Gaggle Group – New Platform of the ATIXA Listserv
Gaggle FAQs and Step-By-Step Guide for Gaggle Account Set-Up

ATIXA Gaggle Listserv FAQs

1. **Do I need to request to be added to the ATIXA Gaggle Group to begin sending/receiving messages? <u>NO, YOU DO NOT!</u>**

   When you have an active membership account with ATIXA (at the individual level or have membership access via your institution, school/district, or organization), the email address associated with your ATIXA membership account will be automatically added to the ATIXA Gaggle group. Once added, you will receive a welcome email from Gaggle and will be able to immediately begin sending <u>non-anonymous</u> messages to the listserv directly from your email address associated with your ATIXA account.

2. **Do I need to create an account in Gaggle? <u>NO, YOU DO NOT!</u>**

   An account is ONLY required in Gaggle, if you would like to compose/send messages directly from the Gaggle platform and/or to search the archive of previous messages and files posted to the listserv. For more on this, please see #6 of the FAQs and the account set-up guide that follows.

3. **How do I send a non-anonymous message to the ATIXA Gaggle Group/LS? There are two ways that you can send a non-anonymous message to the ATIXA Gaggle/LS.**
   a. From your email account associated with your ATIXA account, email your message to: **atixa@gaggle.email** and/or you can…
   b. Create an account in Gaggle and send direct from your Gaggle account. See steps below to create your Gaggle account.
   c. Please note, all messages are moderated and will be posted to the group once approved by ATIXA.

4. **What if I want my message or response to be sent anonymously to the ATIXA Gaggle Group/LS**? In order to post a question anonymously to the ATIXA Gaggle Group, please follow the steps below:
   a. Go to your My ATIXA page HERE. Scroll down to the Anonymous Posting Submission Form and complete.
   b. Please indicate through the drop down selections your Institution Type and Topic.
   c. Please add in your email Subject and email Body. Double check that you have not included any identifiable information in the body of your email.
   d. **Send the message!**
   e. Your anonymous message will be posted to the ATIXA Gaggle Group as soon as possible once moderated.

5. **How do I update my Gaggle profile details like an alternate email address, delivery of messages (immediate or daily digest), or pause my participation in the group?** You can accomplish each of these tasks under "My Details" in Gaggle which can be accessed by clicking the "My Details" in the welcome email or there is a link at the bottom of all listserv emails, that will bring you to your "My Details" page, where you can manage your settings.

6. **How can I search and view previous messages and files posted to the ATIXA Gaggle Group/LS?** In order to search previous message and files posted to the ATIXA listserv, you must create an account in Gaggle. This is a simple process of creating a password and verifying your account via email. Once complete, you can click on "Messages" or "Files" and use the search bar on the upper left of the page. You can search message/files by key word, topic, date etc. Once your account is created you can also send messages directly from your Gaggle account. Click "Compose" to write your message to the group. You will have the ability to save your message as a draft in your Gaggle account, until you are ready to send. Please note, all messages are moderated and will be posted to the group once approved by ATIXA.

7. **Will messages from the previous ATIXA Google Group/LS be available for search in the new Gaggle Group?** Yes. ATIXA will transfer all messages/files posted to the ATIXA Google Group to the ATIXA Gaggle Group. Please note during the transition to Gaggle Group, that it may take up to a week for the almost 10 years of archives to fully import.

8. **Where can I unsubscribe from the ATIXA Gaggle Group/LS**? You can access everything you need from your "My Details" page in Gaggle. This is where you update your personal details, delivery preferences, and unsubscribe from the group.

9. **If my membership with ATIXA expires, will I still have access to the Gaggle Listserv?** The listserv is a benefit for all levels of ATIXA membership and therefor is only granted with an active membership. If your ATIXA membership were to expire, your email would be automatically removed from the ATIXA Gaggle Group. If you created a Gaggle account, your account would still be active, but you would not have access to the ATIXA listserv on your account. When you renew your ATIXA membership (paid in full), your email will be automatically added back to the listserv. You could then log in to the same Gaggle account (use forgot PW if needed) and resume use of the listserv at that time.

Step-By-Step Guide for Gaggle Account Set-Up

Please note, you DO NOT need to create an account in Gaggle in order to send messages to the listserv or to manage the preferences on your "My Details" page. An account is only required if you would like to compose/send message directly from Gaggle and/or search previous messages and files posted to the listserv.

Step 1.

Click "My Details" in the welcome email you will receive when ATIXA adds your email to the group (example below) or click "My Details" linked at the bottom of all listserv emails (example below) that will bring you to your "My Details" page, where you can manage your setting and create your account.

Example of portion of welcome email:

member of the list will get the email. That's all there is to it! Please note, all messages are moderated and will be posted to the group once approved by ATIXA.

SENDING ANONYMOUS MESSAGES
If you would like to send an anonymous message to the Listserv, please email your message to info@atixa.org. Do **NOT** send anonymous messages to the ATIXA Listserv email. Please review the ATIXA Listserv Etiquette and Guidelines in order to ensure your anonymous message is drafted correctly HERE.

CHANGE YOUR SETTINGS AND UNSUBSCRIBE
You can update your Gaggle settings, like an alternate email address, delivery of messages (immediate or daily digest), pause your participation in the group and, unsubscribe by clicking My Details.

ATIXA GAGGLE FAQ AND ACCOUNT SET-UP GUIDE
You do **NOT** need to create an account in Gaggle in order to send messages to the Listserv or to manage the preferences on your "My Details" page.

An account is ONLY required if you would like to compose/send messages directly from the Gaggle platform online and/or search previous messages and files posted to the Listserv. To review the ATIXA Gaggle Listserv FAQs and step-by-step account set up guide, visit HERE.

ANY QUESTIONS?
If you aren't sure why you're on the list, or if you have any questions about how it works, you can contact ATIXA at members@atixa.org.
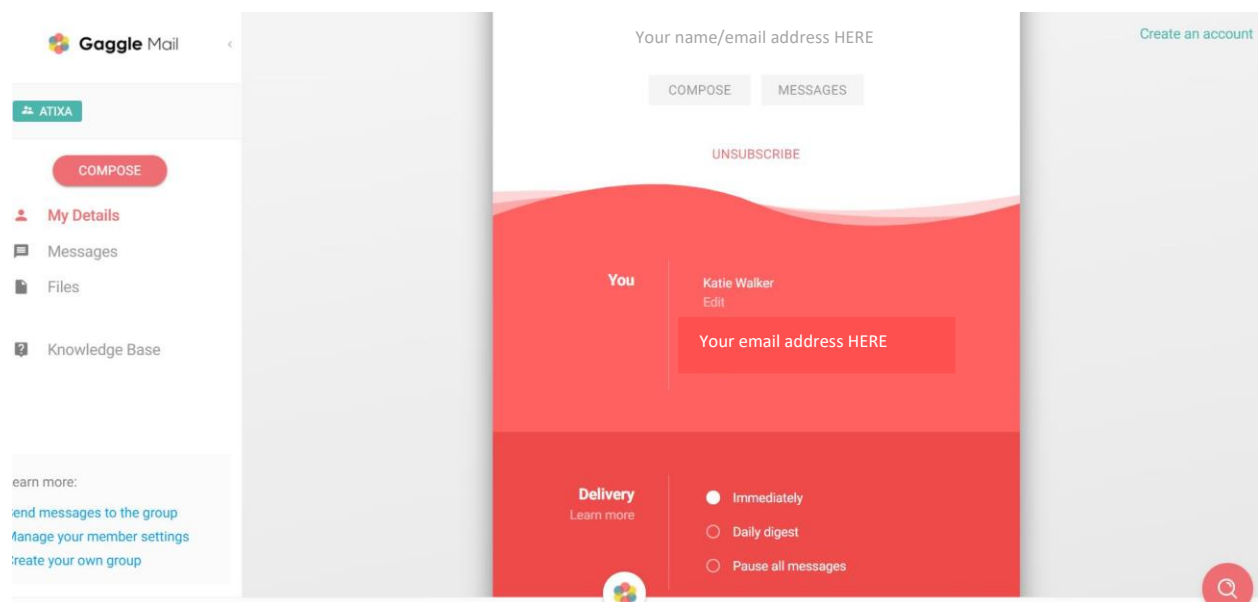
On behalf of the ATIXA Team, Welcome!

Example of links at the bottom of all listserv emails:

To send an anonymous message, email your message to info@atixa.org. Do **NOT** send it directly to atixa@gaggle.email. To update your settings or to unsubscribe from the ATIXA Listserv click My Details
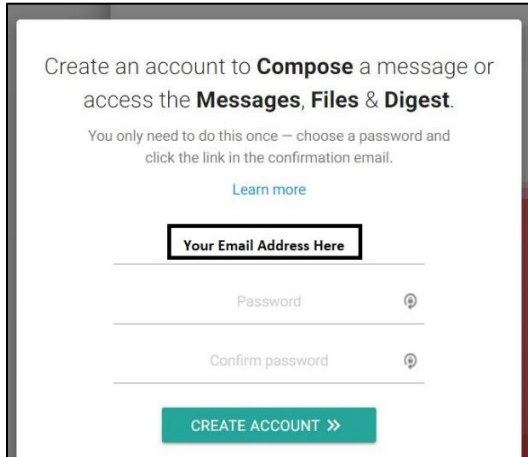
Powered by 🌸 **Gaggle** Mail

Step 2.

The page you arrive to will look like this. Please note, you **DO NOT** need to create an account in order to manage the preferences on your "My Details" page. An account is only required if you would like to "COMPOSE" message directly from Gaggle and/or search previous Messages and Files.

Step 3.

You will then create an account by clicking "create an account" on the upper left of the screen (see above). You only need to do this once — choose a password, confirm password, and then "create account." You will then receive a "New Account" email where you will click "Confirm Email."
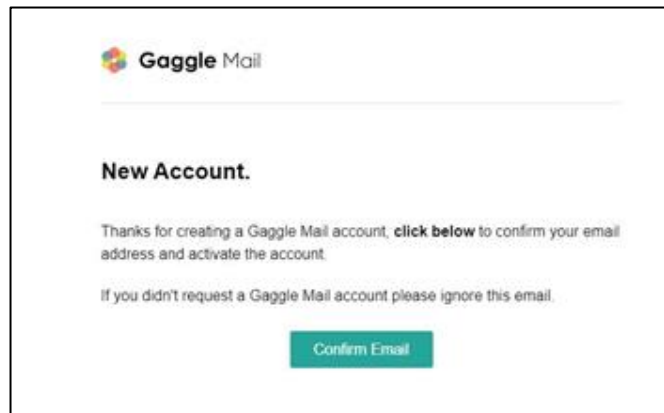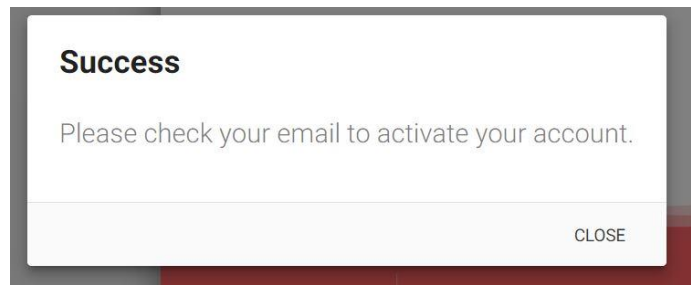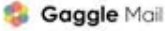

Step 4.

You now have an account in Gaggle and can compose a message direct from your account and access previous messages and files! If you have any additional questions or require further assistance with Gaggle, please email members@atixa.org.