



LION TIMES SUBMISSION INSTRUCTIONS

(Last Updated: 09/2021)

www.constantcontact.com

user name: president@lcepta.org

password: 9528350

The Lion Times is sent to families via Constant Contact. The LT is sent on a weekly basis on Sunday evenings.

The deadline for submissions is 3pm on the Tuesday prior to the publication date.

Email items to liontimes@lcepta.org as an MS Word Document attachment. If you wish to include graphics, do NOT put them in the document. Instead, send them as a graphic file attachment, or they will not be used. Please copy webmaster@lcepta.org on submitted articles if you need them on the website when LT goes live. LT info is uploaded to the site Monday following publication, unless the chair has emailed the Webmaster the information prior to publication or cc'd her on submission to LT.

Special issues are sent for messages from the Principal or School Superintendent.

At this time, a parent must register themselves to receive the LT via our website (<http://lcepta.ourschoolpages.com/Home>).

Articles are posted to the LCE PTA website and therefore should not include personal email addresses or student's last names. Last names can be replaced with a last initial.

In general, we do not publish articles unrelated to LCE activities, even though they may be of interest to our families. Exceptions have been made for the Assistance League music and drama programs, and Girls Scout and Boy Scout registration. Inclusion is at the discretion of the VP of Communications (Leigh Smith), the PTA President (Stephanie Arnold) and the school Principal (Emily Blaney).

Articles should include contact information for questions.

Each issue includes the following Lion Times Policy and Deadline:

The Lion Times is sent Sunday evenings. The deadline for submissions is 3pm on the Tuesday prior to the publication date. Email items to liontimes@lcepta.org as an MS Word Document attachment. If you wish to include graphics, do NOT put them in the document. Instead, send them as a graphic file attachment, or they will not be used. Please do not include minors' last names, and only use last initials. We are unable to publish minors' surnames for legal reasons. Items may be shortened and edited for space limitations and content clarity. The mention of any business or service in this publication does not imply endorsement by the LCE PTA.

Schedule:

LT Articles are due Tuesday at 3pm

The LT Editor (Sarah Paik) will send the LT for approval by Wednesday at 3pm

Approvals (PTA President, VP of Communications, Principal) are due by Friday at 3pm.

Once complete, the LT Editor will send a PDF copy of the LT to the Webmaster (Tiffany Petroc). The Webmaster will post articles to the PTA website.

The LT Editor will send the LT constant contact by Sunday evening.

Make next year's schedule prior to the end of the current year. Distribute schedule to the new board at the June General Meeting.