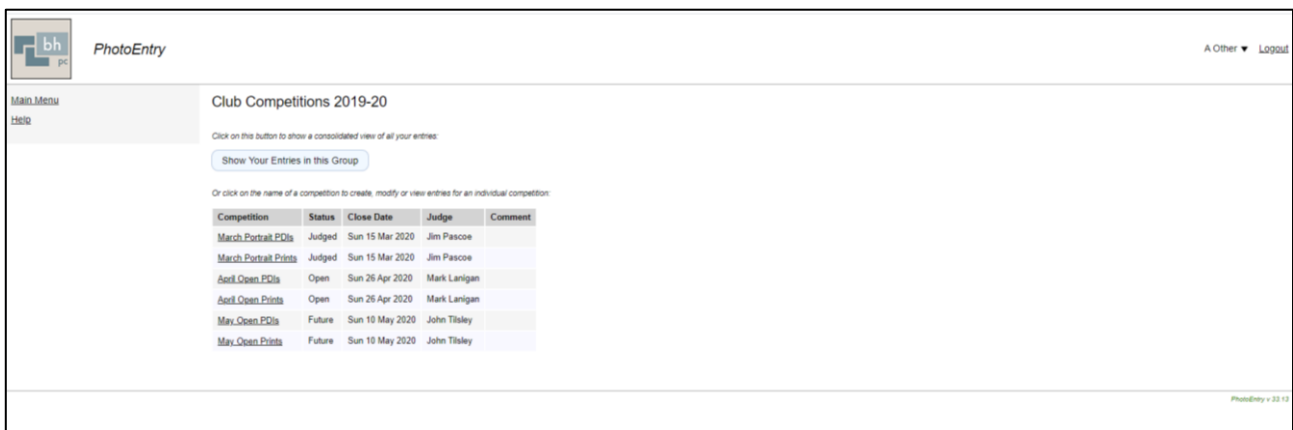


bh photography club uses PhotoEntry to receive members' entries into club competitions. These guidelines explain each step that you need to go through to upload your competition entries.

When you log-in to PhotoEntry you will see the Main Menu screen. On this Screen, you will see a list of Club Competition Seasons (this will grow each year as we continue to use the system).



Clicking on the current season will bring up a list of the competitions for the year.



The Status of the competitions will be:

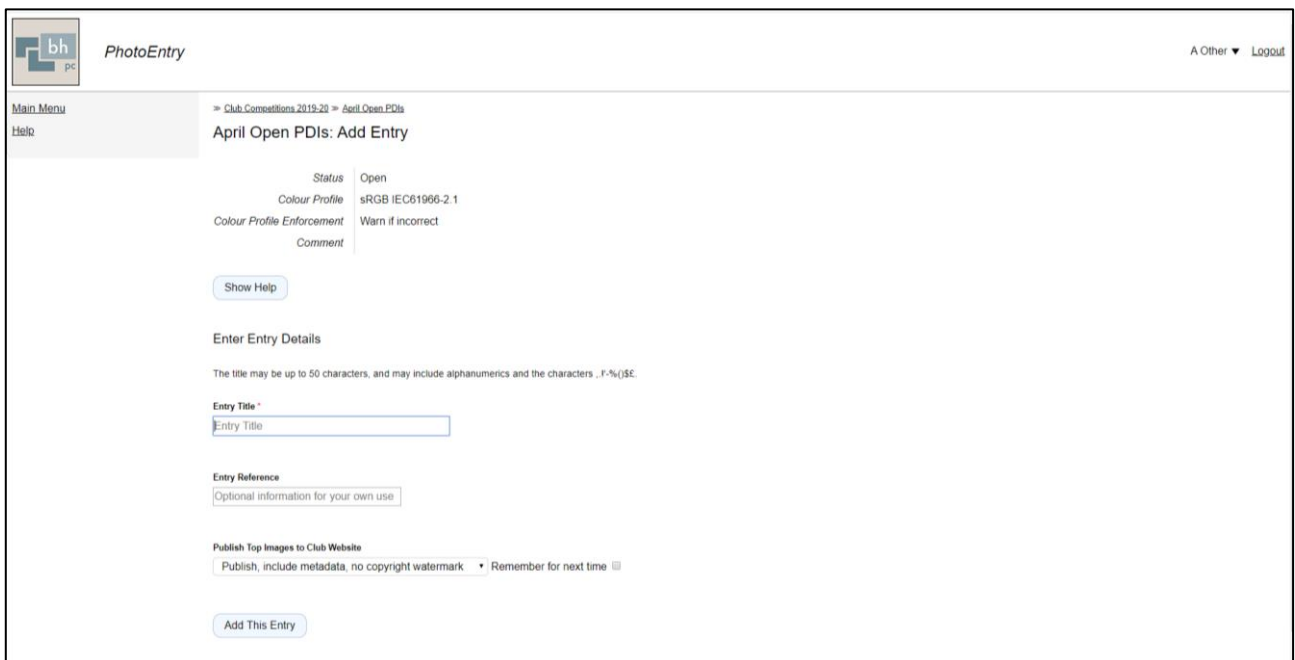
- Future - future competitions, not yet open to accept entries;
- Open - the competition is open for entries to be uploaded or amended;
- Closed - the competition is closed for new entries or amendments to entries previously uploaded;
- Judged - the competition has been judged and you can view the scores for your entries.

All entries must be uploaded prior to 9:00pm on the closing date for that competition. The Competition Secretary will close the competition at that date/time. No further entries can be accepted.

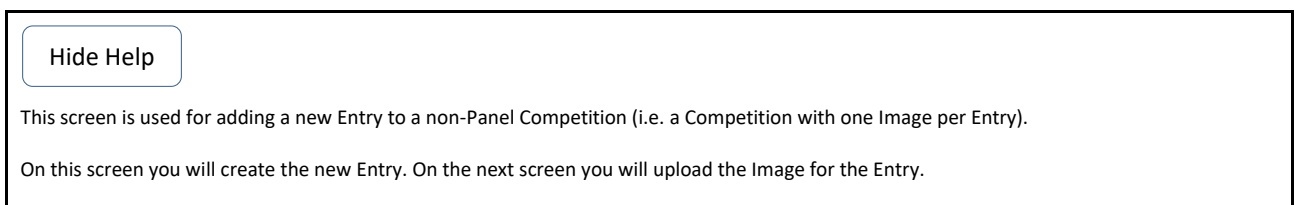
To upload your entries to a competition, click on the Competition name (underlined) and this screen will appear:



Click on 'Add New Entry' and the screen for uploading your images will open:



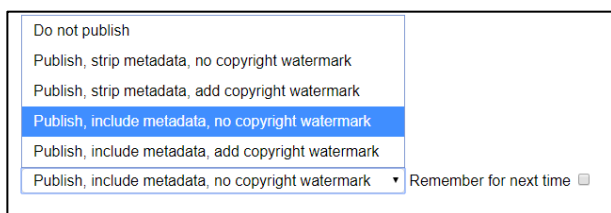
If you click on 'Show Help' this text will appear:



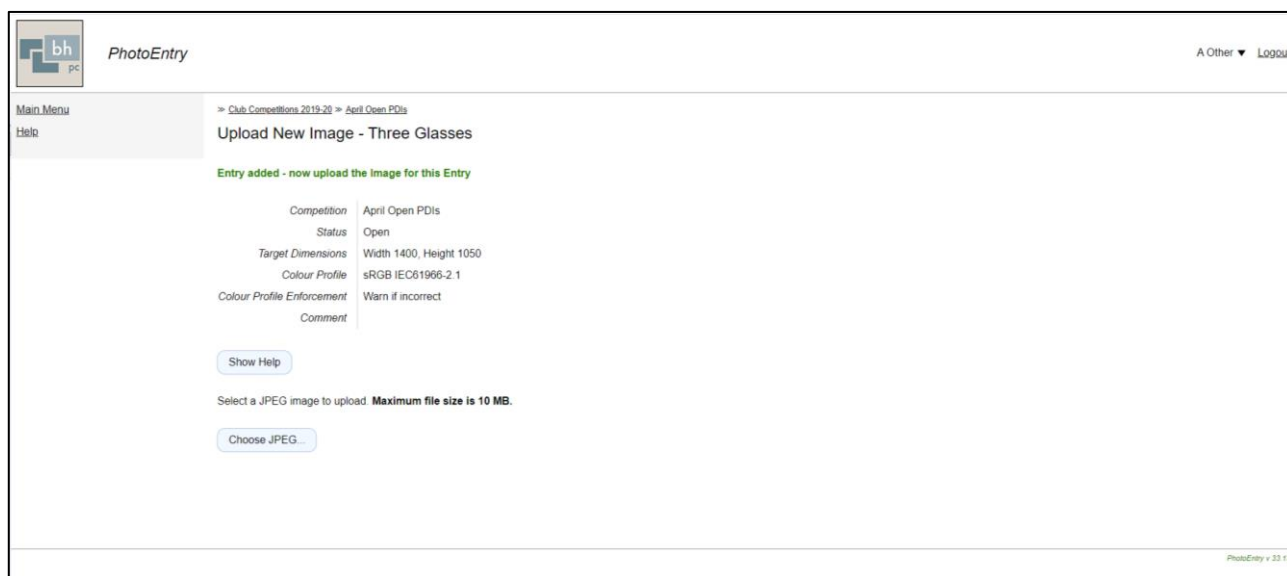
Enter the Title of your image. This can be up to 50 characters long, but please bear in mind that the judge will have to read this in two seconds, so please don't make it too long. This will be the Title used by the system for your image and will be communicated to the judge.

You can enter a reference if you want to. This is for your personal records and won't be displayed to the judge.

We intend to upload the winning image to the Club's Newsletter and Website. You can select options on what information is recorded with the image. It is advised to use 'Publish, include metadata, no copyright watermark'. Images cannot be downloaded from our website (right click on images has been disabled).



Then click on 'Add This Entry'.

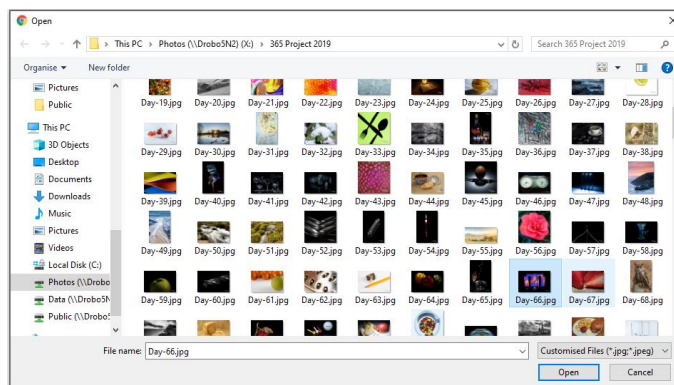


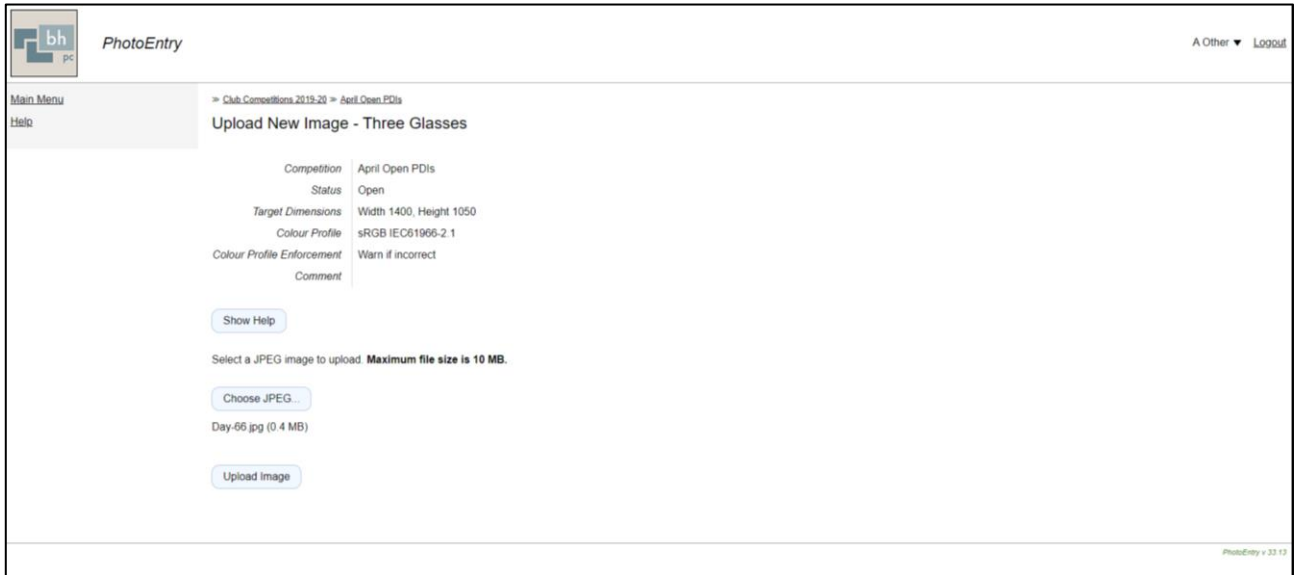
Again there is a 'Show Help' button, which will give guidance on the size of the image and the colour profile to be used.

Please refer to the PDI Competition Guidelines for guidance on sizing your image and changing the colour profile in your Post Processing software. To ensure the best quality image, it is advised that you resize your image and change the colour profile before uploading to PhotoEntry. PhotoEntry will change the colour profile to sRGB if you haven't done so previously. The system will also reduce the size of your image to the required maximum size of 1400 pixels wide and 1050 pixels high. However, this may distort your image if you haven't previously resized it correctly. The system will not increase the size of the image if it is smaller than the maximum size.

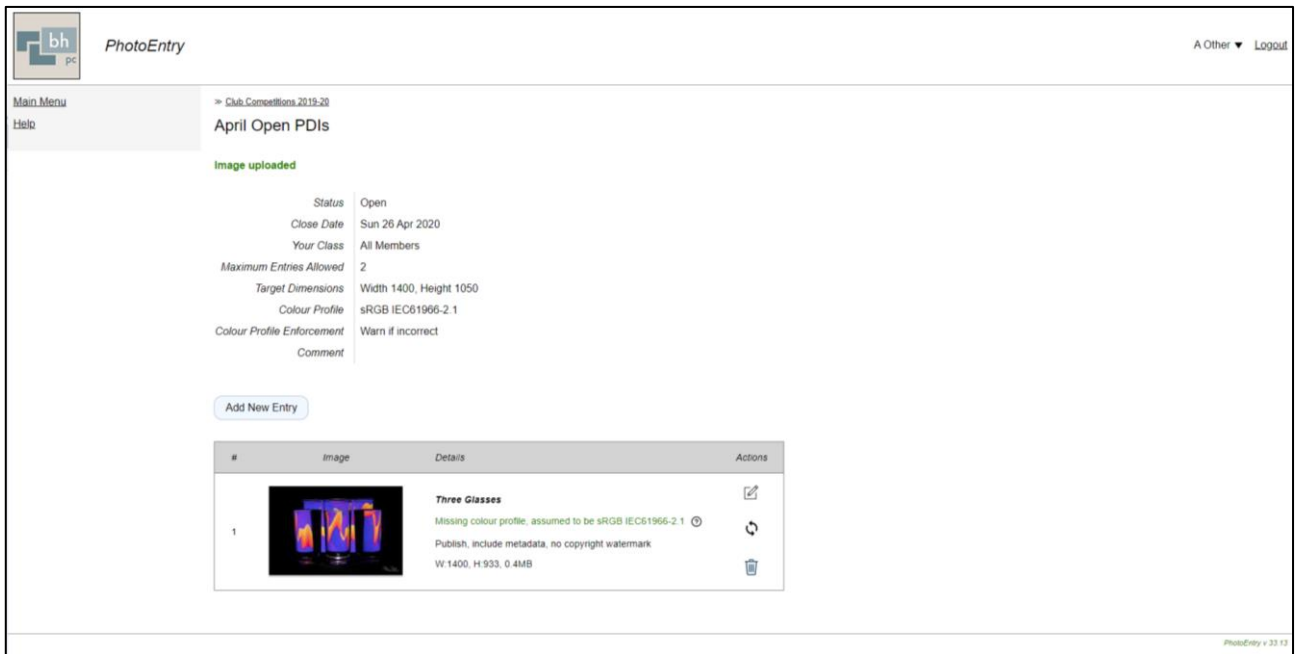
To upload your image, click on 'Choose JPEG...'. A dialogue box will appear, where you need to navigate to the location of your saved image. Choose your image and click on 'Open'.

The image does not need to have the same name as the title you have previously entered. The PhotoEntry system will use the Title you previously entered.



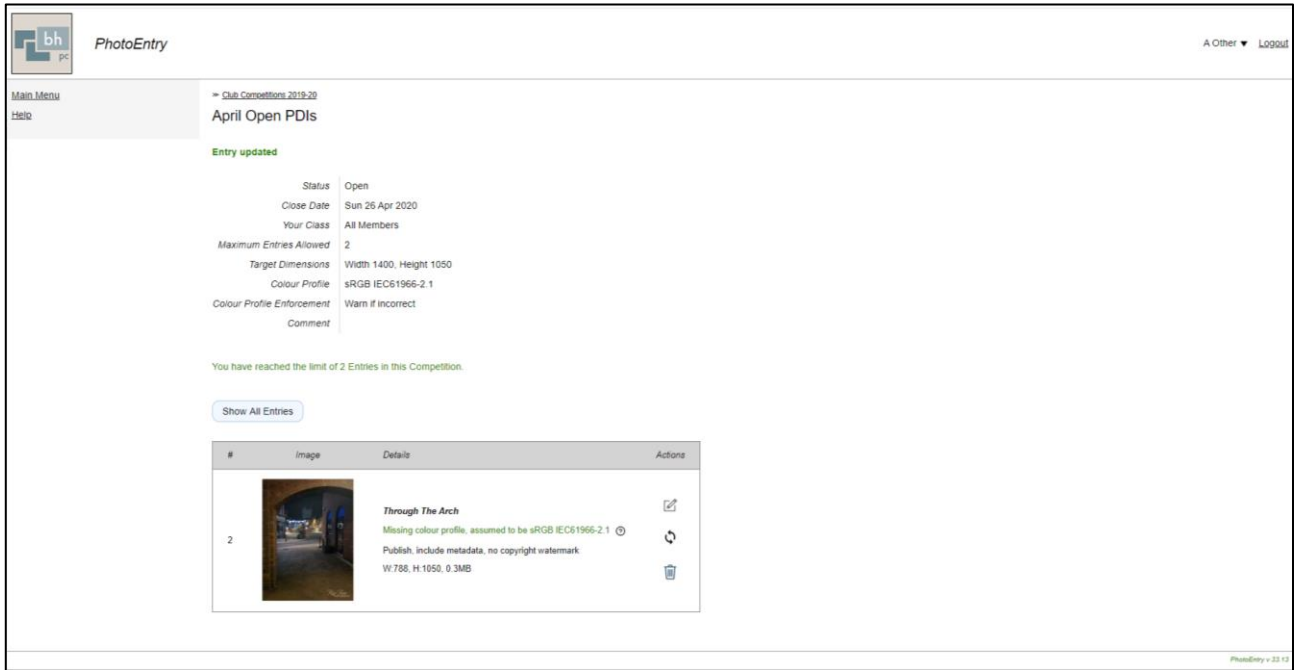


The name of the image file will be shown. Click on 'Upload Image' and this screen will open:

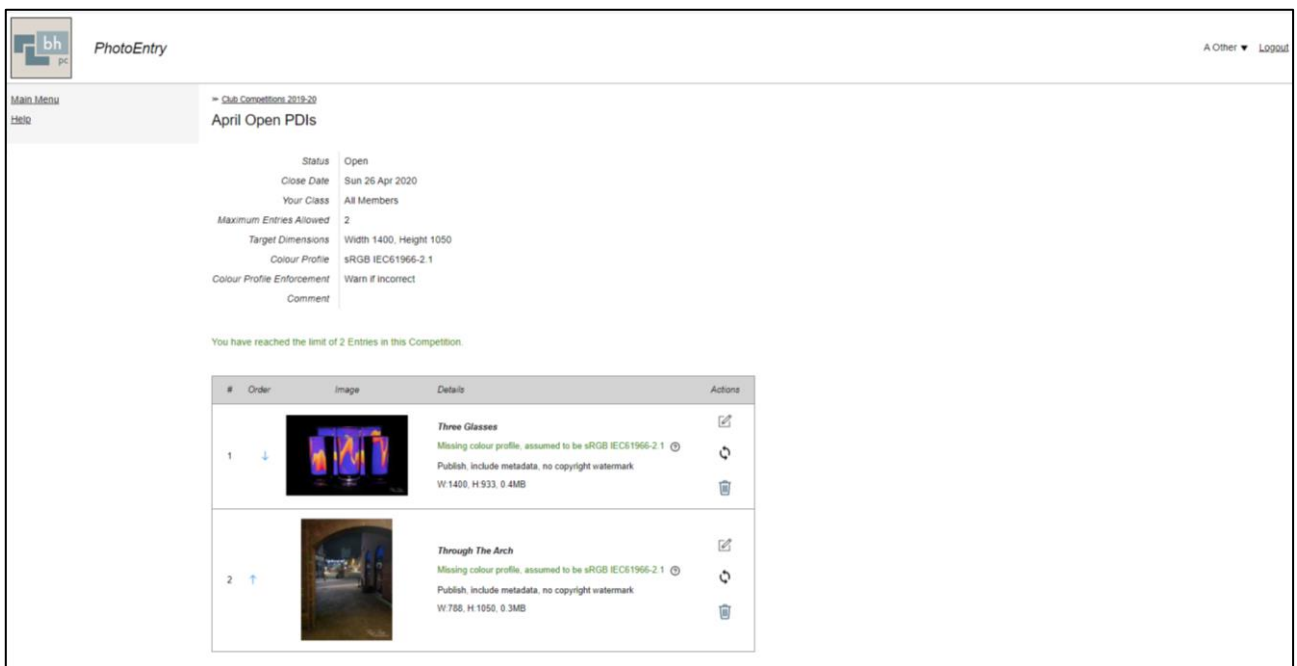


Any warnings about wrong colour profiles or image size will appear next to the image. If the image was too big (above 10mb) it will not be accepted by PhotoEntry. You will need to reduce the size of the file and try again.

Click on 'Add New Entry' to enter your second entry, following the guidance above.



Once you have entered the images for this competition, you can then click on 'Show All Entries' to see your entries.



Under 'Order' you can rearrange the order of your images by clicking on the arrow. This will be important in case there are too many entries and all second images have to be removed from the competition. If this happens, the second image can then be entered into a subsequent competition. Members will be advised if this has to happen.

Under 'Actions' you can:



Edit the Title of the image



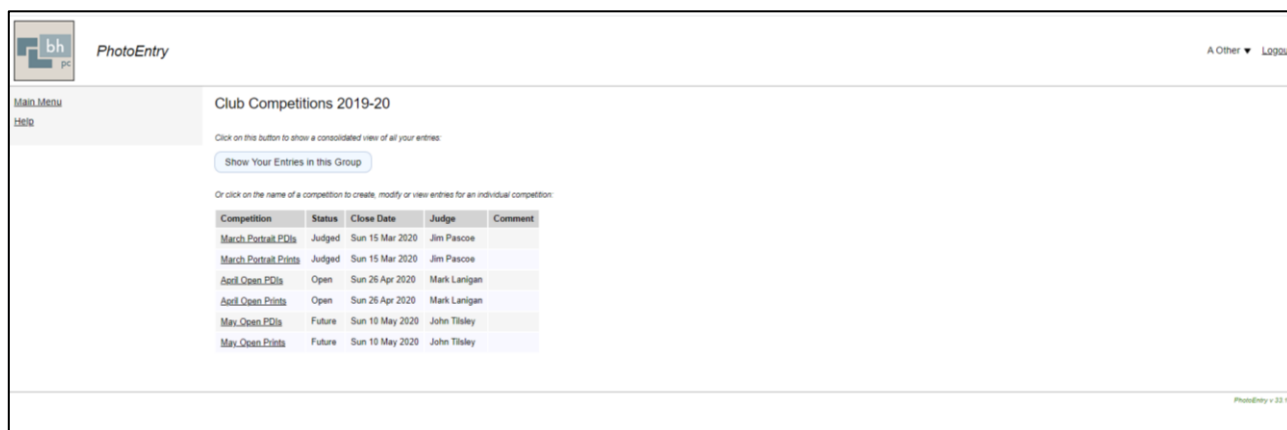
Replace the image



Delete the entry

You have now uploaded your images to the competition. The title and/or image can be changed up until the competition is closed for entries.

To go back to the list of competitions for the season, click on '[Club Competitions yyyy-yy](#)' at the top of the page.



You can then add entries to any other competitions where the Status is 'Open'.

To see all images you have entered in this season, click on 'Show Your Entries in this Group'.

If you have any queries, please check out the FAQ under the Help Menu. If you can't find the answer to your query, please contact the Competition Secretary.

To Exit from PhotoEntry, click on [Logout](#), top right corner of the screen.