

# Using the BNC Site

## 2011 MDDC Editorial Contest

Entries for MDDC's 2011 Advertising & Editorial Contest are submitted via the Better Newspaper Contest website. Access the site at BetterBNC.com.

Please make sure to use a recent version of Mozilla Firefox or Internet Explorer for making contest entries.

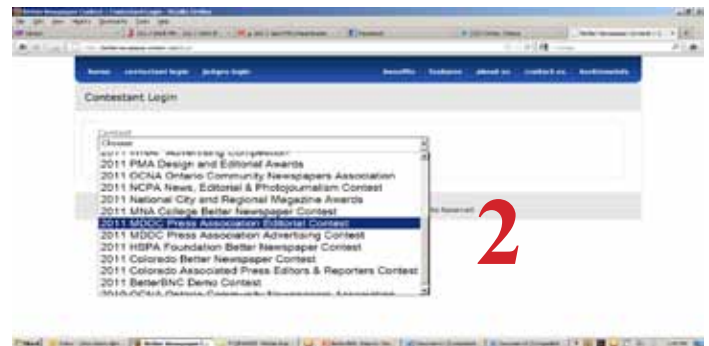
Access the Contest at  
[www.betterbnc.com](http://www.betterbnc.com)

### GETTING STARTED

1



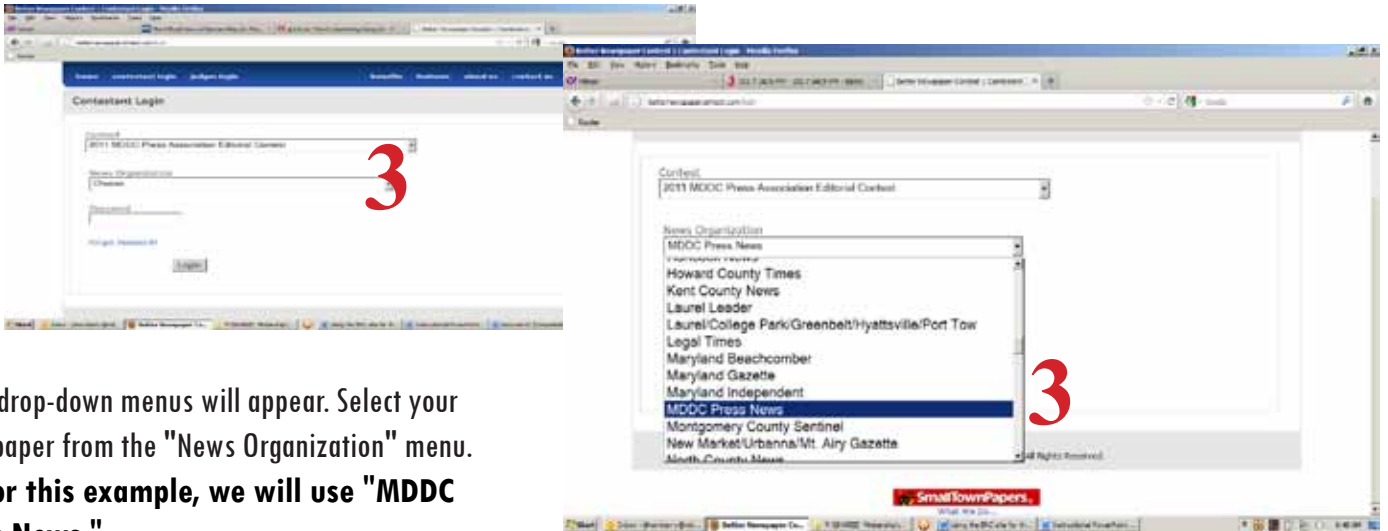
Go to the BNC site. At the left top of the home page, click on "contestant login." (1)



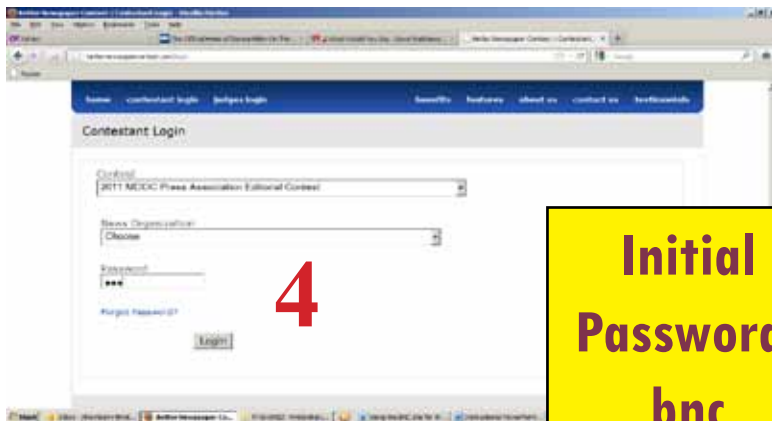
The next page contains a drop-down menu from which you should select our contest. Choose "2011 MDDC Press Association (Editorial / Advertising) Contest". (2)

# Using the BNC Site (continued)

## GETTING STARTED (continued)



More drop-down menus will appear. Select your newspaper from the "News Organization" menu.  
**(3) For this example, we will use "MDDC Press News."**

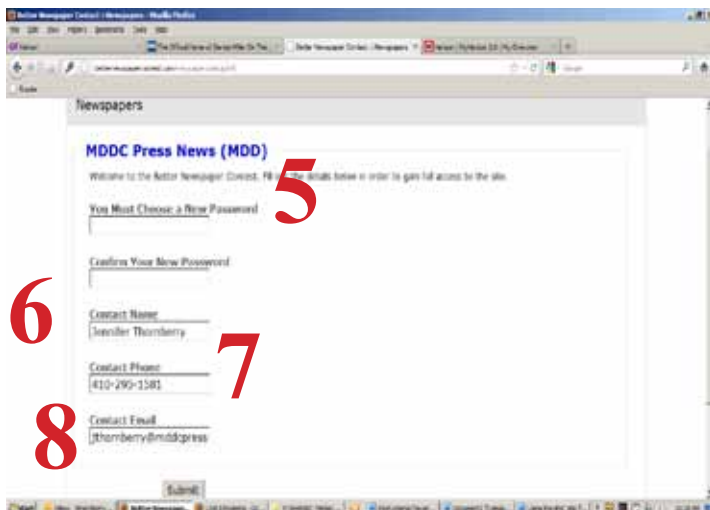


### YOUR INITIAL PASSWORD

On your first visit, you will need to enter your start-up password. **(4)** Your initial password is "bnc".

If your password does not work, it means someone else has already signed into the site under your newspaper's name. Contact Membership Services Coordinator Jen Thornberry at 855-721-6332 x2 or [jthornberry@mddcpress.com](mailto:jthornberry@mddcpress.com) for further assistance.

## SETTING UP YOUR ACCOUNT



Once you have first entered the site using the initial password, you'll be prompted to choose a new password. **(5)**

**NOTE:** Each newspaper has only one password. The system will not accept passwords for individuals.

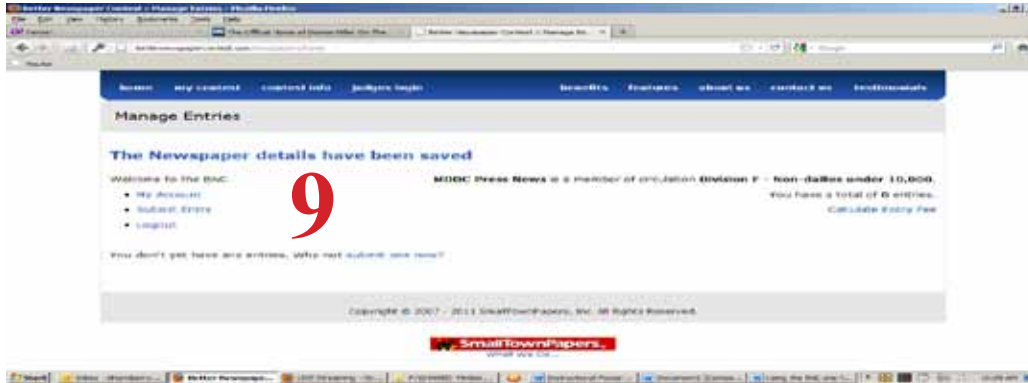
On this page, you will also be asked to provide the name of a contact person for your newspaper. **(6)** This is the person whom we will contact with any questions or problems with your newspaper's entries. Please also provide a telephone number **(7)** and email **(8)** for this person.

Click "Submit" to continue.

You will now be directed to the "Manage Entries" page.

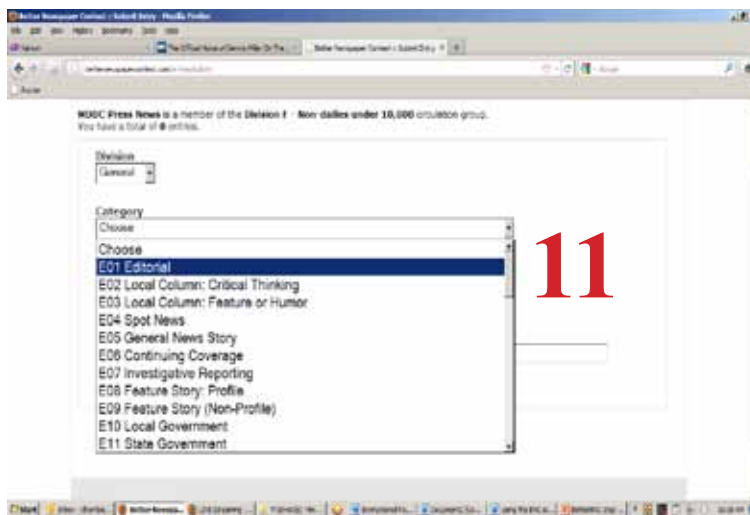
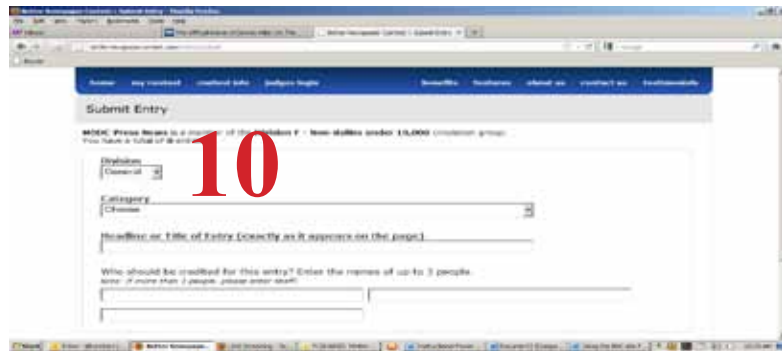
# Using the BNC Site (continued)

## UPLOADING YOUR ENTRIES



Click on the “Submit Entry” link (9).  
The window below will appear.

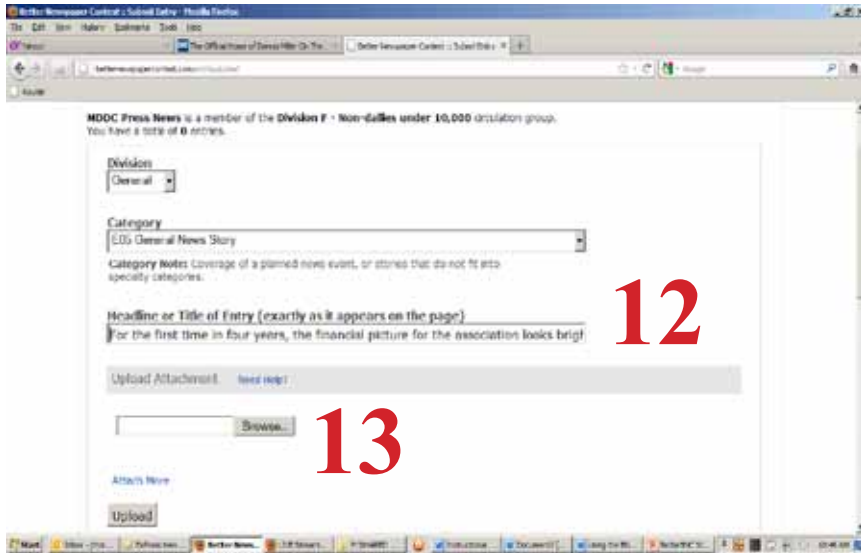
**NOTE:** Division will always be defaulted to “General”. There is no other option. (10)



Use the drop-down menu to select a category for this entry. (11)

# Using the BNC Site (continued)

## UPLOADING YOUR ENTRIES (continued)



Upon selection of a category, a description of the category will appear below the drop-down menu.

Type in the headline of the entry exactly as it appears on the Page. **(12)** Separate multiple headlines with semi-colons.

Upload an attachment first by clicking on the “Browse” button to find your file. Allowable file types are **PDF, TXT, DOC, JPG, PNG and GIF**. **(13)** Then click on the “Upload” button. If your entry consists of more than one PDF or digital file, repeat the instruction in the previous paragraph.



Enter the names of your staff members getting the credit for the entry. **(14)**

**NOTE:** Please make sure all names are spelled correctly and the right people are listed. Use the names as typed in this form for certificates and award listings.

When all fields have been completed, click on the “Submit” button.

## NEXT STEPS



You'll be taken to a Label window. If the entry is in a category that requires uploading digital files only, there is no need to print out this page.

However, if the category requires a printed product be mailed to MDDC, you must print this page and attach it to your entry.

At the bottom of the page, you are offered three choices: Submit Another Entry, go to the Manage Entries page, or Logout of the system. **(15)**

Submit Another Entry takes you back to a blank entry form.

Disable deselects an entry from the contest so it will not be judged.

Manage Entries takes you to a listing of all the entries under your newspaper (as shown on the next page). **(16)**

# Using the BNC Site (continued)

## NEXT STEPS (continued)

Manage Entries takes you to a listing of all the entries under your newspaper (as shown on the next page). (16) From this page, you are able to print another Label, Edit the information on each entry, Disable it or Delete it from the system. Disabled entries will not be judged. (17)

