

The following instructions should help in submitting a "Current News Bulletin." If you should still need more information, please call the Hotline Administrator T-447-1448.

1. Copy the "HOW TO" package into your "WorkArea." Open up the package and read #1 (HOW TO). Print a copy of the HOW TO so you can follow the instructions as you work through the "FORMS" package. Now edit #2 (FORMS), those that are necessary to send your information to HOTLINE.
2. Open the "FORMS" package located in your WorkArea and edit each form (using arrow keys) individually. You will find three (3) parts to this package:

- 1 - Roster Form
- 2 - Bulletin Information
- 3 - Fulfillment Section

3. Roster Form: Enter all of the information requested. Please be sure to answer all of the questions regarding the "Selection Criteria" since this is used to distribute your Bulletin.
4. If you should need a current copy of the Roster Selection Code List please contact:

World Wide Roster  
T-857- 6289  
/HP0000/53

5. Bulletin Information: This part of the package is sent out to those you selected in the "Roster Form". Please use the following steps when editing this section.

- 1 - Length of Bulletin text can ONLY BE 19 lines.  
(Enter text until you reach the \*\*\*End\*\*\* mark)

- 2 - Do Not copy information into this area and create "parts" within the Bulletin Information. Roster can not distribute a Bulletin in this form.

- 3 - Change the "Subject Title" from Bulletin Information to one that is meaningful to the Bulletin you are sending.

- 4 - Complete the top section of Part 2. Enter the general description of the group you are sending to and enter the name and/or group who is responsible for the information.

5 - Complete the bottom portion of the Bulletin Information Section to indicate where the field can obtain more information.

6. If your "Fulfillment" information will be located in the Hotline Filing Cabinet, complete the third part of the "FORMS" package (fulfillment section). No editing will take place by the administrator, so be sure to enter the text exactly as you want it to appear.

7. When entering your fulfillment data, you can use the "Enter" key or "ALT I" to insert as many lines as needed to increase the length of your fulfillment form.

8. Remember, your "Fulfillment" information must be available when submitting your Hotline Bulletin.

9. When you have completed all of the forms for your HOTLINE Information, close the package, rename the entire package to "Submit". If you fail to change the subject title for the entire package, HOTLINE will not accept your package. When your package is complete, send entire package to:

Current News Hotline/HP6650/HL Subject: Submit

10. An acknowledgement will be sent back to you to verify that Current News Hotline received your submission.

11. To submit a bulletin in the future, request only the "FORMS" package from "Current News Hotline." To ensure that you have the latest form, please request a new "FORMS" package for each message you send to the Hotline.