

2022 ICPA Contest Online Entry Portal Instructions

Deadline for submitting entries: 11:59 p.m., Thursday, Dec 15, 2022

Step 1 — The Association Code from ICPA is **ICPA2022** - Register on the ICES contest website using your email address. Go to <http://www.newspapercontest.com/icpa> and click on the register button. You will receive a confirmation email, which you will need to complete registration. Use the link below to register.

Step 2 — Login to <http://www.newspapercontest.com/icpa>. You will see a page showing any entries you have already submitted. Complete rules for both advertising and editorial contests are available above (click links). 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 email Stacia Campbell at icpa@newspapercontest.com or s-campbell@northwestern.edu. Your division will be selected for you based on your school’s enrollment. Fill in the preparer’s name.

Step 5 — Select the contest class (aka category). These 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://.”

Step 7 — Include the name of the entry. If uploading multiple-page single PDF files, it will be helpful if the entry name matches the headline 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 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. **SINGLE PDFS THAT INCLUDE MULTIPLE PAGES ARE PREFERRED. MULTIPLE-FILE UPLOADS NEED TO BE ENTERED IN THE SAME, SINGLE ENTRY. ENTRIES WITH MULTIPLE PAGES ARE NOT MULTIPLE ENTRIES.** **Note on file names:** please include a headline or slug & abbreviated publication name when naming files to help judges identify entries. Example: baseball-nyt.pdf is better than page1.pdf.

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 before the deadline.

*If you have any questions, please contact Stacia Campbell, ICPA 2nd Vice President, at icpa@newspapercontest.com or s-campbell@northwestern.edu.
Thanks for your participation in our 2022 contest.*

ICPA Sweepstakes Award

The Sweepstakes Award for each division of the Illinois College Press Association contest recognizes the magnitude of quality work from member publications. Winners will be selected based on points scored in the various categories of the contest. For instance, a first place for best feature story will earn 8 points; second place, 6 points; third place, 5 points; and honorable mention, 4 points. Places in the Open Division will carry more weight. Open categories earn 10 for first, 8 for second, 7 for third, 6 for honorable mention. The points for awards won will be totaled. The publication with the most points in each division will win the Sweepstakes Award (a plaque for first place and certificates for second and third places).

Schools do not need to submit a separate entry for the Sweepstakes Award It will be tabulated automatically.