

# How to enter

**STEP 1** – Acquire your login information from SCPA. Contact Jen Madden at [jmadden@scpress.org](mailto:jmadden@scpress.org).

**STEP 2** – Login at [scnewscontest.com](http://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 Newspaper Group from the drop-down menu for the contest you are entering. You must select Open, All Daily, All Weekly or Contests By Division.

**STEP 6** – Select the contest category from the drop-down menu. When you select the category, special instructions will appear below it. If you don’t see the category you’re looking to enter, make sure you’ve selected the correct Newspaper Group (See Step 5). This field will clear each time you save an entry, so you must select a category for each new entry.

**STEP 7** – Enter the title/cutline for your entry. If uploading full-page PDF files, make sure the entry name matches the headline on the page so the judges can find it easily.

**STEP 8** – Include the name of the person or people who should be credited for any award. This is generally the writer, photographer, graphic artist, cartoonist, etc.

**STEP 9** – 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 any limitations.

**STEP 10** – If you are submitting URL(s), enter each URL in a separate box. If you are entering more than five URLs on a single entry, do not use the entry form boxes. Instead, copy and paste the URLs into a Word document and upload the document as a PDF or text file.

**STEP 11** – **IMPORTANT: WHEN YOU HAVE COMPLETED YOUR 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 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.

**STEP 13** – If you are finished submitting entries, please review the list. Click Entry Report for full listing of entries submitted. No total fee will be displayed. Instead, SCPA will ensure all your entries are correct and contact the paper’s editor with an invoice that can be paid by check or online by credit card. *Please note that while SCPA staffers will work as quickly as possible to sort and bill you, we cannot ensure that you will be invoiced by Dec. 31, 2017.*