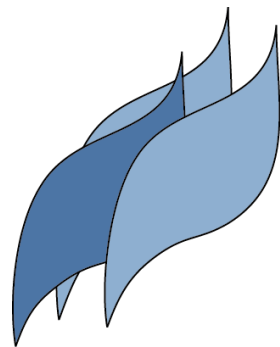


How to Enter the 2019-2020 MNA College Better Newspaper Contest

Step-by-step instructions



**MINNESOTA
NEWSPAPER
ASSOCIATION**

Overview of Steps

<u>Topic</u>	<u>Page #</u>
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▶ Validate your account (new users only)	16
▶ Add authorized entrants	18
▶ Review your entry list	21
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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.

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](#)



Better BNC® [Help & Support](#) [Login to this Contest](#)

2019-2020
College Better Newspaper Contest

 MINNESOTA
NEWSPAPER
ASSOCIATION

2020 MNA College Better Newspaper Contest

ENTRY DEADLINE: MAY 31, 2020

Friday, May 31, 2019. All entries must be uploaded to the online system by 11:00 p.m. May 31. Categories that require mailed entries must be postmarked on or before May 31. Entries postmarked later than May 31 will not be accepted. Hand deliveries must be made to the MNA office by 3:00 p.m., Friday, ... [More](#)

ENTER

THE CONTEST HERE

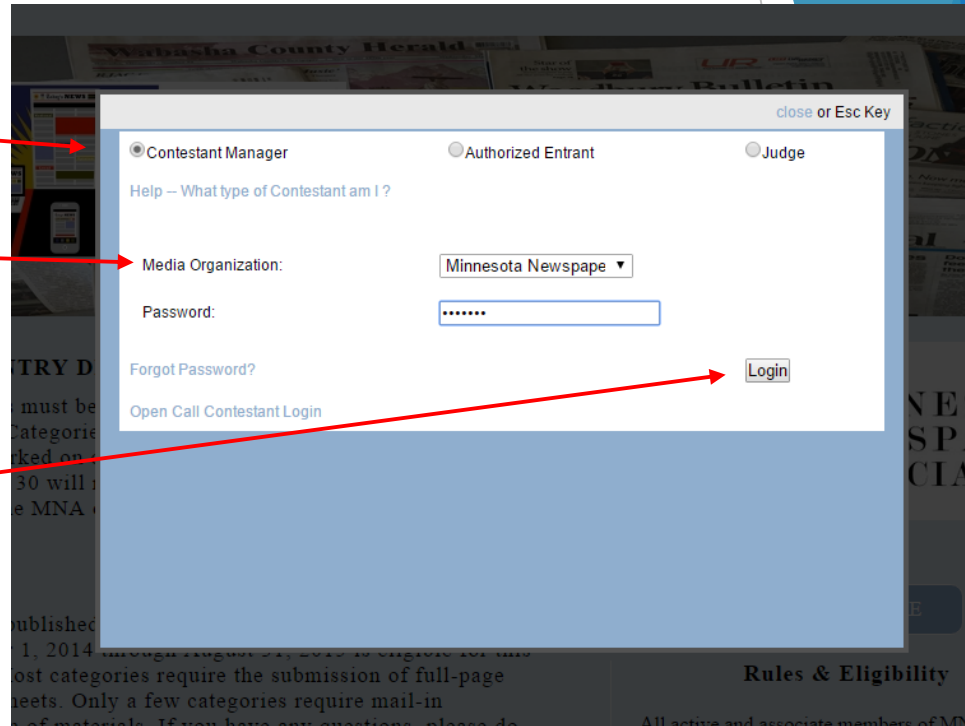
RULES & ELIGIBILITY

Any college newspaper in Minnesota is eligible to enter this contest. Some awards are given to the newspaper as a whole; others are given to individual...

CONTEST INFO

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).



The screenshot shows a login window titled "close or Esc Key". It has three radio buttons at the top: "Contestant Manager" (selected), "Authorized Entrant", and "Judge". Below them is the text "Help -- What type of Contestant am I?". The "Media Organization:" field is a dropdown menu showing "Minnesota Newspaper". The "Password:" field is a text box with masked characters "*****". There are two links: "Forgot Password?" and "Open Call Contestant Login". A "Login" button is on the right. Red arrows from the text on the left point to the "Contestant Manager" radio button, the "Media Organization:" dropdown, the password field, and the "Login" button.

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).

close or Esc Key

☒ Contestant Manager ☐ Authorized Entrant ☐ Judge

Help -- What type of Contestant am I ?

Media Organization: Minnesota Newspaper ▼

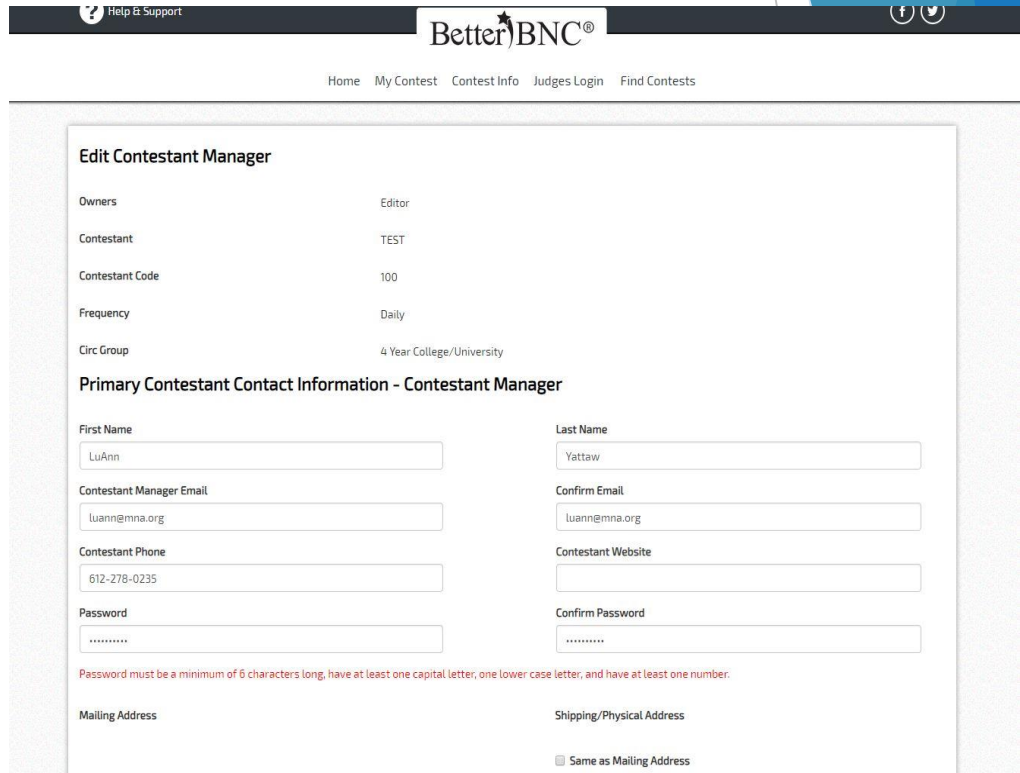
Password:

[Forgot Password?](#) [Login](#)

[Open Call Contestant Login](#)

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.”



The screenshot shows the 'BetterBNC' website interface. At the top, there is a navigation bar with links: Home, My Contest, Contest Info, Judges Login, and Find Contests. The main content area is titled 'Edit Contestant Manager'. It contains a form with the following fields:

Owners	Editor
Contestant	TEST
Contestant Code	100
Frequency	Daily
Circ Group	4 Year College/University

Below this table is the section 'Primary Contestant Contact Information - Contestant Manager'. It contains the following fields:

First Name	Last Name
LuAnn	Yattaw
Contestant Manager Email	Confirm Email
luann@mna.org	luann@mna.org
Contestant Phone	Contestant Website
612-278-0235	
Password	Confirm Password
*****	*****

Below the password fields, there is a red text warning: "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."

At the bottom, there are two sections: 'Mailing Address' and 'Shipping/Physical Address'. The 'Shipping/Physical Address' section has a checkbox labeled 'Same as Mailing Address' which is currently unchecked.

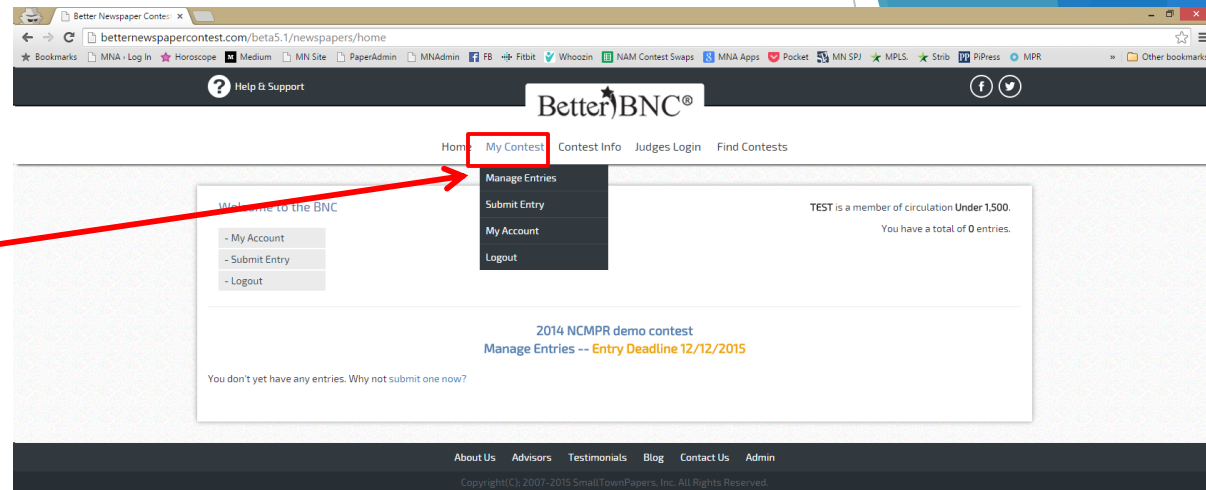
4. Manage your entries

- ▶ 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).

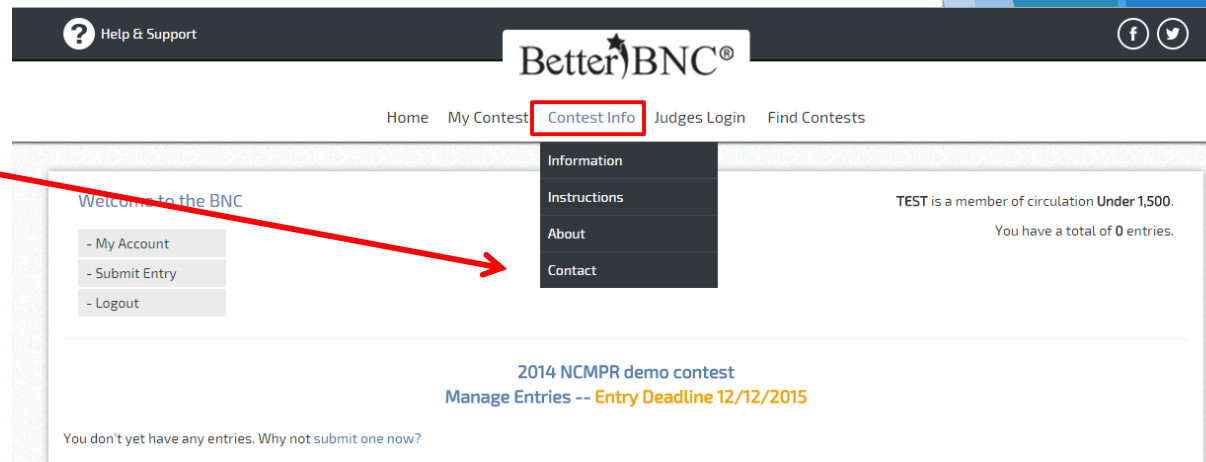
The screenshot shows the BetterBNC website interface. At the top, there is a dark navigation bar with a 'Help & Support' link, the 'BetterBNC' logo, and social media icons for Facebook and Twitter. Below this is a white navigation bar with links for 'Home', 'My Contest', 'Contest Info', 'Judges Login', and 'Find Contests'. The main content area has a light gray background. On the left, there is a 'Welcome to the BNC' message and a sidebar with links: '- My Account', '- Submit Entry', and '- Logout'. On the right, it says 'TEST is a member of circulation 4 Year College/University.' and 'You have a total of 1 entries.' with a 'Calculate Entry Fee' button. The central part of the page displays '2018 MNA College Better Newspaper Contest' and 'Manage Entries -- Entry Deadline 02/19/2019'. Below this is an 'Entries' section with a table.

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	003 Best Advertisement - print or online	Best Ad - print	1		2019-02-18 07:43:30	Label Edit Disable Delete

- ▶ 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.



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.

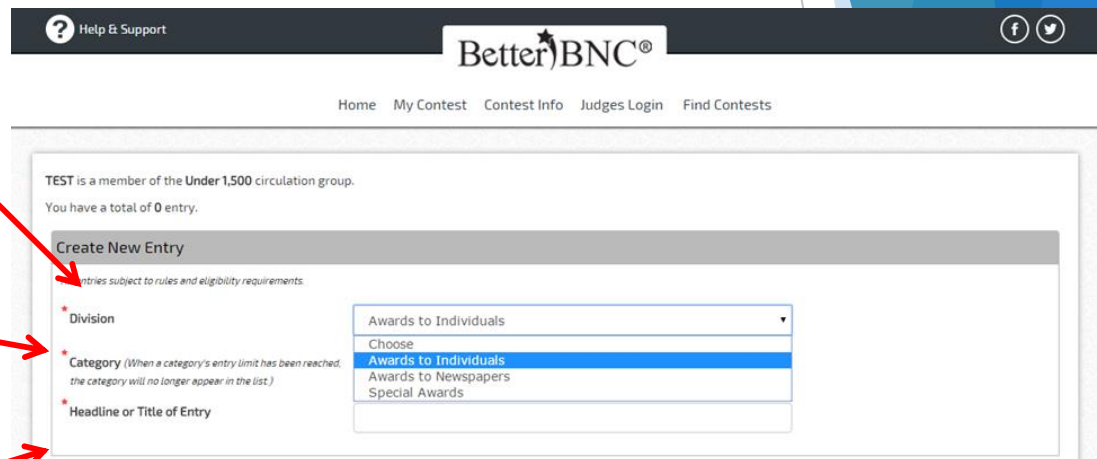
5. Submit an entry

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.



Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

TEST is a member of the Under 1,500 circulation group.
You have a total of 0 entry.

Create New Entry

Entries subject to rules and eligibility requirements.

* Division

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

* Headline or Title of Entry

Awards to Individuals
Choose
Awards to Individuals
Awards to Newspapers
Special Awards

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.
- ▶ The maximum file size allowed is 5MB.

TEST is a member of the Under 1,500 circulation group.
You have a total of 0 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

* Division: Awards to Individuals

* Category (When a category's entry limit has been reached, the category will no longer appear in the list.): 17 Human Interest Story

Human Interest Story --Category Note
Each individual may submit two (2) separate entries. One entry consists of full page PDF tearsheet(s) submitted online.

* Headline or Title of Entry: Best Story of the Year!

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.

Choose File You Call the Shots.pdf You Call the Shots.pdf

Choose File 2014-PromotionIdeas.pdf 2014-PromotionIdeas.pdf

Choose File No file chosen

[Browse & Attach More Files](#)


For best results make your pdf at 72dpi will full compression. Distilling as 'Grayscale' will significantly reduce file size.

Allowable files types are pdf, txt, doc, jpg, gif, png, docx .

Total maximum upload size is 5 MB per file.

For additional information on PDF distilling options check out this [Adobe resource](#).

Publish large PDF files up to 250 mb

 **realview**
What's this?

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.*

Next Step: 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...](#)

[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.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		

Publish Large PDF Files
Judges prefer smaller PDF files.
Third party vendors -- offers vary.

Scribd
Issuu
Yudu

[Help with large files](#)

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.”

The screenshot shows a two-step form for award entry. The first step, titled "Next Step: Comments, Credits & Other Info", contains a text area for "Entry notes/description:" and a section for crediting individuals. This section has a header "Who should be credited for this entry? Enter the names of up to 5 people." followed by five pairs of input fields for "First Name" and "Last Name". Red arrows point from the list items to the first "Entry notes/description:" field and the first "First Name" field. The second step, titled "Final Step: Answer reCAPTCHA and Submit Entry", contains a checkbox labeled "I am not a robot" and a blue "Submit Entry" button. A red arrow points from the list item to the checkbox. Below the button, small text reads "Attachments are uploaded when you click 'Submit Entry'."

Next Step: Comments, Credits & Other Info

Entry notes/description:

Who should be credited for this entry? Enter the names of up to 5 people.

First Name	Last Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Final Step: Answer reCAPTCHA and Submit Entry

☐ I am not a robot

Attachments are uploaded when you click "Submit Entry".

- ▶ 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 2018-02-18 07:43:30

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

DO NOT HIT YOUR BACK BUTTON



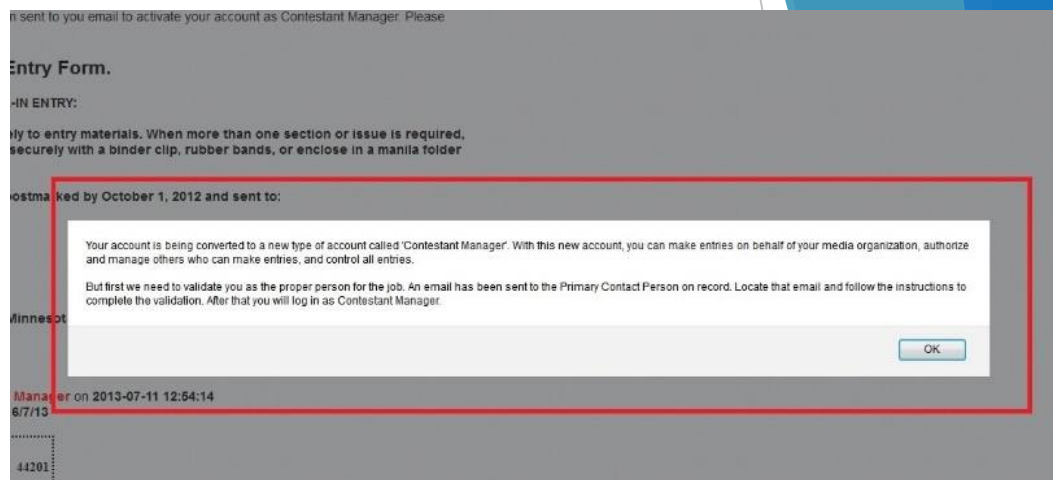
[Submit Another Entry](#) or [Manage Entries](#) | [Logout](#)

IMPORTANT NOTE:

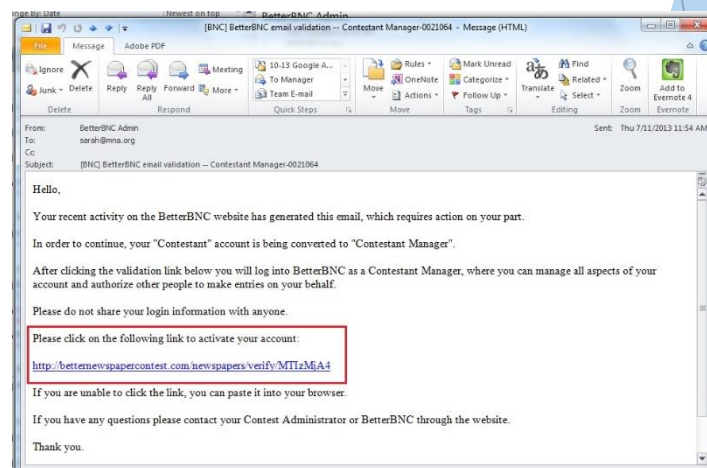
You must complete an entry form online for **ALL ENTRIES**, even those that are mailed to MNA. Labeling of hard-copy entries must be done correctly in order for your entry to be properly judged. Judges read the hard-copy entries and enter results online. Your label corresponds directly with the contest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

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.



- ▶ 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.

The screenshot shows the 'Edit Contestant Manager' page on the BetterBNC website. The page has a dark header with the 'BetterBNC' logo and navigation links: Home, My Contest, Contest Info, Judges Login, and Find Contests. The main content area is titled 'Edit Contestant Manager' and contains a form with various fields. The form is divided into two main sections: 'Owners' and 'Primary Contestant Contact Information - Contestant Manager'. The 'Owners' section shows 'None' for the owner. The 'Primary Contestant Contact Information' section contains fields for Contestant (TEST), Contestant Code (442), Frequency (Weekly), Circ Group (Under 1,500), and contact information for Sarah Bauer (First Name, Last Name, Email, Phone, Password). The form also includes sections for Mailing Address and Shipping/Physical Address, both of which are identical (10 S. 5th St. Ste. 1105, Minneapolis, MN). A red note at the bottom of the form states: '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.'

Edit Contestant Manager

Owners: None

Primary Contestant Contact Information - Contestant Manager

Contestant: TEST

Contestant Code: 442

Frequency: Weekly

Circ Group: Under 1,500

* First Name: Sarah

* Last Name: Bauer

* Contestant Manager Email: sarah@mna.org

* Confirm Email: sarah@mna.org

* Contestant Phone: 612-278-0250

Contestant Website:

* Password:

* Confirm Password:

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

* Number and Street: 10 S. 5th St. Ste. 1105

* City: Minneapolis

* State/Province: MN

Shipping/Physical Address

☐ Same as Mailing Address

* Number and Street: 10 S. 5th St. Ste. 1105

* City: Minneapolis

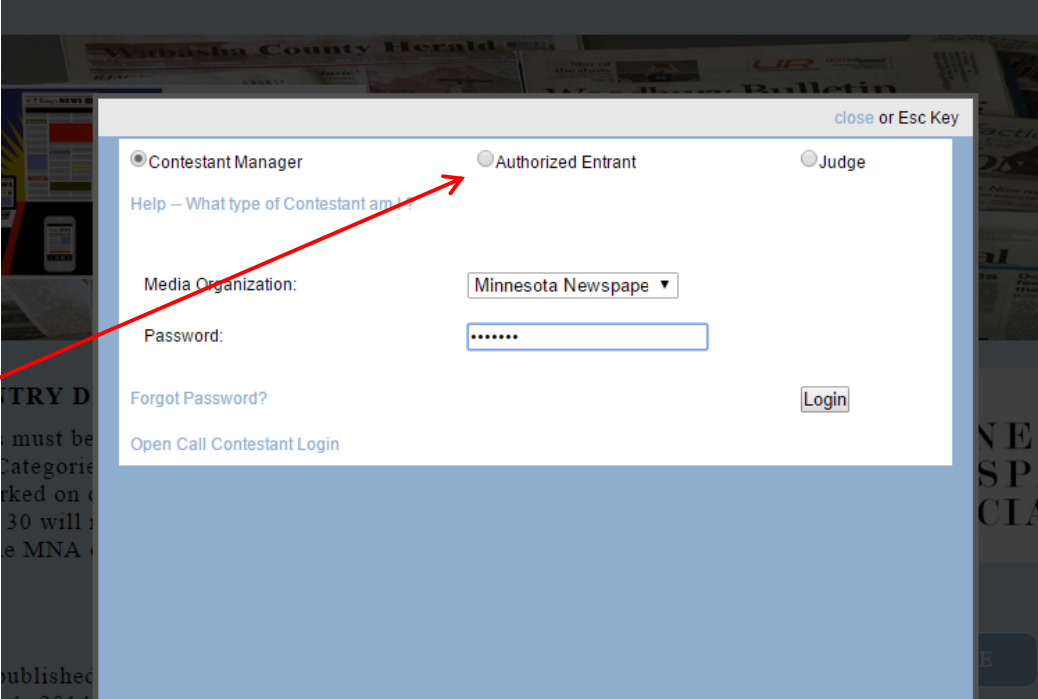
* State/Province: MN

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.

The screenshot shows a web browser window with the URL betternewspapercontest.com/beta5.1/entrants/add/. The page title is "Better Newspaper Contest" and the logo "BetterBNC®" is visible. The navigation bar includes links for Home, My Contest, Contest Info, Judges Login, and Find Contests. The main content area is titled "Add Entrant" and contains a form with the following fields: First Name, Last Name, Email, Confirm Email, Password, and Confirm Password. A note on the right side of the form states: "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." Below the form, there is a checkbox labeled "Enable" with the text "Un-check this box to disable this Authorized Entrant" and a "Submit" button. The footer of the page includes links for About Us, Advisors, Testimonials, Blog, Contact Us, and Admin, along with a copyright notice: "Copyright(C) 2007-2015 SmartTownPapers, Inc. All Rights Reserved." The Windows taskbar at the bottom shows the time as 3:11 PM on 8/22/2015.

- ▶ 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.



The screenshot shows a login window titled "close or Esc Key". It contains three radio buttons: "Contestant Manager" (selected), "Authorized Entrant", and "Judge". Below the radio buttons is a link: "Help – What type of Contestant am I?". The form includes a "Media Organization:" dropdown menu with "Minnesota Newspaper" selected, a "Password:" field with masked characters "*****", a "Forgot Password?" link, and a "Login" button. At the bottom, there is a link for "Open Call Contestant Login". The background of the slide shows a collage of newspaper front pages, including the "Wabasha County Herald" and "UP" (University Park).

- ▶ 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.

People Authorized to make Entry for this contestant - Authorized Entrants

☒ Contestant Manager Only
Checking this box locks out all
Authorized Entrants

[Add More](#)

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.

Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

Welcome to the BNC

TEST is a member of circulation Under 1,500. You have a total of 3 entries. Calculate Entry Fee

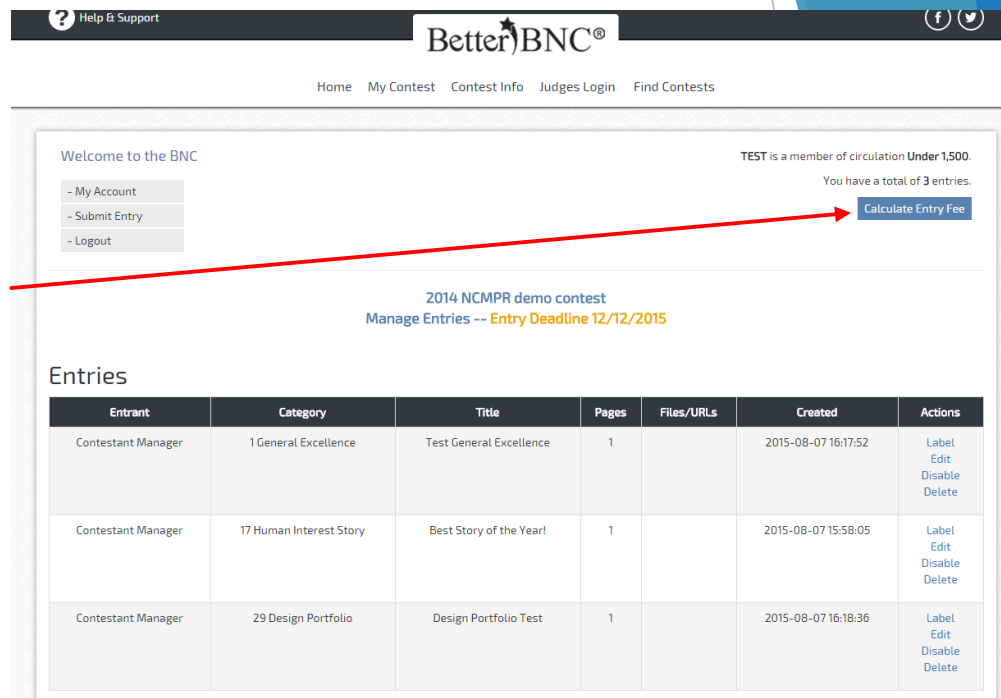
2017 MNA Better Newspaper Contest
Manage Entries -- Entry Deadline 10/01/2017

Entries

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	01 General Excellence	General Excellence	1		2017-08-10 15:47:02	Label Edit Disable Delete

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.



The screenshot shows the BetterBNC website interface. At the top, there's a navigation bar with 'Home', 'My Contest', 'Contest Info', 'Judges Login', and 'Find Contests'. Below this, a 'Welcome to the BNC' message is displayed. On the left, there are links for 'My Account', 'Submit Entry', and 'Logout'. On the right, a message states 'TEST is a member of circulation Under 1,500. You have a total of 3 entries.' and a 'Calculate Entry Fee' button. A red arrow points from the 'Calculate Entry Fee' button to the 'Entries' table below. The table is titled '2014 NCMPR demo contest' and 'Manage Entries -- Entry Deadline 12/12/2015'. The table has columns for Entrant, Category, Title, Pages, Files/URLs, Created, and Actions. It lists three entries: 'Test General Excellence', 'Best Story of the Year!', and 'Design Portfolio Test'.

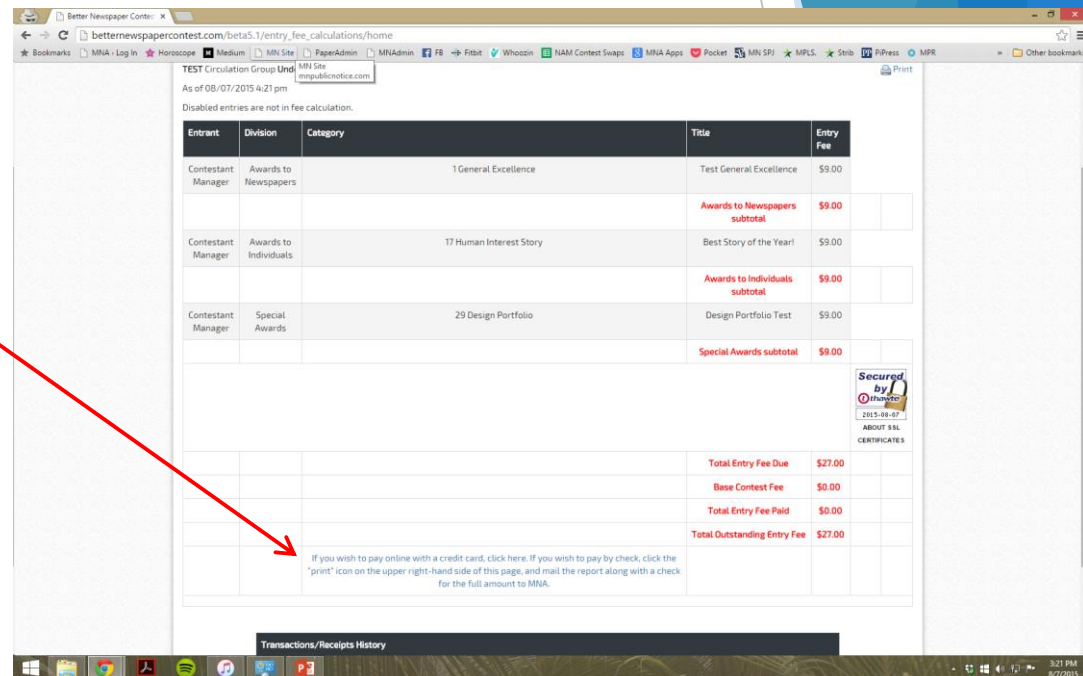
Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	1 General Excellence	Test General Excellence	1		2015-08-07 16:17:52	Label Edit Disable Delete
Contestant Manager	17 Human Interest Story	Best Story of the Year!	1		2015-08-07 15:58:05	Label Edit Disable Delete
Contestant Manager	29 Design Portfolio	Design Portfolio Test	1		2015-08-07 16:18:36	Label Edit Disable Delete

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.


- ▶ 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.*



TEST Circulation Group Und MN Site
As of 08/07/2015 4:21 pm
Disabled entries are not in fee calculation.

Entrant	Division	Category	Title	Entry Fee
Contestant Manager	Awards to Newspapers	1 General Excellence	Test General Excellence	\$9.00
			Awards to Newspapers subtotal	\$9.00
Contestant Manager	Awards to Individuals	17 Human Interest Story	Best Story of the Year!	\$9.00
			Awards to Individuals subtotal	\$9.00
Contestant Manager	Special Awards	29 Design Portfolio	Design Portfolio Test	\$9.00
			Special Awards subtotal	\$9.00
			Total Entry Fee Due	\$27.00
			Base Contest Fee	\$0.00
			Total Entry Fee Paid	\$0.00
			Total Outstanding Entry Fee	\$27.00

Secured by 
2015-08-07
ABOUT OUR CERTIFICATES

If you wish to pay online with a credit card, click here. If you wish to pay by check, click the "print" icon on the upper right-hand side of this page, and mail the report along with a check for the full amount to MNA.

Transactions/Receipts History

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

