

# **Open Call Contestant 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 BetterBNC 24/7 at www.betterbncsupport.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"

	Login
Email	
Password	
Forgot Password?	
Login	Create your Open Call account

#### Fill out the form and click "Submit"

Step 1 ACCOUNT INFORMATION	
First Name	Last Name
Contestant Email	Confirm Email
Contestant Website	Contestant Phone
Password	Confirm Password
*Password must be a minimum of 6 characters long, have at least one cap	bital letter, one lower case letter, and have at least one number.
Mailing Address	Shipping/Physical Address
Number and Street	Same as Mailing Address Number and Street
City	City
State/Province	State/Province
Zip	Zip
Country	Country
In order to continue using your account, you must agree to the Terms of Us I agree to the BetterBNC Terms of Use Submit	ie. Please check the box and click Submit to continue.

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 severs 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 <u>bnc@smalltownpapers.com</u> 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.

[BNC] BetterBNC email validation -- Open Call Contestant-0084955-BetterBNC Admin <br/>bnc@smalltownpapers.com> to rwagoner • Hello You have requested to become an Open Call Contestant on BetterBNC which has generated this email and requires action on your part. After clicking the validation link you will log into BetterB manage all aspects of your account. To make entries into open call contests, login then navigate to "MyContests". http://betternewspapercontest.com/open\_contestants/verify/Nzg2Mg== If you are unable to click the link, you can paste it into your browser. If you have any questions please contact BetterBNC through the website. Thank you. Need Help? Contact us through the BetterBNC 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

Attending College/University

Part-time Journalist

Recent Graduate

Retired

In this step, you can provide information about your background as a journalist and related trades.

You can update this information at any time.

The information you provide here is used by contest administrators to determine your eligibility to make entries in their contest(s).

All fields are optional. Provide as much information as you like. Self-employed Journalist Journalist Between Assignments Attending High School Educator

#### Trades -- Employment Status

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

#### Area of work (check all that apply)

Print	Reporter	Writer Photographer	Editor Other
Broadcast TV	Reporter Photographer	₩riter ▼News Anchor	Editor
Broadcast Radio	Reporter	Writer ✓ News Anchor	Editor
Web	<ul><li>□ Reporter</li><li>☑ Publisher</li></ul>	Writer	Editor Other
Production	Layout Finishing	Typography Mailing Other	Print shop
Creative	☑ Ad Design Other	Page Design	Veb 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 If checked, and you use the MYWebPages feature, 'Award Winning' will be displayed with your profession, such as 'Award Winning Journalist' Other

Have judged competitions

Comments?

#### 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:

? Help & Support	Better)BNC®	(f)
Home Contes	t Info Open Call Contestant Find Contests	
	Manage Entries	
	Weld <sup>My Account</sup>	
	My Credentials	
	My Contests	
Submit Entry	My Web Pages	You have a total of <b>0</b> entries.
You don't yet have any entries. Why not submit one now?	Logout	Calculate Entry Fee

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

Pending Contests ou currently do not have any pending contests.	Approved Contests You currently do not have any approved contests.		
Available Contests			
elect the contest(s) you wish to enter by checking all that apply.			
2011-15 BetterBNC Demo Contest Open for entries 02/10/2011 Entry deadline 06/12/2016			
2014 BetterBNC Demo Contest Open for entries 02/10/2014 Entry deadline 07/30/2016			
2015 Media Awards (Demo Contest) Open for entries 11/28/2011 Entry deadline 03	03/2016		
2016 IHSPA Spring News (Iowa) Open for entries 02/16/2018 Entry deadline 03/07/2018			
2016 Nevada Press Better Newspaper Contest Open for entries 03/29/2015 Entry	deadline 03/23/2016		
2016 NJ-SPJ Journalism Awards for work done in 2015 Open for entries 12/28/2	2015 Entry deadline 03/08/2016		
_			

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

Available Contests	
Select the contest(s) you wish to enter by checking all that apply.	
2011-15 BetterBNC Demo Contest Open for entries 02/10/2011 Entry deadline 06/12/2018	Â
2014 BetterBNC Demo Contest Open for entries 02/10/2014 Entry deadline 07/30/2016	=
2015 Media Awards (Demo Contest) Open for entries 11/28/2011 Entry deadline 03/03/2016	
2016 IHSPA Spring News (Iowa) Open for entries 02/16/2018 Entry deadline 03/07/2018	
2016 Nevada Press Better Newspaper Contest Open for entries 03/29/2016 Entry deadline 03/23/2016	
2016 NJ-SPJ Journalism Awards for work done in 2015 Open for entries 12/28/2018 Entry deadline 03/08/2018	

The page will refresh, and the contest will move from the Available Contests section, to the Pending Contests section

Pending Contests	Approved Contests
Your request(s) to enter the following contests are pending approval: You may being making entries now.	You currently do not have any approved contests.
2014 BetterBNC Demo Contest     Open for entries 02/10/2014 Entry deadline 07/30/2016     Pending approval	
Available Contests	

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

Home Contest Info	Open Call Contestant	Find Contests
	Manage Entries	
Select the contest(s) you would like to enter. The administrator of the contest wi	My Account	ting to make entries in their contest. Upon review of the
information you provided, individual contest administrators will notify you when differing rules, prizes and entry fees.	My Credentials	es. Remember each contest is individualized and may have
	My Contests	
Pending Contests	My Scrapbooks	ontests
Your request(s) to enter the following contests are pending approval: You may being making entries now.	My Web Pages	tot have any approved contests.
☑ 2014 BetterBNC Demo Contest	Logout	
Open for entries 02/10/2014 Entry deadline 07/30/2016 Perioding app		
Available Contests		1
Select the contest(s) you wish to enter by checking all that apply.		

### Click on the "Submit Entry" button on the left side of the page

Home Contest Info Open Call Contestant Find Contests	
Welcome Jim Smith	
You are managing content for 2014 BetterBNC Demo Contest	
Submit Entry You don't yet have any entries. Why not submit one now?	You have a total of <b>0</b> entries. Calculate Entry Fee

## Fill out the entry form

<form></form>						
<form></form>	ou are managing content for 2014 BetterBNC Demo C	ontest				
<form></form>	dmin notes to Open Call Contestant Admin notes to C	pen Call Contestant				
har but and a lowely. Exceed to the set of the low of explosion of the low o	im Smith is an open call contestant					
Creater Warren for interest of region of the sense of the formation of the sense of	'ou have a total of 0 entry.					
Active star wide and edge by requerements     Division     Advectiong     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the star star wide and edge by requerements     Of the s	Create New Entry					
Dimin Advertising   Category with vision sequences with vision term exercises of the sequences of the	All entries subject to rules and eligibility requirements.					
Carley of the same proper when it measures where it is in the length of the same proper that is in the length of the same proper that is in the length of the same proper that is in the length of the same proper that is in the same proper that is the same proper that is in the same proper that is in the sam	Division	Advertising		-		
<form></form>	Category (When a category's entry limit has been reached, the category will no longer appear in the list.)	001 Best Ad Design		•		
Where Published of Purformed. Statements   appropriate of Purformed. Statements   Prodice control of Statements   Prodice control o		Best Ad DesignCategory Note This category is for your best ad d	design work. Good luck! Link			
Induition or Tille of Entry   Plate Display Alarch Note Files   Product Alarch Note Files   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of A statch More Files   Product Alarch Tille of Carry   Prove of Alarch Tille of Carry   Prove of Alarch More Files   Prove of Alarch More Files   Product Alarch More Files   Prove of Alarch More Files   Product Alarch More Files   Prove of Alarch More Files   Product Alarch More Files   Prove of Alarch More Files   Product Alarch More Files Product Alarch More Files Product Alarch More Files Product Alarch More Files Product Alarch More Files Product Alarch More Files Product Alarch Mor	Where Published or Performed (Select media arganization where published or performed.)	Other(enter manually)		•		
Hardline or Title of Entry   Clock Labels Lukes Naced Height?   Bordlink to this Entry   Browne in Astronome makeness attendent you content rules   Browne in Astronome Makeness attendent statendent attendent attendent rules   Browne in Astronome Makeness   Browne in Astronome Interpreter Makeness   Browne in In	If media organization is not listed, enter the name here.					
Hadine or filt of Enty						
Upload Attachments & Links, Need Help?   Cef Red () to Attach the the IVIP The vance of attach the the IVIP The vance of attach the destanced by our context rules: Understand attach More Files The vance of attach More Files Paste URL/Link here <	Headline or Title of Entry					
Upload Natachments & Links Need Hielp?     Gef Rigd to Attach to tho Km?   Proveme dif Attach to this CHY   Proveme dif Attach More Files   Proveme diff. Christments attach More Files   Proveme diff. Attach More Files   Proveme diff. Christments attach diff. Christments attach diff. Status attach More Files   Proveme diff. Christments attach More Files   Proveme diff. Christments attach More Files Proveme diff. Christments attach More Files Proveme diff. Christments attach More Files Provements Christments attach More Files Provements attach More Files Pro						
Get Regulation Public Authous this refers to an enclose the statement of your context rules   Brownee if A statuch Mone Files Red View   Brownee if A statuch Mone Files Wat's this?   Brownee if A statuch Mone Files Paste URL/Link here   Paste URL/Link here Paste URL/Link here    Enter Comments Inere	Upload Attachments & Links Need Help	2				
Browse B Attach More Files   Breat/New Browse B Attach More Files   Browse B Attach More Files   Convent By Caraphonols   Bott URL / Link here   Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here Paste URL /Link here<	Get File(s) to Attach to this Entry The number of file attachments allowed is determined by your co	ntest rules.		Publish large PDF files. Third party vendors offers va	ry.	
Browse & Attach More Files	Browse No file selected.			RealView		
What's this?   Concerning of Capabooks   Both and RAL Ands have nacebooks More lands   Catalog of Capabooks   Catalog of Capabooks     Paste URL/Link here   Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Link here Paste URL/Lin	Browse & Attach More Files			Yudu		
Converse my Scraphooks				What's this?		
Paste URL/Link here	Uplead files and URL/Links from scrapbooks More info Get Links to Attach to this Entry The number of URL Paste URL/Link here Paste	Unk attachments allowed is determined	d by your contest rules. Paste URL/Link hei	re		
Paste URD/Link here						
Comments, Credits & Other Info	Paste URL/Link here Paste	URL/Link here				
Enter the number of pages this entry was printed on.	Comments, Credits & Other Info					
Choose	Enter the number of pages this entry was printed	on.				
Enter Comments here	Choose 👻					
Who should be credited for this entry? Enter the names of up to 3 people.   Note if more than 3 people, please enter Starts   First Name   Last Name   First Name   Last Name   First Name   Last Name    Submit: Entry  techments are upleaded when you click "Submit Entry:	Enter Comments here					
Who should be credited for this entry? Enter the names of up to 3 people.     Note: If more than 3 people, plaase enter Staff:     First Name     Last Name     First Name     Last Name     First Name     Last Name     Submit: Entry:        tackments are upleaded when you click "Submit Entry:						
Note: If more than 3 people, plasse enter Staff:  First Name Last Name Last Name First Name Last	Who should be credited for this entry? Enter the r	ames of up to 3 people.				
First Name Last Name First Name Last Name Submit Entry	Note: If more than 3 people, please enter Staff. First Name	Last Name				
First Name Last Name Last Name Submit: Entry						
	First Name	Last Name				
First Name Last Name Submit. Entry Itechments are upleaded when you click "Submit Entry:						
Submit: Entry tachments are uptraded when you cack "Submit Entry":	First Name	Last Name				
Submit. Entry tachments are uploaded when you click "Submit Entry".						
Submit. Entry acchments are uploaded when you click "Submit Entry".						
tachments are uploaded when you click "Submit Entry".	Submit Entry					
	tachments are uploaded when you click "Submit Entry".					

#### **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

Home Contest Info	Open Call Contestant	Find Contests
	Manage Entries	
Select the contest(s) you would like to enter. The administrator of the contest wi	My Account	ting to make entries in their contest. Upon review of the
information you provided, individual contest administrators will notify you when differing rules, prizes and entry fees.	My Credentials	25. Remember each contest is individualized and may have
	My Contests	
Pending Contests	My Scrapbooks	ontests
Your request(s) to enter the following contests are pending approval: You may being making entries now.	My Web Pages	tot have any approved contests.
2014 BetterBNC Demo Contest     Com for entities 02/00/2014 Entry deadline 02/00/2018     Pending app	Logout	
Available Contests		1
Select the contest(s) you wish to enter by checking all that apply.		

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

Calculate Entry Fee Logout					
	2015 Media Awards (Demo	o Contest)			
Entries					
Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	B 🖪 Ø Ø	2016-02-02 15:01:22	Label Edit Disable Delete

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

Contest         Category       Created       Actions         BBN Best Breaking News       Test Entry Made by Better BNC Tech Support Team       1       È & I       Created       Actions         BBN Best Breaking News       Test Entry Made by Better BNC Tech Support Team       1       È È & I       Created       Label       Edit         Disable       Disable       Deleter       Deleter       Deleter       Deleter	Logout					
Category       Title       Pages       Files/URLs       Created       Actions         BBN Best Breaking News       Test Entry Made by Better BNC Tech Support Team       1       1       2016-02-02 15:01:22       Label Edit Disable Deleter		2015 Media Awards (Dem	o Contest)			
CategoryTitlePagesFiles/URLsCreatedActionsBBN Best Breaking NewsTest Entry Made by BetterBNC Tech Support Team12016-02-02 15:01:22Label Edit Disable Delete	Entries		12. 10		27	
BBN Best Breaking News     Test Entry Made by Better BNC Tech Support Team     1     1     2016-02-02 15:01:22     Label Edit Disable Delete						
	Category	Title	Pages	Files/URLs	Created	Actions

#### **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

Welcome to the BN	С	The Lake Wash	ington Tin	nes is a member of circ	culation Circ Group 1 (We	ekly Under 20,000).
- My Account					You have a total o	f 2 entries.
- Submit Entry					Calculate	Entry Fee
- Logout						
<b></b>		2015 Media Awards (Demo Conte	est)			
Entries						
Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Entrant Entrant Contestant Manager	Category BBN Best Breaking News	Trtle Test Entry Made by BetterBNC Tech Support Team	Pages 1	Files/URLs	Created 2016-02-03 17:36:51	Actions Label Edit Disable Delete

## You will see a page similar to this

in fee calco	ulation.	- uote * Whe to acc	n done, print a copy f rss this page.	for your records. After the entry de	adline, you will not be ab
screen instr ctions, cont	ructions to ensure proper handling o tact your contest administrator.	f your entry fees. All financial transactions are dire	ctly with the s	anctioning organization,	not BetterBNC. Fo
Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00	6	Not received
General	BBN Best Breaking News	The Big Debate!	\$1.00		Not received
		General subtotal	\$2.00		
		Total Entry Fee Due	\$2.00	ABOUT SSL CER	TIFICATE S
		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 a only	Pay Now With Card
sactions/F	Receipts History				
	in fee calco creen insti- ctions, con Division General General	in fee calculation.  Screen instructions to ensure proper handling of citions, contact your contest administrator.  Division General BBN Best Breaking News General BBN Best Breaking News General Click here to pay for your entries.  Click here to pay for your entries.	in fee calculation.          in fee calculation.       based         creeen instructions to ensure proper handling of your entry fees. All financial transactions are directions, contact your contest administrator.       Title         Division       Category       Title         General       BBN Best Breaking News       Test Entry Made by BetterBNC Tech Support Team         General       BBN Best Breaking News       The Big Debate!         General       BBN Best Breaking News       General subtotal         General       BBN Best Breaking News       Total Entry Fee Due         Base Contest Fee       Base Contest Fee       General         Click here to pay for your entries.       Click here to pay for your entries.       Payment Amount o	in fee calculation.          in fee calculation.       to access this page.         iscreen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sctions, contact your contest administrator.       Entry Fee         Division       Category       Title       Entry Fee         General       BBN Best Breaking News       Test Entry Made by BetterBNC Tech Support Team       \$1.00         General       BBN Best Breaking News       The Big Debate!       \$1.00         General       BBN Best Breaking News       General subtotal       \$2.00         General       BBN Best Breaking News       Total Entry Fee Due       \$2.00         General       General subtotal       \$2.00       \$2.00         General       General subtotal       \$0.00       \$2.00         General       General subtotal       \$0.00       \$2.00         General       General Subtotal       \$0.00       \$0.00         General       General Subtotal       \$2.00       \$0.00         General       General Subotal       \$2.00       \$0.00	in fee calculation.

### 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

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		Not received
			General subtotal	\$2.00		
			Total Entry Fee Due	\$2.00	2016-02- ABOUT SSL CER	03 TIFICATES
			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 C Mailed-in	heck only	Pay Now With Card

Check Num	ber 123456	Note to contestant: Checks must be mailed in. You cannot pay via online check.
Amount	\$2.00	
		Mail checks to:
	Save	BetteBNC
		111 Main St.
		Shelton, WA 98584

#### Enter the check number for the transaction

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

Childhit	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Statu
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		
					by	Q
			Total Entry Fee Due	\$2.00	2016-02- ABOUT SSL CER	03 TIFICATE S
			Total Entry Fee Due Base Contest Fee	\$2.00 \$0.00	2016-02- ABOUT SSL CER	03 TIFFICATES
			Total Entry Fee Due Base Contest Fee Total Entry Fee Paid	\$2.00 \$0.00 \$2.00	2016-02- ABOUT SSL CER	03 TIFICATE S
			Total Entry Fee Due Base Contest Fee Total Entry Fee Paid Total Outstanding Entry Fee	\$2.00 \$0.00 \$2.00 \$0.00	2016-02- ABOUT SSL CER	03 TIFICATES

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

Critrant	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		
			Total Entry Fee Due	\$2.00	ABOUT SSL CER	03 TIFICATES
			Total Entry Fee Due Base Contest Fee	\$2.00 \$0.00	2016-02- ABOUT SSL CER	03 ITTFICATE S
			Total Entry Fee Due Base Contest Fee Total Entry Fee Paid	\$2.00 \$0.00 \$2.00	2016-02- ABOUT SSL CER	03 HTHFICATES
			Total Entry Fee Due Base Contest Fee Total Entry Fee Paid Total Outstanding Entry Fee	\$2.00 \$0.00 \$2.00 \$0.00	ABOUT SSL CER	03 ITIFICATES

### 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 BetterBNC Tech Support Team	\$1.00		Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00		Not received
			General subtotal	\$2.00		
					Secur by Othaw 2016-02- ABOUT SSL CER	ed 03 ITHFICATE 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 C Mailed-in	heck only	Pay Now With Card
			Pay with PayPal - The faster, safer way to pay Pay now Pay now Pay now Pay later Pay later Pay later No Payments + No Interest if paid in full in 6 months on purchases of \$99+ Boyer to endit approval. See Jerms Pay with credit or debit card Card number Expiration date			

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. <u>See terms</u>
Pay with credit or d	ebit card
Card number	1234567891234567
Expiration date	DISCUTOR         VISA         Material           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).

As of 02/03/2016 7:07 pm

Disabled entries are not in fee calculation.

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. A Print

How to pay

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 sending payment by mail. " When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Statu:
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID PP		Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID PP		Confirmed
			General subtotal	\$2.00		
					2016-02- ABOUT SSL CER	03 RTIFICATES
			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

> Pay with PayPal - The	e faster, safer way to pay	
Pay now	CHECK OUT PayPal	$\geq$
Pay later	CHECK OUT BillMeLater	
	No Payments + No Interest if paid in full in 6 months on purchases of \$99+ Subject to credit approval. <u>See terms</u>	

You will then be taken to the PayPal site.

#### Log into your PayPal account

Better Newspaper Contest			
PayPal 👾 \$1.00 USD			
Pay with PayPal English ~	PayPal		
Password           Stay logged in for faster checkout ?           For your security, we'll always ask you to log in to update your PayPal personal or financial info.	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 password?			
Create an Account			
Cancel and return to Better Newspaper Contest	Policies Terms Privacy Feedback © 1999-2016 🔒		

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

Better Newspaper Contest	t	
PayPal	₩ \$1.00 USD	
Welcome back, Cody!		
Ship to	Change >	
Cody France		Day Dallia the safer easier
		way to pay
		No matter where you shop, we keep your
Pay with	Change >	financial information secure.
TM/Debit card	\$1.00 USD	
View PayPal Policies and your payment m	nethod 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.

#### **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

		Total Outstanding Entry	/ Fee	\$0.00	
	Click here to pay for your entries.				
Tran	sactions/Receipts History				
	Transactions II	)	Status	Amount	Action
	Transaction# Check 123456	/2016-02-03	Success	\$2.00	View/Print Create Invoice
	Transaction# 9KH376829N7502009(Cr	redit/Debit)2016-02-04	Success	\$2.00	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
- Reporting website errors

PHelp & Support Ester BNC®							
Home My Contest Contest Info Judges Login Find Contests							
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 3 entries.       - Submit Entry     Calculate Entry Fee							
2015 Media Awards (Demo Contest)							
Entries							
Entrant Contestant Manager	Category BBN Best Breaking News	Title Test Entry Made by BetterBNC Tech Support Team	Pages 1	Files/URLs	Created 2016-02-03 17:36:51	Actions Label Edit Disable	