

# Better Newspaper Contest Contestant Manager Guide

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# Contestant Manager® Step-by-step

Follow the instructions below to setup your account as a Contestant Manager®, and optionally, create Authorized Entrants.

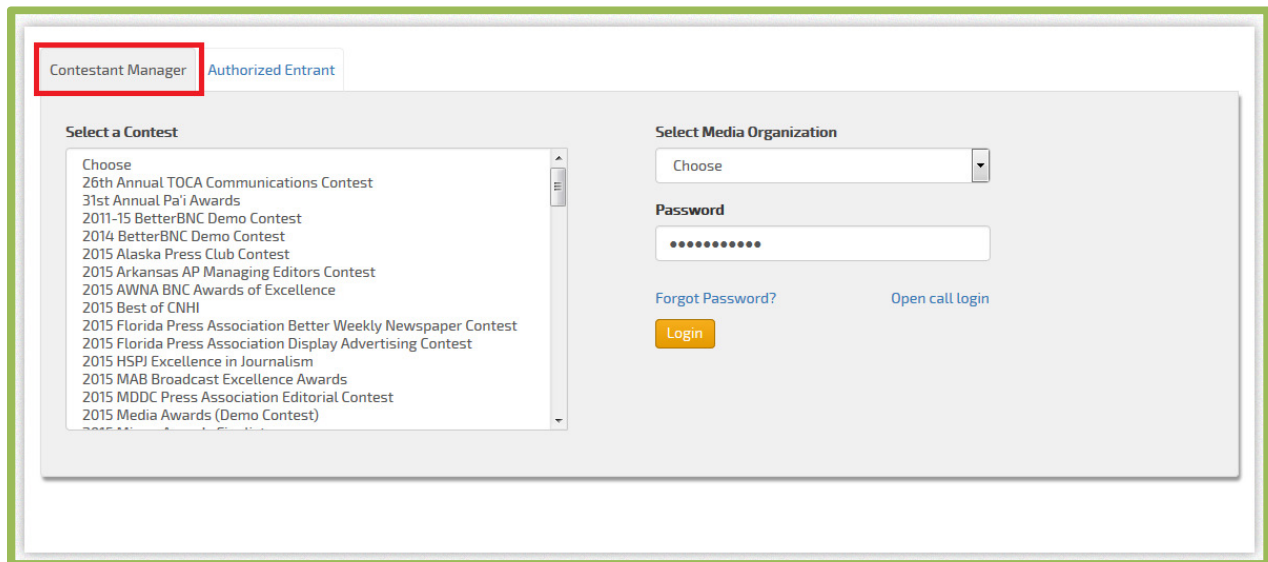
Contestant Managers can make and manage entries, and manage the entries of their Authorized Entrants.

## Step 1: Log into your account

Go to [www.betterbnc.com](http://www.betterbnc.com) and click on the Contestant Login button at the top of the page



Make sure you are on the Contestant Manager® tab



The screenshot shows a web interface for the Contestant Manager. At the top, there are two tabs: "Contestant Manager" (highlighted with a red box) and "Authorized Entrant". Below the tabs, the interface is divided into two main sections. On the left, under the heading "Select a Contest", there is a scrollable list of contests including "26th Annual TOCA Communications Contest", "31st Annual Pa'i Awards", "2011-15 BetterBNC Demo Contest", "2014 BetterBNC Demo Contest", "2015 Alaska Press Club Contest", "2015 Arkansas AP Managing Editors Contest", "2015 AWNA BNC Awards of Excellence", "2015 Best of CNHI", "2015 Florida Press Association Better Weekly Newspaper Contest", "2015 Florida Press Association Display Advertising Contest", "2015 HSPJ Excellence in Journalism", "2015 MAB Broadcast Excellence Awards", "2015 MDDC Press Association Editorial Contest", and "2015 Media Awards (Demo Contest)". On the right, under the heading "Select Media Organization", there is a dropdown menu with "Choose" selected. Below this is a "Password" field with a masked password "\*\*\*\*\*". There are two links: "Forgot Password?" and "Open call login". At the bottom of the right section is a yellow "Login" button.

Select your contest from the list, select you media organization from the drop down, and then enter the password that was provided to you by your Contest Administrator.

## Step 2: Update your account information & agree to the Terms of Use

If this is your very first time every logging into your account, you will need to update your account information and agree to the Terms of Use. Verify the information shown in your account is correct, agree to the Terms of Use and click "Submit"

### The Lake Washington Times (LWT)

Welcome to BetterBNC. Fill out the details below in order to gain full access to the site.

You Must Choose a New Password	<input type="password" value="••••••••"/>	<p>Password must be minimum of 6 characters long, have at least one capital letter, and have at least one number</p> <p><b>In order to continue using your account, you must agree to the Terms of Use. Please check the box and click Submit to continue.</b></p>
Confirm Your New Password	<input type="password" value="••••••••"/>	
Contact First Name	<input type="text" value="Cody"/>	
Contact Last Name	<input type="text" value="France"/>	
Contact Phone	<input type="text" value="123-123-1234"/>	
Contact Email	<input type="text" value="cody@smalltownpapers.com"/>	
Confirm Email	<input type="text" value="cody@smalltownpapers.com"/>	

☒ I agree to the BetterBNC [Terms of Use](#)

### Step 3: Begin Making Entries

Once you are logged into your account, navigate to the “Submit Entry” button on the left side of the page

Welcome to the BNC

The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000).

- My Account

**- Submit Entry**

- Logout

You have a total of 0 entries.

[Calculate Entry Fee](#)

2015 Media Awards (Demo Contest)

You don't yet have any entries. Why not [submit one now?](#)

Choose the Division you would like to submit your entry into

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

**Create New Entry**

*All entries subject to rules and eligibility requirements.*

**Division** Choose

**Category** (When a category's entry limit has been reached, the category will no longer appear in the list.) Choose

**Headline or Title of Entry**

Select the Category you would like to submit your entry into

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

**Create New Entry**

*All entries subject to rules and eligibility requirements.*

**Division** Choose

**Category** (When a category's entry limit has been reached, the category will no longer appear in the list.) Choose

**Headline or Title of Entry**



## Enter the headline or title of the entry

The Hillsboro Tribune is a member of the Circ Group 1 (Weekly Under 20,000) circulation group.

You have a total of 1 entry.

Create New Entry

All entries subject to rules and eligibility requirements.

Division

Choose

Category (When a category's entry limit has been reached, the category will no longer appear in the list.)

Choose

Headline or Title of Entry

Upload attachments by clicking “Browse”, then selecting your file. To upload more than one file, click the “Browse and attach more” button. To enter URLs, use the URL fields

Upload Attachments & Links [Need Help?](#)

Get File(s) to Attach to this Entry

The number of file attachments allowed is determined by your contest rules.

Browse...

No file selected.

[Browse & Attach More Files](#)

Browse my Scrapbooks

Upload files and URL/Links from scrapbooks.[More info](#)

Get Links to Attach to this Entry

The number of URL/Link attachments allowed is determined by your contest rules.

Paste URL/Link here

Paste URL/Link here

Paste URL/Link here

Publish large PDF files.

Third party vendors -- offers vary.

RealView

Issuu

Yudu

[What's this?](#)

To access certain features, such as Scrapbooks, you need to establish your own Open Call® Contestant account in addition to any predetermined accounts which have been set up for you. With Scrapbooks, you can save copies of your best work throughout the year, then easily make entries into any contest. **As a Contestant Manager®, you can make entries from your Scrapbooks.**

Enter any comments and credits, and then click “Submit Entry”

Comments, Credits & Other Info

Comments

Who should be credited for this entry? Enter the names of up to 3 people.

Note: If more than 3 people, please enter Staff.

First Name	Last Name
First Name	Last Name
First Name	Last Name

Submit Entry

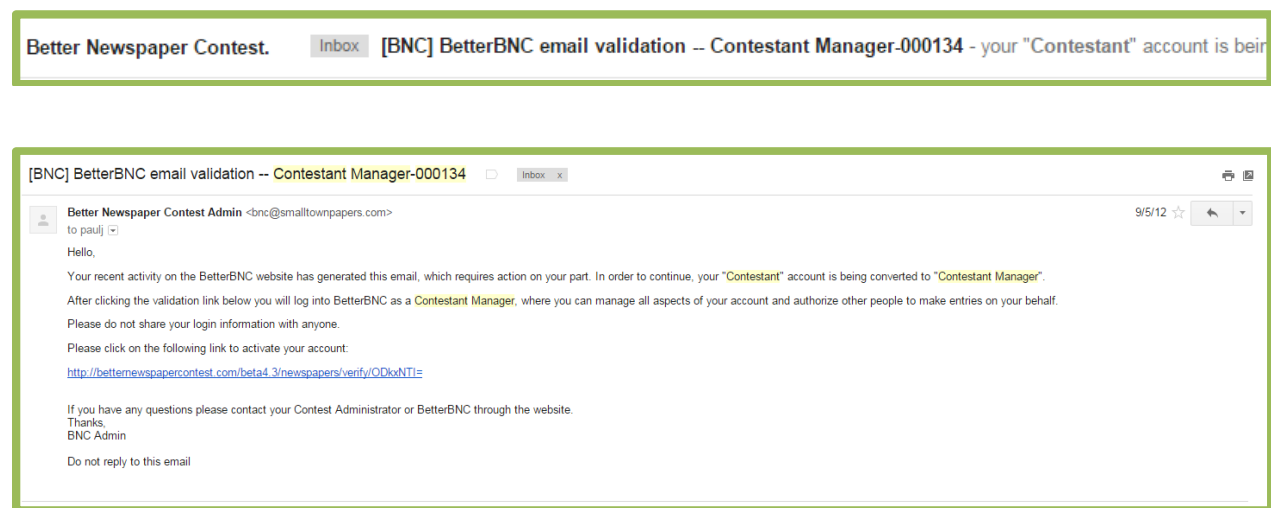
Attachments are uploaded when you click "Submit Entry".

Any attachments included in your entries will automatically upload when you click “Submit Entry”. To make changes to your entry, including changing the sequence of your attachments, you can edit your entries from the “Manage Entries” page.

## Step 4: Validate your account

After you make some entries in your account, the system will automatically ask you to validate your account by clicking on a link that will be sent to you via email from BetterBNC®.

The entire process to validate your account is automated. A popup will notify you that a validation email has been sent to your email address. Simply locate the email sent to you from “BetterBNC® Admin”, then click on the validation link (or copy and paste the validation link into your browser).



Note: The system sends the validation email in real time. However, your mail server may have a built-in delay so you should allow a few minutes to receive your validation Manager email.

## What to do if you don't receive the validation email

Most email servers deliver this email validation, but occasionally the email will be blocked by your firewall or spam filter. If you think you should have received a validation but did not, check your spam folder, add the address [bnc@smalltownpapers.com](mailto:bnc@smalltownpapers.com) to your safe sender list, or contact your IT department. You may also contact your Contest Administrator who can resend the validation email, **or contact BetterBNC® through the website.**





## Step 5: Update your account information

After validation your account, you will be asked to update your account information one last time

**Edit Contestant Manager**

Owners	Randolph House
Contestant	The Lake Washington Times
Contestant Code	LWT
Frequency	Weekly
Circ Group	Circ Group 1 (Weekly Under 20,000)

**Primary Contestant Contact Information – Contestant Manager**

<b>First Name</b> <input type="text" value="Cody"/>	<b>Last Name</b> <input type="text" value="France"/>
<b>Contestant Manager Email</b> <input type="text" value="cody@smalltownpapers.com"/>	<b>Confirm Email</b> <input type="text" value="cody@smalltownpapers.com"/>
<b>Contestant Phone</b> <input type="text" value="123-123-1234"/>	<b>Contestant Website</b> <input type="text"/>
<b>Password</b> <input type="password" value="*****"/>	<b>Confirm Password</b> <input type="password" value="*****"/>

Password must be a minimum of 6 characters long, have at least one capital letter, one lower case letter, and have at least one number.

<b>Mailing Address</b>	<b>Shipping/Physical Address</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Same as Mailing Address
<b>Number and Street</b> <input type="text"/>	<b>Number and Street</b> <input type="text"/>
<b>City</b> <input type="text"/>	<b>City</b> <input type="text"/>
<b>State/Province</b> <input type="text"/>	<b>State/Province</b> <input type="text"/>
<b>Zip/Postal code</b> <input type="text"/>	<b>Zip/Postal code</b> <input type="text"/>
<b>Country</b> <input type="text"/>	<b>Country</b> <input type="text"/>

**Secondary Contestant Contact Information**

<b>Contact Email</b> <input type="text"/>	<b>Phone</b> <input type="text"/>
--	--------------------------------------

Submit

All fields are required, except “Contestant Website”, which is optional.



## Step 6: Create Authorized Entrant Accounts (Optional)

After you update your account, you can continue making entries. You can also create Authorized Entrant accounts. An Authorized Entrant is someone that you authorize to make entries on behalf of your media organization.

- Authorized Entrants can make and manage only their own entries.
- As Contestant Manager®, you can access and manage all the entries made by you, and all of your Authorized Entrants.

To Create an Authorized Entrant account, click “Add More” at the bottom of the My Account page

The screenshot shows a web form for managing contestant accounts. At the top, there are two identical sections for 'Country' with a dropdown menu set to 'USA'. Below these is the 'Secondary Contestant Contact Information' section, which includes a 'Contact Email' field with the value 'jim@smalltownpapers.com' and a 'Phone' field with the value '123-123-1234'. The main section is titled 'People Authorized to make Entry for this contestant - Authorized Entrants'. It contains a checkbox labeled 'Contestant Manager Only' which is checked, with a red note stating 'Checking this box locks out all Authorized Entrants'. At the bottom of this section is an orange 'Submit' button. Below the 'Submit' button is a dark grey bar with a white 'Add More' button, which is highlighted with a red rectangular box.

Fill out the form, then click “Submit” to save the Authorized Entrant account

### Add Entrant

First Name

Last Name

Email

Confirm Email

Password

Confirm Password

☐ Enable
 Un-check this box to disable this Authorized Entrant

Submit

Password must be a minimum of 6 characters long, have at least one capital letter, one lower case letter, and have at least one number.

Note: If you do not check the “Enabled” box when you are creating the Authorized Entrant account, the Authorized Entrant will not be able to login. You can check or un-check this box at any time by clicking “Edit” for an Authorized Entrant account.

You can also instantly lock out all Authorized Entrant accounts simultaneously by checking the “Contestant Manager® Only” box on the My Account page of your Contestant Manager® account

Country

Country

### Secondary Contestant Contact Information

Contact Email

Phone

### People Authorized to make Entry for this contestant - Authorized Entrants

☒ Contestant Manager Only
 Checking this box locks out all Authorized Entrants

<input checked="" type="checkbox"/>	Jim Smith	jsmith@smalltownpapers.com	Test123	Edit	Resend Verify Mail
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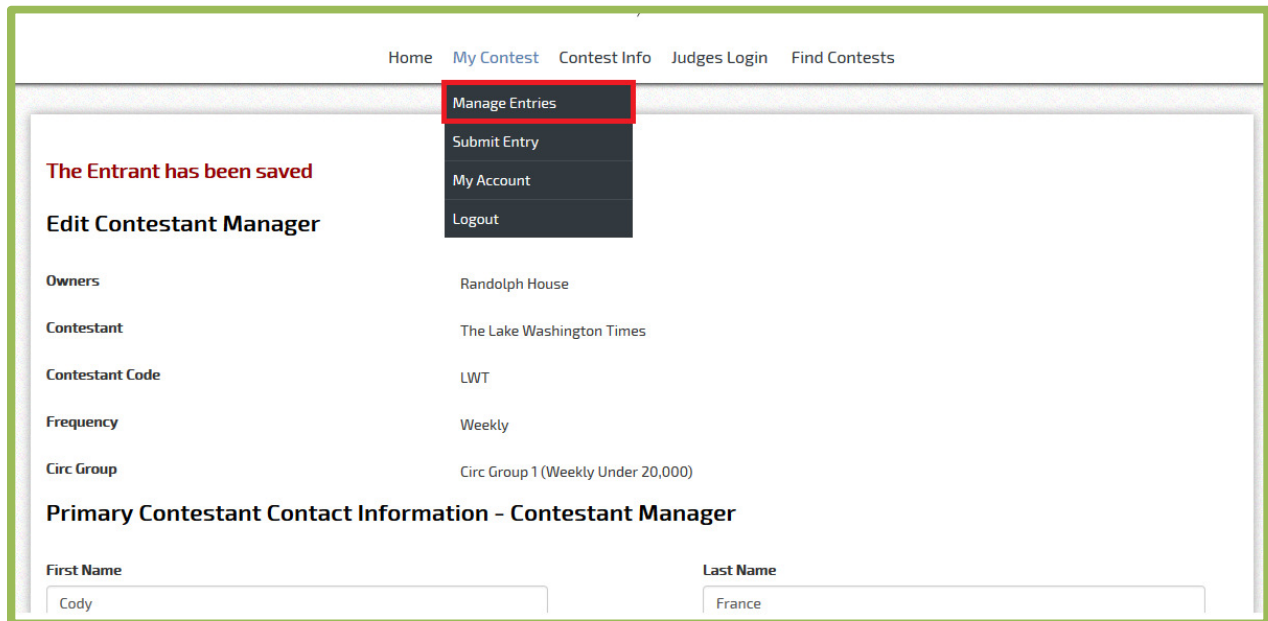
Submit

Add More

If you would like to deactivate an Authorized Entrant, you can

## Step 7: Manage Entries

To manage the entries you have made in your account as well as any entries that were made by your Authorized Entrants, navigate to the “My Contest” button at the top of the page, and then click “Manage Entries”






The screenshot shows the Better)BNC website interface. At the top, there is a navigation bar with links: Home, My Contest, Contest Info, Judges Login, and Find Contests. Below this, a dropdown menu is open under the 'My Contest' link, showing options: Manage Entries (highlighted with a red box), Submit Entry, My Account, and Logout. On the left side of the page, there is a message: 'The Entrant has been saved'. Below this is a section titled 'Edit Contestant Manager'. This section contains a table with the following information:

Owners	Randolph House
Contestant	The Lake Washington Times
Contestant Code	LWT
Frequency	Weekly
Circ Group	Circ Group 1 (Weekly Under 20,000)

Below the table is a section titled 'Primary Contestant Contact Information - Contestant Manager'. It contains two input fields: 'First Name' with the value 'Cody' and 'Last Name' with the value 'France'.

Click “Edit” on any entry to make change to the entry, including changing the sequence of the entry attachments.




If you don’t want an entry to be entered, click the “Disable” button. If you would like to permanently remove an entry from your account, click the “Delete” button

<div>Calculate Entry Fee</div> <div>Logout</div>					
2015 Media Awards (Demo Contest)					
Entries					
Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	  	2016-02-02 15:01:22	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>

Once an entry has been created, you cannot change the Division or the Category that the entry is in.

Once an entry has been accepted by the contest administrator, you can no longer edit or delete the entry, however, you can disable the entry.

You can also verify that your links and attachments uploaded correctly by clicking on the icons in the “Files/URLs” column on the Manage Entries page

<div>Calculate Entry Fee</div> <div>Logout</div>					
2015 Media Awards (Demo Contest)					
Entries					
Category	Title	Pages	Files/URLs	Created	Actions
BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1	  	2016-02-02 15:01:22	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Delete</a>

## Step 8: Contestant Payment Process

Contests can choose to accept payments for their entries by check or by card (credit or debit). Your contest's choice dictates how you can pay. The steps below will take you through all available options.

### Step 8a: Navigate to the Calculate Entry Fees page

Regardless of your payment method, this is the first step you will take:

- Log into your account.
- Navigate to the "Manage Entries" page using the "My Contest" menu at the top of the page
- Click on "Calculate Entry Fee"

The screenshot shows the 'Welcome to the BNC' dashboard. On the left, there is a menu with 'My Account', 'Submit Entry', and 'Logout'. On the right, it says 'The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000). You have a total of 2 entries.' A red box highlights the 'Calculate Entry Fee' button. Below this, the '2015 Media Awards (Demo Contest)' section is visible, featuring an 'Entries' table.

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1		2016-02-03 17:36:51	Label Edit Disable Delete

You will see a page similar to this

**You are managing content for 2015 Media Awards (Demo Contest)**

**The Lake Washington Times Circulation Group Circ Group 1 (Weekly Under 20,000).**


As of 02/03/2016 6:42 pm

Disabled entries are not in fee calculation.

Carefully follow the on screen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sanctioning organization, not BetterBNC. For help with PayPal transactions, contact your contest administrator.

How to pay:  
 \* Use the check boxes to select the entries you want to pay  
 \* Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal.  
 \* Click the "Pay by Check" button if sending payment by mail.  
 \* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

Print

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00	<input type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input type="checkbox"/>	Not received
			<b>General subtotal</b>	<b>\$2.00</b>		
						
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$0.00</b>		
			<b>Total Outstanding Entry Fee</b>	<b>\$2.00</b>		
		<a href="#">Click here to pay for your entries.</a>				
			Payment Amount <input type="text" value="0"/>	<div> <div>Pay By Check Mailed-in only</div> <div>Pay Now With Card</div> </div>		

**Transactions/Receipts History**

Transactions ID	Status	Amount	Action
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## Step 8b: Choose a payment method

Choose a payment method based on the payment method(s) your contest accepts.

- Pay by mailed-in check
- Pay by credit or debit card (Page 23 below)
- Pay through your existing PayPal account (Page 25 below)

## How to Pay by mailed-in Check

- Select the check boxes for the entries you want to pay.
- Click on the “Pay By Check” button

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00	<input checked="" type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input checked="" type="checkbox"/>	Not received
General subtotal				\$2.00		
						 2016-02-03 ABOUT SSL CERTIFICATES
Total Entry Fee Due				\$2.00		
Base Contest Fee				\$0.00		
Total Entry Fee Paid				\$0.00		
Total Outstanding Entry Fee				\$2.00		
<a href="#">Click here to pay for your entries.</a>						
Payment Amount				2.00	<div> <div>Pay By Check Mailed-in only</div> <div>Pay Now With Card</div> </div>	





Enter the check number for the transaction

Check Number

Amount


Save

Note to contestant: Checks must be mailed in. You cannot pay via online check.

Mail checks to:

BetteBNC  
111 Main St.  
Shelton, WA 98584

You'll see a screen similar to this, where you can see which entries have been paid and the status of the payment

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID CH		Not Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID CH		Not Confirmed
			General subtotal	\$2.00		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			Total Entry Fee Due	\$2.00		
			Base Contest Fee	\$0.00		
			Total Entry Fee Paid	\$2.00		
			Total Outstanding Entry Fee	\$0.00		
		<a href="#">Click here to pay for your entries.</a>				








After your contest admin receives your check and marks the entries as "Paid," the payment status will change to "Confirmed," as shown here

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All <input type="checkbox"/>	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID CH		Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID CH		Confirmed
			<b>General subtotal</b>	<b>\$2.00</b>		
					 2016-02-03 ABOUT SSL CERTIFICATES	
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$2.00</b>		
			<b>Total Outstanding Entry Fee</b>	<b>\$0.00</b>		
		<a href="#">Click here to pay for your entries.</a>				

## How to Pay with a Credit or Debit Card

- Complete Step 1 above (page 1).
- On the Entry Fee Calculation page, click the “Pay by Card” button.

You will see a screen similar to this

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All <input type="checkbox"/>	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00	<input checked="" type="checkbox"/>	Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00	<input checked="" type="checkbox"/>	Not received
General subtotal				\$2.00		
						 2016-02-03
						ABOUT SSL CERTIFICATES
Total Entry Fee Due				\$2.00		
Base Contest Fee				\$0.00		
Total Entry Fee Paid				\$0.00		
Total Outstanding Entry Fee				\$2.00		
<a href="#">Click here to pay for your entries.</a>						
Payment Amount				2.00	<input type="button" value="Pay By Check&lt;br/&gt;Mailed-in only"/>	<input type="button" value="Pay Now&lt;br/&gt;With Card"/>
<div> <div> Pay with PayPal - The faster, safer way to pay </div> <div> <div> Pay now </div> <div> CHECK OUT WITH  </div> </div> <div> <div> Pay later </div> <div>  </div> </div> <div> No Payments + No Interest if paid in full in 6 months on purchases of \$99+ <small>Subject to credit approval. See terms</small> </div> </div> <div> <div> Pay with credit or debit card </div> <div> Card number <input type="text"/> </div> <div>     </div> <div> Expiration date <input type="text"/> / <input type="text"/> </div> <div> <input type="button" value="Pay Now"/> </div> </div>						



In the section labeled “Pay with credit or debit card”:

- Enter your card number and the expiration date in the fields.
- Click “Pay Now”

You will see a message confirming your payment was made

**You have successfully paid \$2.00**

**You are managing content for 2015 Media Awards (Demo Contest)**

**The Lake Washington Times Circulation Group Circ Group 1 (Weekly Under 20,000).**

As of 02/03/2016 7:07 pm

Disabled entries are not in fee calculation.

Carefully follow the on screen instructions to ensure proper handling of your entry fees. All financial transactions are directly with the sanctioning organization, not BetterBNC. For help with PayPal transactions, contact your contest administrator.

How to pay:  
 \* Use the check boxes to select the entries you want to pay  
 \* Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal.  
 \* Click the "Pay by Check" button if sending payment by mail.  
 \* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

Print

Entrant	Division	Category	Title	Entry Fee	Select Entries to Pay Select All	Payment Status
Contestant Manager	General	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	\$1.00 PAID PP	<input type="checkbox"/>	Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	\$1.00 PAID PP	<input type="checkbox"/>	Confirmed
			<b>General subtotal</b>	<b>\$2.00</b>		
			<b>Total Entry Fee Due</b>	<b>\$2.00</b>		
			<b>Base Contest Fee</b>	<b>\$0.00</b>		
			<b>Total Entry Fee Paid</b>	<b>\$2.00</b>		

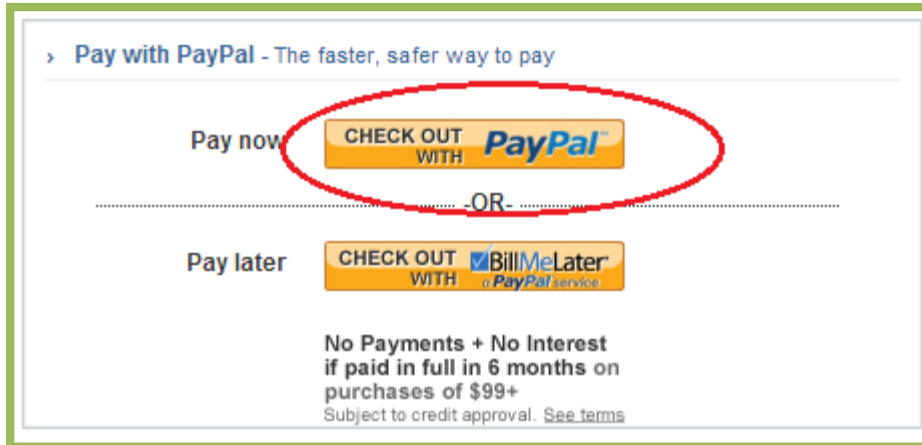
Secured by thawte  
2016-02-03  
ABOUT SSL CERTIFICATES



## How to Pay with a Your Existing PayPal Account

To pay with your existing PayPal account, in the section labeled “Pay with PayPal:


Click on the “Checkout with PayPal” button



You will then be taken to the PayPal site.

Log into your PayPal account

Better Newspaper Contest


\$1.00 USD

Pay with PayPal

English ▾



☐ Stay logged in for faster checkout ⓘ
 


For your security, we'll always ask you to log in to update your PayPal personal or financial info.

Log In

[Forgot your email or password?](#)


or

Create an Account



**New. Faster. Easier.**

Welcome to the new PayPal checkout!  
The security you rely on – now even faster.  
It's everything checkout should be.

[Cancel and return to Better Newspaper Contest](#)
[Policies](#)
[Terms](#)
[Privacy](#)
[Feedback](#)
© 1999 - 2016


Review your order summary and account information, then click “Pay Now”

\$1.00 USD

Welcome back, Cody!

Ship to

Cody France

Change >

Pay with

ATM/Debit card

\$1.00 USD

Change >

View [PayPal Policies](#) and your payment method rights.

Pay Now

PayPal is the safer, easier way to pay

No matter where you shop, we keep your financial information secure.

[Cancel and return to Better Newspaper Contest](#)
[Policies](#)
[Terms](#)
[Privacy](#)
[Feedback](#)
© 1999 - 2016

You will be taken back to BetterBNC®, where you will see a message confirming your payment has been made

You have successfully paid \$1.00

You are managing content for 2015 Media Awards (Demo Contest)

The Lake Washington Times Circulation Group Circ Group 1 (Weekly Under 20,000).

As of 02/03/2016 7:15 pm

Disabled entries are not in fee calculation.

How to pay:

- \* Use the check boxes to select the entries you want to pay
- \* Click the "Pay By Card" button to pay using a credit card, debit card or via PayPal.
- \* Click the "Pay by Check" button if sending payment by mail.
- \* When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

If you complete a PayPal transaction but it doesn't show as “paid” in BetterBNC®, before cancelling the order, contact your contest administrator. Your contest administrator can manually post your payment.



## Step 8c: View Transaction History

Once you have made a payment via mailed-in check, credit or debit card, or PayPal account, you will be able to see your transaction history on the Calculate Entry Fee page.

To view your Transaction History, click on “Calculate Entry Fee” on the Manage Entries page. Scroll to the bottom of the page to see the Transaction History section

			Total Outstanding Entry Fee	\$0.00		
		<a href="#">Click here to pay for your entries.</a>				

Transactions/Receipts History			
Transactions ID	Status	Amount	Action
Transaction# Check 123456/2016-02-03	Success	\$2.00	<a href="#">View/Print</a> <a href="#">Create Invoice</a>
Transaction# 9KH376829N7502009(Credit/Debit)2016-02-04	Success	\$2.00	<a href="#">View/Print</a>
Transaction# 7RM48822R38780707(Credit/Debit)2016-02-04	Success	\$1.00	<a href="#">View/Print</a>

You can view or print a receipt for a transaction by clicking “View/Print” in the “Actions” column.



# If you need help

Contact the Contest Administrator for help with:

- Resending your validation email
- Username
- Password
- Contest Rules
- What you should enter

Contact BetterBNC® using the “Help & Support” button in the top left corner of every page on BetterBNC® for help with:

- Technical assistance
- Locating your Contestant Manager®
- Reporting website errors

The screenshot shows the BetterBNC® website interface. In the top left corner, a button labeled "? Help & Support" is highlighted with a red box. The header includes the BetterBNC® logo and navigation links: Home, My Contest, Contest Info, Judges Login, and Find Contests. Below the header, a welcome message reads "Welcome to the BNC" and "The Lake Washington Times is a member of circulation Circ Group 1 (Weekly Under 20,000)." A sidebar on the left contains links: - My Account, - Submit Entry, and - Logout. On the right, it says "You have a total of 3 entries." and a "Calculate Entry Fee" button. The main content area is titled "2015 Media Awards (Demo Contest)" and "Entries". Below this is a table with the following data:

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	BBN Best Breaking News	Test Entry Made by BetterBNC Tech Support Team	1		2016-02-03 17:36:51	<a href="#">Label</a> <a href="#">Edit</a> <a href="#">Disable</a>