

Better)BNC®

Authorized Entrant Guide

BetterBNC®– Version 5.5 – January 29, 2016

Features are subject to change.
Screen shots may appear different on your computer.

For technical assistance, training, and support, admins are invited to contact us 24/7 at www.betterbncsupport.com. Click on “Start Trouble Ticket.” Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.



BetterBNC® Authorized Entrant Guide

BetterBNC® was designed to be simple, quick and easy to use on your first visit. If you prefer detailed, step-by-step instructions, this document is for you!

This document will walk you through how to access your Authorized Entrant account and submit entries in a contest on the BetterBNC® platform.



Different types of Contestants

In BetterBNC® version 5.5, there are three types of accounts that a Contestant may have:

- **Contestant Manager®** – predetermined account linked to membership in an organization which is sanctioning an awards contest. Often this person will be a senior manager such as a newspaper publisher or editor; or a station manager.
- **Authorized Entrant** – predetermined account set up by the Contestant Manager®. Often staff members will be authorized to submit entries, usually in one area of work such as news, photography, advertising, web, etc.
- **Open Call® Contestant** – individual account available to anyone in the journalism trades.



Here is an overview of the steps you will take:

- Receive invitation email which contains a validation link
- Click validation link in the email
- Log into your account
- Submit entries



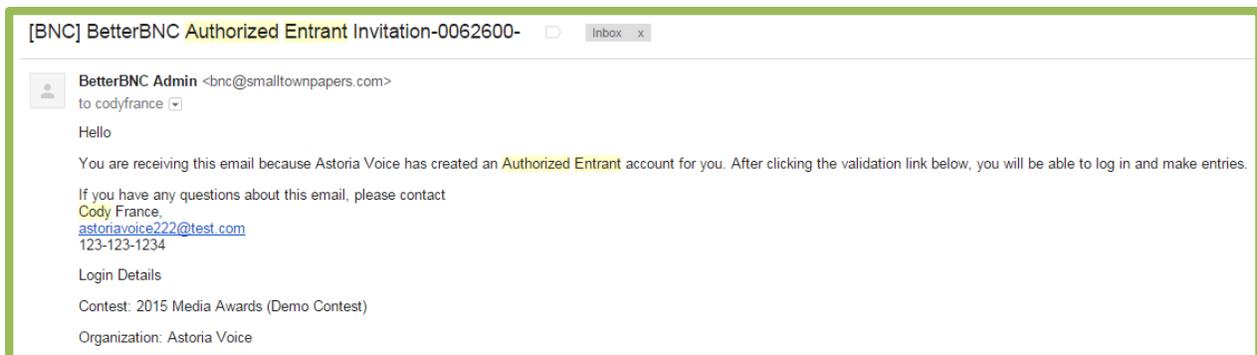
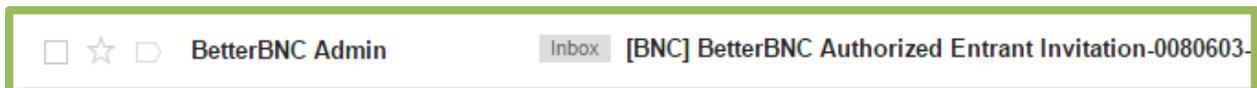
Authorized Entrant Step-by-step

Step 1: Receive invitation email & validate your account

As an Authorized Entrant, you will receive an email from BetterBNC® that will notify you that a media organization has created an Authorized Entrant account for you. This email contains a validation link as well as information you need to log in to your account.

Before you can log in to your account the first time, you must first click on the validation link contained in the email.

After being set up by your Contestant Manager® , you will receive an email similar to this:



What to do if you don't receive the validation email

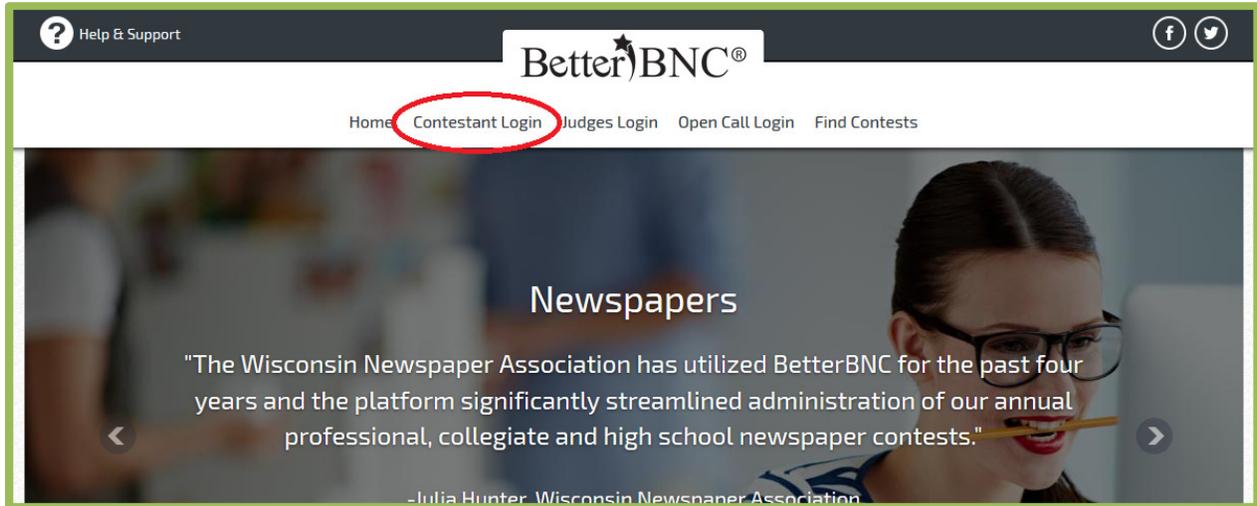
Most email servers deliver this email validation, but occasionally the email will be blocked by your firewall or spam filter. If you think you should have received a validation but did not, check your spam folder, add the address's bnc@smalltownpapers.com and email.smalltownpapers.com to your safe sender list, or contact your IT department. You may also contact your Contestant Manager® who can resend the validation email.

You can also Contact BetterBNC® through the website to receive additional assistance.

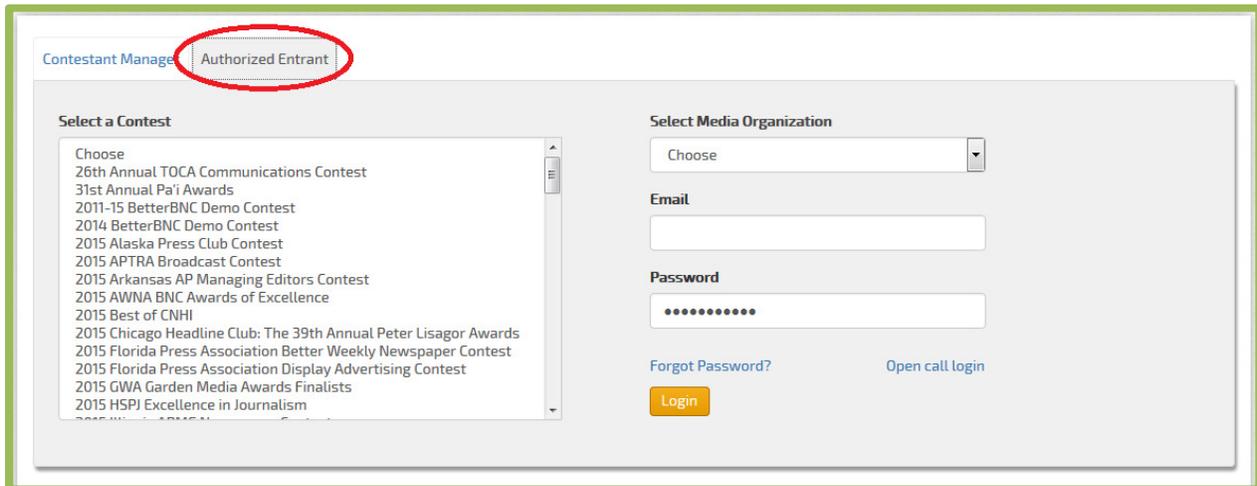


Step 2: Log in to your account

On the BetterBNC® homepage, click on the “Contestant Login” button



Select the “Authorized Entrant” tab



Select the contest you would like to enter in the list

The screenshot shows the 'Contestant Manager' interface with the 'Authorized Entrant' tab selected. On the left, a scrollable list titled 'Select a Contest' is highlighted with a red border. The list includes options such as 'Choose', '26th Annual TOCA Communications Contest', '31st Annual Pa'i Awards', '2011-15 BetterBNC Demo Contest', '2014 BetterBNC Demo Contest', '2015 Alaska Press Club Contest', '2015 APTRA Broadcast Contest', '2015 Arkansas AP Managing Editors Contest', '2015 AWNA BNC Awards of Excellence', '2015 Best of CNHI', '2015 Chicago Headline Club: The 39th Annual Peter Lisagor Awards', '2015 Florida Press Association Better Weekly Newspaper Contest', '2015 Florida Press Association Display Advertising Contest', '2015 GWA Garden Media Awards Finalists', and '2015 HSPJ Excellence in Journalism'. On the right, there are fields for 'Select Media Organization' (a dropdown menu with 'Choose' selected), 'Email' (a text input field), and 'Password' (a masked text input field). Below these fields are links for 'Forgot Password?' and 'Open call login', and a yellow 'Login' button.

Select your Media Organization, enter your email address, and enter your password on the right side, then click “Login”

This screenshot shows the same 'Contestant Manager' interface. In this view, the 'Select a Contest' list is no longer highlighted. Instead, the 'Select Media Organization' dropdown menu, the 'Email' text input field, the 'Password' masked text input field, the 'Forgot Password?' link, the 'Open call login' link, and the yellow 'Login' button are all enclosed in a red rectangular box, indicating the next steps in the process.

Step 3: Begin Making Entries

Once you are logged into your account, navigate to the “Submit Entry” button on the left side of the page

Welcome Jon Smith

The Hillsboro Tribune Circ Group 1 (Weekly Under 20,000)

You are authorized to make entries for The Hillsboro Tribune

Your contestant manager is Cody France, 123-123-1234, cody@smalltownpapers.com

Submit Entry

Calculate Entry Fee

Logout

2015 Media Awards (Demo Contest)

Choose the Division you would like to submit your entry into

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

Division Choose

Category (When a category's entry limit has been reached, the category will no longer appear in the list.) Choose

Headline or Title of Entry

Select the Category you would like to submit your entry into

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

Division Choose

Category (When a category's entry limit has been reached, the category will no longer appear in the list.) Choose

Headline or Title of Entry



Enter the headline or title of the entry

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

Division

Category (When a category's entry limit has been reached, the category will no longer appear in the list.)

Headline or Title of Entry

Upload attachments by clicking “Browse”, then selecting your file. To upload more than one file, click the “Browse and attach more’ button. To enter URLs, use the URL fields.

Upload Attachments & Links [Need Help?](#)

Get File(s) to Attach to this Entry
The number of file attachments allowed is determined by your contest rules.

No file selected.

[Browse & Attach More Files](#)

Upload files and URL/Links from scrapbooks.[More info](#)

Get Links to Attach to this Entry The number of URL/Link attachments allowed is determined by your contest rules.

Publish large PDF files.
Third party vendors -- offers vary.

[RealView](#)
[Issuu](#)
[Yudu](#)

[What's this?](#)

To access certain features, such as Scrapbooks, you need to establish your own Open Call® Contestant account in addition to any predetermined accounts which have been set up for you. With Scrapbooks, you can save copies of your best work throughout the year, then easily make entries into any contest. **As an Authorized Entrant, you can make entries from your Scrapbooks.**

Enter any comments and credits, and then click “Submit Entry”

Comments, Credits & Other Info

Comments

Who should be credited for this entry? Enter the names of up to 3 people.
Note: If more than 3 people, please enter Staff.

First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

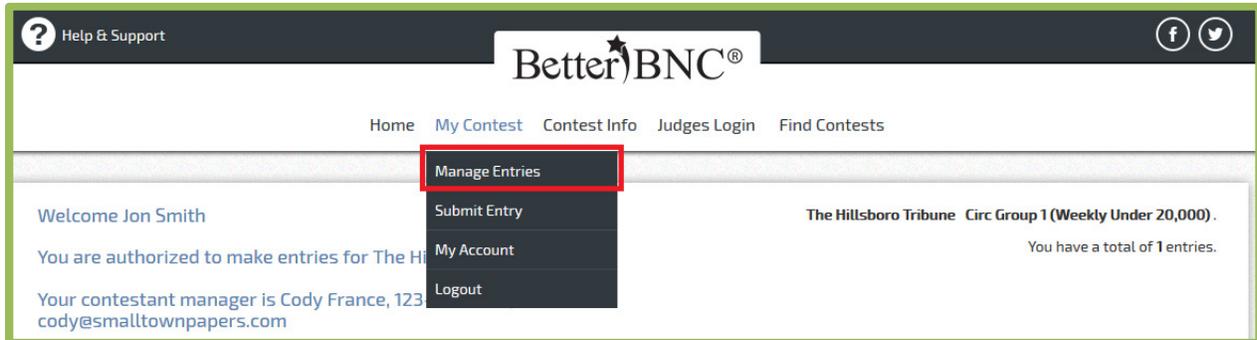
Submit Entry

Attachments are uploaded when you click "Submit Entry".

Any attachments included in your entries will automatically upload when you click “Submit Entry”. To make changes to your entry, including changing the sequence of your attachments, you can edit your entries from the “Manage Entries” page.

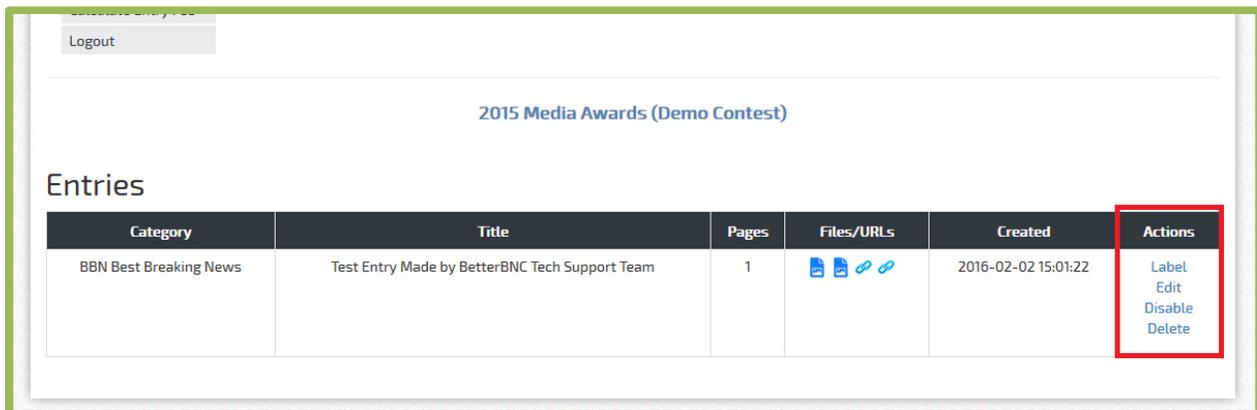
Step 4: Manage Entries

Navigate to the “Manage Entries” page in the “My Contest” menu at the top of the page



Click “Edit” on any entry to make change to the entry, including changing the sequence of the entry attachments.

If you don’t want an entry to be entered, click the “Disable” button. If you would like to permanently remove an entry from your account, click the “Delete” button.



Once an entry has been created, you cannot change the Division or the Category that the entry is in.

Once an entry has been accepted by the contest administrator, you can no longer edit or delete the entry, however, you can disable the entry.

You can also verify that you links and attachments uploaded correctly by clicking on the icons in the “Files/URLs” column on the Manage Entries page.

Calculate entry fee
Logout

2015 Media Awards (Demo Contest)

Entries

Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	   	2016-02-02 15:01:22	Label Edit Disable Delete

If you need help

Contact your Contestant Manager® for help with:

- Resending your validation email
- Username
- Password
- Contest Rules
- What you should enter

Your Contestant Manager's contact info is listed on the Manage Entries page of your account, or in the validation email.

The screenshot shows the Better)BNC® user interface. At the top, there is a dark navigation bar with a help icon and "Help & Support" on the left, and the Better)BNC® logo and social media icons on the right. Below this is a white navigation bar with links for "Home", "My Contest", "Contest Info", "Judges Login", and "Find Contests". The main content area is white and contains the following information:

- Welcome Jon Smith
- You are authorized to make entries for The Hillsboro Tribune
- Your contestant manager is Cody France, 123-123-1234, cody@smalltownpapers.com (highlighted with a red box)
- The Hillsboro Tribune Circ Group 1 (Weekly Under 20,000)
- You have a total of 2 entries.
- Buttons for "Submit Entry" and "Calculate Entry Fee"

Contact BetterBNC® using the “Help & Support” button in the top left corner of every page on BetterBNC® for help with:

- Technical assistance
- Locating your Contestant Manager®
- Reporting website errors

