# 10 Tips on submitting an entry in the 2022 NNAs

**STEP 1**

## Familiarize yourself with the categories

Read through the category descriptions so you know what you need to submit for each entry. Requirements are slightly different for each category.

**STEP 2**

## Get ready

Get your material ready before you log into the entry system. This material might include URLs to stories, JPGs of photos or cartoons, and PDFs or word documents.

**STEP 3**

## Prepare special material

If you're submitting an entry in the long or short feature category, it needs to be submitted as text only. It can be uploaded as a PDF or word document. Add an extra return between paragraphs to make it as easy as possible for judges to read.

**STEP 4**

## Lobby for yourself

Write a supporting letter for your entry. This is your chance to pitch your entry to the judges. Why did it matter to your community? What resources went into producing it and how significant was the investment for your newsroom? What impact did the story have? These letters provide value-added context for our judges.

**STEP 5**

## Paywall passwords

Acquire paywall information (if necessary) from the organization that published your work. You will need to enter this when you submit your entry.

**STEP 6**

## Keep it simple

Edit your submission so you are including only the key components. You want judges to see the relevant material, but you also don't want to burden them with unnecessary elements or sidebars.

**STEP 7**

## Save. And save again.

Don't forget to click the "Save" button after completing your submission. If you click the "Back to list" button, you will lose the entry you just completed.

**STEP 8**

## Need to edit your entry?

If you make a mistake or need to add something to an entry, you can edit your submission. Always check that the changes held after you have saved them. If you are not happy with an entry, you can delete it and add a new entry.

**STEP 9**

## Pay for your entries

Please add all your entries before processing payment, since your account will be deactivated once you finish the payment stage. You can pay with Paypal or credit online. You can also opt to receive an invoice, which can be paid by credit, cheque or e-transfer.

**STEP 10**

## Need help?

If at any point you are struggling with the system, email the Executive Director (exec@nna.ca) or Program Director (info@nna.ca) for help.

CONTACT US

# 10 Tips on submitting an entry in the 2022 NNAs

**STEP 1**

### Familiarize yourself with the categories
Read through the category descriptions so you know what you need to submit for each entry. Requirements are slightly different for each category.

**STEP 2**

### Get ready
Get your material ready before you log into the entry system. This material might include URLs to stories, JPGs of photos or cartoons, and PDFs or word documents.

**STEP 3**

### Prepare special material
If you're submitting an entry in the long or short feature category, it needs to be submitted as text only. It can be uploaded as a PDF or word document. Add an extra return between paragraphs to make it as easy as possible for judges to read.

**STEP 4**

### Lobby for yourself
Write a supporting letter for your entry. This is your chance to pitch your entry to the judges. Why did it matter to your community? What resources went into producing it and how significant was the investment for your newsroom? What impact did the story have? These letters provide value-added context for our judges.

**STEP 5**

### Paywall passwords
Acquire paywall information (if necessary) from the organization that published your work. You will need to enter this when you submit your entry.

**STEP 6**

### Keep it simple
Edit your submission so you are including only the key components. You want judges to see the relevant material, but you also don't want to burden them with unnecessary elements or sidebars.

**STEP 7**

### Save. And save again.
Don't forget to click the "Save" button after completing your submission. If you click the "Back to list" button, you will lose the entry you just completed.

**STEP 8**

### Need to edit your entry?
If you make a mistake or need to add something to an entry, you can edit your submission. Always check that the changes held after you have saved them. If you are not happy with an entry, you can delete it and add a new entry.

**STEP 9**

### Pay for your entries
Please add all your entries before processing payment, since your account will be deactivated once you finish the payment stage. You can pay with Paypal or credit online. You can also opt to receive an invoice, which can be paid by credit, cheque or e-transfer.

**STEP 10**

### Need help?
If at any point you are struggling with the system, email the Executive Director (exec@nna.ca) or Program Director (info@nna.ca) for help.