

Information Technology Services Available to Units

The Headquarters Information Technology department makes available a number of services for your unit's use. We encourage you to take advantage of these services, and notify us with ideas for enhancements and additions that would benefit your unit.

- **Targeted Mass Email to Unit Members**
- **Unit Web Sites**
- **Web Elections**
- **Mailing Labels**
- **Member Email Aliases**

Targeted Mass Email to Unit Members

If you would like to send an email message to those members of your unit who have provided an email address, a unit Officer should submit the message to units@aps.org.

Due to system limitations, the following restrictions apply to messages sent with attachments:

- We urge you to convert Word or WordPerfect documents to pdf files for attachment. If you do not have this capability, we will do it for you on request.
- Attachment size limit is 50K. If multiple attachments are to be sent with one message, the total of all attachments should not exceed 50K.
- Attachments cannot be executable files. Prohibited files include: .exe, .bat, .vbs, .com, .avi, .mpg and .mov, and .zip files containing zipped executable files

You may also customize the title of your message. Rather than the default "APS (Your Unit Name) Announcement" subject line, you may specify a subject line of your choosing. This should help build interest in your message, raising its effectiveness. To utilize this feature, when you send the email distribution request to units@aps.org, preface your actual message with a line requesting a custom Subject, and specify exactly what you would like the Subject Line to be.

Due to legislation in the European Union, there are restrictions on sending certain types of email to those countries. Specifically, messages containing information on materials or events sponsored by non-APS entities are considered

“commercial” messages if these materials or events require payment of a fee. These messages can only be sent to members in the EU who have “opted-in” with us for receipt of these types of messages. If your unit never sends this type of message, you do not need to concern yourself with restrictions. But if you do send this type of message, every request for a mass emailing must specify whether the messages is Type A (APS only content, or non-APS content about activities not incurring a charge, for distribution to all unit members) or Type B (contains information on non-APS activities or materials which require payment, and should exclude those EU members who have not opted-in for receipt of such messages.) Again, if your unit never sends these “commercial” messages, you do not need to mention anything about Type.

With the exception of conversion to pdf if requested, all messages will be sent out exactly as received by us; we do not edit messages. The message will usually be sent within two business days of receipt. Please encourage your members to register or update their email addresses with APS, either by sending a message to membership@aps.org, or by utilizing the online update in the Membership section of www.aps.org, “My Member Profile”.

Unit Web Sites

All APS units have established a unit site on the Web, and we encourage you to update and maintain your site. APS will post unit pages on our main Web server, or we will provide links to servers at remote sites, if your unit prefers. For those units whose site is hosted at APS, we provide assistance in posting, linking and removing files. If your unit page is maintained at a site other than APS, please be certain to notify us if there are any changes in the URL to which we link. For information, contact webmaster@aps.org.

Web Elections

Many units are now using our online web-based election system. To begin, your unit appoints an election administrator who is responsible for collecting all election information and entering it via web screens into your online ballot. Once entered, this information is also used by the Special Publications Department to prepare paper ballots for those whose email bounces, or who do not have an email address in our database. We send a custom email to each member, providing a URL to access their personal voting screen. Voters using paper ballots send them to the election administrator for manual tallying. Election results can be viewed online by the election administrator. You may request that email reminders be sent to those members who have not yet voted. Your election should remain open for at least four weeks, and you should allow six weeks for the entire process. For more information on the process, **[download the procedures](#)** from the Unit

Handbook on the APS web site, and contact unitelections@aps.org for access to our demo/test system.

Mailing Labels

The APS Membership Database can be used to generate accurate and current mailing labels for your unit. For information, contact membership@aps.org

Member Email Aliases

As a benefit to members, APS can provide each active member with an email alias to be used for forwarding email to a personal email (target) account. An email alias is made up of a name field and a domain (in this case, name@mailaps.org). The APS address is not an email account; messages are not stored by APS, but rather passed through to an email account specified by the member. This allows a member to permanently maintain an email address of name@mailaps.org, for as long as the individual remains a member of APS. The target account of the email alias can be changed at any time, allowing the member to switch email providers, employers or account names without needing to notify contacts of a new email address.