

Inter-Club Print and PDI Competition Procedures

Prior to the Competition

- Make sure that you are familiar with the competition rules as stated in sections 3b & 3c of the *Competitions Handbook* (available on the SLF website).
- In accordance with the *Host Club Procedures*, **at least 4 weeks** before the competition, the host organiser will:
 - Prepare the competition for entries (using *DiCentra* and *PEX*).
 - Email the SLF Competition Contacts of all participating clubs (list of SLF Competition Contacts available on the SLF website) and notify them that their images can now be uploaded to *PhotoEntry*.
- The participating clubs will reply to the host organiser's email, detailing who is co-ordinating the entry from their club.
- For all competitions (print and PDI), the participating clubs will upload their digital image files to *PhotoEntry* in the format specified on the SLF website. This must be done **before the closing date** which is **2 weeks** before the competition.

Please ensure that all details are entered accurately and include photographic distinctions after photographer's surname.

- The participating clubs will email the host organiser when their entry has been uploaded to *PhotoEntry*. *Note: Entries must not be changed after doing this!*
- **As soon as possible after the closing date**, the host organiser will close the competition and download the images from *PhotoEntry* to *DiCentra* using *PEX*.
- The host organiser will use *DiCentra* to produce the scoresheet (as detailed on the SLF website) & email the scoresheet to all participating clubs for them to bring along on the night (hosts should provide spares on the night as well).
- Prior to print competitions, participating clubs ensure that all prints, including the tie-break print:
 - Are on **40 x 50 cm** mounts.
 - Carry an **SLF label** for the current season on the back (extra labels can be printed from the SLF website – *Note: print them Actual Size not Shrink to Fit*).
 - Have the **print title, author's name, and club** marked clearly on the back.
 - Have nothing on them that might damage other prints, such as Velcro on the back. **DO NOT** use masking tape to mount prints as it comes off & damages other people's work! Use proper (usually brown) mounting tape.

On Competition Night

The host club will run the competition in accordance with the *Host Club Procedures* (available on the SLF website) using *DiCentra* to record the scores for print and PDI competitions and project images for PDI competitions.

- For print competitions, participating clubs must:
 - Get to the venue in good time (**at least 30 mins before start**).
 - Give prints to hosts in the correct order of presentation with print no. 1 on top.
 - Assist hosts to collate prints into the order on the scoresheet.
 - Give tie-breaker print to hosts separately.

- All participating clubs must:
 - Record all marks and certificates on the scoresheet.
 - Agree the scores with hosts.
 - Collect any certificates awarded to their club.
 - For print competitions, collect and check prints at end of evening.

After the Competition

- The host club organiser will upload the results to *PhotoEntry* using *PEX*. *Note: clubs will only be able to see their club's marks in PhotoEntry.*

- The host club organiser will email the results from *DiCentra* to the SLF Competition Contacts of the participating clubs.

- The host club organiser will email the results from *DiCentra* to the SLF Competition Secretary who will forward them to the SLF webmaster for inclusion on the website.

- **After 2 weeks**, the host club will delete the competition from *DiCentra* but retain a copy of the completed scoresheet.