

# ***Better*BNC from SmallTownPapers™**



***The Standard in Today's Online Journalism Contests***



# *Better*BNC Step-by-Step for Contestants

## Step 1: Log In

*This section guides contestants through the contest login procedure.*

# Contest Home Page

home **newspaper login** judges login benefits features about us contact us testimonials

**BETTER NEWS PAPER CONTEST.COM**

A Better Way to Run Your Journalism Contest

**Welcome to the next generation of journalism contests—BetterBNC 3.0**

Streamline your journalism contest with online entries, online judging and a centralized database accessible from any Internet connection.

Based on traditional BNC contest rules, *BetterBNC 3.0* is a reliable, cost-effective solution for your online journalism and better newspaper contest experience.

**Contestants love it! Judges love it, too!**

testimonials  
"The system is fantastic."

**BetterBNC selected by**  
AP - NYSAPA New York

- > Intuitive platform designed for productive use on first visit.
- > Online contest database is built in real-time as entries are uploaded and winners selected.
- > Contestants use drop-down menus and simple forms to make entries.
- > Judges enjoy a quick and easy way to review entries and select winners.
- > **Choose standard contest or we'll create a custom contest just for you.**

**Are you a judge?**  
Login Here!

**Are you a contestant?**  
Newspapers & Journalists Login Here!

PowerPoint Slide Show

Contest Admin Login

NOTE: this website is compatible with Internet Explorer (6+) and FireFox (2+) on the PC, and FireFox (2+) on the Macintosh.

This is *BetterBNC v3.0*.

Download FireFox (Recommended)

Go to [www.betterbnc.com](http://www.betterbnc.com), and click on either of the two login buttons.

If you are not able to log in, review the materials which were provided to you by the contest administrator, which should include the necessary instructions.

# Login Page

The screenshot shows a web page titled "News Organization Login". At the top, there is a blue navigation bar with links for "home", "newspaper login", "judges login", "benefits", and "features". Below the navigation bar, the page title "News Organization Login" is displayed. The main content area contains three input fields, each with a red grid callout box containing a yellow number:

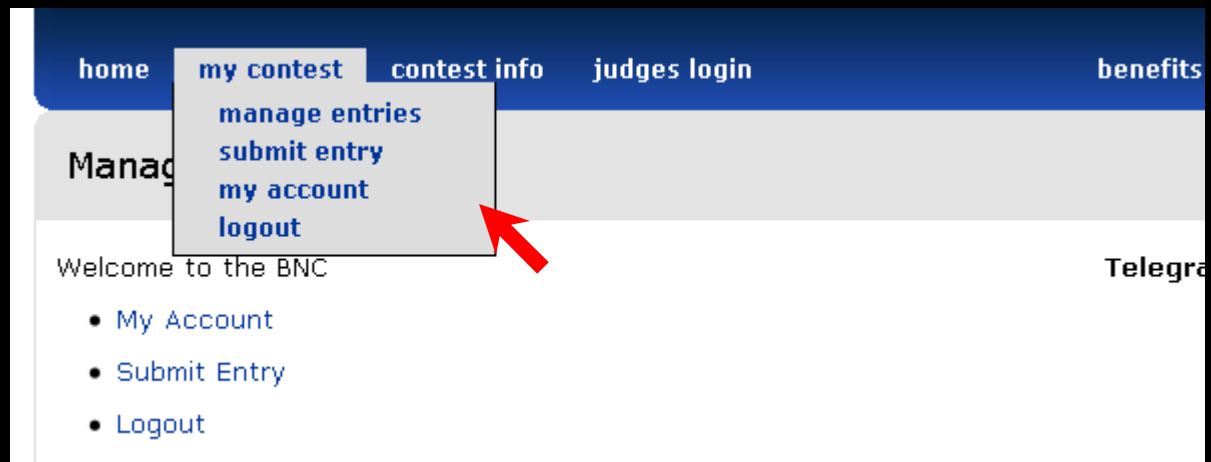
- Contest:** A dropdown menu showing "2010 Better BNC Demo Contest" with a blue arrow icon and a red grid callout box with the number "1".
- News Organization:** A dropdown menu showing "Telegraph Star" with a blue arrow icon and a red grid callout box with the number "2".
- Password:** A text input field with three black dots and a vertical cursor, with a red grid callout box containing the number "3".

Below the password field, there is a blue link labeled "Forgot Password?". At the bottom of the form, there is a "Login" button.

1. Select your contest.
2. Select your News Organization name.
3. Enter the temporary Password provided by your contest host.

*Note: At your first login, you will be prompted to create a new password.*

# Contest Navigation



After you log in to your account, mouse-over or click on [my contest](#) to navigate to your account and manage your entries.

# My Account

home my contest contest info judges login be

## My Account

### Telegraph Star (TS)

Current Password  
●●●●  
[Forgot Password?](#) | [Change Password](#)

Contact Name  
James Irving

Contact Phone  
2061536725

Contact Email  
james@telegraph.com

or [Manage Entries](#)

The my account page (mouse-over or click on my contest at the top) allows you to make changes to your password and contact information. Click Submit to save changes.

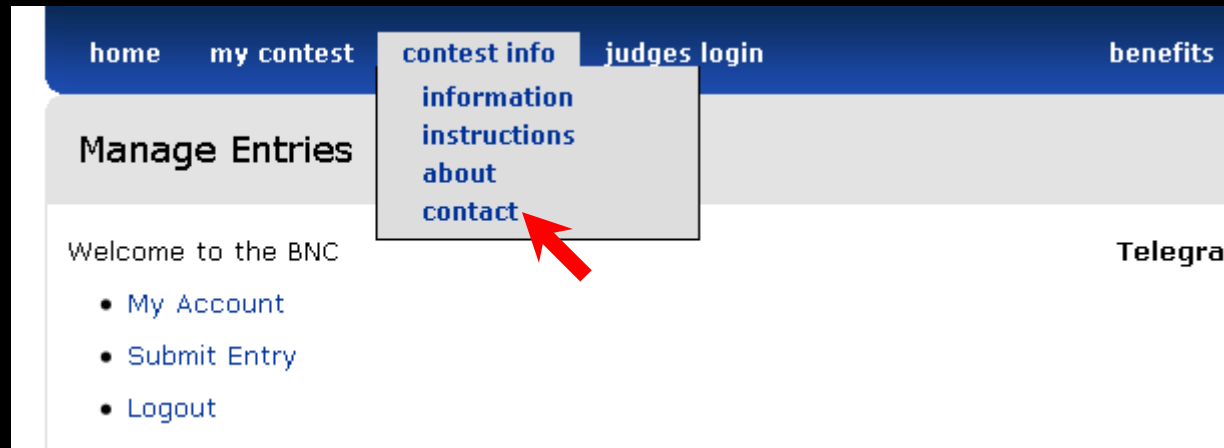
**Note:** *If multiple people are accessing your account, be sure to share any changes you make.*

# Contest Information



After you log in to your account, mouse-over or click on contest info to access information about your contest.

# Contact Your Contest Administrator



After you log in to your account, you can contact your contest administrator for assistance. Mouse-over or click on contest info, then click the contact button.

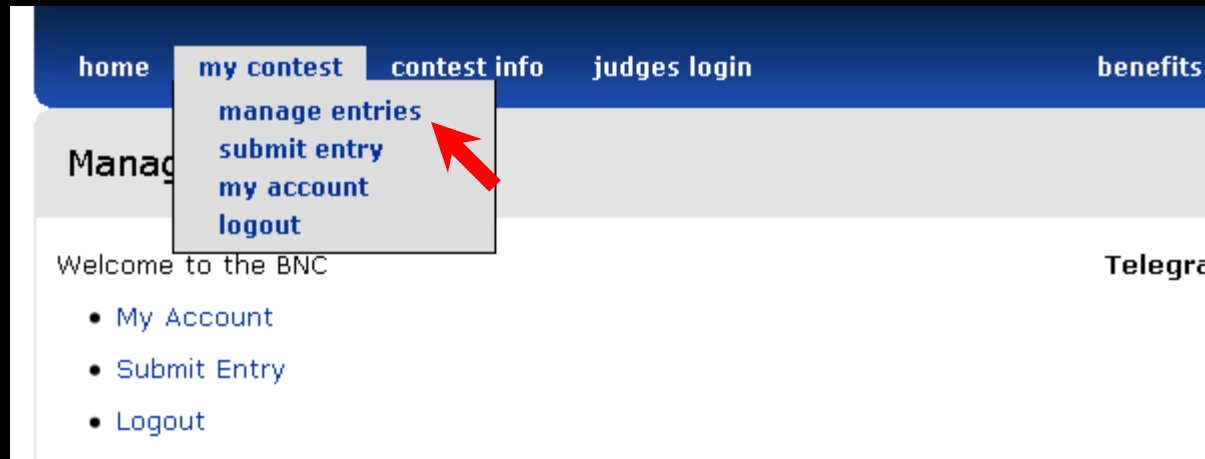
If you are not able to log in, review the materials which were provided to you by the contest administrator, which should include the necessary instructions.

# *Better*BNC Step-by-Step for Contestants

## Step 2: Submit Entry

*This section guides contestants through the contest entry procedure.*

# Making An Entry



Navigate to [manage entries](#) page.

# Manage Entries Page

home my contest contest info judges login benefits features about us contact us testimonials

## Manage Entries

Welcome to the BNC

- [My Account](#)
- [Submit Entry](#)
- [Logout](#)

**Telegraph Star** is a member of circulation **C1-Under 25,000**.  
You have a total of **33** entries.  
\* **3** are disabled.

### Entries

Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Holy smokes!			2010-05-21 20:02:55	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>
BBN Best Breaking News	Type the headline or title in this box	1	 	2010-10-15 16:28:50	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>

Click [Submit Entry](#) to start creating an entry.

# Submit Entry Page

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## Submit Entry

**Daily Sun** is a member of the **C2-25,001-65,000** circulation group.  
You have a total of **21** entries.  
\* **7** are disabled.

**Division**  
News

**Category**  
TVN Television News

**Category Note:** Television news videos via URL

**Headline or Title of Entry (exactly as it appears on the page)**  
My Entry

Upload Attachment [Need Help?](#)  
 No file chosen

Note: Upload your attachments in the order in which the entry should be read by the judges.  
--- or ---

As you make your selections from the dropdown menus, the look of this page may change based upon your contest rules.

# Submit Entry

home my contest contest info judges login benefits features about

## Submit Entry

**Telegraph Star** is a member of the **C1-Under 25,000** circulation group.  
You have a total of **32** entries.  
\* **3** are disabled.

**Division** 1 **Required Field**

**Category** 2 **Required Field**

**Headline or Title of Entry (exactly as it appears on the page)** 3 **Required Field**

Upload Attachment [Need Help?](#)

1. You must select a Division.
2. You must select a Category.
3. You must enter your entry's Headline or Title.

*More steps on next page*



# Submit Entry

## Upload a File to Your Entry

Type the headline or title in this box

Upload Attachment [Need Help?](#)

**4**

**5**

Note: Upload your attachments in the order in which the entry should be read by the judges.  
--- or ---

**6**

4. To upload a digital file, click Browse to select a file from your file menu. Allowable file types are *PDF, TXT, DOC, JPG, PNG, and GIF*.

*If you don't see the option to upload file(s), it is not allowed for this category. Please consult your contest rules for more information.*

5. Click Upload. A progress bar displays the upload progress.  
*If your contest allows multiple uploads for a single entry, you may add more files by clicking Browse (repeat steps 4-5 for each file upload).*
6. When you have finished uploading files, click Next.

**Note:** Before uploading, if the Next button is present, you may not be required to upload a digital file. Click Next to access additional entry options for web, video, and audio.

*More steps on next page*



# Submit Entry

**Headline or Title of Entry (exactly as it appears on the page)**  
Type the headline or title in this box

Upload Attachment

**Website URL(s)**  
www.mynewspaper.com/article345.htr www.youtube.com/watch?v=tCdo3Q

Comments  
Type comments about entry in this box which will be viewable by judges.

Who should be credited for this entry? Enter the names of up to 4 people.  
*Note: If more than 4 people, please enter Staff:*

Paul Jeffko Carter Cheston

Submit or [Manage Entries](#)

After you click Next, the page will expand downward with additional fields. Your view of this page may be slightly different, based on the contest rules for this particular category.

More steps on next page



# Submit Entry

## *Add Hosted Content to Your Entry* *Web • Video • Audio*

Headline or Title of Entry (exactly as it appears on the page)

  
  
**7** Website URL(s)  
   

7. If your contest allows web, video, or audio entries for a category, enter the web address(es) where the content is hosted in the Website URL(s) field(s). The maximum number of URLs is determined by your contest rules.

Content may be hosted on your website, or can be posted to a free hosting website (e.g. YouTube, Picasa, Issuu, etc.).

*Note: Some categories allow for both file uploads and/or Web URLs. Consult your contest rules for specific details.*

*More steps on next page*



# Finalize Entry

The screenshot shows a web form for finalizing an entry. At the top, there is a section for 'Website URL(s)' with two input fields containing 'www.mynewspaper.com/article345.htm' and 'www.youtube.com/watch?v=tCdo3Q'. Below this is a 'Comments' section with a text area and a red callout '8' pointing to it. The text area contains the instruction: 'Type comments about entry in this box which will be viewable by judges.' Underneath is a section for 'Who should be credited for this entry? Enter the names of up to 4 people.' with a red callout '9' pointing to the first input field. A red box labeled 'Required Field' is positioned over the first input field, which contains 'Paul Jeffko'. The second input field contains 'Carter Cheston'. Below this is a 'Submit' button and a link 'or Manage Entries' with a red callout '10' pointing to the 'Submit' button.

8. If allowed by your contest rules, you may enter comments related to your entry which can be seen by judges while reviewing your entry.
9. You must enter at least one entry credit (e.g. name of reporter, photographer, etc.)
10. To complete your entry, click Submit.

**Note:** At any time up to the entry deadline, you may edit certain fields in your entry such as *Headline, URL, Comments, and Credits*. After the entry deadline, you will no longer have access to entries. If you want to change the file uploaded to your entry, see instructions under *Additional Notes*.

# Additional Notes

- **Entries Limits** - *If the category you are entering has a limit on the number of entries allowed, that category will no longer display in the dropdown menu on the Submit Entry page once you have reached the limit.*

*If you reach the Entries Limit (see above) but want to make additional entries, you must first Disable one or more submitted entries in that category. Only enabled entries are sent to judging, and your eligible entries may not exceed that allow by your contest rules. You may enable and disable your entries until the entry deadline.*

- **Mail-Only Categories** - *Your contest may designate some categories for mailing only (e.g. General Excellence or Special Sections). When making entries into these categories, instead of uploading a digital file, simply complete the entry fields. Upon submitting your entry, the Entry Label will be displayed, which you can print and attach to your entry for mailing.*

# Additional Notes

- **File Size Limit** - *A single uploaded file can be up to 10 megabytes in size. However, it is strongly recommended that you compress files to under 3 mb in size so that judges can quickly view your entries.*
- **Sequence of Uploads is Important** – *Make your upload(s) in the sequence you want the judges to view them (page 1, page 2, page 3, etc.) Website URLs are presented in the order entered. On mixed file & website URL entries, the sequence presented to judges is files first, then website URLs.*
- **Change Uploaded File** - *If you want to change the uploaded file associated with your entry, first disable the existing entry and then create a new entry.*
- **Number of PDF Files per Entry** – *You may enter a multi-page PDF (counts as one file), or individual page PDFs for a single entry. Your contest determines the number of individual files you may upload in a single entry.*

# Additional Notes

- **Number of Files Uploaded per Entry** – *The number of files uploaded for a single entry does not affect the remaining number of allowable entries in that category. (Whether your entry includes 1,2 or 5 files, it still counts as one entry.)*
- **Mixed File Types per Entry** – *For uploaded files, you may use any combination of allowed file types in a single entry (PDF, TXT, DOC, JPG, PNG, and GIF).*
- **Mixed File & Website URLs per Entry** – *If allowed by your contest, you may enter a combination of uploaded files and website URLs. Your contest determines if mixed entry types are allowed in a given category.*
- **Comments to Judges** – *If allowed by your contest, you may enter comments about your entry which will be made available to judges alongside your uploaded file(s) and website URLs. Additionally, if allowed by your contest, you may provide brief technical information as well.*





*Please consult your contest rules  
for additional and specific entry information.*

# *Better*BNC Step-by-Step for Contestants


## **Step 3: Manage Entries**

*This section guides contestants how to edit and disable entries.*

# Manage Entries – Entry Types

1 Entries					
Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Fire station burns down	1		2010-10-15 18:52:38	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>
BBN Best Breaking News	Small-town pizza makes it big	1		2010-10-15 18:55:05	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>
BBN Best Breaking News	Flu epidemic hits local schools	1		2010-10-15 18:59:40	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>
BSP Best Sports Photo	Puppy takes a tumble	1		2010-10-15 18:57:12	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>

2 Disabled Entries					
Category	Title	Pages	Files/URLs	Created	Actions
BSP Best Sports Photo	New freeway planned for downtown corridor	3		2010-10-15 18:58:26	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Enable</a>

The Manage Entries page is divided into two tables:

1. Entries (enabled) will be judged.
2. Disabled Entries will not be judged and will not require an entry fee.
3. Use the “Action” buttons to:
  - a. View your official entry form & label
  - b. Edit an incomplete entry or make certain changes
  - c. Toggle any entry between enable/disable



# Managing Multiple Users with Enable / Disable

The Enable / Disable feature allows for the common scenario in which multiple people within an organization upload entries before their editor or manager makes the final decision on which entries will proceed through the contest to judging.

If you make a mistake or change your mind about an entry, simply click Disable (see illustration on next page). Disabled entries do not proceed through the contest to the judging competitions and are not to be counted in your entry fee calculation.

Entries




BEFORE

Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Fire station burns down	1		2010-10-15 18:52:38	Label Edit Disable
BBN Best Breaking News	Small-town pizza makes it big	1		2010-10-15 18:55:05	Label Edit Disable


At any time before the entry deadline, you may click an entry's Disable button so that it will not proceed through the contest. If you change your mind, you can click Enable and that entry will proceed through the contest.

AFTER

Entries

Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Small-town pizza makes it big	1		2010-10-15 18:55:05	Label Edit Disable
BBN Best Breaking News	Flu epidemic hits local schools	1		2010-10-15 18:59:40	Label Edit Disable
BSP Best Sports Photo	Puppy takes a tumble	1		2010-10-15 18:57:12	Label Edit Disable

Disabled Entries

Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Fire station burns down	1		2010-10-15 18:52:38	Label Edit Enable

# *Better*BNC step-by-step for Contestants

## **Step 3: Entry Form & Label**

# Entry Form & Label

The Entry has been saved.

**This Page is Your Official Entry Form.**

**Custom Label Instructions**


**Instructions to newspapers as to how to handle their entry forms. DO**

*Entry Details:*  
Newspaper: **Daily Sun (DS)**  
Title or Headline: **My Entry**  
Division: **Advertising**  
Category: **BCA Best Color Ad**  
Entry Code: **DS09**  
Pages: **1**  
Credits: **Will Williams, John Johnson, Ted Tedson, Fred Fredson**  
Entry made by **Sidney Mitchel** on **2010-10-11 16:14:24**  
Comment: **Comments go here**

★ ★ ★ ★ ★ ★ ★ ★			
<b>Advertising</b>	CIRC2	CATBCA	DS09
Daily Sun			
Best Color Ad			

DO NOT HIT YOUR BACK BUTTON

[Submit Another Entry](#) or [Manage Entries](#) | [Logout](#)



After each successful entry, the official entry form & label will be presented. This is your confirmation of entry. You can print to attach to a hardcopy entry, place in your records, or submit with entry payment. To edit information on an entry form or label, click Manage Entries. Your contest may require that you submit printed entry forms. Please consult your contest rules for more information.

# You're Done!

For detailed information on rules and deadlines of your contest, contact your contest administrator. If you encounter any technical difficulties while making entries, use the [contact us](#) link on the site and we will respond.

