

BizNet News Reporter

As a reporter in *JA BizTown*, you will work closely with the CEO to cover the news in BizTown today. The CEO may assign you several stories to write. Others are up to you. Communication with the CEO about what you are working on at all times is important.

1. Get iPad From the Cart



Your job requires an iPad today. At this time, you can go to the iPad cart to pick up your iPad. A teacher will be at the cart if you need assistance.

- a. iPad #54 = Reporter #1
- b. iPad #55 = Reporter #2

2. Before the Pledge of Allegiance:

Read the **Pic Collage Instructions** in this folder.

3. Before the Pledge of Allegiance:

- a. Review the **Reporter's Article Outline form**, which will arrive in the business **Start Up Supplies** from Distribution and Delivery. Keep these on your clipboard.
- b. Read the **News Article Suggestions & Suggestions for Interview Questions** on your clipboards.
- c. Meet with the CEO to learn about the news articles you will be assigned today.

4. After the Pledge of Allegiance:



- a. You may leave the business and start writing articles.
- b. Wear your Press Pass (which arrived in the business **Start Up Supplies**) when you are on official BizNet News business.
- c. Take 2-3 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.
- d. Create articles using the **Pic Collage Instructions** in this folder and the **Pic Collage App** on the iPad.
- e. When finished with an article, sit with the Editor and review your work together.
- f. **AirDrop** finished articles to the editor's iPad. Verify that the AirDrop was accepted by the editor's iPad. You can do this if the editor is on break.



5. Repeat Step #4



Repeat Step #4 until the end of the day. Remember to AirDrop each article after it is completed. **DO NOT Wait** until the end of the day to AirDrop the articles.

6. Clear iPad



Follow the **Clean Up Instructions** in this folder to **delete all photos and Pic Collages** from your iPad. Take your iPad and give it to the teacher stationed at the iPad carts.

7. Clean Up

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