

## Methods of Contacting MTC Participants

### Eventbrite

- Handles RSVP and registration: Each person is emailed an invitation and they RSVP on the website
- Eventbrite is free if you do not charge for your event
- Capability to filter e-mail addresses and e-mail anyone who has ever RSVP'd to an event, to anyone who has not yet RSVP'd, etc.
- Can see who opened the email
- Can include link or widget on website
- Can download list of RSVPs so you have a check-in sheet
- Good for managing large, once-per-semester events

### Mailchimp.com

- Use to send up infrequent announcements and updates

### Google Groups

- Free and works well
- Can take the form of a list serv

### Google Contacts

- Keep a list of contacts and label them “main distribution list,” “potential participant,” or “session leader”
- Run a mail merge on the main distribution list so everyone gets a personalized e-mail message, e.g., ‘Dear Euler, The next MTC will be....’
- Link to a Google Form for RSVPs. The Google Form creates an automatic attendance spreadsheet

### Listserv

- Teachers can subscribe and unsubscribe themselves
- Can set up through university or outside service
- Anyone who is subscribed to the list can e-mail others on the list

### Outlook calendar

- Set up the meetings in the calendar, and mail them to contact group.
- Respondents can accept or decline
- Can send a second notice any time
- Can e-mail new contacts only if preferred

### Regular email

### When to send emails:

- Before and after each meeting: 1 week before, reminder of the meeting. One week after, follow-up message telling people what we did and passing along resources.
- Email two weeks before the meeting, and reminder one week before.
- Email one month before the meeting, 2 weeks before the meeting, and one week before (filtering out people who have already RSVP'd)