



ENTRY FORM - STEP BY STEP

1. Click NEW ENTRY in the left hand column.
2. Three tabs will appear for the new entry, “CATEGORY”, “ENTRY” & “ENTRANTS”
 - a. Red dots with numbers indicate missing information for that part of the entry form.



3. Under CATEGORY, confirm the correct organization is selected.
4. Select the “Category” entry is being submitted under and “Continue to Entry Information.”
5. Submit the title of your entry, “Language”, “First Broadcast”, “First Air Date” and “Length.”
 - a. Entry titles should not repeat names of categories or call letters. These are automatically included on all engraving/prints.
 - b. Length is shown in Hours:Minutes:Seconds. Do not exceed the max time for the entry.



6. Enter a brief ENTRY SUMMARY. Depending on category it may be required or optional.
7. Enter names to be credited on plaque or certificate in CREDITS box. “Continue to Entrants.”
 - a. Add up to 3 names for credit, more than 3 may make the engraved font illegible.
 - b. If you, as the entrant, want your name included, add it here.
 - c. Leave blank if no credits are to be given.
8. Click the “ADD ME” button. No other entrants should be listed, just the individual submitting.
 - a. Confirm the Fee being charged is accurate. If not, email the [CBA](#).

ADD MEDIA - STEP BY STEP

9. Upon completion of entry form, your entry will show under Submitted Entries.
10. Click the ADD MEDIA button.



- a. **IMPORTANT!** Media exceeding length limit of a category will be rejected, after upload.
11. Click “Select A File to Upload”, select file from your computer and Click “Upload.”
12. Once upload completes, select “Approve and Submit” or “Reject and Delete.”
 - a. Media cannot be edited once approved and submitted. Contact the [CBA](#) to have media removed from an approved and submitted entry.