



## Open Call® Contestant 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](http://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.

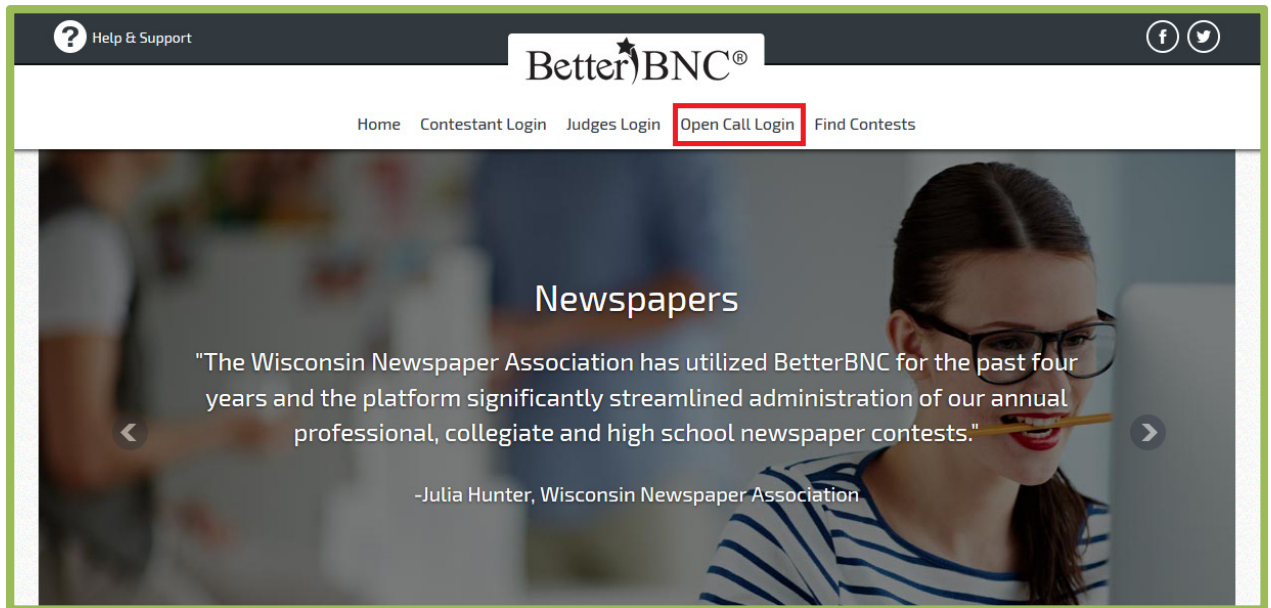
**Here is an overview of the steps you will take as an Open Call® Contestant:**

- 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”

A screenshot of the BetterBNC® 'Login' page. The page has a light gray background. At the top, the word 'Login' is centered in a bold, dark font. Below it are two input fields: 'Email' and 'Password'. Under the 'Password' field is a link that says 'Forgot Password?'. At the bottom left is an orange 'Login' button. At the bottom right is a link that says 'Create your Open Call account', which is highlighted with a red rectangular box.

Fill out the form and click “Submit”

**Step 1 ACCOUNT INFORMATION**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Contestant Email	Confirm Email
<input type="text"/>	<input type="text"/>
Contestant Website	Contestant Phone
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="text"/>	<input type="text"/>

\*Password must be a minimum of 6 characters long, have at least one capital letter, one lower case letter, and have at least one number.

Mailing Address	Shipping/Physical Address
	<input type="checkbox"/> Same as Mailing Address
Number and Street	Number and Street
<input type="text"/>	<input type="text"/>
City	City
<input type="text"/>	<input type="text"/>
State/Province	State/Province
<input type="text"/>	<input type="text"/>
Zip	Zip
<input type="text"/>	<input type="text"/>
Country	Country
<input type="text"/>	<input type="text"/>

In order to continue using your account, you must agree to the Terms of Use. Please check the box and click Submit to continue.

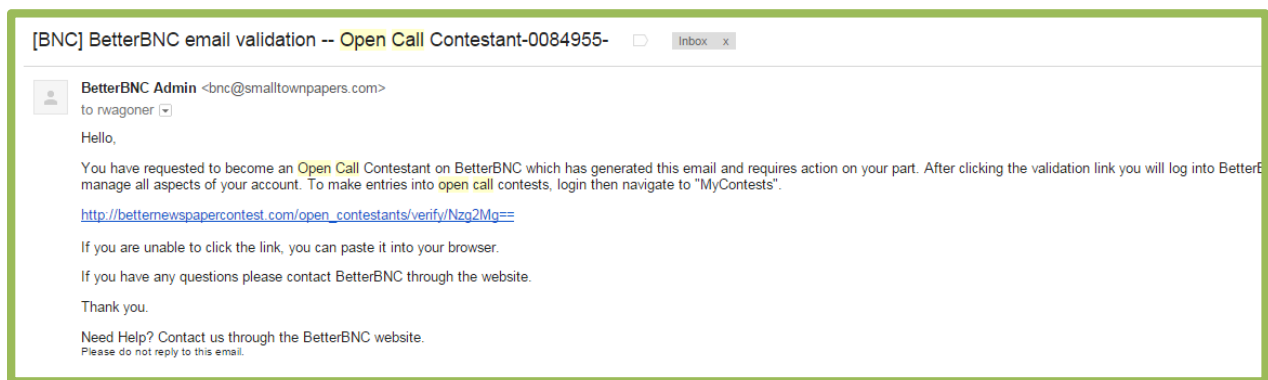
☐ I agree to the BetterBNC [Terms of Use](#)

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](mailto: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

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

- |   |   |
|---|---|
| <input type="checkbox"/> Employed as Journalist       | <input type="checkbox"/> Self-employed Journalist       |
| <input type="checkbox"/> Part-time Journalist         | <input type="checkbox"/> Journalist Between Assignments |
| <input type="checkbox"/> Attending College/University | <input type="checkbox"/> Attending High School          |
| <input type="checkbox"/> Recent Graduate              | <input type="checkbox"/> Educator                       |
| <input type="checkbox"/> Retired                      | <input type="checkbox"/> Other                          |

## Trades -- Employment Status

You can update this information at any time.

- |  |   |
|--|---|
| <input type="checkbox"/> Employed by Media Organization (newspaper, radio, television, etc.) | <input type="checkbox"/> Freelancer       |
| <input type="checkbox"/> Advertising   | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Public Information  | <input type="checkbox"/> Communications   |
| <input type="checkbox"/> Other   |   |

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

## Area of work (check all that apply)

All fields are optional. Provide as much information as you like.

- |                        |  |   |  |
|------------------------|--|---|--|
| <b>Print</b>           | <input type="checkbox"/> Reporter<br><input type="checkbox"/> Publisher  | <input type="checkbox"/> Writer<br><input checked="" type="checkbox"/> Photographer                       | <input type="checkbox"/> Editor<br><input type="checkbox"/> Other                  |
| <b>Broadcast TV</b>    | <input type="checkbox"/> Reporter<br><input type="checkbox"/> Photographer                                       | <input type="checkbox"/> Writer<br><input checked="" type="checkbox"/> News Anchor                        | <input type="checkbox"/> Editor<br><input type="checkbox"/> Other                  |
| <b>Broadcast Radio</b> | <input type="checkbox"/> Reporter<br><input type="checkbox"/> Photographer                                       | <input type="checkbox"/> Writer<br><input checked="" type="checkbox"/> News Anchor                        | <input type="checkbox"/> Editor<br><input type="checkbox"/> Other                  |
| <b>Web</b>             | <input type="checkbox"/> Reporter<br><input checked="" type="checkbox"/> Publisher                               | <input type="checkbox"/> Writer<br><input type="checkbox"/> Photographer                                  | <input type="checkbox"/> Editor<br><input type="checkbox"/> Other                  |
| <b>Production</b>      | <input type="checkbox"/> Layout<br><input type="checkbox"/> Finishing<br><input type="checkbox"/> Web Production | <input type="checkbox"/> Typography<br><input type="checkbox"/> Mailing<br><input type="checkbox"/> Other | <input type="checkbox"/> Print shop<br><input type="checkbox"/> Darkroom/Photoshop |
| <b>Creative</b>        | <input checked="" type="checkbox"/> Ad Design<br><input type="checkbox"/> Other                                  | <input checked="" type="checkbox"/> Page Design   | <input checked="" type="checkbox"/> 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

- |   |   |
|---|---|
| <input type="checkbox"/> Have made entries in contest | <input type="checkbox"/> Have won awards<br><i>If checked, and you use the MYWebPages feature, "Award Winning" will be displayed with your profession, such as "Award Winning Journalist"</i> |
| <input type="checkbox"/> Have judged competitions     | <input type="checkbox"/> Other  |

Comments ?

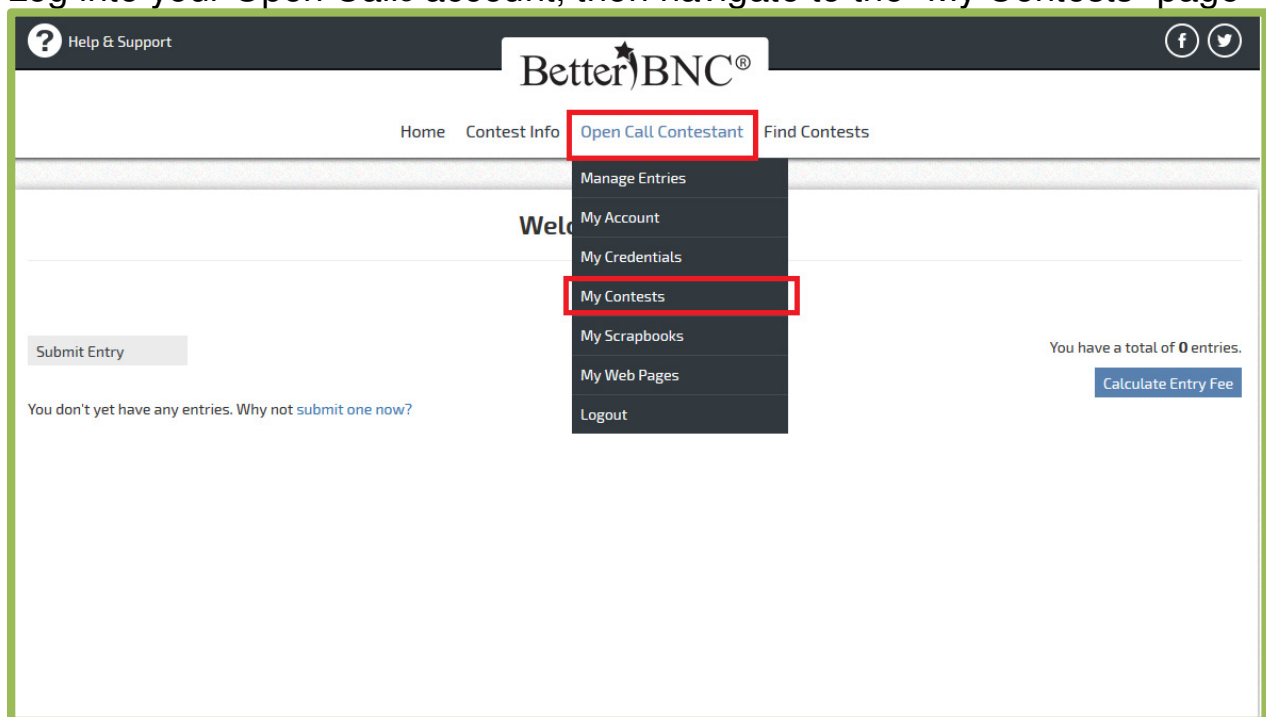
Submit

### 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

Select the contest(s) you would like to enter. The administrator of the contest will be notified that you are requesting to make entries in their contest. Upon review of the information you provided, individual contest administrators will notify you when you are approved to make entries. **Remember each contest is individualized and may have differing rules, prizes and entry fees.**

**Pending Contests**  
You currently do not have any pending contests.

**Approved Contests**  
You currently do not have any approved contests.

**Available Contests**  
Select the contest(s) you wish to enter by checking all that apply.

<input type="checkbox"/>	2011-15 BetterBNC Demo Contest	Open for entries 02/10/2011 Entry deadline 06/12/2016
<input type="checkbox"/>	2014 BetterBNC Demo Contest	Open for entries 02/10/2014 Entry deadline 07/30/2016
<input type="checkbox"/>	2015 Media Awards (Demo Contest)	Open for entries 11/28/2011 Entry deadline 03/03/2016
<input type="checkbox"/>	2016 IHSPA Spring News (Iowa)	Open for entries 02/16/2016 Entry deadline 03/07/2016
<input type="checkbox"/>	2016 Nevada Press Better Newspaper Contest	Open for entries 03/29/2015 Entry deadline 03/23/2016
<input type="checkbox"/>	2016 NJ-SPJ Journalism Awards for work done in 2015	Open for entries 12/28/2015 Entry deadline 03/08/2016

**Contest history**  
You currently do not have any contests in your contest history.

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.

<input type="checkbox"/>	2011-15 BetterBNC Demo Contest	Open for entries 02/10/2011 Entry deadline 06/12/2016
<input checked="" type="checkbox"/>	2014 BetterBNC Demo Contest	Open for entries 02/10/2014 Entry deadline 07/30/2016
<input type="checkbox"/>	2015 Media Awards (Demo Contest)	Open for entries 11/28/2011 Entry deadline 03/03/2016
<input type="checkbox"/>	2016 IHSPA Spring News (Iowa)	Open for entries 02/16/2016 Entry deadline 03/07/2016
<input type="checkbox"/>	2016 Nevada Press Better Newspaper Contest	Open for entries 03/29/2015 Entry deadline 03/23/2016
<input type="checkbox"/>	2016 NJ-SPJ Journalism Awards for work done in 2015	Open for entries 12/28/2015 Entry deadline 03/08/2016

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

Select the contest(s) you would like to enter. The administrator of the contest will be notified that you are requesting to make entries in their contest. Upon review of the information you provided, individual contest administrators will notify you when you are approved to make entries. **Remember each contest is individualized and may have differing rules, prizes and entry fees.**

### Pending Contests

Your request(s) to enter the following contests are pending approval:  
You may begin making entries now.

<input checked="" type="checkbox"/> 2014 BetterBNC Demo Contest	Pending approval
Open for entries 02/10/2014 Entry deadline 07/30/2016	

### Approved Contests

You currently do not have any approved contests.

### Available Contests

Select the contest(s) you wish to enter by checking all that apply.

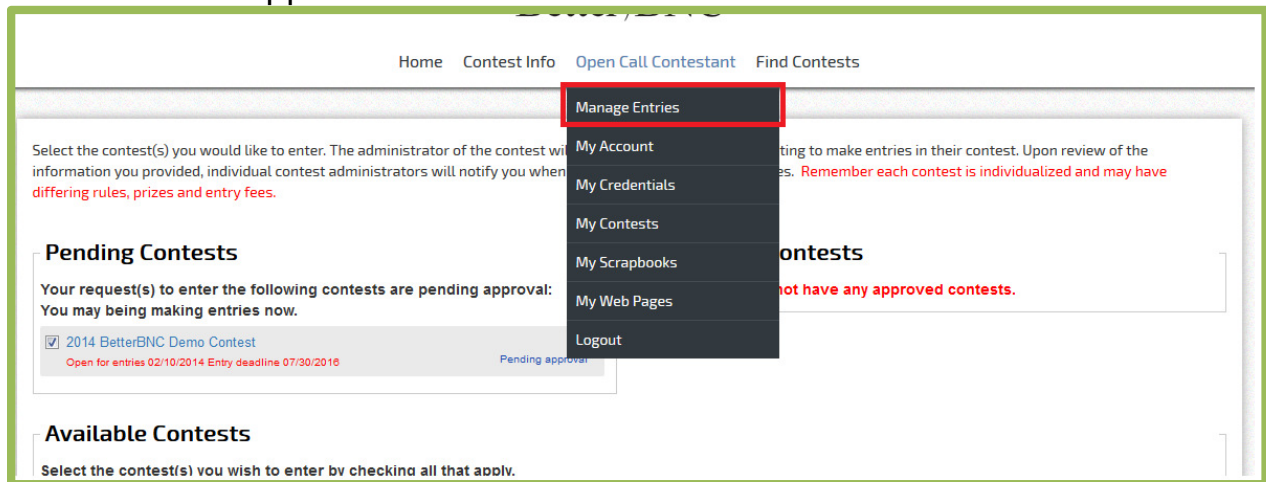
<input type="checkbox"/> 2011-15 BetterBNC Demo Contest	Open for entries 02/10/2011 Entry deadline 06/12/2016
<input type="checkbox"/> 2015 Media Awards (Demo Contest)	Open for entries 11/28/2011 Entry deadline 03/03/2016

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.

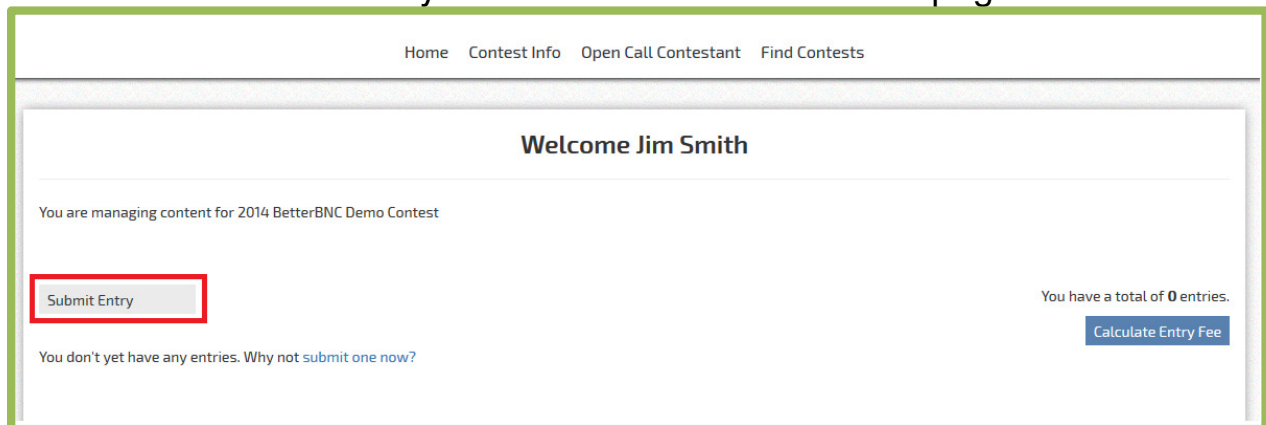
You can begin making entries in the contest immediately; however, your entries will be marked as “Disabled” entries until the contest admin approves you. Once the contest admin approves you, the system will send you an email notifying you that you have been approved and your entries will automatically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

You are managing content for 2014 BetterBNC Demo Contest

Admin notes to Open Call Contestant Admin notes to Open Call Contestant

Jim Smith is an open call contestant.

You have a total of 0 entry.

### Create New Entry

All entries subject to rules and eligibility requirements.

Division

Advertising

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

001 Best Ad Design

Best Ad Design -- Category Note

This category is for your best ad design work. Good luck! [Link](#)

Where Published or Performed (Select media organization where published or performed.)

Other...(enter manually)

If media organization is not listed, enter the name here.

Headline or Title of Entry

### 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.

Browse...

No file selected.

[Browse & Attach More Files](#)

Browse my Scrapbooks

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

Paste URL/Link here

Paste URL/Link here

Publish large PDF files.

Third party vendors -- offers vary.

RealView

Issuu

Yudu

[What's this?](#)

### Comments, Credits & Other Info

Enter the number of pages this entry was printed on.

Choose

Enter Comments here

Who should be credited for this entry? Enter the names of up to 3 people.

Note: If more than 3 people, please enter Staffs.

First Name

Last Name

First Name

Last Name

First Name

Last Name

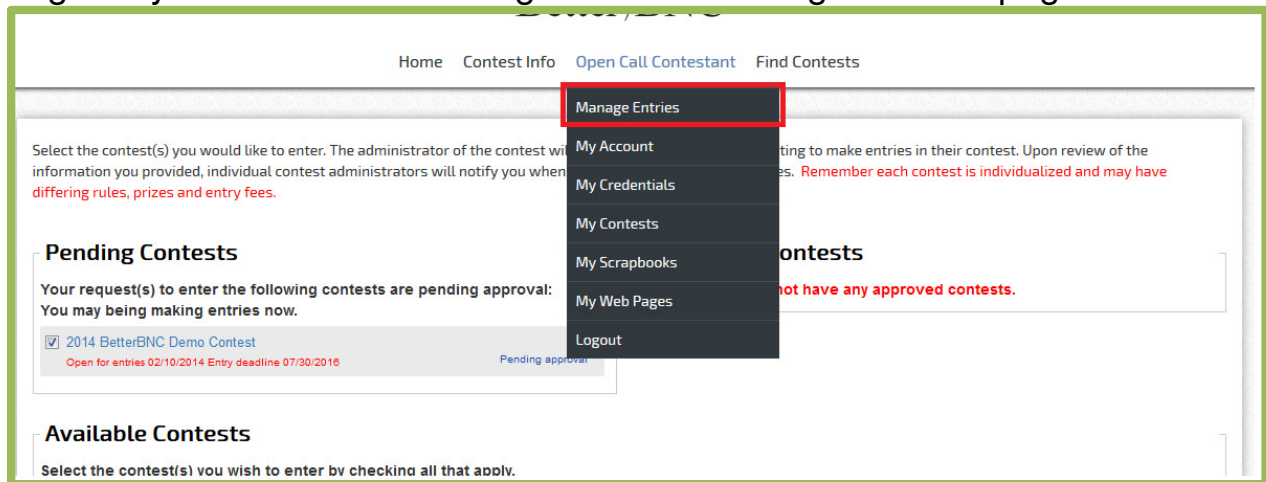
Submit Entry

Attachments 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:

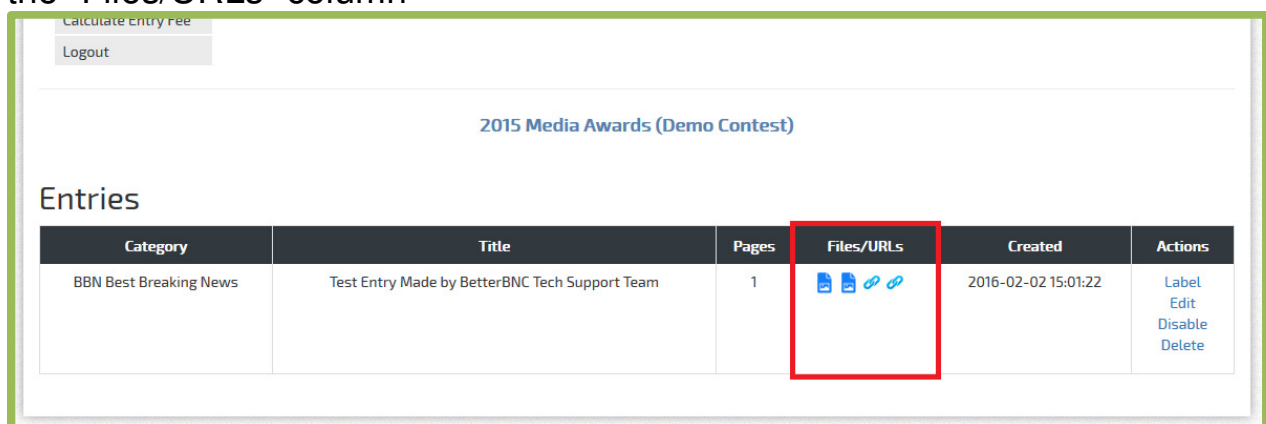
Log into your account and navigate to the “Manage Entries” page



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

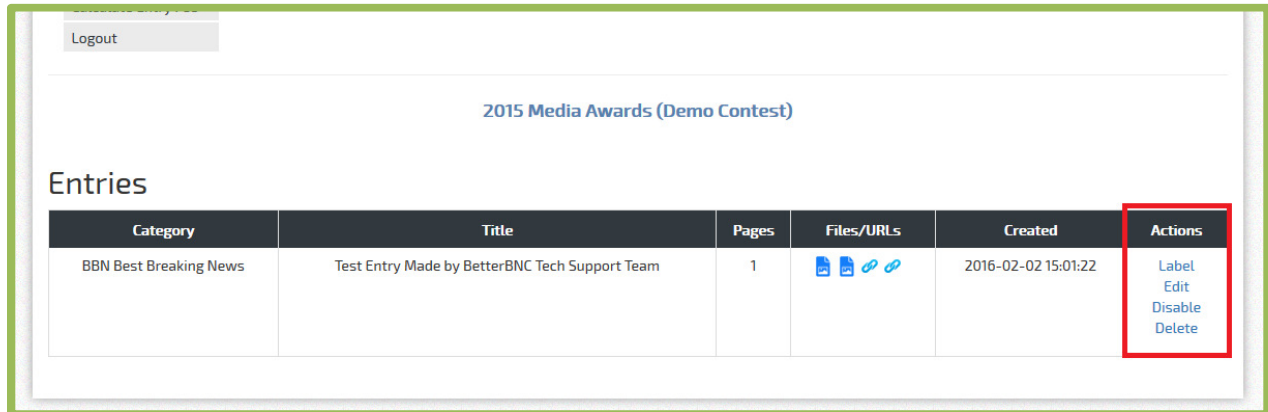
Once an entry has been accepted by the contest administrator, you can no longer edit or delete the entry, however, you can disable the entry.

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



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	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>

## 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 BNC

The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000).

- My Account

- Submit Entry






- Logout

You have a total of 2 entries.

Calculate Entry Fee

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	    	2016-02-03 17:36:51	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>

You will see a page similar to this

### 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 6:42 pm


Disabled entries are not in fee calculation.

#### 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.

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.

 Print

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	<input type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input type="checkbox"/>	Not received
			General subtotal	\$2.00		
						 2016-02-03 ABOUT SSL CERTIFICATES
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$0.00		
			Total Outstanding Entry Fee	\$2.00		
		<a href="#">Click here to pay for your entries.</a>				
Payment Amount <input type="text" value="0"/>				<input type="button" value="Pay By Check&lt;br/&gt;Mailed-in only"/>	<input type="button" value="Pay Now&lt;br/&gt;With Card"/>	

#### Transactions/Receipts History

Transactions ID	Status	Amount	Action
-----------------	--------	--------	--------


## 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	<input checked="" type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input checked="" type="checkbox"/>	Not received
			General subtotal	\$2.00		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$0.00		
			Total Outstanding Entry Fee	\$2.00		
		<a href="#">Click here to pay for your entries.</a>				
			Payment Amount	2.00	<div>Pay By Check Mailed-in only</div>	<div>Pay Now With Card</div>

Enter the check number for the transaction

Check Number	<input type="text" value="123456"/>	Note to contestant: Checks must be mailed in. You cannot pay via online check.
Amount	<input type="text" value="\$2.00"/>	
<input type="button" value="Save"/>		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

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All <input type="checkbox"/>	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		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$2.00		
			Total Outstanding Entry Fee	\$0.00		
		<a href="#">Click here to pay for your entries.</a>				








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
			<b>General subtotal</b>	<b>\$2.00</b>		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$2.00</b>		
			<b>Total Outstanding Entry Fee</b>	<b>\$0.00</b>		
		<a href="#">Click here to pay for your entries.</a>				

## 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 <input type="checkbox"/>	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00	<input checked="" type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input checked="" type="checkbox"/>	Not received
			<b>General subtotal</b>	<b>\$2.00</b>		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$0.00</b>		
			<b>Total Outstanding Entry Fee</b>	<b>\$2.00</b>		
		<a href="#">Click here to pay for your entries.</a>				
				Payment Amount <input type="text" value="2.00"/>	<a href="#">Pay By Check Mailed-in only</a>	<a href="#">Pay Now With Card</a>
<div><p>› Pay with PayPal - The faster, safer way to pay</p><div><p>Pay now </p><p>-OR-</p><p>Pay later </p><p>No Payments + No Interest if paid in full in 6 months on purchases of \$99+ <small>Subject to credit approval. See terms</small></p></div></div> <div><p>› Pay with credit or debit card</p><div><p>Card number <input type="text"/></p><p>   </p><p>Expiration date <input type="text"/> / <input type="text"/></p><p><input type="text"/> mm <input type="text"/> yy</p><p><a href="#">Pay Now</a></p></div></div>						

In the section labeled “Pay with credit or debit card”:

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

Pay later WITH **PayPal** service

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 debit card

Card number 1234567891234567

DISCOVER VISA MasterCard AMERICAN EXPRESS

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).**

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.

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.

Print

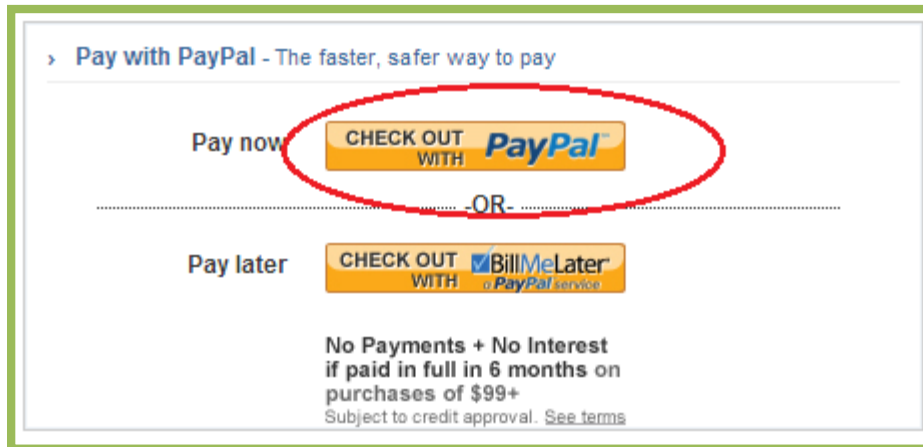
Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID PP	<input type="checkbox"/>	Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID PP	<input type="checkbox"/>	Confirmed
			<b>General subtotal</b>	<b>\$2.00</b>		
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$2.00</b>		

Secured by Thawte  
2016-02-03  
ABOUT SSL CERTIFICATES

## How to Pay with a Your Existing PayPal Account

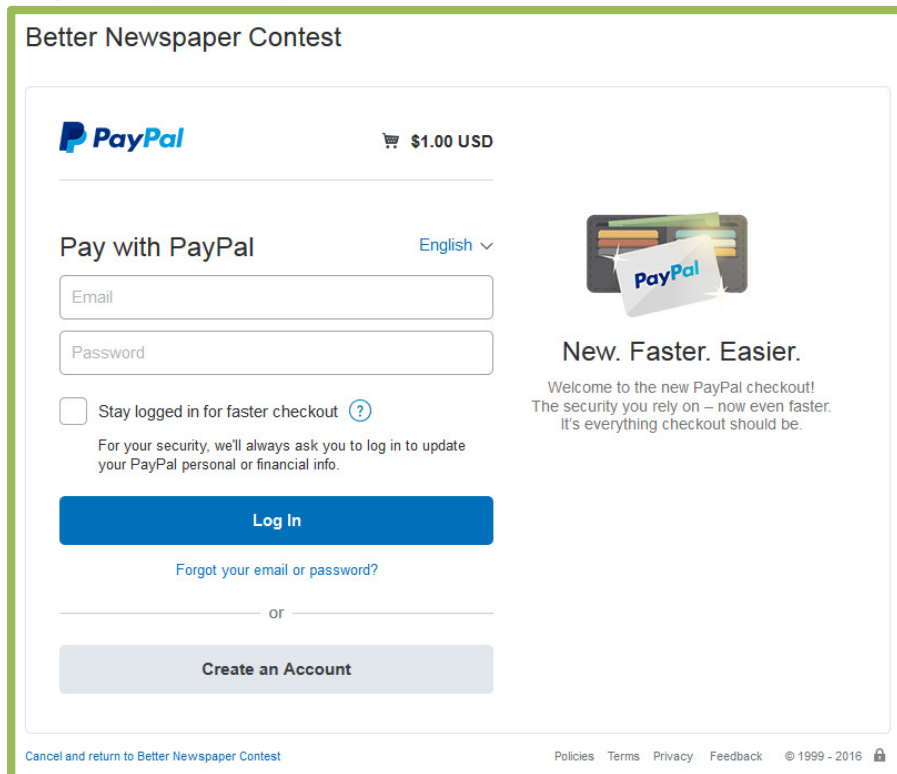
To pay with your existing PayPal account, in the section labeled “Pay with PayPal:

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”

## Better Newspaper Contest



🛒

\$1.00 USD

Welcome back, Cody!

Ship to

Cody France

Change >

Pay with

ATM/Debit card

Change >

\$1.00

USD

View [PayPal Policies](#) and your payment method rights.

Pay Now

PayPal is the safer, easier way to pay

No matter where you shop, we keep your financial information secure.

Cancel and return to Better Newspaper Contest

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

**You have successfully paid \$1.00**

**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 7:15 pm

Disabled entries are not in fee calculation.

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.

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		
		<a href="#">Click here to pay for your entries.</a>				
Transactions/Receipts History						
Transactions ID			Status	Amount	Action	
Transaction# Check 123456/2016-02-03			Success	\$2.00	<a href="#">View/Print</a> <a href="#">Create Invoice</a>	
Transaction# 9KH376829N7502009(Credit/Debit)2016-02-04			Success	\$2.00	<a href="#">View/Print</a>	
Transaction# 7RM48822R38780707(Credit/Debit)2016-02-04			Success	\$1.00	<a href="#">View/Print</a>	

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

The screenshot shows the BetterBNC website interface. At the top, there is a dark navigation bar with a "Help & Support" button (a question mark icon) highlighted with a red box. The BetterBNC logo is in the center, and social media icons for Facebook and Twitter are on the right. Below the navigation bar is a horizontal menu with links: Home, My Contest, Contest Info, Judges Login, and Find Contests. The main content area has a light gray background. On the left, there is a "Welcome to the BNC" section with links: - My Account, - Submit Entry, and - Logout. On the right, there is a message: "The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000)." and "You have a total of 3 entries." with a "Calculate Entry Fee" button. Below this, there is a section titled "2015 Media Awards (Demo Contest)". Underneath, there is a table titled "Entries".

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	<a href="#">PDF</a> <a href="#">PDF</a> <a href="#">PDF</a> <a href="#">Link</a> <a href="#">Link</a>	2016-02-03 17:36:51	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>