

## 2014 NFPW Electronic Communications Contest: How to Enter Your Work

### NFPW and its affiliates run a two-tier contest:

- 1) Affiliate level – open to affiliate members, and, where allowed, to non-members.
- 2) National level – 1st-place winners in the affiliate contests are eligible to advance to the national competition.

### Here's how the 2014 contest works (all of this information will be available at the contest site):

1. **Click SAVE before leaving any page of the contest for another page or before logging out.**
2. A link to the affiliate contest with which your state is grouped will be provided by the NFPW Communications Contest Manager by email.
3. Click that link. On the contest **Login page**, you will see detailed instructions for registering for the contest. The first of them is: Click the white REGISTER link in the upper left corner of the page.
4. A box in which you will furnish an email address will appear on your screen when you click the REGISTER link. Fill in your email address and click SAVE. **If you have more than one email address, make a note of which one you are using for the contest.**
5. The **Entrant** form then will appear on your screen. You will
  - a. Click a button to indicate whether you are a member or non-member.
  - b. Choose your state name from a drop down list of the state affiliates in your group.
  - c. Fill in each of the fields: name (exactly as you want it to appear on an award certificate should you receive an award), address, contact information, etc.
  - d. At the end of the page you will be asked to create your own **case-sensitive** username and password. Once you click SAVE, you are ready to enter the contest. **Write down the username and password because you will need them each time you wish to reenter the contest site.**
6. Enter your username and password in the upper left corner of the Login page to login to the contest.
7. **HOME:** You then will be on the **Home page** where you will get a list of steps to follow to enter the contest.

**ENTRANT FORM:** First, Click the **Entrant tab** on the navigation bar to review your **Entrant Form**. If there are any mistakes or should any of your information change, you may update and SAVE the entrant form at any time.

**RULES:** Next, click the **Rules tab** (information about eligibility, deadlines, fees, awards, etc.). Read the **Rules page**, click that you agree to the rules, and return to the **Home page** for the **Step-by-step information**.

**ADD ENTRY:** Once you have read the Home-page directions, you are ready to click the **Add Entry tab** to get the **Entry Form** with all of your contact information already filled in. You will see four tabs across the top of the page:

- **Entry:** Fill in exact title(s) of the work sample(s) required for that entry. If a category (e.g. Special articles, Column, Investigative reporting, etc.) requires **more than one** article or work sample, add all titles – separated by semicolons – in the Entry title(s) field. Next, choose the division and the category from the drop down boxes, and click SAVE. **Note:** You **must** choose a division before you

will be allowed to choose a category, and you **must** SAVE that information before you will be allowed to move on to the Co-Entrant, Information, or Uploads tabs.

- Each category descriptor will detail **a)** what to submit, **b)** what to include if a one-page statement is required, **c)** what the judges will consider when reviewing work in that category.
- **Co-Entrants:** If you are submitting a joint entry, move to the Co-Entrants tab and fill in the name(s) of all other entrants. Enter the name of those people exactly as the names should appear on an award certificate. Click SAVE
- **Information:** Move to the Information tab, fill in the information about that specific entry. Click SAVE.
- **Uploads:** Move to the Uploads tab and browse to submit your entry, all supporting materials, and, if required, a one-page statement. In the first upload field, the entry form will prompt you to submit a one-page statement if one is required. You can enter the work in that field if not required to submit a one-page statement.
- There are 20 entry fields provided. Some entries will need you to upload material in only one or two of the fields to complete the entry, but if a category requires a series of articles, or a number of photographs, or various pieces of an ad campaign, you should have enough fields in which to upload everything for that entry.
- You will be able to access the divisions and the category descriptors through a link at the top of the **Uploads tab** should you need to review what any category requires (and what is to be included in the one-page statement, if required, for that category). After uploading all files for a category, click SAVE.
- If you have more than one entry (in the same category or in a different category), click the **Add Entry tab** to get a new entry form and repeat.

**Tip: Before entering your work,** create a 2014 CONTEST folder on your hard drive. Find all of the files you will need for each category you plan to enter, rename them by putting the category number/letter and name at the beginning of the filename (e.g. **01A NEWS Near-record year for rainfall.docx**) and save each to the new contest folder. After you upload your first file from the 2014 CONTEST folder, you will be taken directly to that folder each time you click the Browse button.

**VIEW ENTRIES:** Click the **View Entries tab** to review your entry/entries and to make changes or corrections simply **by clicking the title of the entry you wish to revisit**. Note: until you click **Submit**, you can make changes to your entries.

**PAY NOW:** Click the **Pay Now tab** to get your contest-fee total and pay by credit card or indicate you will pay by check. If you will pay by check, please wait until you have entered **all** of your work, then click the **Pay Offline** checkbox, and send **a single check for all of your entries** to your affiliate contest director or affiliate treasurer listed on the **Pay Now page**.

**Submit** your entry/entries by returning to the **View Entries** tab. For each entry, click the **Incomplete** link and follow the instructions. **Remember:** once you click Submit, you no longer can make changes to that entry.

**NOTE:** If you must log out of the contest before you have finished uploading all entries or parts of entries, **be sure to SAVE your work** first. You may return to the contest to enter work as often as need be until the contest deadline.

**HELP:** If you need assistance at any step along the way, click one of the following:

- **FAQ:** Click this tab for answers to many of the questions we've been asked. If the information you seek is not there, you will find contact information for getting help.
- **Contact Us:** Should you run into a problem and need help, simply click this tab and reach out.

### **A few helpful notes on entries and entering the contest.**

The contest will accept every format: Word files, JPGs, PDFs, URLs, DVDs, etc.

If you are entering something, such as a specially rendered brochure that you don't feel the judges will appreciate in the same way they would if they could see and handle it, feel free to write a one-page statement noting the special features, textures, embossing or any other characteristics you want them to understand. And/or take photos. Upload that statement in the first entry field and upload the photo(s) in a separate field, as well as any other files that will demonstrate the project or campaign.

What about books and magazines? We will be making an exception for some of them. Some entrants will have a PDF for a book or a magazine, others won't. We will accept hard-copy entries in categories 15A & 15B "Publications edited by entrant" and book categories 56–64.

If you don't have your entry in a file for uploading, you can scan the work and upload the resulting JPG file. If you don't have a scanner, perhaps you can use one at work, at your library or at a place like Staples. If you no longer have a file you created at work, perhaps you can ask for a PDF or JPG of that work. Some newspapers and magazines have InDesign or some other desktop publishing program, which they could use to furnish you with a PDF. Also provide **publication information**: If you have a Word file of work that was published, you can type your name, the name of the publisher, the name of the publication in which it was published, and the date of publication. And be sure **the title** of the work shows on the page. Upload the Word file.

If you don't have a computer, either your work is in a Word file or typed or handwritten. Get a scan of that work (be sure the publication information mentioned above is at the top of the page). Contact the NFPW Contest Manager (703-237-9804 or 800-780-2715) to get a link to the contest, then using the computer of a friend, or at a public library, or wherever a computer is available, follow the directions, and go through the process described. There should be a number of people who can help you make the entry if you are unfamiliar with computers.