Entering the CCPRO 2018 Awards

This year, entries to the CCPRO Awards will be submitted online, using BetterBNC Media Awards Platform.

Below are directions for preparing and submitting entries. If you have questions, please contact Jan Bernstein Chargin at jbchargin@gavilan.edu.

(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.)

The deadline for all entries is February 9, 2018

1. Login.
   a. Go to www.betterbnc.com.
   b. Click "**contestant login**"
   c. Select **Contestant Manager***, then go to "d. Contestant Manager Login".

   d. **Contestant Manager Login**:
      1. Select our contest from the list: **2018 CCPRO Awards**
      2. Select your college or district
      3. Enter your the temporary password: **bnc** (lower case).
      4. The system will require you to update your password. Going forward (including future years) you will log in with the password you set.
      5. Click "Login"

*If the designated Contestant Manager should leave your college or district, please contact your Contest Administrator to have the contact info in your account updated.

2. Submit Entries
   a. Click "**Submit Entry**" from the Manage Entries page
   b. Select a **Division** (group of Categories)
   c. Select a **Category**
   d. Enter the **entry headline or title**
   e. Add **entry content** (may vary by category)

      1. To upload digital file attachments (other than audio/video), 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.)

2. To add web/audio/video content, copy and 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.YouTube) or talk to your IT person about adding it to your college / district website. Make sure the content will be accessible online throughout the duration of the contest and awards process. Here are some examples of free streaming content websites where you can upload audio and video content:

- Audio: www.kiwi6.com, www.tindeck.com
- Video: www.youtube.com, www.vimeo.com

3. IMPORTANT: Please be sure that entries 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.

f. Add **Comments**
g. Enter **Credits**
h. Click "**Submit Entry**"

For hardcopy/mail-in entry categories, print and attach the entry label (which automatically appears after each entry is submitted) to each hardcopy item and mail to:

Attn: Jan Bernstein Chargin / PIO
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020

3. **Pay for Entries**
. When all entries are submitted log into your account
a. Navigate to the Manage Entries page
b. Click "Calculate Entry Fees"
c. Follow the on screen instructions to pay for your entries