**PREVIEW COORDINATOR INSTRUCTIONS - DISTRICT ADVERTISEMENTS**
**(Revised 4/2024)**

1. Complete the Preview Advertisement form posted on the FSA website.

   Mail the Preview Advertisement form, and if necessary, a check payable to the Florida Shuffleboard Association to the FSA Treasurer for any required pages. See below.

   Mail Preview Advertisement materials and submit digital submissions to the Preview Editor at the email address listed below.

2. District Preview Advertisement Information to be submitted.

   Collect and update District officers and key personnel information.
   Update pictures of officers and key personnel.
   Submit a copy of the upcoming season's District Schedule.
   Submit a copy of current season District and State Open tournament results.
   Submit pictures of District Master's Men's and Ladies, Pro & Amateurs.
   Submit a list of District clubs to include the Club President's name, phone number, number of members and courts.
   Submit additional District information as desired.

   Please note that each District is to receive (1) Preview page for Officer information and Future Tournaments, and three (3) pages for Tournament Results.

   Districts shall be charged $150.00 per page thereafter by the FSA Treasurer as required.

3. District Preview Book Orders

   Distribute a blank FSA Preview Magazine Order form to all club presidents via email. Forms are also available on the FSA website under Forms.

   Collect all member club Preview Magazine orders and submit a single submission to FSA Treasurer by September 1. The FSA Treasurer will confirm all Preview Magazine orders prior to printing.

   District Previews will be paid for and distributed at the October FSA Board meeting.

4. Key Contact Information:

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