

MVLA Soccer Club
Email Format Requirements
Emails Directed at Field Coordinator or Referee Coordinator
Date 8/15/08

Please begin the Subject Line of all your Request emails to the Field Coordinator or Referee Coordinator as follows (see definitions below):

Subject: MVLA:<need, topic or action><space><teamname><space><date if applicable>

The most important factor is to have the "MVLA:" at the beginning of the Subject Line. Don't forget the colon (:) after MVLA (all caps), no spaces before or after the colon.

The rest of the format requirements relay information to inform the Coordinator of your need. The brackets "<>" are not needed in your Subject line text. They are code-writer's lexicon to denote the delimiters of the content expected between brackets.

Sometimes the Field Coordinator or Referee Coordinator will issue through the MVLA Coaches Yahoo email list, or through publishing a Manual or Procedure, more specific request/inquiry formatting instructions for particular types of actions. In all cases, those specific requirements overrules these general guidelines.

But by insuring your email Subject lines ALWAYS start with <Subject: MVLA:>, at least you will make sure filters do not channel your email into SPAM or Junk files.

Definitions:

<need, topic, or action> means substitute <need, topic, or action> with a string of words denoting what you want

<space> means leave a blank character, or space between words

<teamname> means substitute <teamname> with your team's name; abbreviations okay

<date if applicable> means substitute <date if applicable> with the date(s) of your event if relevant (sometimes a date is irrelevant)

Examples: these are general examples. Be informative, but brief.

Subject: MVLA: Game Change Request PyBlu 6/4
Subject: MVLA: Game Request Cyberrays 5/19
Subject: MVLA: Change Practice Field Hurricanes
Subject: MVLA: Summer Request Camp Rapids July
Subject: MVLA: Tryouts request Sharks & Stingrays 6/17, 6/24
Subject: MVLA: tourney plans Menace May-July
Subject: MVLA: Need CR R92Gold 8/5
Subject: MVLA: Field Problem Hillview needs mowing
Subject: MVLA: Need advice fld options Vipers Fall