

SCOTSTAT

Guidance on how to contact other ScotStat members

How to contact members who have agreed to share their details

Through the [ScotStat website](#), any member can query the database to find contact details for those members **who have agreed to share their details**. Log on to the site and perform a search using your chosen parameters. Once the search is done, other members can be contacted by three means. These are outlined below.

Firstly, the results-page presents a 3-column table displaying the names, organisations and e-mail addresses of members **who agreed to share their information**. Individual members can be selected and contacted using the information contained in the table.

Secondly, at the bottom of the table, there is an e-mail list - **of those who agreed to share their information** - which can be copied and pasted in the 'BCC' field of an e-mail, entering 'ScotStat' in the 'TO' field. All members you have selected through your search can then be contacted using this e-mail.

Thirdly, at the bottom of the results-page, you can download the results - **of those who agreed to share their information** - as a comma-separated (csv) file, which can be imported into a spreadsheet application i.e. Excel. This would enable you to start your own distribution list or add the members to an existing one.

How to contact ALL SCOTSTAT registered members, including those who DO NOT wish to share their details

Should you wish to consult all users in a certain domain/area or in several domains/areas, you should e-mail the [ScotStat Mailbox](#) (this e-mail address is also on the [SCOTSTAT site](#)) with your query and the administrator will send it out on your behalf.

The following details should be included in the e-mail you send to the administrator:

- Subject title
- Group(s) the message is to be sent to
- To name and e-mail of the person whom any responses should be forwarded to
- Your message

If you receive any returned mail receipts, inform the [ScotStat Mailbox](#) administrator who will endeavour to amend the incorrect email address(es). The administrator will inform you whether he/she has been successful and you can then re-send your message.

If you have any queries about this guidance, send them to the [ScotStat Mailbox](#).

ScotStat
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