

EASL ListServe FAQ

To sign up for the listserve, follow this link:

<https://my.binhost.com/lists/listinfo/easl>

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1. How do I send messages to the listserve?

Just send an email message to: easl@binhost.com. Please include a subject line so that you can easily identify responses to your message and so that others can sort your message.

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2. How do I unsubscribe from the listserve?

Send an email to easl-leave@binhost.com from the email address you wish to unsubscribe.

Alternatively, click on "Section Members" under the "Easl ListSrvs" block in the upper left hand corner of EASL's home page at <http://easl.info> or click here and then follow the instructions to unsubscribe.

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3. How do I reply to a message?

(a) To reply to the entire list, hit the Reply button on your computer & type in your reply. Then press the send button and your message will automatically be sent to the entire list. (b) To reply ONLY to the sender (private reply), hit the reply button. However, you MUST change the [To:] field of the message to have only that person's email address, not the listserve address, so that the message will NOT go everyone on the listserve!

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4. What information do I need to include in a listserve posting?

Anytime you post a message to the listserve you should include your Name, State and E-mail address at the bottom of the message. This allows everyone to see who you are and how to contact you privately. In addition, if your question has state law ramifications, everyone will know what state you practice in.

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5. How do I change my email address, change my delivery options, or unsubscribe?

Scroll down the left hand column at <http://easl.info>, look for the block which is entitled "EASL ListSrvs," and select "Section Members" or "Executive Council Members," depending upon the list(s) to which you are subscribed.

A new page will pop up. Scroll down this new page until you find the heading "Easl Subscribers" or "EaslExec Subscribers" and enter your verified email in the box which is followed by the button entitled "Unsubscribe or edit options." Click that button to take you to the unsubscribe and edit screen. From that point forward, just read the directions to edit your email address, change your options, or unsubscribe.

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6. How can I filter my mail messages (separate listserve messages from my regular mail)?

If you use Outlook, Netscape or Eudora, please look in the Help file for information on how to send messages automatically to a folder, or set up filters. If you are on AOL, you may want to create a screen name especially for listserve messages. Every message from EASL has "[Easl]" in its subject line.

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7. What about viruses?

Our listserv vendor has excellent virus software and screens all messages and attachments for viruses before sending the messages to the list. Please feel free to check this out at www.binhost.com.

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8. What are the RULES of the listserve?

Please read the complete list of RULES before using the listserve.

Here are a few important points to remember:

- (a) Don't send personal messages to the entire list (change the [To:] field).
- (b) No swearing, flaming or unprofessional messages. If you have a problem with the listserve or a particular user/message please contact the list administrator. Anyone violating this rule will lose listserve privileges immediately.
- (c) Do not send advertisements or "spam" to the list.
- (d) Please don't send little messages like "I agree" and "Thanks" to the entire list.

(e) Do not send test messages to the list to see if things are working. If you think that there is a problem please contact the list administrator.

RULES FOR LISTSERVE PARTICIPATION

The purpose of EASList is to allow members of EASL to exchange ideas and comments in a positive environment. Discussions of entertainment and sports law topics and EASL section matters will be open to all EASL members and some select non-members. Not all EASL members are attorneys!

Members must agree to abide by the following rules of the listserve:

Posting foul or abusive language aimed at a fellow list member is strictly forbidden. This includes flames, obscenities, verbal harassment, or comments that would prove offensive based on race, religion, etc. Complaints about other members should be directed to the Listserve Manager.

Personal exchanges and comments are to be taken to private e-mail.

Please do not include large quotes when replying to posts. Include only what is needed to show what you are responding to.

If possible send "me too," "Thanks," and "good ideas" to the individual posters rather than the list, unless some subscriber has asked for a count for purposes of gathering statistics for their use.

If you are going to send something not directly related to Entertainment Law or EASL Section business, put something in the subject line such as "Subject: Off-topic."

Unauthorized advertising, promotional materials or direct advertising is not allowed without the list manager's prior approval. This is defined as conferences/seminar announcements, business services, products, announcement of performances, and of course, spam. References to commercial products and services may be made when directing members to answers or more information on a subject.

All listserv participants are expected and required to have an Anti-Virus software program on their computer. Participants are strongly recommended to update their virus definition files on a monthly basis.

The Listserv Manager makes all day-to-day working decisions about the listserves. He reserves the right to make any day-to-day decisions necessary for the listserv to operate smoothly & effectively.

Messages designed to disrupt the operations of EASList will not be allowed. The Listserv Manager reserves the right to remove such messages.

DO NOT SET YOUR LISTSERVE EMAIL ADDRESS TO AUTORESPOND TO LISTSERVE MESSAGES. If you are unavailable, unsubscribe from the listserv and subscribe when you return. Autoresponders will "loop" and respond to each autoresponder causing a myriad of messages to be posted to the listserv.

Fake/false virus warnings, charitable appeals and urban legends are not allowed. If you are unsure whether your message falls into this category forward it to the Listserv Manager first! Also, try checking the following websites first: <http://www.ncsa.com/virus/alerthoax.html> or <http://www.kumite.com/myths/>.

Anyone attempting to hack the listserv will lose all privileges without the possibility of re-instatement!

Members who do not follow these basic rules will be removed in the discretion of the listserv manager.

The Officers of EASL and The Florida Bar reserve the right to amend and alter these rules as needed.

Here are some netiquette rules & tips on the polite usage of the listserv.

ORIGINAL POST-TITLE APPROPRIATELY

When you are the person posting a question, be sure that you title your posting with a good, concise, explanatory title in the subject line.

REPLIES & ME TOO's

1. If your message is an informative response to someone's question, from which everyone can learn, you should respond and send your reply message to everyone. However, try to avoid re-sending the entire message you are replying to. Cut and paste the relevant parts when replying, and never re-send a digest back to the listserve.

Remember: when you click on "reply" to a posting, your response is posted to the entire listserve.

2. If your reply is simply a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as "me too"), please do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message by clicking on your "Forward to" button, and typing in or cutting and pasting in the e-mail address of the individual to whom you are responding.

AUTOSIGNATURE

Always remember to include a full "autosignature" block at the bottom of your messages so that other subscribers will know who you are and how to reach you directly. Please consult the help file of your specific e-mail software for more information on how to create an "autosignature" block.

ATTACHED FILES

Attachments are now allowed.

DISCLAIMER

EASLlist is provided as a service of the Entertainment Arts and Sports Law Section ("EASL") of the Florida Bar and is the property of EASL, which reserves the right to change or modify the rules and disclaimers individually.

EASL and The Florida Bar accept no responsibility for the opinions and information posted on the listserve by others and they disclaim all

warranties, either express or implied, with regard to information posted on the listserves, whether posted by EASL members, officers, directors or any third party; this disclaimer includes all implied warranties of merchantability and fitness for a particular purpose. To the maximum extent permitted by applicable law, in no event shall EASL be liable to you or to any third party for any direct, indirect, special, incidental, consequential or any other damages whatsoever (including without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of or in connection with the use or performance of any information posted on the listserve.

Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants EASL and users of these lists the non-exclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material.

EASL reserves the right to terminate access to any user who does not abide by the listserve guidelines. EASL reserves the right to terminate access to any user who is no longer a member or student of their respective organization, course or program. EASL reserves the right to terminate access to any user who not in good standing with EASL.

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9. Can I cut, paste, & post copyrighted articles that are published at other sites?

No. Unless you own, control, or have permission to copy and publish the material, posting a copyrighted article verbatim, in its entirety, to any or all of EASL's listservs is strictly prohibited. If you wish to inform EASL members of a copyrighted article of interest, compose an original short headline, a brief 1-2 sentence description, then provide a link to the article giving credit to the writer and service.

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