

## Society of Municipal Arborists List-serve Search Instructions

SMA members can search all archived list-serve posts for information pertinent to their needs. Archived posts and their adjoining responses can serve as a useful resource to SMA members. The following six steps walk you through the process of searching all SMA list-serve posts.

From the SMA Home Page ([www.urban-forestry.com](http://www.urban-forestry.com)), click on the Members Only tab in the upper, left-hand corner of the screen.



Enter your Username and Password into the appropriate boxes. You may need to create your username and password by selecting "Forgot your password?".



**sma online** Society of Municipal Arborists

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**I'm a new member and need my login information!**  
If you recently joined SMA and have received your welcome letter and SMA membership card use the "Forgot your password?" link below to get your SMA Members Only login username and password. You must use the email address you provided on your membership application in the reminder. A reminder email will then arrive to your inbox with BOTH your **Username and Password** in a matter of minutes\*. Once logged in please be certain to visit "My Profile" from the top Members Only navigation bar to reset your password to an easy to remember value.

**Can't remember your username or password?**  
If you are an existing member and have forgotten your login credentials please use the "Forgot your password?" link below to retrieve them. You must enter the email address associated to your SMA Member profile in the password reminder pop-up. A reminder email will arrive to your inbox with BOTH your **Username and Password** in a matter of minutes\*.

\*Please be aware that the system generated reminder email could end up flagged as spam. Be certain to check both your Inbox and Spam folders for the expected reminder email. If you continue to have problems accessing Members Only features or pages send an email to [webmanager@urban-forestry.com](mailto:webmanager@urban-forestry.com) for further assistance. Please allow one business day for a response to your email inquiry.

Username  
Password

Remember Me

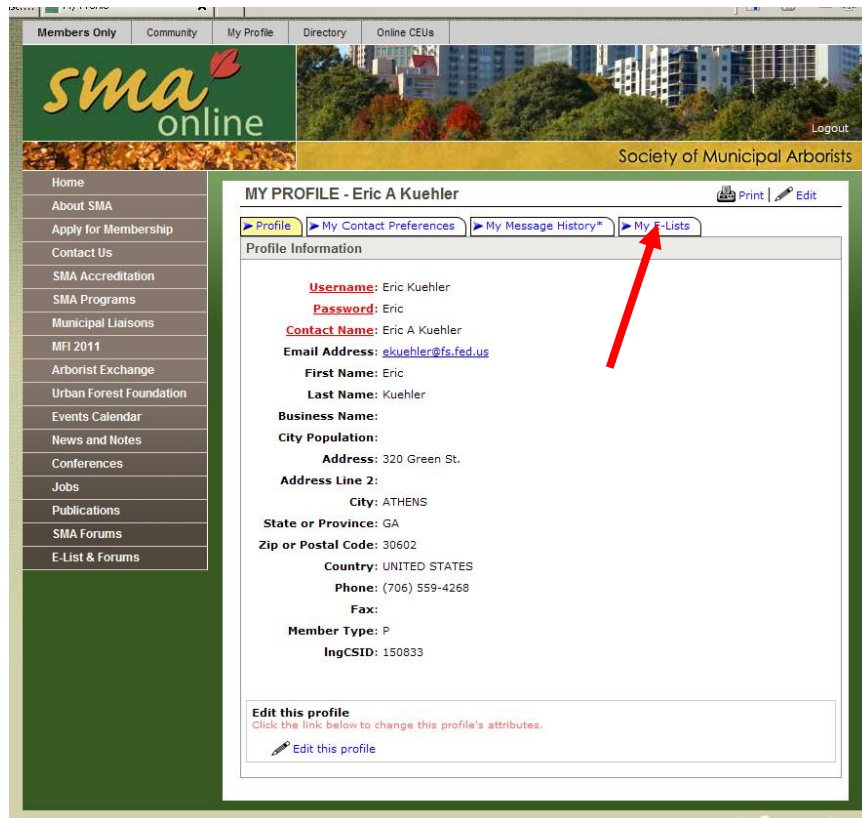
Login

[Forgot your password?](#)

Click on "My Profile" tab along the top of the screen.



Click on the "My E-Lists" tab



Click on “SMA Member Elist” to view all posted list-serve emails.

The screenshot shows the SMA online user interface. The top navigation bar includes 'Members Only', 'Community', 'My Profile', 'Directory', and 'Online CEUs'. The main header features the 'sma online' logo and the text 'Society of Municipal Arborists'. A left sidebar contains a menu with items like 'Home', 'About SMA', 'Apply for Membership', 'Contact Us', 'SMA Accreditation', 'SMA Programs', 'Municipal Liaisons', 'MFI 2011', 'Arborist Exchange', 'Urban Forest Foundation', 'Events Calendar', 'News and Notes', 'Conferences', 'Jobs', 'Publications', 'SMA Forums', and 'E-List & Forums'. The main content area is titled 'E-LISTS - Eric A Kuehler' and includes navigation links for 'Profile', 'My Contact Preferences', 'My Message History\*', and 'My E-Lists'. Below this is a section for 'Subscribed E-Lists' with a table:

Name ▲	E-List Address	Email Delivery	Delivery Address	
<a href="#">SMA Member Elist</a>	smamemberelist@urban-forestry.com	On	ekuehler@fs.fed.us	<a href="#">Edit</a> <a href="#">Unsubscribe</a>

A red arrow points to the 'SMA Member Elist' link in the table.

The email strings can be sorted by subject, author, or date. A keyword can be typed into the SEARCH box to help you find what you are looking for. To sort by date either click on “Date/Time” to put posts in ascending or descending order or enter the specified date in the search box. The date entered into the search box must be in the format: Month XX, XXXX (i.e. February 18, 2011).

The screenshot shows the SMA online user interface for the 'E-List: SMA Member Elist'. The top navigation bar is the same as in the previous screenshot. The main header features the 'sma online' logo and the text 'Society of Municipal Arborists'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'E-List: SMA Member Elist' and includes a search box and a 'SEARCH' button. Below this is a section for 'Messages (125 messages)' with a table:

Subject	Messages	Author	Date/Time
<a href="#">New York Times ARTICLE - Democrats Missing, Wisconsin Vote on Cuts Is Delayed</a>	3	Marla Eddy	02/18/2011 09:02:02 AM
<a href="#">Tree Service Registration</a>	2	Nolan G. Rundquist	02/17/2011 06:38:01 PM
<a href="#">SMA Call for Presentations</a>	1	Eric A Kuehler	02/17/2011 12:36:07 PM
<a href="#">fee collected for private property removals</a>	4	Peggy L. Drescher	02/16/2011 01:50:01 PM
<a href="#">Bid Specifications</a>	2	Robert J. Tarabula	02/04/2011 08:22:00 AM
<a href="#">Public Comment Period: Tree Inventory Best Management Practice</a>	6	Brian Geerts	02/01/2011 04:58:04 PM
<a href="#">storm response contract</a>	3	Douglas Still	01/31/2011 10:40:03 AM
<a href="#">SMA Annual Conference Call for Presentations</a>	1	Eric A Kuehler	01/31/2011 10:38:04 AM
<a href="#">model tree conservation ordinance</a>	8	Peggy L. Drescher	01/28/2011 12:10:03 PM
<a href="#">Young Tree Pruning Specs</a>	3	Paul D. Ries	01/27/2011 04:00:13 PM
<a href="#">Green Industry Seminar/Northern Virginia</a>	1	Nancy Buley	01/19/2011 01:46:07 AM
<a href="#">high risk tree surveys</a>	1		01/18/2011 11:10:05 AM
<a href="#">Ordinance Database</a>	7	Jay S. Banks	01/12/2011 08:38:03 AM
<a href="#">Tub grinding</a>	7	Douglas Still	01/07/2011 01:38:02 PM
<a href="#">Tree Board University - A New Online Training Tool for Municipal Tree Boards</a>	3	Paul D. Ries	01/07/2011 12:22:01 PM
<a href="#">SMA Awards Committee</a>	5	Steven R. Cothrel	01/07/2011 10:46:00 AM
<a href="#">UCF Program Brochure</a>	1		01/07/2011 09:42:11 AM
<a href="#">Installing Smaller Caliper Trees versus Larger Caliper Trees</a>	3	David M Lefcourt	01/04/2011 02:46:03 PM

A red arrow points to the search box at the top of the message list.