BetterBNC®

Contestant Manager Guide

BetterBNC– Version 5.5 – January 29, 2016

Features are subject to change.
Screen shots may appear different on your computer.

For technical assistance, training, and support, admins are invited to contact BetterBNC 24/7 at www.betterbncsupport.com. Click on "Start Trouble Ticket." Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.

Here is an overview of the steps you will take as a Contestant Manager:

- 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 Entrant accounts (optional)
- Manage all entries made by you and your Authorized Entrants

Contestant Manager Step-by-step

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

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

Step 1: Log into your account

Go to www.betterbnc.com and click on the Contestant Login button at the top of the page
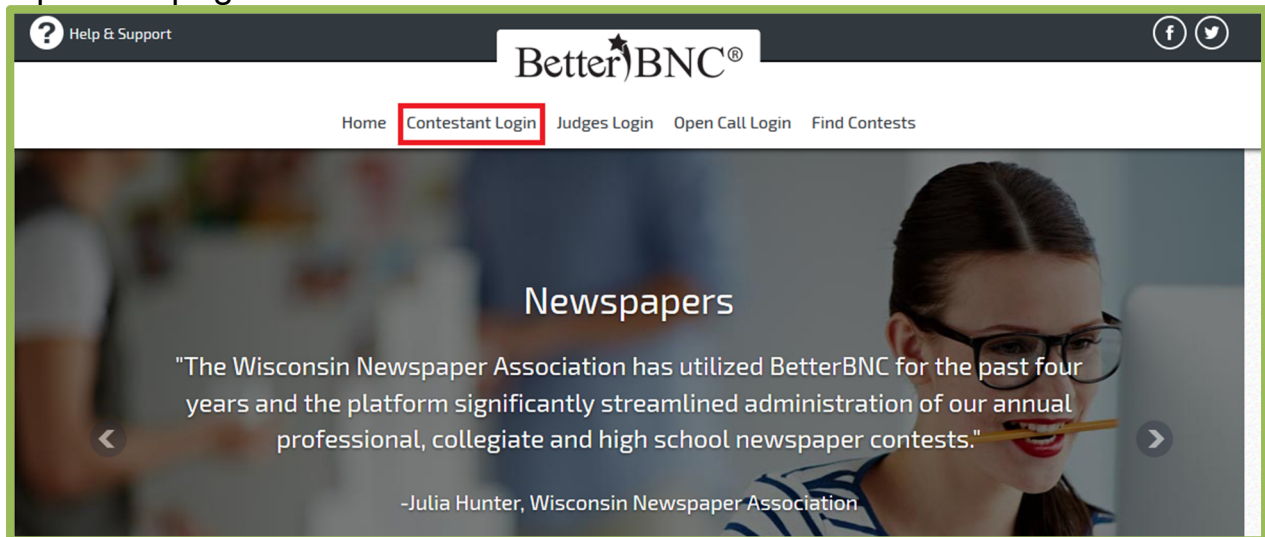
Make sure you are on the Contestant Manager tab

Select your contest from the list, select you media organization from the drop down, and then enter the password that was provided to you by your Contest Administrator.

Step 2: Update your account information & agree to the Terms of Use

If this is your very first time every logging into your account, you will need 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"

The Lake Washington Times (LWT)

Welcome to BetterBNC. 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	●●●●●●●●	**In order to continue using your account, you must agree to the Terms of Use. Please check the box and click Submit to continue.**
Contact First Name	Cody	
Contact Last Name	France	
Contact Phone	123-123-1234	
Contact Email	cody@smalltownpapers.com	
Confirm Email	cody@smalltownpapers.com	

☑ I agree to the BetterBNC Terms of Use

Submit

Step 3: Begin Making Entries

Once you are logged into your account, navigate to the "Submit Entry" button on the left side of the page

Choose the Division you would like to submit your entry into

Select the Category you would like to submit your entry into

Enter the headline or title of the entry

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

Division	Choose ▾
Category *(When a category's entry limit has been reached, the category will no longer appear in the list.)*	Choose ▾
Headline or Title of Entry	

Upload attachments by clicking "Browse", then selecting your file. To upload more than one file, click the "Browse and attach more' button. To enter URLs, use the URL fields

Upload Attachments & Links Need Help?

Get File(s) to Attach to this Entry
The number of file attachments allowed is determined by your contest rules.

| Browse... | No file selected. |

Browse & Attach More Files

Browse my Scrapbooks

Upload files and URL/Links from scrapbooks. More info

Get Links to Attach to this Entry *The number of URL/Link attachments allowed is determined by your contest rules.*

| Paste URL/Link here | Paste URL/Link here | Paste URL/Link here |

Publish large PDF files.
Third party vendors -- offers vary.

RealView
Issuu
Yudu

What's this?

To access certain features, such as Scrapbooks, you need to establish your own Open Call Contestant account in addition to any predetermined accounts which have been set up for you. With Scrapbooks, you can save copies of your best work throughout the year, then easily make entries into any contest. As a Contestant Manager, you can make entries from your Scrapbooks.

SmallTownPapers

Enter any comments and credits, and then click "Submit Entry"

Comments, Credits & Other Info

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

Submit Entry

Attachments are uploaded when you click "Submit Entry".

Any attachments included in your entries will automatically upload when you click "Submit Entry". To make changes to your entry, including changing the sequence of your attachments, you can edit your entries from the "Manage Entries" page.

Step 4: Validate your account

After you make some entries in your account, the system will automatically ask you to validate your account by clicking on a link that will be sent to you via email from BetterBNC.

The entire process to validate your account is automated. A popup 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).
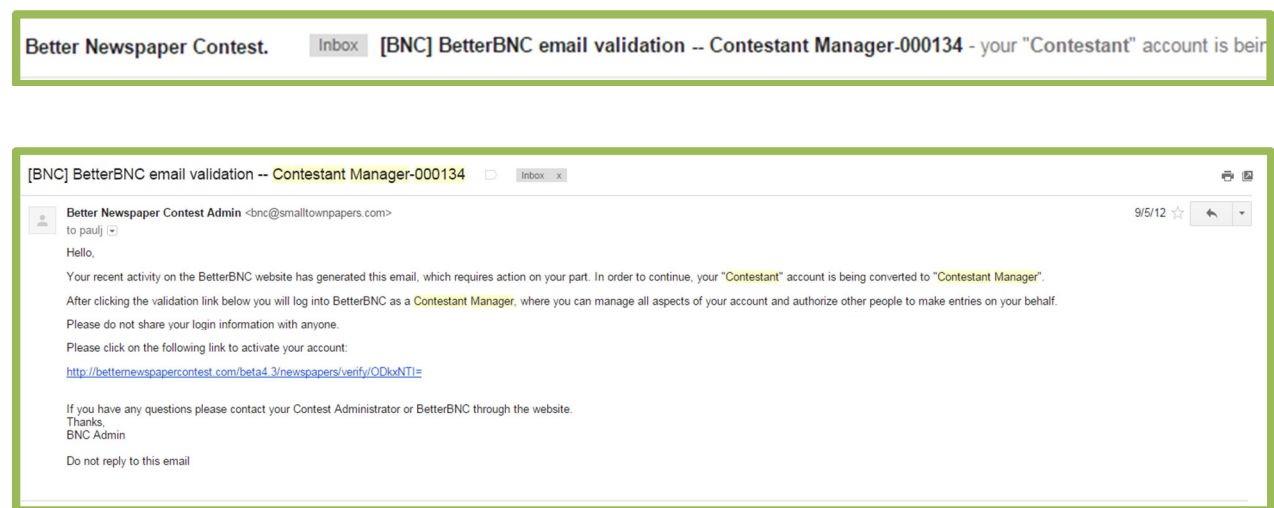
Note: The system sends the validation email in real time. However, your mail server may have a built-in delay so you should allow a few minutes to receive your validation email.

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 may also contact your Contest Administrator who can resend the validation email, or contact BetterBNC through the website.

Step 5: Update your account information

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

Edit Contestant Manager

Owners	Randolph House
Contestant	The Lake Washington Times
Contestant Code	LWT
Frequency	Weekly
Circ Group	Circ Group 1 (Weekly Under 20,000)

Primary Contestant Contact Information – Contestant Manager

First Name
Cody

Last Name
France

Contestant Manager Email
cody@smalltownpapers.com

Confirm Email
cody@smalltownpapers.com

Contestant Phone
123-123-1234

Contestant Website

Password
•••••••••

Confirm Password
•••••••••

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

Mailing Address

Shipping/Physical Address
☐ Same as Mailing Address

Number and Street

Number and Street

City

City

State/Province

State/Province

Zip/Postal code

Zip/Postal code

Country

Country

Secondary Contestant Contact Information

Contact Email

Phone

Submit

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

Step 6: Create Authorized Entrant Accounts (Optional)

After you update your account, you can continue making entries. You can also create Authorized Entrant accounts. 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, click "Add More" at the bottom of the My Account page

Fill out the form, then click "Submit" to save the Authorized Entrant account

Note: If you do not check the "Enabled" box when you are creating the Authorized Entrant account, the Authorized Entrant will not be able to login. You can check or un-check this box at any time by clicking "Edit" for an Authorized Entrant account.

You can also instantly lock out all Authorized Entrant accounts simultaneously by checking the "Contestant Manager Only" box on the My Account page of your Contestant Manager account

Step 7: Manage Entries

To manage the entries you have made in your account as well as any entries that were made by your Authorized Entrants, navigate to the "My Contest" button at the top of the page, and then click "Manage Entries"

Click "Edit" on any entry to make change to the entry, including changing the sequence of the entry attachments.

If you don't want an entry to be entered, click the "Disable" button. If you would like to permanently remove an entry from your account, click the "Delete" button

Once an entry has been created, you cannot change the Division or the Category that the entry is in.

Once an entry has been accepted by the contest administrator, you can no longer edit or delete the entry, however, you can disable the entry.

You can also verify that your links and attachments uploaded correctly by clicking on the icons in the "Files/URLs" column on the Manage Entries page

Step 8: Contestant Payment Process

Contests can choose to accept payments for their entries by check or by card (credit or debit). Your contest's choice dictates how you can pay. The steps below will take you through all available options.

Step 8a: Navigate to the Calculate Entry Fees page

Regardless of your payment method, this is the first step you will take:

- Log into your account.

- Navigate to the "Manage Entries" page using the "My Contest" menu at the top of the page

- Click on "Calculate Entry Fee