



2019 Catholic Press Awards *All Member Division*

Welcome to the 2019 Catholic Press Awards

The purpose of the award program is to recognize the contributions and hard work of association members throughout 2018. Winner announcements occur each June during the annual Catholic Media Conference, in *The Catholic Journalist* with judge comments, and on the CPA website

Each CPA Publisher Member, Communication Director, and Freelance Member may submit **one FREE entry**.

The Quick Look Chart on page 3 shows categories sorted by topic so you can easily find entries by group, then identify the category number and use that to read the description and make your submission.

New 2019 categories are listed at the top of the Quick Look chart and marked **NEW**



GENERAL BACKGROUND INFORMATION

▶ Free Entry

- One free entry per CPA Publisher or Freelance Member when submitted by 11:59 pm Central Time on Sunday, January 27, 2019.
- Free entry may be your only entry.

▶ \$36 for all entries submitted by 11:59 pm Central Time on Sunday, January 27, 2019.

▶ \$45 for all entries between January 28 and February 3, 2019.

▶ This Symbol 📄 indicates where hard copies are required.

▶ All entries are for work published in 2018.

▶ All members must be in good standing as of March 31, 2019.

▶ Deadlines:

- 11:59 p.m. CT, January 27, 2019 (\$36 per entry)
- 11:59 p.m. CT, February 3, 2019 (\$45 per entry)
- **All hardcopies must be received by February 8, 2019** so judges can, turn receive, the material on time.

▶ Payment deadline is Friday, February 15, 2019.

The following pages contain:

- ▶ Quick look at categories Pages 3-4
- ▶ Category numbers and descriptions Pages 5-13
- ▶ Eligibility requirements Page 14
- ▶ Submission instructions Pages 15-16
- ▶ Payment instructions Page 17
- ▶ Hard-copy Labels Page 18



QUICK LOOK

The Quick Look chart is designed to let you find entry categories by type instead of number. Use the category number (e.g. AI111) to find the detailed description and to submit your entry in the award software.

Individual Excellence	AI111	Advertising Business/Marketing Professional of the Year
Individual Excellence	AI121	Communications Director of the Year (English)
Individual Excellence	AI131a	Editor of the Year
Individual Excellence	AI131b	<ul style="list-style-type: none"> • Editor of the Year (English) • Editor of the Year (Spanish)
Individual Excellence	AI141	Graphic Artist/Designer of the Year
Individual Excellence	AI151	Multimedia Journalist of the Year
Individual Excellence	AI161	Photographer of the Year
Individual Excellence	AI171	Social Media Professional of the Year
Individual Excellence	AI175a	Staff Writer of the Year
Individual Excellence	AI175b	<ul style="list-style-type: none"> • Writer of the Year (English) • Writer of the Year (Spanish)
Individual Excellence	AI181	Videographer/Video Producer of the Year
Multimedia	AW331	Best Illustration with Graphic Design or Art
Multimedia	AW345	Best Freestanding Presentation of Online Photo Gallery or Slide Show
Multimedia	AW351a	Best Freestanding Presentation of Online Video
Multimedia	AW351b	<ul style="list-style-type: none"> • Best Freestanding Presentation of Online Video – Feature • Best Freestanding Presentation of Online Video – News • Best Freestanding Presentation of Online Video – Pro-Life Activities • Best Freestanding Presentation of Online Video – Depiction of Religious Life
Multimedia	AW351c	
Multimedia	AW351d	
Multimedia	AW361a	Best Multimedia Packages
Multimedia	AW361b	<ul style="list-style-type: none"> • Best Multimedia Package for Feature • Best Multimedia Package for News • Best Multimedia Package on Pro-life Activities • Best Multimedia Package for Depiction of Religious Life
Multimedia	AW361c	
Multimedia	AW361d	
Multimedia	AW371	Best Multimedia Package Series
Multimedia	AW381	Best Use of Video on Social Media
Social Media	AW511	Best Social Media Campaign
Social Media	AW541	Best Use of Social Media for Breaking News
Social Media	AW551	Best Use of Photos in Social Media
Social Media	AW561	Best Podcast
Social Media	AW571	Best Use of Live Video in Social Media



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Website	AW711a	Best Blogs <ul style="list-style-type: none"> • Best Blog – Group or Association • Best Blog – By Layperson • Best Blog – News Organization • Best Blog – By Religious/Clergy
Website	AW711b	
Website	AW711c	
Website	AW711d	
Website	AW731a	Best Online Content Not Published in Print <ul style="list-style-type: none"> • Best Online Content Not Published in Print – Photo Content • Best Online Content Not Published in Print – Written Content
Website	AW731b	
Website	AW751a	Best Web Sites - <ul style="list-style-type: none"> • Best Web site – Diocesan • Best Web site – General Publisher • Best Web site – Magazine or Newsletter • Best Web site – Newspaper • Best Web site – Spanish Publication
Website	AW751b	
Website	AW751c	
Website	AW751d	
Website	AW751e	
Website	AW771	Best Web And Print Package



CATEGORIES & DESCRIPTIONS

-  The paper symbol next to a category title indicates that hard copies are also required.
 -  The pen symbol indicates that Freelance Members may enter this category with Publisher Members.
-

Individual Excellence

AI111: Advertising Business/Marketing Professional of the Year

Entry should exemplify the high quality, professionalism and consistency of the nominated individual's work during 2018. For example, did they develop tools or strategies to better manage operations, to improve customer service, to build relationships with clients and readers?

An entry consists of three to five samples of the individual's efforts during 2018. These samples need not be related to each other. While it is not necessary for the samples to have been printed in a CPA publication, each must have been used by a member organization in some way. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the items are available online.

AI121: Communications Director of the Year

This category is for the best Communications Director professional representing a news outlet or diocese. Entry will consist of nomination by the person's supervisor as well as URL where judges can view website.

AI131a: Editor of the Year (English)

This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of three to five samples of the individual's efforts during 2018. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Writers who have editor responsibilities for publications should upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.



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AI131b: Editor of the Year (Spanish)

This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA-member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness. To be eligible for this category, samples must have been published by a CPA publication and originally written in Spanish. Samples originally written in English and translated into Spanish are not eligible. Samples from an English language publication with a Spanish language section are eligible.

An entry consists of three to five samples of the individual's efforts during 2018. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Writers who have editor responsibilities for publications should upload a PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

AI141: Graphic Artist/Designer of the Year

This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA-member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of three to five graphics/designs. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload a PDF file containing three to five graphics/designs through the awards website. You may also submit a PDF file or a Word document listing URLs if the graphics/designs are available online.

AI151: Multimedia Journalist of the Year

This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of three to five articles, photos and videos. For this multimedia category, you must submit examples of the following three: text, photos and/or videos. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload three to five articles, photos and videos through the awards website. You may also submit a PDF file or a Word document listing URLs if the items are available online.

Entries must have components of narrative text, photo(s) AND video(s). The entrant must have created all three. In addition, entries may contain other forms of media, such as graphics animation video and movable graphics, but the entry must demonstrate excellence in writing, photography and videography in order to compete in this category.



AI161: Photographer of the Year



This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA-member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of eight to ten photos. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload a PDF file containing eight to ten photos through the awards website. You may also submit a PDF file or a Word document listing URLs if the photos are available online.

AI171: Social Media Professional of the Year



This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

Entry will consist of nomination by the person's supervisor (i.e. director of communications, editor of the paper) as well as examples of campaigns, statistics on growth in engagement/reach, or documentation of other social media-related contributions.

AI175a: Writer of the Year (English)



This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of three to five writing samples. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload a PDF file containing three to five writing samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

AI175b: Writer of the Year (Spanish)



This category recognizes a writer for exemplary service to CPA publication(s) during 2018. Entrant must be on the staff of a CPA-member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness. To be eligible for this category, samples must have been published by a CPA publication and originally written in Spanish. Samples originally written in English and translated into Spanish are not eligible. Samples from an English - language publication with a Spanish - language section are eligible.

An entry consists of three to five writing samples. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Staff - writer contributors should upload a



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PDF file containing three to five samples through the awards website. You may also submit a PDF file or a Word document listing URLs if the samples are available online.

AI181: Videographer/Video Producer of the Year

This category recognizes an individual for exemplary service to CPA publication(s) or Publisher Members during 2018. Entrant must be on the staff of a CPA member publication or be a CPA Freelance Member. Judging will focus on demonstrated talent, creativity, thoroughness, and effectiveness.

An entry consists of three to five videos. These samples need not be related to each other. A letter may be submitted to explain circumstances that made the individual's success more notable. The letter should be used to describe entrant's contribution to the samples submitted. Please upload three to five videos through the awards website. You may also submit a PDF file or a Word document listing URLs if the videos are available online.

Multimedia

AW331: Best Illustration with Graphic Design or Art

Publisher and Freelance Members may enter this category. An entry consists of the URL of the webpage where judges may view the presentation or enter one PDF file of the page on which the illustration was published.

Entries are an illustration originating with the publication of an article, story, or poem.

AW345: Best Freestanding Presentation of Online Photo Gallery or Slide Show

Best use of photo galleries or slide shows that are freestanding and NOT used to enhance a publication's online presentation of a written story or stories.

An entry consists of the URL of the webpage where judges may view the presentation.

AW351a: Best Freestanding Presentation of Online Video – Feature

Best use of videos that are freestanding and not used to enhance a publication's online presentation of a written story or stories. Please select this subcategory if it best matches your video and contains a feature.

An entry consists of the URL of the webpage where judges may view the presentation.



AW351b: Best Freestanding Presentation of Online Video – News

Best use of videos that are freestanding and not used to enhance a publication's online presentation of a written story or stories. Please select this subcategory if the video's subject matter is a news story.

An entry consists of the URL of the webpage where judges may view the presentation.

AW351c: Best Freestanding Presentation of Online Video – Pro-life Activities

Best use of videos that are freestanding and not used to enhance a publication's online presentation of a written story or stories. Please select this subcategory if it best matches the video's subject matter.

An entry consists of the URL of the webpage where judges may view the presentation.

AW351d: Best Freestanding Presentation of Online Video – Depiction of Religious Life

Best use of videos that are freestanding and not used to enhance a publication's online presentation of a written story or stories. Please select this subcategory if it best matches the video's subject matter.

An entry consists of the URL of the webpage where judges may view the presentation.

AW361a: Best Multimedia Package – Feature

This subcategory is for a webpage that showcases a feature story that contains at least one of each of the following: written articles, photos and videos. All elements must be related to the same subject.

An entry consists of one URL where judges can view all online elements.

AW361b: Best Multimedia Package – News

This subcategory is for a webpage that showcases a news story that contains at least one of each of the following: written articles, photos and videos. All elements must be related to the same subject.

An entry consists of one URL where judges can view all online elements.

AW361c: Best Multimedia Package – Pro-Life Activities

This subcategory is for a webpage that showcases a story depicting pro-life activities that contains at least one of each of the following: written articles, photos and videos. All elements must be related to the same subject.

An entry consists of one URL where judges can view all online elements.

AW361d: Best Multimedia Package – Depiction of Religious Life

This subcategory is for a webpage that showcases a story depicting religious life that contains at least one of each of the following: written articles, photos and videos. All elements must be related to the same subject.

An entry consists of one URL where judges can view all online elements.



AW371: Best Multimedia Package Series

This category is for webpages that showcase a series of stories on a single topic. Each story should contain all of the following elements: written articles, photos and videos.

An entry consists of URLs where judges can view all online elements.

AW381: Best Use of Video on Social Media

This category is for prerecorded video specifically intended for use on social media platforms. The video may cover either news or feature story, and must have been published on social media.

An entry consists of a link to the published video on a social media platform, and may include a letter explaining more about the story, video production methods, and why the particular social media platform was chosen.

Social Media

AW511: Best Social Media Campaign

This category is for a prolonged social media campaign on a particular topic or theme that resulted in engagement, reach and genuine movement on social media platforms.

An entry consists of a written description of the objectives and goals that led to the implementation of the campaign or initiative, and demonstration of the campaign's effectiveness with statistics on reach and engagement. Submissions must also include at least two links to a variety of posts across social media, as well as any hash-tags unique to the campaign.

AW541: Best Use of Social Media for Breaking News

This category is for social media coverage of a major news event, using one or more social media platforms to engage viewers and deepen their experience of the event.

An entry consists of a variety of posts across social media that communicate various aspects of a breaking news story as it unfolds. Submissions should include at least two-links to the posts, and may include a letter explaining how coverage was executed and why particular media was chosen.

AW551: Best Use of Photos in Social Media

This category is for a photo or photos published on a social media platform, using imagery within social media to communicate a story or a message.

An entry consists of at least two-links to the posts where the photo or photos were shared. Submissions may include a letter explaining more about the photo(s) and why the particular social media platform was chosen.



AW561: Best Podcast

This category is for a podcast series. An entry consists of the URL of the webpage where judges may download and listen to podcast episodes

Submissions may include a letter with more information about the podcast.

AW571: Best Use of Live Video in Social Media

This category is for live video created within a social media platform, providing coverage of an event or story as it unfolds.

An entry consists of a link to the published live video on a social media platform, and may include a letter explaining more about the story, video production methods, and why the particular social media platform was chosen.

Website

AW711a: Best Blog – Group or Association



A blog may be entered into more than one subcategory except where otherwise instructed.

This subcategory is for blogs belonging to a sponsoring organization not considered a news outlet.

Publisher and Freelance Members may enter this category. An entry consists of the blog's permanent URL. Three to five blog entries may be entered for judges to consider.

AW711b: Best Blog – By Layperson



A blog may be entered into more than one subcategory except where indicated otherwise.

This subcategory is for blogs belonging to lay-people writing on Catholic topics. Staff Members and freelancers of organizations qualify for this subcategory, but they don't need to be associated with a CPA Publisher Member to enter. The blog must be the original work of a CPA Member. Registered Representatives, Staff Members, Freelance Members, Communications Directors who's diocese have a publisher member of the CPA, and may enter this subcategory.

An entry consists of the blog's permanent URL. Three-to five blog entries may be entered for judges to consider. The blog must be the original work of a CPA Member.

AW711c: Best Blog – News Organization



A blog may be entered into more than one subcategory except where otherwise instructed.

This subcategory is for blogs belonging to an encompassing news organization. Publisher and Freelance Members may enter this category.

An entry consists of the blog's permanent URL. Three to five blog entries may be entered for judges to consider.



AW711d: Best Blog – By Religious/Clergy

A blog may be entered into more than one subcategory except where otherwise instructed.

This subcategory is for blogs belonging to religious/clergy writing on Catholic topics. Staff Members and freelancers of organizations qualify for this subcategory, but they don't need to be associated with a CPA Publisher Member to enter. The blog must be the original work of a CPA Member. Registered Representatives, Staff Members, Freelance Members and Communications Directors who's diocese have a publisher member of the CPA may enter this subcategory

An entry consists of the blog's permanent URL. Three to five blog entries may be entered for judges to consider.

AW731a: Best Online Content Not Published in Print – Photo Content

This category is for photo content posted on a publisher's website. Content that also appears in the print publication is not eligible.

An entry consists of two or more photographs covering the same event or topic. The photos may appear either alongside an article or in an independent photo gallery on the publication's website.

Publisher and Freelance Members may enter this category. An entry consists of a URL where judges can view the content online. If more than one URL is being submitted, please list them in a Word or PDF document and upload them into the entry field that allows file uploads.

AW731b: Best Online Content Not Published in Print – Written Content

This category honors the extent to which publications are increasingly posting original content on their websites. Content that also appears in the print publication is not eligible.

An entry consists of up to five articles published online within a 60-day period that by themselves demonstrate sound writing and storytelling, and in the aggregate suggests a publication staff's belief in the immediacy and value of reaching an online audience.

Publisher and Freelance Members may enter this category. An entry consists of up to five URLs where judges can view the content online. If multiple URLs are being submitted, please list them in a Word or PDF document and upload them into the entry field that allows file uploads.

AW751a: Best Website – Diocesan

The diocesan communication director and diocesan publication (if one exists) must be CPA members for the website to be eligible for this category. Judging will focus on overall quality of site content and graphics, as well as effectiveness in meeting site objectives as stated by the entrant.

An entry consists of the URL of the website and a written description of site objectives.

If multiple URLs are being submitted, please list them in a Word or PDF document and upload them into the entry field that allows file uploads.



AW751b: Best Website – General Publisher

Website must be from a CPA General Publisher Member. E-books and digital publications (i.e., e-magazines) are not eligible. Judging will be on overall quality of site content and graphics, as well as effectiveness in meeting website objectives as stated by the entrant.

An entry consists of the URL of the website and a description of site objectives.

AW751c: Best Website – Magazine or Newsletter

The website must be the site of CPA member publication. No e-magazines may be submitted. Judging will be on overall quality of site content and graphics, as well as effectiveness in meeting site objectives as stated by the entrant.

An entry consists of the URL of the website and a written description of site objectives.

AW751d: Best Website – Newspaper

The website must be the site of a CPA member publication. No e-newspaper publications may be submitted. Judging will be on overall quality of site content and graphics, as well as effectiveness in meeting site objectives as stated by the entrant.

An entry consists of the URL of the website and a written description of site objectives.

AW751e: Best Website – Spanish Publication

The website must be the site of a CPA member publication. No e-newspaper publications may be submitted. Judging will be on overall quality of site content and graphics, as well as effectiveness in meeting site objectives as stated by the entrant.

An entry consists of the URL of the website and a written description of site objectives.

AW771: Best Web and Print Package



This category recognizes the integration of print and online elements to present one main topic. Elements should include printed articles (text and photographs) and web information (text, photographs, graphic elements, slideshows, and/or videos). Judging will focus on the synergy of the combined package and how the elements work together to tell a story.

An entry consists of a URL for the online information and one HARD COPY set of the print pieces sent to the CPA office. Please clip all hard copy elements together.



ELIGIBILITY REQUIREMENTS

The Catholic Press Awards is a recognition program for CPA members. The following eligibility requirements apply.

1. Entries must be from a Publisher or Freelance Member in good standing. Member dues must be paid by March 31, 2018 to receive an award. **No refunds** offered after judging.
2. Entries must be the original work of a publication or Freelance Member. Include bylines/credits on all submissions. Plagiarized or incorrectly credited entries are grounds for disqualification.
3. **Publisher Members** may submit the work of any employee or Freelance Member. The author/creator need not be a Staff Member or Freelance Member.
4. **Freelance Members** may only enter designated categories marked with a pen symbol. 
 - Your work must appear in the print edition of, on the website of, or in promotion of a Publisher Member.
 - **To avoid duplicate entries**, we ask Freelance Members to consult with the publication that printed the material before submitting it. Please confirm that the publication is not submitting the same work in the same category as you.
5. Only entries published in calendar year 2018 are accepted.

REASONS FOR ELIMINATION OR DISQUALIFICATION

- **Less than two submissions per category:** Every category requires at least two submissions, by different entrants, to qualify for evaluation. Under this scenario we will refund your entry fee.
- **Entry does not meet submission requirements:** Entries must be submitted properly and include all required components to be evaluated by the judges. Please check the category descriptions to make sure your entries are correct.
 - Be sure that hard copies are labeled correctly and in the CPA office by February 8, 2019.
 - Under this scenario we will not refund your entry fee.

JUDGING

Faculty members from the Journalism Schools of Marquette University, Spring Hill College and DePaul University, along with select professionals familiar with the Catholic Press, judge the entries.



SUBMISSION INSTRUCTIONS

GETTING STARTED

Submit all entries digitally through the CPA awards website beginning December 3, 2018.

- <https://catholicpress.secure-platform.com/a/solicitations/home/30>
- The website allows you to view categories, make submissions, and pay in the same place.

Please read category descriptions to determine submission requirements for each category. If you have questions about eligibility, submissions, or payment, please visit our website [press awards page](#). If you need further assistance, please email cpaawards@catholicpress.org or call 312-380-6789.

CREATE A PUBLICATION PROFILE FIRST

For simplicity's sake, we recommend creating **one PROFILE account** for your publication.

- **Returning Entrants:** you can use the same login information you used last year. If you do not remember your password you may go to the log in page and click "Forgot My Password" to reset and make a new one.
- **New Entrants:** click "Enter the Catholic Press Awards" on the homepage and follow prompts to create a username and password for your account.
- **New format:** You will now select your membership type at the beginning of the submission form. After you select a membership type, you will see a box labeled "Publisher Name," this box is where you will select your publication name from a list. The address will auto-populate.
- **New video instructions may be viewed by clicking this link <https://screencast-o-matic.com/watch/cF6UFjYGJX> or a PDF file by clicking this link <https://docs.google.com/document/d/14E3tnTj6ZkBnuCdYPe8gN2Qg5Lc-Ckq8VVGQgwFoXW6I/edit>**
- **If you have any questions about this part of the process please call the office.**

CREATING A NEW SUBMISSION

1. Once logged into your Profile account, click "Make Another Application" then "Enter Catholic Press Awards" You will be prompted to review your past submissions or to begin a new submission.
2. If you have any unfinished submissions from prior years, we suggest deleting them because they will not upload in the current contest.
3. Select, "Click Here" to Begin A New Submission" fill out the form as prompted and click "Save And Next" to continue. You can return to the previous form at any time.
 - a. All entries are marked "Incomplete" until paid.
4. Options after making submissions:
 - a. **Save your work:** Click "Save" to save your work and leave the form. You can return and edit it at any time, until you pay for it, by clicking on "My Applications" and clicking "Edit".
 - b. **Prepare to Pay:** Click "Add To Cart" to move your saved submission to your cart.
 - i. You can return and edit by clicking "Make Changes" prior to paying.
 - ii. You can also remove it from your cart.
 - iii. Click "Checkout" to pay.
5. **Paid entries are marked "Complete" and cannot be edited.** We suggest you proof all submissions for duplicates, accuracy and attachments prior to paying.
 - 5a. To fix mistakes after completion, contact Kathleen Holloway at cpaawards@catholicpress.org on or before February 3, 2019.



2019 Catholic Press Awards *All Member Division*

HARD-COPY MATERIALS indicated with the label 📄

The following category requires a hard-copy submission in addition to the digital submission on the website: AW771.

To ensure that your submissions are ready for judging:

- Consult the category description to confirm number of hard copies required and what material must be submitted by hard copy.
- Provide clean material with no marks or highlighting on the submission.
- Label your hard-copy materials for easy identification (See Hard-copy Labeling).
- If two sets of material are required, please clip together each set and affix a label to each set.
- All hard copies received after February 8 are disqualified.

HARD-COPY LABELLING-

- Labels are found at the back of the packet.
- Every hard-copy submission must have its own label.
- Hard-copy entries without labels are disqualified.

Be sure to affix label to every set of hard copies. **Hard-copy entries that arrive without labels will be disqualified.**

SHIPPING

- Keep individual boxes to no more than 25 lbs.
- Mark the outside of box with **Box 1 of #** being sent, and so on.
- If paying by check, include printed invoice and payment in Box 1.
- For delivery confirmation use your carrier's tracking service.
- All materials must be received by February 8, 2019.
- Due to building hours, please do not ship your items with signature required as this may delay the arrival.
- Call the CPA office- at 312-380-6789 with any questions.



ENTRY FEE & PAYMENT PROCESS

FREE ENTRY

- ▶ One free entry per CPA Publisher or Freelance Member when submitted by 11:59 pm Central Time on Sunday, January 27, 2019.
- ▶ Free entry may be your only entry.
- ▶ Free entry automatically added to your cart.

ADDITIONAL ENTRIES

- ▶ \$36 for all entries submitted by 11:59 pm Central Time on Sunday, January 27; 2019
- ▶ \$45 for all entries between January 28 and February 3, 2019

PAYMENT

1. When you have items in your cart, a direct link to your cart will appear under “My Applications.” Click it to edit submission or pay for your entries.
2. When ready, click the “Checkout” button, you will be prompted to pay by check or credit card.
2a. When submitting just one entry your balance is zero and you will be prompted to finalize the transaction.
3. Select your method of payment, then click “Process.”
4. In the next screen, you have the option to print your invoice and submission forms.

When paying by check, include a copy of the invoice or list the invoice number on the check.

MAIL HARD-COPY MATERIALS AND PAYMENT TO:

CPA Awards Program
Catholic Press Association
205 West Monroe St., Suite 470
Chicago, IL 60606

ENTRY DEADLINES

\$36: 11:59 pm CST – Sunday, January 27, 2019

\$45: 11:59 pm CST – Sunday, February 3, 2019



2019 Catholic Press Awards *All Member Division*

HARD-COPY LABELS

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

2019 Catholic Press Awards

Category # _____ Application # _____

Publication _____

City _____ State _____

Run date _____

Headline/Title _____

Byline, Credits _____

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