

BETTERNEWSPAPERCONTEST CONTESTANT INSTRUCTIONS

Below are directions for preparing and submitting entries for the 2014 Hawaii High School Journalism Awards. If you have questions, please contact Stanley Lee at 455-0250 or stanleyl@hawaii.edu.

IMPORTANT: The contest platform is optimized for Firefox for PC and Macintosh. Please have a recent version downloaded and installed for the best contest experience.

The deadline for all entries is Friday, March 21.

1. Login

- a. Go to www.betterbnc.com.
- b. At the top of the page, click Contestant Login.
- c. Select the appropriate contest: 2014 Hawaii High School Journalism Awards
- d. Select the appropriate News Organization by program name (e.g. Mustang Media, Searider Productions, Ka Punahou, etc.)
- e. Enter your temporary password: bnc (lowercase), and click Login. When you first login, the system will prompt you to create a secure password (one per news organization). If you set the new password for your organization, please make sure to share it with others who may be making entries.

2. Submit Entries

- a. On the Manage Entries page, click Submit Entry (left side).
- b. Select the appropriate Division (print or online).
- c. Select the appropriate Category.
- d. (If applicable) Read the corresponding Category Note (directly below the category selection box), describing what is expected for the category's entry content.
- e. Complete the Headline/Title field.
- f. Based on the type of entry, add content:
 - i. **To upload digital file attachments (other than audio/video)**, click Browse, navigate to the desired file, select Open and click Upload. Allowed file types are PDF, and JPG for photos, illustrations and cartoons. If more than one attachment is desired for this entry, repeat these steps. If you reach a point where you cannot add any more attachments to an entry, you may have reached the limit set by your contest administrator. Please try to keep file sizes to 5mb or less, to aid judges in accessing entry content. For larger files (between 5-50mb), you may upload your file(s) to www.issuu.com and copy and paste the URL into the Web URL field.
 - ii. **To add web/audio/video content**, copy and paste the content's web address into the provided Web 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's website. Make sure the content will be accessible online throughout the contest and awards

process. Here are some examples of free *streaming content* websites where you can upload audio and video content:

Audio: www.kiwi6.com, www.tindeck.com

Video: www.youtube.com, www.vimeo.com

IMPORTANT: Please ensure that items are not behind a paywall or password-protected area. If they are, you must provide username/password information in the Comments section of your entry. **Judges may disqualify you entry** if work samples are inaccessible.

- g. Click Next.
- h. Add credits for those responsible for the entry content.
- i. Add Comments (if available), but keep it brief (100 words).
- j. Click Submit.