

Instructions on how to enter



Step 1 – Acquire your login information from SCPA. Contact Jen Madden at jmadden@scpress.org.

Step 2 – Login at scnewscontest.com. You will see a page showing any entries you have already submitted. Complete rules for the contest are available above. 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.

Step 4 – On this page, select your newspaper name. A lot of information will autofill. If that information is incorrect, please contact SCPA. Your division will be selected for you based on your circulation. Fill in the preparer’s name. (The preparer is the person uploading the entry into the online contest platform, not the staffer that will be credited for any award.)

Step 5 – Select the contest category from the drop-down menu. When you select the category, special instructions will appear below it. This field will clear each time you save an entry, so you must select a category for each new entry.

Step 6 – Enter the ad’s headline or advertiser name in the “Title/Cutline” box for your entry.

Step 7 – Include the name(s) of the person or people who should be credited for any award. This is generally the sales rep and/or designer.

Step 8 – 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.

Step 9 – If you are submitting URL(s) for digital ads, enter each URL in a separate box.

Step 10 – IMPORTANT: When you have completed each submission, click the “Save” button. 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 11 – 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. If you are entering for multiple papers, you can submit entries for all of your newspapers by choosing another newspaper name at the top of the page.

Step 12 – No total entry fees will be displayed. Instead, SCPA will ensure that all of your entries are correct and contact the paper’s ad director with an invoice that can be paid by check or online by credit card. *Please note that SCPA staffers will work as quickly as possible to sort your entries and bill you. You will receive your invoice no later than July 7, 2017.*