

Instructions for Entry

1

Upload Audio/Video

Upload your file to*:

- Audio: www.tindeck.com
- Video: www.vimeo.com
- Your own server that is not password protected

DO NOT upload your file to*:

- FTP site
- YouTube

AUDIO SPECS	
File Type	.mp3
Format	MP3 Stereo
Data Rate	128 kbps
Sample Rate	44.1 kHz

VIDEO SPECS (TWO OPTIONS)		
.mov (H264 Quicktime High Resolution)	Format	16:9 NTSC (1280 x 720) or (720 x 480)
	Data Rate	3 Mbps
.mpg (audio and video mixed into one file)	Video	mpeg2
	Format	16:9 NTSC (1280 x 720) or (720 x 480)
	Data Rate	4 Mbps
	Audio	MPEG layer 2, 384 kbps

*WHY? Files must be available for **both viewing online and download**. YouTube does not allow for download. Most FTP sites do not allow for online viewing. The judges must be able to view the file online.

Judges will disqualify your entry if content is not accessible!

Having Trouble?

Check out [Troubleshooting](#).

Items **MUST NOT** be password protected and **MUST** be available for download. If special instructions are required to access your entry, include them in the [Comments](#) box.

2

Log In

1. Go to www.ColoradoBroadcasters.org and click [Submit Entries](#).
2. Choose [Contestant Manager](#) or [Authorized Entrant tab](#).
 - a. New users: choose one Contestant Manager, who will have access to make entries and the option to create other Authorized Entrants. The Contestant Manager must login before creating Authorized Entrants and submit two (2) entries to set up the Contestant Manager account (provides validation to protect against hackers/spam).
 - b. Upon creation of Authorized Entrants by Contestant Manager, an email requesting account validation will be sent to each Authorized Entrant. Authorized Entrants can then make entries on behalf of the station.
3. Under [Select a Contest](#) choose [2017 CBA Awards of Excellence](#).
4. Under [Select Media Organization](#), select your station's call letters or the name of your school.
5. New users: enter temporary password: **bnc** (lower case), and click [Login](#). Returning users: use last year's password.
 - a. If you're a new user, you will be prompted to create a secure password and enter your contact information.
 - b. Forgot your password? CBA@ColoradoBroadcasters.org





3

Submit Entries

1. Click [Submit Entry](#).
2. Select a [Division](#).
3. Select the [Category](#) from the drop-down list.
 - After selecting a category, read the Category Note that appears below the Category box for entry details and instructions.
4. Enter [Headline or Title of Entry](#) exactly as you want it to appear on the award.
 - For Special Recognition entries, enter the nominee's first and last name, and the station's call letters or group name. (e.g. Jane Smith— KAPA-AM or John Smith— Super Broadcasting Corporation).
5. Attachments and Links
 - a. The [Choose File](#) button will appear.
 - 5MB or less: PDF, DOC, TXT, PNG, GIF or JPG.
 - For additional attachments click [Browse & Attach More Files](#).
 - b. Add URLs.
 - You should have already uploaded your audio or video files. See [Upload Audio/Video](#).
 - Copy and paste a single URL into each of the [Paste URL/Link here](#) boxes. Only paste URLs pertaining to this entry.
6. Enter the [First Name\(s\)](#) and [Last Name\(s\)](#) of those who should be credited for the entry.
 - a. Enter the name of the city, associated with station, in the [Comments](#) box.
 - b. Enter the First Name(s) and Last Name(s) of those who should be credited for the entry.
 - Credits will be included on the award, as space allows.
 - If no person should be credited, just enter station call letters in First Name box.
7. Click [Submit Entry](#). Print or save your official entry form for each entry.

To be properly recognized at the awards event, please attach a high quality station logo, talent head shots associated with entry and include the name of the city, associated with station, in the [Comments](#) box on the entry form.

CHECK YOUR ENTRIES!

- ① **It is your responsibility to make sure your entries were submitted as you intended!**
- ① **Authorized entrants can check only their own entries. Contest managers can check all entries.**
1. Log out of all video and audio hosting service sites.
 - You will be checking to make sure that your files are viewable to the public using the URLs you provided. If you are logged in to the sites, you won't be able to tell if the links work for the general public.
2. Hover over **my contest** at the top of screen, and then click **manage entries** from the drop-down list.
3. Click on the icons (   ) next to each entry, under the Files/URLs column. Verify that the link or image displayed is as you intended it to be.
4. If you need to edit your entry, click **Edit**, under **Actions** to the right of the entry.

Payment for Entries

1. Click **my contest** (top of screen).
2. Click **Calculate Entry Fee** (near the top right) and review for accuracy.
3. Use the check boxes to select the entries to pay
4. Click the **Pay Now With Card** button to pay using a credit card, debit card or via PayPal.
5. Click the **Pay by Check** button if sending payment by mail. Insert check number or “na” if number is unknown.
6. When done, print a copy for your records. After the entry deadline, you will not be able to access this page.

Payment is due for all entries Friday, January 12, 2018.

TROUBLESHOOTING

Things generally don't seem to work very well.	The site is optimized for Google Chrome. Please make sure it is installed and updated.
My video URL isn't working.	Make sure your video is set for public viewing and for download. On Vimeo, check the Settings > Privacy tab for each individual video .
My audio URL isn't working.	Make sure your file is set for public viewing and for download. On Tindeck, make sure you select Allow Downloading under Licensing, after each upload. Use the Track Link provided by Tindeck in your entry submission.
I can't add any more attachments.	If you cannot add additional attachments, you have reached that category's limit.
The Choose File button is not available.	The selected category does not allow for these kind of attachments (PDF, DOC, TXT, PNG, GIF or JPG). Use the URL/Link boxes for audio/video entries.
The category I want to enter isn't listed.	Make sure you have chosen the correct Division. The limit of entries, per station, for that category may have been reached.
Still need help?	(720) 536-5427 or CBA @coloradobroadcasters.org .