# Job Description: *Bulletin* Editor (BE)

1. The BE has three principal tasks. All three are required for all of the regional tournaments sponsored by D25. NAP and GNT qualifiers that are not held in association with the regional tournaments do not receive bulletins.
   (a) Detailed documentation of production of the printed *Bulletin* can be found at https://nebridge.org/pages/349/.
   (b) The online version is documented at https://nebridge.org/pages/346/.
   (c) The process for generating the Day 1 bulletin is documented at https://nebridge.org/pages/426/.
2. The format of the printed version is not set in stone. The only thing that is absolutely required is for the schedule for each day to be complete, accurate, and easy to find.
   (a) For years a new *Bulletin* was printed every day of every tournament. In 2018 it was decided that one *Bulletin* per tournament was sufficient.
   (b) The Tournament Manager arranges for printing of the bulletin from a pdf file created by the BE.
   (c) The last six pages of the current *Bulletins* contain the schedules in reverse order. Every morning after the first the last page is torn off of the remaining *Bulletins*. So, the last page of the remaining *Bulletins* always contains that day's schedule.
   (d) The *Bulletin* has always been printed on legal-sized paper, but there is no inherent reason why it could not be done on letter-sized paper.
   (e) *Bulletins* created since 2018 can be used as models or sources of text.
3. The online bulletin is simply an email that is automatically generated from a Google doc every day by a program writte by a company in Florida. It is sent to the players who played the previous day.
   (a) Stories and announcements can be added to the email by editing the doc, but I never did.
   (b) Pictures of winners will appear automatically if the BE or someone else has provided the company that sends the emails with photographic images that meet the service's requirements.
   (c) The Tournament Manager arranges for and purchase the service for each tournament.
4. The BE must send a pdf to the online service at least a few days before the tournament. The service will include it in an email to the players who attended the previous year.
5. Requirements:
   (a) The BE must have access to all the tools needed to produce a B&W publication with images and tables in pdf format.
   (b) The online bulletin requires familiarity with Google docs. The instructions are pretty good.
   (c) The photos require editing of images.
6. Compensation: $100 per tournament, which works out to about $.10 per hour.