

Steps for Easy Entry into the NFPW Affiliate Communications Contest

NOTE: All information about entering the NFPW affiliate contest is contained within the NFPW contest site. The **LOGIN** (Welcome) page and the **HOME** page you can access once you create a username and password are step-by-step guides to ensure you can successfully register, enter, pay for, and submit your entries. There are steps to follow about submitting and paying for entries on the **Entry Form** and **PAY NOW** pages also.

1. Click the contest link on the **NFPW website** to access the **LOGIN** (Welcome) page of the contest.
2. **Read all information** on the Welcome page **BEFORE** beginning the registration/entry process. Read the instructions **on each page** and click **SAVE** before leaving any page. An onscreen prompt appears if you try to leave a page where information will be lost if you don't SAVE or haven't filled out a required field.
3. Click the **purple REGISTER** link (top right corner of the page), **enter your email address**, click SUBMIT.
4. Fill out the **Entrant Form** that will appear on your screen. Selection of membership status and state affiliate name will put you into the correct contest.
5. At the end of the **Entrant Form**, create a Username and Password. Keep them simple (your initials, for example). They can be identical. Write the info down so that you will be able to access the contest at a later time to finish the entry process or to submit more entries.
6. **Enter your work:** Click **ADD ENTRY** on the navigation bar to get the **5-Tab Entry Form** with all of your contact information already filled in. Follow the steps listed in **red** at the top of the **Entry Form** page.
7. Once you enter the title, choose the division, then the category, and click SAVE, you will see the unique entry ID number, the title of the entry, and the Category name above the **five tabs**. You **must** click each of the other tabs (except **Hard-copy Entries**: use **only** if you enter entire books in hard copy format).
8. **TIP for easy entry: Before uploading your entries if you have more than one or two, create a 2017 CONTEST folder on your hard drive. Find all files needed for each category you plan to enter and save each to the new folder. After uploading the first file from the CONTEST folder, you will get that folder each time you click the Browse button during that entry session.**
Submit your entries through the **Uploads tab** (read directions on the tab). There are 2 types of entry fields.
 - a. **Upload:** click Browse, find your CONTEST folder, upload files for that entry from the folder.
 - b. **URL:** type or paste URLs into these fields (one URL to a field). SAVE (do NOT press Enter).
9. Click **ADD ENTRY** to get a new Entry Form for each new entry.
10. Click **VIEW/EDIT ENTRIES** at any time to see, to review, to make changes to, or to "submit" any of your entries. Click the title of entry you wish to examine and you will be back on the **Entry Form** page and can make any needed changes. With your username and password you can reenter the contest at any time until the deadline to check over your entries, add more entries, make payment, and submit.
11. **When you finish entering your work for the time being but will be submitting other work**, log out and return later using your username and password. To add another entry, click **ADD ENTRY**. Or to check on work already entered, go to **VIEW/EDIT ENTRIES** and click the title of the entry you wish to review.
12. **When you have finished entering all work, go to VIEW/EDIT ENTRIES & PAY to "submit" it.**
 - a. **Pay:** to pay by credit card, click Pay Online; to pay by check, click Pay Offline (make check out to **NFPW**; send to the NFPW address listed at the end of the Pay Offline information).
 - b. **Submit:** When you have entered your work and have made payment, you should see **Completed** in the Status column. If the Status column says **Incomplete** instead, click it to get the "Requirements not met" message; click the requirements shown and enter missing information. Return to **VIEW/EDIT ENTRIES & PAY**, and you should see **Completed** in the Status column. Click the SUBMIT button that will appear to the right. When you see **Accepted** in the Status column, your entry is "official" and will be sent along for judging when that phase of the contest begins. **Entries are not official until they have been paid for and Accepted. Note:** Once they are Accepted, entries no longer can be changed, so be sure to check them over carefully before submitting.
13. Go to **CONTACT US** if you have a question or run into a problem.