

How to register for parent mailing list

Summary

Friday 19 August • Mailing List Registration

Ayr State High School provides a parent mailing list to facilitate enhanced communication with parents/carers and the school community in general. This mailing list will provide information to parents such as excursion notes, information about upcoming school events, and the Ayring newsletter. When registering for the list, note that all registrations are not instant – an approval process exists for all registrations.

- 1) Click the following link: <http://discussions.eq.edu.au/listserv/subscribe.html>
- 2) You will be presented with the following page. Select “Ayr State High School – All Parents” from the dropdown of mailing groups.

Choose a discussion list

[List name](#)

Ayr State High School - All Parents (ayrshs-parents)

Subscriber details

[Your name](#)

[Your email](#)

The use of any discussion list by Department of Education and the Art's employees must in accordance with the Department's [Code of Conduct](#); and [CM-12: Staff Intranet, Internet and Electronic Mail Usage Policy](#)

Subscribe Clear

- 3) Enter your name in the “Name” in the name box. This is checked against the school’s enrolment data, so please ensure the name you enter matches the current information that the school has.
 - a. The mailing list software has issues with first/last names that contain spaces, so if your name does have a space, please combine it so that it doesn't.
 - b. The software expects only a First name and a Last name, so if your full name is “John Anthony Smith”, in the name box you would type “John Smith”.
- 4) Click Subscribe.
- 5) You will then receive an email at the address you specified, with a link to confirm. **Click the link to continue.** If the email address is not validated, the registration is not received by our admin staff.
- 6) The school’s admin team will be emailed, and the approval process is completed. If the registration is successful, you will receive a welcome email.

If after 5 days, you do not receive a welcome email and your subscription is legitimate, please send an email to admin@ayrshs.eq.edu.au and you will be manually added.

