



WPAlist



WPAlist@lists.APAservices.org

Wisconsin Psychological Association

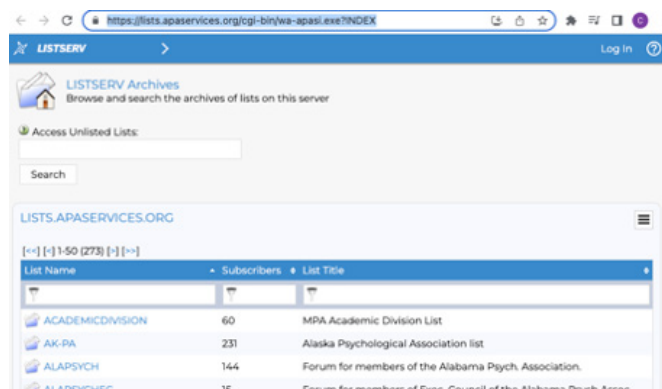
Interested in to **WPAlist**? Here is your step-by-step guide on how to use the new WPA listserv.

Begin » **FIRST:** If you are a registered user of the APA Listserv already, then you can skip step #1. If you are not a registered user with the APA Listserv server there are two things to do.

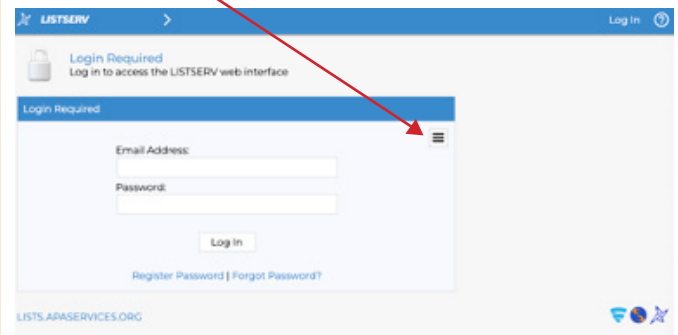
Follow these steps to (#1) **Subscribe to the WPAlist** and (#2) **register to the APA Listserv service**.

STEP #1: How to Subscribe to the WPAlist

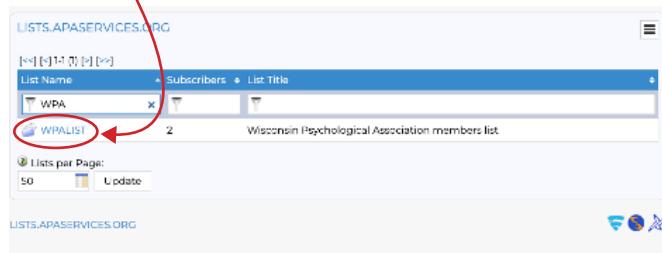
1A To access the web portion of the APA Listserv server, you will need to go to:
<https://lists.apaservices.org/cgi-bin/wa-apasi.exe?INDEX>



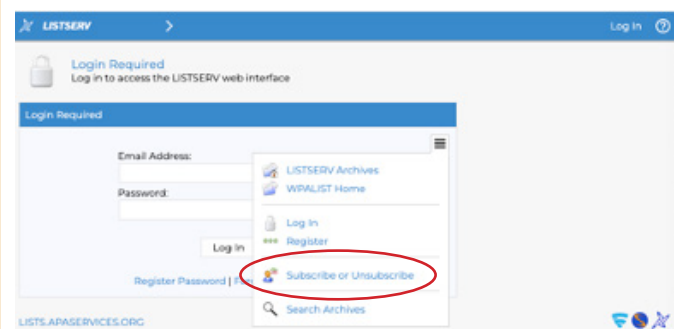
1C Click on the ☰ icon on the right-hand side of the “Login Required” Screen and a menu will drop down.



1B Search “WPA” in the search feature, then click on the “**WPALIST**” that the search returns.



1D You will need to click on “Subscribe or Unsubscribe”



STEP #1: Subscribe continued on next page

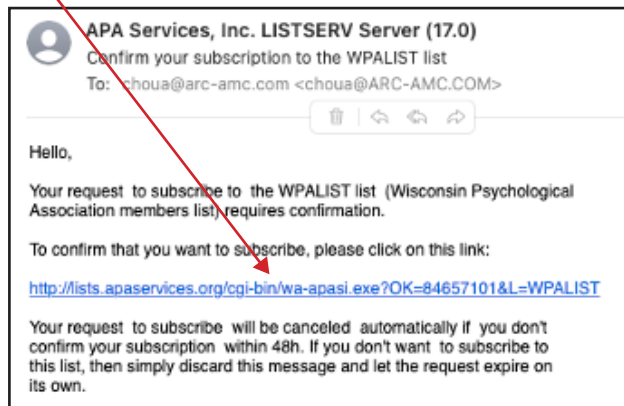
STEP #1: Subscribe continued from previous page

1E Once you've reached this screen, you will need to enter the appropriate information.

Please note: the email you enter at this screen should be the email you use to log in to the members-only portion of the WPA website. If you can't remember, visit [this link](#) to and reset your password.

Once you have finished entering your information hit the "Subscribe" button.

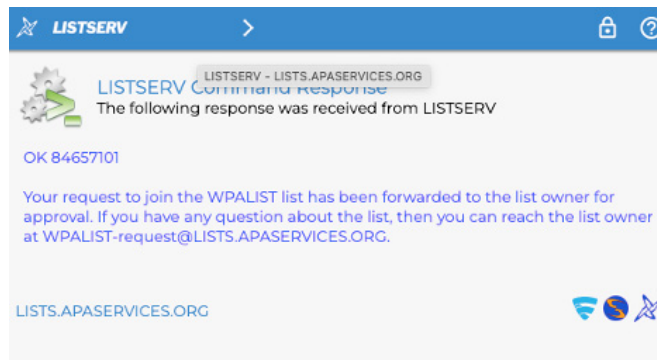
1G The e-mail will be titled as shown below from "APA Services, Inc. LISTSERV Server". Be sure to click on the link provided to confirm your subscription.



1F Once you hit the "Subscribe" Button you should have the following prompt at the top of the page "A confirmation request was sent to your email address". Check your email for the confirmation email.

Please note: The e-mail may take between 5-10 minutes to arrive. If you do not see it in your in-box, check your junk and spam filters/folders.

1H Your web browser should pop-up with the following screen. This will notify the WPA office that you are requesting access to the WPALIST listserv. If this is during business hours, the office will be approving your message promptly, but you are required to wait for the approval message to complete the registration process. If this is outside of 8:00 am – 5:00 pm Monday through Friday, please allow up to one business day for staff to review and approve your access to the list. Access to the list is not automatic, the process is intentionally set-up as a manual process approval to ensure that only current WPA Members have access to the list.



STEP #2: Register continued on next page

STEP #2: Register for the APA Listserv Service

2A Once approved, you will receive two (2) separate emails from APA Services, Inc. Server, which are sent very closely together:

1. "Welcome Email"
2. "You have been added to the WPAlist" - in this email you need to create a password by clicking the link under "To create a password, visit"

If you don't already have a password for the LISTS.APASERVICES.ORG server, we recommend that you create one now. A LISTSERV password is linked to your email address and can be used to access the web interface and all the lists to which you are subscribed on the LISTS.APASERVICES.ORG server.

To create a password, visit:

<http://lists.apaservices.org/cgi-bin/wa-apasi.exe?GETPW1>

Once you have created a password, you can log in and view or change your subscription settings at:

<http://lists.apaservices.org/cgi-bin/wa-apasi.exe?SUBED1=WPALIST>

More information about the options available for subscribers can be found in the official LISTSERV documentation at:

<http://www.lsoft.com/resources/manuals.asp>

2B Enter your choice of a password twice and hit "Register Password":

2C You will need to check your email again to confirm that your password was accepted. Remember, receiving the e-mail may take up to 10 minutes.

2D You should then receive the following email from APA Services, Inc. and will need to click the link provided in the email to confirm the acceptance of your password.

That's everything! Once you go through the set-up process, you can then begin using the WPAlist listserv. To open a conversation, within your e-mail program, send an email to: WPAlist@lists.apaservices.org. When using the service, please be sure to stay diligent with the [APA rules and regulations](#) of using their listserv service (listed on next page). Please keep this [link](#) handy to reference those rules when posting, and if you need more detail and information, please review the information and tutorials found through this [link](#).

APA Services, Inc.'s Listserv Server Rules

Rule 1: Do not use the forum for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.

a. Copyright - Referring to an article or news item with typical reference citations, providing a brief quote, or offering a link to legitimate online published content is permissible; list members should not post a full-text version of published material to the listserv. Not infrequently a list member wants to tell others about an article or news item related to the issues discussed on the list. However, sending the entire article to the list, without the permission of the author or publisher, results in a prima facie case of copyright violation. While there can be defenses to a claim of copyright infringement where the purpose of copying is clearly not for commercial purposes (e.g. "fair use" or academic teaching exceptions), those defenses are complicated, have been construed differently in different jurisdictions and are not necessarily applicable to listserv distribution.

b. Defamation and libel - In exchanges on the listserv and when referring to others, avoid personal attacks and characterizations that question a person's motives or qualifications. Sometimes a robust debate about ideas spills over into attacks on the proponents or opponents of the ideas. List members need to be reminded that a false statement that harms someone's reputation can be actionable as libel. There is a substantial difference between disagreeing with how someone did their research or treated a patient and accusing the person of fraud or incompetence. Because negative statements that impugn someone's professional qualifications can cause substantial economic and emotional harm, this is an area for careful scrutiny. Keeping criticism on an objective basis that is factually verifiable and skipping personal commentary about character, competence or motive minimizes legal risk.

c. Antitrust concerns - APA and APASI by their nature are subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc, all are prohibited. The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. Professional associations like APA and APASI are almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Listservs provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent.

Rule 2: Do not intentionally interfere with or disrupt other forum members, network services, or network equipment. This includes distribution of unsolicited advertisement or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the Forum.

Rule 3: Do not use the Forum for commercial purposes. "Commercial" as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services.

Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the List of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

a. Further Explanation about Commercial Postings on APA and APASI Listservs lists: The Listserv agreement provides that "commercial use" includes communications whose "primary purpose is to advance the business or financial interests of any person or entity or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental or office space, or direct solicitation of listserv members to purchase products or services.

Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services.

Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the List of publication of a professional book) typically would not be "commercial" for purposes of this restriction.

The ban on commercial use of the lists is based in legal requirements that flow from APA's status as a 501(c)(3) organization. APA and its divisions enjoy exemption under 501(c)(3) of the Internal Revenue Code, which is the most favorable tax status available to any United States organization; it is the same tax exemption held by universities, churches, and charitable foundations. Because of this status, among other things, APA and its divisions pay no federal income tax on revenues from carrying out exempt activities; voluntary contributions are tax deductible by donors as charitable contributions; and they are exempt from some kinds of local taxes. With these advantages come significant restrictions on how APA can conduct its business, including such restrictions as taking no role in political elections, restricting lobbying and using resources for tax-exempt purposes.

The commercial use ban derives from the related requirements that 1.) APA activities, including those of APA divisions, be focused on 501(c)(3) tax exempt purposes 2.) APA's assets, such as its lists, be used for tax exempt purposes and 3.) APA not provide financial support directly or indirectly to other persons or entities that are not 501(c)(3) organizations, absent certain limited conditions that would not apply to use of APA's lists by other organizations for their business purposes. Thus, the Listserv rules provide that sponsored lists hosted by APA cannot be used for commercial purposes or to promote the financial or commercial interests of others, as these are not tax-exempt purposes.

In addition, material that looks like an advertisement or has that intent, also runs afoul of the rule that APA not provide support to non-c-3 organizations by allowing, in effect, free advertising on the List that would normally be purchased elsewhere i.e. APA is donating support to the advertiser. Posting recruitment materials for other non-c-3 membership organizations does not comply with these restrictions.

A closely related and equally important restriction based in the tax law, is the fact that APA is not able to share its resources freely with organizations that are exempt under less restrictive tax statuses, such as 501(c)(6) organizations. Other membership organizations, that are not exempt under 501(c)(3) of the Code, are likely to engage in a range of activities that APA cannot legally engage in and therefore entwining their activities and initiatives with APA division listservs is not permissible. Thus permitting another entity, even one that is tax exempt under another Code provision, to utilize a list to promote membership, distribute its information or conduct activities is inconsistent with and could jeopardize APA's tax status and that of the divisions who enjoy tax exemption under APA's exempt status.

While these limitations on use of 501(c)(3) resources are clearly quite important, in administering the rules, APA has sought to avoid being heavy-handed. For example, an individual author of a publication of professional interest to others on the list is not precluded by the policy from simply announcing the publication of a book to the list (as opposed to a de facto advertisement) and providing a link to another site where commercial information could be available. In short, we are trying to balance the benefits of information exchange among members with our legal obligations and need to protect an important APA asset, its tax-exempt status.

Rule 4: List Owners are required to comply with all relevant federal Internal Revenue Service and Federal Election Committee laws, regulations, guidelines, and procedures, and engage only in legally appropriate communications regarding political activity. For example, this list can be used to openly discuss political advocacy activities generally; however, this list cannot be used to advocate for a particular candidate or to raise money for a particular candidate or Political Action Committee (PAC).

What Is Permitted:

- Providing factual information about a PAC
Providing information about the amount of money the PAC has raised, and from whom
- Providing factual information about which candidates have been supported by the PAC for example, a communication on the listserv can:
 - » Announce the existence of a candidate, or the existence of a PAC and explain the laws and regulations that govern its activities
 - » Provide information about how much money a candidate has raised, or how much money a PAC has raised, the number of contributors, and the number of candidates supported
 - » Identify federal candidates who have been supported by a PAC, as long as the message does not suggest that financial contributions to the PAC would help elect or defeat those candidates

What Is a Not Permitted:

- Any straightforward request for financial contributions to a candidate or PAC.
- Providing information about a candidate or PAC if it: Publicizes the candidate or PAC in a way that encourages contributions to the candidate or PAC;
- Provides information on how to contribute to the candidate or PAC; or, Encourages financial support for the candidate or PAC.

For example, a message on the listserv that commends individuals who have contributed to a specific candidate or PAC is not allowed because it encourages financial support.

Rule 5: APA does not endorse or forward requests for research participation to any APA listserv. Divisions may choose to post requests for research participants to their listservs. If you need more information about a Division listserv, it is recommended that you contact the listserv administrator of that Division. Please note the following statements regarding the limits of division and all other listservs as sources for research participants and samples.

APA disclaimer regarding limits of division listservs as research samples.

- Listservs (Division and other APA discussion lists) make no claim to be exhaustive collections of members who may fit into one or more specific category (e.g., clinical psychologists, practitioners, educators, and so on). In fact some 45% of APA members do NOT belong to any one Division. By using a Division as the "universe" for one's respondents, researchers are excluding a large number of eligible participants and hence may be introducing bias into their research.
- Many members belong to more than one Division, and if the research is being sent to more than one Division, the researcher faces the challenge of defining response rate given duplication and of removing duplicate records.

APA members and others who are not APA members belong to Divisions and topical listservs for a number of reasons, some of these may not reflect the fact that the member works in the area covered by the Division or list in any more than a tangential sense - raising questions about the suitability of the sample to the research.

[APA rules and regulations can also be found online here.](#)