

2016 Pa'i Awards Instructions – www.betterbnc.com

We will again be using the BetterBNC Media Awards Platform for contest entries to the Pa'i Awards.

Below are directions for preparing and submitting entries. If you have questions, please contact Jaimie Kim at (808) 529-4862 or jkim@midweek.com.

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 March 28, 2016.

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. If you are the single point of contact for your organization, select Contestant Manager. NOTE: Once you have submitted 2 entries, you will be receive an email validating your Contestant Manager account, enabling you to create Authorized Entrant accounts to make entries on behalf of your organization.
 - ii. If you have received an email authorizing you to submit entries for your organization, select Authorized Entrant.
 - iii. If you are an individual submitting your own entries (including non-members and freelancers), select Open Call, then enter your email and password. If you haven't yet created an Open Call account, follow the on-screen instructions.
 - d. Contestant Manager and Authorized Entrant only:
 - i. Select the appropriate Contest.
 - ii. Select the appropriate News Organization.
 - iii. (Authorized Entrant only) Enter your email address.
 - iv. The first time you log in, enter your temporary Password: bnc (lower DO NOT UPLOAD A FILE OR ADD WEBSITE URL CONTENT. Simply complete all other content fields and see step K below ("For hardcopy/mail-in entry categories...").
 1. Add Credits for each person responsible for the entry content.case), and click Login. When you first login, the system will prompt you to create a secure password and enter your contact information.
 2. Going forward (including future years) you will log in with your chosen password, or if you forget your password, use the "Lost

Password” button.

3. If the designated Contestant Manager should leave the company, and their email account is no longer accessible, contact your Contest Administrator to have the email account changed.

e. Submit Entries

- i. On the Manage Entries page, click Submit Entry (left side).
- ii. Select the appropriate Division (grouping of categories).
- iii. Select the appropriate Category.
- iv. (If applicable) Read the corresponding Category Note (directly below the Category selection box), describing the category’s requirements.
- v. Complete the Headline/Title field.
- vi. 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 select Open. Allowed file types are PDF, DOC/DOCX, 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 keep file sizes under 5mb to aid judges in accessing entry content. For larger files (5mb-250mb), you can click the Real-View icon on the Submit Entry page, create your free account, upload the desired file(s), and copy/paste the hosted item’s web address into the Website URL field. You may also use a 3rd-party website that provides a similar free streaming/hosting service (Scribd.com, Dropbox.dom, Issuu.com, etc.).
 2. 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 station/publication website. Make sure the content will be accessible online throughout the duration of the contest and awards process. Here are some examples of free streaming content websites where you can upload audio and video content:
 - a. Audio: www.kiwi6.com, www.tindeck.com
 - b. Video: www.youtube.com, www.vimeo.com
 3. **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.
 4. To create an entry for a mail-in, hardcopy-only category (e.g. tearsheets),

- f. Add Comments (if available), but keep them brief (e.g. 100 words).

- g. Click Submit.
 - h. For hardcopy/mail-in entry categories, print and attach the entry label (which automatically appears after each entry is submitted) to each hardcopy item and follow contest shipping instructions (contact the contest administrator for more info).
2. Pay for Entries
- a. When all entries are submitted (but before the Entry Deadline), log in to your account's Manage Entries page.
 - b. Click Calculate Entry Fee (middle right) and review your list of entries for accuracy.
 - c. Scroll to the bottom of the list for your Entry Fee Subtotal (lower right).
 - d. Click the payment link (lower left) to pay for your contest entries, following the instructions on the payment page.
 - e. (Optional) Click the Print icon (upper right) to print your list of entries and fees.