Steps for Easy Entry into the NFPW State Affiliate Communications Contest

NOTE: All information about entering the contest is contained within the contest. The **LOGIN** (Welcome) page and the **HOME** page you will access once you have a username and password are step-by-step guides to ensure that you can successfully register, enter, submit, and pay for your entries. There are steps to follow about submitting and paying for entries on the **Entry Form** and **PAY NOW** pages also.

1. Click the contest link to access the **LOGIN** (Welcome) page of the contest.

2. Look at the list of state names under: **This is the contest site for entrants from:** to make sure that you are in the correct group – i.e., you should see your state name listed there. If not, click the link to send an email to NFPW HQ, and you will be sent the correct link for your contest group.

3. **Read the information** on the Welcome page **before** beginning the registration / entry process.

4. Click the **white REGISTER** link (top left corner of the page), enter your email address, click SUBMIT.

5. Fill out the Entrant Form that will appear on your screen.

6. At the end of the Entrant Form, you will create a Username and Password. Keep it simple.

7. Write that info down somewhere so that you will be able to access the contest at a later time if you need to finish the entry process or decide to submit more entries.

8. Enter your work: Click **ADD ENTRY** on the navigation bar to get the entry form with all of your contact information already filled in. Follow the steps listed **at the top of the Entry Form page**.
   TIP: Before submitting your entries, create a 2014 CONTEST folder on your hard drive. Find all files needed 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; 01A NEWS One-page Statement.docx, etc.) and save each to the new folder. After you upload your first file from the CONTEST folder, you will be taken directly to that folder each time you click the Browse button during the entry process.

9. Once you enter the title, choose the division and category, and click SAVE, you will see the entry ID number, the title of the entry, and the Division and Category names above the five tabs. You **must** click each of the other tabs (except the Hard-copy Entries tab, which pertains only to hard-copy entries for Categories 15A, 15B, and 56–64).

10. Submit your entries through the Uploads tab (**read info on the tab**). There are 2 types of entry fields.
    a. **Upload**: click Browse, find your CONTEST folder, upload files for that entry from the folder.
    b. **URL:** type or paste URLs into these fields (one URL to a field).

11. When finished (or done for the time being), you may either logout or go to **PAY NOW** and pay by credit card or click Pay Offline to pay by check (send to address of the person in your state, named below, who is taking payments by check). With your username and password you can reenter the contest at any time until the deadline to check over your entries, add more entries, make payment.

12. Click **VIEW ENTRIES** to see, review, make changes to any of your entries. Click the title of entry you wish to examine and you will be back on the **Entry Form** page and can make any needed changes.

13. Click ADD ENTRY to get a new Entry Form for each entry) page.

14. **Entries are not official until they have been "submitted" and paid for.**

15. It is important to read all instructions and to SAVE at each stage (i.e., before leaving a page). You will get an onscreen prompt if you try to leave a page where information will be lost if you don't SAVE or if you haven't filled out a required field.

16. Go to Contact Us if you have a question or run into a problem.

17. Have fun!

Although the Easy Steps will give a good overview, they are not comprehensive. Read the more detailed information on the contest site to gain a better understanding if the easy steps do not completely address your questions or concerns, but we're ready to help, so don't hesitate to call if you still need answers.

Thank you,

Gloria Watkins

Contest Manager