BetterBNC®

Open Call Contestant Guide


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.betterbncresupport.com. Click on “Start Trouble Ticket.” Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.
Open Call Contestant 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 an Open Call Contestant:

- Sign up for an Open Call account
- Receive validation email
- Provide information about your professional status
- Request to make entries into contests
- Save work in your scrapbooks (optional)
- Make entries into contests
- Publish your own professional profile web pages (optional)
Open Call Step-by-Step

Step 1: Create your Open Call account

Go to the BetterBNC home page and click on the “Open Call Login” button.

Click “Create your Open Call account”
Fill out the form and click “Submit”

After you click “Submit”, an email will be sent to you that will include a validation link. Click the link, or paste it into your browser to validate your account. After you successfully validate your account, you can log into your account.
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 a firewall or spam filter. If you think you should have received a validation email but did not, check your spam folder, add the address bnc@smalltownpapers.com to your safe senders list, or contact your IT department. You can also try using a generic email account such as gmail, Hotmail, etc.

If your validation is unsuccessful, or you do not receive the validation email, contact us through the website.
Step 2: Enter your credentials

The first time you log into your account, you are taken to the “My Credentials” page where you can provide information about your background as a journalist and related trades. You can return and update this page at any time.

The information you provide on this page is used by certain contest administrators to determine your eligibility to make entries in their contest.

All fields are optional. You can provide as much or as little information as you like.

Be sure to click “Submit” when you are done editing to save your changes.
Journalist -- Employment Status

- Employed as Journalist
- Part-time Journalist
- Attending College/University
- Recent Graduate
- Retired
- Self-employed Journalist
- Journalist Between Assignments
- Attending High School
- Educator
- Other

Trades -- Employment Status

- Employed by Media Organization (newspaper, radio, television, etc.)
- Freelancer
- Advertising
- Public Relations
- Communications
- Other

Area of work (check all that apply)

Print
- Reporter
- Publisher
- Photographer
- Writer
- Editor
- Other

Broadcast TV
- Reporter
- Photographer
- Writer
- News Anchor
- Editor
- Other

Broadcast Radio
- Reporter
- Photographer
- Writer
- News Anchor
- Editor
- Other

Web
- Reporter
- Publisher
- Photographer
- Writer
- Editor
- Other

Production
- Layout
- Finishing
- Web Production
- Typography
- Imaging
- Print Shop
- Darkroom/Photoshop
- Other

Creative
- Ad Design
- Other
- Page Design
- Web Design

In the space below, you can provide additional professional information about yourself. Contest administrators review all information on this page to determine your eligibility to enter their contest.

Journalism Contests

- Have made entries in contest
- Have won awards
- Have judged competitions
- Other

Comments:

Submit
Step 3: Select a contest to enter

Open Call contestants must request to make entries in a contest before they can begin making entries. You can make up to 20 entries in a single contest before the contest admin has enabled you. However, these entries will be disabled until the contest admin approves your account.

To request to make entries in a contest, follow the steps below:

Log into your Open Call account, then navigate to the “My Contests” page.
On the “My Contests” page, scroll through the “Available Contests” section to find the contest you would like to submit entries into.

Once you find the contest you would like to submit your entries into, check the box next to the contest name to request to make entries in that contest.
The page will refresh, and the contest will move from the Available Contests section, to the Pending Contests section.

When you request to make entries in a contest, the system will send an email to the contest admin to notify them that you are waiting to be approved.

You can begin making entries in the contest immediately; however, your entries will be marked as “Disabled” entries until the contest admin approves you. Once the contest admin approves you, the system will send you an email notifying you that you have been approved and your entries will automatically be enabled.
Step 4: Begin Making Entries

Now that you have chosen the contest you would like to submit your entries into, you can begin making your entries. First go to the Manage Entries page in your account by putting your cursor over the “Open Call Contestant” text at the top of the page, then selecting “Manage Entries” in the menu that appears.

Click on the “Submit Entry” button on the left side of the page.
Fill out the entry form
Step 5: Manage Entries

After you submit your entries, you can manage your entries and make changes to them up until the contest deadline. To do this, please follow the steps below:

Log into your account and navigate to the “Manage Entries” page

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 test any links or files that you uploaded by clicking on the icons in the “Files/URLs” column
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

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**Step 6: 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 6a: 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

<table>
<thead>
<tr>
<th>Entrant</th>
<th>Division</th>
<th>Category</th>
<th>Title</th>
<th>Entry Fee</th>
<th>Select Entries to Pay</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contestant Manager</td>
<td>General</td>
<td>BBN Best Breaking News</td>
<td>Test Entry Made by BetterBNC Tech Support Team</td>
<td>$1.00</td>
<td></td>
<td>Not received</td>
</tr>
<tr>
<td>Contestant Manager</td>
<td>General</td>
<td>BBN Best Breaking News</td>
<td>The Big Debate</td>
<td>$1.00</td>
<td></td>
<td>Not received</td>
</tr>
</tbody>
</table>

**General subtotal** $2.00

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Entry Fee Due</td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>Base Contest Fee</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Entry Fee Paid</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Outstanding Entry Fee</td>
<td></td>
<td></td>
<td>$2.00</td>
</tr>
</tbody>
</table>

Click here to pay for your entries.

Payment Amount: [ ]

Pay By Check [ ] Mailed-in only
Pay Now: [ ] With Card

Transactions/Receipts History

<table>
<thead>
<tr>
<th>Transactions ID</th>
<th>Status</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
</table>

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.
* Click the "Pay by Check" button if paying by mail.
* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.
Step 6b: 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 Payment Interface]

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

<table>
<thead>
<tr>
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<td></td>
<td>Confirmed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>News</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contestant Manager</td>
<td>General</td>
<td>BBN Best Breaking</td>
<td>The Big Debate!</td>
<td>$1.00</td>
<td></td>
<td>Confirmed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>News</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General subtotal: $2.00

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.
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.
Step 6c: 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
- Reporting website errors