

Host Club Information

Building & Running the Competition in PEX & DiCentra

Note: This document relates solely to the use of *PEX & DiCentra* in SLF Inter-club competitions. Please refer to the *Host Club Procedures* on the SLF website for details of all procedures that host clubs must follow and the *PEX & DiCentra User Guides* for full details on using *PEX & DiCentra*

DiCentra version 4.12.289 or later must be used to integrate with *PhotoEntry*. If using different PCs to prepare & run the competition, both must have a PEX licence installed (one licence does both) & they must be running the same versions of *DiCentra* & *PEX*.

Preparing the Competition to Receive Entries

At least 4 weeks before the competition:

- Import the Rules for the *DiCentra* Competition(s):
 - Download the *DiCentra Rules for PDI Competitions* from the SLF website (*Competitions>Host Club Info & Resources*) to your desktop.
 - Unzip the file and save the rules to your desktop:
 - On Windows 10, *Double-click* on the zip file to open it and click on the *Extract* icon. For earlier versions of Windows, *Right-click* on the zip file and select *Extract All*.
 - Save the unzipped folder of rules to your desktop
 - Import the rules for the required competition(s) into *DiCentra* (*File>Import*).

- Match the *PhotoEntry* & *DiCentra* Competitions in *PEX*:
 - Go into *DiCentra*
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of the screen.
 - Select the *PhotoEntry* competition you wish to match by clicking on it's name. Details of the competition will be displayed in the blue box on the right of the screen.
 - From the drop-down list in the pink box on the right of the screen, select the corresponding *DiCentra* competition. *Note: Make sure the ignore? box to the left of the competition drop-down list is not checked.*
 - *PEX* should display a message 'OK - Comps are compatible'.
Note: If any errors or warnings are displayed, please contact the SLF Competition Sec.

- Make the *PhotoEntry* Competition open to receive entries:
 - When the competitions have been matched successfully, go to the blue box on the right of the screen in *PEX* and set the *Status* to 'Open'. Then click *Done* at the bottom of the screen to exit *PEX*.

Competition setup is now complete and clubs can submit their entries in *PhotoEntry* .

Note:

Host Clubs can check on the progress of images being uploaded by clubs at any time by clicking on the running man symbol in the *Run* column to the right of the competition in *PhotoEntry*. This will display the uploaded entries from all participating clubs. Do NOT alter or delete any of the entries!

Downloading Entries from *PhotoEntry* to *DiCentra*

As soon as possible after the closing date of the competition:

- Check that entries from all participating clubs have been uploaded to *PhotoEntry*:
 - Log into *PhotoEntry* using the *ID* for your club
 - Select the *Competition Group* for the correct season.
 - Click on the running man symbol in the *Run* column to the right of the competition. This will display the uploaded entries from all participating clubs. *Note: Do NOT alter or delete any of the entries!*

- When all entries are present:
 - Go into *DiCentra*.
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of the screen.
 - Select the *PhotoEntry* competition you wish to download images from by clicking on its name. Details of the competition will be displayed on the right of the screen.
 - Go to the blue box on the right of the screen in *PEX* and set the *Status* to 'Closed'.
 - Click on *Download Images* at the bottom left-hand corner of the screen.
 - Click on *Done* to exit *PEX*.

The images have now been downloaded into *DiCentra* & the competition has been made and is ready for you to produce the scoresheet.

Producing the scoresheet in *DiCentra*

- Create a blank scoresheet by using *File > Reports > Printable Reports* in *DiCentra*.
 - Select *Blank Scoresheet*.
 - Ensure that *For Judge* & *Split into rounds* are **unchecked** with *Thumbnails* set to 'None'.

- Email the blank scoresheet to all participating clubs. Provide spare paper copies on the night of the competition.

The *DiCentra* Projector Samples Competition

- At the beginning of a PDI competition it is important that you project some standard images as a way of checking the projector, and particularly to allow the judge to assess how common colours are rendered. A dummy competition called *FSLPS Projector Samples 1400 x 1050* is available for this purpose. If it is not loaded on your club laptop, it can be downloaded from the SLF web site (*Competitions>Host Club Info & Resources*) and imported into *DiCentra* as described in the accompanying notes.

Running the DiCentra Competition on the Night

For PDI Competitions:

(Refer to the *Projector & Laptop Setup Notes* on SLF website for full details of how to set up projectors & laptops for digital projection)

- Set the digital projector to its **native resolution**.
- **Ensure the projector screen format isn't being distorted** to match the laptop screen.
If it is, adjust the Windows *Multiple Display* settings to either:
 - Extend these Displays (and run *DiCentra* in Dual Screen mode)
 - or
 - Just use the Projector Screen
- In *DiCentra*, select the correct *Profile* for the projector.
- Run through the *FSLPS Projector Samples 1400 x 1050* dummy competition for the judge to assess the projector.

For all Competitions:

- In *DiCentra*, select the SLF Inter-club competition and run it in the normal way, recording all marks and certificate winners. (*Note: when you run the competition, you will be asked whether you want to start at the first image or pick a sequence - select **Start at first image** and click **Ok**.*)
 - Hosts must repeat each mark after it's given to ensure that it is recorded correctly by all scorers.
 - In the event of late withdrawal by a club from the competition, record a score of 1 mark in *DiCentra* for each of their entries (to enable the competition to be completed).
- **Dealing with Tie-breaks:**
If any tie-breaks occur, a message will appear. **All tie-breaks must be resolved** to ensure that clubs are put into the correct Semi-final or Plate Round. To resolve tie-breaks, proceed as follows:
 - **Right-click** and the context menu will show **Tie Breaks**. **Click** on this to see a list of the tie breaks.
 - **Click** on the top one in the list (there may only be one).
 - You can now use the right-arrow in the usual way to move through the tie-break images and mark the judge's preferred image **1**, the 2nd image **2**, etc.
 - If the judge wants to see them on the Lightbox, go to the Navigator (press **n**) and select **Sequence** and **Tie Break x**, where x is the tie you are dealing with.
Note: if you enter the tie-break placings in lightbox, when you come out of it, the screen will still imply that the tie-break needs to be resolved. Press the up-arrow key to refresh the screen.
 - Repeat this process to resolve all ties in the list.
- When the competition is complete, press **s** to display the scores.

After the Competition

- Upload the results to *PhotoEntry*:
 - Go into *DiCentra*.
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of screen.
 - Select the *PhotoEntry* competition you wish to upload results for by clicking on it's name. Details of the competition will be displayed on the right of the screen.
 - Click on *Upload Results* at the bottom of the screen.
 - Click on *Done* to exit *PEX*.

- Produce the results list in *DiCentra*:
 - Go into *File > Reports > Printable Reports*.
 - Select *Competition Results*.
 - Include:
 - *Awards* with *Thumbnails* set to 'Small' (to include thumbnails of the certificate winners).
 - *Ranked Club scores* with *Show image details* selected and *Thumbnails* set to 'None'.
 - *Note: DO NOT* select *Round by Round* details as it will duplicate information!

- Email the *DiCentra* results list to the SLF Competition Contacts of the participating clubs.

- Email the *DiCentra* results list to the SLF Competition Secretary who will forward it to the SLF Webmaster for inclusion on the website.

- **After 2 weeks**, delete the competition from *DiCentra* but keep a copy of the completed scoresheet.