

Instructions for Submitting a Photo

Using the Tipster Form...

Below the Article box on the *Tipster* form

We now have a Photo Release Agreement ►

You must **Choose One**

You Agree to the terms and conditions

OR

You do Not Agree.

The Photo may be used in the *Tipster* ONLY.

OR

You do not have a photo submission

Click on the **BROWSE** button to search your computer for the photo you want to submit, click on it.

The name will appear in box next to Browse, then click on **SUBMIT** ►

The screenshot shows a web form with the following sections:

- Your Email address ***: A text input field.
- Header the Same as Last Month ***: A dropdown menu with "Select One" and a downward arrow.
- Header Info:** A text input field with the instruction: "Provide Contact Name(s), Phone #, Email Address, Meeting Day, Time, Place, Club website address."
- Type or Paste Article Below**: A large text area for the article content.
- PHOTO RELEASE AGREEMENT**: A paragraph of legal text stating that the user grants permission to Sun City Oro Valley to use, reproduce, display, or otherwise publish the photo(s) for use in any manner, in whole or in part, in any of the publications, or websites, it produces, for an unlimited period of time, without compensation to me. I waive the right to inspect, approve, or otherwise review the finished photograph(s), website, or printed material in which it/they may appear. I affirm that I am at least 18 years of age and have the legal authority to sign this release as legal representative. I further agree to release, forever discharge, defend, and hold harmless, Sun City Oro Valley, its officers, employees, suppliers, or agents, from and against any and all claims, damages, demands, or liability arising from, out of, or in connection with the use of the photograph(s). I further attest that the photograph(s)/article(s) submitted are my original work and that use by Sun City Oro Valley, is not infringing upon the rights of any other(s).
- Choose One**: Three radio button options:
 - Yes, I agree to the terms and conditions of the SCOV Photo Release Agreement
 - No, I agree to allowing this photo to be used in the *Tipster* ONLY
 - I do not have a photo submission
- Attach a PHOTO File.**: A section with the instruction "Photos must be .jpeg format, large and RGB." and a "Browse..." button next to a text input field.
- SUBMIT**: A large black button with white text.

The photo will be sent in with your *Tipster* article.
Publication of the Photo is not guaranteed.