

Legacy Student Media

Entrance Procedures

Cell Phone Numbers

- ☐ Text Mallett your name at (817) 253-7813. Then add him to your contacts.
- ☐ Text Dearinger your full name at (817) 201-8568. Then add her to your contacts.
- ☐ Add the journalism office to your contacts. (682) 314-0717
- ☐ Text your parents the journalism office number.

Remind 101 (just to your staff)

- ☐ Newspaper: Text @therider to 81010
- ☐ Yearbook: Text @thearena to 81010
- ☐ Photo: Text @photostaff to 81010

Email Set Up

- ☐ Go to legacystudentmedia.com and click on your staff email link. (You can also set up a new gmail account.) Your username is first initial and lastname (ie- lmallett). Your password will be broncos111, but you'll be asked to change it when you log in and sell your soul to Google.

GroupMe

Contact your EIC about getting on the GroupMe chat.

Journalism Email Set up (ending)

Yearbook: @legacystudentmedia.com

Newspaper/Photo: @therideronline.com

Broadcast: @legacybronco.tv

You'll need to set up your signature under settings.

Your Name

Staff Writer (or Staff Photographer)

Legacy Student Media

1263 N. Main St. Mansfield, TX 76063

(682) 314-0717

www.legacystudentmedia.com | www.therideronline.com

After setting up the email on your phone, you'll need to go to settings/mail contacts calendar/signatures and do the same as above for PER ACCOUNT – this changes every month. You may have different options. See Mallett for help.

- ☐ Setup any folders you may want to organize your mail.

Suggestions: Stories/Interviews, Mallett, To Do List, Personal, School Work

- ☐ Please put a picture of yourself in your email account so we know who you are when we get a message from you

Note: This email account is for journalism use. Advisers can access your account at anytime. **DO NOT sign up for things with it.** Once you leave, Mallett gets all the spam. ☹

☐ **Cell Phone/iPad Email**

Set up a Gmail account with your new email address.

☐ **Calendar**

While in Google, you need to set up your calendar. Click Calendar at the top then add co-worker's calendars. You'll need to follow mallett@therideronline.com and the photo editor(s) if you're a photographer. You will also need to link your calendar to your iPod and phone.

PHOTO: add mgonzales@therideronline.com calendar as well.

*Go to: google.com/calendar/syncselect. Log in and checkmark mallett@therideronline.com

☐ **Social Media**

Follow @therideronline on Instagram and Twitter. (And Facebook- Legacy Jour)

☐ **Google Docs/Drive**

Once you've logged into Gmail, make sure you can access the documents from our homepage www.legacystudentmedia.com

- Story Assignment List (newspaper)
- Yearbook Ladder (yearbook)

☐ **Contracts**

Find the staff contract at legacystudentmedia.com. Go over each point and sign the contract. Your parent must sign as well.

☐ **Write your bio**

(Photo, LBTV, Newspaper) Visit therideronline.com staff page to see examples. Tell our readers/viewers a little about yourself. Please email to Jordyn at jfolsom@therideronline.com when complete. She will post these on the site.

☐ **Lock In Money/Summer Workshop Money**

You'll need to plan for lock in July 24. These plans may change.
Summer Workshop: check your email later for info.

General Things to Know

Computer/Server

You'll be assigned a computer. You'll sign in as PUBLICAITONS and the password is EO102. On the server, you have a folder in the STAFF FOLDER under Broadcast. Save your footage that you are working on here. Please move to archive folder when your story is completed

Signing Out

When you need to leave for journalism business, use the sign out sheet by the door. Be specific as to where you are going, and sign back in when you return.

Policy Manual

Familiarize yourself with the policy manual on legacystudentmedia.com. You are responsible for all the information there and to abide by the rules and guidelines.

Press Pass

You will get a press pass at the beginning of the year. It should be worn at all times. It is not a "get into things free" pass – unless you are working. It is also not a parking lot pass. Don't abuse it or you lose it.

Social Media

All materials you create are NOT to go on your personal social media. However, you're strongly encouraged to follow and retweet things from @therideronline on Twitter.