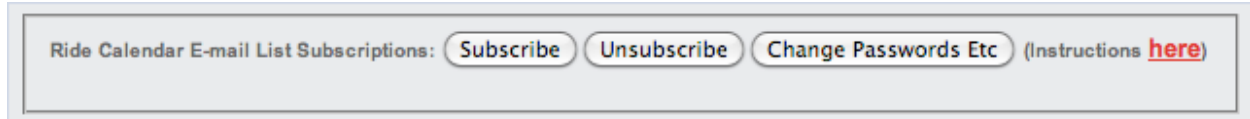


## Making Changes to Your Ride Calendar email Address etc

1. Click on the "E-Mail Lists" submenu under "Community" on the bcc home page.



2. Click on "Subscribe", "Unsubscribe", or "Change Passwords Etc" at the top or bottom of the page.



3. If you are subscribing you will see the following:

Enter the email address you want to get Ride Calendar emails on, and optionally your name.

### Subscribing to Ride\_calendar

Subscribe to Ride\_calendar by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a hidden list, which means that the list of members is available only to the list administrator.

Your email address:	<input type="text"/>
Your name (optional):	<input type="text"/>

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

In the lower part of the form you can enter and reaffirm a password if you like or omit it and one will be generated and emailed to you. Choose whether or not to receive batched emails and click on the Subscribe button.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options. Once a month, your password will be emailed to you as a reminder.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily  No  Yes digest?

4. If you are already a subscriber you will see the following instead:

This form asks for the email address that the user currently receives Ride Calendar notifications on. Enter that address and click on the adjacent "Unsubscribe or edit options" button.

**Ride\_calendar Subscribers**

*(The subscribers list is only available to the list administrator.)*

Enter your admin address and password to visit the subscribers list:

Admin address:  Password:

To unsubscribe from Ride\_calendar, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

5. The next page will appear if it has been a while since the user has gone through this process. It asks for the password the user last entered. If needed, the user can get the password emailed by clicking on the “Remind” button as shown. It will be emailed to the current email address being used for the Ride Calendar mailing list.

In order to change your membership option, you must first log in by giving your membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

**Important:** From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Password:

[Log in](#)

### Unsubscribe

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

[Unsubscribe](#)

### Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

[Remind](#)

- On the page that brings up, there is a section where the member can put in a new email address (It says New address, but it means email address) near the top of the page. Enter the new address and again in the confirmation box, and click on the "Change My Address and Name" button. You don't have to enter a new name. You can also change your password, unsubscribe, and change various other options on this page.

### Changing your Ride\_calendar membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at mailman.xmission.com, turn on the *Change globally* check box.

New address:	<input type="text"/>	Your name (optional):	<input type="text"/>
Again to confirm:	<input type="text"/>		

Change globally

<h3>Unsubscribing from Ride_calendar</h3> <p>Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. <b>Warning:</b> This action will be taken immediately!</p> <p><input type="button" value="Unsubscribe"/></p> <p><input type="checkbox"/> <i>Yes, I really want to unsubscribe</i></p>	<h3>Your other mailman.xmission.com subscriptions</h3> <p>You can view a list of all the other mailing lists at mailman.xmission.com for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.</p> <p><input type="button" value="List my other subscriptions"/></p>
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### Your Ride\_calendar Password

<h4>Forgotten Your Password?</h4> <p>Click this button to have your password emailed to your membership address.</p> <p><input type="button" value="Email My Password To Me"/></p>	<h4>Change Your Password</h4> <table><tr><td>New password:</td><td><input type="text"/></td></tr><tr><td>Again to confirm:</td><td><input type="text"/></td></tr></table> <p><input type="button" value="Change My Password"/></p> <p><input type="checkbox"/> Change globally.</p>	New password:	<input type="text"/>	Again to confirm:	<input type="text"/>
New password:	<input type="text"/>				
Again to confirm:	<input type="text"/>				

### Your Ride\_calendar Subscription Options

7. You can also change your password, unsubscribe, and change various other options on this page, under the “Your Ride\_calendar Subscriptions Options” section shown below.

<b>Your Ride_calendar Subscription Options</b>	
<i>Current values are checked.</i>	
Note that some of the options have a <i>Set globally</i> checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on mailman.xmission.com. Click on <i>List my other subscriptions</i> above to see which other mailing lists you are subscribed to.	
<b>Mail delivery</b>  Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> <i>Set globally</i>
<b>Set Digest Mode</b>  If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest.	<input checked="" type="radio"/> Off <input type="radio"/> On
<b>Get MIME or Plain Text Digests?</b>  Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests.	<input checked="" type="radio"/> MIME <input type="radio"/> Plain Text <input type="checkbox"/> <i>Set globally</i>