Colorado Student Media Association

BEST OF COLORADO Individual Contests

Entry Instructions

Entries to the Best of Colorado contest will be submitted using the BetterBNC Online Journalism Awards Platform.

Below are directions for preparing and submitting entries. If you have questions, please contact Jed Palmer at coloradostudentmedia@gmail.com or 303.471.0209.

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

The deadline for all entries is **April 15** at 10 p.m. MDT.

1. **Login**
   a. Go to www.betterbnc.com.
   b. Click contestant login (upper left) or the appropriate Contestant Login button on the right side of the page.
   c. Select the appropriate contestant type:
      i. You are the single point of contact for your organization, unless you choose to add Authorized Entrants, so please select **Contestant Manager**. NOTE: Once you have submitted 2 entries, you will receive an email validating your Contestant Manager account, enabling you to create Authorized Entrant accounts to make entries on behalf of your organization. These emails sometimes get caught in school or district filters, and are the number one cause of frustration. Please check your SPAM folder for this email, and consider asking your tech people to include betterbnc as an approved sender. **We recommend you NOT create Authorized Entrants.**
   d. Contestant Manager:
      i. Select the appropriate Contest (20XX—XX CSMA Best of Colorado).
      ii. Select the appropriate Media Organization. You should see your school and your member student medium listed (i.e. Monarch HS / Yearbook, or Salida HS / Newspaper). If you don't, contact Jed Palmer IMMEDIATELY.
      iii. If your medium did not enter BOC recently, please enter your INITIAL PASSWORD (which is **Contest1**, and it is case sensitive) and click Login. You will be prompted to change your password after logging in the first time. If your medium DID enter previously, your password is still good. If you have forgotten your password, the site will send you hints or allow you to create a new one.
2. **Submit Entries**
   a. On the Manage Entries page, click Submit Entry (left side).
   b. Select the appropriate Division (grouping of categories).
   c. Select the appropriate Category.

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

f. Add entry content (may vary by category):
   i. **To upload digital file attachments (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. If more than one attachment is desired for this 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. **Please try to keep file sizes under 5mb, to aid judges in accessing entry content. That means you should choose SMALLEST FILE SIZE when exporting PDFs. This is particularly important for yearbook entries.** All judging will be done on screen, so high resolution is not needed for this contest. For larger files (between 5-50mb), you may upload your file(s) to a 3rd-party website such as www.issuu.com, and copy and paste the hosted item's web address into the Website URL field.
   ii. **To add web/audio/video content,** 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 school's 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, www.vimeo.com
      IMPORTANT: Please 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.
g. Add Credits for each person responsible for the entry content. The limit is 10 total. If an entry is the work of an entire staff, either name the team leaders/editors, or credit "X Staff," with X being the school medium. *Please double check your spelling for staff names. We create award certificates directly from what you provide.*
h. Click Submit.
i. You DO NOT need to upload all your entries at one time, and we recommend that you try to upload at least two as soon as you can, just to test the system. You can return to the site as many times as you wish. Just be sure to note your new password somewhere for future reference.

3. **Pay for Entries**
   Good news! Your CSMA membership includes all entry fees for the Best of Colorado contest. **So there are no additional costs for you!**