

Harvey Awards/BNC Instructions

Entries to the Harvey Contest will be submitted using BetterBNC Media Awards Platform.

Below are directions for preparing and submitting entries. If you have questions, please contact Diana Hadley (dhaley@franklincollege.edu).

IMPORTANT: BetterBNC is optimized for the Google Chrome browser and Firefox for PC and Macintosh/Apple. A recent version downloaded and installed provides the best contest experience.

The deadline for all newspaper entries is **Monday, June 22, 2015**

The deadline for yearbook entries is **Monday, Sept. 14, 2015**

To Begin

- Go to www.betterbnc.com.
- Click contestant login (upper left) or the appropriate Contestant Login button on the right side of the page.
- Select the appropriate contestant type.
- If you are the contact for your organization (adviser or editor), select Contestant Manager. NOTE: Once you have submitted 2 entries, you will be receive an email validating your Contestant Manager account, enabling you to create Authorized Entrant accounts to make entries on behalf of your organization.
- If you have received an email authorizing you to submit entries for your organization, select Authorized Entrant.
- Select the appropriate Contest
- Select the appropriate News Organization.
- Enter your email address. (authorized entrant only)
- The first time you log in, enter your temporary Password: bnc (If your school has used Better Newspapers before you already have a password.)
- Submit Entries
- On the Manage Entries page, click Submit Entry (left side).
- Select the appropriate Division (Division I—under 1,000 enrollment; Division II—1001-2,000 enrollment; and Division III—2001 + enrollment).
- Select the appropriate Category.
- Read the corresponding Category Note (directly below the Category selection box), describing the category's requirements.
- Complete the Headline/Title field.
- Add entry content (may vary by category):
 1. To upload digital file attachments (other than audio/video), click Browse, navigate to the desired file, and select Open. Allowed file types are PDF, DOC/DOCX, TXT, JPG, GIF, and PNG. If more than one attachment is desired for this entry, click Attach More and repeat these steps. If you reach a point where you cannot add any more attachments to an entry, you may have reached the attachments limit, set by your contest administrator. Please keep file sizes under 5mb to aid judges in accessing entry content. For larger files (5mb-250mb), you can click the Real-View icon on the

Submit Entry page, create your free account, upload the desired file(s), and copy/paste the hosted item's web address into the Website URL field. You may also use a 3rd-party website that provides a similar free streaming/hosting service (Scribd.com, Dropbox.com, Issuu.com, etc.).

2. To add web/audio/video content, copy and paste the content's web address into the provided Website URL field. Add Comments (if available), but keep them brief (e.g. 100 words).
3. **Click Submit.**

Payment:

Entries are \$5.00 each.

Checks are payable to IHSPA/Franklin College, and can be mailed later (even the beginning of the new school year) to:

Diana Hadley, IHSPA
101 Branigin Boulevard
Franklin, IN 46131