

## How to Send Article & Image Information to D4 Communications

District 4 recommends NOT to use images or reprint articles without explicit permission from the source.

*You have to ask for permission from the article or image's source to find out if the image or article can be used for commercial or non-commercial use. If the answer is 1.) an outright "no," 2.) a "yes" if payment is made or 3.) a "yes" if you credit the source, but with no payment required.*

**Tip:** Get to know your community's editorial staff or those that promote events in print or online.

If your club is given access and permission to the image and article, we are suggesting the following process for sending event to D4 Communications (website):

1. Send a club or member's event image as a .png or .jpg.
2. Create a summary of the event or post event information in a Word document.
  1. Please include the appropriate actions and content for D4 promotion.
    1. A engaging title (60 - 160 characters)
    2. An image (.jpg or .png format)
    3. Event writeup or summary.
    4. Promote community acknowledgement of event by supplying the URL from source of online article(s).
  2. Copy the article's online source URL (https://:www.xxxx...) and paste the information including the name of the source/author/photographer etc. into the Word document. This will be used to link the article or writeup to our website to avoid copyright infringement.
3. Save the file to the computer.
4. Email D4 communication the image and writeup in a Microsoft Word file