

EDITORIAL CONTEST

BASIC ENTRY INSTRUCTIONS

www.newspapercontest.com/Georgia

BNC Entries must be SUBMITTED ONLINE and POSTMARKED by Monday, January 26, 2015.

Hard-copy entries may be hand delivered on or before January 28 between the hours of 8:30 a.m.- 4:30 p.m.

The electronic entry system will be online and open for entries on December 1, 2014.

Step 1 — Acquire your association code from GPA. Register at www.newspapercontest.com/Georgia using your email address. You will receive a confirmation email, which you will need to complete registration. Remember your password.

Step 2 — Login to <http://www.newspapercontest.com/Georgia>. You will see a page that is mostly blank. This is where you will start each time you log in. As you submit entries, this page will display a list of those entries. A complete set of rules is available on the contest homepage. Some browsers, such as Safari, will open the rules in a new window; others will require you to download the PDF file to your computer.

Step 3 — Click on the “Add New Entry” link. All hard-copy submissions will also need to be added in this system even though you are not attaching the files. You will mail those to GPA as you have in the past.

Step 4 — On this page, select your newspaper name. Information will auto fill on this page. If that information is incorrect, please call GPA at 770-454-6776. Your division will be selected for you based on your circulation. Fill in the preparer’s name.

Step 5 — Select “Editorial” from the contest type drop-down menu when entering Divisions A-H or “Daily Division Editorial” or “Weekly Division Editorial” when entering the Daily only and Weekly only categories.

Step 6 — Select the contest category. This is a drop-down menu for your convenience. This field will clear each time you save an entry, so you must select a category for each new entry. When you select the category, special instructions will appear below it. A newspaper may submit multiple entries for a single category unless otherwise noted in the special instructions.

Step 7 — Below the rules is an explanation/cutline box. Some contest categories require an explanation. If an explanation is required, it will be specified within the special instructions. The explanation/cutline box is limited to 3,000 characters. It’s a good idea to write your explanation in another program, such as Word, and copy/paste into the explanation box. If a URL is required, fill in the URL box; there is no need to type <http://>. Some categories, such as Best Website, require a URL.

Step 8 — Include the name of the entry. It will be helpful if the entry name matches the headlines on the pages so the judge can find it easily. Photos should have a brief description. You may also want to name your files in the same manner. If a judge cannot tell what is to be judged, the entry could be discarded without a refund.

Step 9 — Include the name of the person or people who should be credited for any award. This is generally the writer, reporter, photographer, graphic artist, cartoonist, etc.

Step 10 — Add your file or files. You can drag and drop files or use the “Add files” button to navigate your files. Upload as many files as are necessary to complete your entry but refer to the special instructions for file type and any limitations. When dragging and dropping files, you may select multiple files and drop them all at once.

Step 11 —Click the “Save” button when you have completed your submission. If you click the “Back to list” button, you will lose the entry you just completed. After clicking “Save,” you will be directed back to the list of your entries.

Step 12 — To submit another entry, click “Add new entry.” As long as you have not logged out of the system, your newspaper name will still be in place and you can simply start at Step 5 again. You may log out and log back in later to continue adding entries. You will need to select your newspaper name each time you log in.

Please keep in mind that even hard-copy entries must be entered into the online system for accurate billing and reporting. Do not submit PDF files in place of or in addition to the required hard-copy files.

Step 13 —Once you are finished submitting all entries, please review the list. You may not change an entry, but you may delete the entry and resubmit it. Click on the magnifying glass to the left of the entry in the list of entries to see the full entry including a thumbnail of any files that you uploaded. Clicking on the thumbnail image will open a pop-up window showing the image larger.

Step 14 —Once all entries are submitted and finalized, click the “Billing” button on the list page. This will take you to a page where the entry fee is automatically generated. You will have the option to pay by phoning in a credit card, downloading the credit authorization form and faxing to 770-454-6778 or mailing in payment. Please do not email your credit card information to GPA. The submission deadline for online entries and postmarked deadline for hard-copy entries is Monday, January 26, 2015.

Once payment is made, your access to the page will be disabled. If you find out later that you need access, you will need to call the GPA office at 770-454-6776 to have the account enabled.

BNC contact information:

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