

bh photography club uses PhotoEntry to receive members' entries into club competitions. These guidelines explain each step that you need to go through to upload your competition entries.

When you log-in to PhotoEntry you will see the Main Menu screen. On this Screen, you will see a list of Club Competition Seasons (this will grow each year as we continue to use the system).

PhotoEntry		A Other 🔻	Logout
Main Menu Helo	Main Menu Select a Competition Drup: Club Connectitions 2019-20		
		PhotoEn	wy v 33.13

Clicking on the current season will bring up a list of the competitions for the year.

PhotoEntry					
Main Menu Help	Club Competit	tions 2	019-20		
	Click on this button to show	w a consolid	dated view of all your e	entries:	
	Show Your Entries	in this Gr	roup		
	Or click on the name of a c	competition	to create, modify or vie	ew entries for an inc	lividual competit
	Competition	Status	Close Date	Judge	Comment
	March Portrait PDIs	Judged	Sun 15 Mar 2020	Jim Pascoe	
	March Portrait Prints	Judged	Sun 15 Mar 2020	Jim Pascoe	
	April Open PDIs	Open	Sun 26 Apr 2020	Mark Lanigan	
	April Open Prints	Open	Sun 26 Apr 2020	Mark Lanigan	
	May Open PDIs	Future	Sun 10 May 2020	John Tilsley	
	May Open Prints	Future	Sun 10 May 2020	John Tilsley	

The Status of the competitions will be:

- Future future competitions, not yet open to accept entries;
- Open the competition is open for entries to be uploaded or amended;
- Closed the competition is closed for new entries or amendments to entries previously uploaded;
- Judged the competition has been judged and you can view the scores for your entries.

All entries must be uploaded prior to 9:00pm on the closing date for that competition. The Competition Secretary will close the competition at that date/time. No further entries can be accepted.

To upload your entries to a competition, click on the Competition name (underlined) and this screen will appear:

PhotoEntry			A Other 🔻	Logout
Main Menu	» Club Competitions 2019-20			
Help	April Open PDIs			
	Status	Open		
	Close Date	Sun 26 Apr 2020		
	Your Class	All Members		
	Maximum Entries Allowed	2		
	Target Dimensions	Width 1400, Height 1050		
	Colour Profile	sRGB IEC61966-2.1		
	Colour Profile Enforcement	Warn if incorrect		
	Comment			
	You do not have any Entries in this ( Add New Entry	Sompetition.		
			Photol	Entry v 33.13

Click on 'Add New Entry' and the screen for uploading your images will open:

bh pc	PhotoEntry		A Other 🔻	Logout
Main Menu Help		» <u>Club Connections 2019-20</u> » <u>Aeril Osan PDIs</u> April Open PDIs: Add Entry		
		Status     Open       Colour Profile     sRGB IEC61966-2.1       Colour Profile Enforcement     Warn if incorrect       Comment     Show Help		
		Enter Entry Details The tile may be up to 50 characters, and may include alphanumerics and the charactersF-%()SC. Entry Tile* Entry Tille		
		Entry Reference Optional information for your own use		
		Publish Top Images to Club Website Publish, include metadata, no copyright watermark   Remember for next time		
		Add This Entry		

If you click on 'Show Help' this text will appear:

Hide Help
This screen is used for adding a new Entry to a non-Panel Competition (i.e. a Competition with one Image per Entry).
On this screen you will create the new Entry. On the next screen you will upload the Image for the Entry.

Enter the Title of your image. This can be up to 50 characters long, but please bear in mind that the judge will have to read this in two seconds, so please don't make it too long. This will be the Title used by the system for your image and will be communicated to the judge.

You can enter a reference if you want to. This is for your personal records and won't be displayed to the judge.

We intend to upload the winning image to the Club's Newsletter and Website. You can select options on what information is recorded with the image. It is advised to use 'Publish, include metadata, no copyright watermark'. Images cannot be downloaded from our website (right click on images has been disabled).



Then click on 'Add This Entry'.

PhotoEntry			A Other V Logout
Main Menu	> Club Competitions 2019-20 > Ap	el Open PDIs	
Help	Upload New Image	- Three Glasses	
	Entry added - now upload t	he Image for this Entry	
	Competition	April Open PDIs	
	Status	Open	
	Target Dimensions	Width 1400, Height 1050	
	Colour Profile	sRGB1EC61966-2.1	
	Colour Profile Enforcement	Warn if incorrect	
	Comment		
	Show Help Select a JPEG image to uplow Choose JPEG	id. Maximum file size is 10 MB.:	
			PhotoEntry v 33.13

Again there is a 'Show Help' button, which will give guidance on the size of the image and the colour profile to be used.

Please refer to the PDI Competition Guidelines for guidance on sizing your image and changing the colour profile in your Post Processing software. To ensure the best quality image, it is advised that you resize your image and change the colour profile before uploading to PhotoEntry. PhotoEntry will change the colour profile to sRGB if you haven't done so previously. The system will also reduce the size of your image to the required maximum size of 1400 pixels wide and 1050 pixels high. However, this may distort your image if you haven't previously resized it correctly. The system will not increase the size of the image if it is smaller than the maximum size.

To upload your image, click on 'Choose JPEG...'. A dialogue box will appear, where you need to navigate to the location of your saved image. Choose your image and click on 'Open'.

The image does not need to have the same name as the title you have previously entered. The PhotoEntry system will use the Title you previously entered.

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Pictures ^	100	Same	1		- Section	-		and the second	-	
Public	Day-19.jpg	Day-20.jpg	Day-21.jpg	Day-22.jpg	Day-23.jpg	Day-24.jpg	Day-25.jpg	Day-26.jpg	Day-27.jpg	Day-28.jpg
This PC	-		AND STREET	F	X	1000				
3D Objects	Day-29.jpg	Day-30.jpg	Day-31.jpg	Day-32.jpg	Day-33.jpg	Day-34.jpg	Day-35.jpg	Day-36.jpg	Day-37.jpg	Day-38.jpg
E Desktop	Day-29.jpg		Day-51.jpg	Day-52.jpg	Day-SS.Jpg	Day-54.Jpg	Day-55.jpg	Day-so.jpg	Day-57.jpg	Day-so.jpg
🔮 Documents		Site.	Store Con	(10)		90	2	00		
🖶 Downloads	Day-39.jpg	Day-40.jpg	Day-41.jpg	Day-42.jpg	Day-43.jpg	Day-44.jpg	Day-45.jpg	Day-46.jpg	Day-47.jpg	Day-48.jpg
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Videos	Day-49.jpg	Day-50.jpg	Day-51.jpg	Day-52.jpg	Day-53.jpg	Day-54.jpg	Day-55.jpg	Day-56.jpg	Day-57.jpg	Day-58.jpg
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Public (\\Drobo:		SC-4	See			<b>(</b>	$\sim$	1252	6	
* File nar	ne: Day-66.jp					Carl.		~ Custe	mised Files (*.	ingr*.ineg)

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Main Menu		> Club Competitions 2019-20 > Ap	al Ceen PDia		
Help		Upload New Image	- Three Glasses		
			April Open PDIs		
		Status	Open		
			Width 1400, Height 1050		
			sRGB IEC61966.2.1 Warn if incorrect		
		Colour Prome Enlorement Comment	wan a acorec		
		Show Help			
		Select a JPEG image to uploa	ad. Maximum file size is 10 MB.		
		Choose JPEG			
		Day-66 jpg (0.4 MB)			
		Upload Image			
				Photoé	Entry v 33.13

The name of the image file will be shown. Click on 'Upload Image' and this screen will open:

PhotoEntry	/				,	A Other 🔻	Logout
Main Menu	» Club Competitions 2019-20						
Help	April Open PDIs						
	Image uploaded						
	State	us Open					
	Close Da	te Sun 26 Apr 2020					
	Your Clas	ss All Members					
	Maximum Entries Allowe						
	Target Dimension						
	Colour Profi						
	Colour Profile Enforceme						
	Comme	int					
	Add New Entry						
	# Im	age Details		Actions			
		Three Glasses		Ľ			
	1 🖌		profile, assumed to be sRGB IEC61966-2.1 ()	Q			
	4.0	W:1400, H:933,		Û			
	L						
						PhotoE	ntry v 33.13

Any warnings about wrong colour profiles or image size will appear next to the image. If the image was too big (above 10mb) it will not be accepted by PhotoEntry. You will need to reduce the size of the file and try again.

Click on 'Add New Entry' to enter your second entry, following the guidance above.

bh pc	PhotoEntry				A Other 🔻	Logout
Main Menu		* Club Competitions 2019-20				
Help		April Open PDIs				
		Entry updated				
		Status	Open			
			Sun 26 Apr 2020			
			All Members			
		Maximum Entries Allowed				
			Width 1400, Height 1050			
		Colour Profile Colour Profile Enforcement	sRGB IEC61966-2.1			
		Coroan Prome Emoreement	wann in incorrect			
		You have reached the limit of Show All Entries	f 2 Entries in this Competition.			
		# Image	Details	Actions		
		1 state	Through The Arch	Ľ		
		2	Missing colour profile, assumed to be sRGB IEC61966-2.1	\$		
		and the second second	Publish, include metadata, no copyright watermark W:788, H:1050, 0.3MB	-		
			W:/88, H. 1999, U.SMD			
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Once you have entered the images for this competition, you can then click on 'Show All Entries' to see your entries.

PhotoEntry		
Main Menu Help	= Cubit Conventions 2015-20 April Open PDIs	
	Status Open Close Date Vour Class All Members Maximum Entres Allowed Target Olmensions Colour Profile Colour Profile Enforcement Comment You have reached the limit of 2 Entres in this Competition.	
	# Order     Image     Details       1     J     Fine Glasses       Maning colour profile, assumed to be sROB IECE1966-2.1 ( Publish, include metadata, no copyright watermark: W 1400, H533, 0-4MB       2     1       2     1       2     1	1 11 12

Under 'Order' you can rearrange the order of your images by clicking on the arrow. This will be important in case there are too many entries and all second images have to be removed from the competition. If this happens, the second image can then be entered into a subsequent competition. Members will be advised if this has to happen.

Under 'Actions' you can:

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Edit the Title of the image



Replace the image



Delete the entry

You have now uploaded your images to the competition. The title and/or image can be changed up until the competition is closed for entries.

To go back to the list of competitions for the season, click on '<u>Club Competitions yyyy-yy</u>' at the top of the page.

pc bh	PhotoEntry					
Main Menu Help		Club Competit	tions 2	019-20		
		Click on this button to sho	w a consolio	lated view of all your er	ntries:	
		Show Your Entries	in this Gr	oup		
		Or click on the name of a	competition	to create, modify or vie	w entries for an ind	lividual competiti
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		May Open Prints	Future	Sun 10 May 2020	John Tilsley	

You can then add entries to any other competitions where the Status is 'Open'.

To see all images you have entered in this season, click on 'Show Your Entries in this Group'.

If you have any queries, please check out the FAQ under the Help Menu. If you can't find the answer to your query, please contact the Competition Secretary.

To Exit from PhotoEntry, click on Logout, top right corner of the screen.