

KAB STUDENT AWARDS FOR EXCELLENCE INSTRUCTIONS

This year, entries to the KAB Awards will be submitted using a web-based program at www.betterbnc.com. Below are directions for preparing and submitting entries. If you have questions, please contact Allison Mazzei at 785-235-1307 or allison@kab.net.

IMPORTANT: The contest platform is optimized for Firefox and Google Chrome. Please have a recent version downloaded and installed for the best contest experience.

The deadline for all entries is 11:59 p.m. February 15.

1. Login

- a. Go to www.betterbnc.com.
- b. Click contestant login (upper left).
- c. Select the appropriate Contest.
- d. Select the appropriate contestant type: (upper left)
 - i. If you are the single point of contact for your organization, select Contestant Manager. (scroll down to “e”)

Schools should select a single Contestant Manager (preferably the instructor), who will have access to make entries and create other Authorized Entrants who can make entries on behalf of the organization. The Contestant Manager should then login early in the contest entry period, submit two entries, then finalize Contestant Manager account setup, including creation of any desired Authorized Entrants. (two entries is to provide an added layer of validation from hackers and spam.) Authorized Entrants will receive emails requesting their account validation, after which they can create their own entries on behalf of the organization.

- ii. If you have received an email authorizing you to submit entries for your organization, select Authorized Entrant.
- e. For Contestant Managers and Authorized Entrants, select the appropriate School. PLEASE NOTE: There will be both a radio and TV contestant for your school. Colleges will have one each for undergraduate, graduate and intern.
- f. Enter your Email address.
- g. Enter your temporary Password (unless you remember from last year): bnc (lower case), and click Login. When you first login, the system will prompt you to create a secure password and enter your contact information.

2. Submit Entries (click “contest information” regarding guidelines)

- a. Click “My Contest” at the top of the page
- b. On the Manage Entries page, click Submit Entry (left side).

- c. Select the appropriate Division (click on “general”).
- d. Select the appropriate Category.
- e. Read the corresponding Category Note (directly below the Category selection box), describing what is expected for the category’s entry content.
- f. Complete the Headline/Title field.
- g. Based on the type of entry, add content:
 - i. **To add web/audio/video content**, copy and paste the content’s web address into the provided Web URL field. To host your content online, either upload it to a free *streaming content* website (e.g. 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 contest and awards process. Here are some examples of free *streaming content* websites where you can upload audio and video content:
Audio: kiwi6.com or Soundcloud.com
Video: www.youtube.com, www.vimeo.com
 - ii. **IMPORTANT:** Please ensure that items are not behind a paywall or a password-protected area. If they are, you must provide username/password info in the Comments section of your entry. **Judges may disqualify your entry** if work samples are inaccessible.
 - iii. **To upload digital file attachments (Only for Research Papers and Promotion Event/Activity)**, click Browse, navigate to the desired file, select Open, and click Upload. Allowed file types are PDF, DOC, TXT, JPG, GIF, and PNG. If more than one attachment is desired for this entry, 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 try to keep file sizes to 5mb or less, to aid judges in accessing entry content. For larger files (between 5-50mb), you may upload your file(s) to www.issuu.com, and copy and paste the URL into the Web URL field.
- h. Add Credits for those responsible for the entry content.
- i. Click Submit.

3. Payment for Entries

- a. When all entries are submitted (but before the Entry Deadline), log in to your account's Manage Entries page.
- b. Click Calculate Entry Fee (middle right) and review your list of entries for accuracy.
- c. Scroll to the bottom of the list for your Entry Fee Subtotal (lower right). You can print this page for your records.
- d. Make payments by check or call in with your credit card number **BEFORE THE DEADLINE**.