

# Contestant Manager<sub>®</sub> Guide

BetterBNC®- Version 5.6 - September 1, 2017

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

- Contestant Manager<sub>®</sub> 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**<sup>®</sup> **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**<sub>®</sub> Step-by-step

Follow the instructions below to setup your account as a Contestant Manager<sub>®</sub>, 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 <u>www.betterbnc.com</u> and click on the Contestant Login button at the top of the page



### Better BNC®

lect a Contest	Select Media Organization
Choose	Choose
26th Annual TOCA Communications Contest	
2011-15 BetterBNC Demo Contest	Password
2014 BetterBNC Demo Contest	•••••
2015 Arkansas AP Managing Editors Contest	
2015 AWNA BNC Awards of Excellence	Forgot Password? Open call login
2015 Florida Press Association Better Weekly Newspaper Contest	Login
2015 Florida Press Association Display Advertising Contest	<b>C08</b>
2015 MAB Broadcast Excellence Awards	
2015 MDDC Press Association Editorial Contest 2015 Media Awards (Demo Contest)	

#### Make sure you are on the Contestant Manager® tab

Select your contest from the list, select you 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"

The Lake Washington	Times (LWT)	
Welcome to BetterBNC. Fill out the de	tails below in order to gain full access to the site.	
You Must Choose a New Password	•••••	Password must be minimum of 6 characters long, have at least one canital letter
		and have at least one number
Confirm Your New Password	•••••	In order to continue using your account, you must agree to the Terms
		of Use. Please check the box and click Submit to continue.
Contact First Name	Cody	
Contact Lact Name		
	France	
Contact Phone	123-123-1234	
Contact Email	cody@smalltownpapers.com	
Confirm Email	cody@smalltownpapers.com	
	✓ I agree to the BetterBNC Terms of Use	
	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

Welcome to the BNC	The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000).
- My Account	You have a total of <b>0</b> entries.
- Submit Entry - Logout	Calculate Entry Fee
	2015 Media Awards (Demo Contest)
You don't yet have any entries. Why not submit one now?	

#### Choose the Division you would like to submit your entry into

T Y	<b>he Hillsboro Tribune</b> is a member of the <b>Circ Group 1 (</b> ou have a total of <b>1</b> entry.	Weekly Under 20,000) circulation group.	
	Create New Entry		
	All entries subject to rules and eligibility requirements.		
	Division	Choose	
	<b>Category</b> (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

т	he Hillsboro Tribune is a member of the Circ Group 1 (*	Neekly Under 20,000) circulation group.	
Y	ou have a total of <b>1</b> entry.		
	Create New Entry		
	All entries subject to rules and eligibility requirements.		
	Division	Choose	
	<b>Category</b> (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 <b>1</b> entry.		
Create New Entry		
All entries subject to rules and eligibility requirements.		
Division	Choose	
<b>Category</b> (When a category's entry limit has been reached, the category will no longer appear in the list.)	Choose 🗸	
Headline or Title of Entry		
		1

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.	Publish large PDF files. Third party vendors offers vary.
Browse No file selected.	RealView
Browse & Attach More Files	Yudu
Brauna mu Carachaalla	What's this?
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.	
Paste URL/Link here Paste URL/Link here Paste URL/Link here	re

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"

Comments, Credits & Other Info	
Comments	
Who should be credited for this entry? Enter Note: If more than 3 people, please enter Staff:	the names of up to 3 people.
First Name	Last Name
First Name	Last Name
First Name	Last Name
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: 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).

Better Newspaper Contest. [BNC] BetterBNC email validation -- Contestant Manager-000134 - your "Contestant" account is bein



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

Edit Contestant Manager		
Owners	Randolph House	
Contestant	The Lake Washington Times	
Contestant Code	LWT	
Frequency	Weekly	
Circ Group	Circ Group 1 (Weekly Under 20,000	))
Primary Contestant Contact Informa	ation - Contestant Man	ager
First Name		Last Name
Cody		France
Contestant Manager Email		Confirm Email
cody@smalltownpapers.com		cody@smalltownpapers.com
Contestant Phone		Contestant Website
123-123-1234		
Password		Confirm Password
******		******
Mailing Address		Shipping/Physical Address Same as Mailing Address
Number and Street		Number and Street
City		City
State/Province		State/Province
Zip/Postal code		Zip/Postal code
Country		Country
Secondary Contestant Contact Infor	mation	
Contact Email		Phone
Submit		

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

ountry	Country	
USA	USA	
Secondary Contestant Contact Information		
ontact Email	Phone	
jimesmalltownpapers.com	123-123-1234 testant – Authorized Entrants	
jim@smalltownpapers.com People Authorized to make Entry for this con Contestant Manager Only Checking this box locks out all Authorized E	123-123-1234 testant - Authorized Entrants	
jimesmalltownpapers.com People Authorized to make Entry for this con Contestant Manager Only Checking this box locks out all Authorized E Submit	123-123-1234 testant - Authorized Entrants	



Add Entrant		
First Name		Password must be a minimum of 6 characters long, have at least one capital letter,
Last Name		one lower case letter, and have at least one number.
Email		
Confirm Email		
Password		
Confirm Password		
	Enable Un-check this box to disable this Authorized Entrant	
	Submit	

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

		Country		
USA		USA		
Secondary Contestant C	Contact Information			
Contact Email		Phone		
jim@smalltownpapers.com		123-123-1234		
The second se				
<ul> <li>Contestant Manager Only Checking</li> <li>Jim Smith</li> </ul>	g this box locks out all Authorized Entrants jsmithesmalltownpapers.com	Test123	Edit	Resend Verify Mail
Contestant Manager Only Checking Jim Smith Submit	g this box locks out all Authorized Entrants jsmithesmalltownpapers.com	Test123	Edit	Resend Verify Mail
Contestant Manager Only Checking Jim Smith Submit	g this box locks out all Authorized Entrants jsmith@smalltownpapers.com Add Mor	Test123	Edit	Resend Verify Mail

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#### If you would like to deactivate an Authorized Entrant, you can

#### 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"

Home	My Contest Contest Info Judges Login Find Contests				
	Manage Entries				
	Submit Entry				
The Entrant has been saved	My Account				
Edit Contestant Manager	Logout				
Owners	Randolph House				
Contestant	The Lake Washington Times				
Contestant Code	LWT				
Frequency	Weekly				
Circ Group	Circ Group 1 (Weekly Under 20,000)				
Primary Contestant Contact Information - Contestant Manager					
First Name	Last Name				
Cody	France				

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



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	n 🖻 🖻 🕫 🕫	2016-02-02 15:01:22	Label Edit Disable Delete

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

Calculate entry ree					
	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	n 🖻 🖻 🕫	2016-02-02 15:01:22	Label Edit Disable Delete

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#### **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

Welcome to the B - My Account - Submit Entry - Logout	NC	The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000). You have a total of 2 entries. Calculate Entry Fee				
		2015 Media Awards (Demo Conte	st)			
Entries						
Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	n n n 0 0	2016-02-03 17:36:51	Label Edit Disable Delete

## Better)BNC®

### You will see a page similar to this

The Lake Washington Times Circulation Group Circ Group 1 (Weekly     How to p       Under 20,000).     * Use th       As of 02/03/2016 6:42 pm     * Click th       Disabled entries are not in fee calculation     to access			low to pay: Use the check boxes to select the entries you want to pay Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal. Click the "Pay by Check" button if sending payment by mail.			
			When done, print a copy access this page.	for your records. After the entry de	adline, you will not be ab	
	in ree catci	atation.				
refully follow the on Ip with PayPal transa	screen instr ictions, cont	ructions to ensure proper handling c tact your contest administrator.	of your entry fees. All financial transactions are	directly with the s	anctioning organization,	not BetterBNC. Fo
Intrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Te	eam \$1.00		Not received
ontestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00		Not received
			General subtotal	\$2.00		
					2016-02- ABOUT SSL CER	03 TIFICATE S
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$0.00		
			Total Outstanding Entry Fee	\$2.00		
		Click here to pay for your entries.				
					_	
			Payment Amount 0	Pay By C Mailed-in	heck n only	Pay Now With Card
		Parainte History				í
Tran	isactions/F					



#### 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

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00		Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	12	Not received
			General subtotal	\$2.00		
					Secur by 2016-02- ABOUT SSL CER	ed 03 ITIFICATE S
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$0.00		
			Total Outstanding Entry Fee	\$2.00		
		Click here to pay for your entries.				
			Payment Amount 2.00	Pay By Cl Mailed-in	heck I <b>only</b>	Pay Now With Card

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#### Enter the check number for the transaction

		Note to contestant: Checks must be mailed in.
Check Number 123	456	You cannot pay via online check.
Amount \$2.0	00	
		Mail checks to:
	Save	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

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID CH		Not Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID CH		Not Confirmed
			General subtotal	\$2.00		
					2016-02- ABOUT SSL CER	to 03 TIFICATES
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$2.00		
			Total Outstanding Entry Fee	\$0.00		
		Click here to pay for your entries.				

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After your contest admin receives your check and marks the entries as "Paid," the payment status will change to "Confirmed," as shown here

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID CH		Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID CH		Confirmed
			General subtotal	\$2.00		
					2016-02- ABOUT SSL CER	
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$2.00		
			Total Outstanding Entry Fee	\$0.00		
		Click here to pay for your entries.				

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#### 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

Entrant	Division	Category	Title		Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterB	NC Tech Support Team	\$1.00		Not received
Contestant Manager	General	BBN Best Breaking News	The Big De	bate!	\$1.00	V	Not received
			General su	ototal	\$2.00		
						Security Othaw 2016-02- ABOUT SSL CER	o3 TIFICATE S
			Total Entry F	ee Due	\$2.00		
			Base Conte	st Fee	\$0.00		
			Total Entry F	ee Paid	\$0.00		
			Total Outstandin	g Entry Fee	\$2.00		
		Click here to pay for your entries.					
			Payment Amount 2,00		Pay By Cl Mailed-in	heck only	Pay Now With Card
			> Pay with PayPal - The faster,	safer way to pay			
			Pay now CHE	WITH PayPal			
			Pay later	PayPal CREDIT			
			No Pa if paid purch <sub>Subject</sub>	yments + No Interest in full in 6 months on uses of \$99+ to credit approval. <u>See terms</u>			
			> Pay with credit or debit card				
			Card number				
			DISCOVER	VISA Materia			
			Expiration date	уу /			
			Payl	Vow			

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In the section labeled "Pay with credit or debit card":

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

No Payments + No Interest if paid in full in 6 months on purchases of \$99+ Subject to credit approval. See terms					
Pay with credit or d	ebit card				
Card number	1234567891234567				
Expiration date	mm yy 01 / 15				
	Pay Now				

#### You will see a message confirming your payment was made

You have successfully paid \$2.00	
You are managing content for 2015 Media Awards (Demo Contest)	
The Lake Washington Times Circulation Group Circ Group 1 (Weekly Under 20,000).	How to pay: * Use the check boxes to select the entries you want to pay * Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal.
As of 02/03/2016 7:07 pm	* Click the "Pay by Check" button if sending payment by mail. * When done, print a copy for your records. After the entry deadline, you will not be able
Disabled entries are not in fee calculation.	to access this page.

Carefully follow the on screen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sanctioning organization, not BetterBNC. For help with PayPal transactions, contact your contest administrator.

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID PP		Confirmed
Contestant Manager Gene		BBN Best Breaking News	The Big Debate!	\$1.00 PAID PP		Confirmed
			General subtotal	\$2.00		
					2016-02- ABOUT SSL CER	03 TIFICATE S
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$2.00		



#### 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

Better Newspaper Contest					
PayPal	`ም \$1.00 USD				
Pay with PayPal	English ~	PayPal			
Password Stay logged in for faster checkout	New. Faster. Easier. Welcome to the new PayPal checkout! The security you rely on – now even faster. It's everything checkout should be.				
Log in					
Forgot your email or passwor	rd?				
Create an Account					
Cancel and return to Better Newspaper Contest		Policies Terms Privacy Feedback © 1999 - 2016 🔒			

### Better BNC<sup>®</sup>

Review your order summary and account information, then click "Pay Now"

Better Newspaper Conte	st	
PayPal	` <b>ഈ</b> \$1.00 USD	
Welcome back, Cody!		
Ship to	Change >	
Cody France		Dev Del is the seter sesion
		PayPai is the safer, easier
		way to pay
Pay with	Change >	No matter where you shop, we keep your financial information secure.
ATM/Debit card	<b>\$1.00</b> USD	
View PayPal Policies and your payment	t method rights.	
Pay Now		
Cancel and return to Better Newspaper Contest		Policies Terms Privacy Feedback © 1999-2016 🔒

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. **SmallTownPapers** 



#### **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

			Total Outstanding Entry F	Fee	\$0.00	
		Click here to pay for your entries.				
Tra	insactions/	Receipts History				
		Transactions II	)	Status	Amount	Action
		Transaction# Check 123456	/2016-02-03	Success	\$2.00	View/Print Create Invoice
	Tr	ansaction# 9KH376829N7502009(Ci	redit/Debit)2016-02-04	Success	\$2.00	View/Print
	Tr	ansaction# 7RM48822R38780707(C	redit/Debit)2016-02-04	Success	\$1.00	View/Print

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

PHelp & Support		Better)BNC®	1			(f) 🌶	
	Ha	ome My Contest Contest Info Judges Logir	i Find C	ontests			
Welcome to the B	Welcome to the BNC The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20.000).						
- My Account					You have a total o	of 3 entries.	
- Submit Entry					Calculate	Entry Fee	
- Logout							
2015 Media Awards (Demo Contest)							
Entries							
Entrant	Category	Title	Pages	Files/URLs	Created	Actions	
Contestant Manager	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	🖻 🖻 🖻 Ø Ø	2016-02-03 17:36:51	Label Edit Disable	