

The Virtual Tour

INSTRUCTIONS FOR ENTERING AN ONPA CONTEST ONLINE

For members uncertain about the operation of the ONPA online registration facility, we've created this "Virtual Tour" to explain the process, step by step. Other resources that may be helpful, including a PDF version of this document, are available on the contest page of the ONPA web site.

1. Logging in

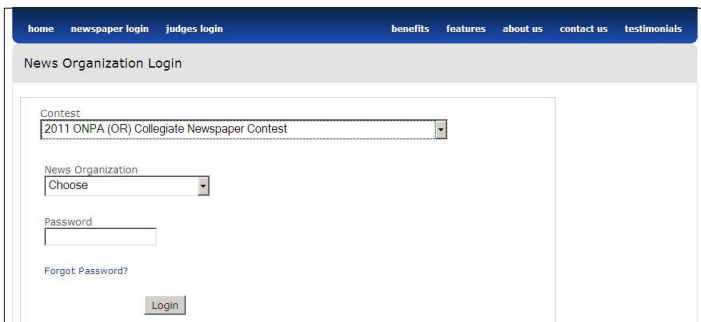
The contest registration site is located at www.betternewspapercontest.com. Click "Newspaper Login" under "Are you a contestant?"; or "contestant login" at the top of the page, to go to the login screen.



At the login screen, choose which contest you want to work on.



Two fields — "Newspaper" and "Password" — will then appear below the contest selection.



Choose your newspaper from the dropdown list, enter the password you received from ONPA, and click "Submit" or press the Enter key. If you didn't receive a password, contact David Merrill at dmerrill@orenews.com to obtain it.

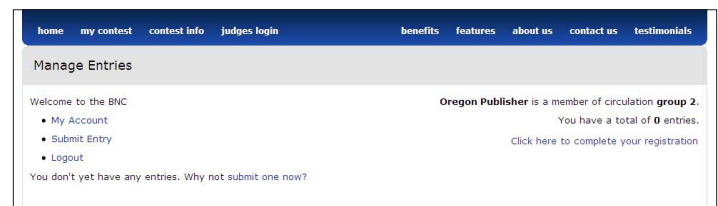
If this is your first login, you'll see the "Change Password" screen.

Choose a password you can remember easily but that is not easily guessed. You must also **CORRECT YOUR NAME AND EMAIL ADDRESS** to ensure that you can retrieve your password if you forget it, and that ONPA can contact you if we have questions about your entries. Click "Submit" when you're done.

If you've logged in before but have forgotten your password, **select your newspaper first** on the login screen, then click "Forgot password?" The password will be sent immediately to the email address you've provided. You can change that address (and your password) at any time by clicking the "My account" link after logging in.

2. Managing your entries

Each time you log in, you'll arrive at the "Manage Entries" page, your newspaper's home page for contest. From this page you'll submit, edit, and manage your contest entries.



At the righthand side of that page, you'll see your circulation group designation and the total number of entries you've submitted. You'll also see a link that says, "Click here to complete your registration". That link will take you to the summary registration form on which you'll record the number of entries in each category. That form will also calculate your contest fees. Of course, you'll use that link AFTER you've submitted all your entries.

3. Submitting an entry

You can submit three types of entries; PDF, online/URL, and printed. All entries must be recorded by submitting them via the “Manage Entries” page. Click the “Submit entry” link to go to the entry submission form.

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Submit Entry

Oregon Publisher is a member of the group 2 circulation group.
You have a total of 0 entries.

Division
Editorial

Category
Choose

Headline or Title of Entry (exactly as it appears on the page)

Who should be credited for this entry? Enter the names of up to 4 people.
Note: If more than 4 people, please enter Staff.

Submit or Manage Entries

On the entry form, **work from top to bottom**. First choose the “Division”, the group of categories that matches your entry. (See the contest rules for details about divisions.) The division you choose will determine which categories you can select from the “Category” dropdown list. When you choose a category, brief instructions for entries in that category will appear below the category name.

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Submit Entry

Oregon Publisher is a member of the group 2 circulation group.
You have a total of 1 entries.

Division
General

Category
403 Best web project

Category Note: You may submit up to three entries, each consisting of two examples of a single section. Section must be selected EXACTLY ACCORDING TO THE CONTEST INSTRUCTIONS, which can be found at www.orenews.com.

Headline or Title of Entry (exactly as it appears on the page)

Who should be credited for this entry? Enter the names of up to 4 people.
Note: If more than 4 people, please enter Staff.

Submit or Manage Entries

Once you’ve submitted the maximum number of entries in a category, that category won’t be available in the dropdown list.

In the “Headline or title” box, **enter enough information for the judge to determine which elements on the page(s) are to be evaluated**. For an article or feature, the headline is best. For a photo, the first part of the caption or a description of the image and/or its location is best. In a category that involves more than one item per entry (such as headline writing), reference/describe all items and **separate multiple items with semicolons**.

In a PDF category, you’ll be able to select a PDF file to upload.

Submit Entry

Oregon Publisher is a member of the group F circulation group.
You have a total of 2 entries.

Division
Editorial

Category
207 Best Feature Story: Personality

Headline or Title of Entry (exactly as it appears on the page)

Upload Attachment Need Help? Browse

Upload

Upload your attachments in the order in which you wish them to be judged by the judges.

After each file is uploaded, a link to it will appear above the upload box. After uploading the PDF file(s) for the entry, click “Next” at the bottom of the page to submit the entry.

In an online/URL category, you’ll be able to enter the web address (URL) of the entry page.

Category
403 Best web project

Category Note: The single entry in this category consists of the web address of an online presentation, created on your web site, of your newspaper's web coverage on a single topic. That online presentation may include a verbal description of the project and a description or images of any promotions done in print.

Headline or Title of Entry (exactly as it appears on the page)

Website URL(s)

Who should be credited for this entry? Enter the names of up to 4 people.
Note: If more than 4 people, please enter Staff.

Submit or Manage Entries

Lastly, fill in the credit(s) for the entry and click “Submit”.

3a. PDF file size

Please consider the judges when you create PDF files. If your PDF file takes a long time to upload, the contest judge will have to wait at least that long for it to open. Putting all items for one entry in one PDF should simplify the judge’s navigation through the material. However, if combining items makes a huge PDF file (larger than 5 megabytes), consider uploading several smaller ones. No more than six are allowed for any entry.

For information on how to **MAKE YOUR PDFS SMALLER**, click on “Creating PDF entries” on the contest page of the ONPA web site (the Contests link is under the orange Members tab).

4. The entry label

When you click “Submit” after creating or editing an entry, you’ll see an entry label on a page by itself.

The Entry has been saved.

This Page is Your Official Entry Form.

PRINT TWO COPIES OF THIS ENTIRE LABEL. Attach one copy, with tape or adhesive, to the envelope that contains your entry; and attach one copy, WITH STAPLES ONLY, to one of the items inside the envelope.

Entry Details:
Newspaper: Oregon Publisher (OPB)
Title or Headline: December 2010
Division: General
Category: 101 General Excellence
Entry Code: OPB01
Credits: Staff
Entry made by David Merrill on 2011-01-18 18:39:58

★★★★★
General CIR2 CAT101 OPB01
Oregon Publisher
General Excellence

DO NOT HIT YOUR BACK BUTTON

[Submit Another Entry](#) or [Manage Entries](#) | [Logout](#)

For PDF and online/URL categories, you can just click “Manage Entries” at the bottom of the label page and proceed. For printed/tearsheet categories, follow the instructions on the label. Each printed entry must be packaged in a separate envelope, and both the envelope and its entry must be labeled per the instructions on the label.

5. Reviewing your entry list

The “Manage Entries” page displays your current entries in a list. The columns for “Category,” “Title,” “Pages,” and “Created” are self-explanatory. One or more red PDF symbols or blue link symbols in the “Files/URLs” column indicate that PDF files have been uploaded and/or links have been entered for that entry. You can view the PDF or link location by clicking on that symbol.

The links in the “Actions” column allow you to edit, disable, or delete the entry, or to redisplay its label if you need to reprint it.

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Manage Entries

Welcome to the BNC

My Account

Submit Entry



Logout

Entries

Oregon Publisher is a member of circulation group F.

You have a total of 2 entries.

Click here to complete your registration

Category	Title	Pages	Files/URLs	Created	Actions
206 Best Feature Story: General	A second test entry	1		2011-01-19 14:53:14	<div>Label</div> <div>Edit</div> <div>Disable</div> <div>Delete</div>
208 Best Headline Writing	Headline samples	1		2011-01-19 14:57:14	<div>Label</div> <div>Edit</div> <div>Disable</div> <div>Delete</div>

“Label” displays the entry label associated with that entry. You won’t need the label for a PDF entry, but you can use this link if you need to reprint the label for a printed entry.

“Edit” lets you view and change information in the entry form. If you change an entry in a non-PDF category, you’ll need to display and reprint the label (twice) for that entry.

“Disable” essentially removes that entry from the contest, but you’ll still see it in a separate Disabled Entries list. Disabled entries have an “Enable” link and can be re-enabled if doing so won’t exceed the entry limit for that category.

“Delete” does what it says. After requesting confirmation, the entry is deleted and cannot be retrieved.

6. Completing your registration

Once you’ve submitted all your entries, you’ll need to “complete your registration” by filling out the registration form and computing the contest fees. A link, labeled “Click here to complete your registration,” can be found on the right-hand side of the “Manage Entries” page.

Oregon Newspaper Publishers Association
2011 Better Newspaper Contest Registration Form
Newspaper: Oregon Publisher
Fri Jan 15 13:59:39 2010

- For each category below, indicate how many PDF and non-PDF entries you are submitting for the contest.
- Click the “Register” button (bottom of page) to compute your fees for the contest and display a printable registration form.
- Print **THREE COPIES** of the completed form. Keep one for your records and send two to ONPA: one with your check, and one with your packaged entries (or in a separate envelope if you are submitting only PDF entries).

General	Design
<input type="checkbox"/> of 3 104 Best Institutional/Image Ad	<input type="checkbox"/> of 3 203 Most Effective Use of Small Space
<input type="checkbox"/> of 3 102 Best Black and White Ad	<input type="checkbox"/> of 3 202 Best Use of One Color and Black
<input type="checkbox"/> of 3 107 Best Multi-Sponsor ROP Ads	<input type="checkbox"/> of 3 201 Best Section Cover
<input type="checkbox"/> of 3 106 Best Multi-Color Merchandising Ad	Classified
<input type="checkbox"/> of 3 105 Best Merchandising Section	<input type="checkbox"/> of 3 301 Best Private Party Ad
<input type="checkbox"/> of 3 110 Best Single House Ad	<input type="checkbox"/> of 3 303 Best Promotion of the Classified Section
<input type="checkbox"/> of 3 108 Best Overall Advertising (<2,000 circulation)	<input type="checkbox"/> of 3 302 Best Private Party Promotion
<input type="checkbox"/> of 3 111 Best Use of Media	
<input type="checkbox"/> of 3 109 Best Series	
<input type="checkbox"/> of 1 112 Oregon Ad Idea of the Year	
<input type="checkbox"/> of 3 103 Best Institutional Section	
<input type="checkbox"/> of 3 101 Best Advertising Headline	
<input type="checkbox"/> of 1 113 Oops!	

[Register](#)

On the registration form, you’ll be presented with a category list where you can record the number of entries you’ve submitted in each category. The contest fees will be computed automatically when you click “Register”.

PRINT THREE COPIES OF THE COMPLETED REGISTRATION FORM. Keep one copy for your records, mail one copy with your check (made out to “Oregon Newspapers Foundation” or “ONF”), and include one copy with any printed entries you’re sending to the ONPA office. If you aren’t submitting any printed entries, you can just skip the third copy: ONPA will have access to this information.

If you add or disable any entries after filling out the registration form, or if you made a mistake on the form, you can log into the contest site, click the “complete your registration” link, correct the information, and reprint the page at any time.

7. When things go wrong . . .

If you need personal assistance, you are welcome to contact David Merrill at the ONPA office, either by email (dmerrill@orenews.com) or by phone at 503-624-6397, extension 33.

Good luck in the contest!