

Preparing Your Contest Entries – Best of Colorado / 2011

INDIVIDUAL NEWSPAPER CATEGORIES

The general contest directions are on the back of this page. Contest rules are all there, but here are some important reminders:

1. You may enter each category ONCE (though multiple students may be part of an individual entry).
2. You may enter as many or as few categories as you wish. There are no penalties for not entering particular categories. This is an INDIVIDUAL CONTEST.
3. Entries will not be accepted after midnight, March 31, 2011, and all entries must be properly uploaded to your secure folder on the CHSPA contest site (<http://www.chspacontests.org/dm/>). There is a link to this site at www.chspaonline.org, as well, under Links.

PREPARING YOUR ENTRIES

STEP 1: In order to preserve your original newspaper files, please create a new folder for your contest entries, and use SAVE AS to place a copy of the spreads in your contest folder on your computer or network server. IMPORTANT! YOU MUST USE THE FOLLOWING NAMING CONVENTION: Category Number School Name (e.g. 02 Kenerski HS).

STEP 2: ALL YOUR ENTRIES WILL BE BY PDF, and this includes material originally published online. In the case of online material, please copy and paste the entry into either an InDesign or Word document, and then export as a PDF. YOU MUST DRAW A RED 4-POINT BOX AROUND YOUR INDIVIDUAL ENTRY. For instance, your sports action photo and caption entry will require the entire page on which they appear, but they must also have a red 4-point box around the photo and caption. If the entry appeared online and the photo and caption are the only thing on the PDF, don't bother with the red box.

STEP 3: Once you have prepared all your entries YOU MUST EXPORT EACH ENTRY SPREAD TO PDF FORMAT. PDFs insure that your fonts appear as you planned and that links are gathered, and they can easily be created from your InDesign files. Simply choose Export (under the File pulldown menu) and be sure to choose "High Quality Print" as your preset. Check that both pages of the spread are exported.

STEP 4: You are now ready to upload your Best of Colorado entries to our contest server. The Best of Colorado log-in page is at <http://www.chspacontests.org/dm/> There you will be asked for your log-in and password (the initial password is chspa, though you may change it, if you wish). Your log-in name should have been e-mailed to you, but is normally the title of your newspaper). After logging in, just click on Newspaper BOC, *then* your enrollment category (if it is incorrect, contact Jack Kennedy at chspaboard@gmail.com immediately) and *finally* your own publication link. You will now have exclusive access to your contest folder.

STEP 5: Click on the "Add Document" tab at the top of your screen. The next screen will offer several upload choices. We recommend that you choose "Use Upload Tool," which allows you to browse for the files you wish to upload, select multiple files, and then upload them to the contest site. You must fill in the "Title" box. Our suggestion is a short name that identifies the category entered (such as, sports action photo). This is mostly for your use, as the title shows up in your document list on the site. You will also see, near the bottom of the screen, a box to check if you would like an e-mail sent to you confirming that your files uploaded (this e-mail may go to your spam folder, so be on the lookout – you can always check on your documents by going back into your folder, of course). At the bottom of the screen, please type in the name of your high school, and BE SURE TO HIT SAVE.

STEP 6: Completely fill in the Best of Colorado Entry Form (which is in Microsoft Word format). Award certificates will be generated from the student names and school information you enter on this document. THE ENTRY FORM MUST ALSO BE UPLOADED INTO YOUR CONTEST FOLDER.

Please note that all contest winners may be displayed on CHSPA websites, blogs, contest DVDs, etc., as part of our efforts to share great student work and provide models for our members.

BEST OF COLORADO 2010-11

CHSPA's Best of Colorado Awards are an opportunity for individual students to receive recognition for their work, in the school year that work was done.

This contest replaces the traditional Sweepstakes Award and results from these individual contests are not connected to the All-Colorado Awards, which will be judged over the summer, and which provide a more holistic critique of your newspaper, yearbook or video media program.

Best of Colorado entries will be electronic only, so please read all instructions carefully. Final technical instructions will be sent to you prior to March 1.

For newspapers or online media: Work must have been published during the 2010-11 school year prior to April 1, 2011.

For yearbooks: Work must be for books to be published either in spring, 2011 or fall, 2011. No work from prior years will be accepted. *In future contests, fall delivery books will have the option to enter work from the previous volume, as long as the students have not graduated.*

For video media: Work must be from broadcasts produced during the 2010-11 school year prior to April 1, 2011.

Step 1: Familiarize yourself with the various contest categories listed on the following pages. There are changes from past contests that we hope more accurately reflect the work that is actually being done by students in journalism programs across the state.

Step 2: Begin a file of the best work your students have done thus far in the 2010-11 school year in the form of PDFs of the pages the work appears on (for print publications or online-only publications), or as appropriate digital files for video media. We recommend pasting online entries into Word, and then converting to a PDF. We will not accept links as entries for print categories.

Step 3: If you do not normally export your print files to PDF, make sure you can convert InDesign or Word files to PDF form. If you have questions or run into problems, it will save you headaches to find out now, as opposed to the day entries are due.

Step 4: The deadline for uploading all entries is March 31, 2011, no matter the media you advise. Your membership dues cover the costs of this contest – there are no additional fees. Your students may enter as many of the categories as you wish, or as few. There are no Sweepstakes points to be added up. Judges will award first, second, third and honorable mention by enrollment categories for newspaper and yearbook. There are no enrollment categories for video media.

Step 5: You will be sent an electronic entry form

no later than March 1, on which you will enter your students' names, category information and school media information. That entry form will be uploaded along with your PDFs / video files. There is no mailing involved with the Best of Colorado entries.

Step 6: You will be sent a link to your folder within our contest site no later than March 1. Our site software will allow you to upload one or multiple files directly to the site. You may NOT send native InDesign files – PDFs gather fonts and links for you, and Adobe Acrobat is friendly with Macs and Windows machines.

Step 7: Judging will be done by professional journalists and outstanding scholastic journalism advisers from across the nation. They will simply award winners, with an overview paragraph of what the best entries in a category shared. This is not a critique! (The All-Colorado Awards will offer a holistic critique of your students' work.)

Step 8: Once your entries are uploaded (and the software will send you an e-mail when uploads are complete), you need do nothing but keep on helping your students produce great journalism.

Step 9: You will receive certificates for your winners by mail in early May, in time for you to celebrate those successes before school ends. Winning work will be available online by the end of the school year for you and your students to use as models for the 2011-12 school year.