HOW TO • Using the MIPA contest submission system

TO ACCESS THE CONTEST SUBMISSION SYSTEM OR PAY FEES: http://mipamsu.org/submit

MIPA has moved to a Web-based submission system for nearly all Individual Category Contest entries and for all of our special honors. Instead of clipping and mailing entries to MIPA, you will submit electronic files via this system. The system runs on the Submittable platform.

For 2014-15, the following contests will be submitted electronically via this system:

◗ **All News Writing, News Design & News Photography categories**

◗ **All Video categories**

◗ **All Digital Media categories**

◗ **Yearbook categories #1-26**

◗ **Spartan Video and Website critiques**

◗ **Student Journalist Staff**

◗ **Golden Pen Award**

◗ **Administrator of the Year**

◗ **John Field Award**

Submissions by mail will not be accepted for these categories.

Yearbook categories #26-32 will be submitted by mail by sending a single copy of your book to MIPA.

ACCEPTABLE FILE FORMATS

Please review the instructions about acceptable file formats of entry materials. Some categories require only a URL to the entry while others require you to upload a specific file type (such as .PDF or .JPG). Contest entries published on the Web cannot be behind a password and must be set to public view so that they can be accessed on judging day. Entries that do not meet the category requirements will be disqualified.

Videos

Videos should be hosted on your own website or by a video file sharing service such as YouTube, Vimeo, etc. Be sure that you do not put these videos behind a password, and that these videos are set to public (NOT private) so that judges can view them. Entries that cannot be accessed on judging day will be disqualified. Choose a video hosting service with a high standard of reliability. If your hosting service goes offline on judging day, your videos may not be included in the contest.

Web-based Content

In most cases, you can submit a link to entries that are published on the Web. In some cases, you may also be required to submit a supplementary file (such as a JPG for photos). Ensure all URLs work and that your content is not behind a password.

News Page Design

All news design entries must be submitted as PDF documents. FOR SPREADS (a spread is two facing pages) where your design crosses the gutter (flows across both pages), be sure to save your PDF as a spread, creating a single horizontal page out of two vertical pages. Otherwise, the judges will not see both pages of your spread together and will not get the full impact of your design. Consult your design software help guide for assistance saving a spread as a PDF.

Yearbook Page Design

Submit a single PDF of the page(s). FOR SPREADS (a spread is two facing pages), be sure to save your PDF as a spread, creating a single horizontal page out of two vertical pages. Otherwise, the judges will not see both pages of your spread together and will not get the full impact of your design. Consult your design software Help guide for assistance saving a spread as a PDF.

Art & Photos

For art and photo categories, submit the photo or artwork (see category description for file format) AND a PDF of the page on which the entry was published (if it appeared in print) or a working URL to the Web page on which the entry was published (if it appeared on a news website).

CONTEST DEADLINE

Entries must be submitted by the contest deadline. Late entries will not be accepted.

You may pay contest fees before or after submitting entries – as long as payment is made by the submission deadline. Checks or purchase orders should be postmarked by this date. Credit card payments should be completed by this date. Plan ahead!

PAYING ENTRY FEES

You do not have to pay at the same time you upload an entry. But payment should be made by the submission deadline.

You may pay by mail with a check or purchase order payable to MIPA. Or pay online with a credit card at **http://mipamsu.org/submit**

Student media outlets must complete and submit a summary sheet, including payment, for each contest area entered. Payment should be made by the submission deadline. Checks or purchase orders should be postmarked by this date. Credit card payments should be completed by this date. If your school is slow to process checks or purchase orders, plan ahead. You can always pay fees *before* you submit your entries as long as you know how many entries you plan to submit in each category.

You may combine payments for MIPA contests. Please provide an itemized list of all of the entry fees you are paying.

ACCESSING THE SUBMISSION SYSTEM

1.   Go to **http://mipamsu.org/submit**. Follow the instructions to submit your entries.

2.   Select the appropriate category for your entry.

3.   **FIRST-TIMER USERS:** The adviser will be prompted to create an account in the submission system (accounts carry over from year to year) before uploading your first contest entry. **ALL INDIVIDUAL CATEGORY CONTEST AND SPARTAN CRITIQUE ENTRIES MUST BE SUBMITTED FROM AN ACCOUNT USING THE ADVISER'S NAME!** That's how both you and MIPA can track all of your entries. **Do not allow students to create their own accounts for individual contest and Spartan entries!**
     RETURNING USERS: Log in to access your account.

4.   Fill out the entry form as directed. You must complete a separate entry form for each contest entry.

VIEWING YOUR SUBMISSIONS
AND TALLYING YOUR ENTRIES

If your school takes extra time to process payments, you may wish to pay contest fees early *before* you submit any entries to the system. That's the best way to ensure your entries meet the deadline and are accepted into the contest!

You can view your submissions at any time in the contest system.

1.   Go to **http://mipamsu.org/submit** to access the system.

2.   Log in.

3.   From the DASHBOARD menu at the top of the page, select My Submissions. A sortable list of all of your submissions will appear.

4.   From this page, you can sort your entries. You also can WITHDRAW any entries that were submitted by mistake or that you decide not to enter.

After you reviewing your entries, count the number of entries in each category and mark those numbers on the appropriate summary sheet. Use the summary sheet to prepare and submit payment.

Summary sheets may be submitted by mail, if paying by check or purchase order, or online if paying by credit card.

Summary sheets in the Yearbook contest must be submitted by mail (with your mail-in entries), even if making payment online.

TESTING THE SUBMISSION SYSTEM

1.   Go to **http://mipamsu.org/submit**. Enter the submission system.

2.   The "You Can Test This System Here" category was created to allow you to test submitting entries. Anything submitted into this category will not be entered into the contest.