BASIC ENTRY INSTRUCTIONS
Advertising Contest Site: www.newspapercontest.com/Georgia
Advertising Contest Deadline: Wednesday, January 28, 2015

Hard-copy entries may be hand delivered on or before January 28 during office hours, 8:30 a.m.- 4:30 p.m.

Using the electronic entry system is as easy to use as sending an email.
The electronic entry system for both contests will be online and open for entries on December 1, 2014.

If you encounter problems, you may need to enable pop-up windows for your browser. Some browsers, such as Safari, will view the rules in a new window. Other browsers require that you save the files to your desktop and then open them in an application such as Acrobat or Preview.

For your convenience, rules for each contest category will appear when that category is selected. All required fields — boxes that must be filled in — will be marked with a red asterisk and the system will not allow you to continue without filling in those boxes.

Step 1 — Register at **www.newspapercontest.com/Georgia** using your email address. You will be asked for your association code. This code can be found in you registration packet that was mailed to you in November, or you can call or email GPA for the code. Once you have registered, you will receive a confirmation email, which you will need to complete registration. There will be a link in that email that will take you back to the contest website. Remember your password.

Step 2 — After successfully registering, you will need to log into the system at **www.newspapercontest.com/Georgia** . You will see a page that is mostly blank. This is where you will start each time you log in. As you submit entries, this page will display a list of those entries.

Step 3 —On the left, there's a button that reads **"Add new entry**." Click on the button. All hard-copy entry submissions will need to be added in this system even though you are not attaching the files. You will mail those to GPA as you have in the past.

Step 4 — This is where you will select your newspaper name. This is a very important part of the system because the address and circulation will automatically appear here. If any of that information is wrong, you will need to call the GPA at 770-454-6776 right away. The circulation listed here will automatically select your Division.

If you are submitting entries for multiple newspapers, you can do that, but, each time, you will need to change the name of the newspaper in the drop-down list of newspapers. Tip: When you click on the newspaper menu, you may begin typing the name of the newspaper for a faster search.

Be sure to include the preparer's name. This is a required field and tells us who to call if there is a problem.

Step 5 — Select "Advertising" to begin submitting entries. As you create entries, this field will not change unless you select to change it.

Step 6 — Select the contest category. This is a drop-down menu for your convenience. This field will clear each time you save an entry, so you must select a category for each new entry. When you select the category, special instructions will appear below it. A newspaper may submit multiple entries for a single category unless otherwise noted in the special rules.

Step 7 — Below the rules is an explanation/cutline box. This box is for any comments you wish to write concerning you entry. The explanation/cutline box is limited to 3,000 characters. It's a good idea to write your explanation in another program, such as Word, and copy/paste into the explanation box.

Step 8 — Include the name of the entry/advertiser. Since you have to upload a full page, this will make it easier for the judges to find your entry.

Step 9 — Add your file or files. You can drag and drop files or use the "Add files" button to navigate your files. Upload as many files as are necessary to complete your entry but refer to the special instructions for file type and any limitations. When dragging and dropping files, you may select multiple files and drop them all at once.

Step 10 - When you have completed your submission, click the "Save" button. Do not click the "Back to list" button unless you do not want to save your submission. Clicking the "Back to list" button will not save the submission and it will be lost. After clicking "Save," you will be directed back to the list of your entries.

Step 11 — To submit another entry, click "Add new entry." As long as you have not logged out of the system, your newspaper name will still be in place and you can simply start at Step 6 again. If you are uploading entries for multiple newspapers, please check to make sure the correct newspaper has been selected.

You may log out of the system and log back in later to continue adding entries. You will need to select your newspaper name each time you log in.

Please keep in mind that even all hard-copy entries must to be entered into the online system for accurate billing and reporting.

Step 13 — If you are done submitting entries, please review the list. You may not change an entry, but you may delete the entry and resubmit it. To the left of the entry in the list of entries, there is an image of a magnifying glass. Clicking on that will allow you to see the full entry including a thumbnail of any file that you uploaded. Clicking on the thumbnail image will open a pop-up window showing the image larger.

When done uploading all your entries, click the "Billing" button on the list page. This will take you to a page where the entry fee is automatically generated. You will have the option of phoning in a credit card payment or mailing in payment. The deadline for online entries and hard-copy entries is Monday, January 26, 2015.

Once payment is made, your access to the page will be disabled. If you find out later that you need access, you will need to call Jennifer Labon or Rick Hammell at the GPA office at 770-454-6776 to have the account enabled.

After payment is made and the account is disabled, GPA staff will review your submissions to make sure they are ready for judging.