SLF

The Federation of South London Photographic Societies

How to Submit Images for Inter-Club Competitions

> For all inter-club competitions (print and PDI), digital image files must be
> uploaded using the on-line *PhotoEntry* competition software.

To upload your images for a competition:

- Before the closing date ie **more than two weeks before the competition**, log into *PhotoEntry* (link available on the SLF website) using the *ID* for your club (see note below regarding *User IDs*).

- From the Main Menu, select the *Competition Group* for the correct season eg. *SLF 2019-20 Season*.

- You will be presented with a list of all the competitions for that season. Select the *Competition* that you want to upload entries for.

- For each of your 9 images (*note that image 9 is your tie-breaker*) either:

    o Click on *Add New Entry* to upload a new image to *PhotoEntry*.
  or:
    o Click on *Import Existing Entry* to import image(s) from an existing competition in *PhotoEntry*.

  When uploading a new image (using the *Add New Entry* option):

    o Enter the *Author* and *Title* of the image that you wish to upload.

       Notes:

       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.

    o Click on *Add This Entry*.

    o 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. 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 images(s) you wish to import by ticking the check-box to the left of the image(s).

- Click on *Import Entry(s)* to import the image(s) into your competition.

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

Note: Until you have entered all nine entries, the message 'Insufficient entries for competition' will appear against your images.

- When you have entered all 9 of your images, check that all details and images are exactly as you wish them to appear in 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.

  If you need to change the order in which the images will appear, use the blue arrows to the left of the images to adjust accordingly.

- When all 9 images have been correctly uploaded, click on *Logout (button top right of screen).*

  Note: You can return to PhotoEntry later to make changes if necessary.

- When you have finalised your entry, email the host organiser to let them know.

Do not change your entries after this!

Notes on using *PhotoEntry*

- *User IDs:*

  The SLF will set up one password protected User ID for your club. It will be linked to an email address for your club. This will be the email address that you have 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 competitions for the season after uploading images, click on the competition season at the top of the screen (it has '>>' in front of it) to avoid having to return to the main menu.