

# BetterBNC<sup>SM</sup>



## Contestant Manager

Contestant Guide

BetterBNC version 4.3



# *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!**



# 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 trades.



# Contestant Manager Contestant Guide

This document will guide you through the steps to:

- Access your account
- Make entries in a contest
- Allow others to make entries in a contest on your behalf
- Manage all the entries



## Here is an overview of the steps you will take:

Estimated  
time to  
complete:

**5 to 15  
minutes**

- Receive invitation and instructions from your member contest organization
  - Log in with provided credentials
  - Select your own credentials
  - Make some entries
  - Receive validation email
  - Finalize your account
- 
- Create and manage Authorized Entrants (optional)
  - Manage all the entries made by you and your Authorized Entrants

**Note:** the validation process is a one-time event. In future contests, you will simply log in and begin work.



# Contestant Manager Contestant Guide

Follow the instructions below to setup your account as Contestant Manager, and optionally, create Authorized Entrants.

Contestant Manager can make and manage entries, and manage the entries of their Authorized Entrants.

## Step 1

### Log in to your account

- Go to the BetterBNC home page and click on the Contestant Login button at the top of the page
- Select Contestant Manager
- Select your Contest from the list
- Select your media organization from the list
- Enter the password that was provided to you by your Contest Administrator



## Contestant Login

### Login As

Contestant Manager  Authorized Entrant

Open call login

[Help -- What type of Contestant am I ?](#)

News Organization

Allen Gazette

Password

••••••••

[Forgot Password?](#)

Login

Contest

- 2013 Iowa Better Newspaper Contests
- 2013 FSNE Journalism Contest
- 2013 CNBAM Advertising Contest
- 2013 BetterBNC Demo Contest
- 2013 Best of the West



# Contestant Manager Contestant Guide

## Step 2

### Update your account information & agree to the Terms of Use

The first time you log into your account, you will be asked to update your account information and agree to the Terms of Use. Verify the information shown in your account is correct, agree to the Terms of Use and click "Submit".



## Newspapers

### Allen Gazette (AG)

Welcome to the Better Newspaper Contest. Fill out the details below in order to gain full access to the site.

#### You Must Choose a New Password

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

#### Contact Last Name

#### Contact Phone

#### Contact 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](#)

**Important!** Be sure all the information is correct and up to date.



# Contestant Manager Contestant Guide

## Step 3 Begin Making Entries

As you make your entries, the system will begin a process to automatically finalize your “Contestant Manager” account. To do this, simply start making entries, then follow the on-screen instructions.

To make an Entry, follow these steps.

- Log in to your account
- Click on “my contest” at the top of the page
- Click on “Submit Entry”
- Fill out the entry form and click “Submit”



### Submit Entry

Allen Gazette is a member of the Circ 2 (Weekly over 5,000) circulation group.  
You have a total of 5 entries.

Division

Category

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

**Category Note:** Enter your best breaking news story in this category for a chance to win a million dollars!

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

Optionally, if the entry contains a photo, you may enter the caption text here.

Upload Attachment [Need Help?](#)

[Attach More](#)

[What's this?](#)

Comments

Who should be credited for this entry? Enter the names of up to 3 people.  
*Note: If more than 3 people, please enter Staff:*

First Name Last Name

First Name Last Name

First Name Last Name

or [Manage Entries](#)

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.



# Contestant Manager Contestant Guide

## Step 4

### Validate your account

Validate your account by clicking on the validation link in the email that was sent to you from BetterBNC.

The entire process to validate your account is automated. A popup message will notify you that a validation email has been sent to your email address. Simply locate the email sent to you from “BetterBNC Admin”, then click on the validation link (or copy and paste the validation link into your browser).

The system sends validation emails in real time. However, your mail server may have a built-in delay so you should allow a few minutes to receive the validation email.



During the automated process, you will receive an email similar to this:



## 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](mailto:bnc@smalltownpapers.com) to your safe sender list, or contact your IT department. You may also contact your Contest Administrator who can resend the validation email, or contact BetterBNC through the website.

[BNC] BetterBNC email validation -- Contestant Manager-0003144 Inbox x

 **Better Newspaper Contest Admin** [bnc@smalltownpapers.com](mailto:bnc@smalltownpapers.com) via [email.betterbnc.com](mailto:email.betterbnc.com)  
to [jgardner](#)

 Images are not displayed. [Display images below](#) - Always display images from [bnc@smalltownpapers.com](mailto:bnc@smalltownpapers.com)

Hello,

Your recent activity on the BetterBNC website has generated this email, which requires action on your part. In order to continue, your "Contestant" account is being converted to "Contestant Manager".

After clicking the validation link below you will log into BetterBNC as a Contestant Manager, where you can manage all aspects of your account and authorize other people to make entries on your behalf.

Please do not share your login information with anyone.

Please click on the following link to activate your account:

<http://betternewspapercontest.com/newspapers/verify/OTA1MTM=>

If you have any questions please contact your Contest Administrator or BetterBNC through the website.

Thanks,  
BNC Admin

Do not reply to this email



# Contestant Manager Contestant Guide

## Step 5

### Update your account information

After validating your account, you will be asked to update your account information one last time.

All fields are required, except "Website Address", which is optional.



**Important!** Be sure to verify all of the information listed in your BetterBNC account (update if necessary).

All fields required except for 'Contestant Website' which is optional.

For 'Secondary Contact' enter the email address and telephone number of the person you want us to contact in your absence.

home my contest contest info judges login benefits features about us contact BetterBNC testimonials

### Edit Contestant Manager

**Edit Contestant Manager**

Owners	Randolph House
Contestant	Allen Gazette
Contestant Code	AG
Frequency	Weekly
Circ Group	Circ 2 (Weekly over 5,000)

**Primary Contestant Contact Information - Contestant Manager**

First Name	Last Name	Contestant Manager Email
Julie	Pool	julie@smalltownpaper
Contestant Phone	Password	
123-123-1234	●●●●●●	

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

Contestant Website	Confirm Password
	●●●●●●

**Mailing Address**

Number and Street	Shipping Address
123 Main st	<input type="checkbox"/> Same as Mailing Address
City	Number and Street
Shelton	123 Main st
State/Province	City
WA	Shelton
Zip/Postal code	State/Province
98584	WA
Country	Zip/Postal code
USA	98584
	Country
	USA

**Secondary Contestant Contact Information**

Contact Email	Phone
codyfrance@hotmail.c	123-123-1234



# Contestant Manager Contestant Guide

## Step 6 (Optional) Create Authorized Entrants

After you update your account, you can continue making entries. You can also create 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, follow the steps below.

- Click on “Add More” in the Authorized Entrant section at the bottom of the “My Account” page
- Enter the Authorized Entrants account information



## Entrants

### Add Entrant

First Name

Last Name

Email

Password

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

Confirm Password

Enable **Un-check this box to disable this Authorized Entrant**

Submit

Note: If you want to enable the Authorized Entrant to log into their account and begin making Entries right away, be sure to check the "Enable" box. You can always come back and Disable or Enable an Authorized Entrant.

Confirm Password

Enable **Un-check this box to disable this Authorized Entrant**



## People Authorized to make Entry for this contestant - Authorized Entrants

Contestant Manager Only Checking this box locks out all Authorized Entrants

<input checked="" type="checkbox"/>	Alex Smtih	alex@smalltownpapers.com	Edit	Resend	Verify Mail
<input checked="" type="checkbox"/>	Ben Johnson	ben@smalltownpapers.com	Edit	Resend	Verify Mail
<input checked="" type="checkbox"/>	Jeremy Smith	jeremy@smalltownpapers.com	Edit	Resend	Verify Mail

[Add More](#)

You can instantly lock out all Authorized Entrant accounts simultaneously by checking the “Contestant Manager Only” box on the My Account page.



# Contestant Manager Contestant Guide

## Manage Entries

To manage your entries, follow these steps:

- Log into your account
- Navigate to the “My Contest” button at the top of the page
- Click on “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.
- Contestant Manager can access and manage every entry made by their Authorized Entrants.
- Once an entry has been accepted by the contest administrator, you can no longer edit or delete an entry, however you can disable it.



## Manage Entries

Welcome to the BNC

**Allen Gazette** is a member of circulation **Circ 2 (Weekly over 5,000)**.

- [My Account](#)
- [Submit Entry](#)
- [Logout](#)

You have a total of **5** entries.

[Calculate Entry Fee](#)

### Entries

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	BAD Best Ad Design	Huge Blowout Sale	1	  	2012-09-16 18:51:57	Label Edit Disable Delete
Contestant Manager	BC Best use of Color	County Fair Next Month	2		2012-09-16 18:56:06	Label Edit Disable Delete
Alex Smtih	BOW Best Overall Weekly	From the Civil Way to Hurricane Katrina	1	 	2012-09-17 11:04:02	Label Edit Disable Delete
Alex Smtih	BWO Best Weekly Over 5,000	Thunderstorms Ignite Fires	1	 	2012-09-17 10:17:06	Label Edit Disable Delete
Ben Johnson	BWO Best Weekly Over 5,000	Mill Will be Closing by End of 2013	2	  	2012-09-17 14:02:27	Label Edit Disable Delete

Your  
Entry

Authorized  
Entrant



# If you need help

## **Contact your Contest Administrator for help with:**

- Resending validation email
- Contest Rules

## **Contact BetterBNC through the website for help with:**

- Technical assistance
- Locating your Contest Administrator
- Reporting website errors

