

## How to Sign Up for the VA-NBCT Network Listserv

The Center for Teacher Leadership (CTL) at Virginia Commonwealth University School of Education is proud to host a statewide listserv to support all Virginia National Board Certified Teachers and those who support them.

1. From the E-mail address that you plan to use to read the listserv messages, send a message to: [listserv@lists.vcu.edu](mailto:listserv@lists.vcu.edu)
2. In the body of the message type: Subscribe VA-NBCT Your Name  
Here's my example: Subscribe VA-NBCT Terry Dozier

**NOTE: Do not put anything in the subject line of the message! Also make sure you have deleted your signature block if you have one.**

3. You should immediately get a command confirmation request. Follow directions to confirm that you want to subscribe to the VA-NBCT listserv. **You must complete this step or you will NOT be subscribed to the listserv.**
4. Post a message to the listserv introducing yourself to the group. To post a message address it to: [va-nbct@lists.vcu.edu](mailto:va-nbct@lists.vcu.edu)
5. **NEVER hit the reply button when you want to post a message to the va-nbct listserv.** Always address your messages to the VA-NBCT listserv directly. This will prevent other listserv members from getting long emails that re-send earlier messages.
6. If you wish to respond to an individual, rather than to everyone on the listserv, please address the message to that person individually. (Your computer should allow you to read the E-mail address for individuals who post to the listserv.) However, I encourage you to post messages to the entire listserv so that we can share information or ask questions that others may have.
7. When you post on the listserv it will be helpful to identify the subject of your message so that people know whether the topic is pertinent to them.

I look forward to working with all of you to build our Virginia NBCT Network-- one snow flake at a time!

Terry Dozier, Director  
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