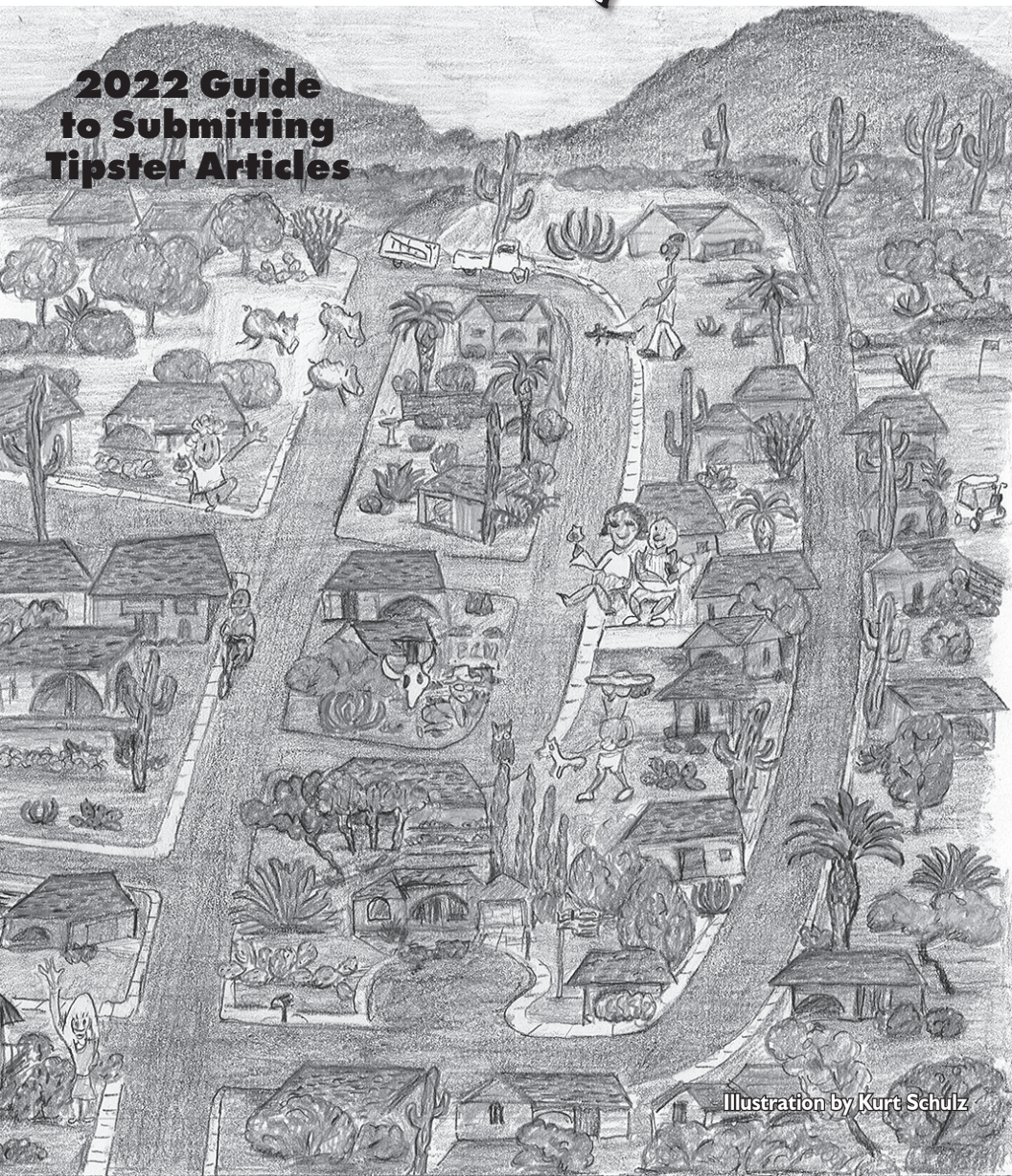


**SunCity**  
ORO VALLEY

**Tipster**

It's More Than Living...It's a Lifestyle!

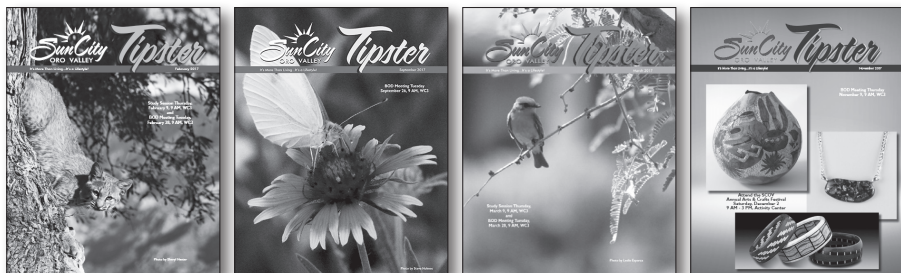
**2022 Guide  
to Submitting  
Tipster Articles**





## Purposes of the *Tipster*

- Primary source of communication within Sun City Oro Valley
- Used for information sharing within clubs and groups
- Primary recruitment tool for most clubs to attract new members
- Promotes Sun City Oro Valley to potential new residents



In addition to SCOV information, the *Tipster* contains extended community events, partnered organizations, Town of Oro Valley information and classified ads.

## How to Submit Your *Tipster* Article

The deadline is the 8th of the month.

The *Tipster* Submission Form is on the SCOV website at:

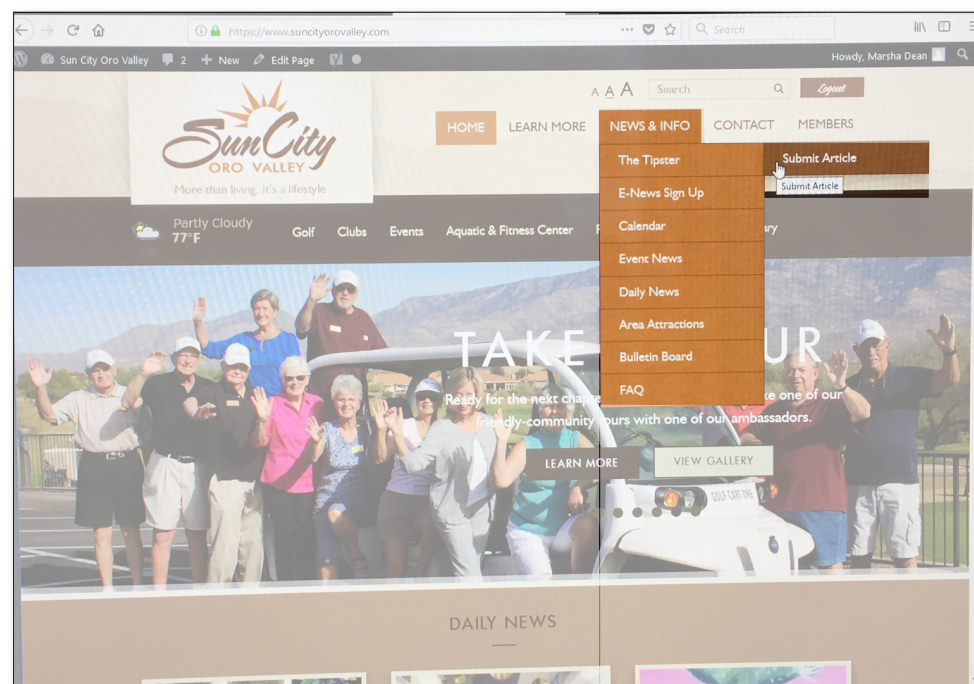


[www.suncityorovalley.com/news-info/the-tipster/submit-article/](http://www.suncityorovalley.com/news-info/the-tipster/submit-article/)

Before you submit, please review the Article Standards and be sure that your article fits all the guidelines. Article Standards can be found here:

[www.suncityorovalley.com/news-info/the-tipster/](http://www.suncityorovalley.com/news-info/the-tipster/)

Before you click on Submit, check for accuracy: spelling of names, phone numbers, day, date and time. When writing your article, have on hand a calendar and SCOV Community Phone Directory.



## When and How to Submit

- Deadline is the 8th of the month prior to the month of publication. Publication of late submissions is not guaranteed.
- Submit every month, even if there is no change.
- Club information not updated by the Article Deadline may be removed.
- Please have only one submitter per club.
- Each club may have one article in the **Clubs** section.
- Events or classes open to the community may also be listed in **Coming Events** or **Workshops and Classes** sections. Events open only to club members may be listed under **Special Events for Clubs**.

### Accessing the Tipster Form:

Submit using our website [www.scovaz.com](http://www.scovaz.com) > **News & Info** > **The Tipster** > **Submit Article** (see picture, page 3).

Complete the form (see sample form, page 5 at right).

Type your email address carefully and confirm that there are no typos. If it's incorrect, you won't receive an acknowledgement.

Attach a photo if desired, must be a large JPEG, (see page 10).

Click on **Submit** button at the very bottom of the form.

Receive a Confirmation from the website system.

Watch for an email notice from Marsha Dean (see sample on page 9). VERY important – if you don't hear from Marsha in two to three business days of sending your article, email or call her, [mdean@suncityorovalley.com](mailto:mdean@suncityorovalley.com), 520-917-8069.

## Sample Online Tipster Form

Article to Appear in what Month? *				
February				
Category *				
Clubs (150 words)				
Name of Club/Committee/Group *				
Rock 'N Roll				
Article the Same as Last Month? *				
No				
Submitters Name *				
JohnnyB	Good			
First	Last			
Your Phone Number *				
520	-	555	-	1234
###		###		####
Your Email address *				
jbgood@danceallnight.com				
Header the Same as Last Month *				
No				
Header Info:				
Provide Contact Name(s), Phone #, Email Address, Meeting Day, Time, Place, Club website address.				
Pres. Elvis P. Resley 520-555-4567 elvis@jailhouserock.com				
Second Saturday, 8 PM, Auditorium				
scovrocknroll.net				
Type or Paste Article Below				
Join the SCOV Rock 'N Roll Club for our Valentine's Dance on Saturday, February 11, 8 PM, Auditorium. We'll be dancing to the Good Time Band, BYOB and snacks. A member may reserve one table for 10 people, members and nonmembers. Rock on. Tickets, \$10 pp members, and \$15 pp nonmembers. Ticket sales for members, Tue., Jan. 31, 9-10:30 AM, Activity Center/Hopi Room. Ticket sales for nonmembers, Thu., Feb 2, 9-10:30 AM, Activity Center/Hopi Room.				
PHOTO RELEASE AGREEMENT				
I, the photographer, owner(s), or copyright holder(s) of the submitted photograph(s), hereby grant permission to Sun City Oro Valley and its legal representatives, to use, reproduce, display, or otherwise publish the photo(s) for use. Sun City Oro Valley may publish the photograph(s) 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				
<input checked="" type="checkbox"/> Yes, I agree to the terms and conditions of the SCOV Photo Release Agreement				
<input type="checkbox"/> No, I agree to allowing this photo to be used in the Tipster ONLY				
<input type="checkbox"/> I do not have a photo submission				
Attach a PHOTO File.				
Photos must be .jpeg format, large and RGB.				
Browse... DSC_0220.jpg				
Photo caption				
Rock 'N Rollers at New Year's Eve dance.				
Submit				

## General Guidelines

**Day, Date, Time, Place and Cost:** In that order.

**Day and Date:** Spell out in article text. Example: Saturday, February 11, 7 PM, Auditorium. Abbreviate in article header and tables. Example: Sat., Feb. 11, 7 PM, Auditorium.

**Times:** 6-9 AM; 6 AM-Noon; 6 AM-1 PM; AM or PM all caps; no periods or spaces before/after dash.

**Place (Building/Room):** Spell out for easy recognition, except commonly abbreviated ones which are listed in the legend on page 2 of the *Tipster*. Examples: Catalina Vista/Pusch Ridge; AFC; WCI.

**Contact and Phone Number:** In header: Pres., John Public 520-825-0000, jqpublic@hotmail.com. In article text: Call John Public 520-825-0000 jqpublic@hotmail.com. (Not, "For further information call John Public at 520-825-0000.") No comma. Double-check spelling and phone number; use Community Phone Directory for reference.

## Article Submission Form Word Limits and Placement

*Articles submitted over the designated word length are subject to editing by the Tipster Editorial Committee.*

Association GM and Board of Directors – 350 words

Association Committees – 150 words

Coming Events – 100 words (*must be open to everyone*)

Special Events for Clubs box – two lines (*open to club members only*)

Workshops and Classes – 75 words

For Your Information – 100 words

Celebrations and Life Events – 100 words

Thank You Corner – 50 words

In Memoriam – Name and date of passing only. *Please indicate if current resident or former resident.*

Clubs – 150 words

Town of Oro Valley – 100 words

Partnered Organizations – 100 words

Extended Community – 50 words

Classified – 50 words (\$10 fee)

## Specific Guidelines

Refer to the Article Standards for complete guidelines. Listed here are a few common ones.

**Acronyms:** Use full name followed by acronym in parenthesis. Institute of Learning in Retirement (ILR).

**Alcoholic Beverages:** Articles should not mention beer, wine or alcoholic beverages for sale or provided free at a SCOV event. (A catering license and liquor license is required.) Use BYOB, refreshments will be served, beverages served, or sodas and beverages included.

**Common Abbreviations:** per person = pp; single = sgl; double = dbl; couple = cpl; Sun City Oro Valley = SCOV (preferred designation).

**Email and Website Designations:** email or website (no colon) and the address. Example: email jones@aol.com; website www.hotsheet.com (we have reinstated www so that links in the online *Tipster* will work).

**Emphasis:** Do not use exclamation points. Do not use all capitals.

**Header:** Abbreviate days and months using three letters and a period.

**Listings of Events/Activities:** Include only essential information; be brief and concise.

**Numbers:** 1-9 spell out (i.e., one, two, three, etc.), 10 and greater should be numerals.





## Common Words or Phrases Standardized

Activity Center Lobby	newsletter
Administration (SCOV)	nonmembers
air-conditioned	nonresident
annual meeting	Noon (capital N)
Arts and Crafts Fair	online
Association (SCOV)	overseeding
audio books	pickup ( <i>noun or adjective</i> )
Auditorium (SCOV)	pick up ( <i>verb</i> )
backyard	potluck
barbeque	Pro Shop
Bermuda grass	RSVP
Board (SCOV BOD)	ryegrass
brown-bag	SCOV
bylaw	seasonal residents
club (but Hiking Club)	Show and Tell
cul-de-sac	sign up ( <i>verb</i> )
email	sign-up ( <i>noun or adjective</i> )
fall ( <i>season</i> )	spring
General Manager (SCOV)	subcommittee
general meeting	summer
get-together	t-shirts
happy hour	tax-deductible
hole-in-one	<i>Tipster</i> (always italic)
homeowner	UArizona
hors d'oeuvres	The Views Restaurant
internet	(the restaurant)
Listserv	website
long-term ( <i>adjective</i> )	winter
long term ( <i>noun</i> )	log in ( <i>verb</i> )
membership	login ( <i>noun</i> )
meeting	Welcome Center
nametag	


## Watch for email acknowledgment from Marsha Dean

**From:** Marsha Dean  
**Sent:** Wednesday, September 02, 2017 1:39 PM  
**To:** Marsha Dean <mdean@suncityorovalley.com>  
**Subject:** RE: Tipster Article Form [#5620]

I have received your NOVEMBER Tipster article.  
 Thank you for sending it via the form.

**Marsha Dean**  
 Communications Coordinator  
**Sun City Oro Valley** 1565 E Rancho Vistoso  
 Blvd, Oro Valley, AZ 85755 p 520-917-8069

**From:** Sun City Oro Valley TIPSTER [mailto:no-reply@wufoo.com]  
**Sent:** Wednesday, September 02, 2017 11:17 AM  
**To:** Marsha Dean <mdean@suncityorovalley.com>  
**Subject:** Tipster Article Form [#5620]

Article to Appear in what Month? *	November
Category *	Clubs (150 words)
Name of Club/Committee/Group	Dancing Dyanmos
Article the Same as Last Month? *	No
Submitters Name *	Dancin Susan
Your Phone Number *	(520) 825-3711
Your Email address *	dancinsue@gmail.com
Header the Same as Last Month *	No
Header Info: Provide Contact Name(s), Phone #, Email Address, Meeting Day, Time, Place, Club	Pres. John Sixstep 520-825-3711 sixstep@gmail.com
Type or Paste Article Below	We will have a swell time dancing the night away Saturday, November 21, 6-10 PM, Auditorium. Please bring food for the food bank. Tickets on sale Saturday, November 7, 10 AM-Noon, Kachina lounge.
Choose One	Yes, I agree to the terms and conditions of the SCOV Photo Release Agreement
Attach a PHOTO File. Photos must be .jpeg format, large and RGB.	 kactuskickers.tif 4.02 MB - TIF

## How to Submit a Photo

You may submit a photo with your *Tipster* article by attaching it at the bottom of your *Tipster* Submission Form.

Below the Photo Release Agreement, you must choose one of the three boxes regarding photo terms and conditions.

The screenshot shows a web form for submitting a photo. It includes fields for email address, a dropdown for 'Header the Same as Last Month', a text area for 'Header Info', and a large text area for 'Type or Paste Article Below'. Below these is the 'PHOTO RELEASE AGREEMENT' section, which contains a detailed legal disclaimer. Under the agreement, there are three radio button options for choosing terms and conditions. At the bottom, there is a section for attaching a photo file, with a 'Browse...' button and a 'SUBMIT' button. A callout box points to the 'Browse...' button with instructions.

Your Email address \*

Header the Same as Last Month \*

Select One

Header Info:  
Provide Contact Name(s), Phone #, Email Address, Meeting Day, Time,  
Place, Club website address.

Type or Paste Article Below

**PHOTO RELEASE AGREEMENT**  
I, the photographer, owner(s), or copyright holder(s) of the submitted photograph(s), hereby grant permission to Sun City Oro Valley and its legal representatives, to use, reproduce, display, or otherwise publish the photo(s) for use. Sun City Oro Valley may publish the photograph(s) 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**

☐ 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.**  
Photos must be .jpeg format, large and RGB.

Browse...

**SUBMIT**

Attach photo here.  
Click on **Browse** button to search your computer for the photo. Double click on the photo name and that name will be in the box beside the "Browse."

If you have any questions, please contact the editor.

mdean@suncityorovalley.com  
(520) 917-8069

