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

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

- Receive invitation and instructions from your member contest organization
- Log in with provided credentials
- Select your own credentials
- Make some entries
- Receive validation email
- Finalize your account
- Create and manage Authorized Entrant accounts (optional)
- Manage all entries made by you and your Authorized Entrants
Contestant Manager Step-by-step

Follow the instructions below to setup your account as a Contestant Manager, and optionally, create Authorized Entrants.

Contestant Managers can make and manage entries, and manage the entries of their Authorized Entrants.

Step 1: Log into your account

Go to [www.betterbnc.com](http://www.betterbnc.com) and click on the Contestant Login button at the top of the page.
Make sure you are on the Contestant Manager tab

Select your contest from the list, select your media organization from the drop down, and then enter the password that was provided to you by your Contest Administrator.
Step 2: Update your account information & agree to the Terms of Use

If this is your very first time every logging into your account, you will need to update your account information and agree to the Terms of Use. Verify the information shown in your account is correct, agree to the Terms of Use and click “Submit”
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

Choose the Division you would like to submit your entry into

Select the Category you would like to submit your entry into
Enter the headline or title of the 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

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 a Contestant Manager, you can make entries from your Scrapbooks.
Enter any comments and credits, and then 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: Validate your account
After you make some entries in your account, the system will automatically ask you to validate your account by clicking on a link that will be sent to you via email from BetterBNC.

The entire process to validate your account is automated. A popup will notify you that a validation email has been sent to your email address. Simply locate the email sent to you from “BetterBNC Admin”, then click on the validation link (or copy and paste the validation link into your browser).

Note: The system sends the validation email in real time. However, your mail server may have a built-in delay so you should allow a few minutes to receive your validation email.

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 bnc@smalltownpapers.com to your safe sender list, or contact your IT department. You may also contact your Contest Administrator who can resend the validation email, or contact BetterBNC through the website.
Step 5: Update your account information
After validation your account, you will be asked to update your account information one last time

All fields are required, except “Contestant Website”, which is optional.
Step 6: Create Authorized Entrant Accounts (Optional)

After you update your account, you can continue making entries. You can also create Authorized Entrant accounts. An Authorized Entrant is someone that you authorize to make entries on behalf of your media organization.

- Authorized Entrants can make and manage only their own entries.
- As Contestant Manager, you can access and manage all the entries made by you, and all of your Authorized Entrants.

To Create an Authorized Entrant account, click “Add More” at the bottom of the My Account page.
Fill out the form, then click “Submit” to save the Authorized Entrant account.

Note: If you do not check the “Enabled” box when you are creating the Authorized Entrant account, the Authorized Entrant will not be able to login. You can check or un-check this box at any time by clicking “Edit” for an Authorized Entrant account.

You can also instantly lock out all Authorized Entrant accounts simultaneously by checking the “Contestant Manager Only” box on the My Account page of your Contestant Manager account.
Step 7: Manage Entries
To manage the entries you have made in your account as well as any entries that were made by your Authorized Entrants, navigate to the “My Contest” button at the top of the page, and then click “Manage Entries”

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 your links and attachments uploaded correctly by clicking on the icons in the “Files/URLs” column on the Manage Entries page.
Step 8: Contestant Payment Process

Contests can choose to accept payments for their entries by check or by card (credit or debit). Your contest’s choice dictates how you can pay. The steps below will take you through all available options.

Step 8a: Navigate to the Calculate Entry Fees page

Regardless of your payment method, this is the first step you will take:

- Log into your account.
- Navigate to the “Manage Entries” page using the “My Contest” menu at the top of the page
- Click on “Calculate Entry Fee”
You will see a page similar to this

![Image of a webpage with a table and input fields for managing content for 2015 Media Awards (Demo Contest)].

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Step 8b: Choose a payment method

Choose a payment method based on the payment method(s) your contest accepts.

- Pay by mailed-in check
- Pay by credit or debit card (Page 23 below)
- Pay through your existing PayPal account (Page 25 below)

How to Pay by mailed-in Check

- Select the check boxes for the entries you want to pay.
- Click on the “Pay By Check” button
Enter the check number for the transaction

![Check Number Entry Screen]

Note to contestant: Checks must be mailed in. You cannot pay via online check.

Mail checks to:
BetteBNC
111 Main St.
Shelton, WA 98584

You’ll see a screen similar to this, where you can see which entries have been paid and the status of the payment

![Payment Status Screen]

Total Entry Fee Due: $2.00
Base Contest Fee: $0.00
Total Entry Fee Paid: $2.00
Total Outstanding Entry Fee: $0.00

Securely paid by PayPay 2016-02-01
About SSL Certificates

Click here to pay for your entries.
After your contest admin receives your check and marks the entries as “Paid,” the payment status will change to “Confirmed,” as shown here.
How to Pay with a Credit or Debit Card

- Complete Step 1 above (page 1).
- On the Entry Fee Calculation page, click the “Pay by Card” button.

You will see a screen similar to this
In the section labeled “Pay with credit or debit card”:

- Enter your card number and the expiration date in the fields.
- Click “Pay Now”

You will see a message confirming your payment was made.
How to Pay with a Your Existing PayPal Account

To pay with your existing PayPal account, in the section labeled “Pay with PayPal:

Click on the “Checkout with PayPal” button
You will then be taken to the PayPal site.

Log into your PayPal account
Review your order summary and account information, then click “Pay Now”

You will be taken back to BetterBNC, where you will see a message confirming your payment has been made.

If you complete a PayPal transaction but it doesn’t show as “paid” in BetterBNC, before cancelling the order, contact your contest administrator. Your contest administrator can manually post your payment.

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Step 8c: View Transaction History

Once you have made a payment via mailed-in check, credit or debit card, or PayPal account, you will be able to see your transaction history on the Calculate Entry Fee page.

To view your Transaction History, click on “Calculate Entry Fee” on the Manage Entries page. Scroll to the bottom of the page to see the Transaction History section.

You can view or print a receipt for a transaction by clicking “View/Print” in the “Actions” column.
If you need help

Contact the Contest Administrator for help with:

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

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