BetterBNC®

Contestant Manager™ Guide

BetterBNC®– Version 5.7 – September 1, 2025
Features are subject to change.
Screen shots may appear different on your computer.

For technical assistance, training, and support, admins are invited to contact us 24/7 at www.betterbncsupport.com. Click on "Start Trouble Ticket." Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.

SmallTownPapers®

BetterBNC® Contestant Manager™ Guide

BetterBNC® was designed to be simple, quick and easy to use on your first visit. If you prefer detailed, step-by-step instructions, this document is for you!

This document will walk you through how to access your Contestant Manager™ account and submit entries in a contest on the BetterBNC® platform.

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Different types of Contestants

In version 5.5, there are three types of accounts that a Contestant may have:

- **Contestant Manager™** – predetermined account linked to membership in an organization which is sanctioning an awards contest. Often this person will be a senior manager such as a newspaper publisher or editor; or a station manager.

- **Authorized Entrant** – predetermined account set up by the Contestant Manager™. Often staff members will be authorized to submit entries, usually in one area of work such as news, photography, advertising, web, etc.

- **Open Call® Contestant** – individual account available to anyone in the journalism trades.

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Here is an overview of the steps you will take as a Contestant Manager™:

- Receive invitation and instructions from your member contest organization
- Log in with provided credentials
- Select your own credentials
- Make some entries
- Receive validation email
- Finalize your account
- Create and manage Authorized Entrant accounts (optional)
- Manage all entries made by you and your Authorized Entrants

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Contestant Manager™ Step-by-step

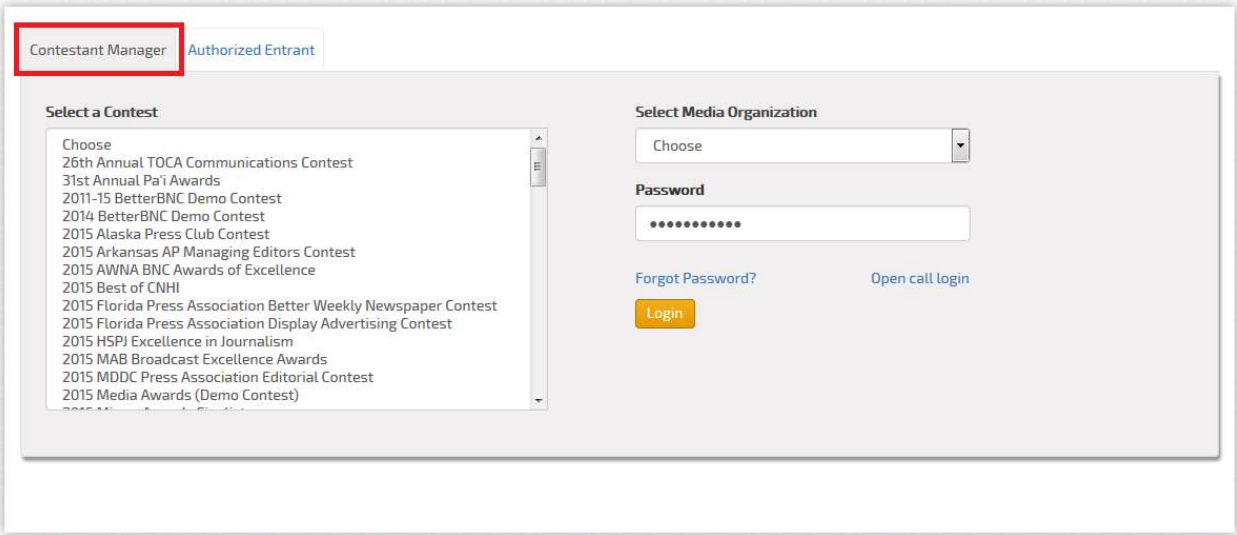
Follow the instructions below to setup your account as a Contestant Manager™, and optionally, create Authorized Entrants.

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 and click on the Contestant Login button at the top of the page

Make sure you are on the Contestant Manager™ tab



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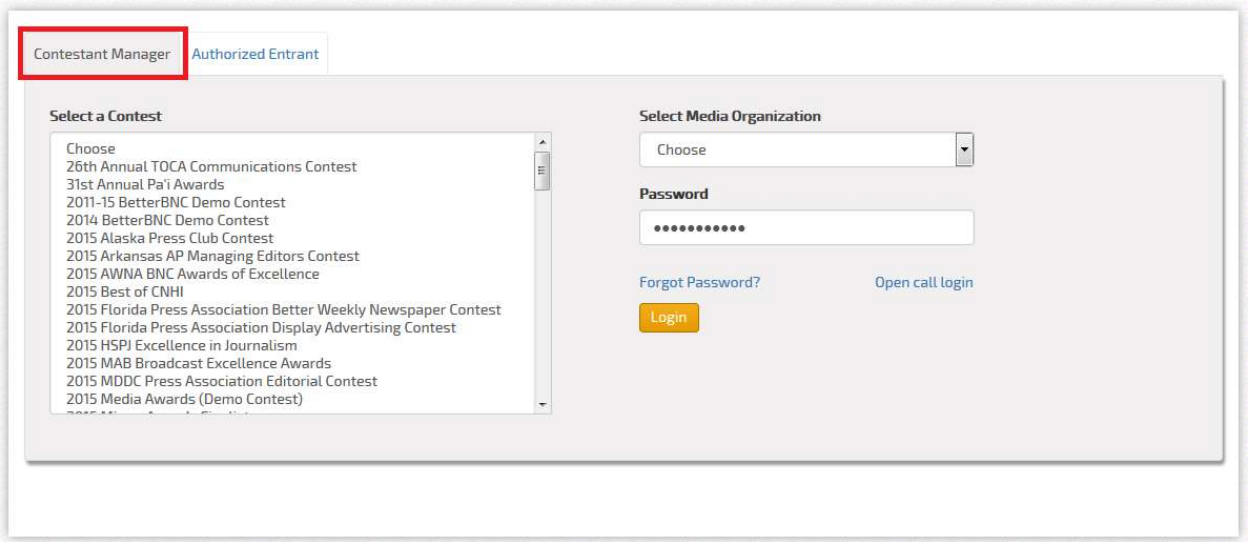
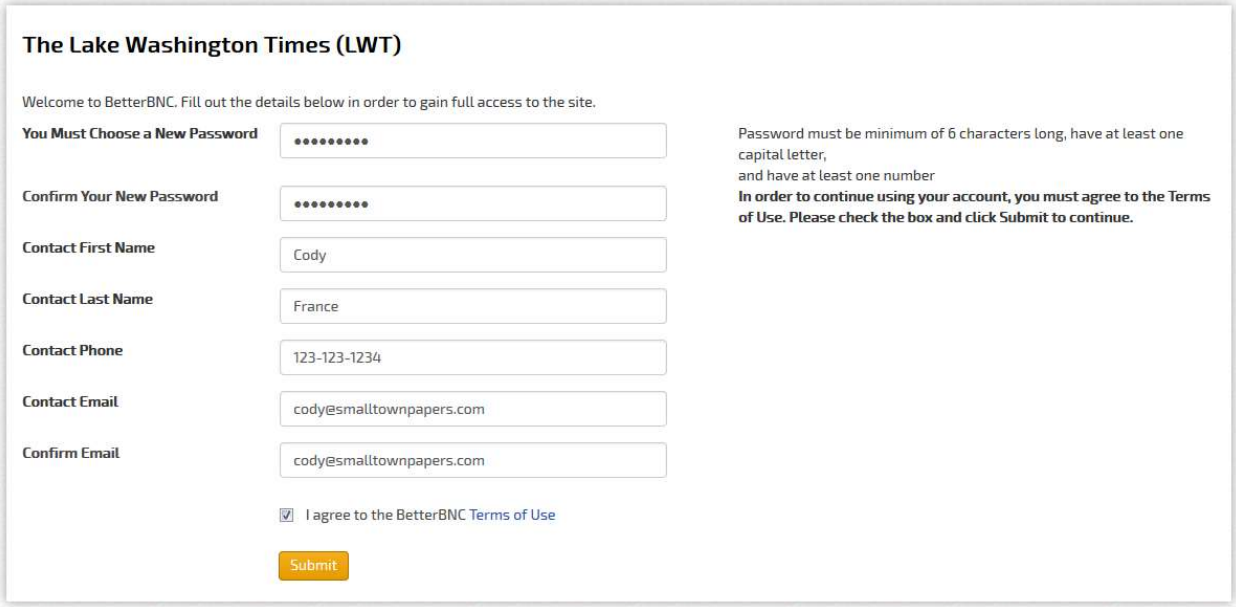
Select your contest from the list, select you media organization from the drop down, and then enter the password that was provided to you by your Contest Administrator.



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”



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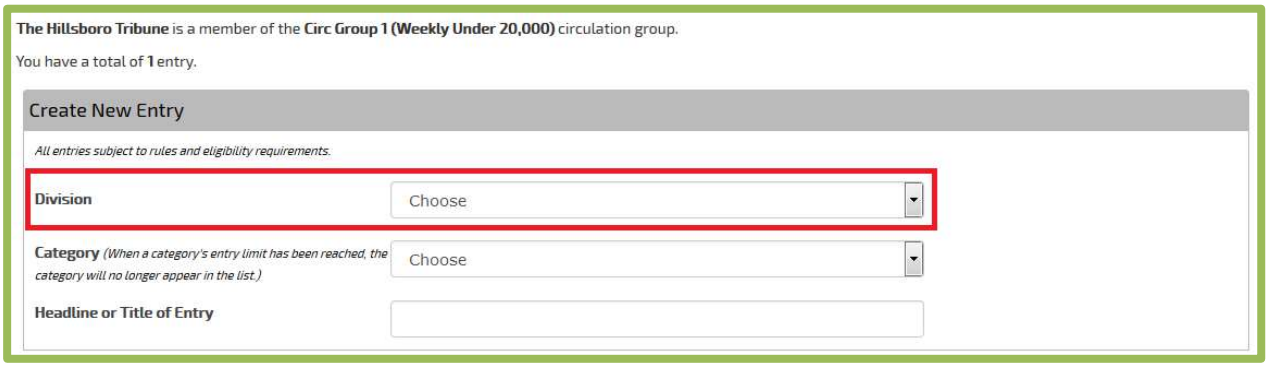
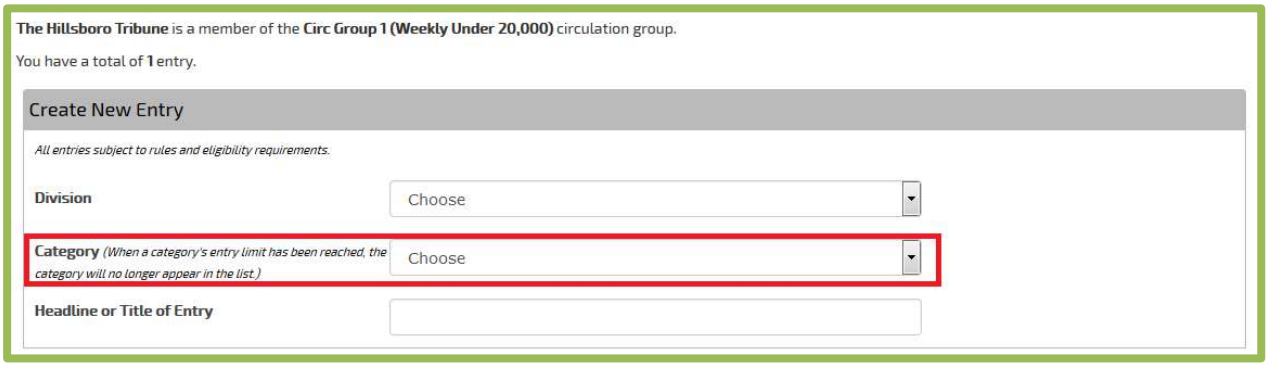
Step 3: Begin Making Entries

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

Choose the Division you would like to submit your entry into



Select the Category you would like to submit your entry into



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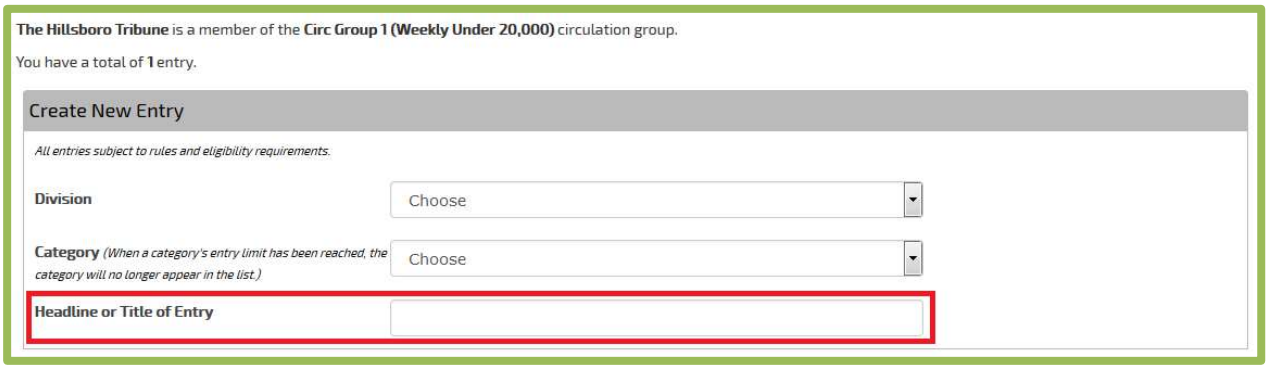
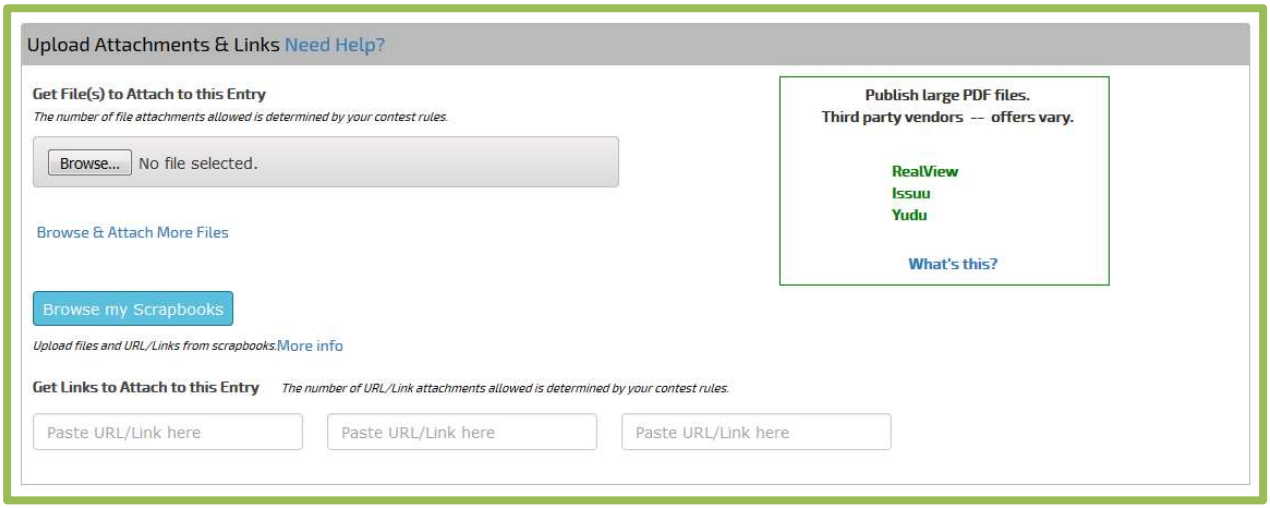
Enter the headline or title of the entry



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



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.

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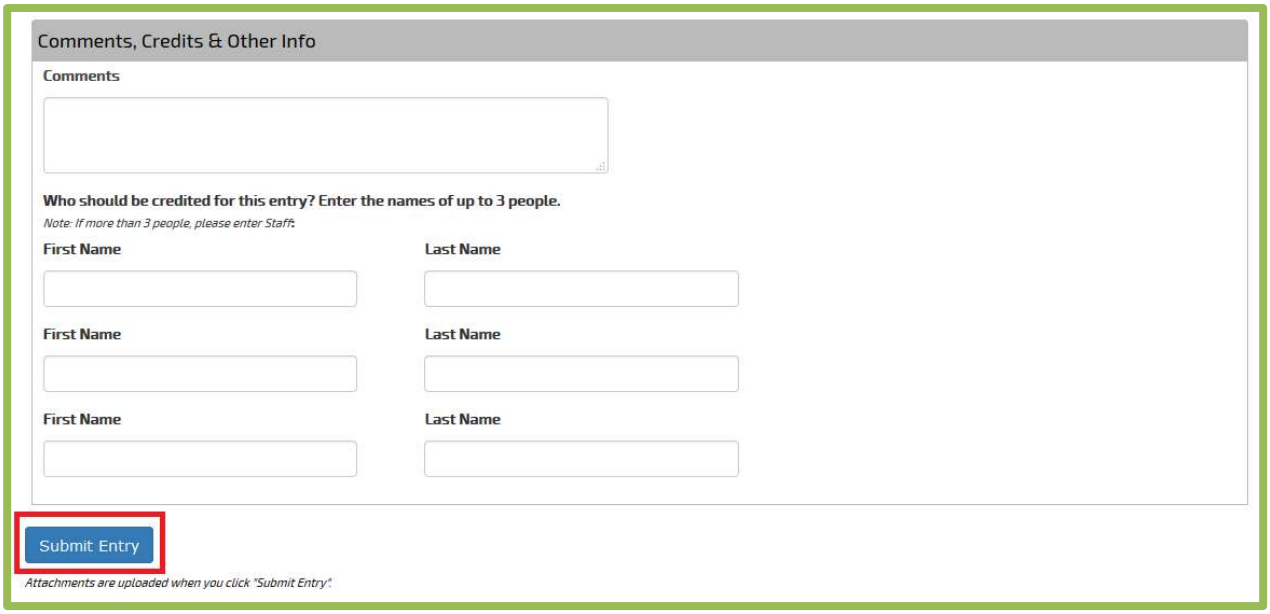
Enter any comments and credits, and then click “Submit Entry”



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.

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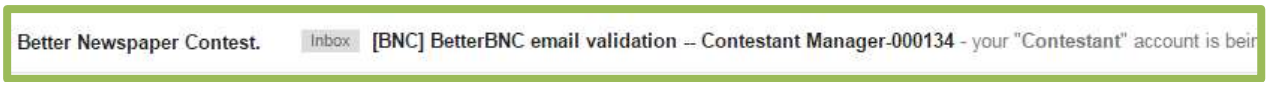
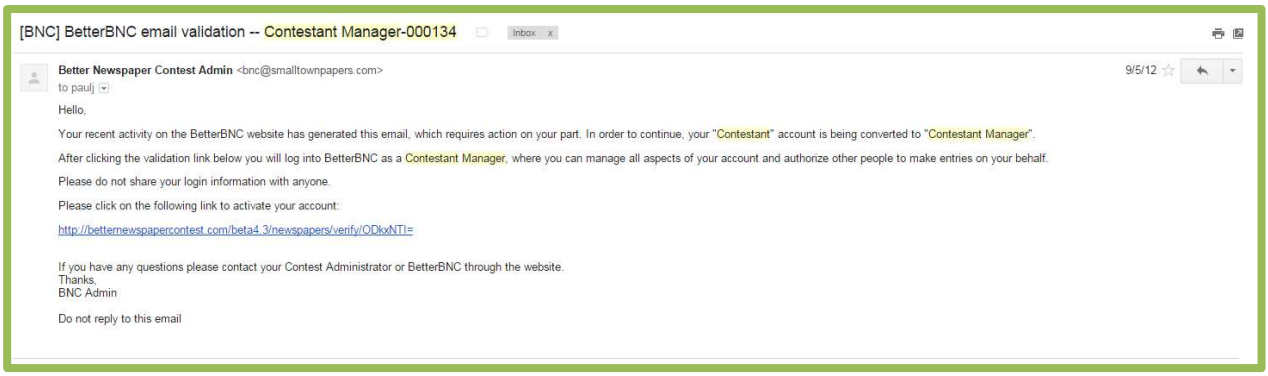
Step 4: Validate your account

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 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 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.

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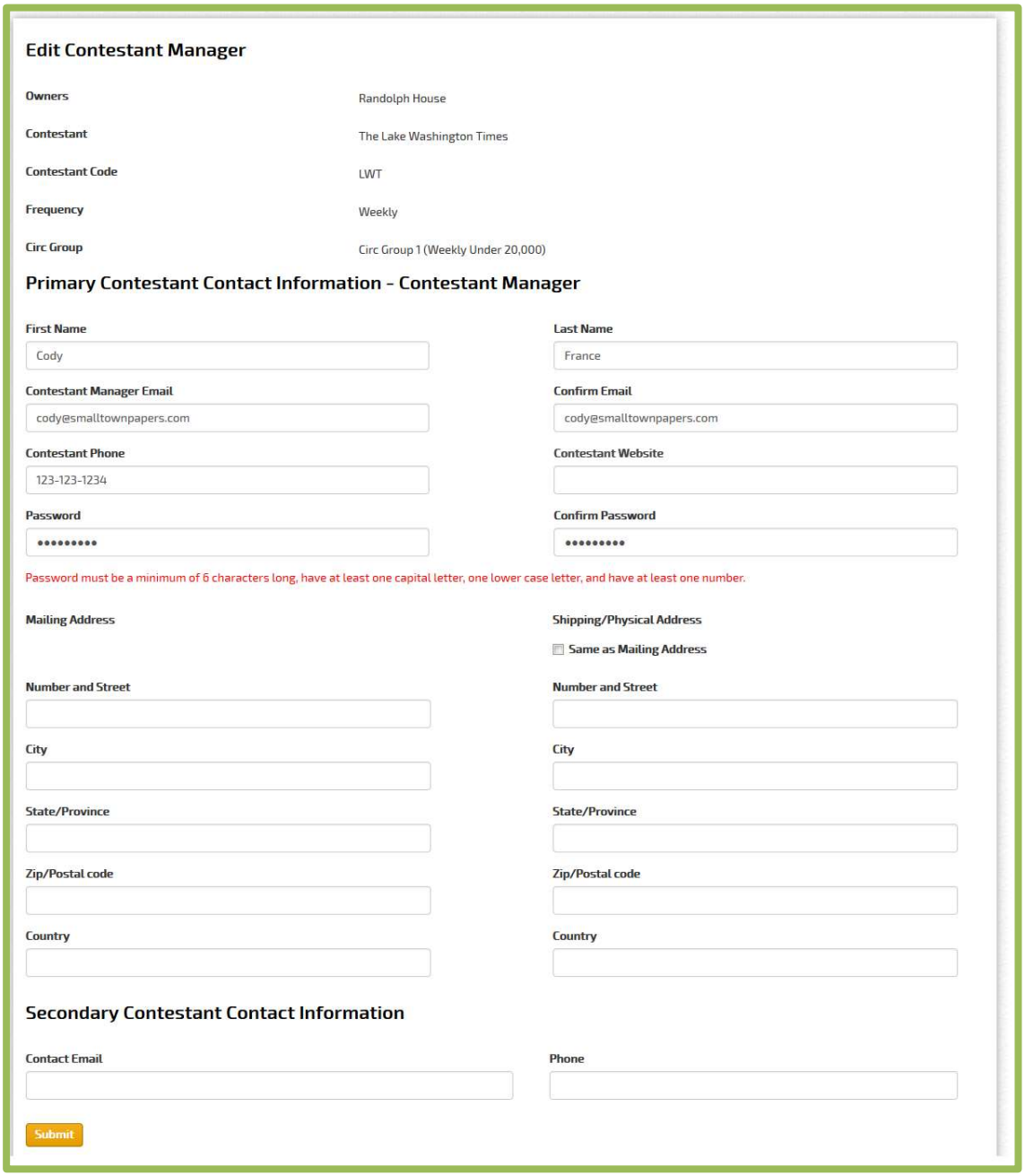
Step 5: Update your account information

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

First Name: Cody
Last Name: France
Contestant Manager Email: cody@smalltownpapers.com
Confirm Email: cody@smalltownpapers.com
Contestant Phone: 123-123-1234
Contestant Website:
Password: ••••••••••
Confirm Password: ••••••••••

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.

Mailing Address
Number and Street
City
State/Province
Zip/Postal code
Country

Shipping/Physical Address
Same as Mailing Address
Number and Street
City
State/Province
Zip/Postal code
Country

Secondary Contestant Contact Information

Contact Email
Phone

Submit

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

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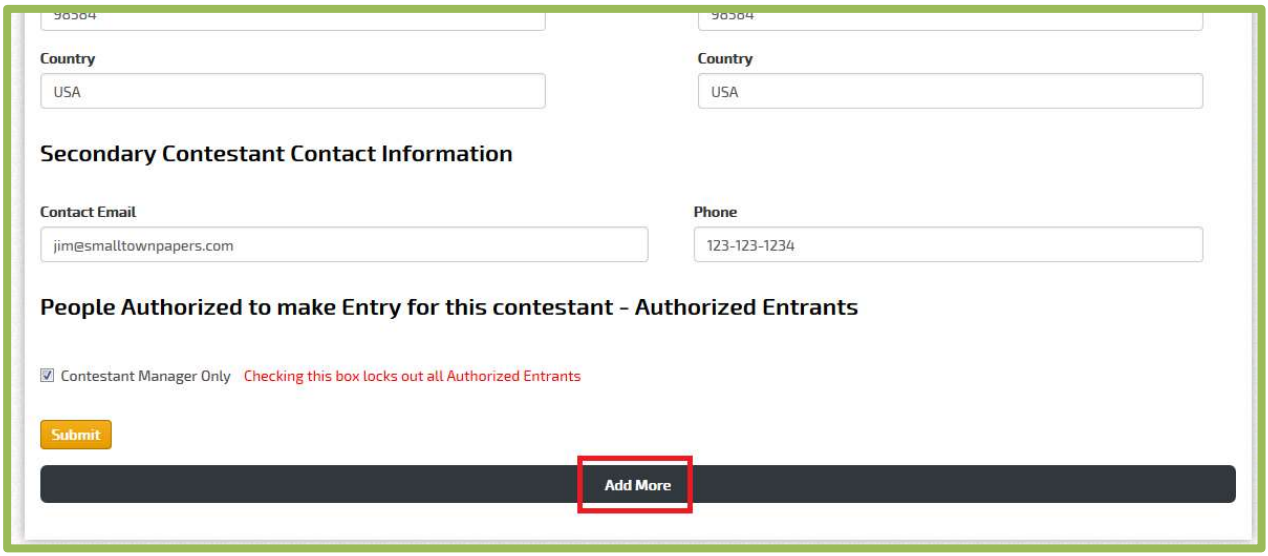
Step 6: Create Authorized Entrant Accounts (Optional)

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



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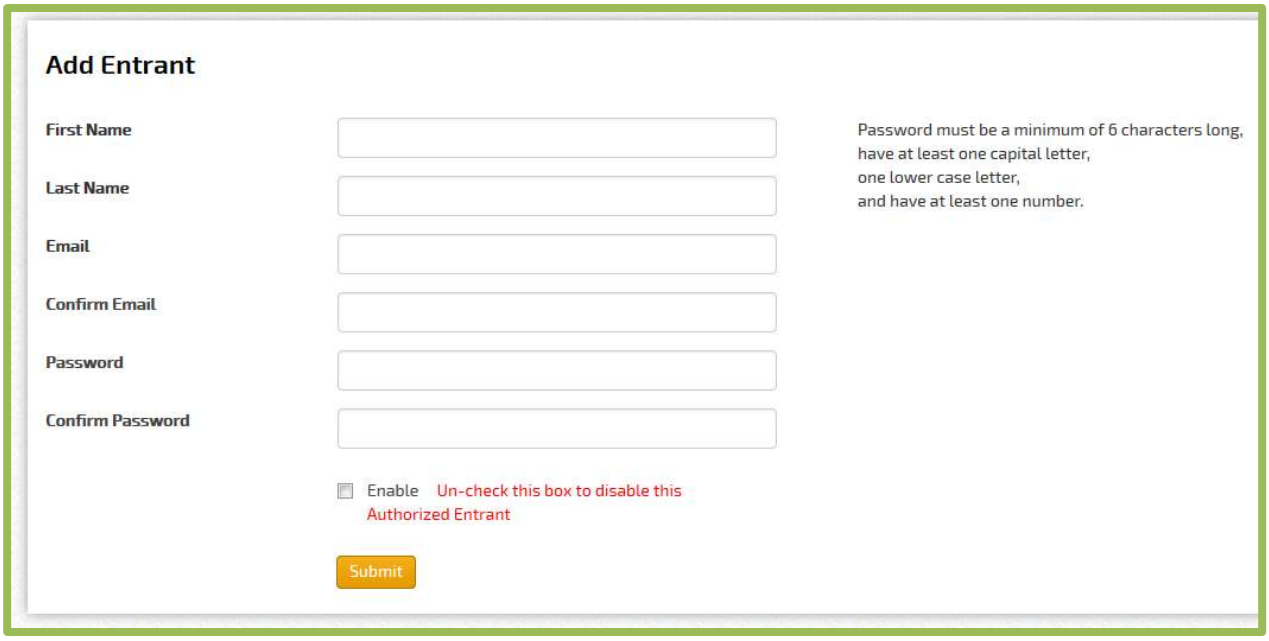
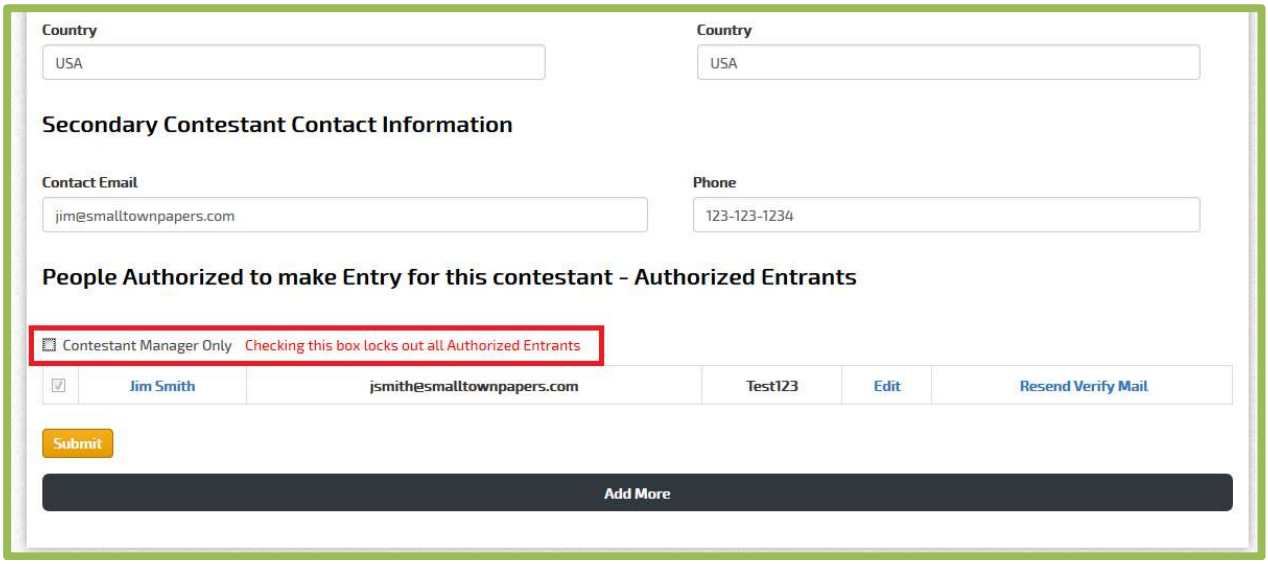
Fill out the form, then click “Submit” to save the Authorized Entrant account



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



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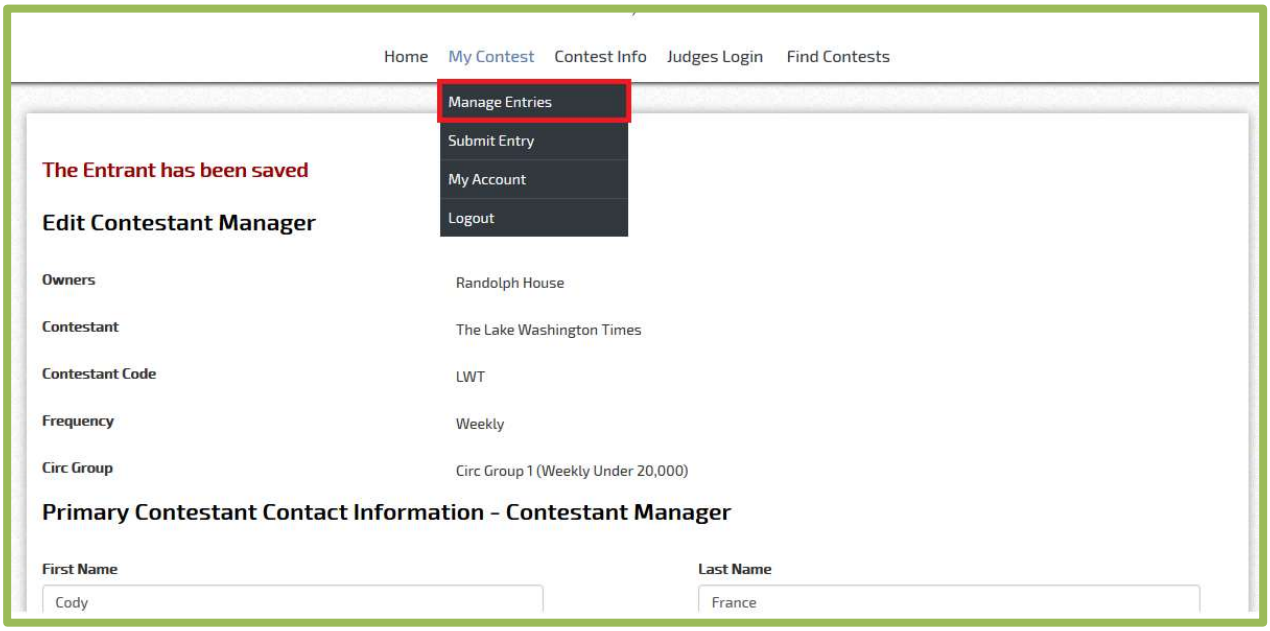
If you would like to deactivate an Authorized Entrant, you can

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”



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

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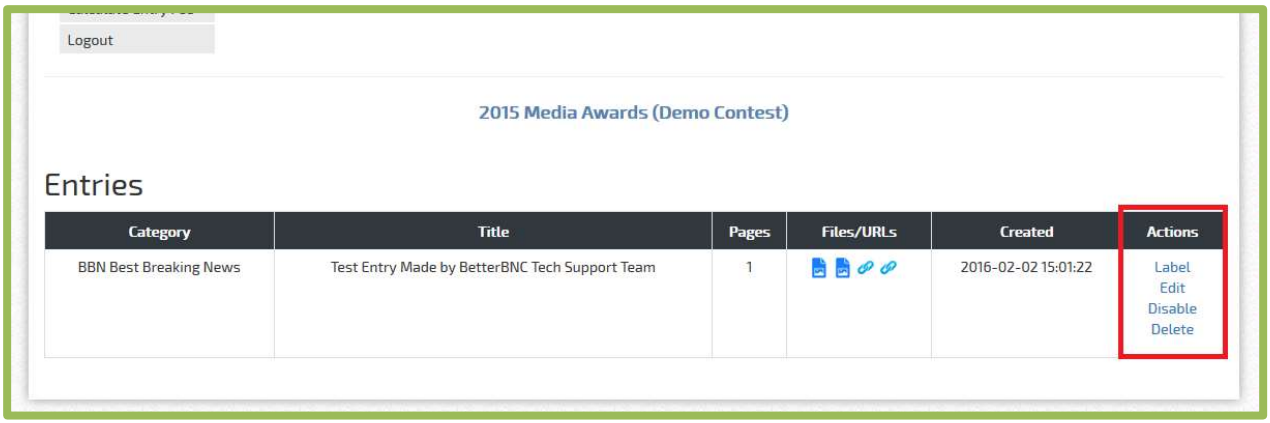
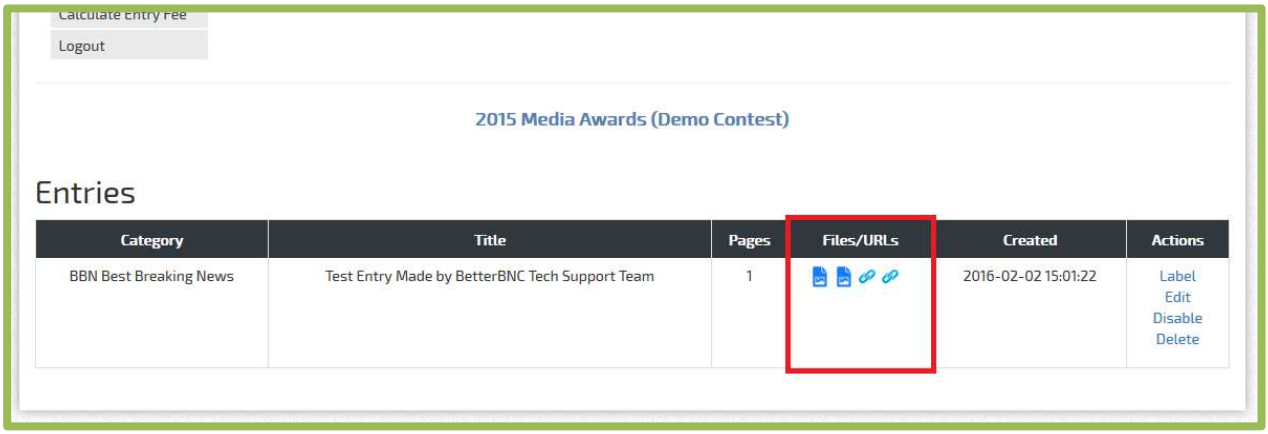


Once an entry has been created, you cannot change the Division or the Category that the entry is in.

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



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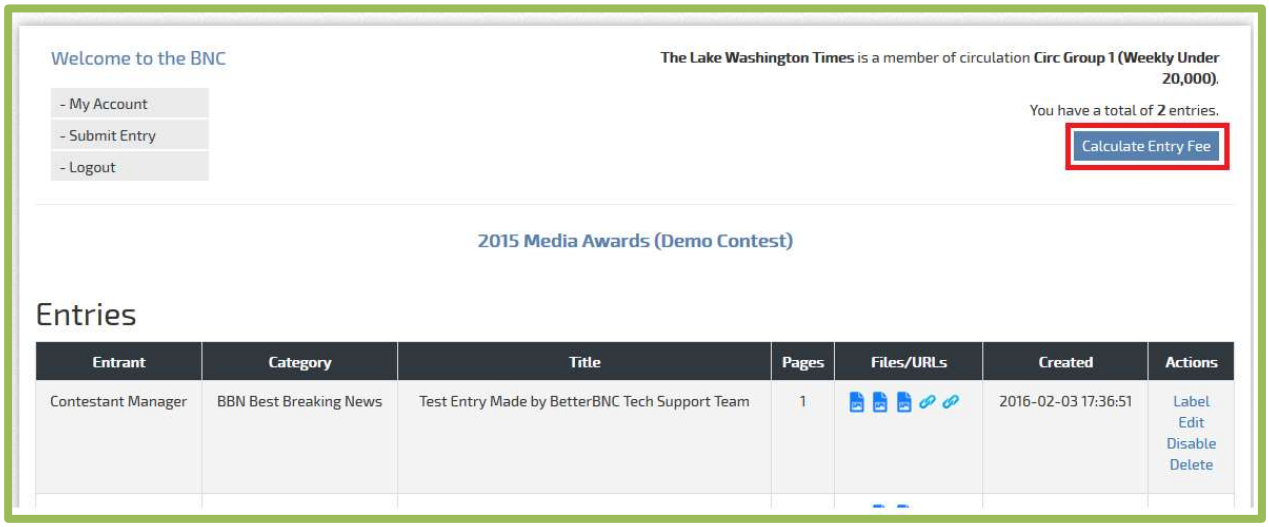
Step 8: Contestant Payment Process

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



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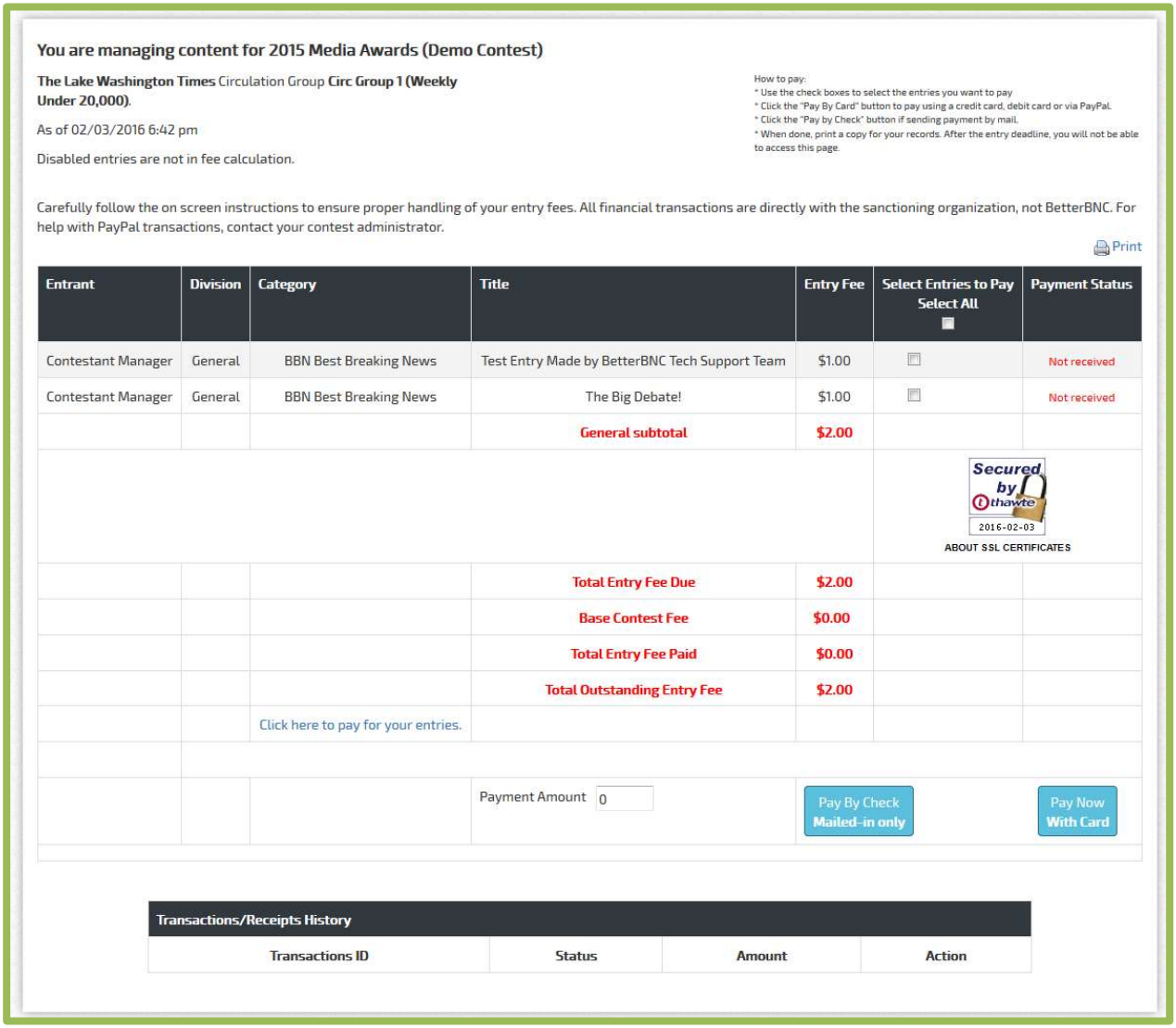
You will see a page similar to this



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.

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.

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.

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		Not received
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	$1.00		Not received
			General subtotal	$2.00		
					Secured by thawte 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		
		Click here to pay for your entries.				
			Payment Amount 0		Pay By Check Mailed-in only	Pay Now With Card

Transactions/Receipts History			
Transactions ID	Status	Amount	Action

Step 8b: Choose a payment method

- Pay by credit or debit card
- Pay through your existing PayPal account

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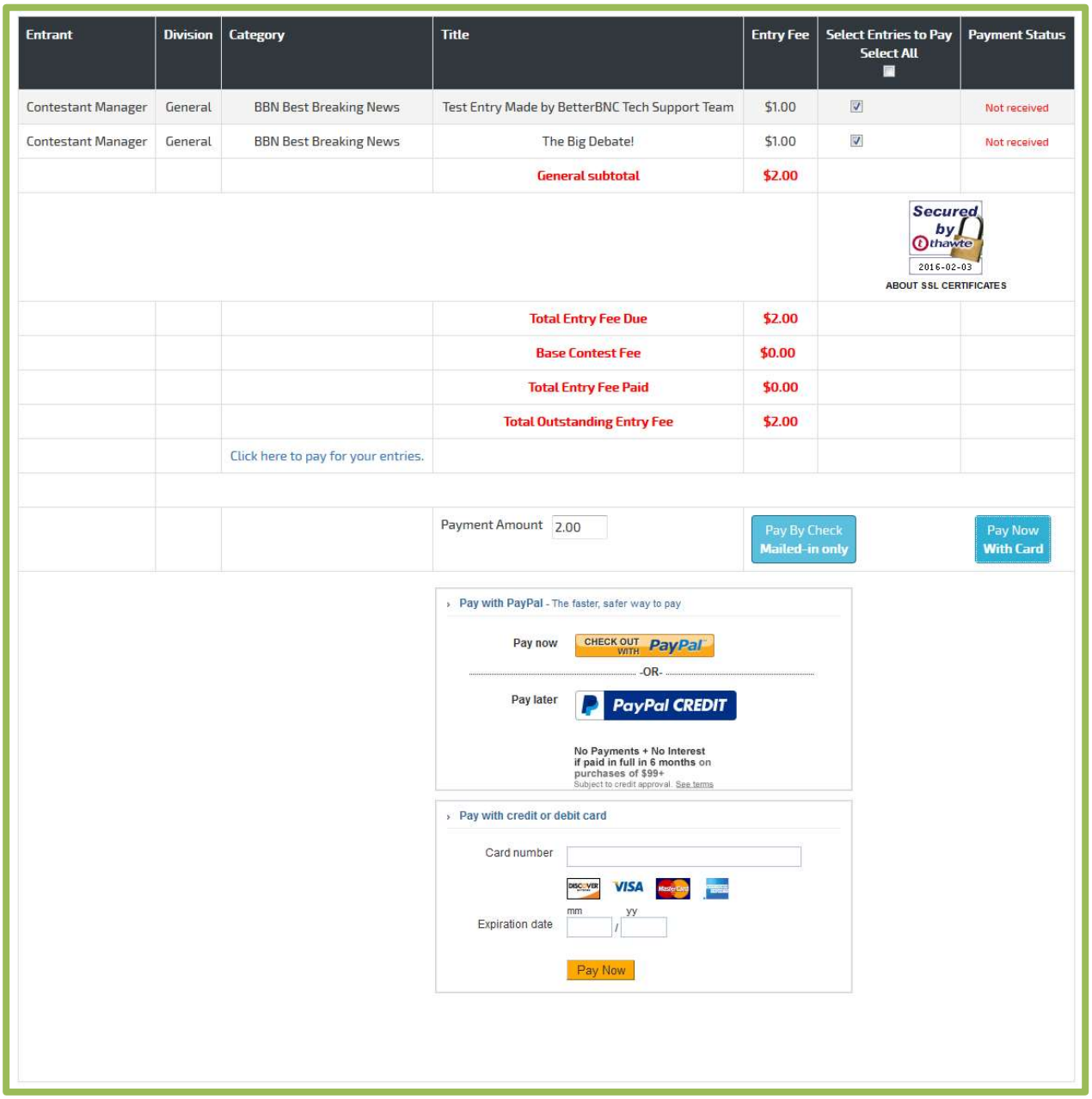
How to Pay with a Credit or Debit Card

- On the Entry Fee Calculation page, click the “Pay by Card” button.

You will see a screen similar to this



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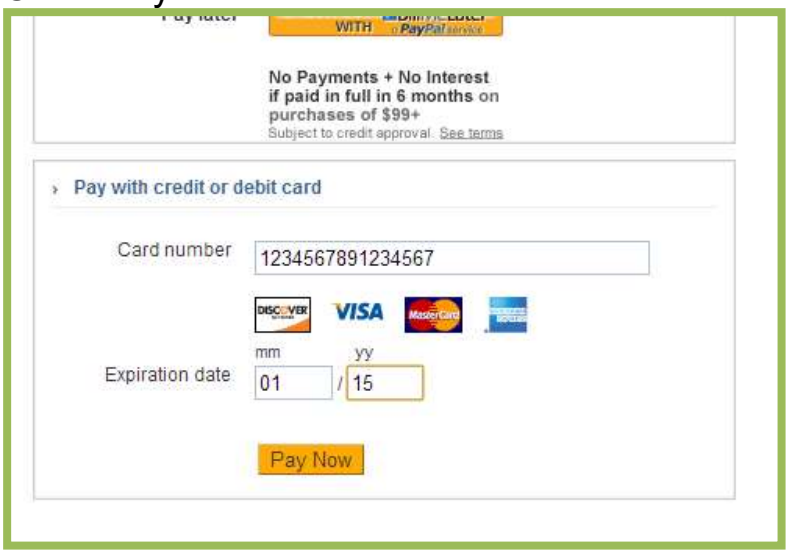
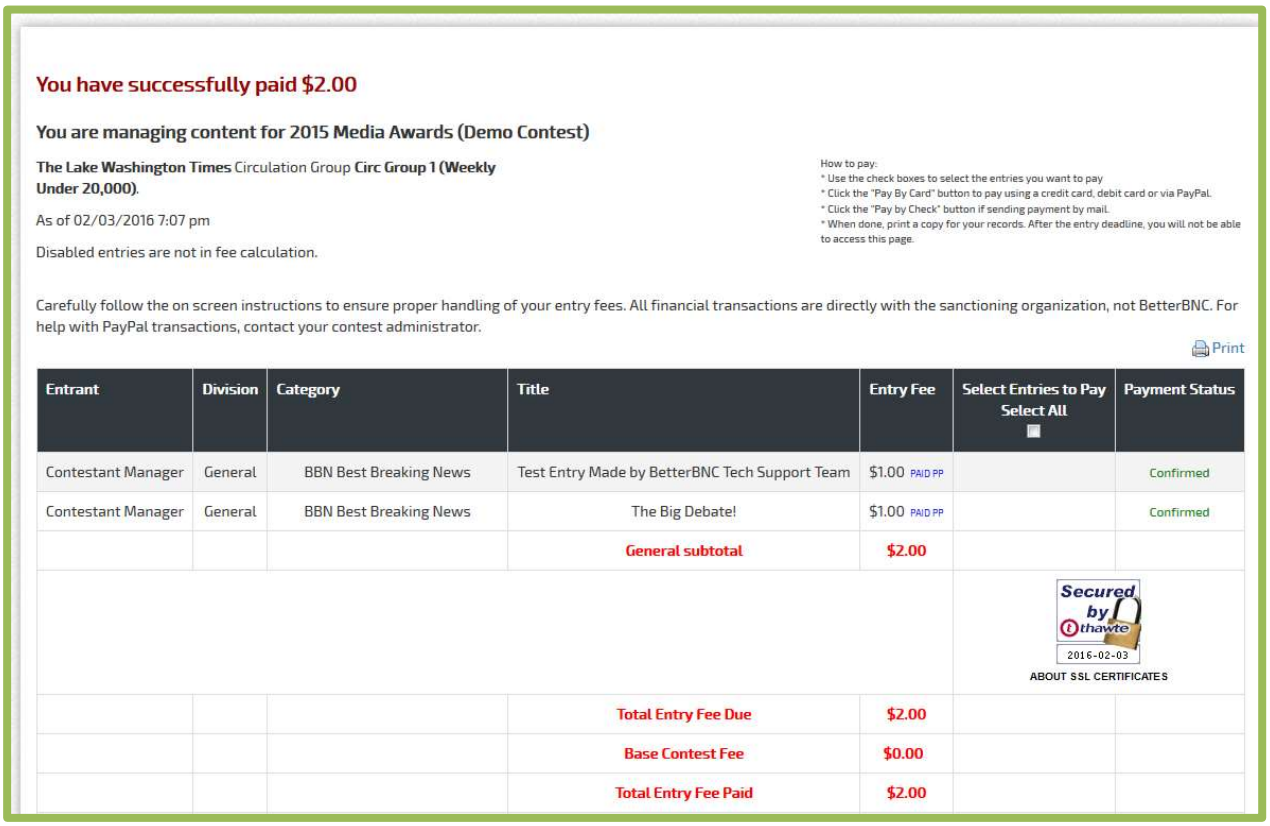
In the section labeled “Pay with credit or debit card”:

- 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.

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.

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.

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		Confirmed
Contestant Manager	General	BBN Best Breaking News	The Big Debate!	$1.00 PAID PP		Confirmed
			General subtotal	$2.00		
					Secured by thawte 2016-02-03 ABOUT SSL CERTIFICATES	
			Total Entry Fee Due	$2.00		
			Base Contest Fee	$0.00		
			Total Entry Fee Paid	$2.00		

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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

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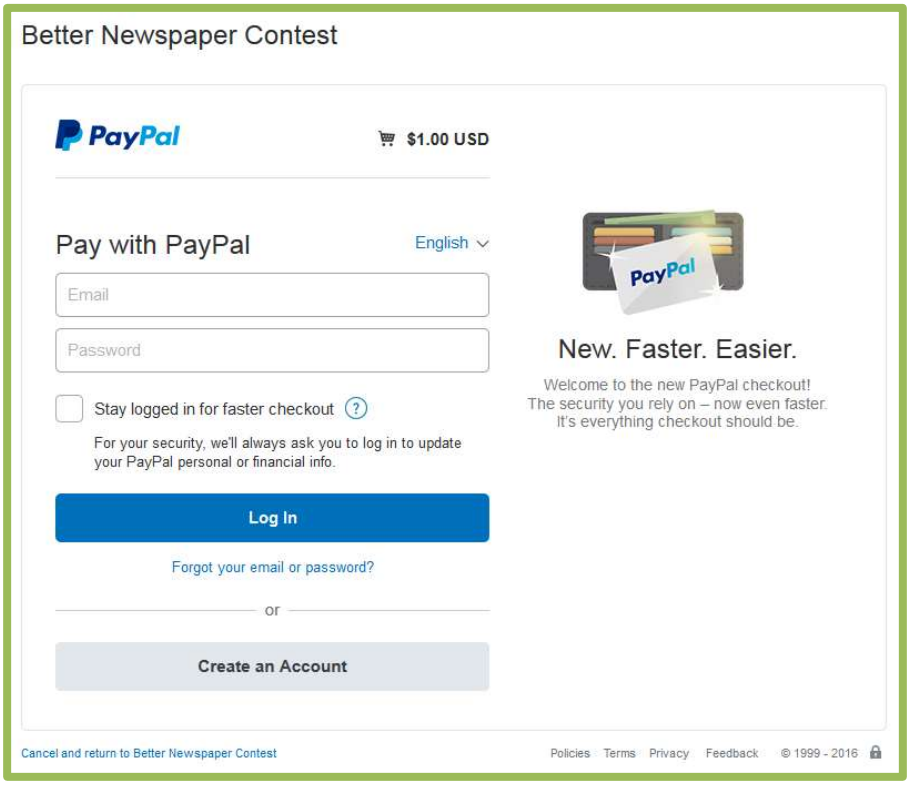
You will then be taken to the PayPal site.

Log into your PayPal account



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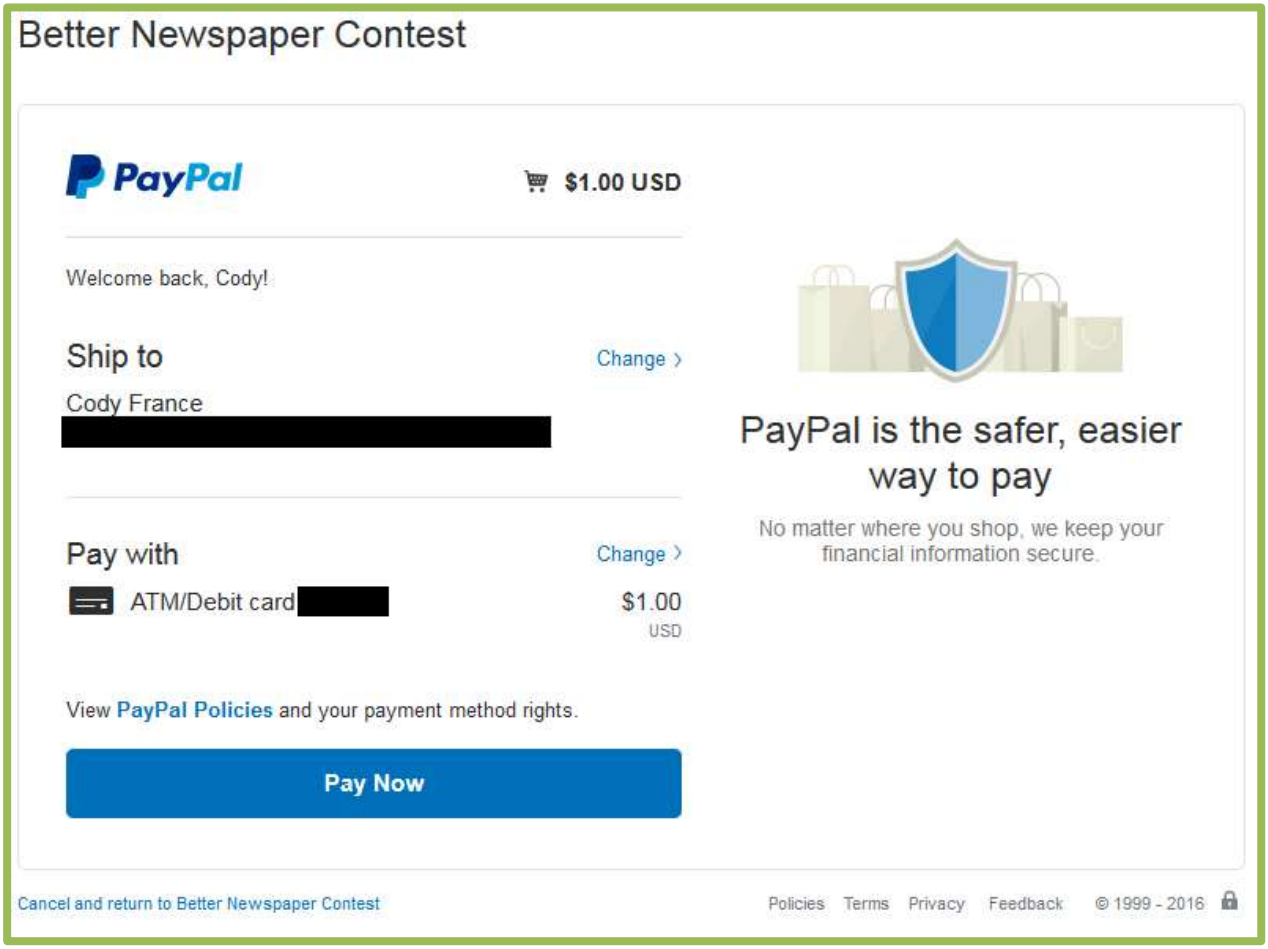
Review your order summary and account information, then click “Pay Now”



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

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.

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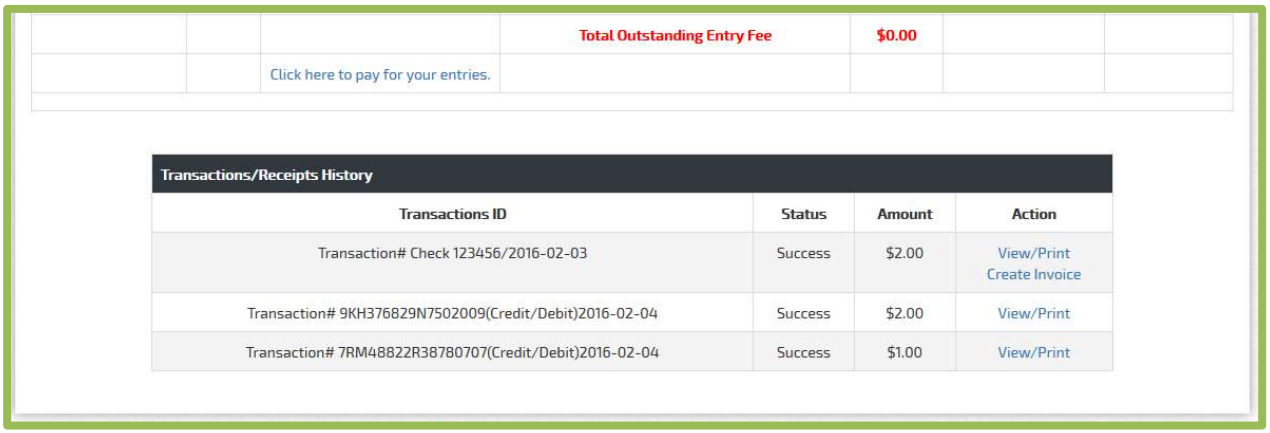
Step 8c: View Transaction History

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		
		Click here to pay for your entries.				

Transactions/Receipts History

Transactions ID	Status	Amount	Action
Transaction# Check 123456/2016-02-03	Success	$2.00	View/Print Create Invoice
Transaction# 9KH376829N7502009(Credit/Debit)2016-02-04	Success	$2.00	View/Print
Transaction# 7RM48822R38780707(Credit/Debit)2016-02-04	Success	$1.00	View/Print

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

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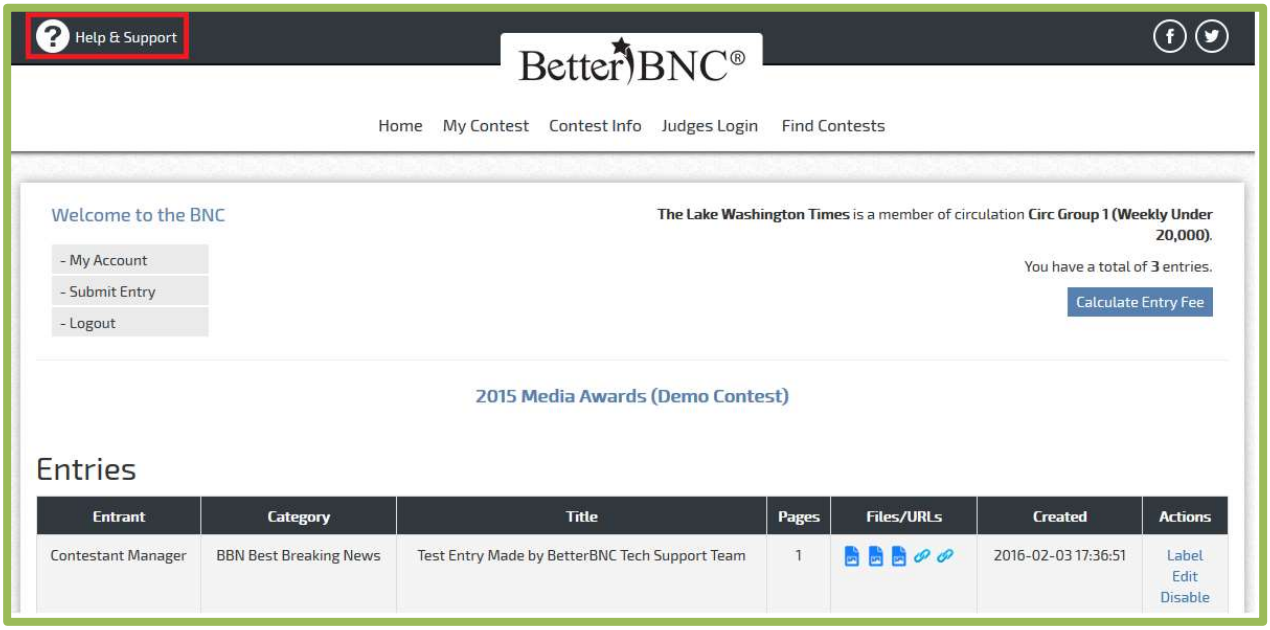
If you need help

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



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