



Texas Broadcast News Awards – Contestant Instructions

This year, entries to the Texas Broadcast News Awards will be submitted using the BetterBNC Media Awards Platform.

Below are directions for preparing and submitting entries.

Questions? Contact TAB's [Jennifer Isenberg](#) or [Beth Bobbitt](#).

Entry Deadline: February 10, 2022

LOGIN to begin Contestant Manager Setup

Go to www.betterbnc.com *IMPORTANT: BetterBNC is optimized for the Google Chrome browser; and Firefox for PC and Macintosh/Apple. Please have a recent version downloaded and installed for the best contest experience.*

1. Click the LOGIN icon (bottom right of the screen)
2. On the Contestant Manager tab, "Select a Contest" scroll down the list to select: Texas Broadcast News Awards
3. Select your Station/Media Organization – scroll to find and select your Organization (if your Organization isn't listed, contact [TAB](#).)
4. Enter your temporary password (temp password is **bnc** – all lowercase)
5. Click LOGIN - After you log in using that temporary password, the system will require you to update your password. Complete the form on the next page to:
 - a. Choose a new password
 - b. Enter your Contact Information – please add a secondary contact if desired (this is for contacting your organization only)
 - c. Agree to the Terms of Use
 - d. Click Submit
6. Start to submit entries

As a new contest under the TAB name this year, each organization will have to validate their Contestant Manager account. The Contestant Manger is the account holder and person who will submit entries on behalf of the station.

The validation process begins automatically after you submit two entries. Follow the steps below when you are prompted to validate.

1. Check your email for the validation email/link
2. Click the validation link
3. Log in to your account
4. Complete the required fields, including contact info
5. Click Submit

Once you have validated the Contestant Manager, you can also begin to add any authorized entrants if you so wish.

How to Create Authorized Entrants

An Authorized Entrant account is a staff member who you want to allow to make entries on behalf of the station/media organization. If you would like to create an Authorized Entrant account, please follow the steps below. It is not a requirement for any organization to create Authorized Entrants.

Once you have filled out all the fields on the My Account page of your Contestant Manager account, you will see the option to add more Authorized Entrants at the bottom of the page.

1. Click Add More
2. Complete the form for the staff member.
3. Click Submit

A validation email will be sent to the person you entered which will authorize them to login and upload entries on your account.

Authorized Entrant Login Instructions:

1. Select the contest you would like to enter (Texas Broadcast News Awards)
7. Select your Media Organization (if your organization isn't listed, contact [TAB](#).)
2. Enter your email address
3. Enter your password
4. Click "Login"
5. Start to submit entries

Submit Entries

1. Click "Submit Entry" from the Manage Entries page
2. Select a Division (there are 3 options: if you are going to submit 5 entries for the OVERALL division you must enter them as station/individual awards FIRST)
3. Select a Category
4. Enter the entry headline or title
5. Add content
 - a. **Documents**
 - To upload digital file attachments, click "Browse," navigate to the desired file and then click "Open."
 - Allowed file types are PDF, DOC/DOCX, TXT, JPG, GIF, and PNG.
 - To upload additional attachments to a single entry, click the "Browse and Attach More Files" button.
 - BetterBNC will allow up to about a 20MB file, however, we suggest keeping your files around 5MB in case the judges have a slow connection. For files larger than 20MB, you can click the "RealView" icon on the Submit Entry page to create a free account, upload your files, and then copy and paste the URL into the URL field on the Submit Entry page. You may also use a similar 3rd- party website that provides hosting services (scribd.com, issuu.com, etc.)
 - b. **Web/Audio/Video Content**
 - Paste the content's URL address into the provided Website URL field.
 - To host your content online, either upload it to a free streaming content website (e.g. Vimeo, YouTube) or talk to your IT person about adding it to your station's website.
 - Make sure the content will be accessible online throughout the duration of the contest and awards process and are not behind a paywall or a password-protected area.
6. Click "Submit Entry"
7. **Go to the Manage Entries page to review your entry – all organizations are responsible for reviewing their entries to ensure all attachments and links are working and readable. This is the most crucial step in the entry process.**

Pay for Entries

1. When all entries are submitted, login to your account
2. Navigate to the Manage Entries page
3. Click "Calculate Entry Fees"
4. Follow the instructions to pay for your entries (you do NOT need a PayPal account)