

Procedure for list ownership for lis-shine Updated, May 2007

lis-shine, hosted by the jiscmail service, is the email discussion forum for SHINE. It is a closed list, only available to members of SHINE. Each individual member of SHINE is entitled to join lis-shine, and each institutional member can nominate up to 6 individuals employed within that organisation to join. Applications for membership are moderated by the list owners. The current membership (on 8 May 2007) is 195.

The following is adapted from the Introduction to list ownership on the Jiscmail website:

"A list owner is the owner and manager of a mailing list, with responsibility to:

- *configure the list so it has the required characteristics (this has already been done for lis-shine)*
- *add and remove subscribers*
- *support inexperienced list subscribers and answer queries*
- *deal with error reports, eg. out of date email addresses which return error messages*
- *promote and publicise the list*
- *encourage relevant discussion*

As a list owner you do not need to be a computing expert. A certain familiarity with email and the WWW is all the technical experience that is required.

The amount of time needed to run a list depends on the type of list, how many members there are, the amount of support they need, and how active the list is."

Although the above is a list of tasks the owners would be expected to undertake, in reality the workload for lis-shine is very light – the main task of the list owners is to register new members to the list and amend existing details, eg. if email addresses change.

1. Logging in as a lis-shine manager Only list owners have access to this. The lis-shine management login page is at <http://www.jiscmail.ac.uk/cgi-bin/webadmin?LMGT1>. Enter your email address and your password as indicated, and you will then be taken to the lis-shine management page. Once you've done this you can bookmark this page and then you'll not need to enter your password each time.

2. Registering as a list owner Only list owners can add other list owners through the task-oriented wizards option from the Wizards section of the list management page. At least one owner of a Jiscmail list must have an "ac.uk" email address i.e. be part of the UK academic sector.

3. When a SHINE member wishes to join the list When a SHINE member wishes to join lis-shine, he/she should go to www.jiscmail.ac.uk/lists/lis-shine.html and click on the link

“Join or leave the list (or change settings)”. He/she should then fill in the email address and name and click on “Join lis-shine”. An automated message will be sent to each of the list owners, and any of them can validate the request (i.e. check that the person is entitled to join the list). Since the membership secretary is one of the list owners, he would usually check the membership status of the person. Any of the list owners can then process the application by clicking on the link provided in the text of the email. This will generate an automated email message which will be sent to the person to confirm that he/she is now a member of the list. This message is cc-ed to each of the list owners.

4. To amend a member’s details To amend a member’s details – the member may email a list owner directly with details of a new email address, or it may come to light when error messages appear after sending a message to the list. Go to the list management screen and select “Subscribers” from the list at the top of the screen. Enter the email address or name in the box “Examine or delete a subscription” at the top of the screen, and click on “Search in lis-shine”. The member’s details will appear – you can change the email address or make any other amendments, and then click on “Update”. An email confirming the changes will be sent automatically to the member, and cc-ed to the list owners.

5. To review list membership At the foot of the Account Management page is the heading “Review the list membership”. Click on either “new window” or “by email” to get a complete list of all members of the list at that time.

6. lis-shine archive A link to the archive of lis-shine is available on the SHINE website – select “lis-shine” from the list under “Members area”. The archive can be accessed using the usual password for the website.

7. Help Apart from other list owners, help can be found in various places – on the Jiscmail site there are the following links:

- The “Help” link at the left hand side of the Account Management page
- <http://www.jiscmail.ac.uk/help/owners/index.htm> - List owners’ section on Jiscmail website, including help manuals.