



2017 Award Contest Instructions

MBEA Awards Contest entries will be submitted through the same process as last year using the BetterBNC Media Awards Platform. A link to the contest entry page is below or on the MBEA website. If you submitted entries last year, you will use the same password.

Below are directions for preparing and submitting entries. If you have questions, please contact Terry Harper at the Missouri Broadcasters Association: (573)636-6692, or tharper@mbaweb.org.

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 Friday, February 24, 2017.

1. Login
 - a. Go to <http://betternewspapercontest.com/mbea> or use the link on the Missouri Broadcast Educators Association website: <http://mbea.us/>
 - b. Click "Enter the Contest Here" on the right side.
 - c. 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 organization, select "Authorized Entrant" on the log in page, then skip to "e. Authorized Entrant Login" below
 - d. Contestant Manager Login:
 1. Select your school/university
 2. Enter your password**
 3. 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.

- e. Authorized Entrant Login:
 1. Select your school/university
 2. Enter your email address
 3. Enter your password
 4. Click "Login"
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2. Submit Entries

- a. Click “Submit Entry” from the Manage Entries page
 - b. Select a Division (group of categories)
 - c. Select Category
 - d. Enter the entry headline or title
 - e. 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.
 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. You Tube) or talk to your IT person about adding it to your station’s website. Make sure the content will be accessible online throughout the duration of the awards process (end of May). Here are some examples of free streaming content websites where you can upload audio and video content:
 - a. Audio: www.kiwi6.com/, www.soundcloud.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.
 - f. Add Comments
 - g. Enter Credits
 - h. Click “Submit Entry”
3. Pay for Entries
- a. When all entries are submitted, log into your account
 - b. Navigate to the Manage Entries page
 - c. Click “Calculate Entry Fees”
 - d. Follow the on screen instructions to pay for your entries
 - e. **Print your receipt!**