

# BizNet News CEO

You are responsible for the smooth operation of BizNet News. If time permits, you will write articles for the digital publication in the Pic Collage App on an iPad. Be certain that all employees are familiar with their responsibilities and the goals for today regarding the business ads, news articles and photo collages that need to be completed for the digital publication.

## 1. Get iPad From the Cart



Your job requires you to use two devices today, your computer and an iPad. Go to the iPad cart to pick up **iPad #8**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation, **following the login directions on the last page of your manual**.

## 2. Business Costs Sheet

You should have your **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

## 3. Place Order

- In the BizTown simulation on your computer, select the **Place Order** tab along the left side of the screen.
- Review the order and click **PLACE ORDER** at the bottom of your screen.
- Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies. The bill goes to your CFO electronically.
- When your start-up supplies arrive, sign the inventory sheet and keep it in your business.
- Keep one **Press Pass** and give the others to each Reporter and the Photographer. Give the **Reporter's Article Outline Forms** to the Reporters

## 4. Meet with the Reporters

- Discuss the **CEO News Article Suggestions** list on your clipboard.
- Review the **Suggestions for Interview Questions** list in your folder.
- Review the **four story starters in the CEO folder**. Anyone can work on these today.
- Discuss the importance of working as a team and communicating which news articles are being covered throughout the day.
- Assign a news article from your clipboard to each reporter to begin after the Pledge of Allegiance. Indicate who was assigned each article.
- Use the **CEO News Article Suggestions** list to keep track of your business's progress.
- Remind the reporters to report back to you for new assignments throughout the day.

## 5. Sign Payroll Checks

Sign all Payroll checks, after the CFO has printed them.

## 6. Loan Application & Promissory Note

Following the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.

## 7. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment Forms** to a Bank employee when they come to collect them. They are in your **BizPrep Packet**.

## 8. Prepare Speech



Practice your CEO speech. This is located in the red **PDF Expert app** on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

## 9. Send eBills for Advertising



Send an **eBill** to each business for their Advertisement. To do this click the **Billing** tab on the left-hand side of your computer screen.

- Click on **CREATE NEW BILL** in the lower right-hand corner.
- From the drop-down box under **Business Name**, select the business you will bill. All businesses, except for yours, will need to be billed.
- From the dropdown box for **Reason**, select **Advertising-Newspaper**.
- For the **Amount Due**, type in **\$6.00**. All businesses will be the same amount.
- From the dropdown box **Message** select **BizNet News Advertisement**.
- Click **Next** in the lower right corner.
- You will see the e-Bill on your screen. If it looks correct, click on **Send e-Bill**.
- Repeat this for all businesses and be sure to use your checklist to help keep track of the businesses you have billed.**

## 10. Write Articles



As time permits, part of your job today will be to write articles for the digital publication.

- Choose an article from your **CEO News Articles Suggestions** or create your own.
- Take photos to go with your article.

**Important: Citizens with an orange dot on their name tag do not have parent permission to have their picture taken. Do not take pictures of anyone wearing an orange dot.**

- Follow the **Pic Collage Instructions** in this folder to create a page for the digital publication.
- AirDrop** finished articles to the **Editor's iPad**. Verify that the Pic Collage was accepted on the editor's iPad. If the editor is on break, you can do this for them.
- Continue writing articles as your time permits.

## 11. Rental Agreement

Sign the **Rental Agreement** when the Property Manager brings it to your business.

## 12. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business and encourage your employees to participate. Give them your **Philanthropy Pledge Sheet** when they ask for it. The Non-Profit Director will return later in the day for the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

## 13. Meeting with Non-Profit Director

Your business relies on grant money to pay off your loan. Your grant is given as a result of working hard as a team and completing your product for the day. Make sure your employees are aware of this. Your CFO will be applying for a grant. **The Non-Profit Director from City Hall will be meeting with you today to discuss if your business is making progress towards your goals for the day.** Make time to meet with the Non-Profit Director when they visit your business.

## 14. Project Designer Meeting

The Project Designer from the Construction Company will visit your business. Together you can explore the possibility of redecorating your business space. The designer will complete a proposal form and then calculate a Bid estimate for you. Once the estimate is completed, the Designer will return to go over it with you. **This is only an estimate. You will NOT pay for the estimate.**

## 15. Offer Assistance as Needed

Throughout the day, check with the Editor on the progress of the digital publication. Verify that business ads, news articles and photo collages are being added by checking the **Editor's Workflow Checklist**. Help with advertising or articles as needed.

## 16. Clear iPad



- Follow the **Clean Up Instructions** in this folder to **delete all photos and Pic Collages** from your iPad.
- Follow the directions on the next page to **clear forms in the PDF Expert app** on the iPad.
- Take your iPad and give it to the teacher stationed at the iPad carts.

## 17. Clean Up

Assist with business clean up at the end of the day.