



Instructions to Post to EASFAA Listserv (E-Lists)

1. Log into <https://www.easfaa.org/>
2. Click on Member Services
3. Click on Manage Your Membership
4. Click on My Community
5. Hover over My Features and choose E-Lists from the drop-down menu
6. Click on the E-list name you would like to receive your message
7. Click on Post a New Message
8. Fill in the Subject, Message and attach any files (if needed)
9. Click on Send Message
10. Then the Technology Chair will receive notification of your message and will approve the message if it meets with EASFAA guidelines for e-list messages. The message will be sent immediately once it is approved.