**Tipsheet Process Sheet**

1. Set up tipsheet Google Doc so that you get an email alert when any tip is sent in
	1. Tipsheet can be found at: <http://spreadsheets.google.com/ccc?key=0AoTNK8SuBVAwcEkzWU9sajNvZFlyeGpZdVVackpyUHc&hl=en>
	2. Tips can be sent in at: <http://www.themediaconsortium.org/tipsheet/>
	3. A list of tipster organizations can be found at: <http://spreadsheets.google.com/ccc?key=0AitHsotrLWWkck1Ma09tVy1ONWlhaE9VUXRIODl1QlE&hl=en&invite=COjh9N3S6ZGoTw>
2. When you receive a tip, read through and check its credibility. Email the tipster with any questions/clarifications.
3. Draft and sent standard tipsheet email.
	1. Pay attention to how time-sensitive the tip is. If the event has already passed, you may not want to send, or you may want to send the tip out to select contacts who may still be interested.