

# CCNAwards 2023 Contestant Guide

The 2023 Canadian Community Newspaper Awards is now available and ready for entries on the BetterBNC platform!

This guide provides directions for preparing and submitting your entries.

Login .....	2
Submit Entries .....	4
Manage Entries .....	8
Payment .....	9

If you have any questions along the way, please do not hesitate to contact us.

**Contest Administrator:** Maryanne Cousins

[mcousins@newsmediacanada.ca](mailto:mcousins@newsmediacanada.ca)

416-923-3567 ext. 3221 / 1-877-305-2262

For the Rules of Entry and category descriptions, download the entry book at

[www.communitynewspaperawards.ca](http://www.communitynewspaperawards.ca).

*NOTE: BetterBNC is optimized for Google Chrome and Firefox browsers.*

*For the best user experience, please have a recent version of either of these browsers installed. Other browsers may also work, but if you experience issues, it may be a result of not using the recommended browser.*

**The deadline for all entries is June 28, 2023.**

## Login

Help & Support

BetterBNC®

Home Admin Contestant Login Judges Login Find Contests

Contestant Manager Authorized Entrant

Select a Contest

- 2022 Canadian Community Newspaper Awards
- 2022 MAB Broadcast Excellence Awards
- 2023 Canadian Community Newspaper Awards
- 2023 CCPRO Awards
- 2023 IBAcademics Student Silver Dome Awards
- 2023 IBA Silver Dome Awards
- 2023 IHSPA Harvey Awards
- 2023 McCormick Foundation High School Media Awards
- 2023 Michigan Student Broadcast Awards
- 2023 MIJA Spring Contests
- 2023 MNA College Better Newspaper Contest
- 2023 Nevada Press Foundation Awards of Excellence
- 2023 Oklahoma SPI Contest
- 2023 San Diego Press Club Scholarship Contest
- 2023 SCBA STAR Awards
- 2023 WNPB (WA) BMC

Select Media Organization

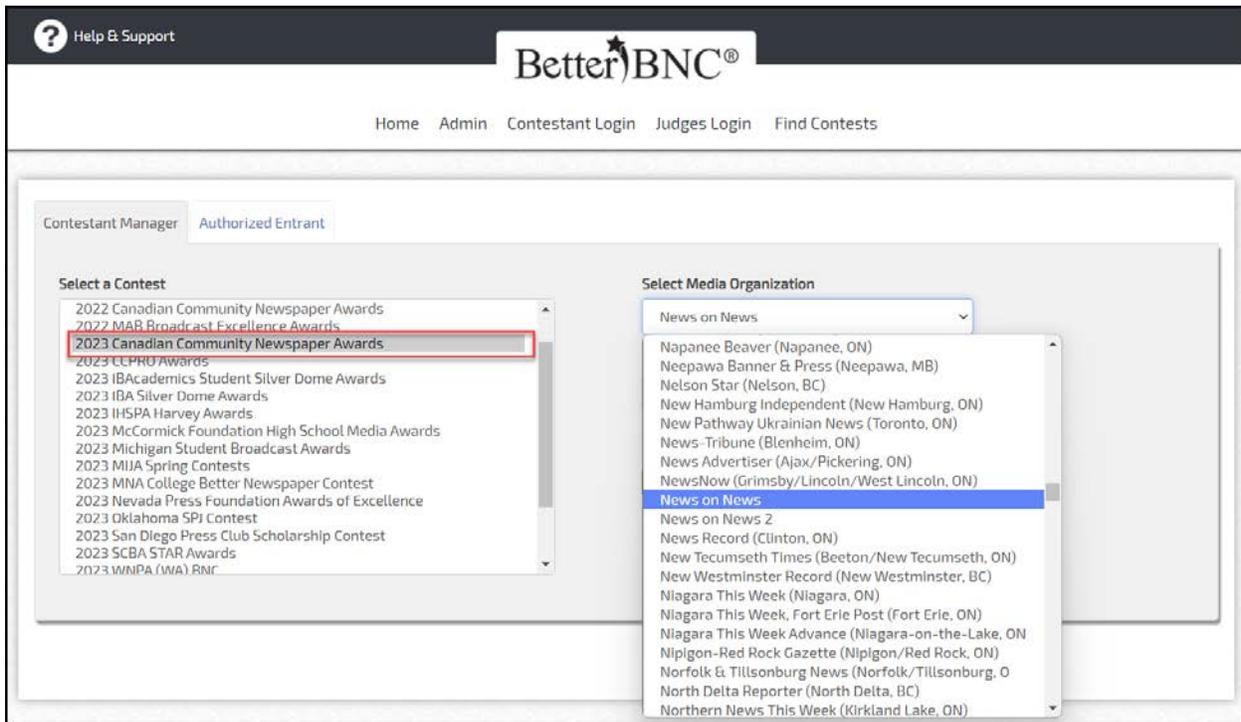
Choose

Password

Forgot Password? Open call login

Login

1. Go to [www.betterbnc.com](http://www.betterbnc.com).
2. Click “Contestant Login” at the top.
3. Select the appropriate contestant type from the available tabs:
  - a. **Contestant Manager:** If you are the single point of contact for your organization, select “Contestant Manager,” then skip to step 4. Contestant Manager Login.
  - b. **Authorized Entrant:** If you have received an email authorizing you to submit entries on behalf of your media organization, select “Authorized Entrant” on the log in page, then skip to step 5. Authorized Entrant Login.



#### 4. Contestant Manager Login:

- a. Select a Contest: Click “2023 Canadian Community Newspaper Awards.”
- b. Select your Media Organization—i.e., your publication.\*

\*NOTE: If your publication is not listed, contact the awards coordinator to verify eligibility and have it added to the list.

- c. Enter your password\*\*

\*\*NOTE—FIRST-TIME BETTERBNC USERS: If this is your first time logging into your account, use the temporary password: **bnc** (lower case). After logging in, the system will require you to create a new password. Going forward, you will log in with the password you set.

- d. Click “Login.”

If the designated Contestant Manager should leave your media organization, contact your Contest Administrator to have the contact information in your account updated.

#### 5. Authorized Entrant Login:

- a. Select a Contest: Click “2023 Canadian Community Newspaper Awards.”
- b. Select your Media Organization—i.e., your publication.
- c. Enter your email address.
- d. Enter your password.
- e. Click “Login”.

## Submit Entries

### 6. Submit Entries



Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

2023 Canadian Community Newspaper Awards

Welcome to the BNC

News Media Canada is a member of circulation Circulation up to 1499.

You have a total of 0 entries.

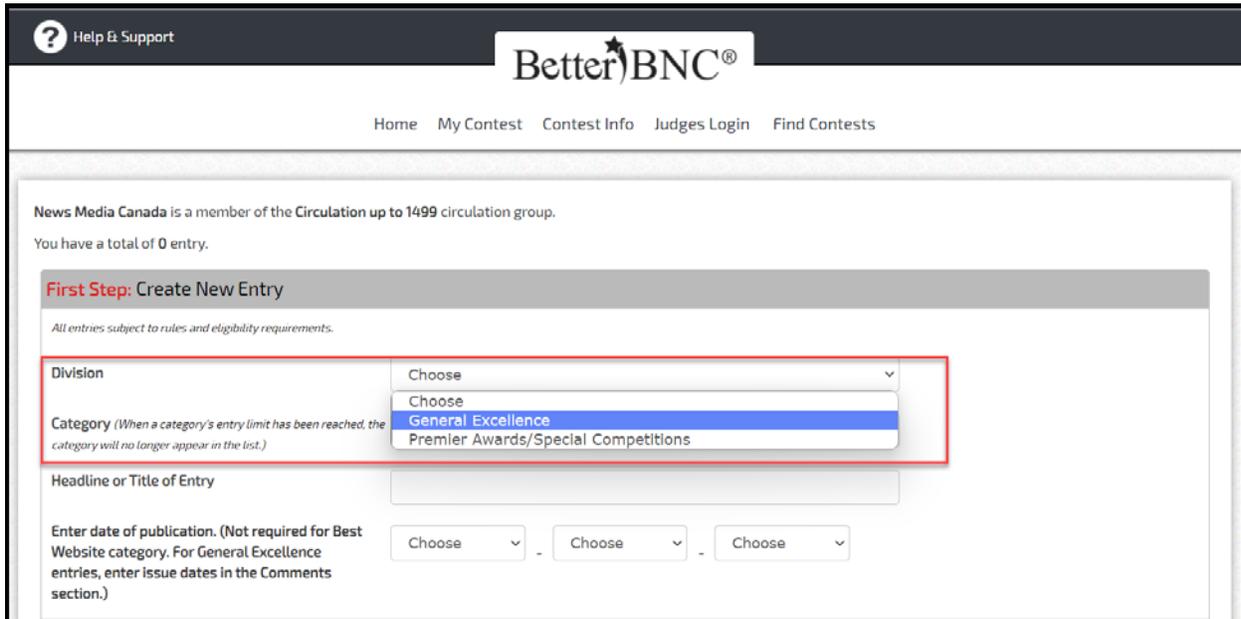
- My Account

- Submit Entry

- Logout

Calculate Entry Fee

- Navigate to the “Manage Entries” page (My Contest > Manage Entries).
- Click “Submit Entry.”



Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

News Media Canada is a member of the Circulation up to 1499 circulation group.

You have a total of 0 entry.

**First Step: 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  
General Excellence  
Premier Awards/Special Competitions

Headline or Title of Entry

Enter date of publication. (Not required for Best Website category. For General Excellence entries, enter issue dates in the Comments section.) Choose - Choose - Choose

- On the “Create New Entry” page, select a Division (i.e., a group of categories).

[? Help & Support](#)

**Better)BNC®**

[Home](#) [My Contest](#) [Contest Info](#) [Judges Login](#) [Find Contests](#)

News Media Canada is a member of the Circulation up to 1499 circulation group.  
You have a total of 0 entry.

**First Step: Create New Entry**

*All entries subject to rules and eligibility requirements.*

Division

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

Headline or Title of Entry

Enter date of publication. (Not required for Best Website category. For General Excellence entries, enter issue dates in the Comments section.)  
 -  -

- d. Select a Category.
- e. Enter the entry's headline or title.
- f. Enter the entry's publication date, if required.
- g. Add entry content (varies by category—consult the entry book for details). Entry content may include:
  - File attachments (see below);
  - Website URLs;
  - Multimedia - web/audio/video content (see below).

**Next Step: 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.*

No file chosen

[Browse & Attach More Files](#)

*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.*

**Next Step: Comments, Credits & Other Info**

Comments: If your website has a paywall, enter username and password here for judging use only. For General Excellence entries, enter issue dates here.

i. **To upload digital file attachments (other than audio/video):**

- Click “Choose File,” navigate to the desired file, and then click “Open.”
- Allowed file types: PDF, DOC/DOCX, TXT, JPG, GIF, and PNG.
- To upload additional attachments to a single entry, click the “Browse and Attach More Files” link.
- Maximum file size: BetterBNC will allow a 5MB file upload. For files larger than 5MB, you can upload your file to your publication’s website or a third-party website that hosts large documents and then copy and paste the URL into the URL/Link field on the Submit Entry page.
- Here are some examples of third-party websites that provide hosting services:  

scribd.com, issuu.com, pagesuite.com, pressreader.com, etc.

ii. **To add web/audio/video content:**

- To host your content online, either upload it to a free streaming content website (e.g.YouTube) or talk to your IT person about uploading it to your publication’s website. Make sure the content will be accessible online throughout the duration of the contest and awards process.
- Copy and paste the content’s URL address into the provided URL/Link field.
- Here are some examples of free streaming content websites where you can upload audio and video content:  
Audio: [www.kiwi6.com](http://www.kiwi6.com), [www.soundcloud.com](http://www.soundcloud.com)  
Video: [www.youtube.com](http://www.youtube.com), [www.vimeo.com](http://www.vimeo.com)

**Next Step: Comments, Credits & Other Info**

Comments: If your website has a paywall, enter username and password here for judging use only. For General Excellence entries, enter issue dates here.

Who should be credited for this entry? Enter the names of up to 3 people.  
*Note: Consult the CCNAwards entry book for categories that require credits--i.e., the name(s) of the individual(s) who created the work. (Not required for General Excellence and Best Website categories.)*

First Name	Last Name
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

**Final Step: Answer reCAPTCHA and Submit Entry**

I am not a robot

Attachments are uploaded when you click "Submit Entry".

h. Add Comments, if any.\*\*\*

**\*\*\*IMPORTANT NOTE RE: PAYWALLS:** If your online items are behind a paywall or a password-protected area, provide username/password info in the Comments section. Judges may disqualify your entry if work samples are inaccessible.

i. Enter Credits, if required.

j. Check the “I am not a robot” box for user verification.

k. Click “Submit Entry”.

## Manage Entries

7. After submitting your entries, you can go back and view a list of your entries and review them individually. You can also change your mind about submitting an entry or edit it to provide more details and content.

You may make changes until the **June 28, 2023** deadline.

The screenshot shows the 'Manage Entries' page for the 2023 Canadian Community Newspaper Awards. The page features a dark header with the 'BetterBNC' logo and navigation links: Home, My Contest, Contest Info, Judges Login, and Find Contests. Below the header, the page title is '2023 Canadian Community Newspaper Awards'. A welcome message reads 'Welcome to the BNC' and 'News Media Canada is a member of circulation Circulation up to 1499. You have a total of 1 entries.' There are three menu items: '- My Account', '- Submit Entry', and '- Logout'. A 'Calculate Entry Fee' button is also visible. Below this is a section titled 'Entries' containing a table with the following data:

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	201 Premier Awards - Best News Story	Best News Story Test Entry	1		2023-05-09 17:19:28	Label Edit Disable Delete

- a. To view a list of your entries, navigate to the “Manage Entries” page (My Contest > Manage Entries).
- b. To view the details of an entry, locate the entry in the list and click “Label”.
- c. To edit an entry, locate the entry in the list and click “Edit”.
- d. If you decide not to submit an entry, you can:
  - i. click “Disable” to not submit it into the contest but keep it in your account; or,
  - ii. click “Delete” to remove it from your account.
 Disabled entries will appear in a separate list below.
- e. If you change your mind and decide to re-submit a disabled entry, click “Enable” beside the entry.

## Payment

### 8. Pay for Entries:

Payment is required upfront for your entries to be forwarded to judges.

The screenshot shows the BetterBNC website interface for the 2023 Canadian Community Newspaper Awards. The page includes a navigation bar with links for Home, My Contest, Contest Info, Judges Login, and Find Contests. Below the navigation bar, there is a section titled '2023 Canadian Community Newspaper Awards'. On the left, there is a 'Welcome to the BNC' message and a list of links: My Account, Submit Entry, and Logout. On the right, there is a message stating 'News Media Canada is a member of circulation Circulation up to 1499.' and 'You have a total of 1 entries.' Below this message is a blue button labeled 'Calculate Entry Fee', which is highlighted with a red box. Below the 'Calculate Entry Fee' button, there is a section titled 'Entries' with a table of entries.

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	201 Premier Awards - Best News Story	Best News Story Test Entry	1		2023-05-09 17:19:28	Label Edit Disable Delete

- When all entries are submitted, navigate to the Manage Entries page (My Contest > Manage Entries).
- Click “Calculate Entry Fee.”

[? Help & Support](#)

**Better)BNC®**

[Home](#) [My Contest](#) [Contest Info](#) [Judges Login](#) [Find Contests](#)

---

**You are managing content for 2023 Canadian Community Newspaper Awards**

**News Media Canada** Circulation Group **Circulation up to 1499.** [Print](#)

As of 05/09/2023 5:33 pm

Disabled entries are not in fee calculation.

Entrant	Division	Category	Title	Entry Fee
Contestant Manager	Premier Awards/Special Competitions	201 Premier Awards - Best News Story	Best News Story Test Entry	\$20.00
			<b>Premier Awards/Special Competitions subtotal</b>	<b>\$20.00</b>
			<b>Total Entry Fee Due</b>	<b>\$20.00</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>\$20.00</b>
<div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: blue; font-size: small;"> <a href="#">CLICK HERE TO PAY FOR YOUR ENTRIES.</a>                      All fees include 13% HST. (Registration No. R895696698)                 </p> </div>				

**Transactions/Receipts History**

Transactions ID	Status	Amount	Action

- c. Follow the on-screen instructions to pay for your entries:
  - i. Print or save the Entry Fee Calculation page.
  - ii. Click the link to submit payment via credit card. (Opens in a new window.) VISA and Mastercard are accepted.