

## Host Club Procedures

Refer to the *Building & Running the Competition in PEX & DiCentra* instructions for further details on using *PEX & DiCentra*

Host clubs need to be running *DiCentra* version 4.10.214 or later and must have a *PEX* licence installed. *PEX* licences are available from Wilbur Imaging for £8 at:  
<http://www.wilburimaging.com/machform/view.php?id=31808>

### Prior to the Competition

- **At least 4 weeks** before the competition, the host organiser will:
  - Import the competition rules into *DiCentra* from the download available on the SLF website.
  - Match the *PhotoEntry* & *DiCentra* competitions in *PEX*.
  - Set the competition status to 'Open' in *PEX*.
  - Email the Club Competition Contacts of all participating clubs (list of Club Competition Contacts available on the SLF website) and notify them that their images can now be uploaded to *PhotoEntry*. [The appropriate club competition contact in each participating club will reply by email.]
- The SLF Competition Secretary will send a reminder to the judge, but it is hoped that the Host Club will also contact the judge at least 2 weeks before the competition as a matter of courtesy.
- Before the closing date ie **at least 2 weeks** before the competition, the participating clubs will upload their images in the correct resolution and format to *PhotoEntry*. They will email the host organiser when their entry is complete. *Note: The host organiser can log into to PhotoEntry at any time to check what entries have been uploaded - click on the running man symbol in the Run column to the right of the competition to do this. Do NOT alter or delete any of the entries!*
- **As soon as possible after the closing date**, the host organiser will:
  - Log into *PhotoEntry* and check that all participating clubs' entries are present.
  - Close the competition in *PEX*.
  - Download the images from *PhotoEntry* to *DiCentra* using *PEX*.  
*Note: This will automatically make the DiCentra competition.*
- Host organiser produces the scoresheet in *DiCentra* and emails it to the club competition contacts of all participating clubs.
- Host organiser additionally prints scoresheets for all clubs for distribution on competition night.
- Host organiser ensures that the competition and the *Projector Samples Competition 1400 x 1050* (available from SLF web site) are in *DiCentra* on the laptop that will be used on the night of the competition.
- Host organiser ensures that blank SLF certificates are available for the competition.

## On Competition Night

- Host organiser takes along:
  - Printed copies of scoresheets
  - **Blank certificates**
  - The laptop with the *DiCentra* competitions on it.
- Host club set up hall in good time.
- For print competitions:
  - Ensure there are enough tables for print collation & return.
  - Arrange for one member to put prints up and another to take down. Ensure that print handlers know to put marked prints in club piles for quick return at end of evening.
  - With the assistance of one person from each club, collate prints into the order on the scoresheet:

### To collate prints quickly and safely:

1. Place print no. 1 face up at the bottom of the pile with print no. 2 face up on top of that etc. The pile will now be in reverse order to that shown on the scoresheet.
2. Advise the judge to go through the prints **once**, each time taking the top print and placing it face up on the second pile. The prints will be back in the order shown on the scoresheet.

- Place tie-breaker prints in a separate pile.
- Give scoresheets to participating clubs.
- Arrange for one visitor to give vote of thanks.
- Advise judge of requirements:
  - Marks out of 10 (half marks allowed).
  - Number of certificates to be awarded (equal to the number of clubs participating in the competition on the night). *Note: Certificates must go to the top scoring work.*
  - Tie-break arrangements. The judge needs to award an order of preference to the appropriate tie-break prints/PDIs. *Note: Prints to be viewed on easel to obtain proper lighting.*
- For print competitions, invite judge to look through the prints. This must be done by going through the pile **once** to get the prints back in the correct order on the scoresheet (see above).

**Ensure that the judge doesn't see the back of prints at any time.**

- 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 it's **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
  - Run *DiCentra Projector Samples Competition 1400 x 1050* to enable judge to assess colour reproduction of projector.
- Run competition, record marks and certificate winners using *DiCentra*.
- At end of competition, agree scores with participating clubs.
- Ensure that judge resolves **all** tie-breaks by looking at appropriate tie-break prints/PDIs and awarding an order of preference. *Note: Prints to be viewed on easel to obtain proper lighting.*
- Get certificates signed by judge and Chairman and issue to appropriate clubs.
- **Pay the judge** (fees can be reclaimed from the SLF - email details to Paul Gosling at [p.gosling@tesco.net](mailto:p.gosling@tesco.net) ).
- For print competitions, oversee return of prints at end of evening.

### **After the Competition**

- The host organiser will upload the results to *PhotoEntry* using *PEX*.
- The host organiser will email the results from *DiCentra* to the Club Competition Contacts of the participating clubs.
- The host organiser will email the results from *DiCentra* to the SLF Competition Secretary who will forward them to the SLF webmaster for inclusion on the website.
- **After 2 weeks**, the host club will delete the competition from *DiCentra* but retain a copy of the completed scoresheet.