



CCNAwards 2025 Contestant Guide

The 2025 Canadian Community Newsmedia Awards is hosted on the BetterBNC platform. This guide provides directions for preparing and submitting your entries.

CCNAwards 2025 Contestant Guide

Login.....	2
Submit Entries.....	4
Manage Entries.....	8
Manage Your Account	9

If you have any questions along the way, please do not hesitate to contact us.

Contest Administrator: Maryanne Cousins
mcousins@newsmediacanada.ca
416-923-3567 ext. 3221 / 1-877-305-2262

For the rules of entry and category descriptions, download the entry book at

<https://nmc-mic.ca/ccnawards/>.

NOTE: BetterBNC is optimized for Google Chrome and Firefox browsers.

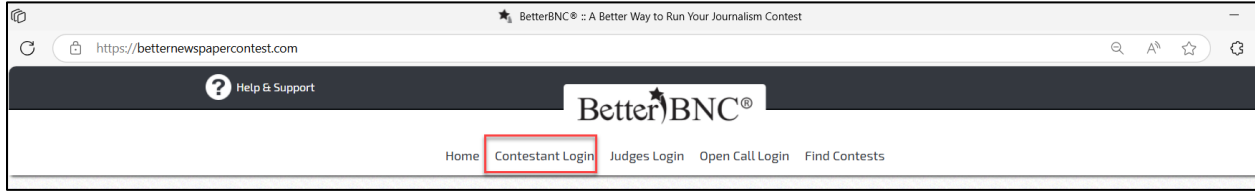
For the best user experience, please have a recent version of either of these browsers installed. Other browsers may also work, but if you experience issues, it may be a result of not using the recommended browser.

The deadline for entries is May 27, 2025.

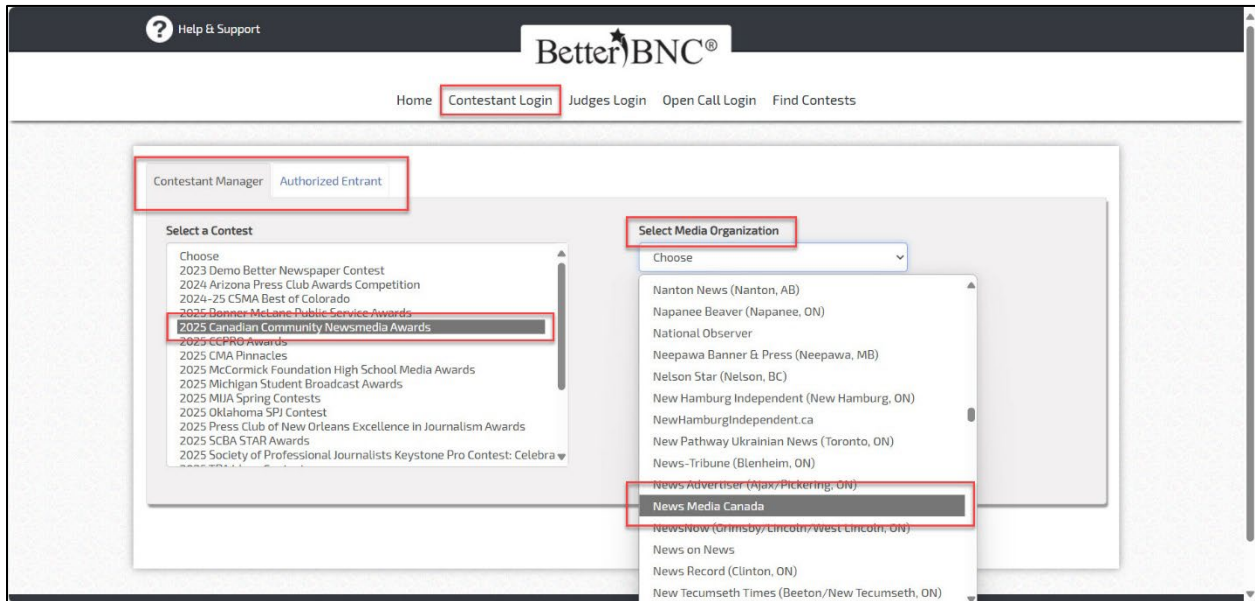


Login

Go to www.betterbnc.com



- Click “Contestant Login” at the top.



- Select the appropriate contestant type from the available tabs:
 - Contestant Manager:** If you are your organization's single point of contact, select “Contestant Manager,” then skip to step **Contestant Manager Login**.
 - Authorized Entrant:** If you have received an email authorizing you to submit entries on behalf of your media organization, select “Authorized Entrant” on the login page, then skip to step **Authorized Entrant Login**.



Contestant Manager Login:

- Select a Contest: Click “**2025 Canadian Community Newsmedia Awards**”
- Select your Media Organization—i.e., your publication.*
*NOTE: If your publication is not listed, contact the awards coordinator to verify eligibility and have it added to the list.
- Enter your password.

****NOTE—FIRST-TIME BETTERBNC USERS: If this is your first time logging into your account, use the temporary password: **bnc** (lower case).****

After logging in, the system will require you to create a new password. Going forward, you will log in with the password you set.

- Click “**Login**”

If the designated Contestant Manager is no longer with your media organization, [contact your Contest Administrator](#) to have the contact information in your account updated.

Authorized Entrant Login:

- Select a Contest: Click “**2025 Canadian Community Newsmedia Awards**”
- Select your **Media Organization**—i.e., your publication.
- Enter your email address.
- Enter your password.
- Click “**Login**”.



Submit Entries

- Navigate to the “Manage Entries” page (My Contest > Manage Entries).
- Click “Submit Entry”

Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

2025 Canadian Community Newsmedia Awards
Manage Entries -- Entry Deadline 05/27/2025

Welcome to the BNC

News Media Canada is a member of circulation Circulation up to 1499.
You have a total of 1 entries.

- My Account
- Submit Entry
- Logout

- On the “Create New Entry” page, select a **Division** (i.e., a group of categories).

Help & Support

BetterBNC®

Home My Contest Contest Info Judges Login Find Contests

News Media Canada is a member of the Circulation up to 1499 circulation group.
You have a total of 0 entry.

First Step: Create New Entry

All entries subject to rules and eligibility requirements.

Division Choose

Category (When a category's entry limit has been reached, the category will no longer appear in the list.) Choose
General Excellence
Premier Awards/Special Competitions

Headline or Title of Entry

Enter date of publication. (Not required for Best Website category. For General Excellence entries, enter issue dates in the Comments section.) Choose - Choose - Choose



- Select a **Category**.
- Enter the entry's **Headline** or title.
- Enter the entry's **Publication Date**, if required.

First Step: Create New Entry

All entries subject to rules and eligibility requirements.

Division: Premier Awards/Special Competitions

Category: 201 Premier Awards - Best News Story

Premier Awards - Best News Story --Category Note
OPEN TO PRINT NEWSPAPERS AND DIGITAL-ONLY SITES.

An entry will consist of one story dealing with a local event of some newsworthy importance.

Each entry must include the article URL or one set of full-page PDF tearsheets containing the article clearly marked and visible for judging. Please include the writer's name with the entry. Syndicated material will not be accepted.

Up to three different entries per calendar year may be submitted in this category. A separate entry form must be completed for each entry. URLs or full-page PDF tearsheet(s) of your entry are required.

An explanatory letter should provide background information.

Headline or Title of Entry: News Story Headline

Enter date of publication. (Not required for Best Website category. For General Excellence entries, enter issue dates in the Comments section.)

May - 15 - 2024



- Add entry content (varies by category—consult the entry book for details). Entry content may include:
 - File attachments (see below);
 - Website URLs;
 - Multimedia - web/audio/video content (see below); or
 - Explanatory letter (if required).

The screenshot shows a web interface for uploading attachments and links. At the top, it says "Next Step: Upload Attachments & Links" with a "Need Help?" link. Below this, there are two main sections: "Get File(s) to Attach to this Entry" and "Get Links to Attach to this Entry".

The "Get File(s) to Attach to this Entry" section includes a "Choose File" button, a "Browse & Attach More Files" link, and a "Browse my Scrapbooks" button. A note states: "The number of file attachments allowed is determined by your contest rules." To the right of this section is a box titled "Publish Large PDF Files" with the text: "Judges prefer smaller PDF files. Third party vendors -- offers vary." Below this box are logos for Scribd, Issuu, and Yudu, and a link that says "Help with large files".

The "Get Links to Attach to this Entry" section includes five input fields, each with the placeholder text "Paste URL/Link here". A note states: "The number of URL/Link attachments allowed is determined by your contest rules." There is also a "More info" link near the top of this section.

To upload digital file attachments (other than audio/video):

- Click “Choose File,” navigate to the desired file, and then click “Open.”
- Allowed file types: PDF, DOC/DOCX, TXT, JPG, GIF, and PNG.
- To upload additional attachments, click the “**Browse & Attach More Files**” link.
- Maximum file size: 5MB. For files larger than 5MB, you can upload your file to your publication’s website or a third-party website that hosts large documents and then copy and paste the URL into the URL/Link field on the Submit Entry page.
- Here are some examples of third-party websites that provide hosting services:
 - scribd.com, issuu.com, pagesuite.com, pressreader.com, etc.

To add web/audio/video content:

- To host your content online, either upload it to a free streaming content website (e.g. YouTube) or talk to your IT person about uploading it to your publication’s website. Make sure the content will be accessible online throughout the duration of the contest and awards process.
- Copy and paste the content’s URL address into the provided URL/Link field.
- Here are some examples of free streaming content websites where you can upload audio and video content:
 - Audio: www.kiwif6.com, www.soundcloud.com
 - Video: www.youtube.com, www.vimeo.com



- Add **Comments**, if any.

*****IMPORTANT NOTE RE: PAYWALLS:** If your online items are behind a paywall or a password-protected area, **provide username/password info** in the Comments section. Judges may disqualify your entry if work samples are inaccessible. .***

If your entry requires a letter, you have the option to enter it in the Comments field if you prefer not to include an attachment (see page 6).

- Enter **Credits**, if required.
- Check the “I am not a robot” box for user verification.
- Click “**Submit Entry**”.

Next Step: Comments, Credits & Other Info

Comments: If your website has a paywall, enter username and password here for judging use only. For General Excellence entries, enter issue dates here.

Who should be credited for this entry? Enter the names of up to 3 people.
Note: Consult the CCNAwards entry book for categories that require credits--i.e., the name(s) of the individual(s) who created the work. (Not required for General Excellence and Best Website categories.)

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"/>



Manage Entries

After submitting your entries, you can go back and view a list of your entries and review them individually. You can also change your mind about submitting an entry or edit it to provide more details and content.

You may make changes until the **2025** deadline.

- To view a list of your entries, navigate to the “**Manage Entries**” page (My Contest > Manage Entries).
- To view the details of an entry, locate the entry in the list and click “Label”.
- To edit an entry, locate the entry in the list and click “Edit”.
- If you decide not to submit an entry, you can:
 - click “Disable” to not submit it into the contest but keep it in your account; or,
 - click “Delete” to remove it from your account.
 Disabled entries will appear in a separate list below.
- If you change your mind and decide to re-submit a disabled entry, click “Enable” beside the entry.

Help & Support

Better BNC®

Home My Contest Contest Info Judges Login Find Contests

2025 Canadian Community Newsmedia Awards
Manage Entries -- Entry Deadline 05/27/2025

Welcome to the BNC

News Media Canada is a member of circulation Circulation up to 1499.
You have a total of 1 entries.

- My Account
- Submit Entry
- Logout

Entries

Entrant	Category	Title	Pages	Files/URLs	Created	Actions
Contestant Manager	201 Premier Awards - Best News Story	Best News Story 2024	1		2025-04-16 08:37:13	Label Edit Disable Delete



Manage Your Account

Your BetterBNC account includes your contact information and password details. If you want to be tagged on social media when the winners are announced, you can also include that information in your account.

The screenshot shows the BetterBNC website interface. At the top left is a 'Help & Support' link with a question mark icon. The main header features the 'BetterBNC' logo and a navigation menu with links for 'Home', 'My Contest', 'Contest Info', 'Judges Login', and 'Find Contests'. Below the navigation, the page title reads '2025 Canadian Community Newsmedia Awards' with a sub-header 'Manage Entries -- Entry Deadline 05/27/2025'. A 'Welcome to the BNC' message is displayed on the left, with a yellow button labeled '- My Account' highlighted by a red box. Below this button are two grey buttons: '- Submit Entry' and '- Logout'. On the right side, text indicates 'News Media Canada is a member of circulation Circulation up to 1499.' and 'You have a total of 1 entries.'

The screenshot shows the account management page for 'News Media Canada (999999)'. It features a 'Current Password' field with a masked input. Below this are links for 'Forgot Password?' and 'Change Password'. The form includes several input fields: 'Contact First Name', 'Contact Last Name', 'Contact Phone', 'Contact Email', and 'Confirm Email'. A section titled 'Social Media Contact Information' contains input fields for 'Facebook', 'Instagram', 'Twitter', and 'Other (if more than one, separate by commas)'. At the bottom of the form, there is a yellow 'Submit' button followed by the text 'or Manage Entries'.