

Special Interest Group (SIG) Listservs:

Frequently Asked Questions

I. How do I join a SIG Listserv?

- Visit <http://www.ITNS.org> and [log-in to your My Account](#) page to sign up for a listserv.



- Click the "My Special Interest Groups" tab on the left side of the page.

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My Account

* = Required Field

Personal Address Contact Social Media

Prefix:

First Name: *

Middle:

Last Name: *

Suffix:

Nickname:

Credentials:

Profile Photo

- If you are already a member of a Special Interest Group (SIG), a check mark will appear next to that SIG.

The screenshot shows the website's navigation bar with 'MEMBERSHIP' highlighted. Below, the 'Special Interest Groups' section is visible. Under 'Demographics', there are checkboxes for 'Composite', 'Heart/Lung' (checked and circled), 'Kidney/Pancreas', 'Liver', and 'Pediatric'. A 'Save' button is located at the bottom of the form.

- If you want to join another SIG, check off the SIG you want to join. Then, click “Save”.

This screenshot shows the same 'Special Interest Groups' page. In addition to 'Heart/Lung', the 'Kidney/Pancreas' checkbox is also checked and circled in red. The 'Save' button is also circled in red.

- **Please note**, SIG subscriptions are added every Monday. It may take a few days to be added to the SIG listserv. If you need immediate access, email info@itns.org.
- **Please note**, you can only send listserv messages using the email address you subscribe with. Also, some hospitals or work places filter out listserv messages with their firewall. It is best to subscribe using your personal email address to ensure the listserv messages are delivered.

II. What types of messages are okay?

- The SIG Listservs should be used to share information and ask topical questions. Your input is important! However, listservs should **not** be used for job searches, newsletter distribution, press releases, or educational or meeting announcements.

III. How do I send a new message to my SIG listserv?

- Each SIG has a specific email address that allows you to send a new message to the group. You can find this address when you receive your first SIG correspondence after “To:” Save this address under you email contacts for easy access.
- When you sign up for a SIG listserv, you will receive a welcome email with the correspondence address

IV. How do I respond to the whole listserv?

- Open and read the current message. To reply to the entire listserv, simply hit “Reply.”

V. How do I respond to the sender only?

- Open and read the current message. To reply to the sender only, look for the sender’s email address in the “From” line.
- Open a new message and enter the sender’s email address. Enter your reply and hit send.

VI. How do I get a copy of a document that was shared on a SIG listserv?

- Documents shared via the SIGs are posted on the Members Only page. Please remember, documents may take up to or more than a month to be available in the Resource Area.

VII. How can I find an old SIG listserv message that was sent?

- ITNS does not maintain an archive of all listserv messages that have been sent. If you are looking for a specific attachment it may be in the Resource Area.

VIII. How do I stop getting listserv emails?

- To unsubscribe from a SIG listserv messages, log in to the Members Only section of ITNS.org and click the “Members Only” tab.
- Click the name of the SIG listserv you wish to unsubscribe from.
- Enter your email address in the box and click “Unsubscribe”.

IX. How do I stop getting listserv emails when I am on vacation or away?

- There is no tool that allows you to stop receiving SIG listserv messages at any given point. As a helpful tip, consider creating a specific folder in your inbox and assigning a business rule that all listerv emails automatically filter to this folder.