

OKLAHOMA COLLEGIATE MEDIA ASSOCIATION **CONTEST & AWARDS**



ENTRY UPLOAD GUIDE

Your guide to entering the OCMA Contest.

Questions and concerns?

Contact Lisa Sutliff at Lsutliff@okpress.com or 405-499-0040 for online system or rules questions.

Contact Alexis Marshall at amarshall@okpress.com or 405-499-0035 for login assistance.

PREPARING ELECTRONIC ENTRIES

What file formats are accepted for uploading?

Entries may be uploaded as digital full pages in PDF format or as website URLs.

How do I extract pages from a full issue or full section PDF?

In Acrobat, open the PDF file, then choose **Extract Pages** from the Document menu and follow the instructions. This will allow you to save an individual page or sequential pages as a separate file.

How do I combine PDF pages or files into a single entry?

1. In Acrobat, open the PDF file that is to appear first in the entry, choose **Save As** from the File menu and save that file with the name you'd like to give the final PDF entry. Choose **Organize Pages** from the All Tools menu, right-click on the page in your file and select **Insert Pages From File**, choose the file that is to appear next in the entry, then specify where that file should be inserted. When all insertions have been made, save and close the PDF file.
2. You can also combine PDFs by highlighting the files you want to combine, the right-click and select **Combine files in Acrobat**. This will create a whole new document for the combined files, click **COMBINE** then **SAVE AS** from the file menu and save with the name of the final PDF entry.

How can I make my PDF files smaller?

1. Open the file in the full version of Acrobat.
2. Click on **FILE MENU**, then **SAVE AS OTHER** and finally select **Reduced Size PDF**.
3. Select the Acrobat version that is compatible with your PDF version (*typically Acrobat 4.0 or later*).
4. Rename the file with the name you'd like to give the final PDF entry and click **SAVE**.

When using Google Drive or Dropbox for large files:

Links must be accessible until June 15, 2026. Copy the sharing link(s) and place it in the contest entry URL field provided when creating your entry.

How do I submit payment?

OCMA accepts payments by check or credit card and **payment should be submitted on or prior to the contest entry deadline**. Credit card payments can be made online through betternewspapercontest.com/ OPA on the **CALCULATE ENTRY FEES** page. Checks should be made payable to **OKLAHOMA PRESS ASSOCIATION, with OCMA in the memo line** and mailed with a copy of your **ENTRY FEE CALCULATION** page to:

OPA or OCMA
ATTN: Lisa Sutliff
3601 N. Lincoln Blvd.
Oklahoma City, OK 73105

What if my contact info is wrong or my school or publication is not listed?

We have worked very hard to make sure all information for each member is as accurate as possible. However, if you note that something is incorrect, please contact Lisa Sutliff at lsutliff@okpress.com or 405-499-0040 and we will correct it.

Where can I get more help for anything I can't find here?

Contact Lisa Sutliff at lsutliff@okpress.com or 405-499-0040

ENTRY UPLOAD GUIDE

1. Go to <http://betternewspapercontest.com/OCMA>
Click **ENTER THE CONTEST HERE** to get started.



PLEASE NOTE:

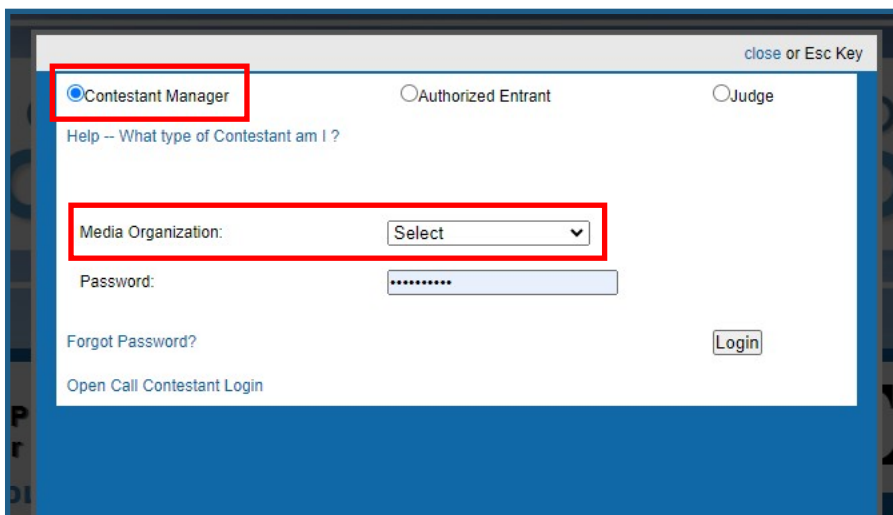
For the best contest experience, use the Google Chrome browser.

[DOWNLOAD CHROME](#)

2. Log in

Select **CONTESTANT MANAGER** then select the media organization in the drop-down menu and enter the organization's password. Click **LOGIN**.

*If this is **not** your first time accessing the contest website, skip to #5 on page 6.*



FIRST TIME PARTICIPANTS:

The password will be: **bnc**
You will be prompted to change this password on the next screen.

MISSING YOUR PUBLICATION?

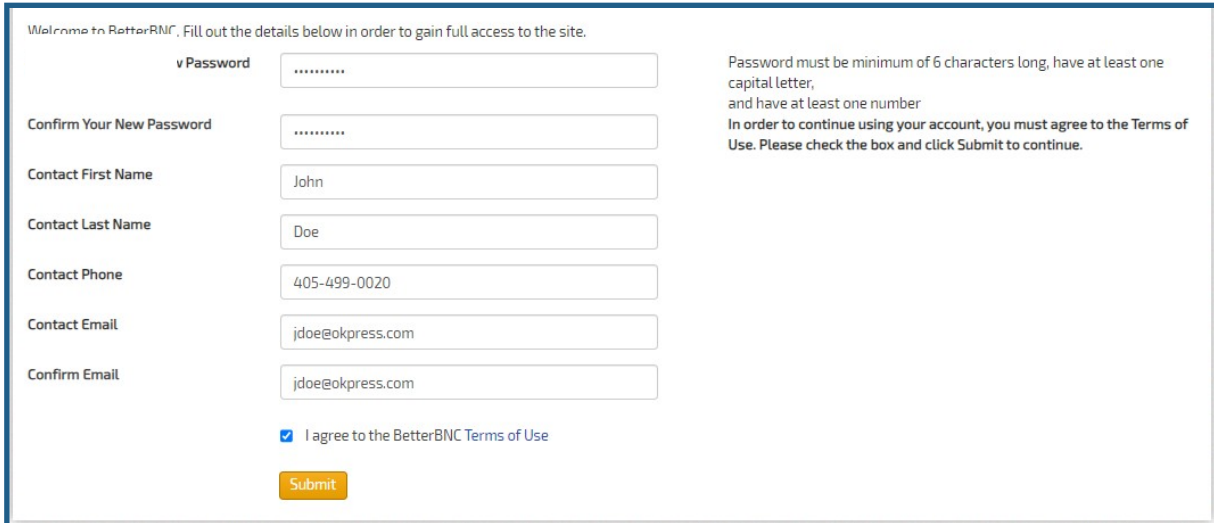
If your publication is not listed, contact Lisa Sutliff at Lsutliff@okpress.com or 405-499-0040.

3. FIRST TIME PARTICIPANTS: Change password and update information

Your first successful login prompts you to change your password and update contact information. Fill in the requested information. Be sure to use a valid email address as an important confirmation email will be sent to this address.

Remember to record your password for future use.

Once you've finished updating your information, check the box that says **I agree to the BetterBNC Terms of Use** and click **SUBMIT** to save.



Welcome to BetterBNC. Fill out the details below in order to gain full access to the site.

v Password [.....]

Confirm Your New Password [.....]

Contact First Name [John]

Contact Last Name [Doe]

Contact Phone [405-499-0020]

Contact Email [jdoe@okpress.com]

Confirm Email [jdoe@okpress.com]

I agree to the BetterBNC Terms of Use

Submit

Password must be minimum of 6 characters long, have at least one capital letter, and have at least one number
In order to continue using your account, you must agree to the Terms of Use. Please check the box and click Submit to continue.

After you have logged in and submitted two entries, you will receive a pop-up window with instructions to validate your account's email address. This validation is required to continue submitting entries.

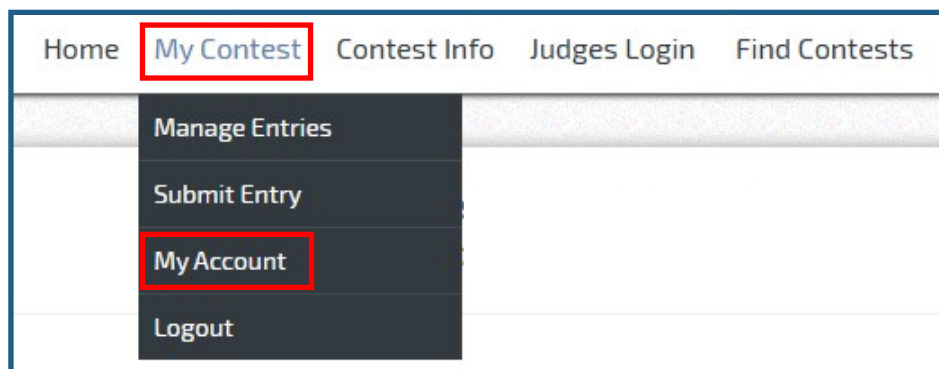
After validation is completed, you may grant contest access to others in your organization by making them an "AUTHORIZED ENTRANT."

4. FIRST TIME PARTICIPANTS: Add authorized entrants

This is an **OPTIONAL** step. An Authorized Entrant is someone that you have authorized to make entries on behalf of your organization.

As the Contestant Manager, you can access and manage all entries made by you and your Authorized Entrants, however they will only have access to manage their own entries.

To create an Authorized Entrant account, click on **MY CONTEST** in the top menu and select **MY ACCOUNT**.



Home **My Contest** Contest Info Judges Login Find Contests

Manage Entries

Submit Entry

My Account

Logout

4. FIRST TIME PARTICIPANTS: Add authorized entrants continued

Now click **ADD MORE** at the bottom of the **MY ACCOUNT** page and enter the Authorized Entrants account information. They will receive a confirmation email after the registration is submitted by the Contestant Manager.

Secondary Contestant Contact Information

Contact Email Phone

People Authorized to make Entry for this contestant - Authorized Entrants

Contestant Manager Only Checking this box locks out all Authorized Entrants

Add Entrant

First Name

Last Name

Email

Confirm Email

Password

Confirm Password

Enable Un-check this box to disable this Authorized Entrant

Password must be a minimum of 6 characters long, have at least one capital letter, one lower case letter, and have at least one number.

PLEASE NOTE:

Authorized Entrants follow the same steps to log in, but will choose **AUTHORIZED ENTRANT** from the original **LOGIN** menu.

Authorized Entrants will also follow the same process for submitting and managing entries. They will only have access to manage the entries they have submitted.

If you do not want to create an Authorized Entrant:

Click the **CONTESTANT MANAGER ONLY** box at the bottom of the **MY ACCOUNT** page.

close or Esc Key

Contestant Manager **Authorized Entrant** Judge

Help -- What type of Contestant am I ?

Media Organization:

Password:

Forgot Password?

[Open Call Contestant Login](#)

People Authorized to make Entry for this contestant - Authorized Entrants

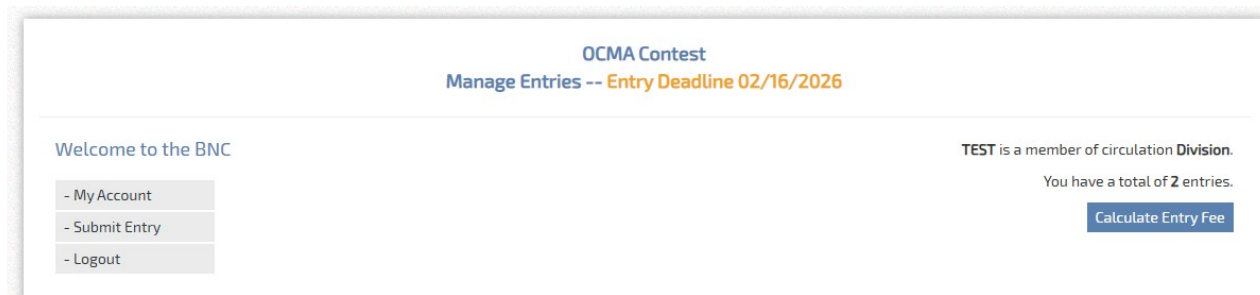
Contestant Manager Only Checking this box locks out all Authorized Entrants

5. Manage your entries

You will see the **MANAGE ENTRIES** page each time you log in. From here you'll be able to submit, edit and manage your contest entries.

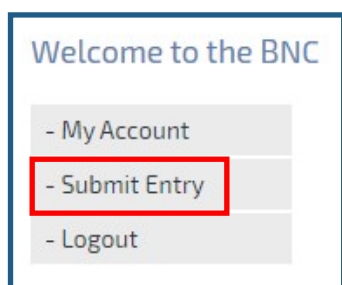
At the upper-right side of the page, you'll see your current number of entries. *Divisions will be determined when all entries have been submitted.*

Select the **MY CONTEST** tab, then **MANAGE ENTRIES** if you need to return to this page.



6. Submit your entries

Click **SUBMIT ENTRY** on the **MANAGE ENTRIES** page or from the **MY CONTEST** menu to begin. Submit each entry by filling in the information requested, working from top to bottom. The division you choose will determine the list of categories, and the category you choose will reveal other form fields. *If you wish to submit two entries in the same category, each entry must have its own form.*



First Step: Create New Entry

All entries subject to rules and eligibility requirements.

Division: General **a**

Category (When a category's entry limit has been reached, the category will no longer appear in the list.): 01 General News Story **b**

General News Story --Category Note
A single news article on a news event or issue. Maximum three entries per school; one entry per writer. Feel free to include notes to add context to any entry.

Headline or Title of Entry: **c**

a. Select the division

GENERAL is the only option for all contest categories

b. Select the contest category

from the drop-down menu. Other fields will appear below after you select the category.

c. Enter the headline or title of the entry

- The title of a story should be the headline.
- The title of a photo entry should be the subject, headline or first few words of the outline.
- This will be used to help the judge confirm they're judging the correct content and will be used in the award announcements.

6. Submit your entries... continued

Under **UPLOAD ATTACHMENTS & LINKS**:

d. To upload PDF files:

Click the **CHOOSE FILE** button to search your computer system for the PDF file you wish to upload.

Click **BROWSE & ATTACH MORE FILES** to add additional PDFs.

e. To enter website links:

Copy and paste the full URL(s) in the available fields.

Include <http://> or <https://> in the URLs.

PLEASE NOTE:

The maximum file size allowed is 5 MB.
Instructions on reducing PDF file size can be found on page 2 of this guide.

Attachments are uploaded when you click the **SUBMIT** button at the bottom of the entry.

Next Step: Upload Attachments & Links [Need Help?](#)

Get File(s) to Attach to this Entry
The number of file attachments allowed is determined by your contest rules.

No file chosen **d**

[Browse & Attach More Files](#)

Upload files and URL/Links from scrapbooks [More info](#)

Get Links to Attach to this Entry The number of URL/Link attachments allowed is determined by your contest rules.

e

Next Step: Comments, Credits & Other Info

Who should be credited for this entry? Enter the names of up to 4 people.
Note: Categories 10 through 23 recognize individuals. Up to four names will fit on a plaque or certificate. (Categories 1-9 recognize the newspaper so entry credit is not necessary.)

First Name	Last Name
<input type="text"/> f	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

Final Step: Answer reCAPTCHA and Submit Entry

I am not a robot **g**

Attachments are uploaded when you click "Submit Entry".

f. Enter the entrant name(s)
for who shall receive credit for this original work.

g. Answer reCAPTCHA & submit entry

Check the **I am not a robot** box and the click **SUBMIT ENTRY**.

7. Print entry labels for mail-in submissions

After clicking submit, you will be taken to the **OFFICIAL ENTRY FORM** page. Since the OCMA Contest accepts no mailed entries, you do not need to do anything with this page. You may save or print this as a record of your entry, but it is not required. You may also print the list of total entries submitted from your account homepage. Just remember to do so **BEFORE** the entry deadline

This Page is Your Official Entry Form.

You may save or print this as a record of your entry, but it is not required. You may also print the list of total entries submitted from your account homepage. Just remember to do so **BEFORE** the entry deadline as you will not have access after the deadline.

All entries become the property of OCMA and may be reproduced in print or electronic format as educational materials and/or exhibits.

Entry Details:

Media Organization: **TEST (test)**

Title or Headline: **Headline goes here**

Division: **General**

Category: **02 Breaking News**

Entry Code: **test03**

Pages: 1

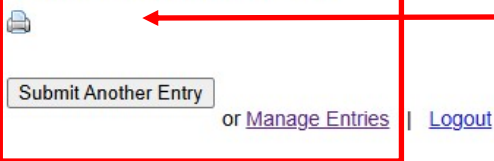
Credits: **test test**

Entry made by **Lisa Sutliff, Contestant Manager** on 2025-12-30 18:29:50

Comment: **yes**



DO NOT HIT YOUR BACK BUTTON



PRINTER icon (optional)
SUBMIT ANOTHER ENTRY button
MANAGE ENTRIES link

8. Review your entry list

In the list of entries on the **MANAGE ENTRIES** page, the **ACTIONS** column at the far right contains four links for each entry: **LABEL**, **EDIT**, **DISABLE** and **DELETE**.

Entries

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	02 Breaking News	Headline goes here	1	🔗	2025-12-30 18:29:11	Label Edit Disable Delete

LABEL displays the entry label (official entry form) associated with that entry. (*not needed*)

EDIT lets you view and change information in the entry submission.

DISABLE removes that entry from the contest and places it in a separate **DISABLED ENTRIES** list. You will not be charged any fees for disabled entries. This action is reversible; if you wish to reinstate a disabled entry, click **ENABLE**.

DELETE allows you to permanently delete an entry. This action cannot be reversed.

9. Calculate entry fees

Once you've submitted all your entries, you will need to complete the entry process by making payment arrangements for the entry fees.

On the **MANAGE ENTRIES** page, click **CALCULATE ENTRY FEE** button.

This will display a full list of your entries along with the amount due at the bottom (*\$5 per contest entry*).

OCMA Contest
Manage Entries -- Entry Deadline 02/16/2026

Welcome to the BNC

- My Account

- Submit Entry

- Logout

You have a total of 2 entries.

Calculate Entry Fee

PLEASE NOTE:

You will not have access to this list or the contest system after the entry deadline has passed. Print a copy of the report by clicking **PRINT** in the top right corner.

Print

Entrant	Division	Category	Title	Entry Fee
Contestant Manager	General	04 In-Depth Reporting	Headline goes here	\$5.00
Contestant Manager	General	02 Breaking News	Headline goes here	\$5.00
			General subtotal	\$10.00
			Total Entry Fee Due	\$10.00
			Base Contest Fee	\$0.00
			Total Entry Fee Paid	\$0.00
			Total Outstanding Entry Fee	\$10.00
			Pay for entries with credit card or Paypal account. To pay by check, email Lsutliff@okpress.com to request an invoice.	

OPTION A:

ONLINE CREDIT CARD PAYMENT:

If you are paying online, click the linked text **PAY FOR ENTRIES** and complete the Paypal form.

OPTION C:

REQUEST INVOICE:

Email Lisa Sutliff at Lsutliff@okpress.com to request an invoice when you know your total number of entries.

OPTION B:

MAIL CHECK PAYMENT:

Send your payment check with any hard-copy, mail-in entries to OPA.

Checks should be made out to Oklahoma Press Association.

Questions about your contest fee or payment?

Contact Lisa Sutliff at Lsutliff@okpress.com or 405-499-0040.

You're finished!

Congratulations! There is nothing else to complete so you may log out of the contest system.

You will no longer have access to the contest website after the contest deadline. Save any entry files or lists for your records in advance of the contest deadline.

For any questions or concerns, please contact Lisa Sutliff at OCMA/OPA.

Lsutliff@okpress.com or 405-499-0040