



# ENTRY GUIDE



Inside, you'll find complete instructions on uploading entries to the BetterNewspaperContest.com contest administration site.

*For detailed descriptions and rules for each contest category, see the **2024 Rules**.*

Contact INA/INF at 515-244-2145 or [ina@inanews.com](mailto:ina@inanews.com) with any questions.

**Good luck in the 2024 Contests!**

# 2024 IOWA COLLEGE MEDIA ASSOCIATION CONTEST UPLOAD INSTRUCTIONS

Below are detailed, step-by-step instructions for uploading contest entries to the BetterNewspaperContest.com online administration site. If you have any questions during the process, please contact us at 515-244-2145 or ina@inanews.com. We're here to help!

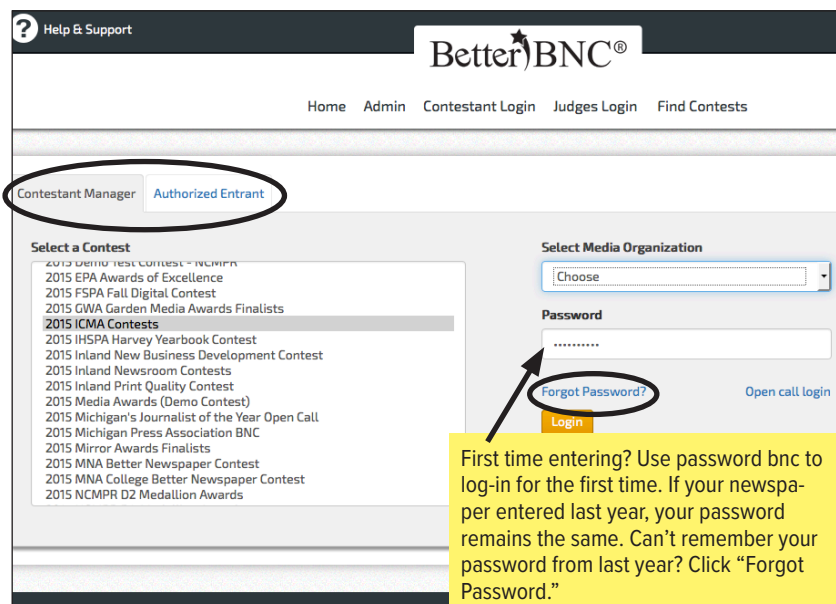
## 1. Go to the site

The contest administration site is located at **BetterNewspaperContest.com**. On the right side click **“Contestants Login.”**



## 2. Log in

Choose **2024 ICMA Contests**. The “Contestant Login” page will appear. You will first select “Contestant Manager” or “Authorized Entrant” (see information below). Choose your organization name from the dropdown list (listed alphabetically by college name), enter your password and click “Login.”



*Note: Organizations that entered the 2023 Contests will use the same password as they used last year to log in. If you have forgotten the password used in 2023, use the “Forgot Password” link to reset your password. Organizations that did not enter in 2023 will use the password **bnc** to log in for the first time for the 2024 contests. After your first log-in, you will be prompted to enter a new password.*

You can choose to log in as the Contestant Manager or an Authorized Entrant. The Contestant Manager maintains overall control of the organization’s entries. As Contestant Manager, you can make entries on behalf of your organization and authorize other people to make entries as well. Most users will log in as Contestant Manager.

### 3. Change password and update information

Your first successful login will take you to the “Change Password” screen, where you are required to change your password before you proceed. Change it to something you can remember easily. *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.*

You must also **UPDATE YOUR NAME AND EMAIL ADDRESS** on this page. This will ensure that you can retrieve your password if you forget it, and that INF can contact you if there are questions about your entries.

You must enter your new password and contact information before proceeding.

Check the box next to “I agree to the Better BNC Terms of Use” and click “Submit” when you’re done.

If you are the Contestant Manager, once you have logged in and submitted two entries, you will see a pop-up window with instructions to validate your account’s email address. Follow the on-screen directions to validate your account. You will then be able to grant access to the contest site to others in your organization.

### 4. Manage your entries

This is the main entry page, the one you’ll see each time you log in. From here you’ll submit, edit, and manage your contest entries. At the upper right side of this page, you will see your total number of entries.

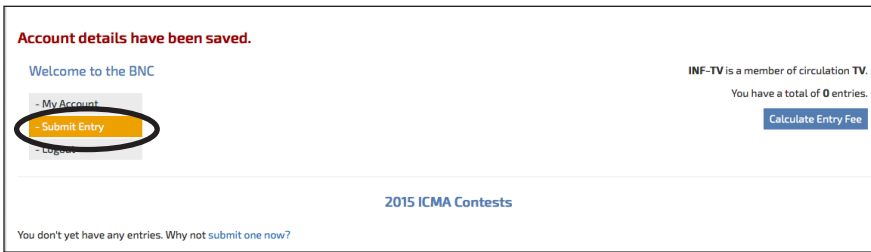
You’ll also see a link that says, “Calculate Entry Fee.” That link will take you to the summary of entries form to calculate your entries and contest fees. You will use that link **AFTER** you have submitted all your entries. (See #8 below.)

Of course, when you first visit the “Manage Entries” page, the entry list will be empty. What you will see on that page are three links: “My account,” “Submit entry” and “Logout.”

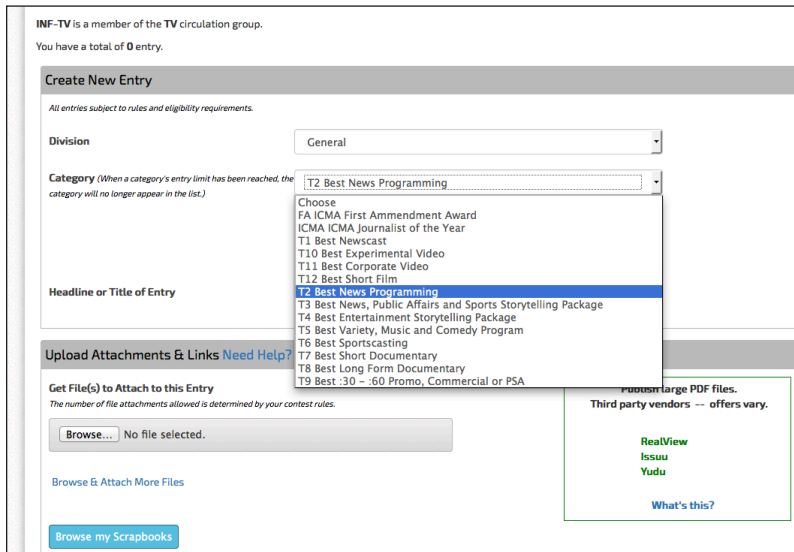
If you haven’t already, be sure to click “My account” and update your contact information to ensure that you can retrieve your password and be contacted with any questions about your entries.

## 5. Submit an entry

Click “Submit entry” on the Manage Entries page or in the dropdown “My contest” menu, to go to the entry submission form.

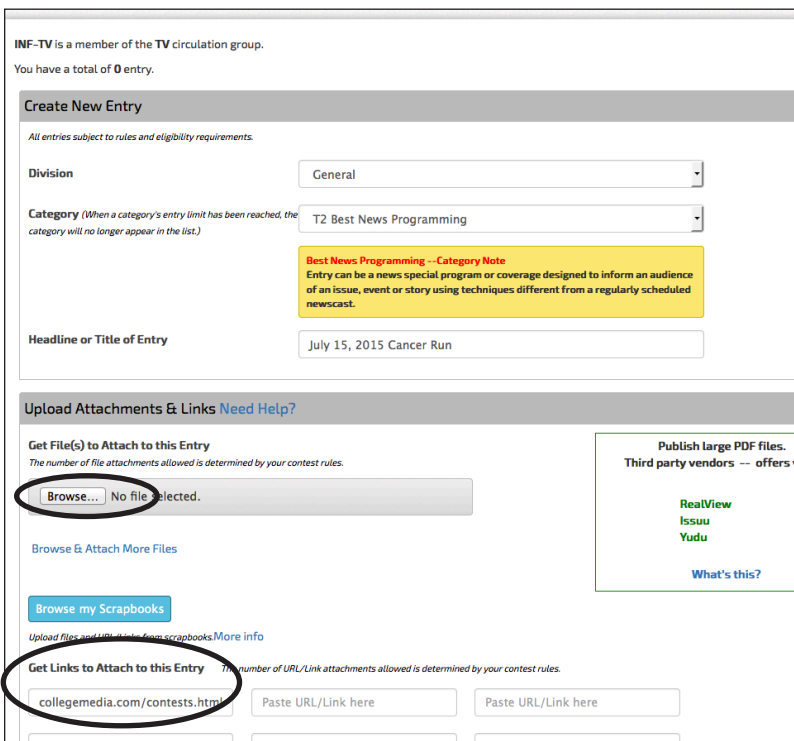


Submit each entry by filling in the information requested, working from top to bottom. The division you choose will determine the list of categories, and the category you choose will reveal other form fields.



a. Select the division (General)

b. Select the contest category



c. Complete the “Headline or Title of Entry” field.

d. Upload the example(s).

For PDF categories, click “Browse” to select the file you wish to upload. Repeat this process for each example needed for this entry, selecting “Browse & Attach More Files” for additional examples. To submit entries as URL links, simply enter the URL(s) in the “Get Links to Attach to This Entry” fields.

## 5. Submit an entry (continued)

**Comments, Credits & Other Info**

Comments

**Who should be credited for this entry? Enter the names of up to 6 people.**  
Note: If more than 6 people, please enter Staff.

<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Stan"/>	<input type="text" value="Smith"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Mary"/>	<input type="text" value="Jones"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>

Attachments are uploaded when you click "Submit Entry".

e. In the **Comments field**, include any special notes to the judges or, if your entry consists of multiple examples, enter the titles and dates of each of the examples here.

g. Enter the names of the people who should be credited for the entry. For entries that are the work of an entire department or staff, list "Staff."

h. Answer "reCAPTCHA" and "Submit Entry." Answer the "reCAPTCHA" to verify that you are not a machine and select "Submit Entry" Once you select "Submit Entry," an entry label will be created. For entries being submitted electronically, your entry is complete and you may Submit Another Entry, Manage Entries or Logout.

6. Continue this process until all entries have been submitted. Then select "Manage Entries."

## 7. Review your entry list

In the list of entries on the "Manage Entries" page, the Actions column at the far right contains four links: "Label," "Edit," "Disable" and "Delete."

"Label" displays the entry label associated with that entry. You won't need the label for an electronic entry, but you can use this link to update the label if you edit a mailed entry or if you need to reprint the label.

"Edit" lets you view and change information in the entry form. If you change an entry in a mailed category, you'll need to display and reprint the label for that entry. You will not be able to edit an entry after the entry deadline has passed.

"Disable" essentially removes that entry from the contest, although you'll still see it in a separate "Disabled Entries" list. Use this function if you want to make an entry inactive without deleting it completely.

"Delete" removes that entry completely; this action cannot be undone.

"Enable" will appear in place of "Disable" once you've disabled an entry. By clicking "Enable," you can restore a previously disabled entry, if necessary.

**Final Step: Answer reCAPTCHA and Submit Entry**

Answer the reCAPTCHA

[Privacy & Terms](#)

Attachments are uploaded when you click "Submit Entry".

*Note: There is a size limit (5 megabytes) on uploaded PDF files. If your PDF file is larger than that you will not be able to upload it successfully.*

**Judges may not be able to view files that are larger than 5MB. For detailed information on how to make your PDFs as small as possible, see page 8.**

Welcome to the BNC
INF-TV is a member of circulation TV.  
You have a total of 2 entries. [Calculate Entry Fee](#)

2015 ICMA Contests

**Entries**

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	T2 Best News Programming	July 15, 2015 Cancer Run	1	<a href="#">🔗</a>	2015-09-11 14:51:34	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>
Contestant Manager	T7 Best Short Documentary	Professor Swartz	1		2015-09-11 14:53:56	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>

## 8. Complete your entry

Each participating ICMA-member university/college will pay a flat \$175 fee for membership and contest entry, regardless of the number of entries submitted.

**\*\* Schools must have paid the \$175 ICMA membership fee in order for student entries to be accepted and judged.**

You are managing content for 2015 ICMA Contests

INF-TV Circulation Group TV.  
As of 09/25/2015 3:42 pm

Disabled entries are not in fee calculation.

How to pay:  
 \* Use the check boxes to select the entries you want to pay.  
 \* Click the "Pay by Check" button if sending payment by mail.  
 \* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

When you click on the PayPal button you will be taken off BetterBNC to the sanctioning organization payment cart. Carefully follow the on screen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sanctioning organization, not BetterBNC. For help with PayPal transactions, contact your contest administrator.

Print

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	T2 Best News Programming	July 15, 2015 Cancer Run	\$0.00	<input type="checkbox"/>	Not received
Contestant Manager	General	T7 Best Short Documentary	Professor Swartz	\$0.00	<input type="checkbox"/>	Not received
Contestant Manager	General	T12 Best Short Film	Short Film	\$0.00	<input type="checkbox"/>	Not received
<b>General subtotal</b>				<b>\$0.00</b>		
				<b>Total Entry Fee Due</b>	<b>\$0.00</b>	
				<b>Base Contest Fee</b>	<b>\$75.00</b>	
				<b>Total Entry Fee Paid</b>	<b>\$0.00</b>	
				<b>Total Outstanding Entry Fee</b>	<b>\$75.00</b>	

Secured By Qantas 2015-09-25 ABOUT SSL CERTIFICATES

Click here to pay your entry fee by credit card. There is a flat fee of \$75 per school, please communicate among your school's contestant managers who is responsible for paying the fee.

Payment Amount 75.00 **Pay By Check Mailed-in only**

## 10. Submit online payment

If you need to submit your annual membership fee payment, please visit the ICMA website payment page at [iowacollegemediaassociation.com](http://iowacollegemediaassociation.com). Click on the link to be redirected to the payment portal and you will be directed through the payment process.

### Complete the payment process.

To pay by check, mail your check payment to:

Iowa Newspaper Foundation  
319 E. 5th St.  
Des Moines, IA 50309.

# PREPARING ELECTRONIC ENTRIES

## HOW WILL ELECTRONIC FILES BE SUBMITTED?

You'll submit electronic entries by uploading the files from within the online contest registration system at [BetterNewspaperContest.com](http://BetterNewspaperContest.com). You will not submit them separately. The online contest registration system for ICMA's contests is hosted on the web servers of SmallTownPapers.

Newspaper entries must be full-page tearsheets and unaltered in any way. You must submit files of complete newspaper pages, even if the entry-related content doesn't fill the page. TV and radio entries should be submitted by first uploading the footage/clip to a website, and providing that URL address.

## REQUIREMENTS:

Make PDF files as small as possible. (See below for specific instructions.) Because the contest judges will access these PDFs over the Internet, excessively large PDF files will take longer to become visible. The more time judges must spend waiting, the less time they will have to evaluate the content and the more impatient they will be when they do so. Smaller files will also upload more quickly when you submit your entries.

## WHAT FILE FORMATS ARE ACCEPTED FOR UPLOADING?

File types are PDF, JPG, GIF, and PNG - so, if for some reason you don't have a PDF of the tearsheet you wish to submit, it would be easy to snap a high-resolution photo and submit the resulting photo file.

To submit broadcast entries, submissions should be uploaded to a website, and the URL should be entered in the URL field.

## HOW CAN I MAKE MY PDF FILES SMALLER?

Most newspaper PDFs include high-resolution (200-300dpi) grayscale or CMYK images for printing. However, PDF contest entries will be viewed and judged on a computer monitor, which displays at low resolution (72-96dpi) in RGB color. Changes in the resolution and color mode of images are the most effective ways to reduce file size without sacrificing quality.

1. **Resolution.** In PDFs, text is always clear regardless of resolution. Resolution relates only to photos and rasterized graphics. Reducing resolution by half reduces image file size by 75%. The recommended maximum resolution of 96dpi can be enforced by Distiller settings.

2. **Color mode.** Converting from CMYK to RGB color will reduce image file size by another 25%. This color conversion can again be enforced by Distiller settings. If you reduce image resolution and/or convert color mode in your entry PDFs with a PDF editor (e.g., Enfocus Pitstop or Quite A Box Of Tricks) or use the native profiling/editing tools in Acrobat 6 or later, **YOU WILL NOT GAIN THE EXPECTED REDUCTION IN FILE SIZE** unless you redistill the PDF afterward.

## WHAT IS THE MOST EFFICIENT WAY TO COLLECT ENTRY FILES?

Collect copies of all PDF files that contain entry-related pages into one place. These may be full-issue, full-section, or individual-page PDFs that you sent to your printer or that you saved from your page layout program for other reasons. The sizes, resolutions, color modes, and other characteristics of those PDF files can be ignored at this point.

Extract entry-related pages from any multi-page PDFs, or delete non-entry pages. Give each resulting file a clearly descriptive name. Combine into a single PDF file the pages that comprise each entry. Instructions for extracting and combining PDFs are provided below. Distill. Once you've created all your entry PDFs, redistill each one as explained above to reduce it to the smallest practical size. It is not productive to try to reduce the sizes of individual files before combining them into complete entries. Like all changes, combining pages can increase overall PDF file size.

## HOW DO I EXTRACT PAGES FROM A FULL-ISSUE OR FULL SECTION PDF?

In Acrobat, open the PDF file, then choose "Extract Pages..." from the Document menu and follow the instructions. This will allow you to save individual or sequential pages in separate files anywhere on your system.

## HOW DO I COMBINE PDF PAGES OR FILES INTO A SINGLE ENTRY?

Open the PDF file that is to appear first in the entry, choose "Save As..." from the File menu, and save that file with the name you'd like to give the final PDF entry. Choose "Insert Pages..." from the Document menu, choose the file that is to appear next in the entry, then specify where that file should be inserted. When all insertions have been made, save and close the PDF file. You'll need to redistill the final PDFs.

## HOW DO I SUBMIT PAYMENT?

Payment should be made online through the ICMA website or by check. Checks should be made payable to "Iowa Newspaper Foundation" and sent along with a copy of your entry list page and any mailed entries by **October 27** to:  
Iowa Newspaper Foundation  
319 E. 5th St.  
Des Moines, IA 50309

There is a flat fee of \$175 membership fee. Please communicate among your school's contestant managers who is responsible for paying the fee.

## WHERE CAN I GET MORE HELP FOR ANYTHING I CAN'T FIND HERE?

Call INF at 515-244-2145 or email [ina@inanews.com](mailto:ina@inanews.com).

---

**NOTE: The [BetterNewspaperContest.com](http://BetterNewspaperContest.com) website is best viewed using the following browsers: For newer computers- Google Chrome; For older Macintosh computers- Firefox, Chrome or Safari; For older PCs- Chrome or Internet Explorer.**