How to Enter the 2019-2020 MNA College Better Newspaper Contest

Step-by-step instructions

MINNESOTA NEWSPAPER ASSOCIATION

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Important Contest Requirements and Dates

- **Rules & Eligibility**
  - Any college publication in Minnesota is eligible to enter the MNA Better Newspaper Contest.
- **Entry Deadline: May 31, 2020**
  - Contest deadline: Sunday, May 31, 2020. All entries must be uploaded to the online system by 11:00 p.m. May 31. Categories that require mail-in materials must be postmarked on or before Friday, May 29. Entries postmarked later than May 29 will not be accepted. Hand deliveries must in at the MNA office by 5:00 p.m. on May 29. The online system will stay open until May 31 – 11:00 p.m.

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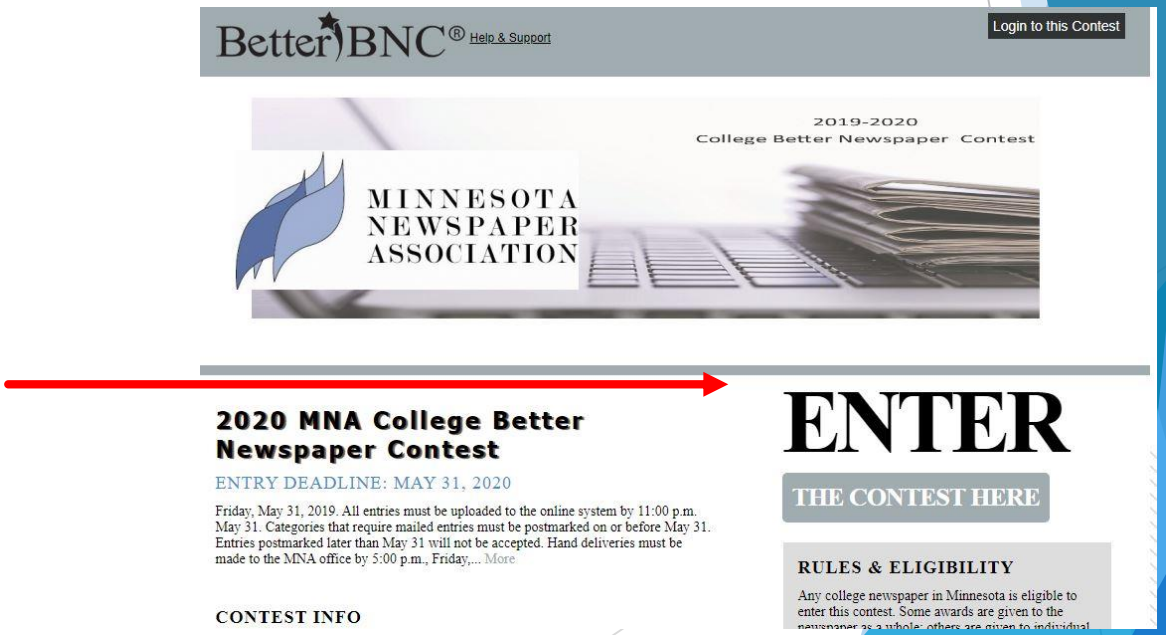
Step 1: Go to the entry site

- The contest site is: https://betternewspapercontest.com/MNACollege2020
- **Please note:** For best contest experience, use the Google Chrome browser.
  - More browser info
  - Download Chrome



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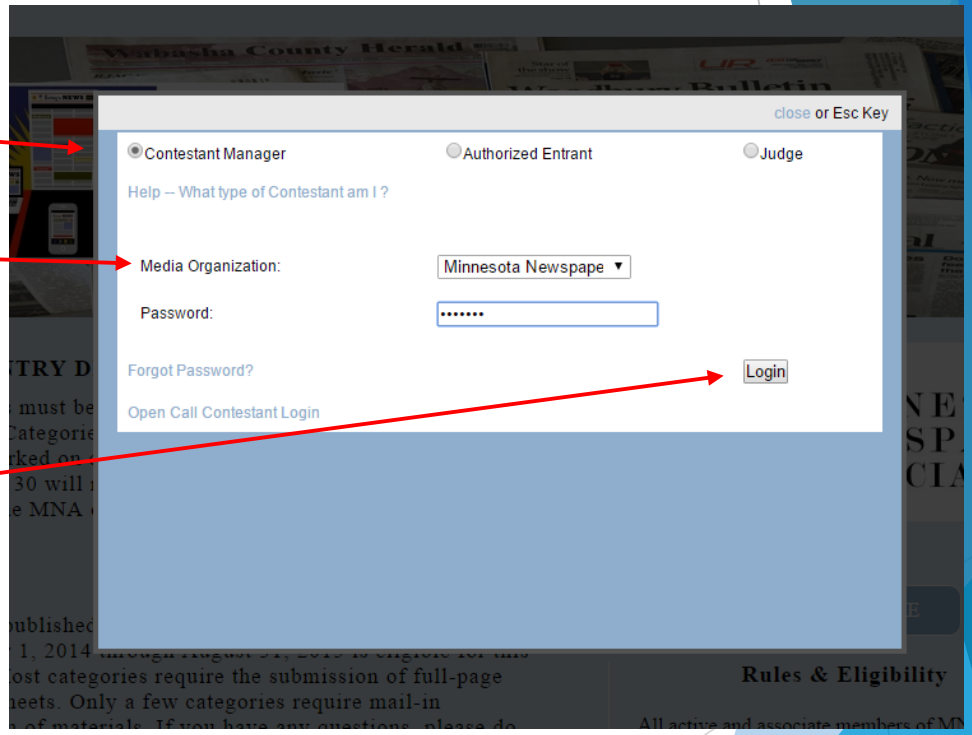
2. Log in – returning users

- 1. Log in as “Contestant Manager”
- 2. Select Media Organization:
  - From the drop-down menu select your newspaper, enter your password and click “Login”
  - If your newspaper is not on the list, or you need a new password, contact LuAnn Yattaw by email (luann@mna.org) or phone (612-278-0235).



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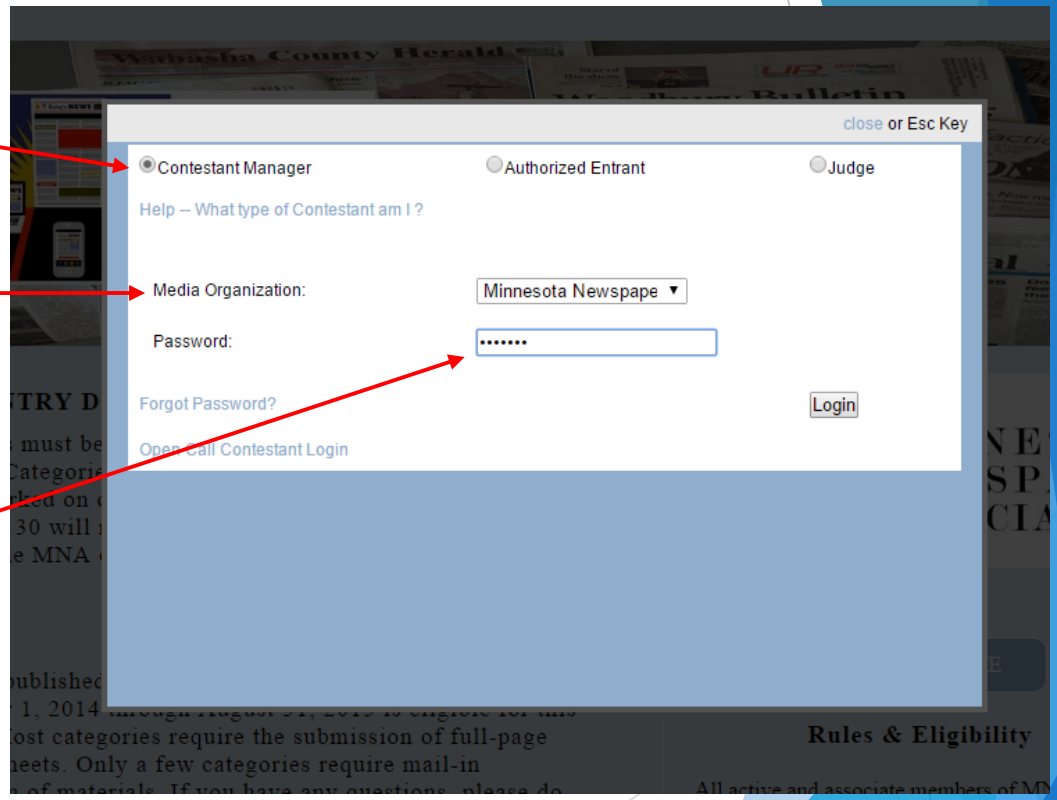
2. Log in – first time users

- 1. Log in as: “Contestant Manager”
- 2. Select Media Organization:
  - From the drop-down menu select your newspaper and enter the default password “**bnc**” and click “Login”
  - If your newspaper is not on the list, contact LuAnn Yattaw by email (luann@mna.org) or phone (612-278-0235).



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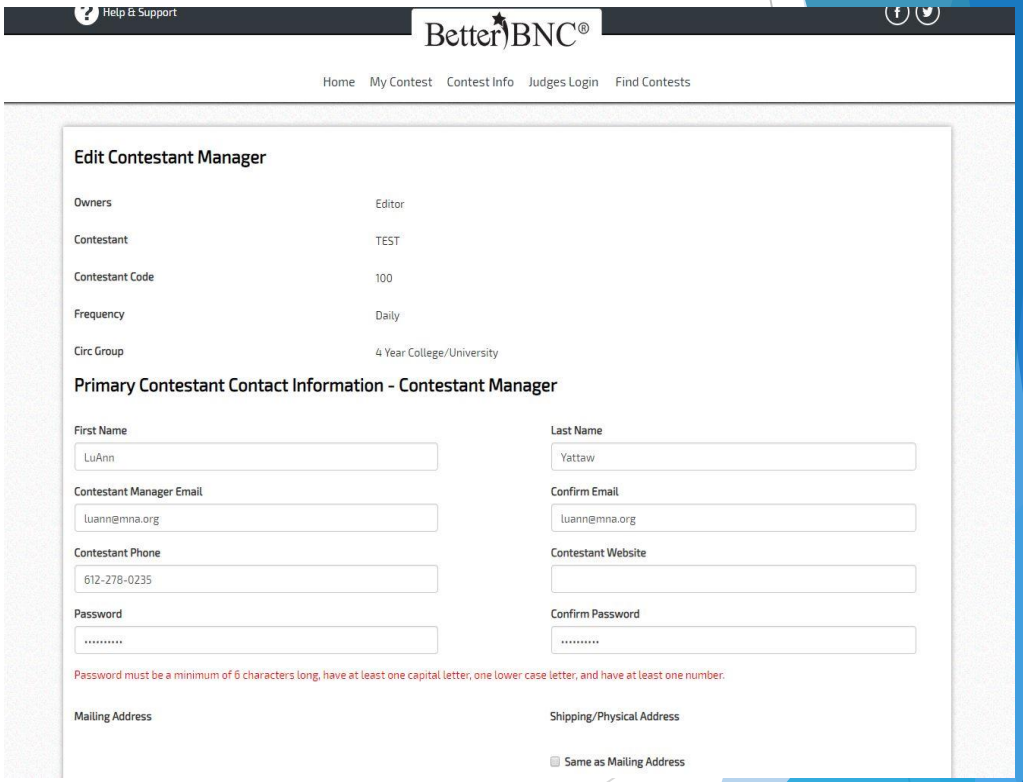
3. Update information

- Your first successful login prompt you to change your password and update contact information.
- Fill in the requested information. Remember to record your password. Be sure to use a valid email address. *Later, an important confirmation email will sent to this address.*
- To save changes, click “Submit.”



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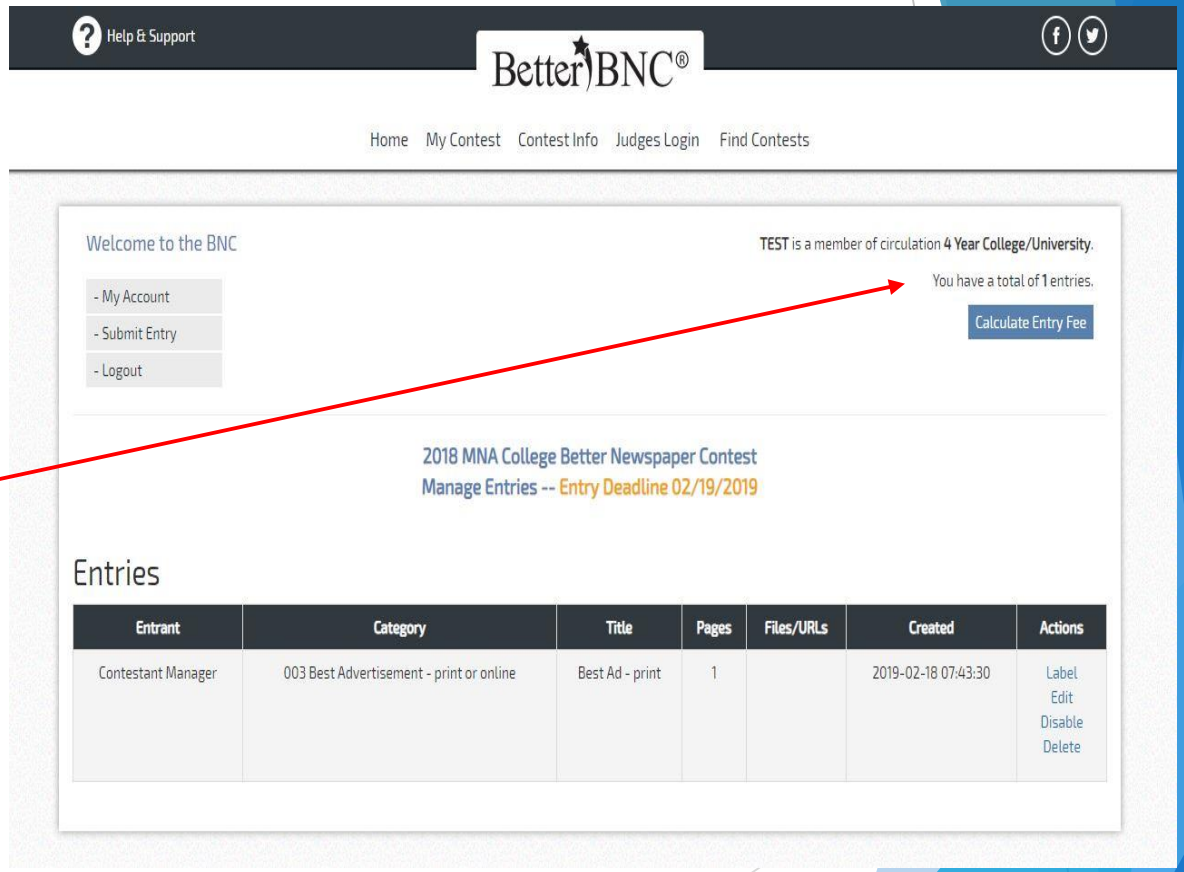
4. Manage your entries

- You will see the "Manage Entries" page each time you log in. It is home base. From here you'll submit, edit and manage your contest entries.

- At the upper-right hand of this page, you'll see your circulation group designation and your total number of entries.
  - If you think the circulation information is incorrect, contact LuAnn Yattaw by email (luann@mna.org) or phone (612-278-0235).



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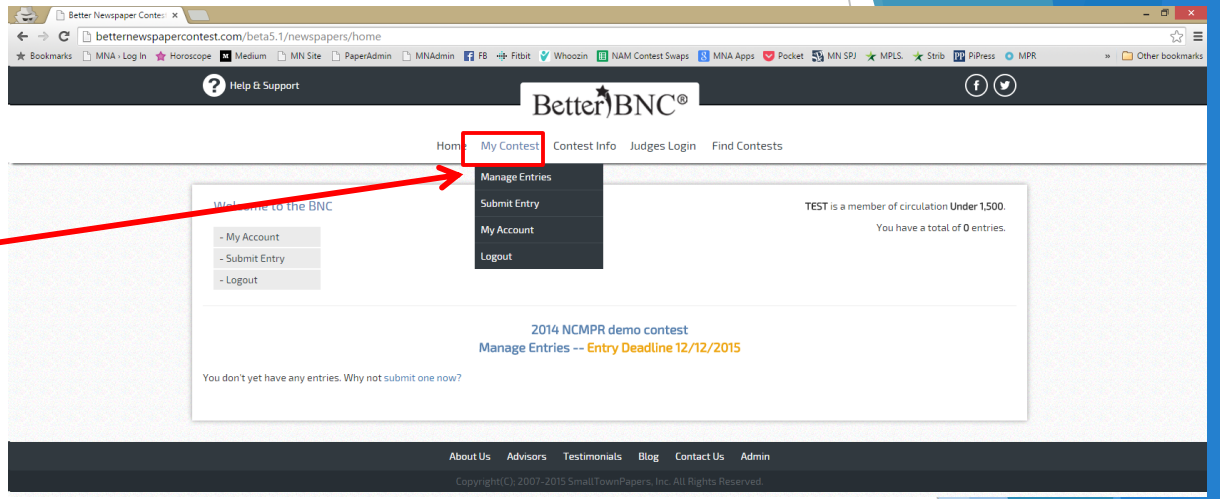
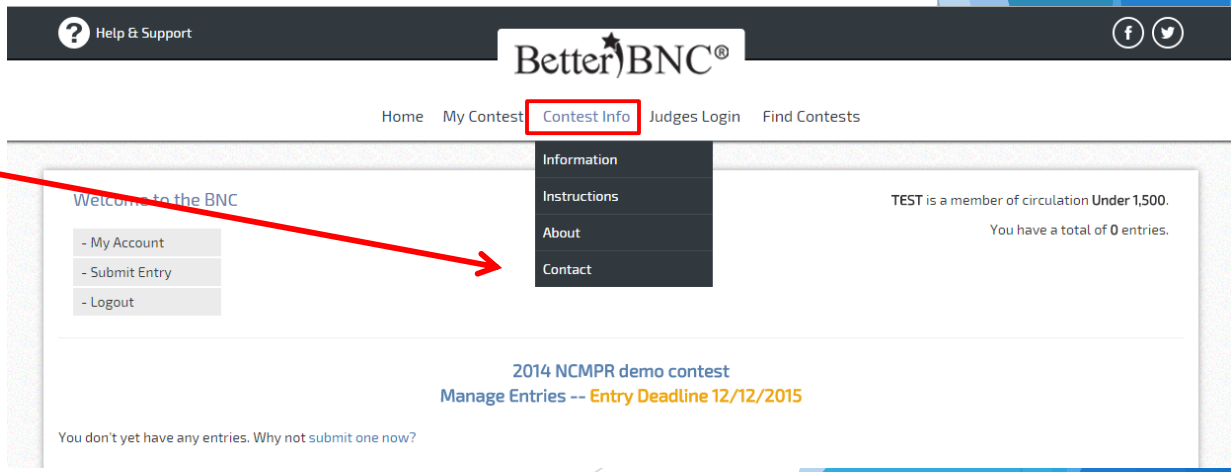
- When you're logged in, go to the "My Contest" drop down to go back to the "Manage Entries" page, submit an entry, choose "My Account" to update your information or "Logout" when you're finished.

- If you have any questions you can go to the "Contest Info" drop down to find contest information, instructions and contact information for MNA contest administrators.





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5. Submit an entry-Overview

- Open the contest entry form by clicking the “Submit Entry” link on the “Manage Entries” page or from the “My Contest” menu.

- Fill in the information requested, working from top to bottom. *See following pages for more details.*
  - The division you choose will determine the list of categories available for selection, and the category you choose will reveal other form fields.

- You must fill out one form for each entry.
  - If you wish to submit two entries in the same category, each entry must have its own form.

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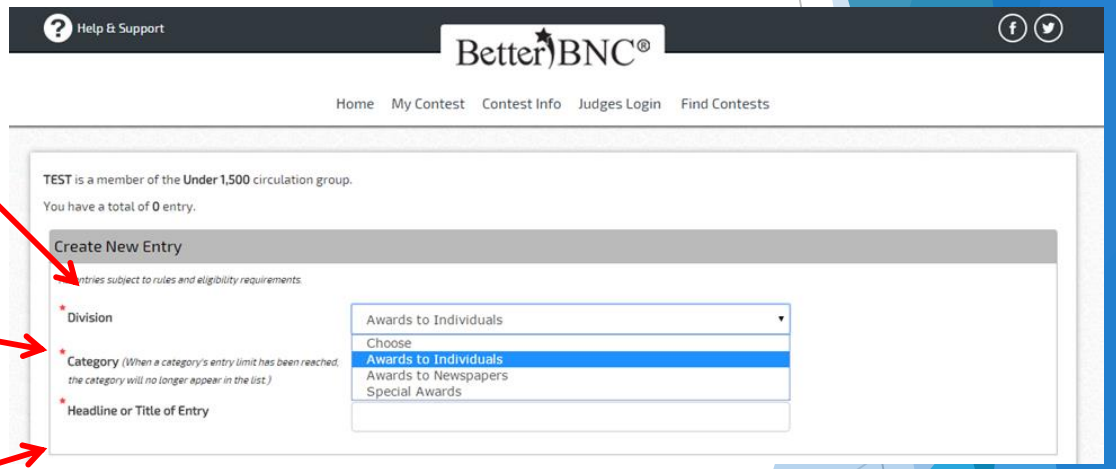
5. Submit an entry

1. Select the award division:
   - Categories are listed by division in the BNC Rules packet.
2. Select the category from the drop-down menu.
3. Enter the headline or title of the entry.



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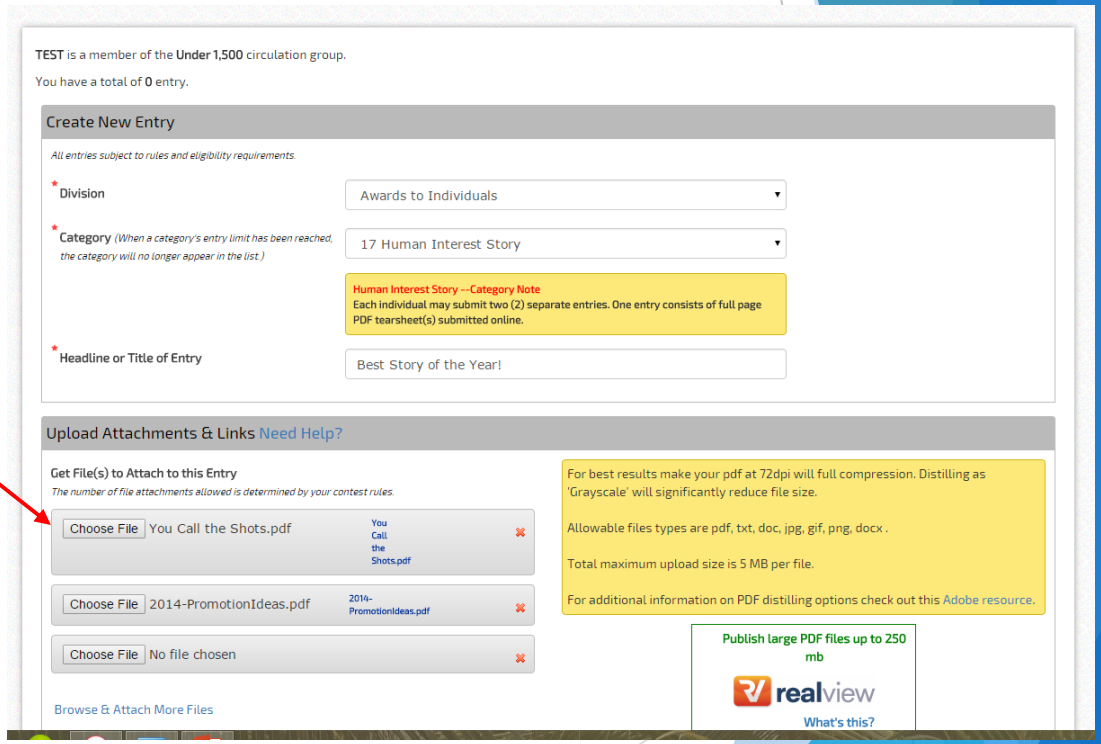
4. For categories that require online submission click,
“Browse” under “Upload Attachment & Links” and select the PDF file you wish to upload.

   - Click “Browse & Attach More Files” if you wish to add additional PDFs.
   - Attachments are uploaded when you submit your entry.
   - **<u>The maximum file size allowed is 5MB.</u>**



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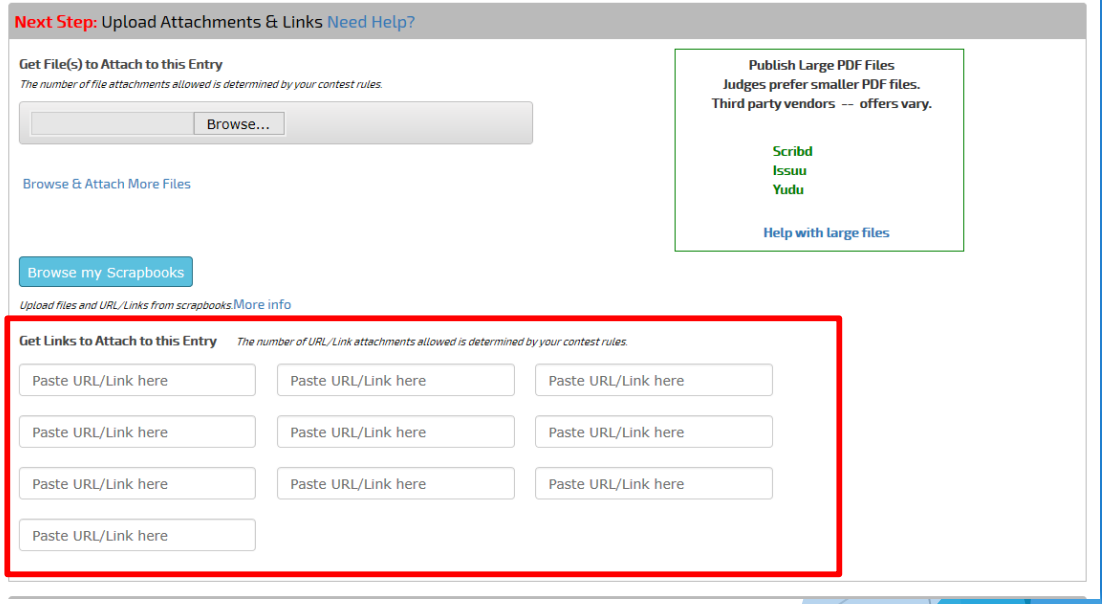
5. For categories that allow submission of URLs, enter those under “Get Links to Attach to this Entry”
   - *Please verify URLs are not broken (current) or that access is allowed in the case of paywalls.*



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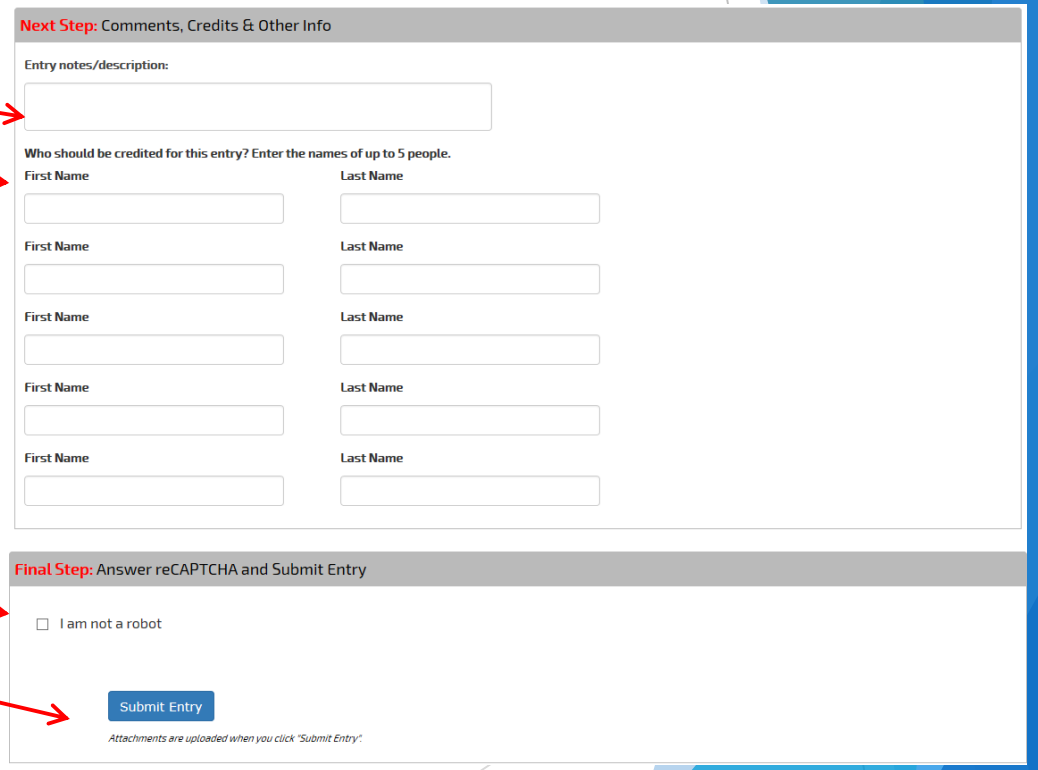
6. Enter
   - any entry notes
   - the name of the entrant(s)
     - *For awards that go to more than five people, feel free to enter "staff" for the entry credit.*
7. Check "I am not a robot" box
8. Click "Submit Entry."



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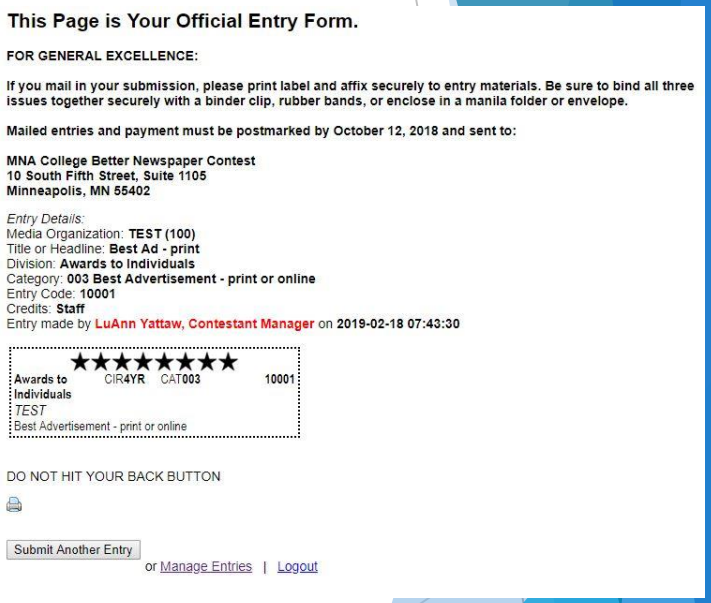
- After you click submit, you will be taken to the “Official Entry Form.”
- For categories that require mail-in submission, please print this page and affix it to the entry.
- If you do not need to print the entry form, click “Submit Another Entry,” “Manage Entries” or “Logout,” if you’re finished.



This Page is Your Official Entry Form.

FOR GENERAL EXCELLENCE:

If you mail in your submission, please print label and affix securely to entry materials. Be sure to bind all three issues together securely with a binder clip, rubber bands, or enclose in a manila folder or envelope.

Mailed entries and payment must be postmarked by October 12, 2018 and sent to:

MNA College Better Newspaper Contest
10 South Fifth Street, Suite 1105
Minneapolis, MN 55402

Entry Details:
Media Organization: **TEST (100)**
Title or Headline: **Best Ad - print**
Division: **Awards to Individuals**
Category: **003 Best Advertisement - print or online**
Entry Code: **10001**
Credits: **Staff**
Entry made by **LuAnn Yattaw, Contestant Manager** on **2019-02-18 07:43:30**

★★★★★★★★
Awards to Individuals CIR4YR CAT003 10001
TEST
Best Advertisement - print or online

DO NOT HIT YOUR BACK BUTTON

Submit Another Entry
or Manage Entries | Logout

IMPORTANT NOTE:
You must complete an entry form online for ALL ENTRIES, even those that are mailed to MNA. Labeling of hard-copy entries must be done correctly in order for your entry to be properly judged. Judges read the hard-copy entries and enter results online. Your label corresponds directly with the contest website.

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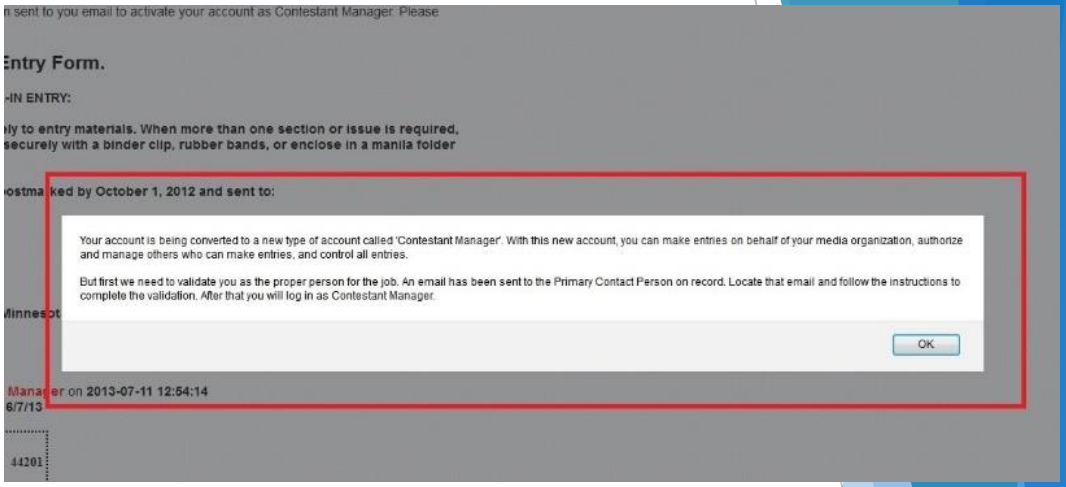
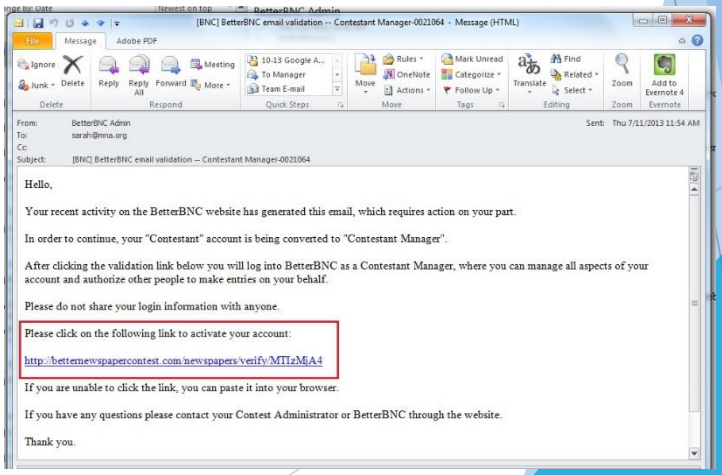
6. New users: Validate your account

- **New Users ONLY**: After you've successfully added two (2) entries to your new BetterBNC account, you will receive the following pop-up message and a confirmation email will automatically be sent to the email address you provided the first time you signed in.



- When you receive the email, click on the link provided to activate your account.



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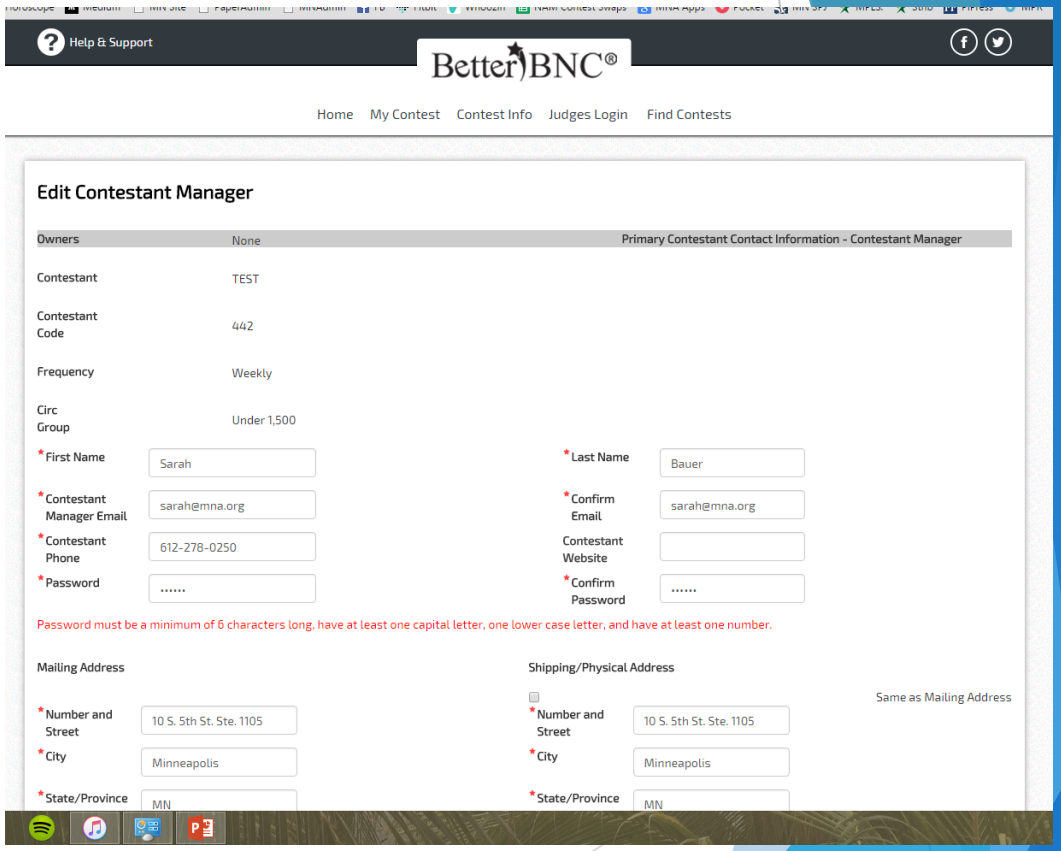
- After validating your account, you will be asked to update your account information one last time.
- All fields marked with an asterisk are required.
- After you update your account, you can continue adding entries.



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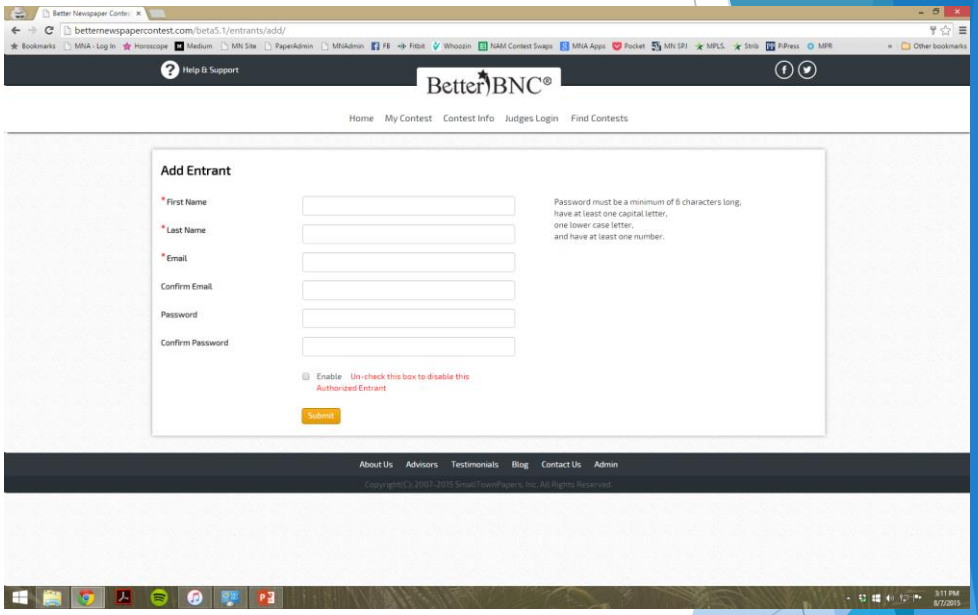
7. Add authorized entrants

- OPTIONAL: You can also create additional “Authorized Entrants.”
  - An Authorized Entrant is someone that you authorize to make entries on behalf of your media organization.
  - Authorized Entrants can make and manage only their own entries.
- As Contestant Manager, you can access and manage all the entries made by you, and all of your Authorized Entrants.
- To create an Authorized Entrant account, click on the “Add More” link at the bottom of the “My Account” page
- Enter the Authorized Entrants account information.



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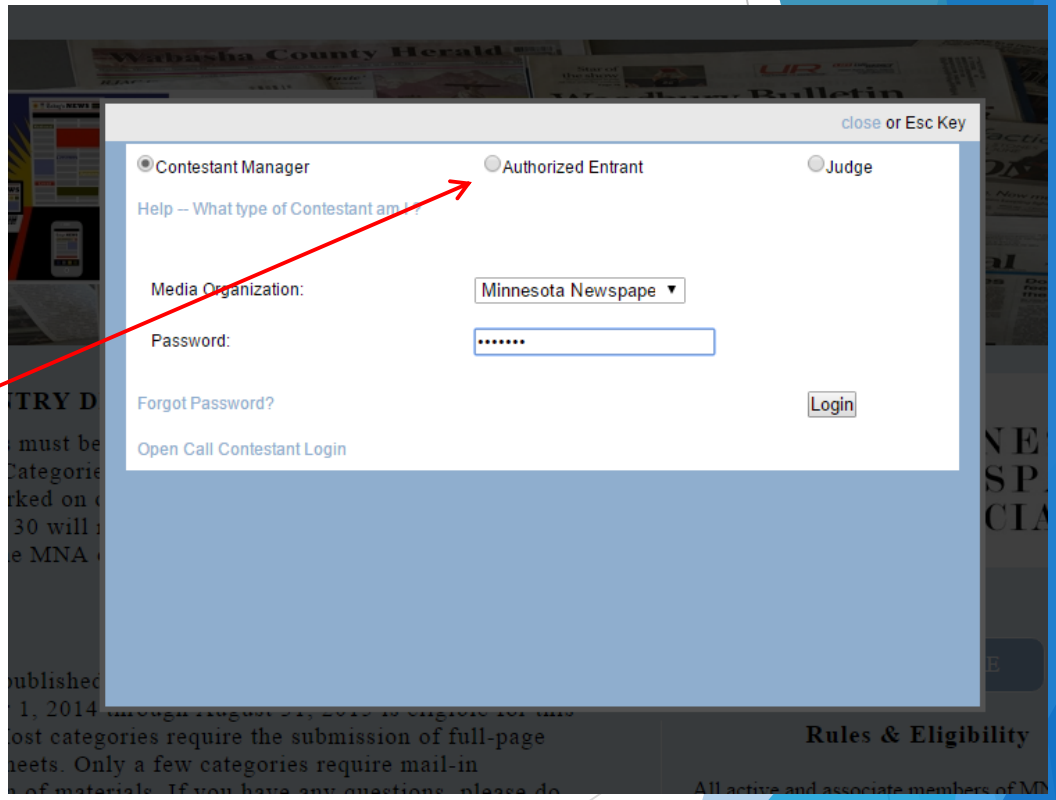
- Authorized Entrants will receive a confirmation email after the registration is submitted by the Contestant Manager.
- Authorized Entrants follow the same steps to log in, but choose “Authorized Entrant” from the “Login As” menu.
- Authorized Entrants will also follow the same process for submitting and managing entries.



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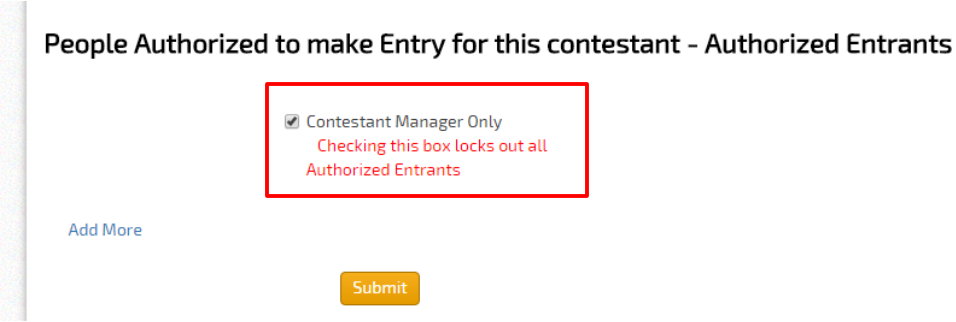
- If you do not want to create any Authorized Entrants, and just use the Contestant Manager account for all entries, click the “Contestant Manager Only” box at the bottom of your “My Account” page.



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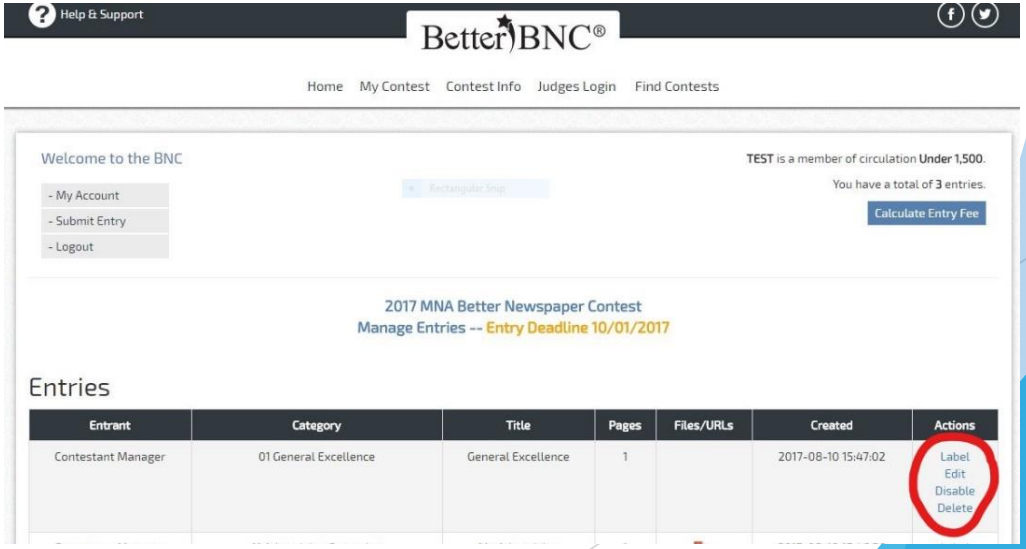
8. Review your entry list

- In the list of entries on the “Manage Entries” page, the Actions column at the far right contains four links: “Label,” “Edit,” “Disable,” and “Delete.”
- **“Label”** displays the entry label associated with that entry. You only need labels for mail-in entries. You can use this link to print new or additional labels, if needed.
- **“Edit”** lets you view and change information in the entry form. If you change an entry in mail-in category, you’ll need to display and reprint the label for that entry.
- **“Disable”** removes that entry from the contest (you will not be charged for disabled entries), although you’ll still see it in a separate Disabled Entries list. If you disable an entry, you can reinstate it again by clicking “Enable.” This action is reversible.
- **“Delete”** allows you to permanently delete an entry. This action cannot be reversed.



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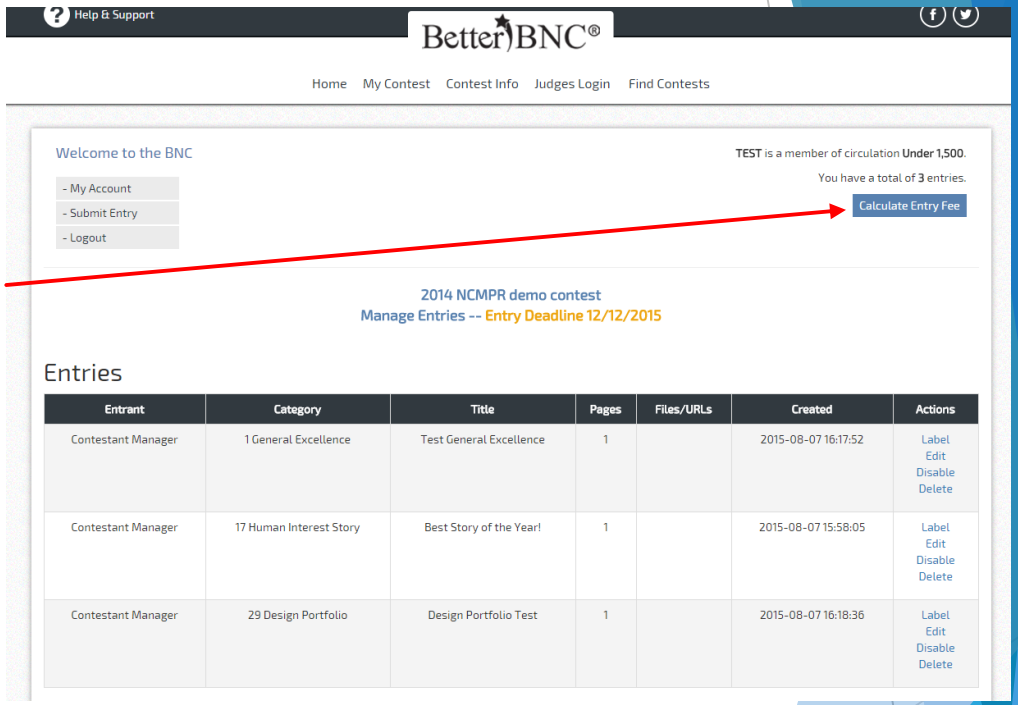
9. Calculate your entry fee

- Once you've submitted all your entries, you'll need to print out a complete list of entries to submit with payment.
- Click the "Calculate Entry Fee" link to pull up a full list of all entries, along with amount due ($9 per entry).
- **PRINT TWO COPIES OF THE COMPLETED LIST.**
- Keep one copy for your records. **Mail one copy with your check** (made out to "Minnesota Newspaper Association") and any non-PDF entries to the MNA office.



Important note: *Please plan to send your entry fee check with any mail-in entries to MNA, or complete credit card payment on or before the deadline.*

Payment is due the same day entries are due.

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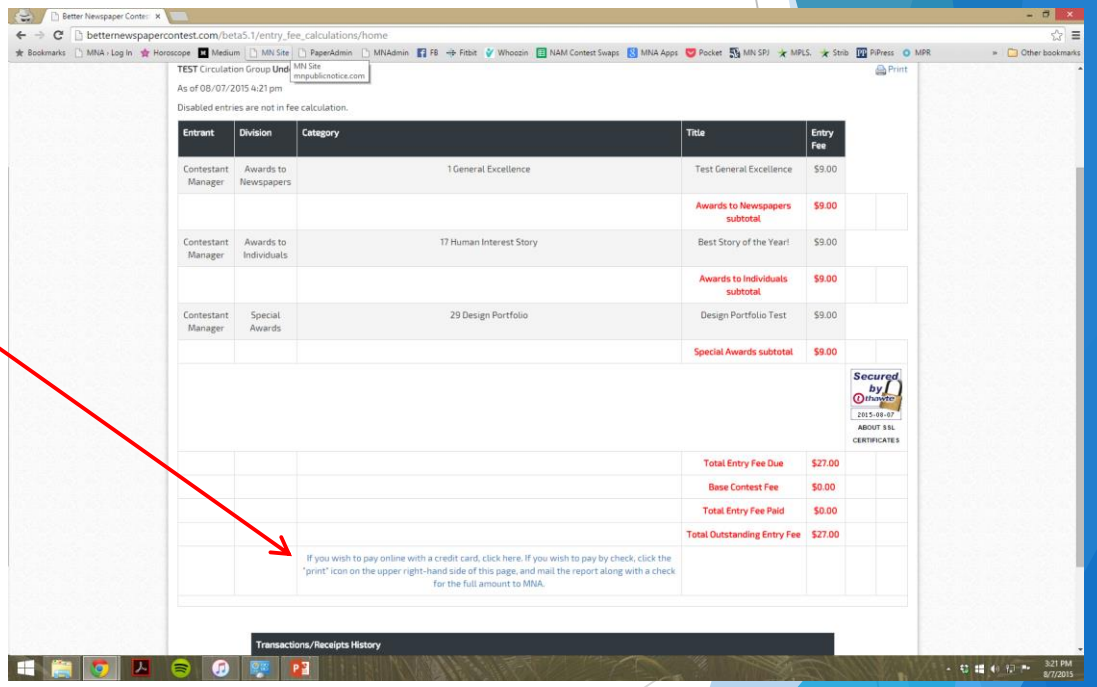
- In lieu of a check, complete the credit card information form and send the payment confirmation along with your complete list, and any hard-copy entries to MNA.

- *If you have a contest fee question, contact MNA Accounting Manager Debbie Evans (Debbie@mna.org) or 612-278-0231.*



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You’re done!

Congratulations! You’re done! Log out. There’s nothing else to complete. After the contest deadline you’ll lose access to the contest site, so save any entry files or entry lists for your records in advance of the contest deadline.

Contact MNA with any questions:

E: member@mna.org
P: 612-332-8844

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