ENTRY INSTRUCTIONS

OUR ASSOCIATION CODE IS MSPRESS

Step 1 — Register on the contest website using your email address. Read the Important Items; our Association Code is MSPRESS. You will receive a confirmation email, which you will need to complete registration. YOU MUST register as a user for each contest, even if you have uploaded entries in a previous cycle of the advertising or editorial divisions.

Step 2 — Log in using your account information. You will see a page showing any entries you have already submitted. Complete rules for the contest are available on the home page. PLEASE READ THEM FOR MORE DETAILED INSTRUCTIONS. Some browsers, such as Safari, will open the rules in a new window; others will require you to download the PDF file to your computer.

Step 3 — Click on the "Add New Entry" link.

Step 4 — On this page, select your organization's name. A lot of information will autofill. If that information is incorrect, please call Monica Gilmer at 601-981-3060. Your Competition Class will be selected for you based on your frequency (or average pageviews for Digital Affiliates) and market population. Fill in the preparer's name. If any information is wrong, please STOP and do not proceed before contacting Monica.

Step 5 — Select the contest type. These are in the drop-down menus for your convenience. Your choices are "Editorial," "Advertising," "All Multi-Day," "All Weekly," or "All Members" depending on which contest cycle we are in. This field will clear each time you save an entry, so you must select a type for each new entry. Next select your category. Special Instructions will autofill. PLEASE READ as each category has different instructions.

Step 6 — If necessary, provide an explanation of your 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 or TextEdit, and copy/ paste into the explanation box. If a URL is required, fill in the URL box; there is no need to type "http://."

Step 7 — Include the name of the entry. If uploading full-page PDF files, it will be helpful if the entry name matches the headline on the page so the judges can find it easily. If the judges cannot tell what is to be judged, the entry will be discarded without refund.

Step 8 — Include the name of the person or people who should be credited for any award. This is generally reporter, photographer, etc. It is not necessarily the name of the person submitting the entry, nor the person picking up the award at the awards presentation.

Step 9 — Add your file or files. You can drag and drop files or use the "Add files" button to navigate. Generally, files should be in PDF format except photos, which should be in high-resolution JPG format. Other files and URLs may be acceptable as noted in the special instructions. Upload as many files as are necessary to complete your entry but refer to the special instructions for any limitations.

Step 10 — When you have completed your submission, click the "Save" button. If you click the "Back to list" button, you will lose the entry you just completed. 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. You may log out and log back in later to continue adding entries. You will need to select your newspaper name each time you log in.

Step 12 — If you are done submitting entries, please review the list. Your changes are limited on an entry; if needed, you may delete and resubmit. When you have finished reviewing uploads click the "Billing" button. Your entry fee is automatically generated. You may pay by PayPal, credit card or mail a check to MPA, 371 Edgewood Terrace, Jackson, MS 39206.