



## INSTRUCTIONS

**Step 1** — Acquire the Association Code from the WVPA. The code was included on the WVPA contest email you received, or contact Don Smith at 304-342-1011, ext. 160.

Register on the contest website — [www.newspapercontest.com/Contests/WestVirginiaPressAssociation.aspx](http://www.newspapercontest.com/Contests/WestVirginiaPressAssociation.aspx) — using your email address. You will receive a confirmation email, which you will need to complete registration. Use the link above to register.

**Step 2** — Login to the site. You will see a page showing any entries you have already submitted. Complete rules for both advertising and editorial contests 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 your newspaper’s information will autofill. If that information is incorrect, please call Don Smith at 304-342-1011. Your division will be selected for you based on your circulation. Fill in the preparer’s name.

**Step 5** — Select the contest class. There are drop-down menus for your convenience. This field will clear each time you save an entry, so you must select a class for each new entry. When you select the class, special instructions will appear below it.

**Step 6** — If necessary, provide an explanation of your entry. 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://>.” However, if your website has a paywall or requires a login and password, you will need to have your IT person create a contest login and password and provide it in the explanation box for each URL entry.

**Step 7** — Include the name of the entry. If uploading full-page PDF files, it will be helpful if the entry name matches the editorial or advertising submission on the page so the judges can find it easily. If the judges cannot tell what is to be judged, the entry will be discarded without refund.

**Step 8** — Include the name of the person or people who should be credited for any award. This is generally the ad staffer, writer, reporter, photographer, graphic artist, cartoonist, etc. It is not necessarily the name of the person submitting the entry nor the person picking up the award at the convention.

**Step 9** — Add your file or files. You can drag and drop files or use the “Add files” button to navigate your files. Generally, files should be in PDF format except photos, which should be in high-resolution JPG format. Other files and URLs may be acceptable as noted in the special instructions. Upload as many files as are necessary to complete your entry but refer to the special instructions for any limitations. Again, if your website has a paywall or requires a login and password, you will need to have your IT person create a contest login and password and provide it in the explanation box for each URL entry.

**Step 10** — 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 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 6 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 12** — If you are done submitting entries, please review the list. You may not change an entry, but you may delete an entry and resubmit it.

**Step 13** — Complete the billing information. You may pay by check to the WVPA, 3422 Pennsylvania Ave., Charleston, W.Va. 25302, or by credit card by calling Dalton Walker at 304-342-1011, ext. 4.