

## Managing your entry electronically

The software for recording your entries and printing entry forms and summaries is located on the internet at [www.vpa.net/contests](http://www.vpa.net/contests). Both PC and Macintosh versions are posted. The first step is downloading and installing the software.

### Downloading and installing software for PCs:

1. Download the PC version of the program from the VPA site to the directory of your choice or the desktop.
2. Navigate to the directory containing the downloaded program.
3. Double-click on **vpaentrykit07.exe**.
  - a. The installation program will ask if you want to install the program to a new directory named "**c:\vpaentry07 folder**".
  - b. Click the **unzip** button if it's okay for the program to create that directory and install the program.
  - c. If you prefer another directory name, just type it into the dialog box and click the **unzip** button.

### Downloading and installing software for Macs:

1. Download the Mac version of the program from the VPA site to the directory of your choice or the desktop. Be sure to select the proper version – OS9 or OSX – for your computer.
2. Navigate to the directory containing the downloaded program.
3. Double-click on **macos9kit.sea.hqx** or **macosxkit.sea.hqx**.
  - a. The installation program will ask if you want to install the program to a new directory named "**vpaentry07 folder**".
  - b. Click the confirmation button if it's okay for the program to create that directory and install the program.
  - c. If you prefer another directory name, just type it into the dialog box and click the confirmation button.

Now, get ready to place your entries into the database. As you do so, remember to type everything in normal caps-and-lower-case format. Do not type anything in all-caps format.

1. Review the rules for the contest.
2. Find your publication's PUB CODE in the list of publication codes.
3. Organize your entries according to their categories.
4. Double-click on the **vpaentry folder** directory.
5. Double-click on the file named **vpaentry**.
6. A data entry form will appear on the screen. Be sure the layout window in the upper left corner says "**Data Entry**." If not, press the arrow above the Rolodex icon and select "**Data Entry**."
7. Press **CONTROL-N** to bring up the first form.
8. Your cursor is in the **PUB CODE** field. Enter the correct code for your paper and press the TAB key. If you have entered the correct code, the name of your paper will appear in the "Publication Name" field. If the wrong name appears, press shift-tab to return to the **PUB CODE** field and enter the proper code.
9. Your cursor is in the **CAT CODE** field. Enter the code for the first category you wish to enter and press TAB. If your paper is not eligible for that category, a warning message will appear at the bottom of the form.
10. In the "**NUMBER of NAMES**" field, type the number of names on this entry, up to a total of six. Numbers higher than six will result in an error when you press tab.
11. Now enter the name(s) of the entrant(s). Put the first name or first and middle names in the first box on each line. Put the last name in the second box. Enter data on the same number of lines as you indicated in the "NUMBER of NAMES" field. For staff entries, put "Staff" in the first box.
12. When you have filled in all of the names, use the tab key or the mouse to put your cursor in the **SUBJECT** field. Enter the subject of the entry. For stories, photos or artwork, enter something that is descriptive of the entry. For makeup entries, you may leave this field blank. Do not repeat the category name in the subject field.

13. Now you may use the "NOTES TO JUDGE" box to give any additional information you want the judges to see. You may not enter more information than will fit in the box on the screen.
14. Review the information on the screen. Correct any errors before proceeding.
15. An entry identification code, consisting of your **PUB CODE**, a three-digit number and a letter, has been generated on screen. Write this code somewhere on the entry so that you'll be able to match entry forms with entries later.
16. Put the entry aside.
17. Press **CONTROL-N** to bring up a new blank record and continue entering data.
18. The program automatically saves to disk. If you wish to stop entering data at this time, just go to FILE and select EXIT or QUIT. You can resume at any time.

### Reviewing entries

1. To review your work at any time, put your cursor on the Rolodex icon. Clicking once on the upper page will move you backward, one entry at a time. Clicking once on the lower page will move you forward, one entry at a time.
2. You may delete an entry if you have decided not to send it in. With the entry displayed on your screen, click on **RECORDS** and then on **DELETE RECORD**. You'll be asked to confirm that you want to do this. If you delete an entry and change your mind, you will have to re-enter all of the information.
3. To add a new entry at any time, just press **CONTROL-N**.

### Printing a batch of entry forms

1. After you have placed all of your entries into the database, you want to print the entry forms.
2. Be sure you have selected the proper printer and that it has been loaded with standard, 8.5-by-11-inch paper.
3. Click on **SCRIPTS** and select "**ENTRY FORMS**". Forms will be printed for each of your entries.

### Printing a single entry form

1. Enter the data for the entry or scroll through your entries until the proper form is on the screen.
2. Be sure you have selected the proper printer and that it has been loaded with standard, 8.5-by-11-inch paper.
3. Note the "**Entry ID**" for the current entry. That's in the box beside the green label.
4. **Press CTRL-F.**
5. Put the desired Entry ID in the Entry ID box and press enter.
6. Click on **SCRIPTS** and select "**SELECTED FORMS**." The current form will be printed.

Remember that all entry forms must bear two signatures. See the portion of the rules regarding certification of entries for details.

### Printing entry summaries

1. Be sure you have selected the proper printer and that it has been loaded with standard, 8.5-by-11-inch paper.
2. Click on **SCRIPTS** and select "**ENTRY REPORT**." A summary of your entries will be printed, including the total amount of fees due with your entry package. Print one copy to keep and one copy to send to VPA. The copy that you send to VPA must be signed by the publisher or chief news executive.

### When everything is ready to go...

1. Attach entry forms to each of your entries. Make sure all entry forms are signed.
2. Print an entry summary to accompany your entries. Make sure the summary form is signed.
3. Obtain a check for entry fees and include it with your entries.
4. Double-click on the **vpentry07 folder** directory.

5. Copy the file named **vpaent.usr** (PC) or **vpaent.fp5** (Mac) onto a floppy disk or CD.
6. On the floppy or CD -- but not on your hard drive -- rename **vpaent.usr** to **XXXent.usr** (PC) or **vpaent.fp5** to **XXXent.fp5** (Mac), replacing the XXX with your paper's publication code.
7. Send an e-mail to randyjessie@earthlink.net and stephaniem@vpa.net with **vpaentry** in the subject field. Attach the renamed version of **vpaent.usr** or **vpaent.fp5** to the e-mail.
8. Don't erase any of the information from your PC or Mac until the information has been received and verified by VPA.
9. Write the name of your paper and your pub code on the label of the floppy or CD.
10. Send the floppy or CD to VPA with your entries.

### **If you've decided to do your entries the old way...**

Contact VPA to have manual forms and instructions sent to you. But please don't do that. Use the electronic system. You'll love it. We promise.

### **Answers to frequently asked questions...**

#### **Can I do entries for more than one paper in a single copy of the database?**

Yes, if you're using only one computer for all of the entries from the papers. If you're using more than one computer, you'll need to use multiple copies of the database. If you put multiple papers into a single copy of the database, be sure to note that fact in the e-mail and on the floppy disk label. When you rename the database file, use the pub code of the largest paper in the batch.

**Whatever you do**, DON'T reinstall the software on a computer after you have entered information into the database. If you install the software on a computer a second time, it will wipe out all previously entered information and there won't be any way to get it back.

#### **Can I use multiple computers to prepare entries?**

Sure. BUT don't split contest divisions across multiple computers. It will work fine if you do writing on one machine, presentation on another and graphics on another. If you split a division, you'll get duplicate entry numbers. When renaming the file to place it on the floppy and to attach it to the e-mail, do it this way (in this example, PUB stands for the pub code of the paper).

Writing entries            PUBENTW.usr

Graphics entries        PUBENTG.usr

Presentation entries    PUBENTP.usr

Your public service entries may be in any one of those files, but not in more than one.

The form to the right is the data entry form. It's what you see on your screen when you are typing information into the database. It is NOT the form that you print and attach to your entries. If this is what you see when you print your entry forms, you've skipped a step in the instructions. Go back and check the steps above.

Pub code  Category code  Number of names

Excerpt 1 First name  Last name

Excerpt 2 First name  Last name

Excerpt 3 First name  Last name

Excerpt 4 First name  Last name

Excerpt 5 First name  Last name

Excerpt 6 First name  Last name

Subject of entry

Notes to judge

Name of publication  City

Competition group  Group name

Entry number  Entry fee

Category name

Excerpts

Restrictions  Frequency  Alerts

MESSAGE **NOT ELIGIBLE FOR THIS CATEGORY. SEE RULES**

REMEMBER **YOU ARE LIMITED TO FOUR ENTRIES IN THIS CATEGORY**

Group  CCCode  BCode

Place

BA Y

**2004 VPA Entry Form**

Entry category  Entry identification

Business and financial writing

Excerpts

Virginia's Press  Alan Allen

Entry subject

Notes to judge

Description

Requirements

Daily dates (makeup only)

Non-daily dates (makeup only)

**NOT ELIGIBLE FOR THIS CATEGORY. SEE RULES**

We hereby certify that we have taken reasonable steps to ensure: (1) That the attached entry represents the original efforts of the entrant(s) named therein; (2) that the entrants are eligible to participate in this contest; (3) that each piece of work in the attached entry is presented exactly as published and there has been no post-publication editing, correction, enhancement, deletion or other modification of the content; (4) that all published corrections, clarifications and retractions have been included as part of the entry package.

Signature 1  Signature 2

The form to the left is an entry form. One of these forms must be attached to each entry. If you follow the steps above, this is what you'll get when you print your entries. There are spaces for two signatures on each entry form. Be sure that each entry form has both signatures before packaging your entries for shipment to VPA.

This is a summary and certification form. One of these forms must accompany the entries from your publication. It must be signed by the publisher or chief news executive of your publication.

**Virginia's Press**

Cat code	Category name	Entry ID	Excerpts	Subject of entry	Entry fee
W01	Business and financial writing	VPA106W	Rachel Bridges	VPA Treasurer's Report	6.55
Total entries				1	Total fees \$6.55

I hereby certify that I have taken reasonable steps to ensure: (1) That these entries are submitted as published and there has been no post-publication editing, correction, enhancement, deletion or other modification of the content; and (2) that the creators of the work in these entries are eligible to participate in this contest.

Publisher or chief news executive