This is a primer to alerting and announcing and does not cover anything but the most common conventions and their basics. The best way to find out what is one or the other is to consult a blank convention card as per this example. Stuff in blue needs announcing; in red needs alerting.

We have had a lot of questions lately and hope this is helpful to the gang. The word "primer" is operative in his discussion.

Your alert and/or announcement needs to fully describe the nature of the bid including what it may say about HCP and/or hand distribution. Simply naming the convention or providing an ambiguous/inconclusive is not acceptable.

Item	Who	Alert	Announce	Discussion
Bergen	Responder	Х		When alerting, give opponents the HCP range as well as mentioning 4+ card support for opener's major
Short club			Х	Just saying "Could be short" or some sort of equivalent, implies " as 2." If you play it could be as short as 1, you must clarify using something like "Could be short as 1."
Opening 1NT			X	Any HCP range needs to be announced, contrary to what many think.
Jacoby 2NT	Responder	Х		Bidding 2NT to partner's opening 1 of a major. Something like "4-card support and opening points"
Jacoby 2NT	Opener	Х		Bidding another suit at the 3-level. Something like "singleton or void in {suit <i>mentioned</i> }"
Transfer	Responder		Х	Simple "transfer". If you play Texas transfers, this applies as well. If your RHO bids what you were planning to bid (stolen bid), a transfer using Double needs to be announced as well.
1NT response	Responder		х	When playing 2/1, opener has bid 1 of a major, and responder is an unpassed hand. A simple "forcing" is appropriate.
4th suit forcing	Either	Х		A simple "forcing" is appropriate
Inverted minor	Responder	х		Opener has bid 1 of a minor. Regardless of whether you use the criss-cross, bids supporting partner's opening need to be alerted. Alert tells opponents a point range and number of cards held in that minor.
New minor forcing	Opener	х		Bidding has gone 1 of a minor (opener) - 1 of a major (responder) - 1NT (opener) followed by the other minor (no jump raise). The opener is "testing" see how many of the major the responder has.
Drury	Responder	х		Partner has opened 1 of a major in seat 3 or 4 (depending on partnership agreement). Bid needing alerting is based on cards in that major. The alert needs to describe cards in partner's major and HCP.