EFA Discussion List Post Signatures
February 1, 2022

The EFA Discussion List allows **up to 4 lines** for post signatures, which are required for all posts. **The signature must include the poster's full name.** Please note that signatures are subject to the Code of Conduct, including but not limited to the “no advertising” or “excessive self-promotion” clause. We reserve the right to modify or truncate a post signature; if we do so, you will be notified.

Users are not required to include any information in their signature except their full name. However, we recommend a friendly and professional signature line to help members identify and become acquainted with one another:

- Full name (required) and pronouns and EFA volunteer roles, if desired
- Business name or tagline
- Link to a primary website or a social media account
- Geographic location or contact information (email or phone number)

**Sample** signature following this format:
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Ima Proofer (they/them/their), EFA Welcomer
Let me right your every wrong
www.FoolPROOFER.com
555.555.5555
```

We recommend setting up an automated signature line, which will make it easier to fulfill this new guideline. You can set this up on the [Edit Subscription page in Groups.io](https://docs.google.com/forms/d/e/1FAIpQLScfGgnG-3PhcFQESJPJ8dQuM535P7-uj05btJvYaG6i6uk3Q/viewform).

If you select "Use Signature For Email Posting" when you add a signature in Groups.io and you also have a signature set up in your email program, Groups.io **does not override** your email program's signature block but rather adds a new signature block. If you primarily post to Groups.io via email and you have an email signature, do not select that option. Please ensure that your email signature used to post to the DL adheres to these guidelines.

If you need help, please reach out to us via the contact form located here: [https://docs.google.com/forms/d/e/1FAIpQLScfGgnG-3PhcFQESJPJ8dQuM535P7-uj05btJvYaG6i6uk3Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLScfGgnG-3PhcFQESJPJ8dQuM535P7-uj05btJvYaG6i6uk3Q/viewform)