

# BetterBNC<sup>SM</sup>



## Authorized Entrant

### Contestant Guide

BetterBNC version 4.3



# *Welcome!*

BetterBNC 4.3 was designed to be simple, quick, and easy to use on your very first visit.

**If you prefer detailed, step-by-step instructions, this document is for you!**



# Authorized Entrant Contestant Guide

This document will guide you through the steps to:

- Access your account
- Make entries in a contest



Here is an overview of the steps you will take:

- Receive invitation email which contains a validation link
- Click validation link in the email
- Log in
- Make entries



# Different types of Contestants

In BetterBNC version 4.3, 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 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.



# Authorized Entrant Step-by-step

## Step 1

### Receive invitation email & validate your account

As an Authorized Entrant, you will receive an email from BetterBNC that will notify you that a media organization has created an Authorized Entrant account for you. This email contains a validation link as well as information you need to log in to your account.

Before you can log in to your account the first time, you must first click on the validation link contained in the email.

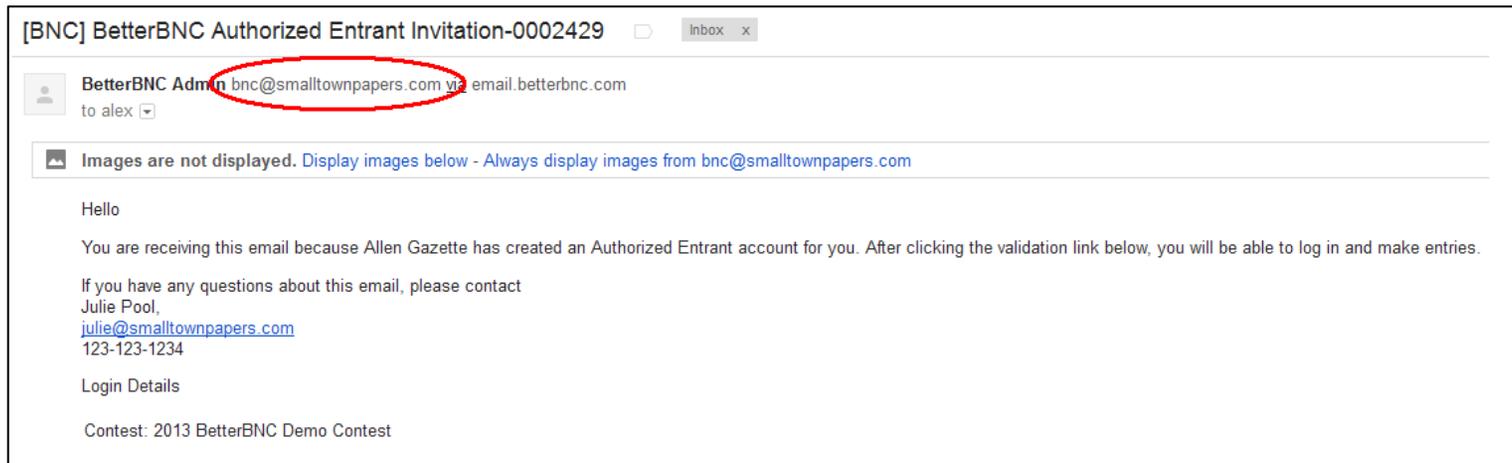


After being set up by your Contestant Manager, you will receive an email similar to this:



## What to do if you don't receive the validation email

Most email servers deliver this email validation, but occasionally the email will be blocked by your firewall or spam filter. If you think you should have received a validation but did not, check your spam folder, add the address [bnc@smalltownpapers.com](mailto:bnc@smalltownpapers.com) to your safe sender list, or contact your IT department. You may also contact your Contestant Manager who can resend the validation email.



# Authorized Entrant Log in

## Step 2

### Log in to your account

- From the BetterBNC home page (1) click on the “Contestant Login” button at the top of the page (2)
- Choose “Authorized Entrant” (3)
- Select your Contest from the list (4)
- Select your Media Organization (5)
- Enter your email address (6) and password (7)
- Click “Login”

The first time you log in to your account, you will be asked to agree to the Terms of Use.



1 www.betterbnc.com

2  
contestant login

### Contestant Login

#### Login As

Contestant Manager

3  
 Authorized Entrant

Open call login

[Help -- What type of Contestant am I ?](#)

4  
Contest  
Choose  
FSPA Fall 2012 Contests  
2013 Utah Idaho Spokane Associated Press A  
2013 Tennessee Associated Press Managing  
2013 Tennessee Associated Press Broadcast



## Contestant Login

### Login As

Contestant Manager

Authorized Entrant

Open call login

[Help -- What type of Contestant am I ?](#)

### Contest

2013 Iowa Better Newspaper Contests  
2013 FSNE Journalism Contest  
2013 CNBAM Advertising Contest  
2013 BetterBNC Demo Contest  
2013 Best of the West

5 News Organization  
Allen Gazette

6 Email  
test@smalltownpaper

7 Password  
●●●●●●●●

[Forgot Password?](#)

Login



# Authorized Entrant Make Entries

## Step 3 Begin Making Entries

To make an Entry, follow these steps:

- Log in to your account
- Navigate to the “My Contest” button at the top of the page
- Click on “Submit Entry”
- Fill out the entry form and click “Submit”

To access certain features, such as Scrapbooks, you need to establish your own Open Call Contestant account in addition to any predetermined accounts which have been set up for you. With Scrapbooks, you can save copies of your best work throughout the year, then easily make entries into any contest. **As an Authorized Entrant, you can make entries from your Scrapbooks.**



### Submit Entry

Allen Gazette is a member of the Circ 2 (Weekly over 5,000) circulation group.  
You have a total of 5 entries.

**Division**

**Category**

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

**Category Note:** Enter your best breaking news story in this category for a chance to win a million dollars!

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

Optionally, if the entry contains a photo, you may enter the caption text here.

Upload Attachment [Need Help?](#)

[Attach More](#)

[What's this?](#)

Comments

Who should be credited for this entry? Enter the names of up to 3 people.  
*Note: If more than 3 people, please enter Staff:*

**First Name**  **Last Name**

**First Name**  **Last Name**

**First Name**  **Last Name**

or [Manage Entries](#)

Any attachments included in your entries will automatically upload when you click "Submit". To make changes to your entry, including changing the sequence of your attachments, you can edit your entries from the "Manage Entries" page.



# Authorized Entrant

## Step 4 Manage Entries

To manage your entries, follow these steps:

- Log in to your account.
- Navigate to the “My Contest” button at the top of the page.
- Click on “Manage Entries”.
- Click on an entry to make any changes, including changing the sequence of the entry attachments.
- If you don’t want an entry to be entered, click “Disable”. Click “Delete” to permanently remove the entry.
- Once an entry is created, you cannot change the division or category. If you need to do that, disable or delete, then start over with that entry.
- Once an entry has been accepted by the contest administrator, you can no longer edit or delete an entry, however you can disable it (your Contestant Manager may override).



## Manage Entries

Welcome Alex Smtih

**Allen Gazette Circ 2 (Weekly over 5,000)** .

You are authorized to make entries for Allen Gazette

Your contestant manager is Julie Pool, 123-123-1234, [julie@smalltownpapers.com](mailto:julie@smalltownpapers.com)

You have a total of 2 entries.

[Submit Entry](#) [Calculate Entry Fee](#) [Logout](#)

### Entries

Category	Title	Pages	Files/URLs	Created	Actions
BOW Best Overall Weekly	From the Civil Way to Hurricane Katrina	1	 	2012-09-17 11:04:02	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>
BWO Best Weekly Over 5,000	Thunderstorms Ignite Fires	1	 	2012-09-17 10:17:06	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>



# If you need help

## **Contact your Contestant Manager for help with:**

- Resending validation email
- User Name
- Password
- Contest Rules
- What you should enter

Your Contestant Manager is listed on your Manage Entries page and in your validation email.

## **Contact BetterBNC through the website for help with:**

- Technical assistance
- Locating your Contestant Manager
- Reporting website errors

