**Adding and Removing IV-D Directors from the Listserv**

ADD IV-D DIRECTOR TO LISTSERV

1. Go to site: <http://nccsd.net/mailman/admin/listserv_nccsd.net/members>
2. Type password: Kidscount1
3. Under Membership Management select: Mass Subscription
4. You will see the following questions with the default answers:

|  |  |  |  |
| --- | --- | --- | --- |
| Subscribe these users now or invite them? |

|  |  |
| --- | --- |
| Subscribe | Invite |

 |
| Send welcome messages to new subscribers? |

|  |  |
| --- | --- |
| No | Yes |

 |
| Send notifications of new subscriptions to the list owner? |

|  |  |
| --- | --- |
| No | Yes |

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1. You will see a blank box and the words “enter one address per line below” – type the IV-D Director’s email address in the box.
2. You can add a brief welcome message in the additional message box.
3. Click on “submit your changes.”
4. After you add the IV-D Director’s email address go under Membership Management and select: Membership list.
5. Go to the members entry and select the checkbox under the column title nodupes.

DELETE IV-D DIRECTOR FRO LISTSERV

1. Go to site: <http://nccsd.net/mailman/admin/listserv_nccsd.net/members>
2. Type password: Kidscount1
3. After you add the IV-D Director’s email address go under Membership Management and select: Membership list.
4. Find the member’s name that you want to remove. Click the box in the first column titled unsub.
5. Click the button at the bottom titled: submit your changes.