SLF

The Federation of South London Photographic Societies

How to Submit Print Titles for Inter-Club Print Competitions

Print tiles must be entered in a specific format to enable the host club to produce a scoresheet for the competition. To assist with this, a *Print Title Entry Form* has been created. This is an Excel template that will create a spreadsheet that should run with all current versions of Excel on Windows.

To enter your print titles:

- If you have not already done so, download the *Print Title Entry Form* from the SLF website. Note: You may find that the file you download has a *.xls* extension rather than a *.xlt* extension. Just use it anyway.

- Go into the *Print Title Entry Form* and:

  o Select the relevant competition & your club from the dropdown lists (check that your contact details are shown correctly).

  o Enter your club's prints into the form in the order that you wish to show them. *Note: Make sure that all information is entered accurately and include any photographic distinctions after the surname. Titles & Authors should be entered in 'Title Case' ie where each word begins with a capital letter and continues in lower case as shown in the example on the entry form.*

  o When completed & checked, click on the *Save* button at the bottom of the form (**not** the save option on the menu bar) to save it with a new name. The latest version of the spreadsheet suggests a name such as *FSLPS 2013-14 Gp2 CP BCC.xls* for Bromley's entry to the Group 2 colour print competition in the 2013-14 season.

- Email the saved entry form to the host club organiser **at least two weeks** before the competition. *Note: print titles must not be changed after the entry form has been submitted.*

- The host club organiser will produce the scoresheet and email it to you. The scoresheet can be loaded onto a laptop for use on the night or a paper copy can be printed (host clubs should provide spares on the night).

Using Excel
Some tips on using Excel:
The Entry Form spreadsheet will only run on Windows or Windows emulation on a Mac.
Macros: The spreadsheet uses macros and on many machines this facility is disabled unless you do something about it. To allow macros to be used in Excel versions before Excel 2007 do the following:
1. Start *Excel*
2. Go to *Tools > Macro > Security*
3. Select *Medium*

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Once you have done this, you will be asked each time you open one of the FSLPS spreadsheets if you want to enable macros. Click *Enable Macros*.

Excel 2007 deals with this in a different way and you will be probably be asked each time you open one of the FSLPS spreadsheets if you want to enable the content. Click *Enable This Content*. If you get a different response and are unable to use the spreadsheets, let Steve Wilbur know and he'll look into the problem – email: steve.wilbur@btinternet.com .

Locked Cells: Only the cells that you can use are enabled. All other cells on the entry form should be locked. Thus, you will not be able to change the Image or Club columns.

Saving Spreadsheets: After you have entered your information into the entry form, ALWAYS use the *Save* button on the sheet to save your spreadsheet. It will suggest the appropriate name and the correct file format for maximum compatibility (.xls).

DO NOT use *File > Save*, *File > Save As*, *Ctrl-S*, or any *floppy disk icons* to save your spreadsheets.

If a dialogue asking if you want to save the spreadsheet is shown when you try to close Excel, click *Cancel* in the dialogue box and use the *Save* button on the sheet, and then close Excel.

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