

Instructions for Entry

1

Go to Entries Express

http://entries.express/entry_login.php?c=2&a=1

Member Login*

1. Enter your Member Number and Password.
2. You'll be prompted to update your judging information. Click "Doing it later..."
3. Your Dashboard will be displayed.

Become a Member*

1. Click **BECOME A MEMBER**.
2. Enter **PRIMARY EMAIL ADDRESS**.
3. Click **SUBMIT**.
4. Fill out the **Membership Application**.
 - a. Items in RED are required
 - b. For **COMPANY/STATION NAME**, enter your **call letters** (i.e. KCBA-FM)
5. Click **SUBMIT MEMBERSHIP APPLICATION**. On the next screen, find and **write down your Member Number**.
6. Go back to STEP 1 for Members and use your member number and the password you created to login and begin entering.

* Follow the Become a Member instructions if you did NOT receive an email with your Member Number and Password. This is a membership in the Entries Express system and is not related to your CBA member status.

**Enter early!
Enter often!**

Seriously, don't wait until the last day!

**CHECK YOUR
SPELLING!**

2

Submit Entry Form

1. Click **NEW ENTRY**
2. **Title of Entry**: enter the title
 - i. **This text will be engraved on the Award, typos and ALL!**
3. **Choose a Category for This Entry**: select appropriate category.
4. **Submitting Organization**: select your call letters or school.
5. Click **NEXT STEP**.
6. Fill in all boxes.
 - a. Some categories allow for a PDF Attachment. Only one (1) attachment is allowed.
 - b. **IMPORTANT**: In the box next to **ENTRY SUMMARY DESCRIPTION** enter up to three (3) names to be recognized and engraved on the award.
 - i. **Check your spelling as this text will be engraved on the Award.**
 - c. **ARE YOU AN ENTRANT?** select **YES**.
7. Click **NEXT STEP**.
8. On the **Add Entrant Information** page:
 - a. **Do NOT** add entrant! Skip the first box.
 - b. For your first entry you will need to enter your email, member number and last name, and then click **SAVE ENTRANT DATA**.
 - c. After your first entry, you only need to click the red button labeled **VERIFY MEMBERSHIP** for any additional entries.
 - d. Click **NEXT STEP**.
9. On the **Entry Review** page:
 - a. Review your details, specifically your **cruddy spelling!**
 - b. Click **NEXT STEP**.
10. **View Invoice**:
 - a. You can **Add Another Entry** or click **NEXT STEP** to pay.
11. You will receive an email copy of your entry. Continue to **Upload Entries**.
 - i. **If you didn't get an email, check your SPAM folder.**

3

Upload Entries

1. At the bottom of the email you just received, click the link **Use this link to upload your video file**.
2. Select the **category** for this entry.
3. Enter **ENTRY ID NUMBER** from the email.
4. Enter **Submitter Email**.
5. Check the box to Agree to Terms.
6. Click **SUBMIT**.
7. **Read Instructions!**
8. Click **PROCEED TO UPLOAD VIDEO**.
9. Choose File and click **UPLOAD**.
10. When done uploading, review audio/video while waiting for **Approval** link to appear.
11. Click **Approve or Disapprove Audio/Video**.
12. **APPROVE** or **REJECT and DELETE**.
13. Click **FINISH**.