INSTRUCTIONS FOR USING PHOTO ENTRY SYSTEM TO ENTER CLUB COMPETITIONS.

MAY 2024

The club has now fully moved to the use of the Photo Entry system for club competitions. The following sequence should be adopted by all members when using the software.

As a member of the club you will normally be registered as a user on the system. At first registration you will have been sent an email inviting you to register by clicking a link and following the instructions. This includes choosing your own password so please remember this and it is a good idea to allow your computer to remember it for you in addition. This streamlines the use of the system in subsequent competitions.

To enter a competition, do the following:

1. It is recommended that you save the images you intend to enter in a separate folder on your PC/laptop ready to upload, ensuring that you have followed the requirements for the image size and type as follows:
    a. Maximum image size is 1600 x 1200 pixels. If you try to upload a larger image the software will downsize it for you but we do not recommend that you rely on this as it is good practice to size correctly so that you can see what the reduced image will look like.
    b. Your image will need to be saved as a jpeg format sRGB type image. The sRGB designation refers to the colour settings on your image. If you are unsure how to do this please ask a committee member or alternatively look online for a tutorial to suit your image editing software.
    c. Your image should be saved with a title in accordance with the standard club format, ie   A PRETTY FLOWER by Joe Bloggs
2. Log on to Photo Entry
3. In the Main Menu select the Competition Group, ie 2024 Season
4. Select the competition you wish to enter. Note that open and theme sections are classified as separate competitions in each month.
5. Click "Add New Entry"
6. Type or paste in the entry title. Note that this should be the title only and should not include your name.
7. Please leave Entry is Publishable as "Yes"
8. Click "Add this Entry"
9. Click "Choose jpeg" and select your image from file.
10. Click "Upload image"
11. Repeat until all intended images are uploaded then log off.