PhotoEntry Guidance

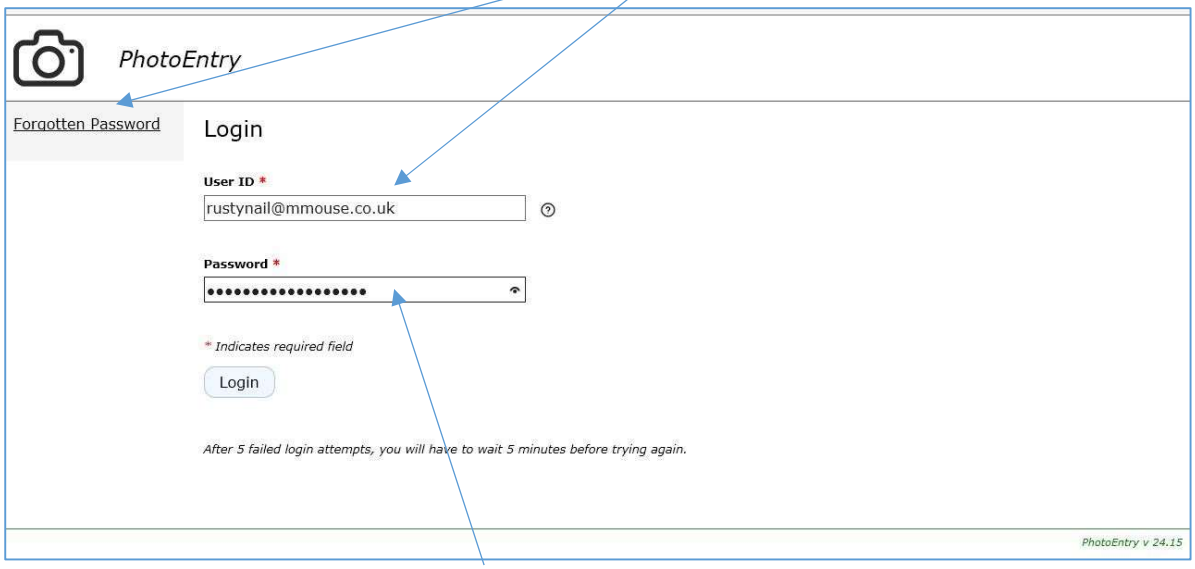
When you first log on to PhotoEntry (**https://compent.photoentry.uk/compent**) you will be prompted to enter the login details sent via email to you from the PhotoEntry administrator.

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)

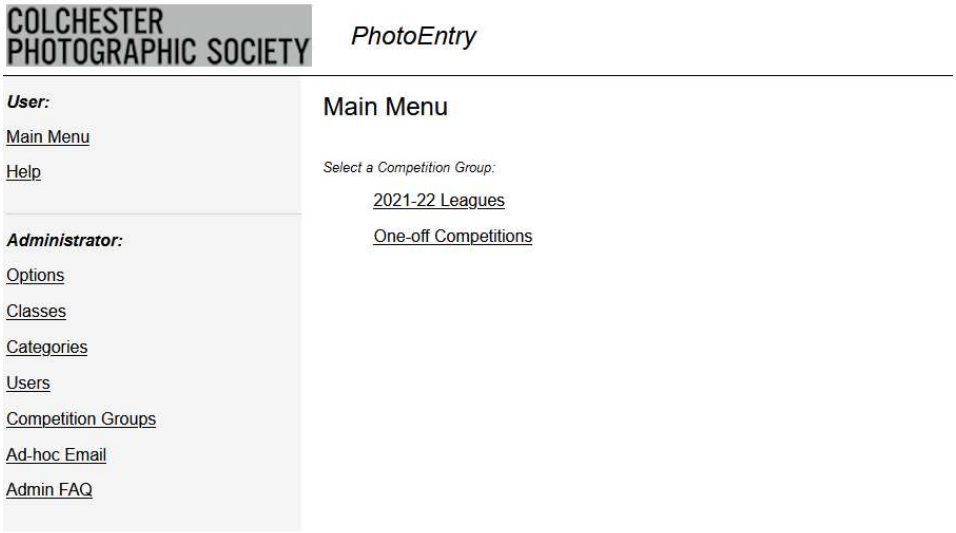
Remember the temporary password must currently be entered in lowercase, including the hyphens. When logging on for the first time, you will be required to change the password to one of your own choosing. If you forget your password click on 'Forgotten Password' when you will be taken through the password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

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



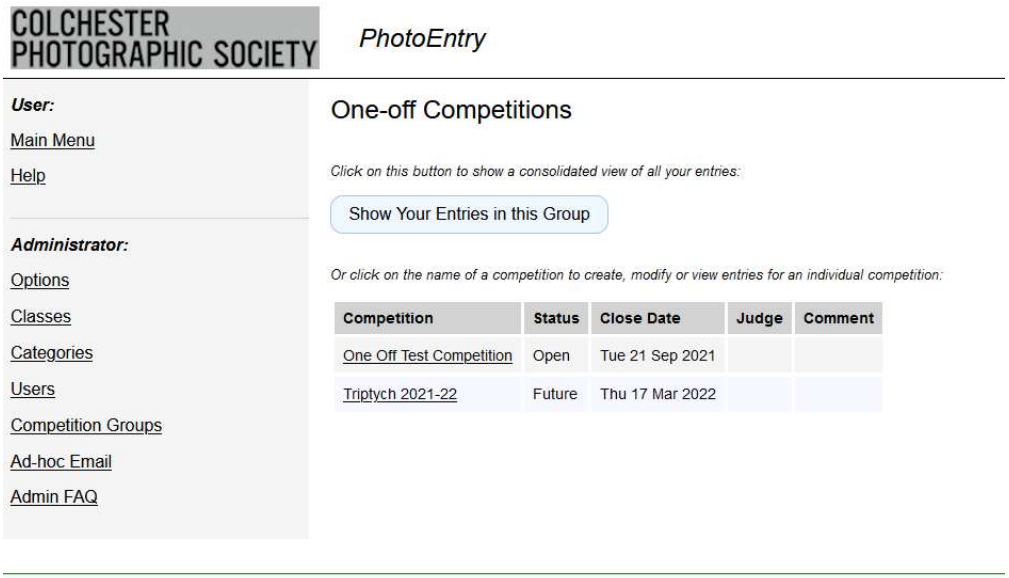
The temporary password e.g. **xxtv-piv-ccc-wikx** is entered here.

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



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 ‘One off Competitions’ has been selected.

You will then be taken to the screen that shows one off competitions or selecting 2021-22 Leagues” will take you through to the DPI and Print competitions that have been created to date.



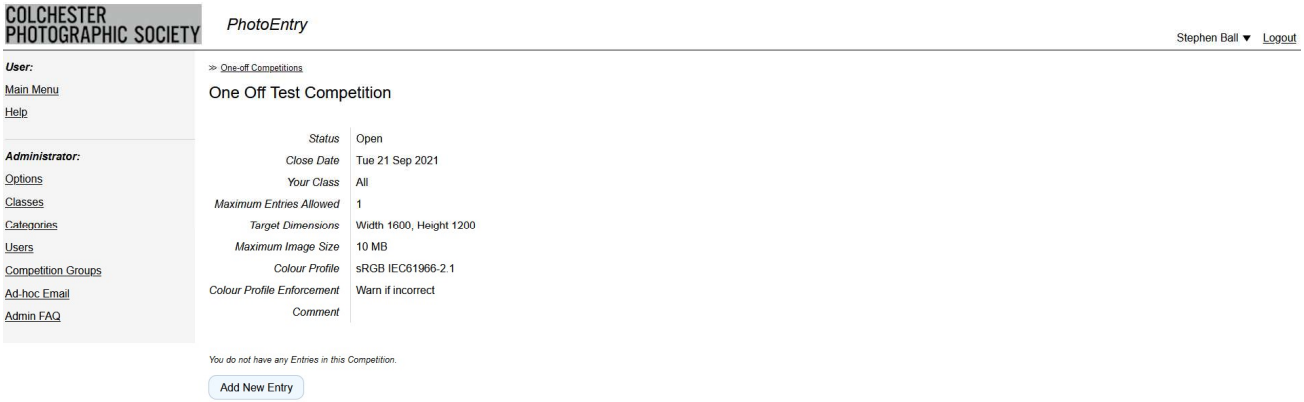
For practice purposes only, a ‘One off Test Competition” has been set up for you to practice on and to become familiar with using the software.

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. Please try this first and if still having problems please email me on pdisecretary@colchesterphotosoc.co.uk.

Selecting ‘One off Test Competition’ 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.



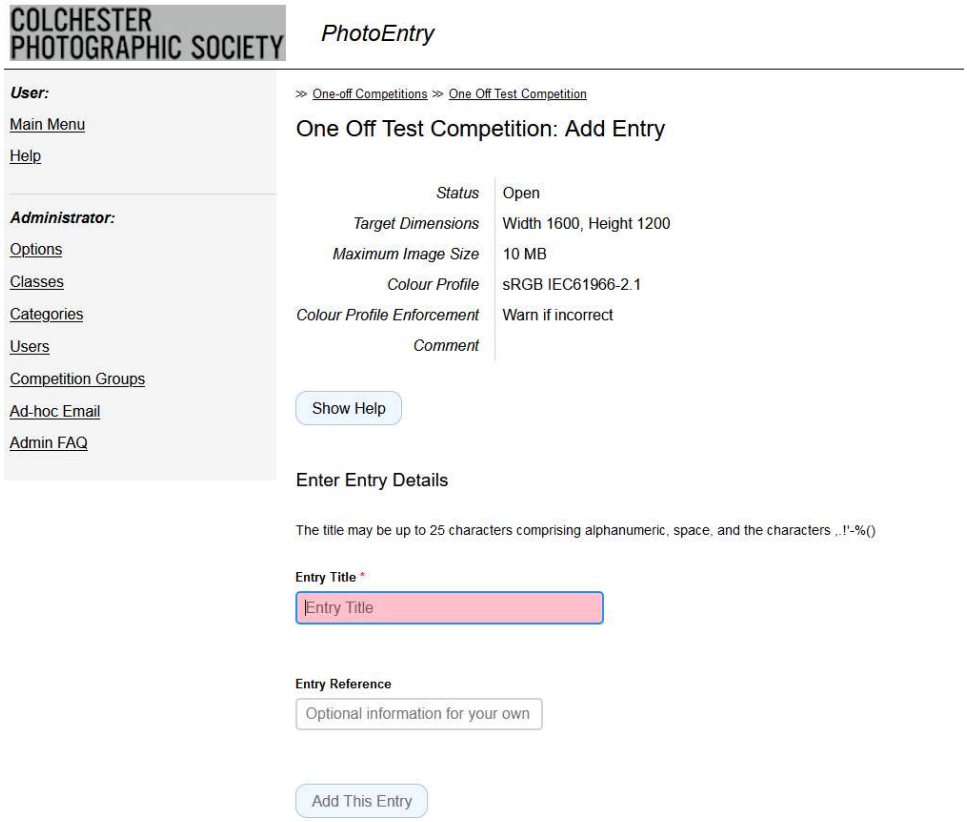
You will now need to click on the 'Add Entry' button in order to upload your images. The upload process requires you to select and upload one image at a time.

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.

To avoid any error messages or problems you are advised to correctly size your images to 1600 x 1200 and ensure that they are in sRGB colour profile before you upload them.

Each images to be uploaded must **not** exceed 10MB in size

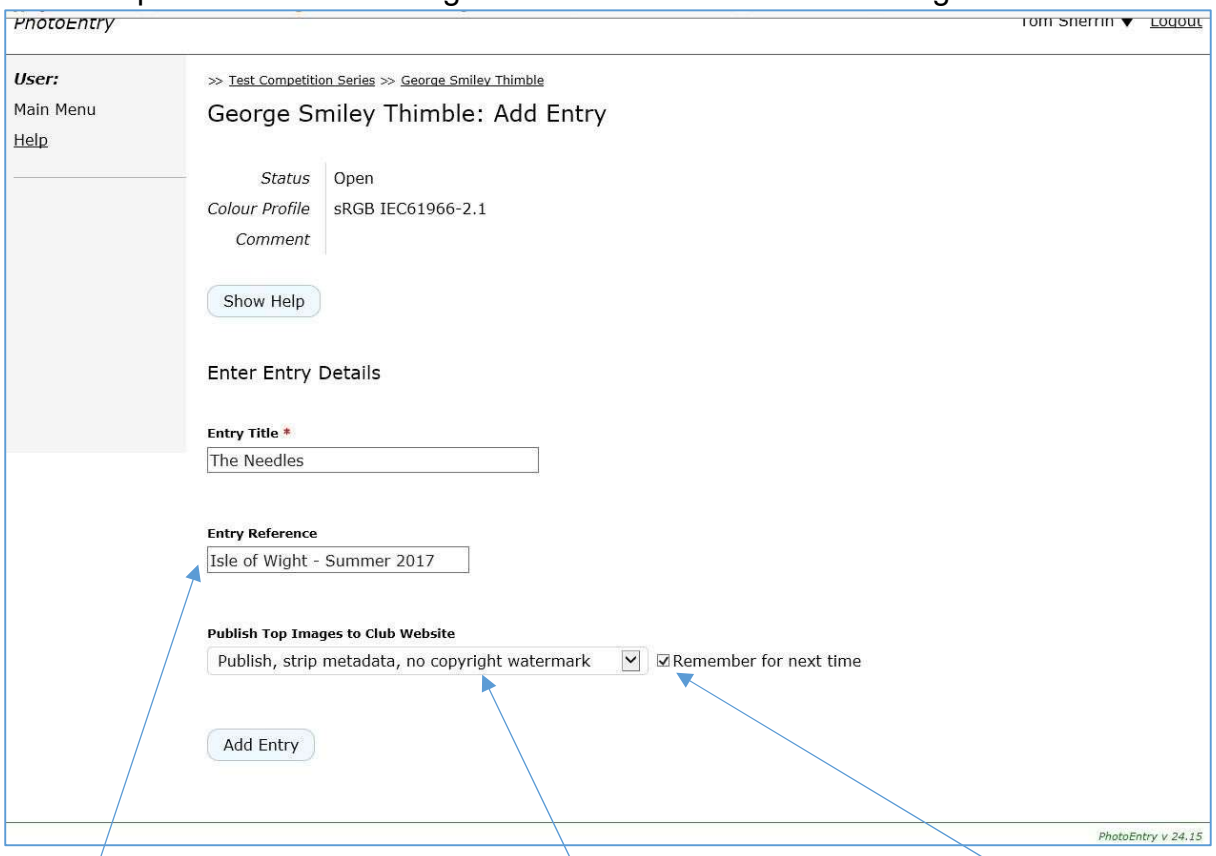
If you are in doubt about the details to be entered on this screen, click on the 'Show Help' button.



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.

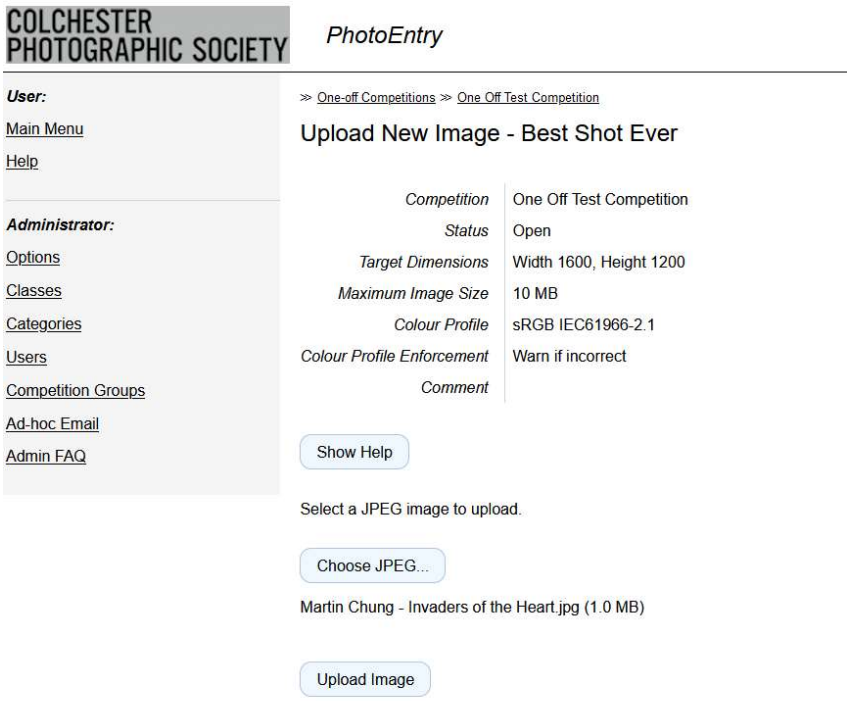
Your completed form at this stage should be similar to the following.



Your optional note which only you will see.

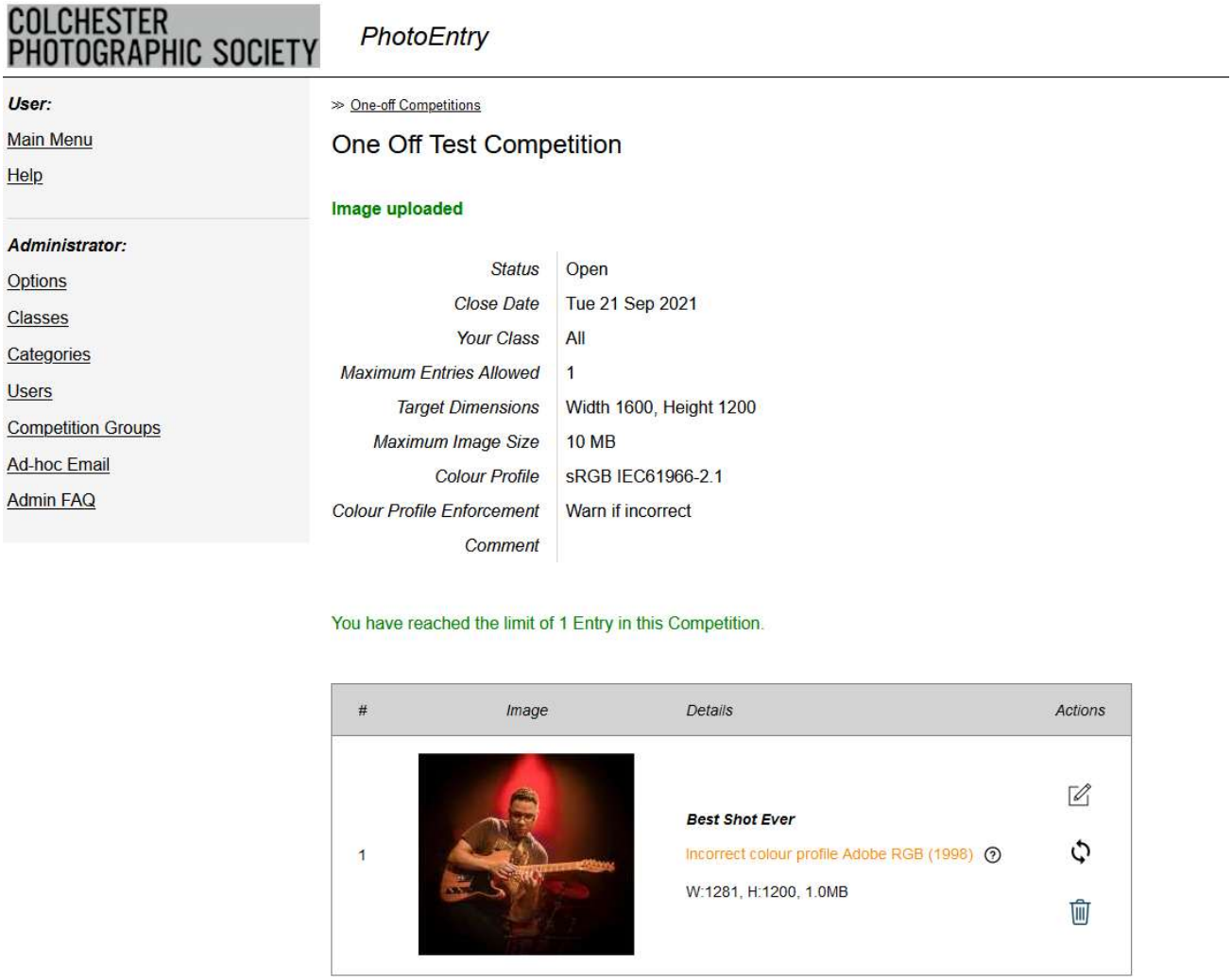
The publishing option selected and box checked if required.

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.



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.

You will see mine gives a warning as this in in Adobe RGB.

If it is a round or competition with more than one entry then you will be able to go through the process a second time.

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.