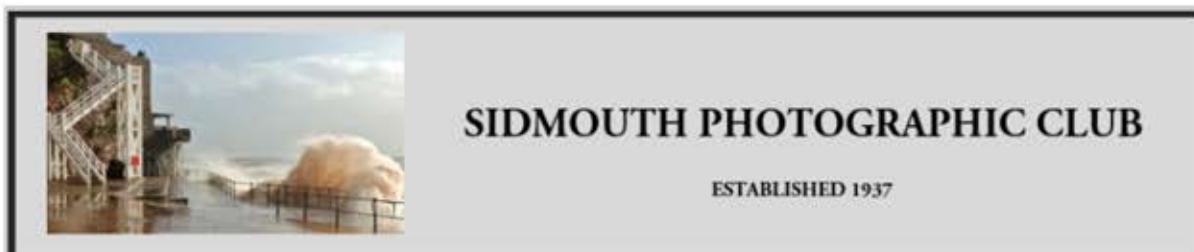


SPC - Instructions for using Photo Entry



PhotoEntry

1

What is Photo Entry?

Photo Entry is a website, used by many WCPF Clubs, which allows photo competition entries to be uploaded by competition entrants. It greatly improves the workflow with DiCentra for presenting competitions and allows competition entrants to manage their own entries and keep a record of the entries they have entered into different competitions over time.

This document is intended to assist members to login to the system and provides step-by-step instructions for entering images into competitions.

Where can I get help?

There is an informative help section in the user area.

In addition, there are designated Committee Members at your disposal to help with any questions and provide one-to-one help if you get stuck at all. These are:

Tony Velterop - Print Secretary (DPD) - tonyvelterop@gmail.com
Ian Hosker - Training Officer - ianhosker@gmail.com

Please do not suffer in silence and just ask if you would like any help.

2

Login for the first time

Step 1 - You will have your own unique and secure login. Here's how...

1. Users will receive an automated email from Photo Entry inviting you to login and create your own user account. It looks like this
2. Follow the link in the email...

You will notice a new member in these slides, Michael Berg. Not much of a pseudonym but please do bear with!

In most cases but not all, your user ID will be your email address.

The screenshot shows an email from PhotoEntry. The header includes 'PhotoEntry', 'Sidmouth Photographic Club PhotoEntry System', and 'To: Michael Berg'. The main body of the email is titled 'PhotoEntry' and 'Dear Michael Berg'. It states: 'Your photographic club or society, Sidmouth Photographic Club, has decided to use the PhotoEntry System for managing entries into competitions. Please log on using the following information:'. Below this, it lists: 'URL: <https://compent.photoentry.uk/compent>', 'User ID: **mg1**', and 'Temporary Password: **gem-qus-tiv-rux** (enter in lowercase, including the hyphens)'. A note at the bottom says: 'The above password has been randomly generated. Once you have logged in you will be asked to change it to one of your choice. You can find useful information in the FAQs section on the website, or contact your Competition Secretary with any queries.'

3

Login Step 2

1. The link takes you to this page
2. Enter the user ID and Password given to you in the email
3. If you wish, you can tick the Remember UserID box to retain the information next time you login. Up to you.
4. Then press "login"...

The screenshot shows the 'PhotoEntry' login page. It has a camera icon and the text 'PhotoEntry' at the top. Below this, there's a 'Forgotten Password' link and a 'Login' section. The 'Login' section contains two input fields: 'User ID' with the value 'mg1' and 'Password' with a masked value 'XXXXXXXXXXXX'. There's a 'Remember UserID on this computer' checkbox. Below the checkbox, it says: 'By selecting Remember UserID, you are consenting to PhotoEntry storing your UserID as a cookie on this computer.' There's a small note: '* Indicates required field'. At the bottom of the login section is a 'Login' button. At the very bottom of the page, it says: 'After 5 failed login attempts, you will have to wait 5 minutes before trying again.'

4

Login

Step 3 - Change password

1. You will arrive at this page and be asked to change your password
2. Enter your new password
3. Repeat it in the second box
4. Press "Change Password"...

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Login

Step 4 - Success!

1. Once you have successfully changed passwords, you will see this screen
2. Well done! You have now logged in
3. Don't forget your user ID and password as you will need them when you login next time. It is worth making a note even if your browser remembers these things for you
4. Now we will look at what you can do and how to enter a competition...

6

Enter an Entry

Step 1 - The Main Menu

What is an entry?

The first thing to do, before we get stuck in, is to explain what an "entry" is. As in "Enter an Entry" above. Why does it not just say "Enter an Image"? Photo Entry thinks of each competitor (that's you) "entering" each competition. So for example, we will have Comp 5 prints and Comp 5 MPI for the next competition (Comp 5) and each member will be able to make an entry into each competition. The entry into Comp 5 Prints will be limited to 2 images and the entry to Comp 5 MPI will be limited to 1 image. So everyone can make only one "entry" into any competition but there might be more than one competition and more than one image per entry. Get it?

The great thing is, you will be able to see all the competitions you can enter and how many images, but more of that later!

1. This is the Main Menu and it is very straightforward
2. You will arrive here when you login.
3. You will see a link to the current season of competitions and one or two other options you can change here
4. To make an entry (or see your previous entries) just press the link...

You can click on your name to see this menu where you can change your password and security settings if you wish to



Here is the "Help" menu. It is worth having a look inside

This is the link to the competitions

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Enter an Entry

Step 2 - Finding the competitions

1. Ok, so here we are in the current season of competitions
2. Normally, you will see all the competitions in the year
3. They will be opened for entries in order
4. And you will be able to see all your entries, past and future, by pressing the "Show your Entries In This Group"
5. However, to begin with, we are starting with "Dummy Comp 1" (that does not mean it is for dummies!)
6. So, press the link for Dummy Comp 1...



Press the link here for Dummy Comp 1

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Enter an Entry

Step 3 - Add an Entry

1. Shazam! Here we are!
2. This page gives you more information about the competition as you will see
3. Once you have had a look, press Add New Entry, to make an entry



Don't forget you can access the help menu from all the pages if you have any questions

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Enter an Entry

Step 4 - Entry Details

1. Now this is getting exciting - no?
2. This is where you enter the title of your image and specify what information will be included with it
3. Once you have done that, the option will be available to Add The Entry. Press that when you are done...



The recommendation is to leave the settings on the default, "Publish, include metadata, no copyright watermark". Tick the little box next to it to remember the settings

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Enter an Entry

Step 5 - Add image(s)

1. Whoa! Steady on on, you are galloping through this
2. Now you can see your entry and it is time to add your image(s)
3. You will by have your images ready as jpg files in the same sizing and quality settings as before
4. If you press the Choose jpg button, it will take you to your computer to select the image
5. I find it easiest to leave the image ready on the desktop but you can find it anywhere
6. Just click on the image file on your computer and you will be taken to the next page...

This tells you the size and colour space which is: 1600 x 1200 pixels, SRGB, jpg at 100% quality, the same as before



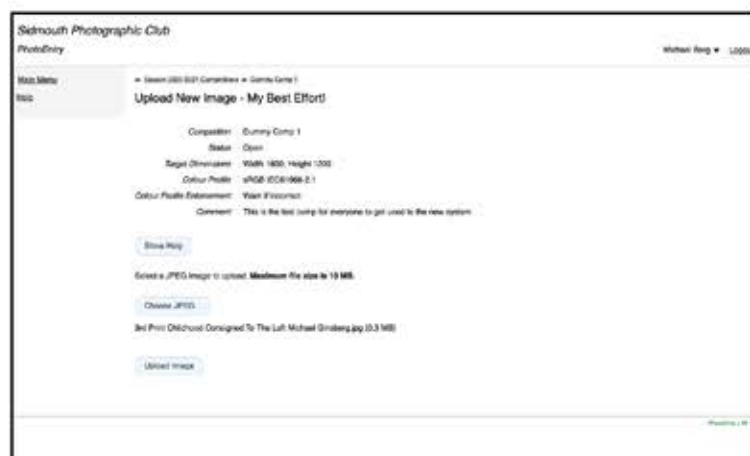
This is help for uploading images and is well worth having a look at

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Enter an Entry

Step 6 - Confirm upload

1. Ok, so now you should see this screen.
2. You will notice your file name is given and you have the option to Upload Image
3. Before you do that, you might have noticed that the file name of my image is not the same as the title I entered for the entry. That is one of the advantages of the system, in that you no longer have to match a file naming convention. The file name is no longer relevant. The system will use the title you have given the image and your own name and it creates a random order from all the entries for the judging.
4. Now you can press Upload Image...



Enter an Entry

Step 7 - All done

1. Congratulations, if you see this screen, you can see your image has been added to your entry and you can now logout and go and make yourself a well deserved cup of tea
2. If you don't see this screen, you might like to reach for something a little stronger!
3. Seriously, don't panic if it has not worked. The most likely reason is that the image you are uploading does not comply with the requirements
4. If that is the case, it might be worth checking all the details or trying another image
5. Have a look at the Help section too but you also have three knights in shining armour, well Tony, Ian and me, ready to help (contact details on page 2)
6. Good luck!

You will only be able to enter 1 image for Dummy Comp 1, but where future competitions call for more images, you will just do the same again to enter more images



By the way, if you wish to change the image, delete it or chose another one for any reason, you can login and amend the entry up to the cutoff date for the competition