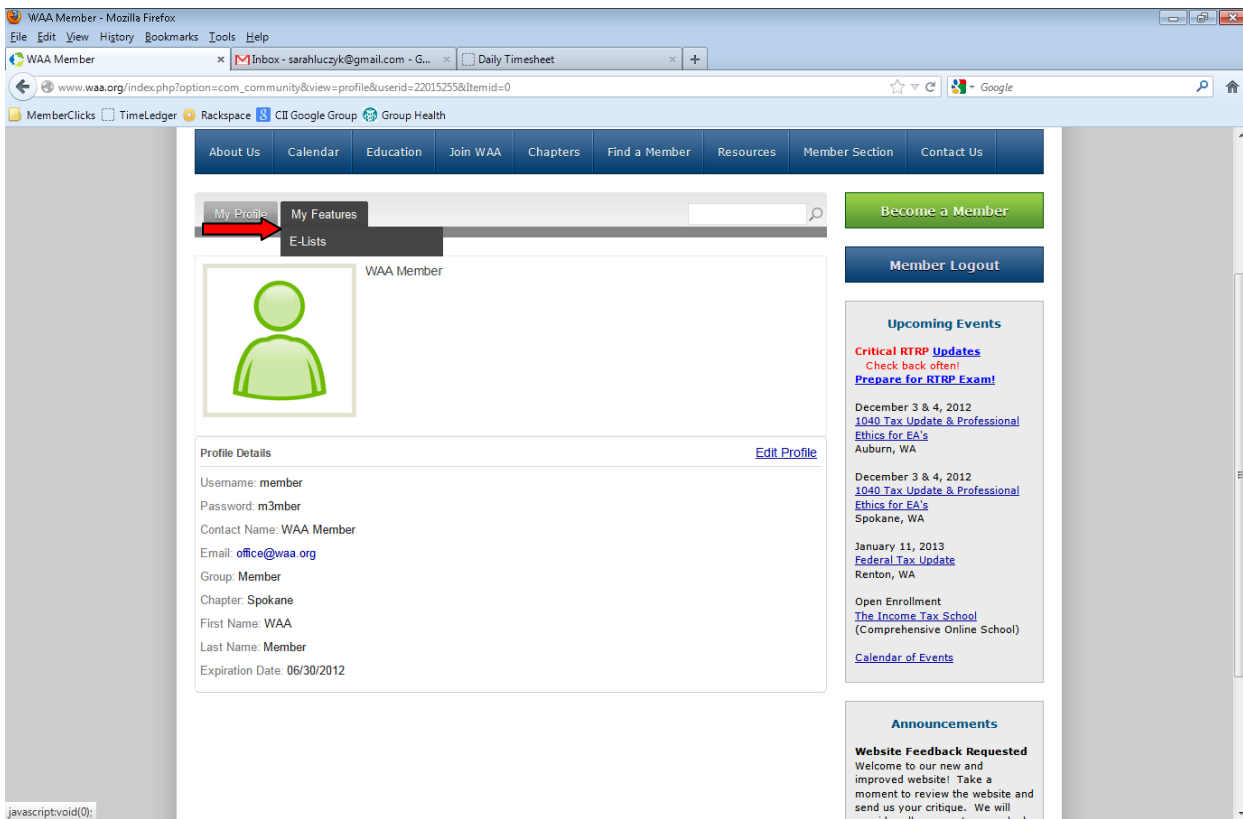
WAA Member

**Profile Details** [Edit Profile](#)

Username: member  
Password: m3mber  
Contact Name: WAA Member  
Email: [office@waa.org](mailto:office@waa.org)  
Group: Member  
First Name: WAA



3. Put your cursor on the "My Features" tab at the top of the screen
4. Click on E-Lists



## 5. Click on the Subscribe button to the right of the screen

The screenshot shows the WAA website interface. At the top, there is a navigation menu with links: About Us, Calendar, Education, Join WAA, Chapters, Find a Member, Resources, Member Section, and Contact Us. Below the navigation is a search bar with 'My Profile' and 'My Features' tabs. The main content area is titled 'E-Lists' and contains a table of 'E-Lists Available to Join'. The table has three columns: Name, E-List Address, and Description. The first row lists 'Spokane Chapter' with the address 'spokanechapter@waa.org' and the description 'Spokane Chapter lists'. To the right of the description is a '+ Subscribe' button, which is highlighted with a red arrow. On the right side of the page, there are buttons for 'Become a Member' and 'Member Logout', and a section for 'Upcoming Events' with links to 'Critical RTRP Updates', '1040 Tax Update & Professional Ethics for EA's', and 'Federal Tax Update'.

## 6. Click on the box for email delivery

## 7. Enter your preferred email address in the box provided

The screenshot shows the same WAA website interface as the previous one, but with an 'Edit E-List' dialog box open. The dialog box has a title bar 'Edit E-List' and a close button. It contains the following information: 'E-List: Spokane Chapter', 'E-List Address: spokanechapter@waa.org', and 'E-List Description: Spokane Chapter lists'. Below this, there is a checkbox for 'Email Delivery' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox is a text input field for 'Notification Email Address:'. At the bottom of the dialog box are 'Cancel' and 'Save' buttons. The background of the website is dimmed, showing the same 'E-Lists Available to Join' table and navigation elements.

**To unsubscribe login to your profile, go to the “My Features” tab and select E-Lists then Unsubscribe.**

Once an email is sent to the listserve, the recipients of the email can reply to the message. Their reply will only be sent to the individual that initiated the email, and not to anyone else on the list.

**For more information about the WAA listserves contact the WAA office by email at: [office@waa.org](mailto:office@waa.org) or phone: 206-367-8704.**