

PhotoEntry

1. Overview

This document describes how to submit your Projected Digital Images (PDI's) for the club PDI competitions. From the start of the 2017 - 2018 season we will be using a web based service, PhotoEntry, for the submission of all PDI entries. Entries will no longer be accepted by email. PhotoEntry will ensure that your PDI's are correctly formatted with the correct dimensions, image format, colour space, and the correct title. You will be prompted to correct any errors in the images you upload. When your images are correct PhotoEntry will accept them and this acts as an acknowledgement. Email acknowledgements will not be sent.

2. Registration

The first stage is registration with PhotoEntry. This will be done for you but you will be sent a temporary password in an email by PhotoEntry which you will need to change the first time you logon on. An example of the initial email you will receive is shown below:

PhotoEntry

Dear John Smith

You have been registered with the Epsom Camera Club PhotoEntry System. This must now be used for submitting competition entries. It may be accessed using the following information:

URL: <https://compent.photoentry.uk/compent>

User ID: johnsmith@btinternet.com

Temporary Password: hen-naf-yog-yef (enter in lowercase, including the hyphens)

The above password has been randomly generated. Once you have logged in you will be asked to change it to one of your choice.

3. Uploading images

When you have your images ready to upload, logon to PhotoEntry. The basic steps for uploading your images are given below. These steps assume you have correctly formatted your images as described in the relevant EpsomCC documents covering image preparation.

- a) From the Main Menu, under '*Select a Competition Group*' select the Competition Group: '2017 - 2018 PDI Competition'. This is the group of competitions in the current season. This shows all the regular competitions in the current season. Competitions can have the following status values:
 - Future
 - Open
 - Closed
 - Judged

Other special Competitions and exhibition entries will become available during the season.

- b) Select the next Competition, e.g. 'PDI Competition No. 1: 2 October 2017'. You can only submit/change/delete entries when the Competition status is Open. The PDI Secretary will Open the next two Competitions to allow members to upload images some time in advance to allow for holidays etc. The first Open Competition will normally be Closed by the PDI Secretary by midday on the Wednesday immediately before the Competition on the following Monday.
- c) You are allowed two entries for the regular Competitions. This is shown as "Entries Allowed" on the entry screen.
- d) Export your images as JPGs. Pay particular attention to the image dimensions, and the colour space (see below). It doesn't matter what the filenames are, you will be asked to provide a title in another step. You cannot upload a JPG that is larger than 10MB.
- e) Click on Add Entry.
- f) Supply a Title (watch out for the limited characters you can use), optionally supply a Reference (this is not used by the PDI Secretary), and select the publishing option 'Publish, include metadata, no copyright watermark'.
- g) Finally select 'Add Entry'. This opens a browse option which allows you to select an image from your folder structure. The filename can be left as your existing filename as this is not used in the process.
- h) Once the messages for the Entry are green, your entry has been accepted. You may still have a warning about image dimensions.
- i) Add your second entry if you want to, (single entries will be accepted) and you have not already reached the limit of two. The "Add Entry" button will only be visible when the Competition is Open and you are allowed more entries.
- j) After a Competition has been judged the PDI Secretary will upload the results to the PhotoEntry website.

4. Other information

Example screenshots of the stages of the upload process can be found on the PhotoEntry web site:

<https://photoentry.uk/>

A full set of the generic PhotoEntry FAQ's is given in a separate document. The notes above have been customised for the specific EpsomCC PDI Competition standards.