BETTERBNC INSTRUCTIONS

CONTESTANTS
(For first-time BetterBNC users) This year, entries to the OKSPJ Awards will be submitted using BetterBNC Media Awards Platform.

Below are directions for preparing and submitting entries. If you have questions, please contact Sterling Cosper: sterlingcosper@gmail.com and Vicky Misa: Vicky.Misa@news-star.com.

IMPORTANT: BetterBNC is optimized for the Google Chrome browser; and Firefox for PC and Macintosh/Apple. Please have a recent version downloaded and installed for the best contest experience.

The deadline for all entries is March 8, 2021 with early bird rates expiring Feb. 22.

1. Login.
    1. Go to www.betterbnc.com.
    2. Click contestant login
    3. Select the appropriate contestant type:
        1. If you are the single point of contact for your organization, select Contestant Manager, then skip to "d. Contestant Manager Login".
        2. If you have received an email authorizing you to submit entries on behalf of your media organization, select "Authorized Entrant" on the log in page, then skip to "e. Authorized Entrant Login" below
        3. If you are an individual submitting your own entries (including non-members and freelancers), please see the "Open Call Contestant Only" instructions below

    4. Contestant Manager Login:
        1. Select the contest you would like to enter
        2. Select your Media Organization
        3. Enter your password**
        4. Click "Login"

**Note: If it is your first time logging into your account, use the temporary password: bnc (lower case). After you log in using that temporary password, the system will require you to update your password. Going forward (including future years) you will log in with the password you set.
If the designated Contestant Manager should leave your media organization, please contact your Contest Administrator to have the contact info in your account updated.

    5. Authorized Entrant Login:

1. Select the contest you would like to enter
2. Select your Media Organization
3. Enter your email address
4. Enter your password
5. Click "Login"

6. Open Call Login:
    1. Click "Open Call Login" in the blue bar at the top of the page
    2. If you already have an Open Call Contestant account, enter your email address and password, then click "Login" and skip to section "g. Request to make entries in a contest" below
    3. If you do not already have an Open Call Contestant account, click "Create your Open Call account"
    4. Fill out the form
    5. Click "Submit" at the bottom of the page

Once you fill out the form to create your Open Call Contestant account, the system will send you a validation email with a link that must be clicked before you can log into your account.

7. Request to make entries in a contest (Open Call Only):
    1. Hover over the red "Open Call Contestant" text in the blue bar at the top of the page
    2. Select "My Contests" in the menu that appears
    3. In the "Available Contests" section, check the box next to the contest you would like to enter
    4. Hover over the red "Open Call Contestant" text again
    5. Select "Manage Entries"

2. Submit Entries
    a. Click "Submit Entry" from the Manage Entries page
    b. Select a Division (group of Categories)
    c. Select a Category
    d. Select the Media Organization where the entry was published or performed (Open Call Only)
    e. Enter the entry headline or title
    f. Add entry content (may vary by category)
        1. To upload digital file attachments (other than audio/video), click "Browse", navigate to the desired file, and then click "Open". Allowed file types are PDF, DOC/DOCX, TXT, JPG, GIF, and PNG. To upload additional attachments to a single entry, click the "Browse and Attach More Files" button. BetterBNC will allow up to about a 20MB file, however, we suggest keeping your files around 5MB in case the judges have a slow connection. For files larger than 20MB, you can click the "RealView" icon on the Submit Entry page to create a free account, upload your files, and then copy and paste the URL into the URL field on the Submit Entry page. You may also use a similar 3rd-party website that provides hosting services (scribd.com, issuu.com, etc.)
        2. To add web/audio/video content, copy and paste the content's URL 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 stations/publications website. Make sure the content will be accessible online throughout the duration of the contest and awards process. Here are some examples of free streaming content websites where you can upload audio and video content:
            a. Audio: www.kiwi6.com, www.tindeck.com
            b. Video: www.youtube.com, www.vimeo.com
        3. IMPORTANT: Please be sure 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.
    g. Add Comments
    h. Enter Credits
    i. Click "Submit Entry"

a. For hardcopy/mail-in entry categories, print and attach the entry label (which automatically appears after each entry is submitted) to each hardcopy item and follow contest shipping instructions (contact the contest administrator for more info).

3. Pay for Entries
    b. When all entries are submitted log into your account
    c. Navigate to the Manage Entries page
    d. Click "Calculate Entry Fees"
    e. Follow the on screen instructions to pay for your entries

JUDGES

Thank you for agreeing to judge this year's (Organization Name and/or acronym) awards, using the BetterBNC online contest from SmallTownPapers.

Please see contest judging instructions below. Any contest related questions can be referred to me via email (email address) or phone call (office number & hours).

Please assign a 1st, 2nd, and 3rd place winner (and optional 4th place) for all categories along with comments for each selection. You may also add overall Competition Comments, if desired.

Because we are using an online contest platform, we will have visibility to your judging progress throughout the competition, to make sure we meet our judging deadline.
The deadline to complete judging is (date).

Please let me know if you have any questions.
Best regards,
(contest admin name & title)

IMPORTANT – BEFORE YOU BEGIN JUDGING
The contest platform is optimized for Chrome for PC and Macintosh. Please have a recent version downloaded and installed for the best contest experience.

BetterBNC Judging Instructions:
1. Go to www.betterbnc.com.
2. Click Judges Login in the upper left corner of the page.
3. From the Contests drop-down list, select the appropriate contest.
4. Enter your email address.
5. In the password box, enter the password given to you by your contest administrator (if you're unsure, contact your contest administrator).
6. Click Login. If you wish to change your password, mouse over Judging (top left), click My Account, click Change Password, and complete the required fields.
7. During your first login, click the Judging Instructions button to read the judging guidelines.
8. To view your assigned competitions, go back to your judging homepage. Your assignments will be under the "My Assignments" section.
9. To view the entries within a competition, click on the competition name, then click on an entry's content thumbnail image(s) (attachment or website URL) to view each of them for review. In the case of a hardcopy or mailed entry, review the physical content item(s) associated with the entry.
10. Once you have reviewed all parts of an entry (e.g. all related attachments, website URLs, comments, captions, etc.), you can give the entry a preliminary score from 0-10 in the "How would you rate this entry?" scoring bar near the top of the page, which will help you narrow your selections when you are ready to choose winners.
11. If you wish, you can add confidential entry comments (viewable only to yourself) in the Private Note box in the lower right side of the entry page.
12. When you have completed all review steps, click Done Reviewing This Entry at the bottom right of the page. This will help you keep track of which entries you have already reviewed for the competition you are currently evaluating.
13. Because the Reviewed Entries are automatically sorted by their preliminary scores (highest to lowest), you can simply view the first few entries (highest scores) in the Reviewed Entries box when you are ready to select your winners.
14. Once you determine which entries you want to award 1st/2nd/3rd places to, simply drag and drop the thumbnail images for those entries into the corresponding Winners boxes at the bottom of the page, clicking OK to confirm each selection.
15. You can add brief comments for each of the winning entries in the Comments boxes directly below each winning entry's thumbnail image.
16. You may also comment on the overall competition in the Competition Comments field, to the right of the winning entry boxes.
17. Once you have completed the judging process for a competition (based on your contest's rules and guidelines), click Finalize Judgment to save your decisions.
18. Repeat these steps for each of your assigned competitions.

If you have any questions, please contact me at (phone).