Member-to-Member Guidelines:

The Chapter uses M2M to announce meetings and other business related to the Chapter. There is also a Facebook page and a LinkedIn group. Both sites have options to post announcements and conversations that do not fit within the guidelines of the M2Ms and members are encouraged to utilize them.

- Replying to M2M emails
- When you receive M2M emails, be sure to reply to the contact information in the announcement. If you just hit "reply," the email goes to the M2M coordinator, who is not responsible to forward along messages between members.
- Sending M2M announcements
- Email your announcement (including contact information, day and time of event, etc.) in the body of an email message to longbeachsouthbaycamft@gmail.com.
- To opt out of the M2M service
- Use the unsubscribe link at the bottom of any M2M email OR send an email to longbeachsouthbaycamft@gmail.com, which will alert the Chapter's current M2M Administrator.
- M2M Posting Guidelines

1. Membership is confirmed before emails are sent out. If your membership has not been renewed, you will receive a friendly reminder to renew before the M2M is sent.
2. M2Ms are for one-way announcements only and must include the member's email address or phone number for replies.
3. M2M requests sent to longbeachsouthbaycamft@gmail.com are copied *AS IS* and pasted into the group email. Be sure to edit and spell check.
4. Be sure to specify a Subject.
5. You may include attachments in Word or PDF, but also include email content to send with the attachment.
6. LB-SB CAMFT members can announce their own:

- Groups, workshops, and seminars
- Office space for rent or looking for office space
- Requests for referrals
- Job openings including internships and training sites
- Seeking jobs, internships, etc.
- Books, CDs, or other items related to the MFT profession produced by the member

7. The M2M moderator (VPPR) has the right to deny a posting that is not in accordance with our Mission Statement.
8. LB-SB CAMFT members can send M2Ms up to twice a month. This should be checked against the membership directory.