



## PROCEDURES

<p><b>INVITE TO LIST SERVE</b></p>	<p>As a Clear &amp; SIMPLE Organizer, you are invited to join our Yahoo Group, <a href="mailto:clearandsimple_circle@yahoogroups.com">clearandsimple_circle@yahoogroups.com</a>, This group is designed for individuals who have participated in Clear &amp; SIMPLE training. You will have access to the mailing list, all the web tools, polls, files, and photos. You decide when registering if you want to receive messages from the group as they are posted or if you would rather have them batched and sent once a day (or in batches of 25). You can respond to the group or to the individual. This is a fabulous tool to keep in touch with other organizers sharing experiences both good and bad.</p>
<p><b>Invitation &amp; Joining</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> You will receive an invitation through email to join the Clear &amp; SIMPLE circle on Yahoo</li> <li><input type="checkbox"/> By clicking on the link in this email you will be taken to the appropriate location within Yahoo to join</li> <li><input type="checkbox"/> You will need to create a Yahoo ID, this is free and can be used for other purposes, this is how you will be able to access the group.</li> <li><input type="checkbox"/> Once you have complete the sign-up it will be sent to Clear &amp; SIMPLE for approval</li> <li><input type="checkbox"/> Once you are approved, you will begin receiving all the messages and be able to communicate with the circle.</li> </ul>
<p><b>If you do not receive an invitation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Clear &amp; SIMPLE at <a href="mailto:info@clearsimple.com">info@clearsimple.com</a></li> <li><input type="checkbox"/> State that you would like to join the Yahoo group and which training group you were in.</li> </ul>
<p><b>To Sign In</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Log Onto Yahoo.com with Yahoo ID and Password</li> <li><input type="checkbox"/> Click on Groups on left column</li> <li><input type="checkbox"/> Click on C&amp;S Group</li> </ul>
<p><b>To Send Message from Yahoo.com</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click on Post on left column under Messages</li> <li><input type="checkbox"/> Compose Email</li> <li><input type="checkbox"/> Click Send</li> </ul>
<p><b>To Send Message from Your Email Provider</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the 'To' field send message to: <a href="mailto:clearandsimple_circle@yahoogroups.com">clearandsimple_circle@yahoogroups.com</a></li> <li><input type="checkbox"/> Compose Email</li> <li><input type="checkbox"/> Click Send</li> </ul>