



Memberclicks E-list System Guidelines for Affiliates

The Aspen Board of Realtors® General E-list is for affiliate members to market their business to REALTOR members. This system is designed to be maintained by the individual members. Each member can subscribe, unsubscribe, and update their address through Memberclicks (www.aspenrealtors.com). In order to send e-mails, you must be subscribed to the service. Your email address will not be exposed to anyone other than the Board Staff. **By subscribing to the e-list system you agree to the following:**

Terms and Conditions

In consideration of being allowed to use the ABOR E-lists, all participants agree that the following actions shall constitute a material breach of these Terms and Conditions:

- Posting material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity as determined by the Aspen Board of REALTORS® leadership in its sole discretion;
- Posting advertisements or solicitations of business other than real estate;
- Posting advertisement for job openings;
- Posting advertisements, solicitations or any other information for anyone who is not a member of the Aspen Board of REALTORS®;
- Using General E-list for any purpose in violation of local, state, national, or international laws;
- Posting material that infringes on the intellectual property rights of others or on the privacy or publicity rights of others;
- After receiving a warning, continuing to disrupt the normal flow of dialogue, or posting comments that are not related to real estate;
- Posting chain letters, hoaxes and pyramid schemes;
- Impersonating another person;
- Distributing viruses or other harmful computer code;
- Harvesting or otherwise collecting information about others, including email addresses, without their consent;
- Allowing any other person or entity to use your identification for posting or viewing comments;
- Posting the same note more than once or "spamming"; or
- Engaging in any other conduct that restricts or inhibits any other person from using the ABOR e-list system, or which, in the judgment of the Board of Directors, exposes the Aspen Board of REALTORS® or any of its members or vendors to any liability or detriment of any type.

The ABOR reserves the right (but is not obligated) to do any or all of the following:

- Record the dialogue in all postings.
- Investigate an allegation that a communication does not conform to the terms of this section and determine in its sole discretion to remove or request the removal of the communication(s).
- Remove communications which are abusive, illegal, or disruptive, or that otherwise fail to conform to these Terms and Conditions.
- Terminate a user's access to ABOR e-list programs upon any breach of these Terms and Conditions.
- Monitor, edit, or disclose any communication in the email program.
- Edit or delete any communication(s) posted on the email system, regardless of whether such communication(s) violate these standards.

DISCIPLINE AND FEES ASSOCIATED WITH MISUSE OF THE E-LIST SYSTEM. The Aspen Board of REALTORS® reserves the right to take any action it deems necessary to enforce these guidelines. Offenses for misuse are as follows:

- **First Offense:** Warning to be placed in your member file for 6 months and Managing Broker notified
- **Second Offense:** \$250.00 fine and a one (1) week suspension from the E-List Service
- **Third Offense:** \$500.00 fine and one (1) month suspension from the E-List Service

E-LIST GUIDELINES

GENERAL ANNOUNCEMENTS. general@abr.memberclicks.net. **Topics** must be real estate related, such as: announcements of new brokers or staff in the office, office hours, winners of open houses, and Affiliate news and promotion. Affiliate members are not allowed to advertise the selling or renting of real estate properties.

ALLOWED ANNOUNCEMENTS: one (1) announcement per WEEK. Affiliates are limited to one announcement per week per company.

NO OTHER TOPICS ARE ALLOWED. If your e-mail does not fall in any of the above categories and does not contain the mandatory information you may be fined, suspended, and/or revoked from the e-list system.

ONLY SUBSCRIBERS MAY SEND E-MAILS. Only members and office staff of the Aspen Board of REALTORS may send e-mails. These e-mails may be generated from office staff on a broker's behalf, however, that broker must be subscribed to that particular e-list for which he is having staff send e-mails to.

HOW TO START AND STOP SUBSCRIPTIONS. You may subscribe or unsubscribe from any e-List at any time. To subscribe or unsubscribe simply log in to the ABOR website at www.aspenrealtors.com, click on member log-in on the left of the home page and type your user name and password.

1. From the "member" drop-down menu, click on "my features"
2. Click on the "view e-lists" tab above your profile information.
3. You can see the e-lists you are subscribed to, the e-lists you are not subscribed to, and your email address.
 - If you need to change your email address in your profile, just click on the edit icon, change it and save.
 - You may add an e-list by clicking on the green plus icon and completing the information in the box.
 - You may unsubscribe from the e-list by clicking on the red X.
4. When subscribing to the e-lists, please make sure you check the box that says 'email delivery' if you want to receive emails from the e-lists.
5. If you choose not to receive emails and remain subscribed, check the 'email delivery' box. You will then be able to click on the e-list under the "view e-lists" tab to see what has been sent out without having to receive the emails in your Inbox.

Remember to send an e-list message, you must send from the same email address that is recorded in your profile. If you have messages that end up in your junk or spam mailbox, you need to add the following domains to your safe list. Your IT support may be able to help you with this.

general@abr.memberclicks.net

You may also want to give your IT person the following IP addresses if you are not receiving the B2Bs at all and are signed up for any/all of the lists.

Those IP addresses are:

168.245.116.231
168.245.127.241
168.245.20.17
168.245.25.254