



WE'VE GONE DIGITAL! JUDGE ONLINE



Thank you for agreeing to judge this year's National Newspaper Association Newspaper And Education contest, using the BetterBNC online contest platform from SmallTownPapers.

Below are instructions for you to follow.

Please assign a 1st, 2nd, and 3rd place winner for all categories along with comments for each selection. You may also award up to two honorable mentions and add comments about each overall competition, if you wish.

The deadline to complete judging is **July 31**.

Thank you again, and happy judging!

Sara Walsh, Programs & Outreach Manager

IMPORTANT – BEFORE YOU BEGIN JUDGING

The contest platform is optimized for Firefox for PC and Macintosh. Please have a recent version downloaded and installed for the best contest experience. Judges need to have a recent version of Adobe Flash Player installed as a plug-in for their browser. To update your Flash Player, go to <http://get.adobe.com/flashplayer/>

NAE Judging Instructions:

1. Go to www.betternewspapercontest.com.
2. Click judges login in the upper left corner of the page.
3. From the Contests drop-down list, select the appropriate contest:
 - o NNA 2013 Newspaper And Education Contest
4. Enter your email address.
5. In the password box, enter **"2013judge"** (all lower-case, no quotation marks)
6. Click Login. If you wish to change your password, mouse over Judging (top left), click My Account, click Change Password, and complete the required fields.
7. During your first login, click the View Official Judging Instructions button to read the contest rules.
8. To view your assigned competitions and rules, either click Locate Your Judging Assignments at the end of the rules, or go back to your Judges home page and click Assignments.
9. To view the entries within a competition, click on the competition name, then click on an entry's content (attachment or website URL) thumbnail image(s) to view each of them for review.
10. Once you have reviewed all parts of an entry (e.g. multiple attachments, website URLs, comments, captions, etc.), you can give the entry a preliminary score from 0-10 in the "How would you rate this entry?"

- scoring bar near the top of the page, which will help you sort the entries when you are ready to choose winners.
11. If you wish, you can add confidential entry comments (viewable only to yourself) in the Private Note box in the lower right side of the entry page.
 12. When you have completed all review steps, click [Done Reviewing This Entry](#) at the bottom right of the page. This will help you keep track of which entries you have already reviewed for the competition you are currently evaluating.
 13. Because the Reviewed Entries are automatically sorted by their preliminary scores (highest to lowest), you can simply view the first entries in the Reviewed Entries box when you are ready to select your winners. In other words, your preliminary scores help narrow down your winning candidates, so you don't have to look at every entry again.
 14. Once you determine which entries you want to award 1st/2nd/3rd places and honorable mentions to, simply drag and drop the thumbnail images for those entries into the corresponding Winners boxes at the bottom of the page.
 15. Make sure to add brief comments for each of the winning entries in the Comments boxes directly below each winning entry's thumbnail image.
 16. You may also comment on the overall competition in the Competition Comments field, to the right of the winning entry boxes.
 17. Once you have completed the judging process for a competition, click [Finalize Judgment](#) to save your decisions.
 18. Repeat these steps for each of your assigned competitions.

Questions?

Contact Sara Walsh (sarawalsh@nna.org) at 573-777-4980