

## **Contacting KCAA**

If you want to contact KCAA, you have 3 options:

- Option 1: Send an email to "[KCAAMaryland@gmail.com](mailto:KCAAMaryland@gmail.com)".
- Option 2: Send an email to "[KCAA@KCAA.club](mailto:KCAA@KCAA.club)".
- Option 3: On our website, [www.KCAA.club](http://www.KCAA.club), submit the form that can be found by following main menu options "[About Us > Contact Us](#)".

In each case your email goes to the Webmaster, who will respond or forward it to an individual, the Board of Directors, or general membership as appropriate.

## **Sending an email to the Board of Directors**

If you are an "**authorized sender**", you can send an email directly to the Board of Directors.

Please follow these directions exactly:

1. Send an email (do NOT reply to an old email) to "[KCAAMaryland@gmail.com](mailto:KCAAMaryland@gmail.com)".
- 2: The **first word** of your email's **subject** MUST be "**board**" (do not use the quotes). Then complete your subject with your actual email subject.
- 3: The rest of your email will be the content of the email. You may format it as you wish, and you can include attachments.

It may take up to half an hour for your email to be sent, at which time you will get an acknowledgement email.

**Example:** For the following example the Board of Directors will each get an email that has the subject: "New BOD Meeting". The content of the email will be: "There will be a BOD meeting ..."

To:  
[KCAAMaryland@gmail.com](mailto:KCAAMaryland@gmail.com)

Subj:  
**Board New BOD meeting**

Body:  
**There will be a BOD meeting on Wednesday.  
Details to follow**

## **Sending an email to the full membership**

If you are an “**authorized sender**”, you can send an email directly to the full KCAA member list.

Please follow these directions exactly:

1. Send an email (do NOT reply to an old email) to “**KCAAMaryland@gmail.com**”.
2. The **first word** of your email’s **subject** MUST be “**members**” (do not use the quotes). Then complete your subject with your actual email subject.
3. The rest of your email will be the content of the email. You may format it as you wish, and you can include attachments.

It may take up to half an hour for your email to be sent, at which time you will get an acknowledgement email.

**Example:** For the following example the full membership will each get an email that has the subject :“Handling Class Update”. The content of the email will be: “The handling class is for anyone and everyone.”

To:  
**KCAAMaryland@gmail.com**

Subj:  
**Members Handling Class Update**

Body:  
**The handling class is for anyone and everyone.**

## **Are you an Authorized Sender?**

KCAA carefully controls who may send bulk emails directly to the membership. This is to reduce the risk of our members getting SPAM. The Board of Directors are “authorized senders”. In addition, a few selected individuals who provide services to the club can also authorized. If you need to send emails to our membership and want to “get authorized” just send an email to KCAAMaryland@gmail.com and ask!

As a note, if you are not an authorized sender and try to send an email to the Board of Directors or full membership, it will only go to the Webmaster.