

CMA Awards Program Questions and Answers



All Programs

[Q: I can't login to start my Awards entry.](#)

[Q: I don't remember my login information from last year. How do I log in?](#)

[Q: I'm new to the organization and I'm entering the submissions this year. I don't know the username and password. What do I do?](#)

[Q: Why do I have to upload an image of my entry? It is not marked as required.](#)

[Q: I cannot type in my membership/publication name on the application or it will not populate. Why?](#)

[Q: When I uploaded my file, it shows up as "No Preview Available" on the submission page. Did my file upload?](#)

[Q: How big can a file upload size be?](#)

[Q: Is the exact title of entry important on the application?](#)

[Q: I cannot move to the next page of my application. Why?](#)

[Q: Can I go back and edit my submissions?](#)

[Q: Will I receive the open period rate during the extension period of the program?](#)

[Q: What should I include with my Awards check payment?](#)

[Q: I need help, but no one has responded to my email or phone call yet.](#)

[Q: Where do I find hard copy labels? Do I need to include them?](#)

[Q: Where do I send my hard copy entries and check payment?](#)

[Q: Was my hard copy received?](#)

Press Awards Questions

[Q: How many free entries do I receive in the Press Awards?](#)

[Q: I'm a Freelance Member of the Catholic Media Association. Can I submit any work that I created in 2021 into the Press Awards?](#)

[Q: What does full-time staff members refer to in the General Excellence Best Newspaper category?](#)

Book Awards Questions

[Q: I do not know that exact date of publication for my Book Awards entry, what should I do?](#)

[Q: I am a CMA member and I translated/copyedited a book. Can I submit the book to the CMA Book Awards at the member rate?](#)

[Q: I'm a Freelance Member of the Catholic Media Association. Can I submit Book Awards entries at the member rate?](#)

All Programs

Q: I can't login to start my Awards entry.

The "My Membership" login information is not the same as the Awards login. This is a separate account each submitter must have. To log into the correct portal, visit the Awards program landing page you are entering.

Q: I don't remember my login information from last year. How do I log in?

Your "username" is the email address used to create your Awards account. Click on "Forgot Password?" to receive an email with login instructions and the new password. Please check your spam folder if you do not receive the auto-generated email.

Please create a new account if you do not remember the email that used to create a previous account.

Q: I'm new to the organization and I'm entering the submissions this year. I don't know the username and password. What do I do?

Click on the awards program you want to enter; you will be prompted to either log in or create a new account. Please create your own new account to start submissions.

Watch a video for instructions on how to submit an entry. **(video is for Press Awards)**
Click [here](#) for a PDF of the submission instructions.

Q. I cannot type in my membership/publication name on the application or it will not populate. Why?

Please ensure you have selected correct membership type and type the membership name in the search bar right below the "membership type" section of the application. It will start auto-populating on the application. If the name does not start auto-populating, please email membership@CatholicMediaAssociation.org to confirm membership.

submission click [here](#).
Eucarol Juarez
312-380-6789
cpaawards@catholicpress.org

catholic and then choose from the list once they saw Catholic Press Association. Please email membership@catholicpress.org if you need assistance with this step.

- Communication Department
- Freelance Member
- Publisher

Search for a Publisher

This box to the right is where you have to enter your publication name for information to auto populate



Publisher Name *

If your institution does not appear in our search results, please call the office for eligibility confirmation. (312) 380-6789

Q: Why do I have to upload an Image of my entry? It is not marked as required.

While not required, it is encouraged. This image is entered into the Winners Gallery if given a placement. If you have a winning entry and there is no image file on the submission form, it will appear blank in the Winners Gallery.

The images may also be used in the Catholic Journalist awards issue and/or the CMA social media pages to highlight winners.

Q: When I uploaded my file, it shows up as “No Preview Available” on the submission page. Did my file upload?

Yes, it did. A preview was not generated because the file size was too large for the system to generate a preview. The file was uploaded, and the judges will be able to download the file and read it.

Q: How big can a file upload size be?

Each file upload is 50mb. If you have further questions, please email kholloway@CatholicMediaAssociation.org.

Q: Is the exact title of entry important on the application?

Yes. This is what will appear in the Catholic Journalist and certificates if it receives a placement. Please make sure that title is written as you would like it to appear. Publication and Credit should not be included in this field as they are noted on their own field on the application.

Q: I cannot move to the next page of my application. Why?

Please make sure that all required fields are filled in. Required fields are marked with a **red asterisk**.

Q: Can I go back and edit my submissions?

If you have not checked out, yes. If you have started an application and need to log out, you can click “SAVE” at the bottom of that application before you leave the page. When you log back into your Awards account, you will see a panel on the left-hand side, click on “Incomplete” and your applications will be listed. The option to edit will appear on the right-hand side. If you have already **checked out**, please email

Awards@CatholicMediaAssociation.org for assistance. We can make some edits and uploads on our end.

The screenshot shows a user interface for managing award applications. On the left is a sidebar menu with options: Home, My Applications (with sub-options: All (10), Incomplete (10), Expired (0)), My Profile, Change Password, Admin Panel, and Log Out. The main area displays a table of applications with columns: Last Updated, Program, Round, #, Category, Title, and Action. The second row is highlighted in yellow.

| Last Updated | Program | Round | # | Category | Title | Action |
|--------------|------------------------------------|-------|-------|----------|-------|-----------------------|
| | 2021 Catholic Press Awards Program | Main | 29407 | | 29407 | Edit Remove Print |
| | 2021 Catholic Press Awards Program | Main | 29409 | | 29409 | Edit Remove Print |
| | 2021 Gabriel Awards | Main | 29410 | | | Edit Remove Print |
| | 2021 CMA Book Awards | Main | 29418 | | | Edit Remove Print |
| | 2021 CMA Book Awards | Main | 29419 | | | Edit Remove Print |

Q: What category should I enter my work in?

The program packets are an excellent resource for all categories, descriptions, and requirements. The packets are updated yearly so it’s a great idea to check for changes from last year. Visit the link ahead <https://www.catholicpress.org/page/Awards> and click on program you are entering for full information and packet link.

Email Awards@CatholicMediaAssociation.org for assistance if you need further clarification.

Q: Will I receive the open period rate during the extension period of the program?

No. The open submission period ends at **11:59 p.m. CT, January 31, 2022**. Please plan accordingly. All entries after the open period are at the extension period rate through February 7, 2022.

Q: What should I include with my Awards check payment?

Please include a copy of your invoice or the invoice number. If making split program entries, please make note of what they are.

Q: I need help, but no one has responded to my email or phone call yet.

CMA staff is mainly working remote and the Awards program coordinators work part-time so it may take longer than usual to respond. Thank you for your patience. Please email Awards@CatholicMediaAssociation.org for assistance. The program receives a high volume of emails and questions in mid-January, so it is better to ask your questions sooner than later.

Q: Where do I find hard copy labels? Do I need to include them?

Hard copy labels are found at the end of the Awards program packets if applicable to the program. Yes, the information on the label is how staff and judges will match the hard copy to the submitter's entry. This is especially important if the same material was entered in multiple categories. While most submitters use tape, rubber bands or binder clips are also suggested to avoid damage to your hard copy.

Q: Where do I send my hard copy entries and check payment?

Catholic Media Association
CMA Awards Program
205 W. Monroe St, Suite 470
Chicago, IL 60606

Q: Was my hard copy received?

The CMA Awards program does keep track of incoming hard copy entries. However, because staff is working mainly remote, and on an office rotation schedule, it may take longer than usual to confirm that packages were received. We also anticipate longer than usual mail deliveries during this time. Please email Awards@CatholicMediaAssociation.org if you would like to confirm package was received.



Press Awards Questions

Q: How many free entries do I receive in the Press Awards?

One free entry per publication, freelance, or communication (if applicable) membership. **Please note:** Individual members are not eligible to enter the Press Awards. The free entry is only available during the open period through January 31, 2022, 11:59pm Central Time.

Members will be invoiced for all "extra" free entries. Extra free entries occur when there are multiple "checkouts" during the open submission period.

If you have questions about your membership status, please email membership@CatholicMediaAssociation.org.

Q: I'm a Freelance Member of the Catholic Media Association. Can I submit *any* work that I created in 2021 into the Press Awards?

Any work that you submit to the 2022 Catholic Press Awards must have been published by a CMA member publication, and you must list that publication on the application. The file/URL that you submit should be either the pages of the CMA member publication or the website of the CMA member publication that shows your work. We ask Freelance Members to check with the publication to make sure they are not also submitting your work into the same categories.

Q: What does full-time staff members refer to in the General Excellence Best Newspaper category?

This refers to editorial staff members who work directly on the paper including reporters, editors, photographers.



Book Awards Questions

Q: I do not know that exact date of publication for my Book Awards entry, what should I do?

You may make your best estimation with month and day. It is the year of publication, 2021, that is the requirement

Q: I am a CMA member and I translated/copyedited a book. Can I submit the book to the CMA Book Awards at the member rate?

No. CMA Members may only submit work that they wrote, published or edited (as in an anthology or reference book.)

Q: I'm a Freelance Member of the Catholic Media Association. Can I submit Book Awards entries at the member rate?

Freelance Members may submit books that they authored at the member rate. We encourage you to check with the publisher to make sure they are not also submitting your work into the same categories.