

Associated Press Broadcast Step By Step Online Instructions:

BROADCAST MEMBERS, PLEASE NOTE: If you have any questions about submitting entries through the site, please contact Barry Bedlan at 972-677-2270 or email bbedlan@ap.org

Step 1: Navigate to the BNC site. Go to www.betterbnc.com . On the right hand side, go to the section **“Are you a contestant?”** and click on **“Broadcaster Login”**.

Step 2: Login. Select your contest and news organization from the drop-down menus. Enter the temporary password **“bnc”** when logging in for the first time. You will have to change the password on the next screen, along with add the name, phone number and email address of your station’s contest contact. Be sure everyone submitting entries at your station knows the password as logins are assigned by station, not individual.



NOTE: This site was originally designed for newspaper contests and the wording remains biased toward print journalism contests. The site soon should become media neutral. In the meantime, anywhere you see the word “newspaper” know that it means “broadcaster” when it comes to this contest. We apologize for the confusion.

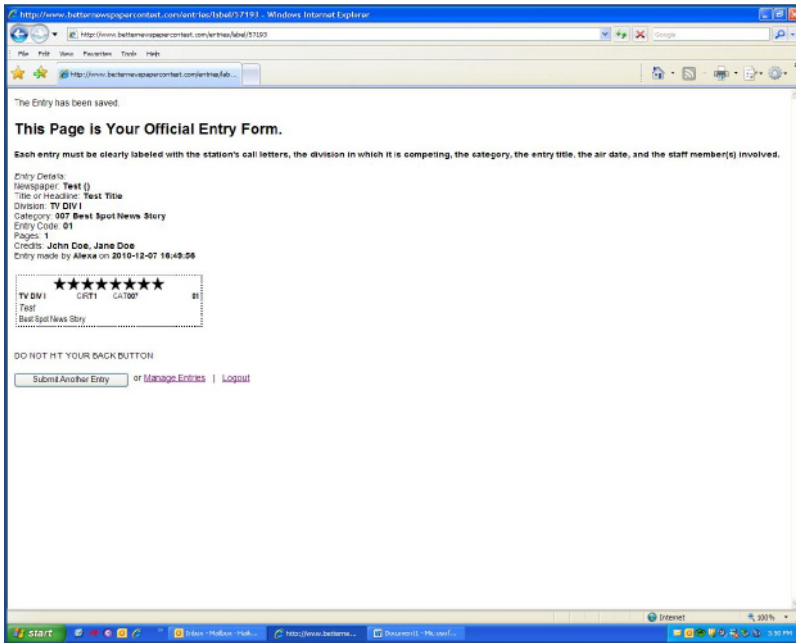
Step 3: Click on **“my contest”** located in the blue menu bar at the top of the screen. You can select from the following options: manage entries, submit entries, my account, and logout. (To access information about your contest, click on the contest info drop-down menu located at the top right of your screen. Under this drop down menu you may also view the contest instructions, as well as contact information.)

Step 4: Make An Entry. Select **“Submit entry”** to begin creating an entry.

1. Select the category for your entry from the drop-down menu.
2. Enter the headline / title for your entry.
3. Go to the **“Website URL(s)”** section and enter the web URL or URLs for where the content is hosted. Content may be hosted on your station’s website, or can be posted to a free hosting website (i.e. YouTube or Vimeo for video, Kiwi6 or TinDeck for audio, etc.)
4. Enter any comments related to your entry you wish to be viewed by the judges.
5. Enter at least one credit (i.e. name of anchor, reporter, news director, photographer, etc.) If more than three names, please just enter **“Staff”**
6. Any supporting documents for the entry can be uploaded as an attachment to the entry under **“Upload Attachment.”** Allowed file types are PDF, DOC, TXT, JPG, GIF, and PNG. (NOTE: Audio and video files can NOT be uploaded as attachment.)

Step 5: Completing the entry. Click **“submit.”** At any time up to the entry deadline, you may edit certain fields in the entry such as the Headline / Title, URL, Comments and Credits. After the deadline, you will no longer have access to the entry.

Step 6: Doublechecking entry info. After each successful entry, the official entry form label will be presented. Please make sure that entry title and credits are spelled correctly as this is how they will appear on the plaque or certificate, if recognized by the judges. Also doublecheck the station’s call letters (which will be next to the Newspaper field) and the category. To edit information on any entry form or label, select **“Manage entries.”**



Step 7: Managing your entries: The **Manage Entries** page is divided into two tables:

1. Entries (enabled) will be judged, and require an entry fee.
2. Disabled Entries will not be judged and will not require an entry fee.
3. Use the “Action” buttons to:
 - a. View your official entry form and label
 - b. Edit an incomplete entry or make certain changes
 - c. Toggle any entry between enable/disable

The Enable/Disabled feature allows for the common scenario in which multiple people within an organization upload entries before their news director or manager makes the final decision on which entries will proceed through the contest to judging.

At any time before the entry deadline, you may change your mind about an entry. Or if you make a mistake on an entry, select “**Disable**”. Disabled entries do not proceed through the contest to the judging competitions and are not to be counted in your entry fee calculation. You must “**Enable**” this entry again if you want the entry to proceed through the contest.

ADDITIONAL NOTE :

Entry limits vary by category. If the category you are entering has a limit on the number of entries allowed, that category will no longer display in the dropdown menu on the “Submit Entry” page once you have reached the limit.

If you reach the Entries Limit but want to make additional entries, you must first disable one or more submitted entries in that category. Only enabled entries are sent to the judges, and your eligible entries may not exceed that allowed by your contest rules. You may enable and disable your entries until the entry deadline.

Step 8: Submitting payment. When done submitting all your entries, select “**Manage Entries**” and click on the “**Calculate Entry Fee**” hyperlink on the right side of the page. This will then open a page displaying a list of all your entries and the entry fee total. Please print this page off as it should accompany your entry payment to be sent to your local AP bureau.