

Host Club Information

Building & Running the Competition in PEX & DiCentra

Note: This document relates solely to the use of *PEX* & *DiCentra* in SLF Inter-club competitions. Please refer to the *Host Club Procedures* on the SLF website for details of all procedures that host clubs must follow and the *PEX & DiCentra User Guides* for full details on using *PEX* & *DiCentra*

DiCentra version 4.10.214 or later must be used, as earlier versions do not include PEX with a necessary tie-break fix. If using different PCs to prepare & run the competition, they must be running the same versions of *DiCentra* & *PEX*.

Preparing the Competition to Receive Entries

At least 4 weeks before the competition:

- Import the Rules for the *DiCentra* Competition:
 - Download the *DiCentra Rules for PDI Competitions* from the SLF website.
 - Unzip the file.
 - Import the rules for the required competition into *DiCentra* (*File>Import*).

- Match the *PhotoEntry* & *DiCentra* Competitions in *PEX*:
 - Go into *DiCentra*
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of the screen.
 - Select the *PhotoEntry* competition you wish to match by clicking on it's name. Details of the competition will be displayed in the blue box on the right of the screen.
 - From the drop-down list in the pink box on the right of the screen, select the corresponding *DiCentra* competition. *Note: Make sure the Ignore? box to the left of the competition drop-down list is not checked.*
 - *PEX* should display a message 'OK - Comps are compatible'.
Note: If any errors or warnings are displayed, please contact the SLF Competition Sec.

- Make the *PhotoEntry* Competition open to receive entries:
 - When the competitions have been matched successfully, go to the blue box on the right of the screen in *PEX* and set the *Status* to 'Open'.

Competition setup is now complete and clubs can submit their entries in *PhotoEntry*.

Downloading Entries from *PhotoEntry* to *DiCentra*

As soon as possible after the closing date of the competition:

- Check that entries from all participating clubs have been uploaded to *PhotoEntry*:
 - Log into *PhotoEntry* using the *ID* for your club
 - Select the *Competition Group* for the correct season.
 - Click on the running man symbol in the *Run* column to the right of the competition. This will display the uploaded entries from all participating clubs.
Note: Do NOT alter or delete any of the entries!
- When all entries are present:
 - Go into *DiCentra*.
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of the screen.
 - Select the *PhotoEntry* competition you wish to download images from by clicking on it's name. Details of the competition will be displayed on the right of the screen.
 - Go to the blue box on the right of the screen in *PEX* and set the *Status* to 'Closed'.
 - Click on *Download Images* at the bottom of the screen.

<p>The images have now been downloaded into <i>DiCentra</i> & the competition has been made and is ready for you to produce the scoresheet.</p>

Producing the scoresheet in *DiCentra*

- Create a blank scoresheet by using *File > Reports > Blank Scoresheet* in *DiCentra*.
- Email the blank scoresheet to all participating clubs. Provide spare paper copies on the night of the competition.

The *DiCentra* Projector Samples Competition

- At the beginning of a PDI competition it is important that you project some standard images as a way of checking the projector, and particularly to allow the judge to assess how common colours are rendered. A dummy competition called *FSLPS Projector Samples 1400 x 1050* is available for this purpose. If it is not loaded on your club laptop, it can be downloaded from the SLF web site and imported into *DiCentra* as described in the accompanying notes.

Running the DiCentra Competition on the Night

For PDI Competitions:

(Refer to the *Projector & Laptop Setup Notes* on SLF website for full details of how to set up projectors & laptops for digital projection)

- Set the digital projector to its **native resolution**.
- **Ensure the projector screen format isn't being distorted** to match the laptop screen.

If it is, adjust the Windows *Multiple Display* settings to either:
 - Extend these Displays (and run *DiCentra* in Dual Screen mode)
 - or
 - Just use the Projector Screen
- In *DiCentra*, select the correct *Profile* for the projector.
- Run through the *FSLPS Projector Samples 1400 x 1050* dummy competition for the judge to assess the projector.

For all Competitions:

- In *DiCentra*, select the SLF Inter-club competition and run it in the normal way, recording all marks and certificate winners. (Note: when you run the competition, you will be asked whether you want to start at the first image or pick a sequence - select *Start at first image* and click *Ok*.)
- Dealing with **Tie-breaks**:
If any tie-breaks occur, a message will appear. **All tie-breaks must be resolved** to ensure that clubs are put into the correct Semi-final or Plate Round. To resolve tie-breaks, proceed as follows:
 - *Right-click* and the context menu will show *Tie Breaks*. *Click* on this to see a list of the tie breaks.
 - *Click* on the top one in the list (there may only be one).
 - You can now use the right-arrow in the usual way to move through the tying images and mark the judge's preferred image **1**, the 2nd image **2**, etc.
 - If the judge wants to see them on the Lightbox, go to the Navigator (type *n*) and select *Sequence* and *Tie Break x*, where x is the tie you are dealing with.
 - Repeat this process to resolve all ties in the list.

After the Competition

- Upload the results to *PhotoEntry*:
 - Go into *DiCentra*.
 - Open *PEX* (*Cloud>PhotoEntry (PEX)*) & log in using the *PhotoEntry ID* for your club.
 - Click on the '+' box to the left of the required season in the *PE Groups and Comps* on the left of screen.
 - Select the *PhotoEntry* competition you wish to upload results for by clicking on it's name. Details of the competition will be displayed on the right of the screen.
 - Click on *Upload Results* at the bottom of the screen.

- Produce the results list in *DiCentra*:
Go to *File > Reports > Printable Reports > Competition Results* and then select: *Awards, Ranked Club scores, Show image details and Statistics*.
(Note: There is no need to select *Round by Round details* as that will just duplicate information.)

- Email the *DiCentra* results list to the Club Competition Contacts of the participating clubs.

- Email the *DiCentra* results list to the SLF Competition Secretary who will forward them to the SLF Webmaster for inclusion on the website.

- **After 2 weeks**, delete the competition from *DiCentra* but keep a copy of the completed scoresheet.