

## PMJA 2023 Contest Entry Instructions

Follow these step-by-step instructions to enter the PMJA Awards. More information about rules, guidelines and fees is available on our "[Awards Guidelines](#)" page.

PMJA is pleased to once again present the annual PMJA Awards. All entries will be submitted using BetterBNC Online Journalism Awards Platform.

Below are directions for preparing and submitting entries. If you have questions, please contact Christine Paige Diers at 605-490-3033 or at [awards@pmja.org](mailto:awards@pmja.org).

**IMPORTANT: BetterBNC is optimized for Google Chrome and Firefox for PC and Macintosh. Please have a recent version downloaded and installed for the best contest experience.**

The deadline for all entries is February 24, 2023. One of the most common questions from contestants who are logging in for the first time is “what is my password?” Please note as outlined below that the password for first-time entrants will be bnc (lower case). If you used the Better BNC system last year, your login information will stay the same as it was last year. You can change your password once you have logged in. If you do not remember your password, you can contact us to re-set it for you at [awards@pmja.org](mailto:awards@pmja.org).

### 1) Login

- a) Go to [www.betterbnc.com](http://www.betterbnc.com).
- b) Click contestant login at the top 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 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 from someone else at your station authorizing you to submit entries for your organization, select **Authorized Entrant**.
- 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) Enter your Password: Note: if this is your first time using the system your password will be bnc (lower case), and click Login. When you first login, the system will prompt you to create a secure password and enter your contact information.
- 2) **Check your information and make any updates.** Please make sure all contact information is correct. **IMPORTANT:** The first time you log in, please check the "circulation" indicated on the top left corner of your manage entries page. Make sure that it shows the appropriate size division and that your membership status is up to date (it will indicate Division X or Division X - Non-Member). **Only the contest administrator can make changes to your division so if it is not right, please contact Christine Paige Diers at [christine@pmja.org](mailto:christine@pmja.org) or 605-490-3033.** If "non-member" is indicated, it is likely that you have not yet renewed membership for calendar year 2022. You can do so online [HERE](#), or contact Christine to become a member
- 3) **Submit Entries**
  - a) On the Manage Entries page, click Submit Entry (left side).
  - b) Select General in the Division drop-down box.
  - c) Select the appropriate Category.
  - d) Read the corresponding Category Note (directly below the Category selection box), describing the category's requirements.
  - e) Complete the Headline/Title field – please keep the title succinct as it will need to fit on the award in the event you win.
  - f) Add entry content:
    - i) **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, 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 try to keep file sizes under 5mb, to aid judges in accessing entry content. NOTE: These digital attachments are only supporting materials. **The actual audio content must be added using its unique URL as outlined below.**
    - ii) **To add web/audio/video content**, copy and paste the content's web address into the provided Website URL field. If your content is not already available on your station's website, you can upload it using a free streaming content website. Make sure the content will be

accessible online throughout the contest and awards process and will be live until our awards ceremony on June 24<sup>th</sup>. Here are some examples of free *streaming content* websites where you can upload audio and video content:

**Audio:** [www.kiwi6.com](http://www.kiwi6.com), [www.tindeck.com](http://www.tindeck.com)

**Video:** [www.youtube.com](http://www.youtube.com), [www.vimeo.com](http://www.vimeo.com)

**IMPORTANT:** Please ensure that items are not behind a paywall or a password-protected area. **Judges may disqualify your entry** if work samples are inaccessible.

- g) PMJA does not credit individuals, but the system will not let us delete the credits. Please enter "Staff" here.
- h) Add Host Intro if the intro is not included in the url you've provided.
- i) Click Submit.

#### 4. Pay for Entries

- i) When all entries are submitted (but before the Entry Deadline), log in to your account's Manage Entries page.
- ii) Click Calculate Entry Fee (middle right) and review your list of entries for accuracy. If you are being charged \$100 per entry, it indicates you have not yet renewed your membership for this calendar year. You can pay your membership prior to the deadline and we will adjust your entry fees accordingly.
- iii) At the bottom of the page, you will see two option – Pay by Check – Mailed-in only and Pay Now With Card. Choose the entries you wish to pay for and choose your payment method.
- iv) Follow the instructions provided for paying by check or fill out the credit card information to pay with a card.
- v) (Optional) Click the Print icon (upper right) to print your list of entries and fees.