

Using the BNC website

Entries for FPA's 2013 Better Weekly Newspaper Contest are submitted via the Better Newspaper Contest website. Access the site at: <http://www.betterbnc.com>

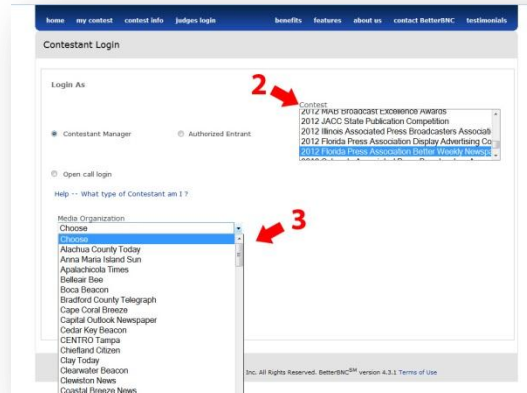
Please make sure to use a recent version of Mozilla Firefox or Internet Explorer for making contest entries.

Getting Started

Go to the BNC site. At the right of the home page, click on "Contestant Login" (1)



Select your newspaper from the "Select Media Organization" menu. (3) Choose your newspaper from the list.



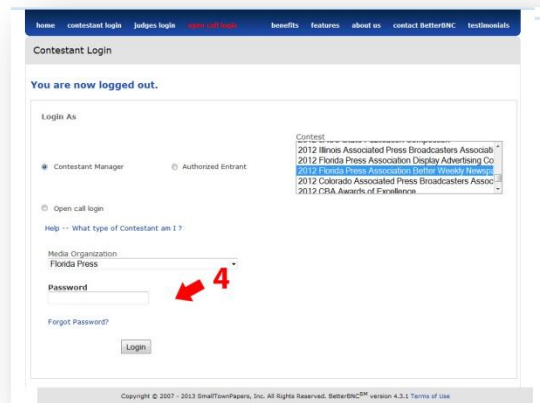
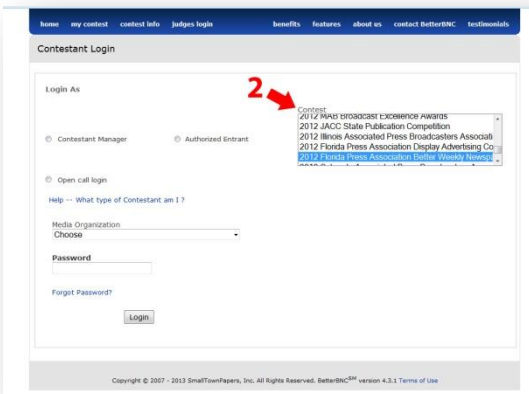
Your Initial Password

On your first visit to the site choose to login as a 'Contestant Manager'. On this first visit you will also need to enter your start-up password. (4)

Your initial password is: **bnc**

OR if you set up an account last year it will be the password from last year. Email ddunkle@flpress.com if you need to reset this password.

The next page contains a drop-down menu to select our contest. Choose "2013 Florida Press Association Better Weekly Newspaper Contest." (2)



Set Up Your Account

CENTRO Tampa (GEN)
Welcome to BetterBNC. Fill out the details below in order to gain full access to the site.
You Must Choose a New Password ← 5
Password must be minimum of 6 characters long, have at least one capital letter, and have at least one number.
Confirm Your New Password
Contact First Name ← 6
Contact Last Name
Contact Phone ← 7
Contact Email ← 8
Confirm Email
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

Once you have first entered the site using the “bnc” password, you’ll be asked to change your password. (5).

On this page, you also need to enter the name of your newspaper’s contact person (6). This is the person who we will contact with questions or problems with your newspaper’s entries. Provide a telephone number (7) and an email address (8) for this person.

Click on “Submit” to continue.

You will now be directed to the Manage Entries page.

Authorized Entrants

Authorized entrants allow for multiple members of a paper to upload entries. To utilize this function, you must first be logged in as the “Contestant Manager.” Select “Add More” in the Authorized Entrant section at the bottom of the “My account” page. Enter the Authorized Entrants account information. The Authorized Entrant only has access to the entries they’ve made, but the Contestant Manager has access to every entry in an account. For more information about this feature visit

<http://betterbncsupport.com/images/Contestant Manager Instructions 4 3.pdf>

Upload Your Entries

Click on the “Submit Entry” link (9). The window below will appear.

Manage Entries
The Newspaper details have been saved
Welcome to the BNC
Florida Press is a member of circulation Division C: under 7,000. You have a total of 0 entries. Calculate Entry Fee
• My Account
• Submit Entry ← 9
• Logout
You don't yet have any entries. Why not submit one now?

Use the drop-down menu to select a category for this entry. (10) A description of the category will

Submit Entry
Florida Press is a member of the Division C: under 7,000 circulation group. You have a total of 0 entries.
Division: General
Category: Choose
Choose ← 10
1 General Excellence
10 First Amendment Defense (Jon A. Roosenraad Award)
11 News Story (Gwen Stevenson Memorial Award)
12 Investigative Reporting (Claudia Ross Memorial Award)
13 In-Depth News Reporting (Non-Investigative)
14 Feature Story
15 Individual Graphic (Non-photo, Non-cartoon)
16 Spot News Picture (Spot news of an actual local event)
17 Feature Picture
18 Sports Picture
19 Photo Series In One Issue
2 Overall Graphic Design
20 Portfolio Photography (Robert J. Ellison Memorial Award)
21 Headline Writing
22 Sports Page or Section
23 Sports Feature Story
24 Sports Game Day Story
25 Sports Column
Submit or Manage Entries

appear below the drop-down menu.

Category: 1 General Excellence
Category Note: Click 'next' at the bottom of the page to enter a URL for this category
Headline or Title of Entry (exactly as it appears on the page) ← 11
Upload Attachment: need help? ← 12
Browse
Attach More
Upload
Website URL(s) ← 13
Comments
Who should be credited for this entry? Enter the names of up to 15 people. Note: If more than 15 people, please enter Staff: ← 14
Submit or Manage Entries ← 15

Type in the headline of the entry exactly as it appears on the page (11). Separate multiple headlines with semi-colons.

Upload the attachment first by clicking on the “Browse” button to find your file (12).

If your entry consists of more than one PDF or digital file, repeat the instructions in the previous paragraph. (Limit 3 files)

Add the URL in the space provided if required and fill in any comments needed (13).

Add all Staff to be credited in the Box provided. If more than 5 people, please write “Staff.” (14).

When all files for this entry are uploaded, click on the “Submit” button (15).

Next Steps

The Entry has been saved.

This Page is Your Official Entry Form.

Entry Details:
Newspaper: **Florida Press ()**
Title or Headline: **Sample Entry 1**
Division: **General**
Category: **1 General Excellence**
Entry Code: **01**
Credits: **Staff**
Entry made by **Florida Press** on **2011-11-30 10:13:24**

★★★★★★★★

General CIRC CAT1 01
Florida Press
General Excellence

DO NOT HIT YOUR BACK BUTTON

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

You'll be taken to a Label window. If the entry is in a category that requires uploading digital files only, there is no need to print out this page.

However, if you are planning on submitting part of this entry as a printed and shipped entry to FPA, please print this page and attach it to your entry.



Category	Title	Pages	Files/URLs	Created	Actions
1 General Excellence	Sample Entry 1	1		2011-11-30 10:13:24	Label Edit Disable Delete

At the bottom of the page you have three choices: Submit Another Entry, go to the Manage Entries page or Logout of the system.

Submit Another Entry takes you back to a blank entry form. Manage Entries takes you to a listing of all your entries as shown below.

From this page you are able to Edit the information on each entry, Disable it or Delete it from the system. Disabled entries will not be judged.

How to Use Issuu.com

For files larger than 5 megabytes that cannot be hosted by your newspaper directly

- Go to www.issuu.com
- Create an account for your paper.
- Click the blue upload button at the top right of the screen.
- Upload the appropriate file for your entry
 - You must put in 2 keywords for issuu.com to accept your submission: examples : news and contest
 - You also must include a description: examples: general excellence paper #1
- In My Library, found at the top left, click the uploaded file you want to enter into the contest
- Copy the file URL in your browser.
- Open an entry page in the BNC website and use the website URL space to enter up to 5 links.