

## Adding People to the RFS Google group

1. People have the ability to sign up to be on the RFS Google group from our RFS website



2. When they submit their responses to this form, their answers go here:
  - a. Grey entries have already been added to the Google group
  - b. New entries are all the way at the bottom in the cells without a colored background
3. Select and copy ( "Ctrl" + "C" ) up to 10 email addresses at one time

RFS Google Group Signup (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

Comments Share

fx david594@gmail.com

	A	B	C	D	E	F
1	Timestamp	Email Address	Year in Training	Current Program / Affiliation	Full Name	
310						
311	1/7/2016 0:29:35		Fellow			
312	1/8/2016 15:03:13		Intern/Resident			This row and above added 1/10/2016
313	1/11/2016 0:39:39		Intern/Resident			
314	1/12/2016 21:28:19		Intern/Resident			
315	1/14/2016 8:34:08		Intern/Resident			
316	1/14/2016 10:32:57		Intern/Resident			
317	1/15/2016 9:14:56		Intern/Resident			
318	1/19/2016 17:11:21		Intern/Resident			
319	1/21/2016 22:01:20		Intern/Resident			
320	1/22/2016 6:03:40		Post-Fellowship			
321	1/25/2016 10:39:42		Fellow			
322	1/25/2016 20:18:31		Intern/Resident			
323	1/28/2016 11:20:56		Medical Student			
324						

- To add these people to our Google group navigate to: <https://groups.google.com/forum/#!forum/sirrfs>
- Click "Manage"

**Groups** NEW TOPIC [Refresh] Mark all as read Actions Filters [User Icon] [Settings Icon]

**SIR-RFS** Shared privately  
30 of 137 topics (99+ unread) ☆ **Manage** Members · About

Welcome to the official SIR-RFS google group. This primarily serves to update members about upcoming interventional radiology (IR) webinars, journal clubs, and events.

Please be sure to check out our website (<http://rfs.sirweb.org>) for additional information, or to become an SIR RFS or MSS member.

If you want to get more involved, or have any questions, email [sirrfs@gmail.com](mailto:sirrfs@gmail.com).

Thanks for the interest.

[Edit welcome message](#) [Clear welcome message](#)

1 updated topic

- UPCOMING RFS WEBINAR: Radial Access: The future of IR vascular access and its role in...**  
By SIR-RFS - 1 post - 0 views 1:57 AM
- TONIGHT - Research Lecture Series: Developing the Mind of a Clinical Investigator (1)**  
By SIR RFS - 1 post - 0 views Jan 14

- Click "Direct add members"

**Groups** [Back] **Members** Banned Bouncing

**SIR-RFS**

Members  
All members  
Invite members  
**Direct add members**  
Outstanding invites  
Join requests

Messages  
Settings  
Permissions  
Roles  
Information

<input type="checkbox"/>	Display name ▲	Role
<input type="checkbox"/>	(not set)	Member
<input type="checkbox"/>	(not set)	Member
<input type="checkbox"/>	(not set)	Member
<input type="checkbox"/>	(not set)	Member
<input type="checkbox"/>	a-sheu	Member
<input type="checkbox"/>	aacovington	Member
<input type="checkbox"/>	aalikhani26	Member
<input type="checkbox"/>	aaron	Member
<input type="checkbox"/>	Aaron Losey	Member
<input type="checkbox"/>	aaron.losey	Member

- Paste these email addresses directly into the top text entry box

Please use this feature carefully. Only add people you know. Using this feature for sending unwanted email can result in account deactivation.

Enter email addresses to add as members

da	ail.com
fa	alat@gmail.com
ve	ahoo.com
ah	yahoo.com
le	rg
jo	comcast.net
gh	@gmail.com
AE	med.miami.edu
co	ir.wustl.edu
Gh	@gmail.com

Separate email addresses with commas. Each person will immediately become a member and can start receiving messages.

Write a welcome message ?

At your request, you have been added to the RFS mailing list.  
You will now receive announcements about upcoming webinars, regional conferences, and other RFS related activities at this email address.  
Enjoy,  
SIR RFS Communications Committee

761 characters remaining

Email subscription options

- No email: web-only participation
- Abridged Email: one summary email of new activity per day
- Digest Email: up to 25 full new messages in a single email
- All Email: send each message as it arrives

8. Enter a message into the second text entry box. The follow is sufficient:  
“At your request, you have been added to the RFS mailing list. You will now receive announcements about upcoming webinars, regional conferences, and other RFS related activities at this email address.  
Enjoy,  
SIR RFS Communications Committee”
9. Ensure “All Email: send each message as it arrives” is selected
10. Click the big blue box reading “Add” at the top of the screen
11. A box will pop up that asks that you prove that you are not a computer, complete the task, and click “Continue”
12. Repeat the above steps for the remaining email addresses by clicking the grey “Add more” button at the top of the page
13. When all the email addresses have been added, click the blue “Done” button
14. Return to the Google spreadsheets
  - a. Color all the cells that were added to the Google group grey
  - b. In column “F” please added a comment stating “This row and above added [DATE]”