

Best in Media / IPC Entry Guidelines:

To guarantee your entry is correctly posted and available for judging, please follow these guidelines.

Please note: Failure to follow these guidelines could result in your entry being eliminated without further notice or refund of fee.

If you have any award rules or criteria questions, please contact the IPC directly

Awards Site: www.bestinmedia.com

Your Account: You will need to create a new account for this year. You may use last years username and password, but you will need to recreate your account before you will have access. This is a security related requirement.

Once you create your account (first visit only) you will be automatically logged in and a private Media Manager will be created.

Creating an Entry:

1. Log in (if you're not already)
2. Roll your mouse over the "Create an Entry" tab in the main menu
3. Roll your mouse over "Select Entry Forms"
4. A list of associations & organizations will appear. Click on "Idaho Press Club"
5. You will now be redirected to your entry and media page (New for 2017, see the image below)

Entry Page Layout:

IDAHO PRESS CLUB

Help Links

IPC FORM AND MEDIA HELP
Entry Form help? [CLICK HERE](#)

IPC Rules and Criteria? [CLICK HERE](#)

Media help? [CLICK HERE](#)

Entry Form

STEP 1: IPC ENTRY FORM

ENTRY FORM: Idaho Press Club 2017

Call Martha at: 208-389-2879 if you have any entry questions

Your Name
 First Last

Email

Phone Number
 - -
- ### -

Call Letters or Business Name

[Continue to Categories](#)

Media Uploader

STEP 2: UPLOAD YOUR ENTRY MEDIA-IPC

If you have any questions about how to prepare and upload your entry media, please use the links above. Remember, links to media running from your website are NOT ALLOWED

No videos running from your website are allowed

Video Entries:
[YouTube Video \(URL\)](#)
[Vimeo Video \(URL\)](#)
[Vevo Video \(URL\)](#)

Audio, Image or Document Files (You DO NOT need to upload Website or Flip Book URL's here)

[Audio File \(mp3\)](#)
[Document \(single or multipage PDF\)](#)
[Image \(.jpg or .png\)](#)

File Types: When to Use and How to Enter Them:

<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Videos	YouTube, Vevo or Vimeo	URL on FORM AND UPLOADED
		<ol style="list-style-type: none">1. No videos running from your webpage. There are very specific reasons why not2. Videos MUST remain posted until AFTER your awards banquet3. Videos MUST be made PUBLIC in order for them to be viewed4. You should post your videos to YouTube, Vevo or Vimeo in HD 720p or 1020p
<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Audio	MP3 files only	File name on FORM & File UPLOADED
		<ol style="list-style-type: none">1. No audio running from your website or any other 3rd party website allowed2. Your file should be at least 256K / 16 bit / Stereo
<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Images	JPG, PNG or PDF	File name on FORM & File UPLOADED
		<ol style="list-style-type: none">1. No file size limit! Upload ultra-high resolution photography2. No images allowed from a website UNLESS it's part of a story or website category
<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Document	PDF (single or multipage file)	File name on FORM & File UPLOADED
		<ol style="list-style-type: none">1. You can upload up to 4 single page PDF's per entry or a multi-page PDF file
<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Flip Book Link	URL	List on the FORM ONLY
		<ol style="list-style-type: none">1. Any flip book style website (Issuu.com recommended) may be used2. Post must be PUBLIC! No log in posts allowed3. No pop-up ads OR pre-load videos allowed

<u>ENTRY MEDIA</u>	<u>TYPE</u>	<u>MEDIA MANAGER</u>
Website URL	http:// URL	List on the FORM ONLY
<ol style="list-style-type: none">1. Use a URL for: Website Entries, Social Media Entries or Articles posted on your website2. If your website is behind a Paywall, you MUST provide a log in in the field on the entry form3. If you enter a URL for an ARTICLE entry, it must link directly to the article. No scrolling or menu clicks allowed		

Suggested use of these types of files:

- Video: Broadcast videos primarily in the Television Divisions / Categories
- Audio: Broadcast audio primarily in the Radio Divisions / Categories
- Images: Photography entries, additional images to support other entries
- PDF: Print, Publication or Public Relations: This can be a single OR multi-page PDF file that contains an ARTICLE (with pictures if desired) where the entry is showing creative content that is specifically meant to be read.
- Flip Book: Print, Publication or Public Relations: Sites like Issuu.com (recommended) are normally free and allow the judges to view your entry as if they had the actual printed version in their hands. It helps to show layout, jump pages along with the content of the article. The site MUST NOT require a log in for the judges to view.
- URL: Website, Social Media or Articles: Categories that are website specific, social media specific OR are linked to an ARTICLE you are submitting. This can be used as an option to uploading a PDF. Note: If you are using a URL for viewing an article, the link MUST take the judge to the exact article without the need to scroll or clicks

The Short Primer:

- Videos: Must be a YouTube, Vevo or Vimeo posted video. It must be made public, it must remain available until after your awards show. Videos running from your website are strictly prohibited. URL must be entered on your FORM as well as uploaded to your MEDIA MANAGER
- Audio: MP3 files only. The file name MUST be entered on your FORM as well as uploaded to your MEDIA MANAGER. Audio running from a website or 3rd party streaming provider are not allowed.
- Images: JPG or PNG high resolution files only. The file name MUST be listed on your FORM and the file uploaded to your MEDIA MANAGER. Images can also be submitted as a PDF file. No links to a website for viewing a photograph or graphic are allowed
- Flip Book: You may use a link to a publication posted on a flip book style site like issuu.com (recommended). You only list the URL on your FORM. You DO NOT need to upload the URL to your MEDIA MANAGER. The entry MUST NOT REQUIRE a log in to be viewed.
- Website: Used for website, online, social media or articles. The URL must be entered on your FORM, but does not need to be uploaded to your MEDIA MANAGER. Any link for an ARTICLE must take the judge DIRECTLY TO the article without the need to scroll OR click on a LINK once on the page. If access to the page is behind a PAYWALL, you MUST provide a log in on your FORM.