THE NEWSPAPER CONTEST TEMPLATE IS NOW OPEN

Suggestion: Gather all of your entries into one folder on your desktop and label them so you know what category they go in before beginning to upload your entries.

Please combine parts of an entry into one file before uploading whenever possible. This makes uploading and judging easier.

Missouri Press Foundation 2017 Newspaper Contest Entry Instructions

Entries to the Missouri Press Foundation's Newspaper Contest will be submitted using BetterBNC Online Journalism Awards Platform. If you have questions contact Matthew Barba at Missouri Press, (573) 449-4167, mbarba@socket.net.

IMPORTANT: BetterBNC is optimized for Google Chrome. If you do not have Google Chrome, download it at http://www.google.com/chrome

DEADLINE: There is no need to wait until the deadline to upload your entries! The contest template will close at 11 p.m. Thursday, March 31, and will not accept entries after that -- no exceptions. You may begin uploading your entries now.

FOLLOW THESE STEPS, IN ORDER Login: Go to http://www.betterbnc.com.

Click one of the **Contestant Login** buttons.

If you are the single point of contact for your organization, select **Contestant Manager**. **NOTE:** Once you have submitted 2 entries, you will receive an email validating your Contestant Manager account, enabling you to create an **Authorized Entrant** account to make entries on behalf of your newspaper. If you have received an email authorizing you to submit entries, select **Authorized Entrant** the next time you log on.

In the **Select a Contest** menu, select **2017 Missouri Better Newspaper Contest**.

From the **Select Media Organization**, choose your newspaper (if your newspaper is not in the menu, contact Missouri Press immediately).

Enter the temporary **Password**, which is "bnc" for everyone, and click **Login**. The first time you log in, the system will prompt you to create a secure password. If you entered the contest in 2016, your previous year's password will remain valid. If your contact person has changed and you need your password and/or email reset, please email kwilliams@socket.net.

Submitting Entries: Select in the template the same **division/circulation code** for each of your entries, according to whether your newspaper is a daily or a weekly, and your circulation. Your paper is in the circulation division according to

your circulation reported in the 2017 MPA Newspaper Directory. All papers in each division/circulation class will use the same code in the template.

Dailies Circulation Classes & Codes to enter in the template: 0-5,000 (D1); 5,001-15,000 (D2); 15,001 and over (D3).

Weeklies Classes & Codes: 0-2,000 (W1); 2,001-5,000 (W2); 5,001 and over (W3). These codes allow the software to divide entries into the appropriate group for judging.

On the **Manage Entries** page, click **Submit Entry** (left side). Select the appropriate Division (grouping of categories -- Writing, Photos, General, etc.). Select the appropriate Category.

IF APPLICABLE: Read the corresponding Category Note (directly below the Category selection box), describing the category's requirements. Complete the Headline/Title field.

Add entry content: Suggestion: Gather all of your entries into one folder on your desktop and label them so you know what category they go in before beginning to upload your entries.

To upload entries that are **digital files** (other than audio/video), click **Browse**, navigate to the desired file, and select Open. Allowed file types are PDF, DOC, TXT, JPG, GIF, and PNG.

Please combine parts of an entry into ONE file before uploading whenever possible. This makes uploading and judging less time-consuming. If more than one attachment is required for an entry, click Attach More and repeat these steps. If you reach a point where you cannot add any more attachments to an entry, you may have reached the attachments limit set by your contest administrator. In this event, delete your entry, combine the parts into a single file and upload the new file.

NOTE: Please try to keep file sizes under 5mb to aid judges in accessing entry content. For larger files such as Special Sections, there are options provided in the contest template. You cannot upload these large entries directly to the contest template because it has space limitations.

IF APPLICABLE: To add web content or audio/video entries, copy and paste the content's web address into the provided Website URL field. To host your content online, either upload it to a free *streaming content* website (e.g. YouTube) or talk to your IT person about adding it to your website. Make sure the content will be accessible online throughout the contest and awards process. Here are some examples of free *streaming content* websites where you can upload audio and video content: **Audio:** www.kiwi6.com, www.tindeck.com; **Video:** www .youtube.com.

IMPORTANT: Ensure that items are not behind a paywall or a password-protected area. If they are, you must provide username/password info in the Comments section of your entry. **Judges may disqualify your entry** if work samples are inaccessible.

VERY IMPORTANT: Pay for your entries! Pay your contest fees by check or credit card. **Failure to pay will result in your entries being disqualified**. The fee is $7 per entry, NOT PER UPLOAD. Make checks to Missouri Press Foundation/BNC and mail to 802 Locust St., Columbia, MO 65201-4888 or pay by credit card by calling Missouri Press at (573) 449-4167.