TOCA Communications Contest
Online Entry Process

Enter at:
You will always be a Contestant Manager.
It’s the default setting, so it shouldn’t be a problem.

Password: hopefully you remember from 2015. If not, reset your password or contact Kristy Mach.
Reminder: Kristy Mach can see your password, in case you forget and need access.
(While she is as honest as the day is long, please use a password that is unique to the contest only.)

Use the drop-down menu to find your company & name.
Some have multiple admins, please select your name only.
You may end up here. Select the 26th Annual TOCA Communications Contest, select your Media Organization and log in with your password.

You’re in! A few notes on this landing page:

1. My Account - changing this information will appear on all your entry forms.
2. Submit Entry will allow you to start entering contest categories.
3. Shipping Label for mail in entries will create a printable sheet for shipping.
4. Calculate entry fee will give you a total fee based on entries submitted. *Please note, submitting an entry will only upload to the site. It does not mean that it has been officially entered and a fee charged.
Start entering.

First, choose your division.

Select a category.
Special notes for the category will appear (if any).

Title your entry.

Optional: Create an additional account with BetterBNC if you'd like to utilize the Scrapbook functionality. There is no fee for this and can be used all year long.

Upload your entry file(s). If your entry resides online, simply put the URL to the entry.

Judges will hop right to the site and judge from there.

*Please make sure the content resides online through May 2016.
Give credit to all those you’d like to **appear on your award** and during the ceremony.

Click Submit!

This is where you can check to see that everything is accurate.

*Print this page if you are mailing in your entry.*

The Entry has been saved.

**This Page is Your Official Entry Form.**

**Entry Details:**
- Media Organization: Gardner & Gardner Communications (219)
- Title or Headline: www.TOCA.org
- Division: Design - MARCOMM
- Category: MGD02 Website design - digital design
- Entry Code: 21901
- Credits: Kristy Mach (Gardner & Gardner Communications)
- Entry made by Kristy Mach, Contestant Manager on 2016-01-27 18:17:39

**Design**
- MARCOMM
- Gardner & Gardner Communications
- Website design - digital design

DO NOT HIT YOUR BACK BUTTON

Submit Another Entry or Manage Entries | Logout
Important Notes Recap:

1. My Account will allow you to add your address, etc.
2. Submit Entry takes you back to the page where you can add another entry.
3. Calculate Entry Fee: Shows you how many entries and total cost.
4. Shipping label for mail in entries—these entries MUST be mailed and the form can be printed online.

   Entry categories requiring mailing:
   
   PD04: Printed Magazines – Overall Magazine Design
   MCD06: Printed Collateral – Overall Collateral Design
   MCD07: Printed Direct Response – Overall Direct Response Design
   MCD08: Printed Special Projects
   MCD09: Overall Press Kits Design
   MCD10: Point of Purchase Materials

---

This is where you can see your entries. This doesn’t mean they are officially entered, just there for consideration.

Final step to check out and officially enter on next page...
You are now officially entered into the contest. If you don’t select the entry, it will not be submitted for judging.

You successfully paid $40, and a receipt shows up at the bottom of the page.
If you have any questions, please contact Kristy Mach:

Office: 952-758-6340
Cell: 952-843-3108

The BetterBNC team can also troubleshoot any problems you may have. Do not hesitate to contact them from early in the morning to late in the evening. BetterBNC is based in Washington state.

Thank you for entering the 26th Annual TOCA Communications Contest!

Winners will be announced at the TOCA Annual Meeting

May 3-5 in Omaha, Nebraska