# Steps for Easy Entry into the NFPW Affiliate Communications Contest

**NOTE: All information about entering the NFPW affiliate contest is contained within the NFPW contest site.** Once you create a username and password on the **Entrant** form, the **Login** (Welcome) page and the **Home** page are step-by-step guides to ensure you successfully register and submit your work. Follow the steps about submitting and paying for entries on the **Entry Form** and **View/Edit Entries & Pay** pages.

1. Click **NFPW HS Communications Contest** to access the **LOGIN (Welcome)** page. **Read all information** on the Welcome page <u>and</u> the Rules page **BEFORE** beginning the registration/entry process. Then, click the **purple REGISTER** link (top right corner), enter **HS ADVISER's email address**, and click SUBMIT.

2. **ENTRANT vs. ENTRY form:  ENTRANT** form = **ADVISER-only** info. **ENTRY** forms **= STUDENT-only** info.

3. The name / contact information of the High School Adviser (or person in charge of the paper, station, website, etc.) will go on the **Entrant Form** that appears on the screen. Select the name of the state in which your high school is located to get into the correct contest (choose At-Large if there is no affiliate contest in your state).

4. At end of the **Entrant Form**, create User ID and Password. Keep them <u>simple</u> (e.g., your initials). They can be identical. Use them whenever you or the students access the contest to submit more entries or to finish the entry process. If you forget the user ID or password, go to **LOGIN**. Click the User ID/Password retrieval link.

5. **Enter students' work:** Click **ADD ENTRY** in the navigation bar to get the **5-Tab STUDENT Entry Form**. Follow the steps **at the top of the Student Entry Form** page. Type the title on the **Entry** tab, choose the category, click SAVE. Fill out the student entry form that will appear below the category name. You will see the unique entry ID number, the entry title, and the Category name above the **five tabs**.

6. You **must** click/enter info on three other tab: **Co-Entrant**, **Information** (about the publication), and **Uploads**. Go to **Hard-copy Entries** <u>only</u> if you enter work samples in hard-copy format. Read the instructions and click **SAVE** before leaving each tab after you enter information.

7. Put your work into the contest through the **Uploads tab** (**read Uploads directions before you begin the first upload or URL entry, and read "TIP for easy entry" below**). There are 2 types of entry fields.
   a. **Upload**: click Select, locate the work sample on your hard drive, or if you created a CONTEST folder, find it, and upload files for that entry from the folder.
   b. **URL:** type or paste URLs into those fields (one URL to a field). Click **SAVE**.

8. **TIP for easy entry (optional): If you have more than one or two entries**, **BEFORE beginning to upload them,** create a 2019 CONTEST folder on your hard drive. Find all files needed for each category you plan to enter and save each to the new folder. After uploading the first file from the CONTEST folder, you will get that folder each time you click the Browse button during that entry session.

9. Click **ADD ENTRY** in navigation bar to get a new Entry Form for each new entry.

10. Students do not have to enter everything at once or even on the same day. **When finished entering work for the time being but will submit more**, click Welcome <u>YourName</u> in upper right corner to logout.

11. Reenter the contest with user ID and password at any time until the deadline. To add another entry, click **ADD ENTRY**. To review work already entered, make changes, or "submit" entries, go to **VIEW/EDIT ENTRIES**. Click title of entry you wish to review to get back to the **Entry tab** and make any needed changes.

12. **Entries are not official until they have been Submitted and show as Accepted. Here's how:**
    a. **Submit:** When all required fields have been filled in and work uploaded, **Completed** shows in the Status column of the **VIEW/EDIT ENTRIES** page. Click the SUBMIT button that will appear to the right. When you see **Accepted** in the Status column, your entry is "official" and will be sent along for judging when that phase of the contest begins. **Note:** Once entries are **Accepted**, <u>they no longer can be changed</u>. Check them over carefully before submitting. If the Status column says **Incomplete**, click "Incomplete" to get the "Requirements not met" message; click the requirements shown and enter missing information. Return to **VIEW/EDIT ENTRIES** and **Completed** should show in the Status column. Submit.
    b. **Pay: For Advisers ONLY:** After the first entry is complete, click Pay Offline and that payment status then will apply to all other entries. When all student entries have been submitted, click Pay Offline once more, write a check, payable to **the state affiliate hosting your contest,** and mail to the address on the list of state contest directors and addresses accessed from the link on the Pay Offline popup sheet.

13. Go to **CONTACT US** if you have a question or run into a problem. Contact information for the national and state contest directors is listed there.