

Member-to-Member Guidelines

The Chapter uses their weekly M2M email to announce meetings and other business related to the Chapter. There is also an Instagram profile: [@lbsbcamft](#), where Chapter announcements found in M2M may be posted.

- **Replying to M2M emails**
 - When you receive M2M emails and would like more information about a member announcement, be sure to reply to the contact information in the member announcement. If you just hit "reply," the email goes to the M2M coordinator, who is not responsible for forwarding messages between members.
- **Sending M2M announcements**
 - Email your announcement (including contact information, day and time of event, photos, etc.) in the body of an email message to marketing1@lbsbcamft.org.
- **To opt out of the M2M service**
 - Use the unsubscribe link at the bottom of any M2M email OR send an email to marketing1@lbsbcamft.org.
- **M2M Posting Guidelines**
 - Membership to the chapter 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.
 - M2Ms are for one-way announcements only and must include the member's email address or phone number for replies.
 - M2M requests sent to marketing1@lbsbcamft.org are copied AS IS and pasted into the group email. Be sure to edit and spell check.
 - You may include 1-2 attachments in PNG, JPG/JPEG format, but also include email content to send with the attachment, including links to registration and/or a phone number or email address to contact you. NOTE: Any attachments sent as Word/PDF documents will be returned for reformatting.
 - 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
 - The M2M moderator (Director of Marketing) has the right to deny a posting that is not in accordance with our Mission Statement.
 - LB-SB CAMFT members can send M2Ms up to twice a month. This should be checked against the membership directory.