



Vermont Vegetable and Berry Growers Association Listserv

LIST-SERV 'lis(t),sərv/. *Noun.*

An application that distributes messages to subscribers on an electronic mailing list.

The purpose of the listserv is to help growers help one another with practical farming issues:

- to buy and sell items from each other, or to buy in bulk
- to share knowledge about farming practices
- to share experience with products, equipment and supplies/suppliers
- to discuss management issues such as insurance, labor, and financing
- to share farm employment opportunities or farm property for sale

Please refrain from sending any:

- political messages
 - surveys
 - meeting announcements (send these to Vern for the VT veg and berry newsletter)
 - spam of any kind
 - postings for other growers that should join the VVBGA to get on the list!
- It's OK to post for a person or business seeking to purchase fresh produce from growers.

Sending non-practical messages will dilute the purpose of the listserv and reduce participation. Members that do not honor the purpose of the listserv may be removed. The listserv is only available to [VVBGA members](#) in good standing.

To send a message to everyone on the list, email it to: vtvegandberry@list.uvm.edu

Important protocols:

- include a meaningful topic in the subject line of your email
- reply only to the sender of the message – NOT the list
- when a question of general interest is asked to the list, such as "how do growers dry garlic?"
The sender should compile all the answers and send out one message to the list with a descriptive subject matter line, "responses to garlic drying question." This method limits the total number of emails coming from the listserv, and it allows one to more easily look for information in the listserv archives, by subject line.

How to add or remove emails on the VVBGA listserv

Members have the option of adding multiple emails for people at their farm, business, or organization to the listserv (owners, managers, employees, interns).

Listserv emails associated with your membership can be added or deleted through your VVBGA account.

- 1) [Login](#) into your account at vvgba.org
- 2) Select "Manage Your Profile" on the left-hand menu.
- 3) Scroll down to "Email Addresses for the Listserv" box to add or remove emails.
- 4) Make sure to hit the "Save" button at the bottom of the screen.

How to see if a topic has already been addressed on the listserv

All past messages are archived, by month, at <http://list.uvm.edu/cgi-bin/wa?A0=vtvegandberry>

You can search the archives by key word(s).

- 1) Click on the Options icon on the top right corner of the screen (3 horizontal lines).
- 2) Click "Search Archives" in the options menu to bring you to the search window. (See below for a screenshot.)

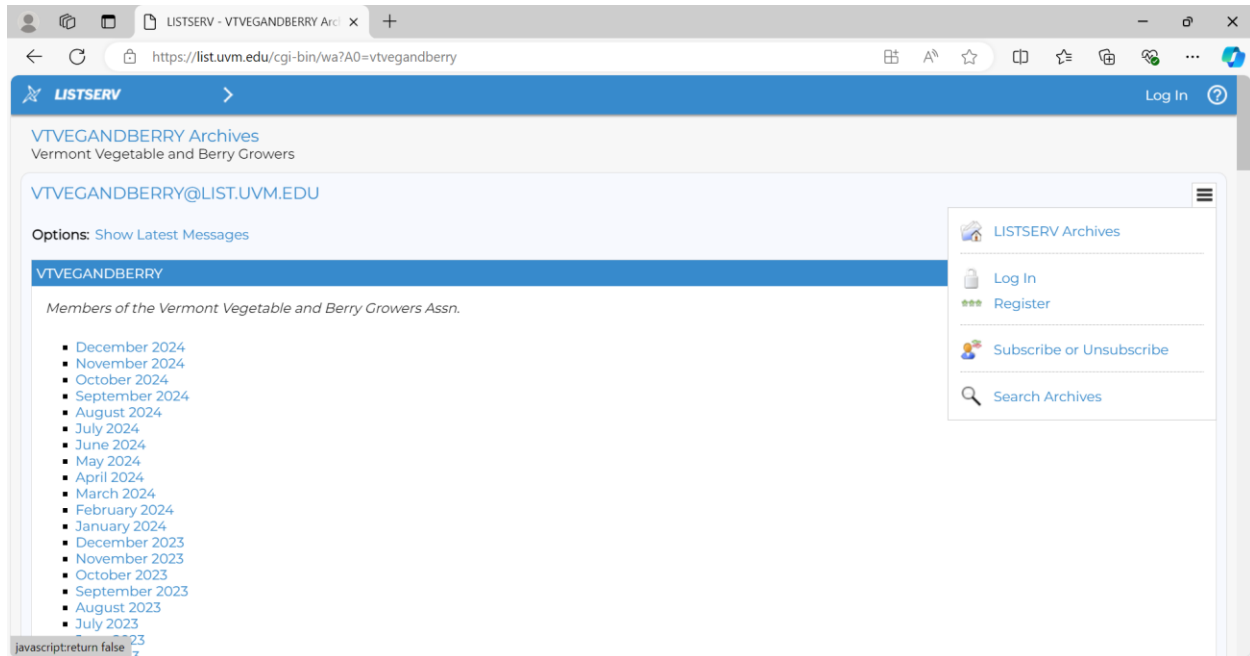
Managing the number of listserv messages in your inbox

You can either a) Select "digest" to receive one email showing all the messages posted that day, or b) Unsubscribe from the listserv.

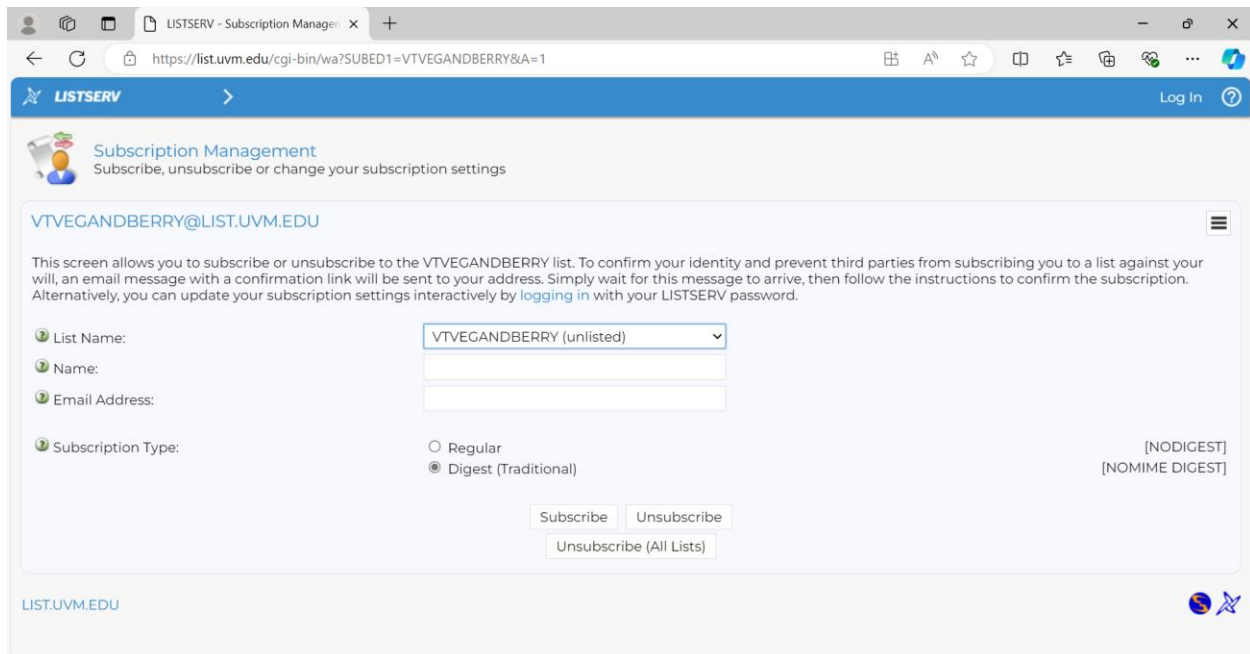
- 1) Go to: <https://list.uvm.edu/cgi-bin/wa?A0=vtvegandberry>
- 2) Click on the Options icon on the top right corner of the screen (3 horizontal lines). Click "Subscribe or Unsubscribe" in the options menu to bring you to the Subscription Management window. (See screenshot below.)
- 3) Enter your email in the "Email Address" box.
- 4a) To change to the daily digest instead of individual listserv messages- select "Digest-Traditional" option and then hit the "Subscribe" button.
- 4b) To no longer receive any messages, hit the "Unsubscribe" button.
- 5) You will receive an email to confirm the change in your subscription status (Digest or Unsubscribe). The email may end up in your spam folder.

Questions? Vern Grubinger, vegetable and berry specialist, University of Vermont Extension
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Menu options at <https://list.uvm.edu/cgi-bin/wa?A0=vtvegandberry>



Subscription management screen after clicking Subscribe or Unsubscribe on menu



revised 12-5-24