

# Mailing Lists

## 1. Mailing Lists

All the mailing lists related to the club are listed below. Only the relevant mailing list should be used. Please avoid spamming any of the lists if possible. These lists must be administered once a year to delete old users and register new users. From this point on we will not use the mailing list set up by the SU/CSD as it is not reliable.

Once a year we must import the Karate Club mailing list details from a committee member's "Portal Page". To do this...

- Log into your [Portal Page](#) then in the Clubs & Societies section select "Generate e-mail list".
- Now select Karate from the drop down box in the "Club/SocietySelect to generate e-mail list" section.
- Click on the "Generate e-mail list for this club/society" button.
- Select and then Copy all the email addresses in the list.
- Paste these addresses into the "Mass Subscription" function of Mailman. To administer Mailman which looks after the mailing lists goto the administration page. Details of the administration addresses are below.

To send an email to the list just set the recipient to the desired mailing list. All committee members are allowed to do this. No one else will be able to mail the lists.

Karate Club Students	<a href="mailto:karateclubstudents@lists.redbrick.dcu.ie">karateclubstudents@lists.redbrick.dcu.ie</a>	List for emailing all the current student members of the DCU Karate Club. Click <a href="#">here</a> to administer.
Karate Club Affiliates	<a href="mailto:karateclubaffiliates@lists.redbrick.dcu.ie">karateclubaffiliates@lists.redbrick.dcu.ie</a>	List for emailing all the non student members of the DCU Karate Club i.e. Black Belts and instructors etc. Click <a href="#">here</a> to administer.
Karate Club Committee	<a href="mailto:karateclubcommittee@lists.redbrick.dcu.ie">karateclubcommittee@lists.redbrick.dcu.ie</a>	List for emailing all the current members of the DCU Karate Club committee. Click <a href="#">here</a> to administer.