

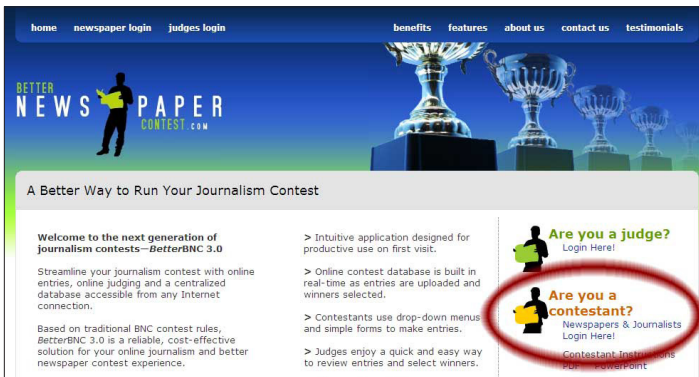
# The Virtual Tour

## 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

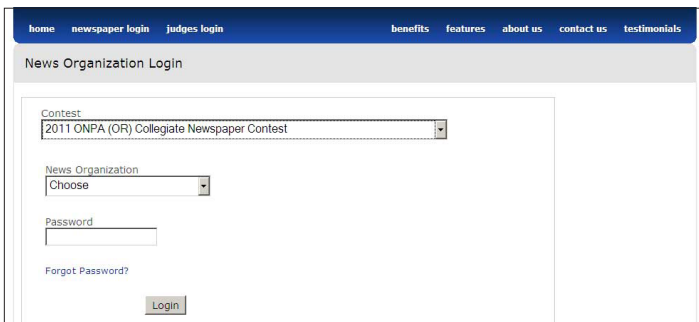
The contest registration site is located at [www.betternewspapercontest.com](http://www.betternewspapercontest.com). Click "Newspapers & Journalists" under "Are you a contestant?" to go to the login screen.



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 password and click "Submit" or press the Enter key. If you don't remember your password from last year, contact Laurie Hieb at [laurie@orennews.com](mailto:laurie@orennews.com) to obtain it.

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

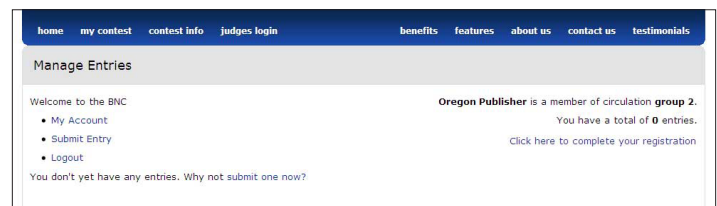


Choose a password you can remember easily but that is not easily guessed. You must also **CORRECT YOUR NAME AND EMAIL ADDRESS** to ensure that you can retrieve your password if you forget it, and that ONPA can contact you if we have questions about your entries. Click "Submit" when you're done.

If you've logged in before but have forgotten your password, **select your newspaper** 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 end up on 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 non-PDF/tearsheet. All entries are submitted via the “Manage Entries” page. Click the “Submit entry” link to go to the entry submission form.

The screenshot shows the 'Submit Entry' form for a PDF submission. The 'Division' dropdown is set to 'Editorial'. The 'Category' dropdown is set to 'Choose'. The 'Headline or Title of Entry' field is empty. Below the headline field, there are two input fields for crediting people. The 'Submit' button is highlighted with a red circle.

On the entry form, you'll work from top to bottom. First choose the “Division”, the group of categories that matches your entry. The division you choose will determine which categories you can select from the “Category” list. When you choose a category, brief instructions for entries in that category will appear below the category name.

The screenshot shows the 'Submit Entry' form for an online/URL submission. The 'Division' dropdown is set to 'General'. The 'Category' dropdown is set to '403 Best Section'. The 'Headline or Title of Entry' field is empty. Below the headline field, there are two input fields for crediting people. The 'Submit' button is highlighted with a red circle.

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 of Entry” 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 is best. In a category that involves more than one item per entry (such as headline writing), reference/describe all items and separate them with semicolons.

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

The screenshot shows the 'Submit Entry' form for a PDF submission. The 'Division' dropdown is set to 'Editorial'. The 'Category' dropdown is set to '207 Best Feature Story: Personality'. The 'Headline or Title of Entry' field is empty. Below the headline field, there are two input fields for crediting people. The 'Upload Attachment' button is highlighted with a red circle.

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

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

The screenshot shows the 'Submit Entry' form for an online/URL submission. The 'Category' dropdown is set to '403 Best web project'. The 'Headline or Title of Entry' field is empty. Below the headline field, there are two input fields for crediting people. The 'Website URL(s)' field is highlighted with a red circle.

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

#### 3a. PDF file size

If your PDF file takes a long time to upload, the contest judge will have to wait a long time for it to open. Please consider the judges when you create PDF files. 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 (1 megabyte or more per page), consider uploading several smaller ones (up to six are allowed).

For information on how to make your PDFs smaller, go to “PDF instructions for ONPA contests” 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 2011-01-19 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 non-PDF/tearsheet categories, follow the instructions on the label. Each non-PDF entry must be packaged in a separate envelope, and both the envelope and its entry must be labeled.

## 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.

[home](#)
[my contest](#)
[contest info](#)
[judges login](#)
[benefits](#)
[features](#)
[about us](#)
[contact us](#)
[testimonials](#)

## Manage Entries

Welcome to the BNC



- My Account
- Submit Entry
- Logout

Oregon Publisher is a member of circulation group F.

You have a total of 2 entries.

Click here to complete your registration

### Entries

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

“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 some reason.

“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 click on “Calculate Entry Fees” on the Manage Entries page of your account. Check the boxes for the entries you would like to pay for, then click the “Pay Now with Card” or the “Pay by Check” button. Enter your credit or debit card info (or the check number for check payments) in the fields that appear, then click “Pay Now”.

**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” or credit card confirmation page), and include one copy with your non-PDF entries when you send them to the ONPA office. If you aren’t submitting any non-PDF entries, just the third copy to Laurie Hieb at ONPA by mail (4000 Kruse Way Place Bldg 2, STE 160, Lake Oswego OR 97035 or fax (503-624-9009).

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 Laurie Hieb at the ONPA office, either by email (laurie@orennews.com) or by phone at 503-624-6397, extension 25

Good luck in the contest!