PhotoEntry Guidance

When you first log on to PhotoEntry (**https://compent.photoentry.uk/compent**) you will be prompted to enter the login details sent via email to you from the PhotoEntry administrator.

E.g.   User ID: **rustynail@mmouse.co.uk** (this is the email address you gave to the club)

Temporary Password: **xxtv-piv-ccc-wikx** (This is an example and not your actual password)

Remember the temporary password must currently be entered in lowercase, including the hyphens. When logging on for the first time, you will be required to change the password to one of your own choosing. If you forget your password click on 'Forgotten Password' when you will be taken through the password reset process.

The user ID: **rustynail@mmouse.co.uk** is entered here.

PhotoEntry

| Forgotten Password | Login |

User ID *
rustynail@mmouse.co.uk   ⑦

Password *
●●●●●●●●●●●●●●●●

* *Indicates required field*

Login

After 5 failed login attempts, you will have to wait 5 minutes before trying again.

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The temporary password e.g. **xxtv-piv-ccc-wikx** is entered here.

On selecting 'Login', the following screen is displayed. This screen shows where the current live competitions can be found.

Croydon Camera Club
PhotoEntry   Tom Sherrin ▼   Logout

User:
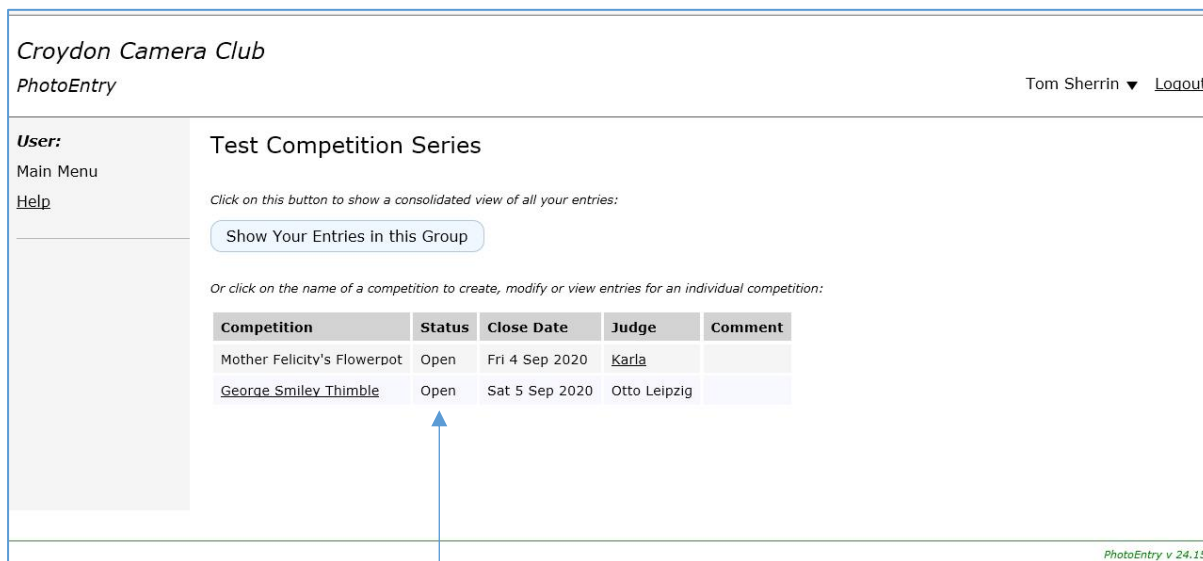Main Menu
Help

Main Menu

Select a Competition Group:

2017 - 2018 DPI Competition

2017 - 2018 Print Competition

Monochrome Bamber Trophy

Test Competition Series

One Off Test Competition All Classes

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Once you are familiar with the software or want to submit images for a live competition you will need to click on the appropriate competition group. In the example below the group '2017-2018 DPI Competition' has been selected.

You will then be taken to the screen that shows all rounds of DPI that have been created to date.

For practice purposes only, a 'Test Competition Series' has been set up for you to practice on and to become familiar with using the software.

Start by selecting the Test Competition Series.

If at any time you encounter problems, PhotoEntry has a comprehensive help file which in the first instance should resolve most queries. Just click on the word 'Help' in the menu.
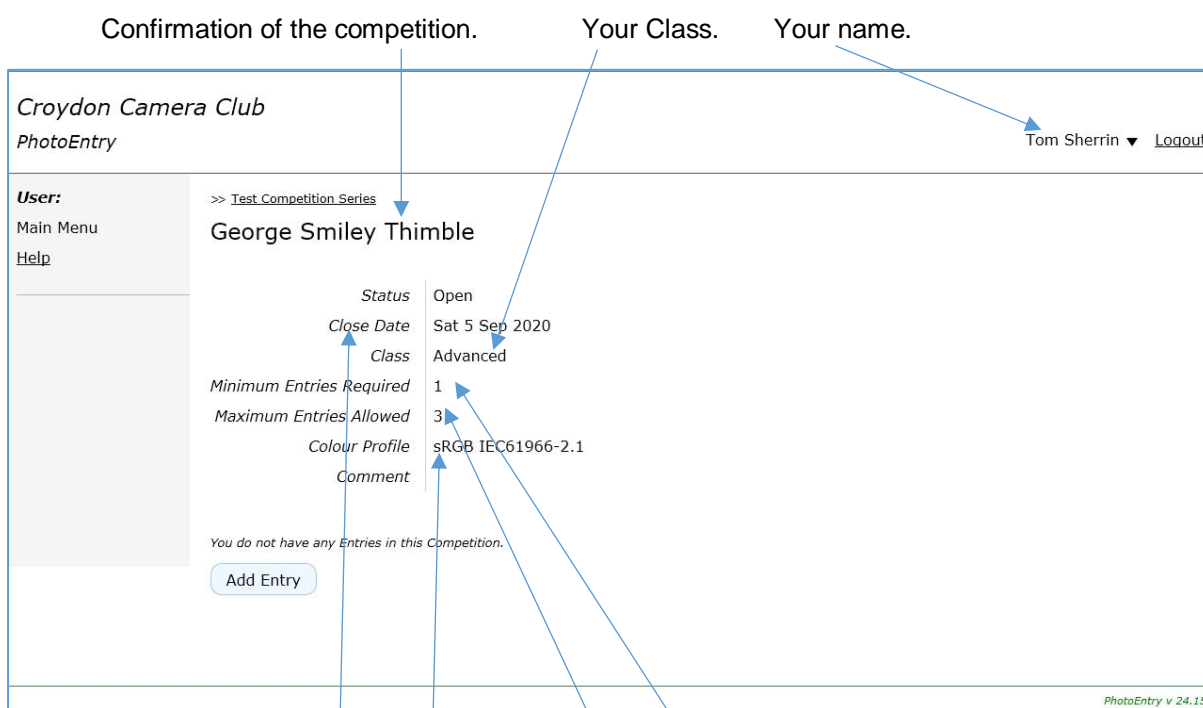
Selecting 'Test Competition Series' will take you to the screen which shows all of the current competitions set up for testing purposes.

Note: If the 'Status' field shows 'Open' then you can upload your images for that competition. If it shows 'Closed' or 'Judged' then you will not be able to upload any images for that competition.

Selecting one of the 'Open' competitions will allow you to enter images for that competition only, to change your mind by replacing or deleting an image, or to change the order that they will be presented.

Here 'George Smiley Thimble' has been selected. This screen gives lots of information.

Confirmation of the competition.   Your Class.   Your name.

The last date that you can upload images.   The minimum number of images that can be uploaded.

The colour space required for images.   The maximum number of images you can upload.

You will now need to click on the 'Add Entry' button in order to upload your images. The upload process requires you to select and upload one image at a time.

Note: PhotoEntry can resize your uploaded image if it is too big. It cannot increase the size of an image if you submit one which is too small. Also, PhotoEntry cannot correct errors in the colour profile but DiCentra can.

To avoid any error messages or problems you are advised to correctly size your images to 1400 x 1050 and ensure that they are in sRGB colour profile before you upload them.

Each images to be uploaded must **not** exceed 10MB in size and no longer do we need to show 01, 02 or 03 before the image title to indicate the order that they will be projected. The software does that automatically according to the order that you have them displayed on the final entry screen.

If you are in doubt about the details to be entered on this screen, click on the 'Show Help' button.

Enter the name of the image as you want it to be displayed. **NOT** the filename.

This field lets you enter your own note regarding the image (e.g. as a reminder).

The field '**Publish Top Images to Club Website**' relates to how you want your images displayed if put on the club's website should they receive an award. There are a number of choices open to you by clicking on the down arrow, including 'Do Not Publish'. The choice is yours but by checking the box to the right ('Remember for next time') will apply the same criteria for each image uploaded.

Your completed form at this stage should be similar to the following.

Your optional note which only you will see.   The publishing option selected and box checked if required.

When we click on 'Add Entry', PhotoEntry needs to be told the location of your image to be uploaded. To help you there is a reminder about the required image size and colour profile.

Browse to find/select the image to be uploaded.   When found, click on 'Upload Image'.

On clicking on 'Upload Image', PhotoEntry will upload your image and display it as a part of your competition entry.

Confirmation of the upload

A thumbnail of your image, the name that it will be displayed as, your note, the publishing criteria and all the file information are shown next to the image in confirmation.

In this example the original size of the uploaded images is shown along with the system reformatted size.

The 'Actions' on the right are for your benefit should you wish to make changes after upload. They include the option to edit the entry (e.g. change the name of the image), change the images for another or even delete the file altogether.

To compete the competition entry for this competition, three images in total will need to be uploaded. To achieve this you will need to re-click on 'Add Entry', browse for the next image and then click on 'Upload File' for each of your images.

The uploaded images will be displayed in the order that they will be shown in the competition as confirmation.

When you have completed the uploading of all the competition images the final screen will look similar to the following: -

Note: In the example below:

Image No. 1 has been changed for a different image using the relevant action and;

Image No. 3 was uploaded as an oversized image (e.g. greater than 1400 x 1050) so PhotoEntry has resized it to the correct dimensions. In such cases you might want to consider changing the image for a correctly sized one to avoid any possible loss of quality.

Screen message informing the user that no more images can be entered for this competition.

Correctly sized submission

Any PhotoEntry generated changes to images are highlighted

Clicking on any of the direction arrows will move the images up or down. This gives you the option to decide the order that you want your images to be displayed.

Remember you can log onto PhotoEntry at any time to change images or information text right up to the deadline. Once the deadline has been reached then the competition status will change to 'Closed' and no further changes can be made.

As previously mentioned, if in any doubt or if you encounter any problems, in the first instance try clicking on the '**HELP**' option which can be found on the left of the main menu screen.