How to Submit Competition Entries with PhotoEntry

Step by step instructions for how to add entries to Sierra Camera Club competitions using the online photo competition management website PhotoEntry.uk.

PhotoEntry will serve as the replacement for email based submissions going forward. ANY SUBMISSIONS BY EMAIL WILL BE REJECTED.

1. You will receive an invitation from <u>us-ca-sierra@photoentry.uk</u> sent to your email address (the one given to the club). This invitation will include a username and temporary password. If you do not see this email, check your spam or junk mail folders.

PhotoEntry

Dear John Smith

Your photographic club or society, Sierra Camera Club of Sacramento, has decided to use the PhotoEntry System for managing entries into competitions. Please log on using the following information:

URL:	https://compent.photoentry.uk/compent
User ID:	**john-smith**
Temporary Password:	**nek-fal-rok-guy** (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.

You can find useful information in the FAQs section on the website, or contact your Competition Secretary with any queries.

2. Once you have the invitation go to <u>https://compent.photoentry.uk/compent</u> in the browser of your choice.
3. At the login page, type in your **User ID** (for example john-smith) and the temporary **password** from the email. Afterwards, you can click **Login**.

PhotoEntry

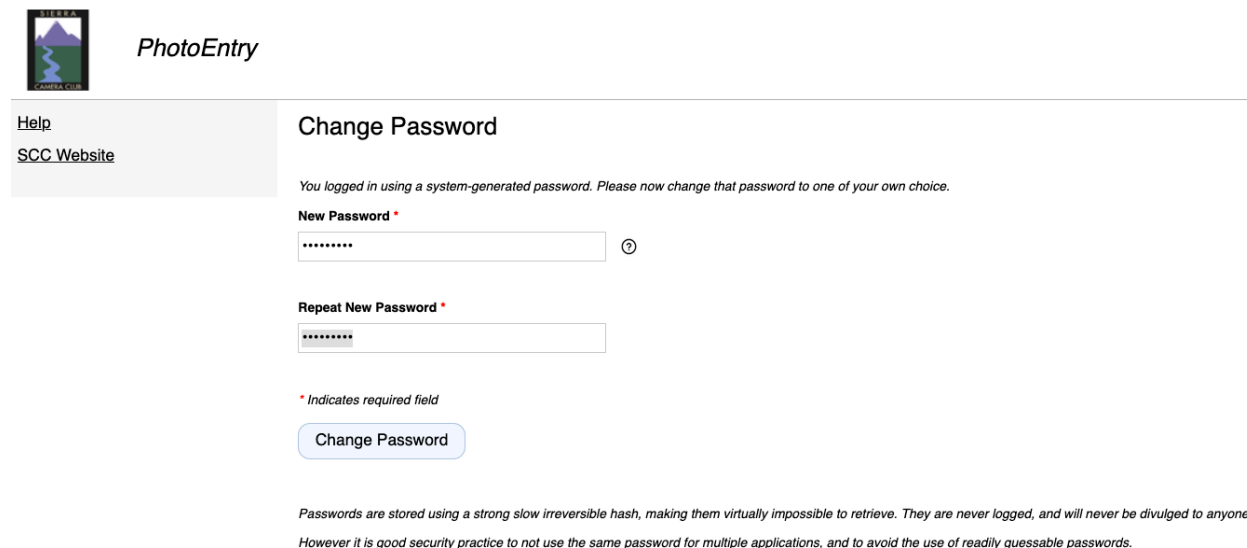Forgotten Password

Login

User ID *

```
john-smith
```
⊘

Password *

```
••••••••••••••
```

Remember UserID on this computer ☑

By selecting Remember UserID, you are consenting to PhotoEntry storing your UserID as a cookie on this computer.

* *Indicates required field*
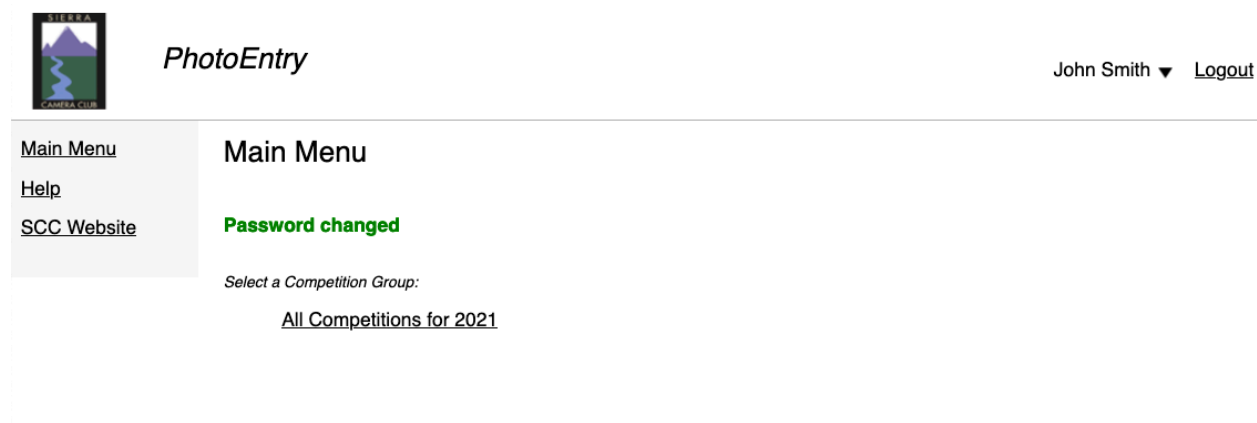
Login

4. When logging in for the first time with the temporary password, you will be prompted to change your password. At this point, choose a secure password and click the **Change Password** button.

5. Once the password has been changed, you'll be taken to the main menu of PhotoEntry.

On the left hand side is a navigation menu for **Main Menu** (returns you to this starting menu), **Help** (for detailed documentation and instructions on how to use PhotoEntry), and **SCC Website** (a shortcut to SCC's main website).

On the top right, you'll see your name. Clicking the triangle will display another menu for showing account details, changing your password, or enabling Two-Factor Authentication for added account security. Along with the **Logout** button.

6. When submitting photos for a competition, you must select a **Competition Group**. A **Competition Group** is a collection of competitions for a given year. So, you'll want to select the current year's **Competition Group**. In this example, ***All Competitions for 2021***.

Main Menu

Password changed

Select a Competition Group:

All Competitions for 2021

7. Once you select the **Competition Group**, you'll be taken to the next screen which will list upcoming and currently active competitions for the year. You will only see active competitions, or the next upcoming competitions. You will NOT see all competitions at the start of the year.

   In this example, the first General Division competitions are listed. You'll see the *General Creative Competition 1* and *General Open Competition 1*.

   The **Status** can be either **Future** (competition is upcoming but NOT accepting entries), **Open** (you can submit photos to this competition), **Closed** (entries CANNOT be submitted or modified), **Judged** (competition is over, images are scored).

   The **Close Date** is the last date in which images can be submitted to a competition, after which the competition status will change to **Closed**.

   The **Judge** column will remain empty until the competition is over, after which you can see who the judge was.

All Competitions for 2021

Click on this button to show a consolidated view of all your entries:

Show Your Entries in this Group

Or click on the name of a competition to create, modify or view entries for an individual competition:

Competition	Status	Close Date	Judge	Comment
General Creative Competition 1	Open	Sun 10 Jan 2021		
General Open Competition 1	Open	Sun 10 Jan 2021		

8. At this point, select the competition you wish to submit images to. In this example, we'll use *General Open Competition 1*.
9. On the competition screen, you will see the Status, Close Date, Your Class (will always be *standard*), Maximum Entries Allowed, Target Dimensions (standard club guidelines of 1920x1200), and preferred Colour Profile.

    At the bottom, there will be two buttons. **Add New Entry** (for submitting a new photo to the competition) and **Import Existing Entry** (for submitting a photo that has already been used previously in another competition).

➣ All Competitions for 2021

General Open Competition 1

Status	Open
Close Date	Sun 10 Jan 2021
Your Class	Standard
Maximum Entries Allowed	4
Target Dimensions	Width 1920, Height 1200
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

You do not have any Entries in this Competition.

(Add New Entry)   (Import Existing Entry)

10. Select the **Add New Entry** button. On the Add Entry screen you will have an **Entry Title** field. You can use up to 50 characters for the entry's title. This is a required field. The Entry Reference field is optional and only you will see this.
Do not add any division prefix nor your name to the title, only the image title.

➤ All Competitions for 2021 ➤ General Open Competition 1

General Open Competition 1: Add Entry

Status	Open
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

[Show Help]

Enter Entry Details

The title may be up to 50 characters, and may include alphanumerics and the characters ,.!'-%()$£.

Entry Title *

| Mount Rainier |

Entry Reference

| Optional information for your own |

[Add This Entry]

11. Once you have chosen the Entry Title, select the **Add This Entry** button. On the following screen, you'll have the option to upload the image itself. The image must be less than 10mb. The image must be a JPEG. If your image is larger than 1920x1200, it will automatically be downsized. We suggest images with 100dpi or higher. Anything smaller is done at your own risk.
12. Select the **Choose JPEG…** button and select the image from your computer. The image's filename DOES NOT need to be formatted in a specific way. It can be random text, numbers, etc.

13. Once you have chosen the image, select the **Upload Image** button.

➤ All Competitions for 2021 ➤ General Open Competition 1

Upload New Image - Mount Rainier

Competition	General Open Competition 1
Status	Open
Target Dimensions	Width 1920, Height 1200
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

Show Help

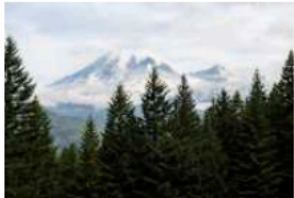Select a JPEG image to upload. **Maximum file size is 10 MB.**

Choose JPEG...

Z7050474.jpg (8.1 MB)

Upload Image

14. After a few moments, the image will be uploaded and you will be taken to the following screen. On this screen you will see the image you have just uploaded (you will not see previously uploaded images on this screen). You have the option to select the image to see it in full size. You'll see the entry title, the image size (original size along with the new size if it was too large). On the right side are 3 buttons, an **edit** button (for changing the entry title), a button for choosing a new **replacement** image, and an option to **delete** an entry.

#	Image	Details	Presentation Seq	Actions
1		***Mount Rainier*** Image successfully resized from high resolution upload ⓘ W:1770, H:1200, 1.6MB (Orig: W:4514, H:3060, 8.1MB)	7042	✎ ↻ 🗑

15. ATTENTION for Travel Sequence Competitions. Each Travel Sequence Entry will allow 4-7 images. DO NOT add each image of the sequence as its own entry. Each entry has its own title and represents an entire sequence of images. The order in which they are arranged on PhotoEntry will be how they display in the slideshow.
16. At this point, repeat steps 10-15 for each new entry, until you reach the maximum number of entries.

17. When you have more than one entry in the competition. You'll have a button called **Show All My Entries.** Selecting this will take you to a screen where you can see ALL of your images for the given competition.

Show All My Entries

Add New Entry   Import Existing Entry
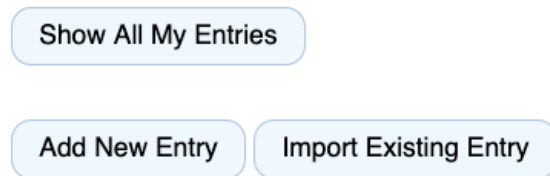
18. This subsequent screen will be similar to the previous screen, for each entry, you can view its details, edit the title, replace the image, and or delete the entry.
19. Once you have added your entries to PhotoEntry, there is no further action required. If you are submitting entries to other competitions, select the Main Menu button from the navigation menu on the left and repeat the previous steps for the other competition(s).
20. Once a competition is closed you CANNOT add, edit, or remove entries.
21. If you are unsure how something works with the PhotoEntry website, go to the Help page or look for '?' icons for detailed instructions and information about various functionality and features of the website.
22. If you still have unanswered questions, feel free to reach out to Aaron Vizzini or Doug Arnold by email.