

How to Submit Images for 2020 Finals Day Competitions

Note : A digital file is required for **every** entry to Finals Day including **all** prints.

Digital files must be:

- **JPEGs** sized to be no more than **1400** pixels wide & no more than **1050** pixels high.
- In RGB format in the **sRGB** colour space (even if it is monochrome).
- Uploaded to *PhotoEntry* by **29th February 2020**.

Using PhotoEntry to Submit Finals Day Images

- Log into *PhotoEntry* (link available on the SLF website) using the *User ID* for your club (see general notes on page 5 regarding *User IDs* & *PhotoEntry*).
- From the Main Menu, select the **SLF 2020 Finals Day Competition Group**.
- You will be presented with a list of the 9 Finals Day competitions:
 - Certificate Winners Competitions (colour prints, monochrome prints & PDIs)
 - Inter-Club Finals (colour prints, monochrome prints & PDIs)
 - Open Competitions (colour prints, monochrome prints & PDIs)

Note:

You do not have to upload all your images in one session - you can return to PhotoEntry at any point in the process to add more images or make changes.

*Tip: To move to another competition, click on **SLF 2020 Finals Day** at the top of the screen (it has '>>' in front of it) - this avoids having to return to the main menu.*

*To log out of PhotoEntry at any time, click on the **Logout** (button top right of screen).*

Inter-Club Finals

- For clubs taking part in the **Inter-Club Finals**, upload your 9 entries to the appropriate *Inter-Club Final* competition in the usual way (refer to the *How to Submit Images for Competitions in PhotoEntry* notes on the website if you are not sure how to do this).

Certificate Winners Competitions

These have been set up so you can only import entries from appropriate competitions in the 2019-20 season ie colour prints from the colour print competitions; mono prints from the mono print competitions etc.

Notes:

- *It has not been possible to restrict the selection of competitions to those your club participated in. If you attempt to import from a competition you didn't compete in, the message 'No valid entries found in the selected competition' will be displayed.*
- *These instructions are applicable to **Club Champion** images and well as those that have been awarded a certificate.*
- *Where an image has been awarded more than one certificate in the season, please only enter it once.*
- **Do not** change the Author & Title of the image except to correct a typo or to update distinctions.

For each Certificate Winners competition:

- Select the *Competition* that you want to upload entries for.
- For each inter-club competition in that medium that you were awarded a certificate:
 - Click on *Import Existing Entry*.
 - Click on the + to the left of **SLF 2019-20 Season***. A list of appropriate competitions will appear. *Note: ignore the message about panel competitions not being included.*
 - Select the competition you wish to import from.
 - Select the image(s) you wish to import by ticking the check-box* to the left of the image(s).
 - Click on *Import Entry(s)*. The image(s) will be imported into your competition

** Tip: If the + icon & check-boxes aren't clearly displayed, try increasing the font size in your browser.*

You can now repeat the above steps to add your remaining entries for that competition.

There are options to the right of the image details to correct errors in the author/title (see note above) or delete the entry.

- When you have entered all images for that competition, check that all details and images are exactly as you wish them to appear using the *Show All Entries* option.

Open Competitions

Note: For each entrant in each competition, please upload both their entries sequentially, with their first preference image above their second preference. Use the up & down arrows to the left of the thumbnails to change the order if necessary. If we are unable to display all prints in the exhibition, we will try to display the first print per entrant per competition.

For each competition:

- Select the **Competition** that you want to upload entries for.
 - Click on **Add Entry** to upload a new image to **PhotoEntry**.
- or:
 - Click on **Import Existing Entry** to import image(s) from an existing competition in **PhotoEntry**. *Note: This option would only be used to save having to upload an image from scratch if it had been in an inter-club panel but not received a certificate.*
- When uploading a new image (using the **Add Entry** option):
 - Enter the **Author** and **Title** of the image that you wish to upload.
 - *Make sure that all information is entered accurately and include any photographic distinctions after the authors surname eg Joe Bloggs ARPS DPAGB*
 - *Titles & Authors should be entered in 'Title Case' ie where each word begins with a capital letter and continues in lower case eg. Title: Inside Out*
 - Ignore the **Entry Reference** & **Publish** fields.
 - Click on **Add This Entry**.
 - Click on **Choose JPEG** and select the corresponding jpeg to be uploaded.

Note: the jpeg file does not have to be named in a specific format. It must be correctly sized to be no more than 1400 pixels wide x no more than 1050 pixels high. It must be in RGB format in the sRGB colour space (even if it is monochrome).
 - Click on **Upload Image** to upload the file. Progress information will be displayed at the bottom of the screen.
- When importing entries from an existing competition (using the **Import Existing Entry** option):
 - You will be presented with a list of **Competition Groups**. *Note: ignore the message about panel competitions not being included.*
 - Select the **Competition Group** containing the image(s) you wish to import by clicking on the + to the left of it*. You will be presented with a list of **Competitions** in that **Competition Group**.
 - Select the **Competition** containing the image(s) you wish to import. You will be presented with a list of all the entries for your club in the selected competition.

- Select the image(s) you wish to import by ticking the check-box* to the left of the image(s).
- Click on *Import Entry(s)*. The image(s) will be imported into your competition.

* *Tip: If the + icon & check-boxes aren't clearly displayed, try increasing the font size in your browser.*

You can now repeat the above steps to add or import your remaining entries for that competition. Once more than one image has been uploaded, you can Click on *Show All Entries* to display all the entries you have uploaded for the competition.

If you need to make any changes to an entry, there are options to the right of the image details to edit the author/title, replace the image or delete the entry.

- When you have entered all images for that competition, check that all details and images are exactly as you wish them to appear using the *Show All Entries* option.

When Your Finals Day Entry is Complete

When you have checked your club's entries for **all** of the Finals Day competitions and they are exactly as you want to submit them, email Gill Peachey at gill_peachey@yahoo.co.uk.

This must be done by **29th February** at the latest.

Do not change your entries after this!

Please bring your prints to the Delegates Meeting on Tuesday 3rd March 2020.

General Notes on using *PhotoEntry*

- *User IDs:*

The SLF has set up one password protected *User ID* for your club. It is linked to an email address for your club. This is the email address that your club has requested to use for this purpose or, if none was specified, your print contact or main contact. If anyone from your club generates a reset link for a forgotten password, that is the email address the link will be sent to. Whoever changes a password will have to ensure that the other users in the club are aware of the new password.

*Note: The password is case sensitive but the *User ID* is not.*

- Web Browsers:

If you get an error message in *PhotoEntry* implying that 'the website is too busy to show the webpage' and you are using a *Microsoft* browser such as *Internet Explorer* or *Edge*, this is likely to be due to the browser **not** *PhotoEntry*. Currently, the best solution is to run it in a non-*Microsoft* browser such as *Firefox*, *Google Chrome*, *Chromium* or *Safari*.

- Avoiding the Browser's "Back" Button:

Use the navigational links to move around in *PhotoEntry* - do **not** use the browser's "Back" button (see *PhotoEntry Help* for more detail).

*Tip: If you need to return to the list of all Finals Day competitions after uploading images, click on **SLF 2020 Finals Day** at the top of the screen (it has '>>' in front of it) to avoid having to return to the main menu.*