

# Better)BNC®

## My Scrapbooks Guide

**BetterBNC– Version 5.5 – January 29, 2016**

**Features are subject to change.  
Screen shots may appear different on your computer.**

**For technical assistance, training, and support, admins are invited to contact BetterBNC 24/7 at [www.betterbncsupport.com](http://www.betterbncsupport.com). Click on “Start Trouble Ticket.” Or, call 360-427-6300 8a.m. – 5p.m. PST Monday through Friday.**



## My Scrapbooks Guide

BetterBNC was designed to be simple, quick and easy to use on your first visit. If you prefer detailed, step-by-step instructions, this document is for you!

This guide will show you how to create and manage Scrapbooks on BetterBNC.com

The Scrapbook feature lets you save files and URLs within your Open Call account and allows you to have quick access to them while you are submitting entries as an Open Call Contestant, Contestant Manager, or Authorized Entrant.



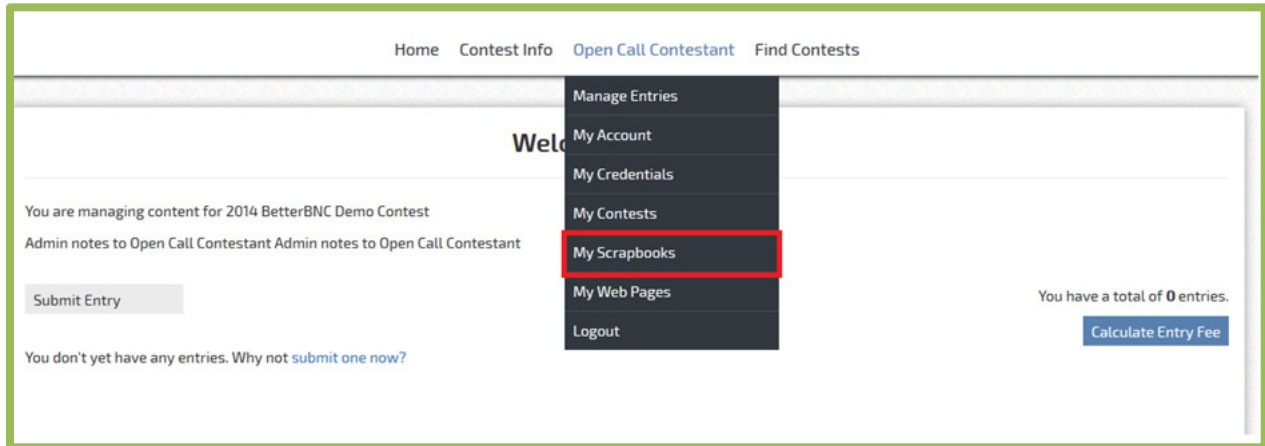
## How to create and manage your scrapbooks

To begin using the Scrapbook Feature on BetterBNC, first create an Open Call account. Please see the “Open Call Contestant User Guide” for instructions on how to create your Open Call account.

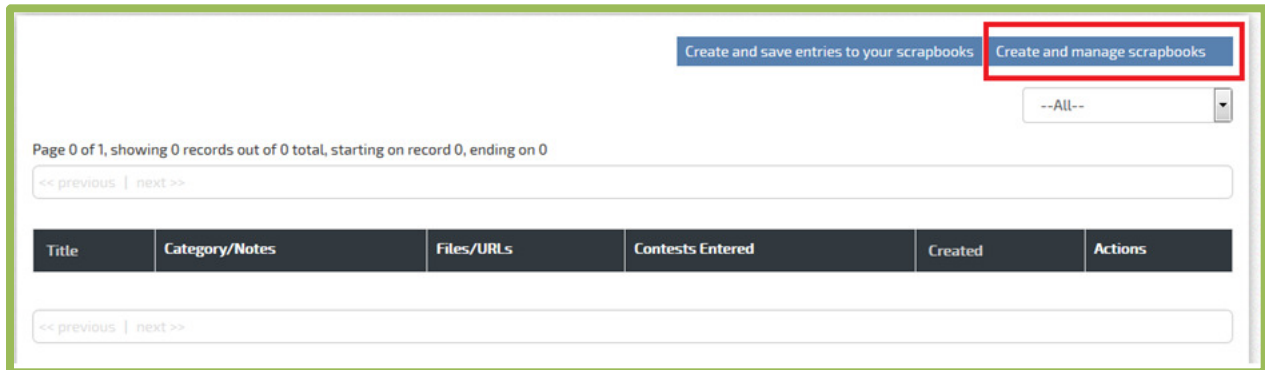


## Step 1: Navigate to your Scrapbooks

Navigate to the Open Call Contestant button at the top of the page then click “My Scrapbooks” in the menu that appears



Click on “Create and manage scrapbooks” to create and name up to ten scrapbooks



Enter the names of your Scrapbooks, then click "Submit"

### Create and Manage Your Scrapbooks

Scrapbook 1	<input style="width: 90%;" type="text" value="My Scrapbook1"/>
Scrapbook 2	<input style="width: 90%;" type="text"/>
Scrapbook 3	<input style="width: 90%;" type="text"/>
Scrapbook 4	<input style="width: 90%;" type="text"/>
Scrapbook 5	<input style="width: 90%;" type="text"/>
Scrapbook 6	<input style="width: 90%;" type="text"/>
Scrapbook 7	<input style="width: 90%;" type="text"/>
Scrapbook 8	<input style="width: 90%;" type="text"/>
Scrapbook 9	<input style="width: 90%;" type="text"/>
Scrapbook 10	<input style="width: 90%;" type="text"/>

Use the drop down menu to select which scrapbook you would like to view

[Create and save entries to your scrapbooks](#) [Create and manage scrapbooks](#)

Page 0 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0

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--All--

Work for The Sentinel Times

Work for The Tribune

Work for the Business Journal

Title	Category/Notes	Files/URLs	Contests Entered	Created	Actions
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Click “Create and save entries to your scrapbooks” to upload files and URLs which you can access for future entries

[Create and save entries to your scrapbooks](#) [Create and manage scrapbooks](#)

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Title	Category/Notes	Files/URLs	Contests Entered	Created	Actions
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Select the Scrapbook you would like to save this entry in, enter a headline, notes, add attachments and ULRs, then click “Submit”

The screenshot shows a web form for submitting an entry. It is enclosed in a light green border. The form is organized into several sections:

- Scrapbook:** A dropdown menu with the text "--Select a scrapbook from dropdown list--".
- Headline or Title of Entry (exactly as it appears on the page):** A single-line text input field.
- Note about this work (500 character limit):** A larger text area for notes.
- Upload Attachment [Need Help?](#)**: A "Browse..." button next to the text "No file selected." Below this is a red box with white text: "Attach More (You can attach up to 5 files and 5 urls to each scrapbook entry. Allowable file types are pdf, txt, doc, jpg, gif, png.)".
- Website URL(s):** Five stacked text input fields for entering URLs.
- Submit:** An orange button labeled "Submit" and a blue link labeled "Terms of service".

You can access the files and URLs that you saved in your scrapbooks from the Submit Entry page. Scrapbooks are available to all contestant types.

On the “Submit Entry” page, click “Browse my Scrapbooks”

**Upload Attachments & Links** [Need Help?](#)

**Get File(s) to Attach to this Entry**  
*The number of file attachments allowed is determined by your contest rules.*

No file selected.

[Browse & Attach More Files](#)

**Browse my Scrapbooks**

Upload files and URL/Links from scrapbooks. [More info](#)

**Get Links to Attach to this Entry** *The number of URL/Link attachments allowed is determined by your contest rules.*

**Publish large PDF files.**  
 Third party vendors -- offers vary.

[RealView](#)  
[Issuu](#)  
[Yudu](#)

[What's this?](#)

Select the scrapbooks and entry that contain the files and URLs that you would like to upload.

Select the files and URLs you would like to upload, then click “Submit”

**Select a scrapbook from list**

**Select an entry from list**

**Select the files and urls that you want to add to this entry**

[www.google.com](http://www.google.com)

[www.smalltownpapers.com](http://www.smalltownpapers.com)



When you click “Submit” the files and URLs will automatically be added to your entry.

When you make a contest entry from your scrapbooks, the system will add the contest name in the “Contests Entered” column of the “My Scrapbooks” page.

Title	Category/Notes	Files/URLs	Contests Entered	Created	Actions
Nature	Accident involving a dump truck and tractor trailer. This piece was published on Oct 12, 2012 in the Sentinel Times.		2011-15 BetterBNC Demo Contest 2015 Media Awards (Demo Contest)	2013-09-26 12:55:52	Edit Del
Test Headlines1	Note for the work will come here.		2015 Media Awards (Demo Contest)	2014-05-22 06:45:42	Edit Del
Test Entry 12	Test notes		2014 BetterBNC Demo Contest	2014-11-21 11:12:22	Edit Del

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