Open Call® Contestant Guide

BetterBNC®—Version 5.6—September 1, 2017

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

For technical assistance, training, and support, admins are invited to contact us 24/7 at www.betterbnccom. Click on “Start Trouble Ticket.” Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.
Open Call® Contestant Guide

BetterBNC® was designed to be simple, quick and easy to use on your first visit. If you prefer detailed, step-by-step instructions, this document is for you!

This document will walk you through how to access your Contestant Manager® account and submit entries in a contest on the BetterBNC® platform.
Different types of Contestants

In BetterBNC® version 5.5, 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 the 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.
Here is an overview of the steps you will take as an Open Call® Contestant:

• Sign up for an Open Call® account
• Receive validation email
• Provide information about your professional status
• Request to make entries into contests
• Save work in your scrapbooks (optional)
• Make entries into contests
• Publish your own professional profile web pages (optional)
Open Call® Step-by-Step

Step 1: Create your Open Call® account

Go to the BetterBNC® home page and click on the “Open Call® Login” button

Click “Create your Open Call® account”
Fill out the form and click “Submit”

After you click “Submit”, an email will be sent to you that will include a validation link. Click the link, or paste it into your browser to validate your account. After you successfully validate your account, you can log into your account.
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 a firewall or spam filter. If you think you should have received a validation email but did not, check your spam folder, add the address bnc@smalltownpapers.com to your safe senders list, or contact your IT department. You can also try using a generic email account such as gmail, Hotmail, etc.

If your validation is unsuccessful, or you do not receive the validation email, contact us through the website.
Step 2: Enter your credentials

The first time you log into your account, you are taken to the “My Credentials” page where you can provide information about your background as a journalist and related trades. You can return and update this page at any time.

The information you provide on this page is used by certain contest administrators to determine your eligibility to make entries in their contest.

All fields are optional. You can provide as much or as little information as you like.

Be sure to click “Submit” when you are done editing to save your changes.
### Journalist -- Employment Status

- [ ] Employed as Journalist
- [ ] Part-time Journalist
- [ ] Attending College/University
- [ ] Recent Graduate
- [ ] Retired
- [ ] Self-employed Journalist
- [ ] Journalist Between Assignments
- [ ] Attending High School
- [ ] Educator
- [ ] Other

### Trades -- Employment Status

- [ ] Employed by Media Organization (newspaper, radio, television, etc.)
- [ ] Freelancer
- [ ] Advertising
- [ ] Public Information
- [ ] Other
- [ ] Communications

### Area of work (check all that apply)

#### Print
- [ ] Reporter
- [ ] Publisher
- [ ] Writer
- [ ] Photographer
- [ ] Editor
- [ ] Other

#### Broadcast TV
- [ ] Reporter
- [ ] Photographer
- [ ] Writer
- [ ] News Anchor
- [ ] Editor
- [ ] Other

#### Broadcast Radio
- [ ] Reporter
- [ ] Photographer
- [ ] Writer
- [ ] News Anchor
- [ ] Editor
- [ ] Other

#### Web
- [ ] Reporter
- [ ] Publisher
- [ ] Writer
- [ ] Photographer
- [ ] Editor
- [ ] Other

#### Production
- [ ] Layout
- [ ] Finishing
- [ ] Web Production
- [ ] Typography
- [ ] Mailing
- [ ] Other
- [ ] Print shop
- [ ] Darkroom/Photoshop

#### Creative
- [ ] Ad Design
- [ ] Other
- [ ] Page Design
- [ ] Web Design

In the space below, you can provide additional professional information about yourself. Contest administrators review all information on this page to determine your eligibility to enter their contest.

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### Journalism Contests

- [ ] Have made entries in contest
- [ ] Have won awards
- [ ] Checked and you use the BA/Winners feature. “Award Winning” will be displayed with your profession, such as “Award Winning Journalist”
- [ ] Have judged competitions
- [ ] Other

Comments?

```
```
Step 3: Select a contest to enter

Open Call® contestants must request to make entries in a contest before they can begin making entries. You can make up to 20 entries in a single contest before the contest admin has enabled you. However, these entries will be disabled until the contest admin approves your account.

To request to make entries in a contest, follow the steps below:

Log into your Open Call® account, then navigate to the “My Contests” page.
On the “My Contests” page, scroll through the “Available Contests” section to find the contest you would like to submit entries into.

Once you find the contest you would like to submit your entries into, check the box next to the contest name to request to make entries in that contest.
The page will refresh, and the contest will move from the Available Contests section, to the Pending Contests section.

When you request to make entries in a contest, the system will send an email to the contest admin to notify them that you are waiting to be approved.

You can begin making entries in the contest immediately; however, your entries will be marked as “Disabled” entries until the contest admin approves you. Once the contest admin approves you, the system will send you an email notifying you that you have been approved and your entries will automatically be enabled.
Step 4: Begin Making Entries

Now that you have chosen the contest you would like to submit your entries into, you can begin making your entries. First go to the Manage Entries page in your account by putting your cursor over the “Open Call® Contestant” text at the top of the page, then selecting “Manage Entries” in the menu that appears.

Click on the “Submit Entry” button on the left side of the page.
Fill out the entry form

You are managing content for 2014 BarteBEC Demo Contest
Admin notes to Open Call Contestant
Admin notes to Open Call Contestant

Jon Smith is an open call contestant
You have a total of 0 entry.

### Create New Entry

Enter the required fields to create your entry:

- **Division:**
  - Advertising

- **Category:**
  - 001 Best Ad Design

- **Where Published or Performed:**
  - Other... (enter manually)

- **Headline or Title of Entry:**

### Upload Attachments & Links

Get files to attach to this entry:

- **File Selection:**
  - No file selected.

- **Browse & Attach More Files:**

- **Browse my Scrapbooks:**

- **Get Links to Attach to this Entry:**

- **Paste URL/Link here:**

### Comments, Credits & Other Info

Enter the number of pages this entry was printed on:

- **Choose:**

Enter Comments here:

Who should be credited for this entry? Enter the names of up to 3 people:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
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<table>
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<th>First Name</th>
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<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

Submit Entry

Attachments are updated every you click “Submit Entry”
Step 5: Manage Entries

After you submit your entries, you can manage your entries and make changes to them up until the contest deadline. To do this, please follow the steps below:

Log into your account and navigate to the “Manage Entries” page

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 test any links or files that you uploaded by clicking on the icons in the “Files/URLs” column.
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.

Step 6: 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 6a: 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.
If you need help

Contact the Contest Administrator for help with:

• Resending your validation email
• Username
• Password
• Contest Rules
• What you should enter

Contact BetterBNC® using the “Help & Support” button in the top left corner of every page on BetterBNC® for help with:

• Technical assistance
• Reporting website errors