

How to Submit Images for Finals Day Competitions

*Note : A digital file is required for **every** entry to Finals Day including **all** prints.*

Digital files must be:

- JPEGs sized to be no more than **1400** pixels wide & no more than **1050** pixels high.
- In RGB format in the sRGB colour space (even if it is monochrome).
- Named and submitted in the folder & filename structure detailed in this document.
- Handed in on a single club CD or memory stick at the Delegates Meeting on **2nd March**.
- The entry form for your club must be emailed to Gill Peachey at gill_peachey@yahoo.co.uk by **28th February** at the latest.

An Excel spreadsheet called the **Finals Day App** is available from the SLF website on the Competitions page. It can be downloaded to a pc here:

<http://www.fspls.org.uk/Competitions/2016-17/FSLPS%20Finals%20Day%20App%202017.xlsm>

The *Finals Day App* must be used to prepare and submit your club entry.

Using the Finals Day App

Note: you will need a PC (not Mac) to run this application & will need to enable macros when you go into it. You will also need to be familiar with creating folders & copying & renaming files.

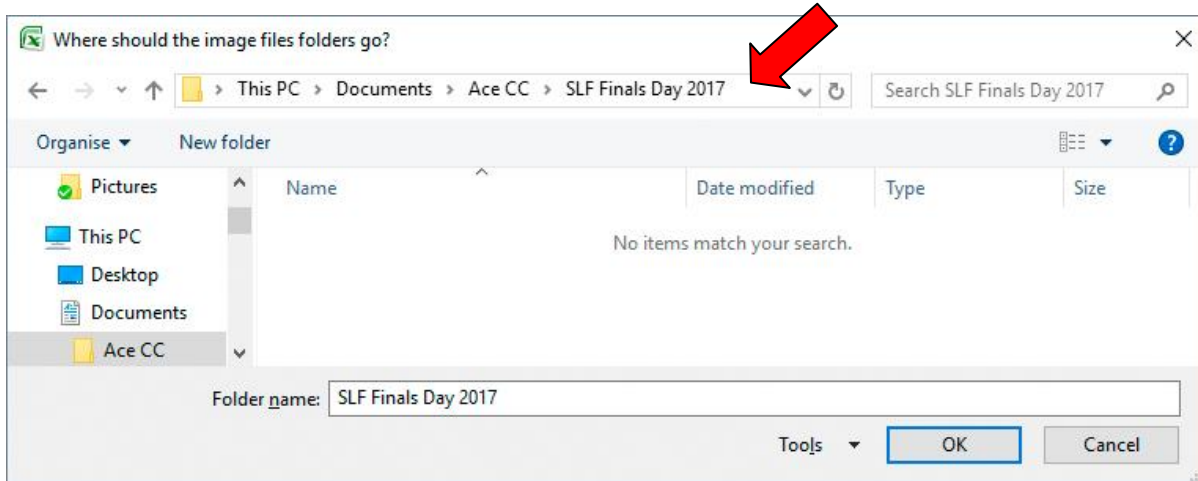
This application will:

- Create the folder structure into which you will place the image files
- Produce the entry form for your club from the filenames of the images

Creating the folder Structure

(You will assemble and finally submit your club entry in these folders)

- Open the *Finals Day Entry App* and ensure that macros are enabled
- In the *Dialog* work sheet, select your club from the drop-down box
- Press **Button A** to create the empty folders for you to drop the relevant image files into. A dialog screen will appear asking where you would like to create the folders.
- Specify the location where you want to create the folders - example shown below:
Note: it is essential that you know and remember where you are creating the folders as you will have to populate them with your images!



- Press **OK** to create the folders
- Having created the folders, you can close the *Finals Day App* (don't save it).

You will now find that within the location you specified, there is a folder bearing the name of your club.

Within that are folders relating to each Finals Day competition in which you may compete. They are as follows:

<i>KJP Trophy</i>	(certificated colour prints)
<i>Owen Trophy</i>	(certificated monochrome prints)
<i>Edwin Appleton Rose Bowl</i>	(certificated PDIs)
<i>Punch Bowl</i>	(open colour prints)
<i>Retina Cup</i>	(open monochrome prints)
<i>Jack's Jug</i>	(open PDIs)

If your club is participating in an inter-club final, there will also be a folder for that. The inter-club folders are:

<i>Alex Falk</i>	(inter-club colour print final)
<i>Holroyd Trophy</i>	(inter-club monochrome print final)
<i>Vic Smith Trophy</i>	(inter-club PDI final)

Putting the image files in the folders

Your images must now be placed into the appropriate competition folders (as created above) in the format specified below, noting that:

- *Mixed upper and lower case should be used for titles & names (i.e. avoid block capitals except in distinctions)*
- *When entering club names, please abbreviate Camera Club & Photographic Society to CC & PS respectively*
- *Distinctions should be devoid of commas & full-stops e.g.: John Galt ARPS DPAGB BPE2*
- *Underscores must only be used as separators & must not be used in titles etc*

For Inter-club Finals:

In the appropriate folder (Alex Falk, Holroyd Trophy, Vic Smith Trophy)

- Create a folder that is your *club name* eg Ace CC
- In that folder, place your 9 images (image 9 is the tie-breaker) with names in the format: *Sequence no, space, image title, underscore, photographer & distinctions* eg 1 On the Ice_Tim Alexander ARPS DPAGB

For Certificate Winners Competitions & Open Competitions:

In the appropriate folder (*KJP Trophy, Owen Trophy, Edwin Appleton Rose Bowl, Punch Bowl, Retina Cup, Jack's Jug*)

- Create a separate folder for each entrant, the name of which is the *photographers name & distinctions* eg John Taylor FRPS DPAGB
- In that entrant's folder, place their image(s) for that competition named in the format: *Image title, underscore, club name* eg Over the Edge_Ace CC

Note: You can add image files to these folders at any time, building up your club entry in this way

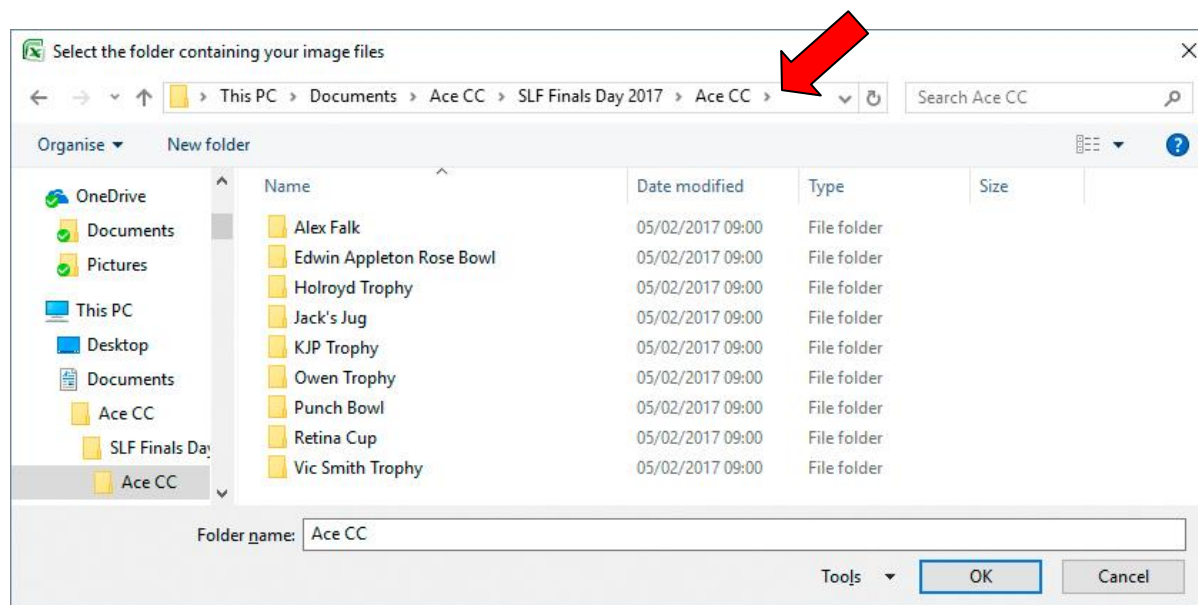
An example of a completed club entry can be downloaded from the competition's page of the website at: <http://www.fslps.org.uk/Competitions/2016-17/Ace%20CC.zip> (Note: to unzip it, right-click on the zip file and select *Extract All..* from the context menu. On Windows 10 you may have to Open the zip file and then click on the *Extract* icon.)

Making the Entry Form from your Image Files

When the competition folders are complete with every image file (and not before), the *Finals Day App* must be used to produce your club's Entry Form. It creates this from the names of the image files that you have placed in the folders.

To make your Entry Form:

- Open the *Finals Day Entry App* and ensure that macros are enabled
- In the *Dialog* work sheet, select your club from the drop-down box
- Press **Button B** to make the entry form from your image files. A dialog screen will appear.
- Point the app to your club folder, within which are the folders for each competition - example shown below:



- When you are pointing to the desired location, press **OK**
- The *Finals Day App* will now make your club's Entry Form from your image files
- To view your Entry Form, go to the *EntryForm* work sheet.

Checking & Correcting Errors in the Entry Form

After making your Entry Form from your image files:

- Go to the *EntryForm* work sheet and check that all entries have been listed correctly
- If there are any errors, they must be rectified by correcting the necessary file name and/or folder name of the image file(s) concerned. After making corrections, you will need to make the Entry Form again using **Button B** on the *Dialog* work sheet (as detailed above). The app will detect that an entry form has already been made & ask for confirmation that you wish to over-write it.

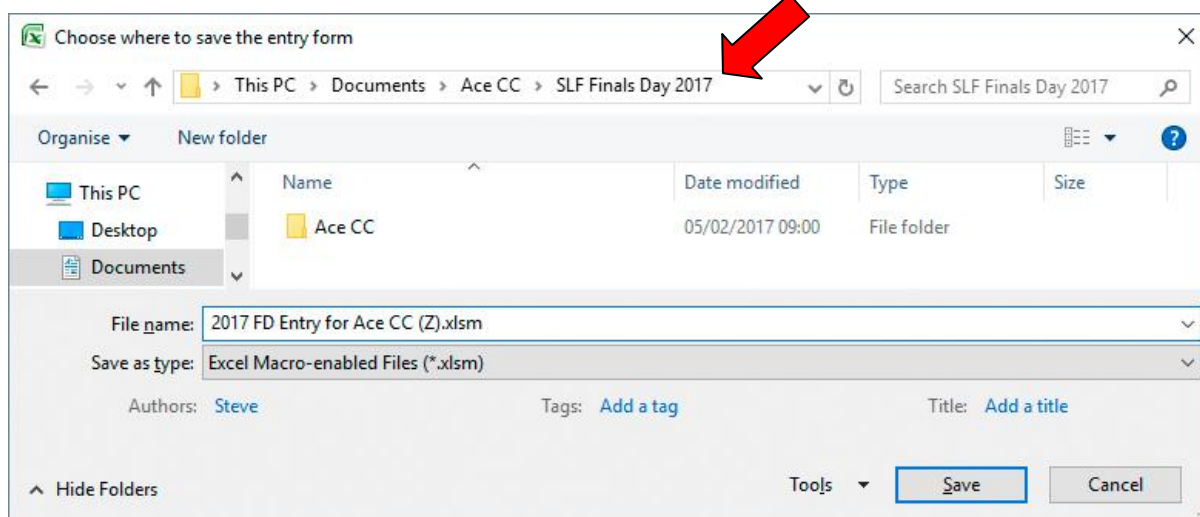
Note:

Do NOT correct any errors by typing the corrected information directly into the *EntryForm* work sheet! This will result in a mismatch between your Entry Form and image files!!!

Saving the Entry Form

When all entries are correctly displayed in the *EntryForm* work sheet and no errors are reported:

- Return to the *Dialog* work sheet and press **Button C** to save the Entry Form. A dialog screen will appear asking where you want to save it.
- Point the app to the location where you wish to save your entry form - example shown below:



- When you are pointing to the desired location, press **Save** to save the Entry Form. It is suggested that you accept the filename supplied by the app as it will include the year, your club name & club reference letter.

Note:

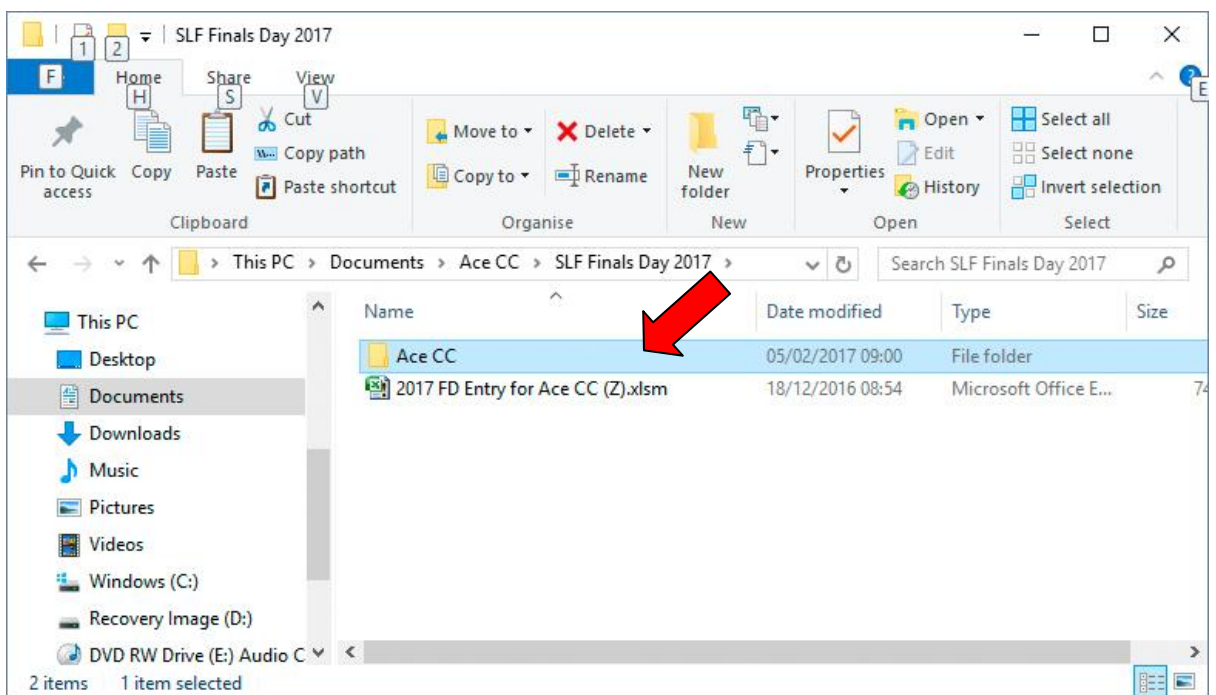
You will not be able to save the Entry Form if there are errors in it!

What to do with Your Entry Form

- Email your Entry Form to Gill Peachey at gill_peachey@yahoo.co.uk by **28th February 2017**.
- Print 2 copies of it. Hand one in with your prints at the Delegates Meeting & bring the other with you on Finals Day to check that you collect all your prints.
- Retain a club copy (electronic and/or paper) for reference purposes.

Creating your Club CD/Memory Stick of Images

- Go to the folder containing all your images. It is the one that is your club name with all the competition folders in it - example shown below:



- Copy the folder to a CD or memory stick.
- Hand it in, together with your prints and a copy of the Entry Form, at the Delegates Meeting on **2nd March 2017**. It will be returned at Finals Day.