

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.

ENTRY ⁴

3. Under CATEGORY, confirm the correct organization is selected.
4. Select the appropriate "Category" for the entry being submitted, read the category instructions/description and "Continue to Entry Information."
5. Submit the Entry Title. (**IMPORTANT!** Entry Titles are engraved as submitted)
All plaques and certificates automatically include category names and station call letters. Avoid redundant titles like "KCBA Best Station Promo."
 - a. Select "Language", "First Broadcast", Enter "First Air Date" and "Length."
Entries exceeding the max time for the category will be rejected.

LENGTH (MAX 00:01:00)

6. Enter a brief ENTRY SUMMARY. Depending on category it may be required or optional.
7. Under CREDITS add names to be credited on plaque or certificate.
 - 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, type it here.
 - c. Leave blank if no credits are to be given.
8. "Continue to Entrants"
9. Click the "ADD ME" button. No other entrants should be listed, just the individual submitting.
 - a. This portion of the form is purely for tracking who submitted the entry.
 - b. Credits are NOT pulled from this portion of the form.
 - c. If you want credit, add your name under the CREDITS portion of the Entry form.
 - d. Confirm the Fee is accurate, Click SUBMIT ENTRY
If the fee is not correct, email the [CBA](#) before submitting payment.

ADD MEDIA - STEP BY STEP

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

ENTRIES

SUBMITTED ENTRIES

ADD MEDIA

I am a test

ID R01J-23 - R01 Best Public Service Announcement • KFKA-AM

EDIT PAY VIEW

SAVE



- a. **IMPORTANT!** Media exceeding length limit of a category will be rejected, after upload.
12. Click “Select A File to Upload”, select file from your computer and Click “Upload.”
13. Once upload completes, **Did the Audio/Video upload and play properly?** 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.