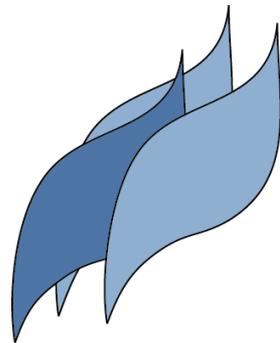


How to Enter the 2019-2020 MNA Better Newspaper Contest

Step-by-step instructions



**MINNESOTA
NEWSPAPER
ASSOCIATION**

Overview of Steps

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Important Contest Requirements and Dates

▶ Rules & Eligibility

- ▶ All active and associate members of the MNA in good standing are eligible. To be considered in good standing, dues for 2019 and all past dues must be paid in full by September 30, 2020.

▶ Entry Deadline: **SEPTEMBER 30, 2020**

- ▶ Contest deadline: Monday, September 30, 2020. All entries must be uploaded to the online system by 11:00 p.m. September 30. Categories that require mail-in materials must be postmarked on or before September 30. Entries postmarked later than September 30 will not be accepted. Hand deliveries must in at the MNA office by 5:00 p.m. on September 30.



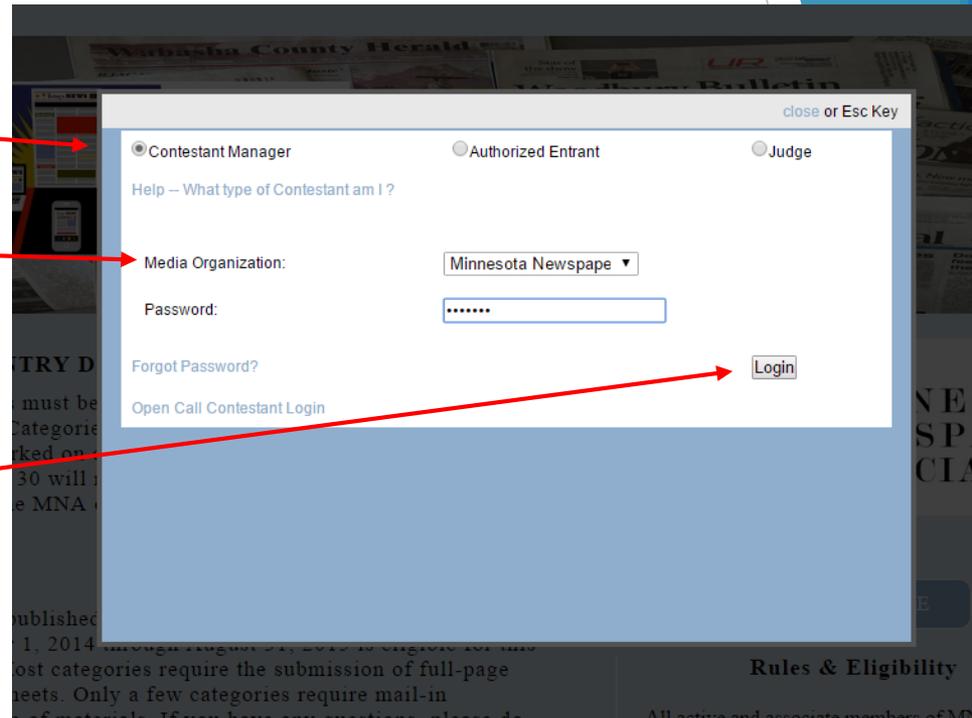
Step 1: Go to the entry site

- ▶ The contest site is: betternewspapercontest.com/MNA2020
 - ▶ **Please note:** For best contest experience, use the Google Chrome browser.
 - ▶ [More browser info](#)
 - ▶ [Download Chrome](#)



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 features three radio buttons for user roles: "Contestant Manager" (selected), "Authorized Entrant", and "Judge". Below the radio buttons is a help link: "Help -- What type of Contestant am I?". The "Media Organization:" field is a dropdown menu with "Minnesota Newspaper" selected. The "Password:" field is a text box with masked characters. There are three links: "Forgot Password?", "Open Call Contestant Login", and a "Login" button. Red arrows from the text on the left point to the "Contestant Manager" radio button, the "Media Organization:" dropdown, 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:

Password:

[Forgot Password?](#)

[Open Call Contestant Login](#)

3. Update information

- ▶ Your first successful login prompts 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 be sent to this address.*
- ▶ To save changes, click “Submit.”

The screenshot shows a web browser window with the URL `betternewspapercontest.com/beta5.1/newspapers/managerpage`. The page title is "Better Newspaper Contest Manager" and the logo is "BetterBNC®". The navigation menu includes "Home", "My Contest", "Contest Info", "Judges Login", and "Find Contests".

The main content area is titled "Edit Contestant Manager" and contains a form with the following fields:

Owners	None	Primary Contestant Contact Information - Contestant Manager
Contestant	TEST	
Contestant Code	442	
Frequency	Weekly	
Circ Group	Under 1,500	
* First Name	<input type="text" value="Sarah"/>	* Last Name <input type="text" value="Bauer"/>
* Contestant Manager Email	<input type="text" value="sarah@mna.org"/>	* Confirm Email <input type="text" value="sarah@mna.org"/>
* Contestant Phone	<input type="text" value="612-278-0250"/>	Contestant Website <input type="text"/>
* Password	<input type="password" value="....."/>	* Confirm Password <input type="password" value="....."/>

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.

The form also includes sections for "Mailing Address" and "Shipping/Physical Address", both with fields for "Number and Street", "City", and "State/Province". The "Shipping/Physical Address" section has a checkbox labeled "Same as Mailing Address" which is checked.

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 a 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).

Help & Support

Better)BNC®

Home My Contest Contest Info Judges Login Find Contests

You cannot be logged in with an Admin account AND a Newspaper account. Admin account has been automatically logged out.

Welcome to the BNC

TEST is a member of circulation 1,001 - 1,500.

You have a total of 0 entries.

Calculate Entry Fee

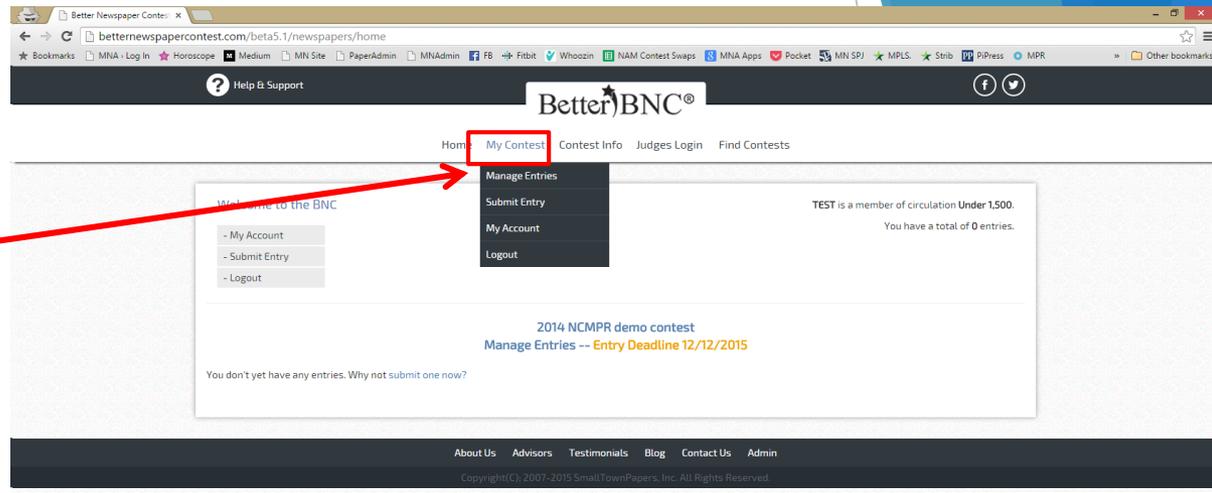
2019 MNA Better Newspaper Contest
Manage Entries -- Entry Deadline 09/30/2019

You don't yet have any entries. Why not submit one now?

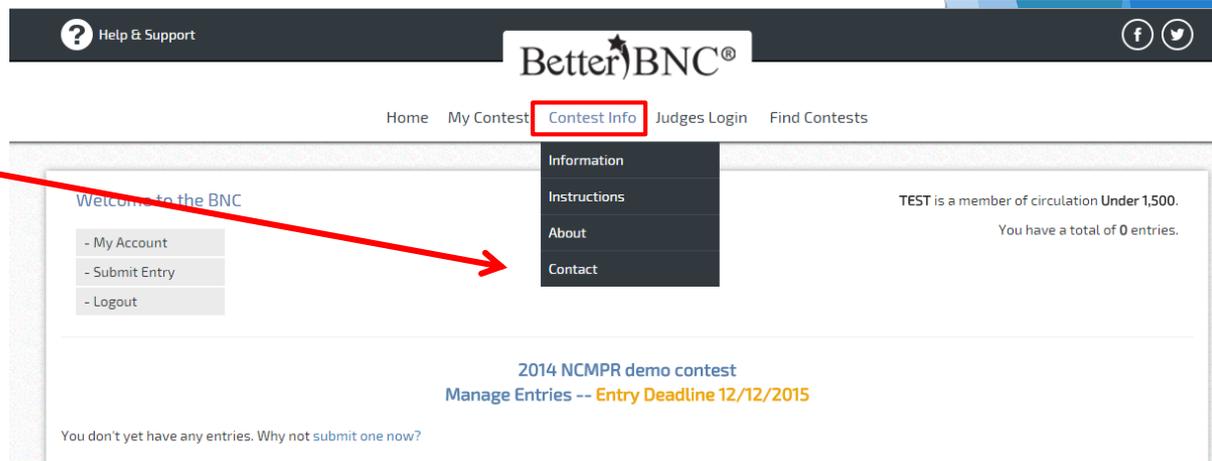
About Us Advisors Testimonials Blog Contact Us Admin

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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.



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.

First Step: 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.): 005 Government/Public Affairs Reporting

Government/Public Affairs Reporting -- Category Note
Each individual may submit two (2) entries. One entry consists of government/public affairs coverage from any one issue (may include more than one story). Submit PDF tearsheets online.

Headline or Title of Entry: Local Government Holds Meeting

Publication date: Choose - Choose - Choose

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.

First Step: Create New Entry

All entries subject to rules and eligibility requirements.

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Government/Public Affairs Reporting -- Category Note
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Headline or Title of Entry: Local Government Holds Meeting

Publication date: Choose - Choose - Choose

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 & Attach More Files](#)

Upload files and URL/Links from scrapbooks [More info](#)

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

Scribd
Issuu
Yudu

[Help with large files](#)

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 & Attach More Files](#)

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" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>
<input type="text" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>
<input type="text" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>	<input type="text" value="Paste URL/Link here"/>
<input type="text" value="Paste URL/Link here"/>		

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.*

The screenshot shows a two-step form. The top section is titled "Next Step: Comments, Credits & Other Info". It contains a text input field for "Entry notes/description:". Below this is a section titled "Who should be credited for this entry? Enter the names of up to 5 people." which has five rows of "First Name" and "Last Name" input fields. The bottom section is titled "Final Step: Answer reCAPTCHA and Submit Entry". It features a checkbox labeled "I am not a robot" and a blue "Submit Entry" button. A small note at the bottom reads "Attachments are uploaded when you click 'Submit Entry'." Red arrows from the text on the left point to the "Entry notes/description:" field, the first "First Name" field, the "I am not a robot" checkbox, and the "Submit Entry" button.

7. Check “I am not a robot” box

8. 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.

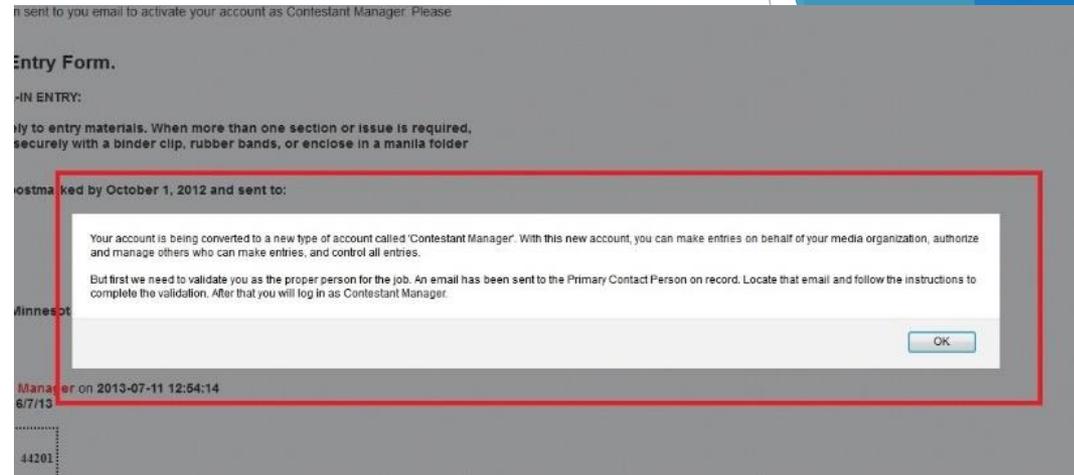
IMPORTANT NOTE:

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.

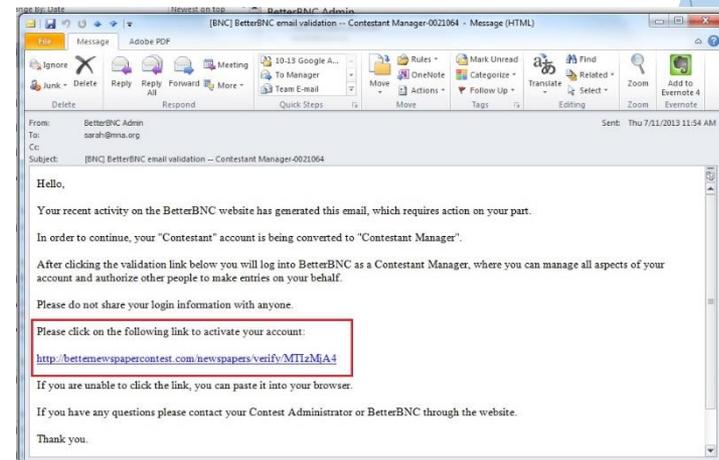


6. New users: Validate your account

- ▶ **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.

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Home My Contest Contest Info Judges Login Find Contests

Edit Contestant Manager

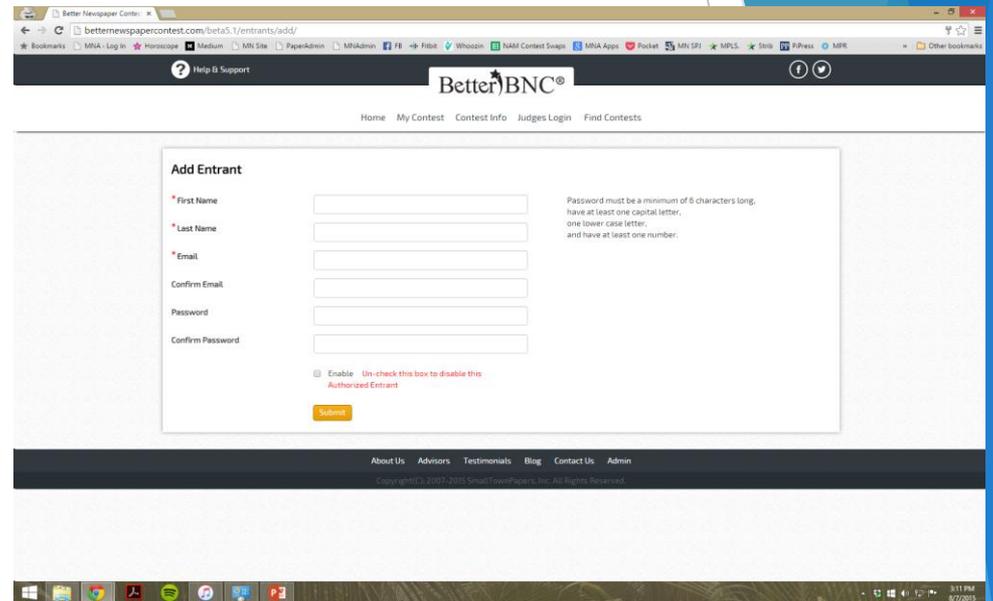
Owners	None	Primary Contestant Contact Information - Contestant Manager	
Contestant	TEST	* First Name	Sarah
Contestant Code	442	* Contestant Manager Email	sarah@mna.org
Frequency	Weekly	* Contestant Phone	612-278-0250
Circ Group	Under 1,500	* Password
		* Last Name	Bauer
		* Confirm Email	sarah@mna.org
		Contestant Website	
		* 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	Shipping/Physical Address
* Number and Street	<input type="checkbox"/> Same as Mailing Address
10 S. 5th St. Ste. 1105	* Number and Street
* City	10 S. 5th St. Ste. 1105
Minneapolis	* City
* State/Province	Minneapolis
MN	* 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 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 displays the 'Add Entrant' form on the Better Newspaper Contest (BNC) website. The form is titled 'Add Entrant' and includes the following fields: First Name, Last Name, Email, Confirm Email, Password, and Confirm Password. A password requirement note 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.' There is a checkbox labeled 'Enable' with the text 'Un-check this box to disable this Authorized Entrant' next to it. A 'Submit' button is located at the bottom of the form. The website header includes the BNC logo and navigation links: Home, My Contest, Contest Info, Judges Login, and Find Contests. The footer contains links for About Us, Advisors, Testimonials, Blog, Contact Us, and Admin, along with a copyright notice: Copyright © 2012-2015 SmartTownPapers, Inc. All Rights Reserved.

- ▶ 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.

close or Esc Key

Contestant Manager Authorized Entrant Judge

Help – What type of Contestant am I?

Media Organization:

Password:

[Forgot Password?](#)

[Open Call Contestant Login](#)

- ▶ 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

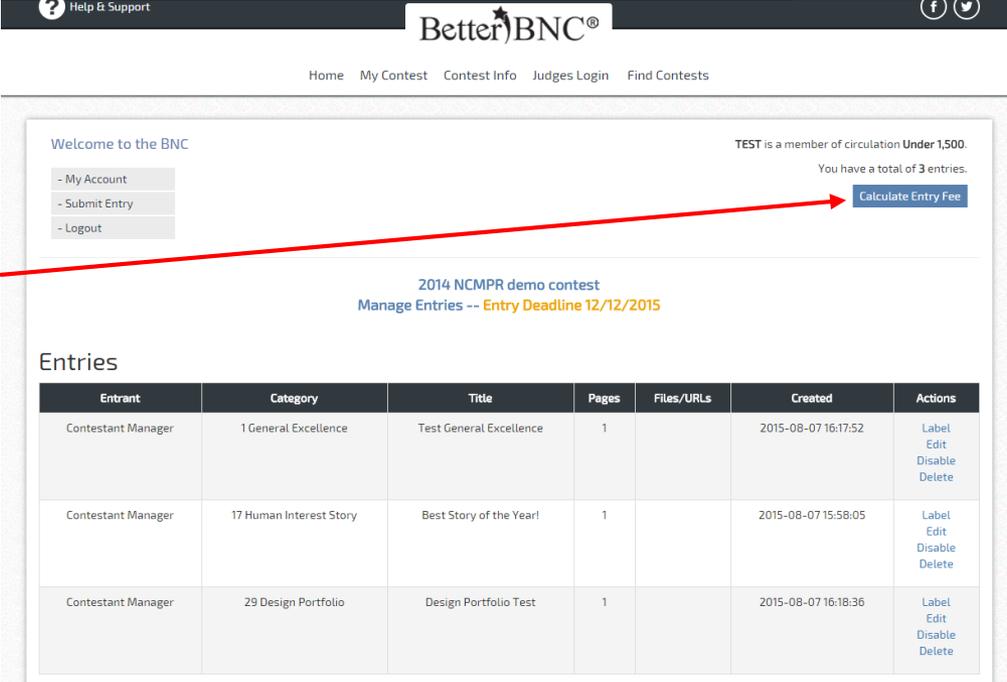
2017 MNA Better Newspaper Contest
Manage Entries -- Entry Deadline 10/01/2017

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 is a navigation bar with 'Home', 'My Contest', 'Contest Info', 'Judges Login', and 'Find Contests'. Below this, a 'Welcome to the BNC' message is displayed, along with a 'Calculate Entry Fee' button. A red arrow points from the text in the first bullet point to this button. Below the button, there is a section for a '2014 NCMPR demo contest' with an 'Entry Deadline 12/12/2015'. A table titled 'Entries' lists three entries with columns for Entrant, Category, Title, Pages, Files/URLs, Created, and Actions.

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 THIS CERTIFICATE

Transactions/Receipts History

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.

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

