
DCDIGEST TIPS

Here are some tips and requests from DCDigest participants:

- ▶ Reread before you send. Hundreds of people will take several seconds each to read what you write – perhaps a minute or more if you are long-winded. For everyone on the DCDigest to just read your post can add up to 6 – 10 HOURS of total Pony Club volunteer time just to read one short message that took you only a minute to post.
- ▶ Do NOT hit “reply” to send a message to the DCDigest. This will include the entire day’s digest and every message with your reply. This may be the number one reason that volunteers unsubscribe from the Digest. To post a message, create a new message and send to DCdigest@yahogroups.com.
- ▶ Follow directions if you need to unsubscribe from DCDigest. Do NOT send a message to the list asking to unsubscribe. Please follow the simple “unsubscribe” directions.
- ▶ Learn to edit your account. Many DC’s subscribe to the DCDigest using a work e-mail address. If you are going to be out of the office and use an auto reply to notify people in your workplace, please change your settings to temporarily suspend Emails from the Digest. Approximately 1,000 Pony Club volunteers are not interested in knowing who will be covering for you at the XYZ Company while you are away, even if it is for Championships.
- ▶ Enough already! If the point you want to make has already been made, you don’t need to repeat it. Especially avoid the “I agree with Joe Smith” type messages. If the point is a good one, it will stand on its own without you voicing your support. Conversely, there is no need to send a message just to say, “I don’t know the answer, but I’m sure you will hear from someone who does” or “good question Sue. I’m not sure about this, but maybe someone in the National Office will answer this for us all.”
- ▶ Include a clear and specific subject line. If you are responding to a Digest, the default subject line is just the number of the digest you are replying to, so be sure to type in the subject you are speaking about. “Digest #357” is NEVER an appropriate subject line. Also, remember that subjects do change as discussion proceeds. A good way to shift topics is to use a subject like “Hackamores in Pony Club (was rally tack)”
- ▶ Don’t send your message in ALL CAPS. Using all caps on the Internet is considered to be yelling – bad manners at best.
- ▶ When in doubt, save your message overnight and read it in the morning before sending it.
- ▶ Remember that DCDigest is a public forum and is read by many Pony Club volunteers and even some members and may be forwarded to many others. If you wouldn’t (or shouldn’t) say it in front of your own children, don’t say it on the Digest.
- ▶ Try to provide some context for your post. Occasionally we see a post like “3’3” is the answer.” Yes, but what was the question? On the other hand, it’s almost never necessary to include the entire e-mail you’re responding to.

APPENDIX D

- ▶ Don't criticize individuals or organizations by name on the Digest. If you wouldn't say it to someone's face in front of associates, don't say it on the DCDigest. Would you like to see YOUR name or YOUR club identified as a "bad guy" on the Digest? But compliments by name are always fine!
- ▶ Watch your tone. If you can't say it politely, don't say it here.
- ▶ Don't spam. Spam includes such things as virus alerts (usually hoaxes, by the way), sales lists, jokes, and inspirational messages. Actually, anything that is "off topic," i.e., not specifically about running a Pony Club, should not be sent to the DCDigest. This also includes sending a lengthy signature that contains information unrelated to Pony Club. If you have a default signature that automatically includes quotes or personal, professional information, you may need to update your computer settings before joining the discussion.
- ▶ Never share e-mail addresses from the DCDigest. We do not make the address list from the DCDigest available to anybody. If you "harvest" e-mail addresses from it and provide them to someone else or use them for commercial purposes yourself, you are violating USPC Policy.
- ▶ If you have a question about how to do something on the Digest, e-mail one of the moderators privately.
- ▶ Stay "On-topic." There are millions of potential discussion topics in the world of horses. However, people subscribe to DCDigest because they want information about one very specific part of the horse world: how to be a better DC. Regardless of how profound or inspiring your information about other aspects of the equestrian community is, if it doesn't directly relate to the role of the DC, it is "off-topic" here.
- ▶ Finally, do sign your messages appropriately. Stating your name, club and/or region and volunteer information is appropriate. Additionally, if you are posting a response which may vary according to geography, it may even be helpful to specify a geographical location.