

**Boulder Psychotherapy Institute Networking List
INTRODUCTORY LETTER**

Dear Networking List Subscriber,

Thanks for your interest. At your request I will enter your address in the Boulder Psychotherapy Institute Networking List.

Our service is free and you may unsubscribe at any time. All I need to subscribe you is your name and email address. This is a personally moderated list of over 600 psychotherapists in the Boulder/Denver area. Participants receive varying numbers of forwarded emails per day (from 0 to 20 or more)

IMPORTANT - When requesting a referral, remember that email is not confidential. Client "specifics" can't be published to the list. Please keep client descriptions "general." It's necessary for BPI to be cautious about forwarding referrals with any possibility that the client could be identified, or even with a specific diagnosis online, or describing illegal behavior. So we ask for a very general description and the possibility that interested therapists can get specifics individually from the referring therapist.

NEW FEATURES ON OUR NEW WEB SITE

Our new web site (with many new features) is now online. It includes our "Referral Directory" and our "Online Events Calendar." The basic version of our Referral Directory is free. You will be able to participate by completing an easy form which will also allow you to edit your entry any time. The free version includes Your Name - Credentials - Physical Address (Including Business Name if any) - City - Zip Code - Phone Number - and 250 characters of specialty/ practice description (250 characters equals about 30 to 40 words).

We also offer an expanded subscription, or donation based entry. This will give you many more options and will help us advertise and maintain the service.

THE NETWORKING LIST

Our Networking List is a personally moderated list. We are very desirous that our service be a positive experience for you. But because we forward each announcement to so many people there are various problems (for us) associated with the list. It helps us if you consider the service a personal relationship, rather than as an automated program.

We promise not to share the list (or your address) with anyone. That way you won't unexpectedly find yourself subscribed to other lists. We forward announcements using the BCC address field. The list is designed to serve the professional psychotherapy community, and messages should be related to the field of professional psychotherapy. The moderator may judge the suitability of a subject and forward at his discretion.

If emails stop arriving for an extended period of time, it may mean that your ISP or email software began to bounce our announcements. If this happens please check to be sure our email address is entered in your address book. You may send me a request or call me and I will try to re-add you to the list. I'm also happy to troubleshoot the problem with you - to make it work.

We hate to loose subscribers for technical reasons. Please don't designate (BPI) messages as spam in order to filter them. It is considered a "complaint" or "blacklist" and will cause our entire list to be blocked by several of the major ISPs.

Also, if you abandon your address it helps us if you will inform us and ask me to "unsubscribe" you.

If your mailbox fills to capacity (and our messages bounce), I will remove your address until you notify me that you can receive emails again.

POSTING MESSAGES

To post messages - Send them to Reed at our internet address (We are not posting our address on this website in order to avoid spam but you may click here to contact Reed (link)), and I will give you the address for future reference.

Place your announcement in the email body.

Please use the subject line you would like others to see (Include a city name if it is pertinent - as our list covers many locations). An interesting subject line will get readers to open your message.

We try to add the symbol (BPI) at the beginning of every subject line when we forward an announcement. This can be useful in helping your email program to sort messages.

It's best to include a brief line before your message saying, "Please post this." - If I'm not sure what your intent is, then I prefer to err by not posting.

Please format announcements as "Plain Text" - no fonts colors or underlines. Don't use tabs, spaces, centering or other typing techniques to dress up your messages. Align text to the Left Side. Spacing that looks nice in one operating system may look scrambled in another.

Messages received in HTML likely will not be forwarded - Sometimes we can reformat them as plain text, but often this does not work.

Attachments or photos may prevent posting, although (in an effort to be helpful) I may remove them for you and post the text portion of your announcement.

Messages are sometimes forwarded immediately - sometimes after a few days, so please give yourself extra time.

Remember that "REPLYING" to an announcement brings the message back to BPI. Use the "FORWARD" function to contact the message originator.

In other words, when you respond to someone's announcement, please use the "forward" function (and include the intended recipient's address) rather than the "reply function" (The "reply" function will bring your response back to me at BPI rather than to the person you want to reach). This is because - it was sent to me by the originator - and then I "forwarded" it to the entire list - and you.

Again, because of spam filtering by the major Internet Service Providers we are not able to forward "HTML" or "ATTACHMENTS" (including .pdf files)

WHAT IS PLAIN TEXT?

Plain Text is the most basic kind of message - letters and sentences without formatting of any kind.

Plain Text appears (to you) as the default typestyle in your computer. The text is one size only, and includes only letters, capital letters and punctuation.

When Plain Text arrives at its destination it appears as the typestyle selected as the default in that computer. It does not include information about type styles or fonts. It isn't capable of underlining, bolding type, or colored text.

You can change the type font that your computer uses to display Plain Text by going to the preferences area of your email software and specifying the display font that you prefer.

If you have set up your computer to use HTML by default, you will have to make a minor adjustment to send email in Plain Text. If you can't do this, I will convert

your rich text or HTML as best I can, but sometimes anomalies appear in the text, or there is peculiar spacing.

To use Plain Text, go to the menu bar and select "Format" and then "Plain Text."

If you use a Mac simply uncheck HTML in the "Format" menu - or select "Make Plain Text" in the "Format" menu at the top of the screen.

When you reference a web site using Plain Text, such as www.boulderpsych.com, it may or may not appear as a clickable link. But it can be copied into an Internet Browser.

The best strategy for posting announcements on this list is to keep it simple.

Thanks for participating.

Reed

**Reed Lindberg, M.A., L.P.C.
Managing Director,
Boulder Psychotherapy Institute
Relationship, Sex and Romance Counseling
Counseling for individuals or couples
1140 Lehigh St.
Boulder, CO 80305**

Send announcements to Reed at the BPI email address.