Sigma Xi Communities:
How to send a message to members

Key Points

- Communities have replaced your chapter's listserv.
- Use communities to communicate with chapter members. Posting a message and approving it in a community will send the message via email to members.
- Your chapter has two communities: one for active members and one for lapsed (inactive) members.
- You do not maintain the member lists in the communities; the Sigma Xi database automatically makes updates. If a member renews dues, joins your chapter, or lapses on dues they will get added to the appropriate community.

Two ways to post a message

1) Send an email to your community's email address. Request your communities' email addresses by sending a message to chapters@sigmaxi.org.
   OR
2) Sign in to the Communities website. You can email chapters@sigmaxi.org to learn your chapter communities' custom web addresses. Or, go to http://community.sigmaxi.org/communities/mycommunities, log in using the email address linked to your Sigma Xi profile as your username, and create a password by clicking "Forgot your password?"

How to post a message by using your community's email address

Step 1: Send an email to your community's email address (see #1 above). Use the active member community email address to reach members who are current on their membership dues. Use the inactive community's email address to reach members who have lapsed on their dues. Your message must come from your email address that is linked to your Sigma Xi profile.

How to post a message by using the Communities website

Step 1: Login and find your community at this link community.sigmaxi.org/communities/mycommunities. Your username is the email address that is linked to your Sigma Xi profile. If you forgot your password or need to create one, click on "Forgot Your Password?"

Step 2: Once the community page opens, click on the Discussions tab.

Recent Activity   Discussions 13   Library 0   Events 0   Members 323

Step 3: Click on the green "Post a New Message" button at the top-right side of your Discussion page.

Post New Message

Step 4: Write and send your message to the chapter members.

- The "To" box will show your chapter's name.
- The "Cross Post To" box gives you the option to send your message simultaneously to members in a different community. For example, if you are in your chapter's active member community, you could add your chapter's inactive member community here to send inactive members the same message.
- The "From" box will be filled with your name.
- Give your message a subject line.
- After your write your message, scroll down to fill in your signature with your name and the title you hold as a chapter leader.
- Click on "Send Message."

Post a Message

Step 5: Each community post needs to be moderated by one of the chapter officers. See the "Sigma Xi Online Community–Moderation Instructions" document to learn how to moderate. Note that when messages are cross-posted to both the active and inactive communities, the message needs to be approved in both communities. **You will need to approve all posts before they are sent, including your own posts.**

Moderation notification emails are sent within 15 minutes of a post being published.

Questions? Contact Chapter Services at 1-800-243-6534 or chapters@sigmaxi.org.