BetterBNC℠

Open Call℠

Contestant Guide

BetterBNC version 4.3

SmallTownPapers®

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!

Open Call℠ Contestant Guide

This document will guide you through the steps to:

- Create your account
- Select contests to enter
- Make entries in Open Call contests
- Create and manage scrapbooks
- Access your scrapbooks while submitting entries
- Create, manage, and publish your professional profile web page

Here is an overview of the steps you will take:

- Sign up for an Open Call account
- Receive validation email
- Provide information about your professional status
- Request to make entries into contests
- Save work in your scrapbooks (optional)
- Make entries into contests
- Publish your own professional profile web pages (optional)

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.

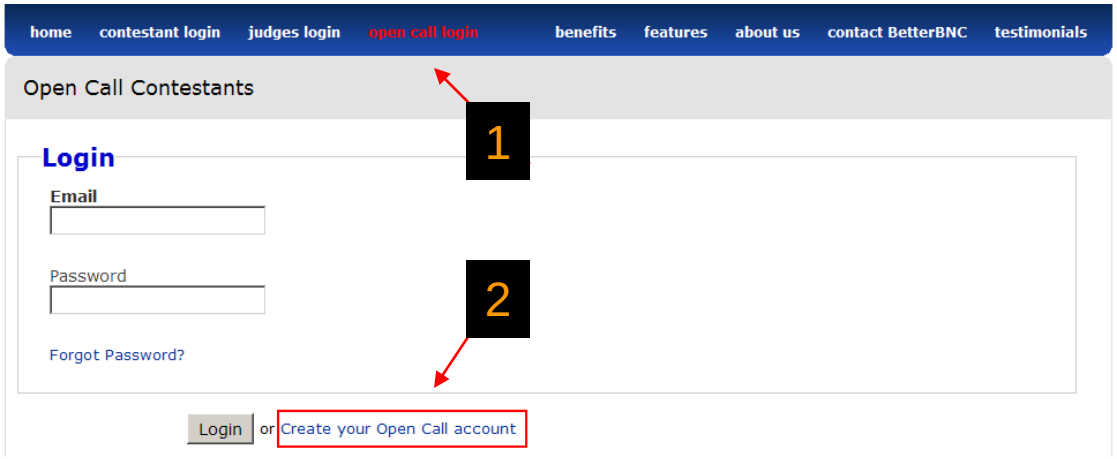
- **Authorized Entrant** – predetermined account set up by Contestant Manager. Often staff members will be authorized to submit entries, usually in one area of work such as news, photography, advertising, web, etc.

- **Open Call Contestant** – individual account available to anyone in the journalism and related trades.

Open Call℠ Step-by-step

Step 1
Create your Open Call account

- Go to the BetterBNC home page and click on the “Open Call login” button
- Click “Create your Open Call account”



Before you can log in to your account the first time, you will be instructed to validate your email address.

- Fill out the form and click “Submit”

STEP #1
ACCOUNT INFORMATION

Step 1

First Name | **Last Name**

Contestant Email | Confirm Email

Contestant Website | **Contestant Phone**

Password | Confirm Password

*Password must be a minimum of 6 characters long, have at least one capital letter, and have at least one number.

Mailing Address

Number and Street

City

State/Province

Zip

Country

Shipping Address

Same as Mailing Address

Number and Street

City

State/Province

Zip

Country

In order to continue using your account, you must agree to the Terms of Use. Please check the box and click Submit to continue.

I agree to the BetterBNC Terms of Use

Submit

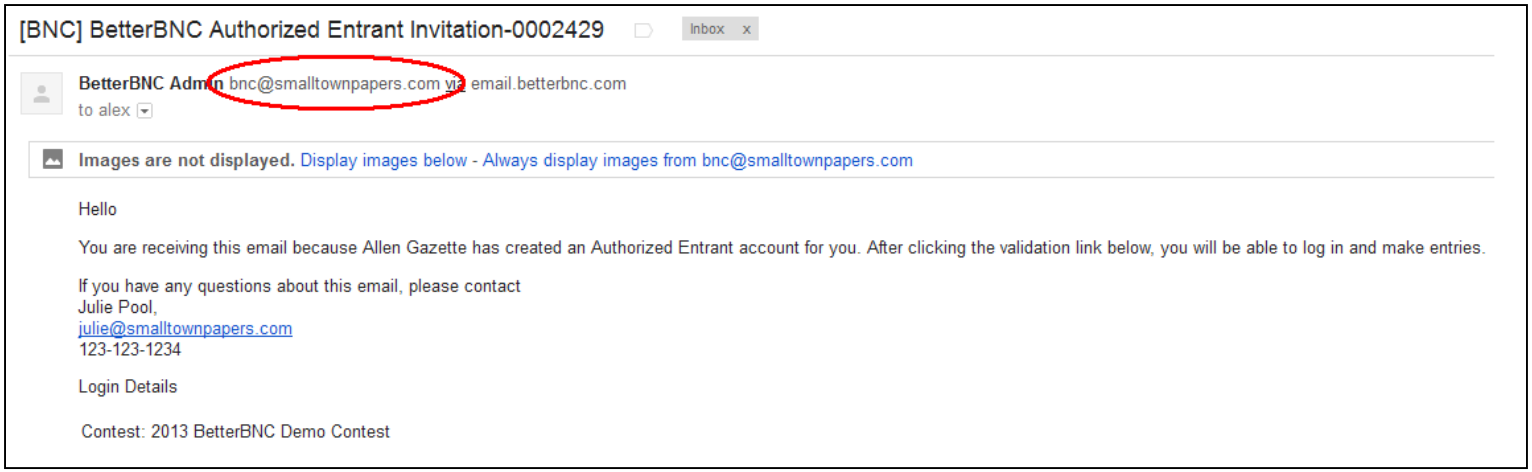
After you click “Submit”, a validation email will be sent to you.

In this email, there is a validation link. Click the link (or paste it into your browser and hit “go”). After successful validation, you can log into your account.

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 to your safe sender list, or contact your IT department. You can also try using a generic email account such as gmail, hotmail, etc.

If your validation is unsuccessful, or you do not receive the validation, contact us through the website.


[BNC] BetterBNC Authorized Entrant Invitation-0002429 Inbox x

BetterBNC Admin bnc@smalltownpapers.com via email.betterbnc.com
to alex

Images are not displayed. Display images below - Always display images from bnc@smalltownpapers.com

Hello

You are receiving this email because Allen Gazette has created an Authorized Entrant account for you. After clicking the validation link below, you will be able to log in and make entries.

If you have any questions about this email, please contact
Julie Pool,
julie@smalltownpapers.com
123-123-1234

Login Details

Contest: 2013 BetterBNC Demo Contest

Enter your credentials

The first time you log into your account, you are taken to the “My Credentials” page where you can provide information about your background as a journalist and related trades. You can return and update this page at any time.

The information you provide on this page is used by contest administrators to determine your eligibility to make entries in their contest.

All fields are optional. You can provide as much or as little information as you like.

Be sure to click “Submit” when you are done editing to save your changes.

- [ ] Public Information
- [ ] Communications
- [ ] Others

Area of work (check all that apply)

Print	Reporter	Writer
	Editor	Publisher
	Photographer	Other
Broadcast TV	Reporter	Writer
	Editor	Photographer
	News Anchor	Other
Broadcast Radio	Reporter	Writer
	Editor	Photographer
	News Anchor	Other
Web	Reporter	Writer
	Editor	Publisher
	Photographer	Other
Production	Layout	Typography
	Print shop	Finishing
	Mailing	Darkroom/Photoshop
	Web Production	Other
Creative	Ad Design	Page Design
	Web Design	Other

In the space below, you can provide additional professional information about yourself. Contest administrators review all information on this page to determine your eligibility to enter their contest.

Journalism Contests

- [ ] Have made entries in contest
- [ ] Have won awards
- [ ] Have judged competitions

Step 2
Select Contests to Enter

Open Call Contestants must request to make entries in a contest before they can begin making entries. You can make up to 20 entries before the contest admin has enabled you. However, these entries will be disabled until the contest admin approves your account.

Follow these steps.

- Log into your Open Call account
- Navigate to “My Contests”
- Check the box next to the contest that you want to enter
- Begin making entries (You can submit up to 20 entries prior to being approved by the contest admin.)

After the contest admin reviews and approves your participation, the 20 entries limit is removed.

If you do not receive a response from the contest, contact BetterBNC through the website.

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My Contests

Select the contest(s) you would like to enter. The administrator of the contest will be notified that you are requesting to make entries in their contest. Upon review of the information you provided, individual contest administrators will notify you when you are approved to make entries. Remember each contest is individualized and may have differing rules, prizes and entry fees.

Pending Contests

Your request(s) to enter the following contests are pending approval:

- 2011-12 BetterBNC Demo Contest
  Open for entries 07/11/2011 Entry deadline 03/12/2013 — Pending approval
- 2013 Nevada Press Better Newspaper Contest
  Open for entries 04/11/2013 Entry deadline 06/07/2013 — Pending approval

Approved Contests

The following contests have invited you to make entries.

- 2013 BetterBNC Demo Contest
  Open for entries 11/28/2011 Entry deadline 12/20/2013

Available Contests

Select the contest(s) you wish to enter by checking all that apply.

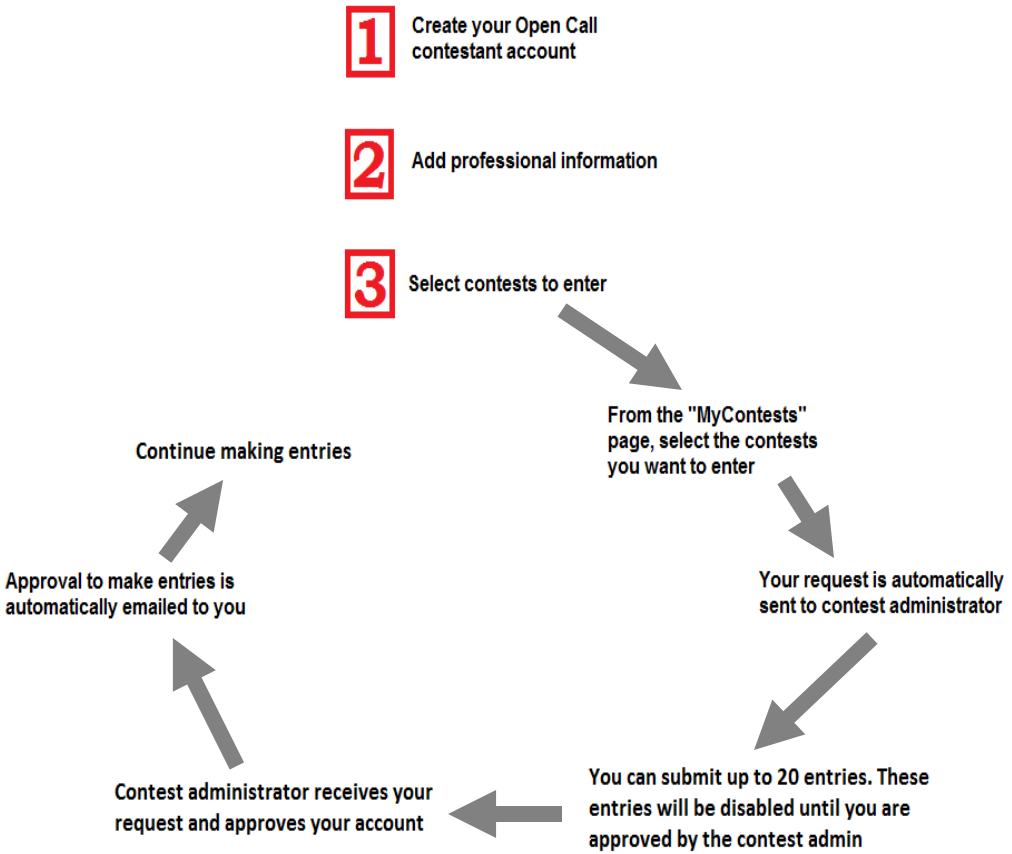
- 2011 Press Club New Orleans Excellence in Journalism Awards Open for entries 02/22/2013 Entry deadline 03/29/2013
- 2013 IBA Silver Dome Awards Open for entries 01/03/2013 Entry deadline 02/26/2013
- 2012 NJ-SPJ Awards for Newspapers, Radio, TV, Internet, Photography and Video Excellence Open for entries 01/05/2013 Entry deadline 02/28/2013
- 2013 Press Club of Long Island Media Awards Competition Open for entries 12/02/2012 Entry deadline 03/10/2013
- 2013 SPJ Green Eyeshade Awards & Press Patriot Awards Open for entries 01/13/2013 Entry deadline 02/23/2013
- 2013 Wisconsin Community Papers Awards Competition Open for entries 01/18/2013 Entry deadline 02/28/2013
- 2013 Press Club New Orleans Excellence in Journalism Awards Open for entries 04/25/2013 Entry deadline 06/17/2013
- 2013 RTNDA Annual Awards Contest Open for entries 01/02/2013 Entry deadline 02/01/2013

Contest history

You have made entries in these contests:

- 2012 Press Club of Southeast Texas Excellence in the Media Winners published 04/30/2012
- 2013 Great Plains Journalism Awards Judging underway

How it works


1
Create your Open Call contestant account
2
Add professional information
3
Select contests to enter
From the "MyContests" page, select the contests you want to enter
Your request is automatically sent to contest administrator
You can submit up to 20 entries. These entries will be disabled until you are approved by the contest admin
Contest administrator receives your request and approves your account
Approval to make entries is automatically emailed to you
Continue making entries

Open Call℠ Make Entries

Step 3
Begin Making Entries

To make an Entry, follow these steps:

- Log in to your account
- If managing more than one contest, select the contest you want to manage or make entries
- Navigate to the “My Contest” button at the top of the page
- Click on “Submit Entry”
- Fill out the entry form and click “Submit”

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.

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Submit Entry - Open Call Contestant

You are managing entries for:
2011-12 BetterBNC Demo Contest [Change]

This is a note to OC Contestants

Sam Johnson is an open call contestant
You have a total of 0 entry.

Division
Advertising

Category
BCA Best Color Ad
When a category's entry limit has been reached, the category will no longer appear in the list.
Category Note: This is where the judge sees what the admin requested for this particular category (e.g. number of examples, filetypes, etc.).

Select media organization where published or performed
Other...(enter manually)

If media organization is not listed, enter the name here

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

Upload Attachment Need Help?

Browse...

Attach More

Browse my Scrapbooks What's this?

Website URL(s)

Comments or Caption

Who should be credited for this entry? Enter the names of up to 10 people.
***Note: If more than 10 people, please enter Staff*:**

First Name Last Name

First Name Last Name

First Name Last Name

Submit or Manage Entries

Open Call℠

Step 4
Manage Entries

To manage your entries, follow these steps:

- Log in to your account.
- If managing more than one contest, select the contest you want to manage or make entries
- Land on or navigate to “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).

Open Call Contestant

- Submit Entry

You have a total of **6** entries. *** 1 ARE DISABLED: See Disabled Entries at bottom of page.**

Calculate Entry Fee

Entries

Media Organization	Category	Title	Pages	Files/URLs	Created	Actions
Any Text	BAD Best Ad Design	Test Entry 10	3		2013-01-31 07:48:32	Label Edit Disable Delete
Any Text	BAD Best Ad Design	Test Entry 156	1		2013-01-31 07:53:18	Label Edit Disable Delete
Gig Harbor Herald	BAD Best Ad Design	Test Entry 10	1		2013-01-31 07:57:03	Label Edit Disable Delete
Allen Gazette 1	BBN Best Breaking News	test word docx with a long file name	1		2013-01-29 14:35:02	Label Edit Disable Delete
Any Text	BDU Best Daily Under 20,000	Test Entry 11234444224	2		2013-02-01 08:41:19	Label Edit Disable Delete

Disabled/Incomplete Entries

Disabled Entries will not be released into the contest (click 'Enable' to release)

Media Organization	Category	Title	Pages	Files/URLs	Created	Actions
Any Text	BAD Best Ad Design	test	1		2013-01-29 14:49:24	Label Edit Enable Delete

If you need help

Contact each contest directly for help with:

- Eligibility
- Contest Rules
- What you should enter

Contact BetterBNC through the website for help with:

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